

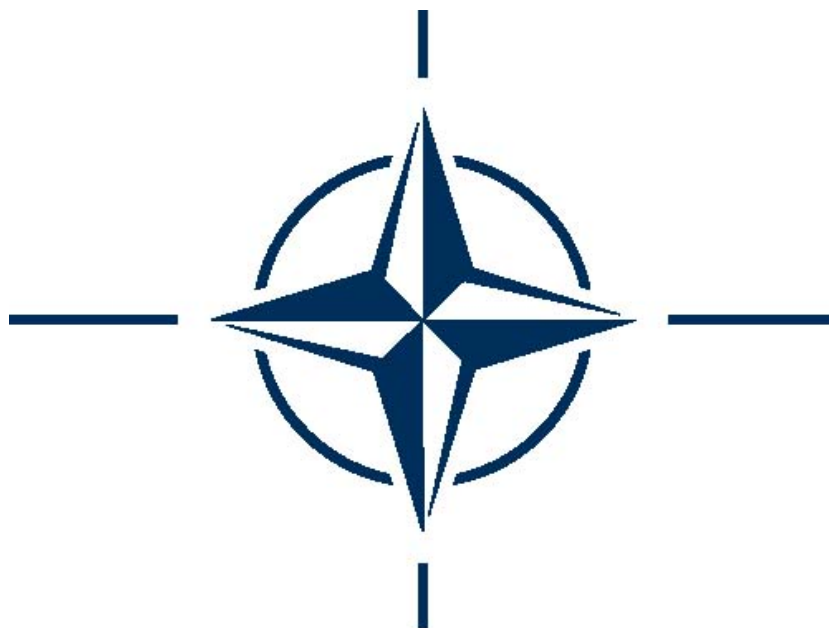
NATO STANDARD RELATED DOCUMENT

ATP-02.2

**NAVAL COOPERATION AND GUIDANCE FOR SHIPPING (NCAGS) –
ORGANISATION, PUBLICATIONS AND DOCUMENTS**

Edition A Version 1

August 2015



NORTH ATLANTIC TREATY ORGANIZATION

ALLIED ADMINISTRATIVE PUBLICATION

**Published by the
NATO STANDARDIZATION OFFICE (NSO)**

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CHANGE INSTRUCTIONS

1. This publication is designed to be issued in electronic format only. However, local printing is authorised if this is necessary but binders are not supplied and must be provided locally. Change instructions are not provided as this version incorporates all previous changes and is a direct replacement for the preceding edition which was promulgated as AAP-08.

NORTH ATLANTIC TREATY ORGANISATION
NATO STANDARDIZATION OFFICE (NSO)
NATO LETTER OF PROMULGATION

3 August 2015

1. The enclosed Standards Related Document (SRD) ATP-02.2, Edition A, Version 1 NAVAL COOPERATION AND GUIDANCE FOR SHIPPING (NCAGS) - ORGANISATION, PUBLICATIONS AND DOCUMENTS, which has been approved in conjunction with ATP-02 Volume I publications by the Nations in the Military Committee Maritime Standardization Board (MCMSB), is promulgated herewith.
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Edvardas MAŽEIKIS
Major General, LTUAF
Director, NATO Standardization Office

RESERVED FOR NATIONAL LETTER OF PROMULGATION

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REFERENCES

1. NATO STANDARDISATION COVERING DOCUMENTS

- a. STANAG 1040 - Naval Cooperation and Guidance for Shipping (NCAGS) Manual.

2. NATO POLICIES, DIRECTIVES AND GUIDANCE

- a. MC-376 - Naval Cooperation and Guidance for Shipping (NCAGS).

3. RELATED DOCUMENTS

NATO STANDARD DOCUMENTS

- a. ATP-02 – Naval Cooperation and Guidance for Shipping (NCAGS) Manual.
- b. AHP-01 – Allied Worldwide Navigational Information System (AWNIS) (STANAG 1104).
- c. AHP -01.1 – Allied Worldwide Navigational Information System (AWNIS) – Classified Supplement (STANAG 1490).

STANDARD RELATED DOCUMENTS

- a. ATP-02.1 - Naval Cooperation and Guidance for Shipping (NCAGS) - Guide to Owners Operators Masters and Officers.

Chapter 1 - General Information

0101 Introduction

MC 376 contains agreed Naval Cooperation and Guidance for Shipping (NCAGS) policy. The operational and tactical elements of NCAGS are contained in ATP-02 – Naval Cooperation and Guidance for Shipping (NCAGS) Manual. ATP-02.1 provides NCAGS guidance to merchant shipping Owners, Operators, Masters and Officers. ATP-02.2 provides administrative NCAGS information supplementing that policy.

0102 Purpose of this Publication

The purpose of this publication is to provide Allied Naval Authorities with information of the NCAGS capabilities, organisation, publications and administrative information within NATO nations and NATO nations' dependent territories. It also provides information on the NCAGS organisation of a number of Non-NATO nations that has been supplied on a voluntary basis.

Chapter 2 - NCAGS Worldwide Organisation

0201 General

This chapter, along with Annexes 2A, 2B, 2C and 2D, provides details of the NCAGS organisation within NATO nations and NATO nations' dependent territories. Also listed are details of other worldwide NCAGS points of contact, including civilian and military organisations. Lists of nations' ports can be found in Lloyds-Fairplay, International Maritime Organisation (IMO) websites, or directly from operational level contacts shown in the national pages.

0202 Dependent Territories

Information on the NCAGS organisation within the dependent territories of NATO nations is listed at Annex 2C but, where appropriate, this has also been included at Annex 2B within the details listed for the nation concerned. In cases where nations designate ships, Designated Ships may include those from dependent territories (see Annex 2C).

0203 Non-NATO Nations

Information on worldwide NCAGS organisations that are separate from NATO is listed at Annex 2D.

Annex A to Chapter 2 - National NCAGS Personnel Strengths and Readiness

Table 2A-1. Estimated Personnel Strengths and Readiness Table

Note: Personnel numbers listed are not prescriptive.

Nation	Total Numbers	Readiness/Remarks	Maximum Duration
ALB			
BEL	AWNIS – 4 (2 trained/2 trainees) NCAGS – 18 (14 trained/4 trainees)	1 Active/experienced at 1 week notice 2 Reserve Officers at 1 month notice	6 months on rotational basis, pending other operations.
BGR			
CAN		Canada has no specialist NCAGS capability. Personnel with relevant skill sets may be available to conduct NCAGS functions depending on the nature of the operation	
DNK	15	Under review	2 months rolling
ESP	48	3 weeks notice (reducible in certain cases)	3 months
EST			
FRA	60	10 Reserve at 30 days notice	1 month
DEU	197	60% Former Active - 40% Merchant	According to status
GRC	283	Active	As required to support operations
HRV			
ITA		1 Officer at short notice Further personnel at 30 days notice	According to status
LVA			
LTU			
NLD	45	All Reservists 10 at short notice. 35 at a month notice	3 months per Reservist
NOR	85	10 at NTM 5-7 days, remainder on a voluntary basis in excess of 28 days. See NRF CJSOR for updated details	TBD
POL	14	6 Active. 8 Reservists	
PRT	5	5 at 21 days notice	
ROU			

Table 2A-1. Estimated Personnel Strengths and Readiness Table (Continued)

Nation	Total Numbers	Readiness/Remarks	Maximum Duration
SVN			
SWE	6	3 Active - 3 Reservists	3 months
TUR	261	12 Active at short notice 249 Reservists at 1 month notice	According to status
GBR	193	2 personnel at R2 (5 days notice to move), 191 personnel at R5 (min 30 days notice to move)	6 - 9 months
USA	192	30 within 14 days, remainder within 45 days	As required to support operations

Annex B to Chapter 2 - NATO Nations NCAGS Organisation

ALBANIA

- 1. NCAGS Organisation.**
- 2. NCAGS Contacts.**
 - a. Strategic Level - NCAGS Policy Matters:**
 - b. Operational NCAGS Matters:**
 - c. National Shipping Authority:**
 - d. National Shipping Centre:**
 - e. Training School:**
 - f. Standing Deployable NCAGS or MTO Elements:**
- 3. Any Additional Information Required.**

BELGIUM

1. NCAGS Organisation. The NCAGS organisation in Belgium is manned mainly by reserve personnel. The Belgian NCAGS organisation comprises a core of trained NCAGS reservists and a pool of reserve personnel. Admiral BENELUX (ABNL) controls the Belgium/Netherlands cooperation for NCAGS.

2. NCAGS Contacts.

Belgian Navy
Maritime Component
Graaf Jansdijk, 1
B-8380 Zeebrugge
IVSN:
Tel/Mobile/Pager: +32 50 558235
Secure Voice/Fax-STU IIB: +32 50 544926
Fax: +32 50 558279
SMA: COMOPSNAV
Email: besoncags@mil.be

a. Strategic Level - NCAGS Policy Matters:

Belgian Defence
ACOS OPS & Trg
Division Doctrine and Requirement
Naval Section
Quartier Reine Elisabeth
Rue d'Evere
1140 Bruxelles
Belgique
SMA: BE PHQ

b. Operational NCAGS Matters:

Belgian Navy
Maritime Component
Graaf Jansdijk, 1
B-8380 Zeebrugge
Tel: +32 50 558235
Fax: +32 50 558279
SMA: COMOPSNAV

c. National Shipping Authority:

Service Public Fédéral Mobilité et Transports
Transport Maritime
Service gestion de la navigation
Rue d'Arlon, 104
B-1040 Bruxelles
Tel: +32 2 233 12 11
Fax: +32 2 230 30 02
Website: www.mobilite.fgov.be

d. National Shipping Centre: N/A.

e. Training School:

Belgian – Netherlands Mine Warfare School
EGUERMIN
3e en 23ste Linierregimentsplein
B-8400 Ostend
Belgium
Tel: +32 59 563408
Fax: +32 59 563430
Email: hbmvmv@eguermin.org

f. Standing Deployable NCAGS or MTO Elements: N/A.

3. Any Additional Information Required. The Belgian Navy and Royal Netherlands Navy maintain the capability of providing NCAGS staff and dedicated deployable ADP systems to support Headquarters (HQ) and NCAGS Commander staff abroad in a multinational environment to sustain an operation.

BULGARIA

1. NCAGS Organisation. In Bulgaria NCAGS organisation is still in the process of establishing. NCAGS organisation will be based on the three authorities responsible for shipping control in Bulgaria – Navy, Maritime Administration and Border Police. Currently there is an Operational Agreement for cooperation between the three parties, which is applicable in peace time as in time of crises or periods of war.

2. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters: N/A.

b. Operational NCAGS Matters: N/A.

c. National Shipping Authority: Executive Agency 'Maritime Administration' – Part of the Ministry of Transportation of the Republic of Bulgaria.

9 Dyakon Ignatiy str.
1000 Sofia
Sofia, Bulgaria
Tel: +359 2 9300910
Fax: +359 2 9300920
Email: bma@marad.bg

d. National Shipping Centre: During crises or periods of war, a National Shipping Centre will be established in the Naval Sovereignty and Surveillance Centre. There will be representatives from the Navy, Maritime Administration and the Border Police.

e. Training School: N/A.

f. Standing Deployable NCAGS or MTO Elements: N/A.

3. Any Additional Information Required.

CANADA

1. NCAGS Organisation. Canada has no specialist NCAGS capability or organisation. Personnel with relevant skill sets may be available to conduct NCAGS functions depending of the nature of the operation.

2. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters:

NCAGS related issues:

Director of Naval Intelligence and Information Warfare
Chief of the Naval Staff
National Defence Headquarters
101 Colonel By Drive
Ottawa, ON
K1A 0K2
Canada
Tel: +1-613-945-0563
Fax: +1-613-945-0691
SMA: NDHQ C NAVY OTTAWA
Email: drn-dri@forces.gc.ca
Website: www.forces.gc.ca

b. Operational NCAGS Matters:

Director of Naval Intelligence and Information Warfare
Chief of the Naval Staff
National Defence Headquarters
101 Colonel By Drive
Ottawa, ON
K1A 0K2
Canada
Tel: +1-613-945-0563
Fax: +1-613-945-0691
SMA: NDHQ C NAVY OTTAWA
Email: drn-dri@forces.gc.ca
Website: www.forces.gc.ca

c. National Shipping Authority:

Transport Canada
330 Sparks Street
Ottawa, ON
K1A 0N5

d. National Shipping Centres: N/A.

- e. **Training School:** N/A.
 - f. **Standing Deployable NCAGS or MTO Elements:** N/A.
3. **Any Additional Information Required.** N/A.

CROATIA

- 1. NCAGS Organisation.**
- 2. NCAGS Contacts.**
 - a. Strategic Level - NCAGS Policy Matters:**
 - b. Operational NCAGS Matters:**
 - c. National Shipping Authority:**
 - d. National Shipping Centre:**
 - e. Training School:**
 - f. Standing Deployable NCAGS or MTO Elements:**
- 3. Any Additional Information Required.**

DENMARK

1. NCAGS Organisation. The NCAGS organisation in Denmark is manned mainly by reserve personnel. The Danish NCAGS organisation comprises a core of trained NCAGS reservists and a pool of reserve personnel. Admiral Danish Fleet controls the Danish NCAGS cooperation.

2. NCAGS Contacts.

Admiral Danish Fleet
P.O. Box 1483
DK-8220 Brabrand
IVSN: 327 3099
Tel/Mobile/Pager: +45 8943 3099
Fax: +45 8943 3171
SMA: ADMIRALDANFLEET
Email: ncags@sok.dk
Website: <http://forsvaret.dk/sok/Pages/default.aspx>

a. Strategic Level - NCAGS Policy Matters:

Defence Command Denmark
Daneskjold – Samsøes Allé 1
1434 København K
Denmark
IVSN: 335 9111
Tel: +45 4567 4567
Fax: +45 4589 0748
SMA: DC DA
Email: fko@mil.dk
Website: <http://www.2.forsvaret.dk/eng/Pages/English.aspx>

b. Operational NCAGS Matters:

Admiral Danish Fleet
P.O Box 1483
DK-8220 Brabrand
Denmark
IVSN: 327 3099
Tel: +45 8943 3099
Tel/Mobile/Pager: +45 8943 3099
Fax: +45 8943 3171
SMA: ADMIRALDANFLEET
Email: ncags@sok.dk
Website: <http://forsvaret.dk/sok/Pages/default.aspx>

c. National Shipping Authority:

National Maritime Authority
Carl Jacobsens Vej 31
DK-2500 Valby
Denmark
Tel: +45 9137 6000
Fax: +45 9137 6001
Email: sfs@dma.dk
Website: www.dma.dk

d. National Shipping Centre: N/A.**e. Training School:**

Naval Warfare School
Naval Base Frederikshavn
DK-9900 Frederikshavn
Denmark
Tel: +45 9922 1834
Fax: +45 9922 1835
SMA: NAVWARSSCHOOL DA
Email: ssk-mynu-tac@mil.dk
Website: www.ais.svn.dk

f. Standing Deployable NCAGS or MTO Elements: N/A.**3. Any Additional Information Required. N/A.**

ESTONIA

- 1. NCAGS Organisation.**
- 2. NCAGS Contacts.**
 - a. Strategic Level - NCAGS Policy Matters:**
 - b. Operational NCAGS Matters:**
 - c. National Shipping Authority:**
 - d. National Shipping Centre:**
 - e. Training School:**
 - f. Standing Deployable NCAGS or MTO Elements:**
- 3. Any Additional Information Required.**

FRANCE

1. NCAGS Organisation. In France, the following existing commanders should be involved in NCAGS operations.

a. In France and overseas, the Commanders of Maritime Zones are the permanent Operational Controller of their area of responsibility and could carry out the functions of NCAGS CDR in their zone. There are four major commanders of maritime zones:

- CECLANT: for Atlantic Ocean
- CECMED: for Mediterranean Sea
- ALINDIEN: for Indian Ocean
- ALPACI: for Pacific Ocean

b. COMFRMARFOR, commander of the French High Readiness Forces (M) HQ, located in Toulon could assume the functions of NCAGS CDR in projection operations.

c. The national shipping centre (CENTCOOPNAV) in Brest is the unique point of contact for merchant ships and owners participating in NCAGS operations.

2. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters:

Etat-Major des Armées (French Joint Forces Headquarters)
Monsieur le général d'armées
Chef d'Etat-Major des Armées
14 Rue Saint-Dominique
75700 PARIS SP 07
SMA: ARMEES PARIS
Website: www.defense.gouv.fr

Etat-Major de la Marine (French Navy Headquarters)
Monsieur l'amiral
Chef d'état-major de la marine
2 Rue Royale
75008 PARIS
SMA: MARINE PARIS
Website: www.defense.gouv.fr

b. Operational NCAGS Matters:

ALOPS
Madame l'amiral
Sous - chef d'état-major opérations aéronavales
2 Rue Royale
75008 PARIS
SMA: MARINE CENTOPS PARIS

CECLANT
BCRM de Brest
Monsieur le vice-amiral d'escadre
Commandant la zone maritime Atlantique
Commandant l'arrondissement maritime de l'Atlantique
Amirauté de Brest
CC 46 29240 BREST CEDEX 9
Tel: +33 298 220 536 (MOC Duty Officer)
SMA: CECLANT

CECMED
BCRM de Toulon
Monsieur le vice-amiral d'escadre
Commandant la zone maritime Méditerranée
Commandant l'arrondissement maritime de la Méditerranée
Amirauté de Toulon
Centre Opérationnel Marine
BP 915 - 83800 TOULON CEDEX 9
SMA: CEDEX

ALINDIEN
SP 15075
00200 HUB ARMEES
SMA: ALINDIEN
Email: alindien.cmi.grp@marine.defense.gouv.fr

ALPACI
Monsieur le contre-amiral
Commandant la zone maritime de l'Océan Pacifique
BP 9420
98715 PAPEETE CMP TAHITI
POLYNESIE FRANCAISE
SMA: ALPACI-COMSUP POLYNESIE

COMFRMARFOR
BCRM de Toulon
Monsieur le contre-amiral
Adjoint au Commandant de la force d'action navale
Commandant l'état-major de la force aéro-maritime de réaction rapide
BP 37
83800 TOULON CEDEX 9
SMA: COMFRMARFOR

c. National Shipping Authority:

Délégation aux transports maritimes (NSA France)
 Le Commissaire Délégué aux transports maritimes
 Directeur des affaires maritimes
 Arche de la Défense paroi sud
 92055 La Défense Cedex
 Tel: +33 (0)140 817 218
 Fax: +33 (0)140 817 220
 SMA: TRANSPORMAR PARIS
 Email: NSAFrance@developpement-durable.gouv.fr

d. National Shipping Centre:

BCRM BREST
[Monsieur le capitaine de frégate](#)
 Chef du centre de renseignement de la marine
 CC 52
 29240 BREST CEDEX 9
 Email: centcoopnav@marine.defense.gouv.fr

e. Training School: NCAGS team in MOC BREST (Maritime Operation Centre) delivers basic education and training on NCAGS matters.

f. Standing Deployable NCAGS or MTO Elements: N/A.

3. Any Additional Information Required.

a. A Deputy NCAGS officer and a NCAGS team (Groupe Permanent de Co-opération Navale (GPCN)) in COM BREST (MOC) are responsible for all NCAGS issues (documentation, training and participation in NATO working groups etc) except operational matters.

BCRM BREST
 Monsieur le vice-amiral d'escadre
 Commandant la zone Atlantique
 Commandant la région Atlantique-Manche-mer du Nord
 Commandant l'arrondissement maritime de l'Atlantique
 Amirauté de Brest
 Centre Opérationnel Marine
 CC 46
 29240 BREST CEDEX 9
 Tel: +33 298 377 754
 SMA: MARINE CENTOPS BREST
 Email: com-brest.n3.cgpcn@marine.defense.gouv.fr

b. An officer in FRMARFOR staff in Toulon is in charge of NCAGS matters:

Email: soncags_frmarfor@marine.defense.gouv.fr

GERMANY

1. **NCAGS Organisation.** The NCAGS organisation in Germany is mainly manned by reserve personnel.
2. **NCAGS Contacts.**
 - a. **Strategic Level - NCAGS Policy Matters:** DEU Navy HQ will act on behalf of MOD DEU in peace and wartime.
 - b. **Operational NCAGS Matters:**

Markdo Eins MOC MSchLtg
Osdorfer Landstrasse 365
22589 Hamburg
Germany
Tel: + 49 40 86648 4570
Fax: + 49 40 86648 4575
SMA: DEU NAVCMD OPSDIV NCAGS
Email: Marineschiffahrtleitung@Bundeswehr.org
 - c. **National Shipping Authority:**

Ministry of Transport Building and Housing Germany
Directorate General for Civil Aviation and Maritime Transport
Division LS 01
Invalidenstr. 44
10115 Berlin
Germany
Tel: +49 30 2008 0
Fax: +49 30 2008 4598
 - d. **National Shipping Centre:** N/A.
 - e. **Training School:**

Naval Operation School Bremerhaven
Elbestraße 101
27570 Bremerhaven
Germany

Marineschule Mürwik
Kelmstrasse 14
24944 Flensburg
Germany
 - f. **Standing Deployable NCAGS or MTO Elements:** N/A.
3. **Any Additional Information Required.** N/A.

GREECE

1. NCAGS Organisation. The Hellenic NCAGS organisation is in full deployment and focused in two pillars. The first is the Hellenic Navy General Staff (HN GS) and second is the Hellenic Ministry of Economy-Infrastructure-Shipping and Tourism. During crisis periods the Hellenic Ministry of Economy-Infrastructure-Shipping and Tourism is under the control of HN GS. There are three Naval Commands, subordinated to the Hellenic Fleet HQ (HFHQ) under the command of CHFHQ. These three commands are in close cooperation with Regional Coast Guard Authorities and their subordinate Coast Guard Stations.

2. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters:

Commander in Chief of the Hellenic Navy General Staff
Hellenic Navy General Staff
Hellenic Navy Headquarters
Mesogeion Ave
229-Stratopedo-Papagou-Holargos
TK 155 61
Greece
Tel: +30 210 6551326
Fax: +30 210 6551259
Email: gen_a1iii_ncags@navy.mil.gr

b. Operational NCAGS Matters:

Commander in Chief of the Hellenic Navy General Staff
Hellenic Navy General Staff
Hellenic Navy Headquarters
Mesogeion Ave
229-Stratopedo-Papagou-Holargos
TK 155 61
Greece
Tel: +30 210 6551326
Fax: +30 210 6551259
Email: gen_a1iii_ncags@navy.mil.gr

c. National Shipping Authority:

Hellenic Ministry of Economy-Infrastructure-Shipping and Tourism
Atki Vassiliadi Gate E1-E2
Piraeus 185-10
Greece
Tel: +30 213 1374468
Fax: +30 210 4138472
Email: dpam.pseathkm@yen.gr

d. National Shipping Centre: During crisis, or periods of war, the Operation Centre of the HNGS will be established a National Shipping Centre with the following subordinate Cells:

- NCAGS Operations Cell
- Merchant Marine Traffic Cell manned by Coast Guard Personnel for managing the Merchant Marine traffic
- Multinational Sea Lift Coordination Centre (ATHENS/MSCC), Representative Cell for chartering issues. Further details are listed in the ATHENS/MSCC 'User Guide' obtainable from the Hellenic General Staff ATHENS/MSCC
- Hellenic Hydrographic Service Staff Cell acting as Allied Worldwide Navigational System (AWNIS) Area Originating Authority

e. Training School: N/A.

f. Standing Deployable NCAGS or MTO Elements:

Naval Aegean Command.

Senior Naval Office Aegean (SNOA)
Odos Propontidos Terma
Palataki-Piraeus
TK 18539
Greece
Tel: +30 210 4581000
Fax: +30 210 4512833

Naval Command of North Greece.

Senior Naval Office North Greece (SNONG)
Sofouli 120-Thessaloniki
Greece
Tel: +30 231 0469712
Fax: +30 231 0469717

Naval Ionian Command

Senior Naval Office Ionian (SNOI)
Othonos Amalias 31-Patra
Greece
Tel: +30 261 0275422
Fax: +30 261 0270262

3. Any Additional Information Required. All national and international training issues should be addressed to the contacts listed in Para 2.a.

ITALY

1. **NCAGS Organisation.** The Italian NCAGS organisation is provided by personnel on duty, organised according to requests.

2. **NCAGS Contacts.**

a. **Strategic Level - NCAGS Policy Matters:**

STATO MAGGIORE DELLA MARINA – MARISTAT
3° Reparto PG/PM
Piazza della Marina n. 1 - 00195 ROMA – ITALIA
Tel: +39 06 3680 6000
Fax: +39 06 3680 3393
Email: mstat.m3@marina.difesa.it

b. **Operational NCAGS Matters:**

COMANDO IN CAPO DELLA SQUADRA NAVALE – CINCNV
REPARTO PIANI E OPERAZIONI
Via della Storta 701 - 00123 ROMA – ITALIA
Tel: +39 06 3680 1531
Fax +39 06 3680 1326
Email: cincnav.ncags@marina.difesa.it

c. **National Shipping Authority:**

MINISTERO DELLE INFRASTRUTTURE E DEI TRASPORTI
Viale dell'Arte, 16 - 00144 Roma - ITALIA
Tel: +39 06 5923 569, +39 06 5924 145
Fax: +39 06 5908 4793, +39 06 5922 737
Email: ufficio3.reparto3@mit.gov.it itmrcc@mit.gov.it

d. **National Shipping Centre:**

COMANDO IN CAPO DELLA SQUADRA NAVALE – CINCNV
CENTRALE OPERATIVA SORVEGLIANZA COSTIERA (COSM)
Via della Storta 701 - 00123 ROMA – ITALIA
Tel: +39 - 06.3680 1040
Fax: +39 - 06.3680 1326
Email: cincnav.cosm@marina.difesa.it

e. **Training School:** N/A.

f. **Standing Deployable NCAGS or MTO Elements:** N/A.

3. **Any Additional Information Required.** N/A.

LATVIA

- 1. NCAGS Organisation.**
- 2. NCAGS Contacts.**
 - a. Strategic Level - NCAGS Policy Matters:**
 - b. Operational NCAGS Matters:**
 - c. National Shipping Authority:**
 - d. National Shipping Centre:**
 - e. Training School:**
 - f. Standing Deployable NCAGS or MTO Elements:**
- 3. Any Additional Information Required.**

LITHUANIA

- 1. NCAGS Organisation.**
- 2. NCAGS Contacts.**
 - a. Strategic Level - NCAGS Policy Matters:**
 - b. Operational NCAGS Matters:**
 - c. National Shipping Authority:**
 - d. National Shipping Centre:**
 - e. Training School:**
 - f. Standing Deployable NCAGS or MTO Elements:**
- 3. Any Additional Information Required.**

NETHERLANDS

1. NCAGS Organisation. The NCAGS organisation in the Netherlands is manned mainly by reserve personnel. It comprises of a core of trained NCAGS reservists and a pool of reserve personnel. The core is of sufficient size to provide personnel for the first demand. Demands for a larger organisation would be generated from the reserve pool. Admiral BENELUX (ABNL) controls the Belgium/Netherlands cooperation for NCAGS.

2. NCAGS Contacts.

Royal Netherlands Navy Command
1780 CA Den Helder
ABNL
Maritiem Headquarters BENELUX
The Netherlands
IVSN: *031-247-8243 *031-247-8220 (24hrs)
IVSN: *031-215-1291
Tel: +31 223 658243
Fax: +31 223 658140
Secure Voice-STU IIB: +31 223 658184
Secure Fax-STU IIB: +31 223 658184
Email: p44159@mindef.nl

a. Strategic level - NCAGS Policy Matters:

Defence Operation Centre
Kalvermarkt 32
Postbus 20702
2500 ES Den Haag
The Netherlands
SMA: MODNL

b. Operational NCAGS Matters:

Royal Netherlands Navy Command
Maritiem Situatie Centrum BENELUX
1780 CA Den Helder
The Netherlands
Tel: +31 223 658243
Fax: +31 223 658140
SMA: ABNL

Coastguard Centre
Maritiem Situatie Centrum BENELUX
1780 CA Den Helder
The Netherlands
Tel: +31 223 658353
Tel: +31 223 658140

c. National Shipping Authority:

Departementaal Coördinatie Centrum
Ministerie van Verkeer en Waterstaat
Postbus 20906
2500 ex Den Haag
The Netherlands
Email: info@dccvenw.nl
Internet: www.dccvenw.nl
Tel: +31 70 35 18 555
Fax: +31 70 35 18 060

d. National Shipping Centre:

Departementaal Coördinatie Centrum Crisisbeheersing
Ministerie van Verkeer en Waterstaat
Postbus 20906
2500 ex Den Haag
The Netherlands
Email: info@dccvenw.nl
Tel: +31 70 35 18 555
Fax: +31 70 35 18 060

e. Training School:

Minewarfare School Eggermin
3e en 23ste linieregimentsplein
B 8400 Ostend
Belgium

f. Standing Deployable NCAGS or MTO Elements: N/A.

3. Any Additional Information Required. The Belgian Navy and Royal Netherlands Navy maintains the capability of providing NCAGS staff and dedicated deployable ADP systems to supplement Headquarters (HQ), to provide augmentees for Deployed NCAGS Elements and to provide augmentees to NATO and HQ staff as required, to sustain one concurrent operation.

NORWAY

1. NCAGS Organisation. The NCAGS organisation is coordinated by the Norwegian Joint Headquarters (NJHQ) located at Reitan (in vicinity of Bodø). The peacetime manning consists of three permanent staff officers; two at the Norwegian Naval Training Establishment (NORNAVTRINEST) at Haakonsværn Naval Base, Bergen and one at NJHQ/J3. The NCAGS reservist pool consists of a total 85 reservists for service on a voluntary basis, including a limited number of personnel on contingency contract, ready for deployment on short notice. Deployment period for international operations will normally be six months.

2. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters:

Defence Staff Norway
Oslo Mil/Akershus
Norway
Tel: +47 23096921
Fax: +47 23096929
SMA: DEFST SITCEN
Secure Email: Defstnor Ops Sitcen common mailbox
Email: sitsen@fd.dep.no
Website: www.mil.no

b. Operational NCAGS Matters:

Norwegian Joint Headquarters
P.O. Box 800 Postmottak
N-2617 Lillehammer, Norway
Tel: (NCAGS): +47 75536395
Fax: (NCAGS): +47 75536307
Tel (Duty Off): +47 75536370 (24/7)
Fax: (Duty Off): +47 75536307
SMA: NOR NJHQ
Email: NS-WAN: NJHQ NATIONAL- OPS MAILBOX

c. National Shipping Authority:

National Shipping Authority – Norway
c/o Norwegian Shipowner's Association
Contingency Planning Secretariat
PO Box 1452 Vika
NO-0116 Oslo, Norway
Tel: +47 22401500
Fax: +47 22420311
+47 22401515
Secure Fax: TCE 500/Cryptec 10A (Call in advance for manual activation)
SMA: NSA NO
Email: beredskap@rederi.no, hs@rederi.no
Website: www.rederi.no
Visit address: Raadhusgt 25, Oslo

Postal address: Norwegian Shipowners' Association,
 Postbox 1452 Vika
 0116 Oslo, Norway
 Out of Hours Contact: Haakon Svane
 Mobile: +47 9095001 (Duty phone)
 Mobile: +47 900199082 (Cellphone, Mr Svane)

d. National Shipping Centre:

Norwegian Joint Headquarters Coastal Surveillance Centre
 Reitan
 P.O. Box 800 Postmottak
 N-2617 Lillehammer, Norway
 Tel: +47 75536298
 Fax: +47 75536307
 Tel (Duty Off): +47 75536099
 E-mail: csc@cooss.no
 SMA: NOR NJHQ SURVCEN
 Email: NS WAN: NOR NJHQ OPS J3 OS MAILBOX

e. Training School:

Norwegian Naval Training Establishment
 KNM Tordenskjold
 Tactics & Doctrine Centre/NCAGS
 Pb 1, Haakonssvern
 N-5886 Bergen, Norway
 Tel: +47 55503567/69
 Fax: +47 55503568
 SMA: NORNAVTRAINEST
 Email: ncags@mil.no

f. Standing Deployable NCAGS or MTO Elements: N/A.

3. Any Additional Information Required. N/A.

POLAND

1. **NCAGS Organisation.** See below.

2. **NCAGS Contacts.**

a. The point of contact for national defense and cooperation with NATO is the Ministry of Infrastructure and Development Office of Emergency Management and Protection of Classified Information Hazard Monitoring team

ul. Chalubińskiego 4/6
00-928 Warsaw
Tel: +48 (22) 630 14 56
+48 (22) 630 14 57
Fax: +48 (22) 630 14 58
+48 (22) 630 13 59
Email: czk@mir.gov.pl

b. The central point of contact for security and protection of navigation (appointed on the basis of the Law of 4 September 2008 - For the protection of navigation sea ports):

VTS Centre at the Maritime Office in Gdynia:

VTS Centre Zotoka Gdansk¹
VHF Channels 71, 66, 16 & 70
MMSI: 002611400
Tel: +48 (58) 621 61 62; 621 14 43; 667 27 27; 667 27 28
Fax: +48 (58) 620 53 63; 620 53 28
Email: viscentrum@umgdy.gov.pl

3. **Any Additional Information Required.** N/A.

¹ In accordance with the decision of 21 December 2009. The then minister proper for Maritime Affairs CPK temporarily to apply fully Regional Contact Point of the DUM in Gdynia - VTS Zotoka Gdansk.

PORTUGAL

1. NCAGS Organisation.

Comando Naval
Estrada da Medrosa, Reduto Gomes Freire
2780-070, OEIRAS
PORTUGAL
IVSN: 886 515-1125
Tel: +351 214401950
Fax: +351 214401950
SMA: COMNAV
Email: mrcc.lisboa@marinha.pt
Out of Hours Contact: +351 214401950

2. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters:

Estado-Maior da Armada
Rua do Arsenal
1149-001 LISBOA
PORTUGAL
IVSN: 886 515 1348
Tel: +351 213217635
Fax: +351 213479591
SMA: MAIORMAR
Email: ema.divops@marinha.pt

Out of Hours Contact: +351 213255597

IVSN: 886 515-1125
Tel: +351 210983900
Fax: +351 212728161
SMA: CENTREINMAR
Email: citan@marinha.pt
Out of Hours Contact: +351 21210983900

b. Operational NCAGS Matters: As above.

c. National Shipping Authority:

IPTM
Edifício Vasco da Gama
Rua General Gomes de Araujo
1399-005 LISBOA
PORTUGAL
Tel/Fax: +351 213914500/213914600
Telegraph: AUTONACIONAV LISBOA
SMA: NSA PORTUGAL
Email: ann@mail.telepac.pt

d. Standing Deployable NCAGS or MTO Elements: N/A.

e. Training School:

Centro Integrado de Treino e Avaliação Naval
Base Naval de Lisboa, Alfeite
2800-001, ALMADA
PORTUGAL
Tel: +351 210983900
Fax: +351 212728161
SMA: CENTREINMAR
Email: citan@marinha.pt

f. Standing Shipping Cooperation Points: Normally dormant. Details are applicable if activated.

Portugal (Mainland)

Lisboa

SCP Lisboa
Capitania Do Porto De Lisboa
Comando Local De Lisboa
Alcantara Mar
1350-352 LISBOA
PORTUGAL
Tel/Fax: +351 210911130/213909199
SMA: To: CAPIMARLISBOA
Info: CENTACTICMAR, COMNAV

Leixoes

SCP Leixoes
Comando Da Zona Maritima Do Norte
Leça Da Palmeira
Av Da Liberdade
4450-718 LECA DA PALMEIRA
PORTUGAL
Tel/Fax: +351 229983160/229983163
SMA: To: COMZONMARNORTE
Info: CENTACTICMAR, COMNAV

Portimao

SCP Portimao
Pan Portimao
Ponto De Apoio Naval
Av Da Liberdade
8500 PORTIMAO
PORTUGAL
Tel/Fax: +351 282417055/2824170055
SMA: To: PANPORTIMAO
Info: CENTACTICMAR, COMNAV, COMZONMARSUL

Portugal (Madeira Island)**Funchal**

SCP Funchal
Comando Da Zonal Maritima Da Madeira
Av. Do Mar E Das Comunidades Madeirenses, NR. 19
9000-054 FUNCHAL
Tel/Fax: +351 291213110/291228232
SMA: To: COMZONMARMADEIRA
Info: CENTACTICMAR, COMNAV

Portugal (Azores Island)**Ponta Delgada**

SCP Delgada
Comando Da Zona Maritima Dos Acores
Av. Infante D Henrique
9500-150 PONTA DELGADA
Tel/Fax: +351 296205220/296205239
SMA: To: COMZONMARACORES
Info: CENTACTICMAR, COMNAV

Praia Da Vitoria

SCP Vitoria
Capitania Do Porto Da Praia Da Vitoria
9500-150 PONTA DELGADA
Tel/Fax: +351 296205220/296205239
SMA: To: CAPIMARVITORIA
Info: CENTACTICMAR, COMNAV, COMZONMARACORES

3. Any Additional Information Required. N/A.

ROMANIA

- 1. NCAGS Organisation.**
- 2. NCAGS Contacts.**
 - a. Strategic Level - NCAGS Policy Matters:**
 - b. Operational NCAGS Matters:**
 - c. National Shipping Authority:**
 - d. National Shipping Centre:**
 - e. Training School:**
 - f. Standing Deployable NCAGS or MTO Elements:**
- 3. Any Additional Information Required.**

SLOVENIA

- 1. NCAGS Organisation.**
- 2. NCAGS Contacts.**
 - a. Strategic Level - NCAGS Policy Matters:**
 - b. Operational NCAGS Matters:**
 - c. National Shipping Authority:**
 - d. National Shipping Centre:**
 - e. Training School:**
 - f. Standing Deployable NCAGS or MTO Elements:**
- 3. Any Additional Information Required.**

SPAIN

1. NCAGS Organisation.

a. The core of the Spanish Navy NCAGS organisation rests under the command of ALMART (Admiral of the Maritime Action Force) whose staff includes a SO NCAGS and the required C4I supporting systems.

b. The Spanish Navy maintains a dormant NCAGS organisation for training purposes, which includes four standing Deployed NCAGS Elements (DNE) and a pool of NCAGS qualified personnel. A maximum of one NCAGS cell (MCC level) plus four DNEs may be activated simultaneously for a limited period of time. NCAGS personnel from ALMART HQs and DNEs may be deployed on request to support other NCAGS organisations.

2. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters:

Almirante Jefe del Estado Mayor de la Armada (AJEMA).
Estado Mayor de la Armada (EMA)/Plans & Policy Division
Cuartel General de la Armada
C/ Montalbán 2 - 28014 MADRID (Spain)
Tel: +34 913 795 106
Fax: +34 913 840 194
SMA: AJEMA
Secure Email (NSWAN): ESP NAVY HQ
Email: divisionplanesema@fn.mde.es
Website: www.armada.mde.es
Out of Hours Contact:: EMA Duty Officer +39 913 795 187

b. Operational NCAGS Matters:

Almirante de Acción Marítima (ALMART) (under AJEMA OPCOM)
Cuartel General de Acción Marítima (ALMART HQ)
C/ Villamartín s/n
30290 CARTAGENA NAVAL
SPAIN
SMA: ALMART
IVSN: 553 2179
Telephone: +34 968 127032 (Ops Room), +34 968 318007 (SO NCAGS)
Secure Fax: +34 968 12 7033
Email: spfamncags@fn.mde.es
Secure Email (NSWAN): ESP AMFHQ CARTAGENA Perales Garat, Luis
Website: www.armada.mde.es
Out of Hours Contact: Ops Room manned 24 hrs

c. National Shipping Authority:

Director General de la Marina Mercante (DGMM)
C/ Ruiz de Alarcón 1
28014 MADRID
SPAIN
Tel: +34 91 5979116/17/18
+34 91 5974243
Fax: +34 91 5979120/87
+34 91 5979235
SMA: DIMAMER
Website: <http://www.fomento.gob.es/MFOM>

d. National Shipping Centre: N/A.**e. Training School:**

Escuela Especialidades Antonio Escaño
Avenida de Tejeras s/n
15490 FERROL (La Coruña)
SPAIN
Tel: +34 981 399188
Fax: +34 981 399113
Email: cduqmie@fn.med.es

f. Standing Deployable NCAGS or MTO Elements:

Mando Naval de Canarias (ALCANAR)
Comandante Unidades Fuerza Acción Marítima, Cádiz (COMARDIZ)
Jefe del Sector Naval de Baleares (JESENBAL)
Comandante Unidades Fuerza Acción Marítima Ferrol (COMARFER)

3. Any Additional Information Required. N/A.

TURKEY

1. NCAGS Organisation. Turkish NCAGS organisation is focussed in two pillars. The military pillar is the Turkish Naval Forces Command HQ (CINCTURNAV) and the civilian pillar is the Turkish Maritime Administration.

2. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters:

Turkish Naval Forces Command (CINCTURNAV)

Deniz Kuvvetleri Komutanlığı
06100 Bakanlıklar-ANKARA
TURKEY
Tel: +90 312 4033173
Fax: +90 312 4173065
Email: dnk@dzkk.tsk.mil.tr

b. Operational NCAGS Matters:

Turkish Naval Forces Command (CINCTURNAV)

Deniz Kuvvetleri Komutanlığı
06100 Bakanlıklar-ANKARA
TURKEY
Tel: +90 312 4033173
Fax: +90 312 4173065
Email: dnk@dzkk.tsk.mil.tr

c. National Shipping Authority:

Turkish Maritime Administration
Başbakanlık Denizcilik Müsteşarlığı
Gazi Mustafa Kemal Bulvarı No: 128
06100 Maltepe-ANKARA
TURKEY
Tel: +90 312 2323850
Fax: +90 312 2313306
Website: www.denizcilik.gov.tr

d. National Shipping Centre:

Turkish Maritime Administration
Başbakanlık Denizcilik Müsteşarlığı
Gazi Mustafa Kemal Bulvarı No: 128
06100 Maltepe-ANKARA
TURKEY
Tel: +90 312 2323850
Fax: +90 312 2313306
Website: www.denizcilik.gov.tr

e. Training School: N/A.

f. Standing Shipping Cooperation Points: Seven standing SCPs are established in Istanbul, Çanakkale, Izmir, Antalya, Mersin, Samsun and Trabzon under the control of CINCTURNAV. In peacetime the NCAGS Section of the Naval Operations Centre is an active element of NCAGS in Turkey. In case of tension, crisis and war all ports will be additionally manned with military reserve personnel.

3. Any Additional Information Required. N/A.

UNITED KINGDOM

1. Maritime Trade Operations. The MTO organisation within the United Kingdom consists mainly of reserve personnel apart from permanent contacts listed below. Annex 2A shows the availability of trained personnel with the objective of being able to man one HQ unit and two DNEs during two concurrent exercises/operations.

2. MTO Contacts.

a. Strategic Level - MTO Policy Matters:

NAVY IS-GEOINT SO2
Information Superiority Staff
Navy Command HQ
MP 3-4 Leach Building
Whale Island
Portsmouth
Hampshire, PO2 8BY
United Kingdom
Tel: +44 (0)2392 625730
Fax: +44 (0)2392 956440
SMA: NCHQ PORTSMOUTH
Email: navyis-geointso2@mod.uk

b. Operational MTO Matters:

NAVY IS-MTIC MTO OPS SPT SO2
Information Superiority Staff
Maritime Trade Information Centre
Navy Command HQ (Portsmouth Hill)
QinetiQ Portsmouth Technology Park
Southwick Hill Road
Cosham
Hampshire, PO6 3RU
United Kingdom
Tel: +44 (0)2392 212027
Email: navyis-mticopssptso2@mod.uk

c. National Shipping Authority:

Department for Transport
Defence and Civil Contingency Planning
Zone 4/21 Great Minster House
76 Marsham Street
London, SW1P 4DR
Tel: +44 (0)20 7944 8300
Fax: +44 (0)20 7944 9622

d. National Shipping Centre: N/A.

e. Training School:

Maritime Trade Operations Section
Maritime Warfare School
Room G135
Marlborough Building
HMS COLLINGWOOD
Newgate Lane
Fareham
Hampshire, PO14 1AS
Tel: +44 (0)1329 333584
Fax: +44 (0)1329 331329
Email: navyoptrg-mwswtgoicnr@mod.uk

f. Standing Deployable NCAGS or MTO Elements:

UKMTO
British Embassy Dubai
PO Box 65
Naval Party 1023
BFPO 490
Tel: +971 (0)43094266
Email: dubai-oic@ukmto.org

3. Any Additional Information Required. N/A.

UNITED STATES

1. NCAGS Organisation.

a. The United States NCAGS mission is to assist the theatre/operational commander in managing risk by providing situational awareness and near real-time clarity of the merchant shipping picture to help ensure the safe passage of merchant shipping and the safety of naval vessels or the nation in a crisis contingency. This is accomplished through the establishment of an organisation and framework for:

(1) Communicating directions, advisories, concerns, and information among NCAGS organisational elements (e.g. Shipping Coordination Centres, and Shipping Coordination Teams), operational forces, merchant shipping (other than strategic sealift), and civil maritime organisations.

(2) Deconfliction to preclude interference between military and merchant shipping.

b. Apart from the permanent contacts listed below, the vast majority of personnel comprising the United States NCAGS organisation are warfare-qualified personnel, many with merchant marine credentials and industry experience. Four Navy Reserve units consisting of a total of 192 personnel form the core of the United States NCAGS capability. Personnel from these units are trained to man SCPs anywhere in the world.

2. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters:

Department of Navy
Commander U.S. Fleet Forces Command (N35)
1562 Mitscher Avenue/Suite 250
Norfolk, VA 23551-2487
NCAGS Staff Action Officer
Tel: +1 757 836-0615
Fax: +1 757 836-7944
SMA: COMFLTFORCOM NORFOLK VA//N35//NCAGS//

b. Operational NCAGS Matters:

Department of Navy
Commander U.S. Fleet Forces Command (N35)
1562 Mitscher Avenue/Suite 250
Norfolk, VA 23551-2487
NCAGS Staff Action Officer
Tel: +1 757 836-0615
Fax: +1 757 836-7944
SMA: COMFLTFORCOM NORFOLK VA//N35//NCAGS//
Email (UNCLAS): ncags.fcfct@navy.mil

c. National Shipping Authority:

Maritime Administration
Department of Transportation
West Building
1200 New Jersey Avenue, SE
Washington, DC 20590
Phone: +1 800 996-2723/+1 202 366-5400
SMA: MARAD/WASHINGTON DC (Routing Indicator – RUEBBEA)
Email (UNCLAS): Data.Marad@marad.dot.gov

d. National Shipping Centre: N/A.

e. Training School: Training in the United States utilises facilities provided by Fleet Forces Command, Norfolk, VA.

f. Standing Deployable NCAGS or MTO Elements: N/A.**3. Any Additional Information Required. N/A.**

Annex C to Chapter 2 – NATO Nations NCAGS Organisation Dependent Territories

DENMARK

Greenland

1. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters: N/A.

b. Operational NCAGS Matters:

Island Commander Greenland
GL-3930 Kanggillinnguit
Greenland
Tel: +299 691911
Fax: +299 691949
SMA: ISCOMGREENLAND
Email: glk@glk.gl (only during working hours)
Email: iscomgl@glk.gl
Website: www.forsvaret.dk/glk

Faroes

1. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters: N/A.

b. Operational NCAGS Matters:

Island Commander Faroos
PO Box 3195
FO-110 Thorshavn
Faroe Islands
Tel: +298 341420
Fax: +298 349420
SMA: ISCOMFAROES
Email: frk@frk.fo
Website: www.forsvaret.dk/frk/eng

FRANCE

Indian Ocean.

(La Réunion – Mayotte - Terres Australes et Antarctiques Françaises (TAAF) – Iles Eparses)

1. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters: N/A.

b. Operational NCAGS Matters:

ALINDIEN
Monsieur le vice-amiral
Commandant la zone maritime de l'Océan Indien
Et les forces françaises aux Emirats Arabes Unis
SP 85801
00 869 ARMEES
Email: alindien.cmi.grp@marine.defense.gouv.fr

Pacific Ocean.

(Polynésie Française – Nouvelle Calédonie – Wallis et Futuna)

1. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters: N/A.

b. Operational NCAGS Matters:

ALPACI
Monsieur le contre-amiral
Commandant la zone maritime de l'Océan Pacifique
BP 9420
98715 PAPEETE CMP TAHITI
POLYNESIE FRANCAISE
SMA: ALPACI-COMSUP POLYNESIE

NETHERLANDS

The Netherlands Antilles

1. NCAGS Contacts.

a. Strategic Level - NCAGS Policy Matters:

Defence Operation Centre
Kalvermarkt 32
Postbus 20702
2500 ES Den Haag
The Netherlands
SMA: MODNL

b. Operational NCAGS Matters:

Commando Zeestrijd Krachten
Maritiem Headquarters BENELUX
1780 CA Den Helder
The Netherlands
Tel: + 31 223 658243
Fax: + 31 22 30 658 140
SMA: ABNL

UNITED KINGDOM

1. NCAGS Organisation.

a. In Accordance with the Merchant Ship Act of 1985, UK Overseas Territories merchant vessels have been placed in two Categories. The term 'Dependent Territory' has also been replaced with 'Overseas Territory'.

b. A memorandum of understanding with the Maritime and Coastguard Agency (MCA) specifies which territory may be assigned, according to specific competencies, to which category. The MCA forms part of the Department for Transport.

c. UK Overseas Territories currently flying the Red Ensign are as follows:

(1). Category One Register. Any type and size of vessel, except nuclear.

- Bermuda
- Cayman Islands
- Gibraltar
- Isle of Man

(2). Category Two Register. Only vessels under 150 GRT.

- Guernsey
- Jersey
- Anguilla
- Turks and Caicos Islands
- British Virgin Islands
- Falkland Islands
- St Helena
- Montserrat
- Pitcairn

Annex D to Chapter 2 – Non-NATO Nations NCAGS Organisation

AUSTRALIA

1. NCAGS Organisation. In Australia NCAGS is administered by the Maritime Trade Operations (MTO) Branch of the Royal Australian Navy (RAN). It is a capability of the RAN that is provided by specialist Naval Reservists.

2. NCAGS Contacts.

a. Strategic Level

Director, Maritime Trade Operations Team 1 (O-6), or

Deputy Director, Strategy (O4/5)

Royal Australian Navy Maritime Trade Operations
Headquarters Border Protection Command
5 Constitution Avenue
Canberra ACT 2601
Australia

Tel: +61 2 6275 5890

Fax: +61 2 6275 6244

Email: MTO.PACIOSWG@defence.gov.au

b. Operational NCAGS Matters

MTO Operations Officer

Royal Australian Navy Maritime Trade Operations
Headquarters Border Protection Command
5 Constitution Avenue
Canberra ACT 2601
Australia

Tel: + 61 2 6275 5890

Fax: + 61 2 6275 6244

Email: MTO.OPSO@defence.gov.au

c. National Shipping Authority: N/A.

d. National Shipping Centre: N/A.

e. Training School: N/A.

Maritime Trade Faculty
Training Authority Maritime Warfare
HMAS WATSON
WATSONS BAY NSW 2030
Australia
Attn: OIC MTF

f. AWNIS/WWNWS: N/A.

g. Standing Deployable NCAGS or MTO Elements: N/A.

3. Any Additional Information Required. Nil.

NEW ZEALAND

1. NCAGS Organisation. NCAGS in New Zealand is currently administered by the New Zealand Maritime Trade Operations Branch of the Royal New Zealand Navy (RNZN). It is a capability of the RNZN that is provided by specialist Naval Reservists.

2. MTO Contacts.

a. Strategic Level - MTO Policy Matters:

Commander Maritime Trade Operations
RNZN Reserves
Via Commander Naval Regions
RNZN
Devonport Naval Base
Private Bag 32901
AUCKLAND
New Zealand
Tel: +64 (0) 9 4455 5724
Mob: +64 (0) 21916776

b. Operational MTO Matters:

Commander, Maritime Trade Operations RNZN
HMNZS NGAPONA
Palmer Building
Devonport Naval Base
Private Bag 32901
AUCKLAND
New Zealand
Tel: +64 (0) 9 4455 404
Email: michael.oomen@nzdf.mil.nz

Out of Hours Contact: +64 (0) 9 22 185 2686 (mobile)

c. National Shipping Authority: N/A.

d. National Shipping Centre: N/A.

e. Training School:

RNZN College
(Attention: DNRT/Reserve Management Centre)
HMNZS TAMAKI
Devonport Naval Base
NORTH SHORE 1309
New Zealand

f. AWNIS/WWNWS: N/A.

g. Standing Deployable NCAGS or MTO Elements: N/A.

3. **Any Additional Information Required.** Nil.

Chapter 3 - NATO and Allied Publications and Documents of Interest to NCAGS

0301 Introduction

The following publications and documents may provide assistance during the establishment of NCAGS.

0302 Allied Publications

Table 3-1. NATO and Allied Publications and Documents List

Publication	Class	STANAG	Publication/Document Title	User
AAP-06	NU	3680	NATO Glossary of Terms and Definitions	D/L
ACP 113	U		Callsign Book for Ships (Allied Warships)	D
ACP 117 NS-2	U		NATO Subject Indicator System (NASIS)	D
ACP 121	U		Communication Instructions - General	D
ACP 122	U		Information Insurance for Allied Communications and Information Systems	D
ACP 130	U		Communication Instructions, Signalling Procedures in the Visual Medium	D
ACP 150	C		Recognition and Identification Instructions Air, Land and Sea Forces	D
ACP 176	NC		Allied Naval and Maritime Air Communications Instructions	D
ACP 176 NS-1	NC		NATO Naval and Maritime Air Communications and Organisation	D
AHP-01	NU	1104	Allied World Wide Navigational Warning System (AWNIS)	D
AHP-01.1	NR	1490	Allied World Wide Navigational Warning System (AWNIS) - Classified Supplement	D
AHP-07	NS	1177	Dormant 'Q' Message Publications	D
AMSG 1800	NC		NATO TRIAD Numerical Cipher Authentication	D
AMSG 293	NC		NATO Cryptographic Instructions	D
AMSG 600	NS		NATO Communication Security Information Memorandum	D
AMSH 1707	NC		NATO Changing Callsign Book for Maritime Forces	D
AMSO 803	NU		MERCS Operating Instructions	D
APP-06	NU	2019	Joint Symbology	D

Table 3-1. NATO and Allied Publications and Documents List (Continued)

Publication	Class	STANAG	Publication Title	User
APP-07	NU	1401	Joint Brevity Words Publication	D
APP-11	NC	7149	NATO Message Catalogue (NMC)	D
ATP-01 Vol. I (MTP-01 Vol. I)	NC NU	1173	Allied (Multinational) Maritime Tactical Instructions and Procedures	D
ATP-01 Vol. II	NU	1174	Allied Maritime Tactical Signal and Manoeuvring Book	D/L
ATP-02		1040	Naval Cooperation and Guidance for Shipping (NCAGS) Manual	D/L
ATP-02.1			Naval Cooperation and Guidance for Shipping (NCAGS) Manual - Guide to Owners, Operators, Masters and Officers	D/L
ATP-02.2			NCAGS Organisation, Publications and Documents	D/L
CTED	NU		Bi-Sc 75-3 Collective Training and Exercise Directive	
INTERCO			International Code of Signals	D/L

Notes:

1. Key to users: D = DNE. L = NCAGS LO.
2. Edition letters have been omitted to prevent the need for constant updating.

0303 Merchant Vessel Allowance

Table 3-2. Merchant Vessel Allowances

Publication	Class	Publication Title	Numbers Held On Board
ATP-02.1		Naval Cooperation and Guidance for Shipping (NCAGS) Manual - Guide to Owners, Operators, Masters and Officers	1

Notes:

1. Distribution of publications to Merchant Shipping is a national responsibility and each nation has its own procedures.
2. Edition letters have been omitted to prevent the need for constant updating.

0304 Secure Stowage

All COMSEC-Material classified higher than NATO-UNCLASSIFIED (NU) must be stored and safeguarded in accordance with current national and allied regulations. Each nation shall prepare detailed instructions in English for the secure storage of the COMSEC material and provide the necessary storage facilities.

Chapter 4 – NCAGS Skills and Training

0401 Purpose

The NCAGS Job Titles and Job Descriptions listed at Annex 4A are provided as a guideline for manning NCAGS operations and exercises. They are coupled with the multi-national NCAGS Skills and Knowledge Training Matrix (see Annex 4B), which is provided as a guide to train NCAGS personnel. Although the job titles, descriptions and skills and knowledge-training matrix are not mandatory, nations are encouraged to consider these documents for planning and training purposes. These 'Best Practice' documents will prepare personnel for NCAGS operations and exercises.

0402 Underlying Principles

1. Only one job description per NCAGS function is given. (e.g. SO NCAGS at the Maritime Component Commander (MCC) level will be described, but it is not the same as SO NCAGS at the Maritime Interdiction Operations Commander (MIO) level).
2. Only generic and clearly recognisable jobs are described. (see Para 0402.1 above).
3. No differentiation is made between operations and exercises.
4. A connection is made between a specific job and the required skills, knowledge and experience to perform that job.

0403 Expansion of Job Descriptions

1. If required, assistants of a specific NCAGS job can be established on all levels, without a need to describe these jobs.
2. Functions can be duplicated in order to establish a watch system.
3. Multiple jobs can be assigned to one person during periods of low-level activity.
4. The number of required operators and/or plotters is dependent on workload.

0404 NCAGS Job Titles and Descriptions

1. Annex 4A lists job titles and contains a position description that summarises the pertinent skills, knowledge and experience required, as well as the principal duties and tasks.
 - Staff Officer NCAGS to the Operational Commander (SO NCAGS)
 - Duty Officer to Staff Officer NCAGS Afloat (DO AFLOAT)
 - NCAGS Desk Officer (NCAGS DO)
 - Shipping Coordinator (SC)
 - Officer in Charge Deployed NCAGS Element (OIC DNE)

- Deployed NCAGS Element Duty Officer (DNE DO)
- NCAGS Liaison Officer (NCAGS LO)
- Briefing Officer (BO)
- ADP System Manager (ADP SYS MGR)
- ADP Operator (ADP OP)
- Safety of Navigation Information Coordinator (SONIC)
- AWNIS Naval Mine Countermeasures Tasking Authority Liaison Officer (AWNIS NMCMTA LO)
- AWNIS Desk Officer (AWNIS DO)

0405 NATO Shipping Centre NCAGS Job Titles and Descriptions

- NATO Shipping Centre – Desk Officer¹ (NSC DO)

0406 NCAGS Skills and Knowledge Training Matrix

1. The NCAGS Skills and Knowledge Training Matrix at Annex 4B is not mandatory for nations to follow, or to achieve. However, nations are encouraged to use this matrix as a guide to train their NCAGS personnel to meet job requirements.
2. Basic computer skills are a prerequisite for assignment to an NCAGS position.
3. The matrix shows the various areas, tasks and sub-tasks such as briefing skills, and maritime doctrine etc., with an associated description of the three against different levels of skill or knowledge.
4. For clarity the levels shown in the matrix have the following meaning:
 - a. Level 1 – A basic level of knowledge required by all NCAGS personnel.
 - b. Level 2 – An intermediate level of knowledge required by all NCAGS personnel in a supervisory role.
 - c. Level 3 – The advanced level of knowledge required by all NCAGS personnel in a managerial role.
5. Where multi-levels do not apply to a subject area, they are marked as 'Not Required' on the matrix.

¹ The NSC will be augmented by additional personnel to meet the size and complexity of the operation. See ATP-02 Chapter 3.

0407 List of NATO Grades

In the Job descriptions reference is made to grades/ranks that relate to specific jobs (e.g. Staff Officer NCAGS – OF3/4), meaning that this job can be fulfilled by either rank or grade. Details of ranks and grades are listed in STANAG 2116.

0408 NCAGS Training Conducted by Nations

Details of NCAGS training conducted by nations can be obtained from the points of contact listed in Table 4-1.

Table 4-1 - NCAGS Training Conducted by Nations

NATION	CONTACT DETAILS OF NATIONAL NCAGS TRAINING SCHOOLS/ORGANISATIONS	TRAINING OPEN TO INTERNATIONAL STUDENTS
ABNL	Belgian - Netherlands Mine Warfare School EGUERMIN 3e en 23ste Linierregimentsplein B-8400 Ostend Belgium Tel: +32 59 563408 Fax: +32 59 563430 Email: hbmvmv@equermin.org	Yes
DEU	MarKdo Eins MOC MSchLtg Osdorfer Landstrasse 365 22589 Hamburg Germany Tel: +49 40 86648 Ext 4570 Fax: +49 40 86648 Ext 4575 SMA: DEU NAVCMD OPSDIV NCAGS Email: marineschiffahrtleitung@bundeswehr.org	Yes (Some courses in English depending on course/country)
DNK	Naval Warfare School Naval Base Frederikshavn DK-9900 Frederikshavn Denmark Tel: +45 9922 1834 Fax: +45 9922 1835 SMA: NAVWARSCHOOL DA Email: ssk-mynu-tac@mil.dk Website: www.ais.svn.dk	Yes
FRA	BCRM Brest Monsieur le capitaine de vaisseau Chef de la division OPS de Ceclant CC 46 29240 BREST CEDEX 9 Tel: + 33 298 377 754 Fax: + 33 298 149 226 Email: com-brest.n3.ncags@marine.defense.gouv.fr	No

Table 4-1 - NCAGS Training Conducted by Nations (Contd)

NATION	CONTACT DETAILS OF NATIONAL NCAGS TRAINING SCHOOLS/ORGANISATIONS	TRAINING OPEN TO INTERNATIONAL STUDENTS
NOR	Norwegian Naval Training Establishment KNM Tordenskjold TAS/NCAGS Pb 1 Haakonsværn N-5886 Bergen Norway Tel: +47 55503567/69 Fax: +47 55503568 SMA: NORNAVTRAINED Email: ncags@mil.no	No (However, some courses are open to Scandinavian Officers)
POR	Centro de Instrução e Tática Naval Base Naval de Lisboa – Alfeite 2800-001 ALMADA PORTUGAL IVSN: 886 515-1125 Tel: +351 212728138 Fax: +351 212728169 SMA: CENTACTICMAR Email: citan@marinha.pt	Yes
GBR	Maritime Trade Operations Section Maritime Warfare School Room G135 Marlborough Building HMS COLLINGWOOD Newgate Lane Fareham Hampshire, PO14 1AS Tel: +44 (0)1329 333584 Fax: +44 (0)1329 331329 Email: navyoptrg-mwswtgoicnr@mod.uk	Yes
USA	Department of Navy Commander U.S. Fleet Forces Command (N35) 1562 Mitscher Avenue / Suite 250 Norfolk, VA 23551-2487 NCAGS Staff Action Officer Tel: +1 757 836-0615 Fax: +1 757 836-7944 SMA: COMFLTFORCOM NORFOLK VA/N35//NCAGS// Email (UNCLAS): ncags.ffc.fct@navy.mil	Yes

0409 Facilities Required

Examples of the facilities required by a Staff Officer NCAGS and an OiC DNE are listed in Tables 4-2 and 4-3.

Table 4-2 – Example of Facilities Required – Staff Officer NCAGS

Staff Officer NCAGS	
Equipment	Remarks
Direct access to MMHS 24/7	To send and receive military signals according to message priority
IT Facilities as required.	NCAGS ADP System + access to www/email simultaneously, printer and projector
1 x data line with access to Internet	
4 x telephone(non-secure international)	
1 x MERCS	
1 x set of charts	
1 x navigation set	Including parallel ruler and dividers
1 x room	Office desks, chairs, conference table according to manning
Publications/documents	As listed in the publication/document list
Access to ship databases (e.g., Lloyds Sea-Sentinel, Lloyds MIU, Lloyds Veritas Fairplay, Port Guides)	In order to collect information of ships and ports

Table 4-3 – Example of Facilities Required – OiC DNE

OiC DNE	
Equipment	Remarks
Access to MMHS 24/7	To send and receive military signals according to the message priority
IT Facilities as required.	NCAGS ADP System + access to www/email simultaneously, printer and projector
1 x data line with access to Internet	
3 x telephone (non-secure international)	
2 x MERCS	
Digital camera	
1 x set of charts	Covering the NCAGS area
1 x navigation set	Including parallel ruler and dividers
1 x room	Office desks, chairs, conference table according to manning
Publications/documents	As listed in the publication/document list
Access to ship databases (e.g., Lloyds Sea-Sentinel, Lloyds MIU, Lloyds Veritas Fairplay, Port Guides)	In order to collect information of ships and ports

Annex A to Chapter 4 - NCAGS Job Titles and Descriptions

Note: See Para 0406 for the skill levels employed in the following job titles and descriptions.

STAFF OFFICER NCAGS TO THE OPERATIONAL COMMANDER (SO NCAGS)

Service: Navy

Rank/Grade: OF-3/4

Background/Training Requirement:

1. Experience from real operations and/or LIVEX at Operational Commander level in a senior position.
2. Skills and Knowledge Training Matrix: Level 3 for all skills (see Annex 4B).

Reports To: Operational Commander

ROLE

The SO NCAGS acts as the senior specialist in NCAGS matters on the staff of the Operational Commander.

Reference: ATP-02.

PRINCIPAL TASKS

- Be the subject matter expert to the Operational Commander by advising on all aspects of NCAGS and shipping matters, including NCAGS Policy
- Build and maintain situational awareness by gathering, processing and distributing Information from the shipping industry.
- Advise the Operational Commander on the type and best scenario fitted use of schemes of ship management (e.g. Route recommendation):
 - Deconfliction
 - Threat Avoidance
 - Routeing
 - Passage Coordination
 - Lead-through
- Draft the OPTASK NCAGS in conjunction with warfare disciplines in the Battle Staff
- Integrate all NCAGS and shipping matters into Battle Staff planning, including the NCAGS input for daily briefs
- Draft NCAGS section of the ASSESSREP
- Establish and maintain Vessel Reporting Scheme if necessary
- Promulgation of Advice and Guidance to merchant shipping through :

- Websites
 - Sailing Information
 - Briefings:
 - Face to Face
 - Telephone
 - Email
 - New Media
- Contribute to the white shipping plot of the Recognised Maritime Picture (RMP)
 - Supervise, through the NCAGS Desk Officer (NCAGS DO) all activities of the DNEs
 - Organise and supervise the liaison with the maritime shipping community in its broadest sense
 - Liaise with sealift ships and their operating authorities
 - Maintain close liaison with warfare disciplines and with other appropriate staff such as intelligence, logistics and legal
 - Integrate into the operational planning of all merchant ship related undertakings:
 - Embargo and Maritime Interdiction Operations (MIO)
 - The validity of the merchant ship data for input into the RMP
 - Sea Lines of Communication (SLOC)
 - Crisis Response Shipping
 - Non-Combatant Evacuation Operations (NEO)
 - Humanitarian Assistance and Disaster Relief Operations (HADRO)
 - Escorting/Lead-through
 - Advice to shipping
 - Ensure the timely delivery of merchant ship routes as required
 - Propose, coordinate and supervise NCAGS Liaison Officers (NCAGS LO) as authorised by the Operational Commander

DUTY OFFICER TO SO NCAGS AFLOAT (DO AFLOAT)**Service:** Navy**Rank/Grade:** OR6-7 or OF1-2**Background/Training Requirement:**

1. Experience from previous participation in CAX, CPX or LIVEX exercises with NCAGS involvement as an Assistant Duty Officer DNE or Assistant Shipping Coordinator.
2. ADP Operators Course graduate.
3. Only in place when SO NCAGS is separated from NCAGS staff.
4. Skills and Knowledge Training Matrix: Level 1 for all skills (see Annex 4B).

Reports To: SO NCAGS.**ROLE**

The DO AFLOAT is to support the SO NCAGS and to maintain the NCAGS ADP system for the SO NCAGS, if required.

PRINCIPAL TASKS

- Support the SO NCAGS
- Maintain communication between the SO NCAGS and NCAGS DO
- Maintain records as required
- Ensure timely response to messages requiring action in accordance with SO NCAGS decisions

NCAGS DESK OFFICER (NCAGS DO)

Service: Navy

Rank/Grade: OF-4/3

Background/Training Requirement:

1. Experience from real operations and/or major LIVEX at MCC and DNE level in a senior position.
2. Skills and Knowledge Training Matrix: Up to and including Level 2 for all skills, plus Level 3 for MD001, MS003/004, PC001/002 (see Annex 4B).

Reports To: SO NCAGS and to the Battle Watch Captain (BWC) of the Operational Commander.

ROLE

The NCAGS DO is responsible for all NCAGS support and will advise the BWC on NCAGS matters on a watch basis in the Operations Centre.

PRINCIPAL TASKS

- Keep SO NCAGS up to date on the shipping situation
- Brief NCAGS in the turnover brief
- Give direction and guidance to the NSC Desk Officer (NSC DO)
- Liaise with the other warfare disciplines and maintain a good overview of the overall situation
- Propose and draft changes/amendments to OPTASK NCAGS
- Ensure that relevant incidents are forwarded to SONIC for potential issue as NAVWARNS
- Implement NCAGS policies/procedures within the AOO as directed
- Advise the SO NCAGS on aspects of NCAGS and merchant shipping
- Suggest ways to de-conflict merchant shipping from military operation
- Prepare and promulgate merchant shipping communications arrangements as required, including use of Vessel Reporting Schemes
- Prepare and promulgate routeing guidance as required
- Implement diversion and protection as directed
- Distribute Electro-magnetic Emission Policy (EEP) and Communications Security Policy (COMSEC) policy when directed

- Implement the allocation of NCAGS Liaison Officers (NCAGS LO), as appropriate
- Prepare the NCAGS input for the MCC ASSESSREP

SHIPPING COORDINATOR (SC)**Service:** Navy**Rank/Grade:** OF-3/2**Background/Training Requirement:**

1. Previous participation in CAX, CPX or LIVEX exercises as an assistant Duty Officer.
2. Skills and Knowledge Training Matrix: Up to and including Level 1, plus Level 2 for IM001/002, MC001, MD004/009, MS002/003/004/005/006, PC001/002/003 (see Annex 4B).

Reports To: NCAGS DO.**ROLE**

The SC manages the flow of information in any NCAGS element.

PRINCIPAL TASKS

- Organise the flow of incoming/outgoing information from/to shipping
- Monitor and maintain records of all messages from merchant ships, including Phone, Fax, Telex and Email
- Provide instructions to NCAGS LOs regarding information flow
- Liaise with the dedicated ADP System Manager (ADP SYS MGR) with regards to merchant shipping information flow from the NCAGS ADP system to the RMP Manager
- Check and complete Ship's Data Cards (SDC)
- Maintain records/logs on shipping information collected by any NCAGS element
- Maintain log of merchant vessels available and willing to participate as a PASSEX ship in exercises

OFFICER IN CHARGE DEPLOYED NCAGS ELEMENT (OIC DNE)**Service:** Navy**Rank/Grade:** OF-4/3**Background/Training Requirement:**

1. Experience from real operations and/or major LIVEX at MCC, NSC or DNE level.
2. Skills and Knowledge Training Matrix: Up to and including Level 2 for all skills, plus Level 3 for: CM001/002/003/004, MD003/004 (see Annex 4B).

Reports To: SO NCAGS through NCAGS DO.**ROLE**

The OIC DNE is responsible for the execution of the DNE functions in accordance with the OPTASK NCAGS.

PRINCIPAL TASKS

- Ensure the general merchant shipping plot in the AOR is maintained
- Gather information on merchant shipping in the AOR
- Report on the merchant shipping situation in the AOR
- Ensure ship's masters are sufficiently briefed
- Prepare routing guidance and diversion orders if directed
- Ensure that relevant incidents are forwarded to the Safety of Navigation Information Coordinator (SONIC) for potential issue as NAVWARNs
- Co-ordinate assigned NCAGS elements and NCAGS NCAGS LOs
- Report situations of ports in the AOR
- Estimate vulnerability assessment for shipping in the AOR
- Distribute relevant publications and equipment
- Implement protection measures from the Operational Commander
- Prepare Sailing Information (SI), if required
- Prepare Passage Coordination information (PCI), if required

DEPLOYED NCAGS ELEMENT DUTY OFFICER (DNE DO)**Service:** Navy**Rank/Grade:** OF-2/3**Background/Training Requirement:**

1. Experience from previous participation in CAX, CPX or LIVEX exercises with NCAGS involvement as an Assistant Duty Officer DNE or Assistant Shipping Coordinator.
2. Skills and Knowledge Training Matrix: Up to and including Level 2 for all skills.

Reports To: OiC DNE.**ROLE**

The DNE DO is responsible for the running of the DNE on a watch basis.

PRINCIPAL TASKS

- Supervise/control all NCAGS activities within the DNE in accordance with the tasks detailed in the OPTASK NCAGS and OPORDER
- Establish and maintain liaison with the merchant shipping community within the AOR and inform military/civilian authorities of movements of participating merchant ships
- Ensure that all security aspects, briefings and administration of the DNE and other subordinate NCAGS Elements are carried out
- Act as Releasing Officer for signals and emails
- Organise and coordinate NCAGS LOs deployment in accordance with the Operational Commander's priorities
- Distribute publications, charts and crypto as necessary
- Maintain plot of Designated Ships
- Process incoming message traffic to and from merchant vessels
- Monitor the information flow to the Vessel Reporting Scheme
- Assist in the facilitation of lead-through or Passage Coordination, as appropriate and when ordered
- Maintain records as required
- Ensure timely response to signal messages requiring action
- Regularly check ADP systems and ensure outstanding actions are addressed

- Ensure that Briefing Officers are equipped with proper Personal Protection Equipment (PPE) to board vessels such as gloves, helmet and life jackets
- Arrange transport for Briefing Officers to and from ships

NCAGS LIAISON OFFICER (NCAGS LO)**Service:** Navy**Rank/Grade:** OF-5/4/3**Background/Training Requirement:**

1. Military and merchant marine knowledge and experience
2. Experience from operations and/or LIVEX at MC and DNE level in a senior position.
3. Skills and Knowledge Training Matrix: Up to and including Level 2 for all skills, plus Level 3 for MD001/004, MS003/004 (see Annex 4B).

Reports To: OIC DNE, or as directed.**ROLE**

The NCAGS LO is embarked on board selected merchant vessels. Responsible for providing required information and helping the Master understand relevant naval/military requirements in addition to providing Merchant Shipping information to the Operational Commander

PRINCIPAL TASKS

- Brief and inform on the military situation, including threats to merchant ships
- Explain and interpret information contained in SIs and PCIs
- Collect and disseminate ship's data, voyage intention, and information of interest
- Check, monitor and report on equipment and publications of interest
- Train and assist the ship's Master and officers in tactical communications, manoeuvring procedures, EMCON responsibilities, general safety, documentation and operating requirements for helicopter operations, if necessary
- Provide relevant information to SO NCAGS and/or DNEs on any activities in the area
- Act as an interpreter of military language and expressions
- Brief and inform the Master with classified information if appropriate
- Debrief the Master at the end of each voyage

BRIEFING OFFICER (BO)**Service:** Navy**Rank/Grade:** OF-2/3**Background/Training Requirement:**

1. Skills and Knowledge Training Matrix: Up to and including Level 1 for all skills, plus Level 2 for: BF001/002/003/004, CM001/002, CRS001, DE001/002, IM002, LC001, MC006, MD001/004, /MS002/003/004/005/006/010, PC003 (see Annex 4B).

Reports To: DNE Duty Officer.**ROLE**

The BO is responsible for providing relevant information to Masters to enhance safe passage through AOO. Also to ensure that adequate preparations in accordance with ISPS code have been made.

PRINCIPAL TASKS

- Draft Sailing Information
- Provide Masters with Sailing Information emphasising on up to date guidance for safe passage and information on the operational situation including risk assessment, maritime safety information, self-protective measures and specifics of any lead-through operations and passage coordination if in force
- Debrief Masters to collect relevant information from merchant vessels to enhance the Operational Commander's situational awareness
- Establish and maintain status boards and keep them up to date
- Update briefed SDCs
- Maintain good liaison with harbour authorities and shipping agents
- Assist the NCAGS LO

ADP SYSTEM MANAGER

Service: Navy

Rank/Grade: OR 7–OF 2

Background/Training Requirement:

1. NCAGS ADP System Manager Course graduate.
2. Highly experienced in working with system, including technical and software aspects and data processing.
3. Skills and Knowledge Training Matrix: Level 1 for all skills, plus Level 2 for CM002/003, IM001/002, MC001/004, MD009, PC001/002/003 (see Annex 4B).

Reports To: Desk Officer NATO Shipping Centre (DO NSC).

ROLE

The ADP SYS MGR is responsible for data integrity, the correct and efficient operation of the ADP System and the exchange with other systems that are dependent on NCAGS data.

PRINCIPAL TASKS

- Write and draft the System Operating Instructions (SOI) for the exercise or operation in accordance with the prescribed format in the NCAGS ADP system instructions
- Promulgate any changes and amendments to the SOI
- Liaise with the DO NSC (or SC, when available) on merchant vessel information passed from NCAGS ADP system to the RMP Manager
- Monitor the system performance, integrity and accuracy of the data
- Coordinate the NCAGS ADP System operators to ensure that the input and output of data is in accordance with SOI
- Ensure the adherence to prescribed procedures for computer security in accordance with regulations and System Security Policy (SSP)
- Keep the ADP logs (Transaction Log, Data sync Log, System Log, SOI Log)
- Ensure the continuity of the ADP system
- Responsible for preventing classified information being entered into non-classified ADP systems

ADP OPERATOR (ADP OP)**Service:** Navy**Rank/Grade:** OR3-OR5**Background/Training Requirement:**

1. NCAGS ADP System Operator Course graduate.
2. Skills and Knowledge Training Matrix: Level I for CM001/002/003/004/, M001/002/003/004, MC001/005, MD001/004, MS001/002/003/004, PC001/002/003 (see Annex 4B).

Reports To: DNE DO.**ROLE**

The ADP Operator is responsible for the inputting and processing of information on to the NCAGS ADP system.

PRINCIPAL TASKS

- Enter information from SDCs, Format Alfas or Format Bravos into relevant databases
- Plot ships' positions and updates
- Update SDCs when required
- Ensure that logs (e.g. Data Sync logs) are kept up to date as directed
- Conduct searches of external databases and other sources information for merchant shipping as required

SAFETY OF NAVIGATION INFORMATION COORDINATOR (SONIC)**Service:** Navy**Rank/Grade:** OF-2/3**Background/Training Requirement:**

1. Experience from real operations and/or LIVEX at Operational Commander level in a senior position.
2. Skills and Knowledge Training Matrix: Level 2 for all skills, plus Level 3 for: MD001, AW005.1, MD003.2/005.2/005.3/006.2, NV001, SS001, SW004, SC001.1 (see Annex 4B).

Reports To: Operational Commander.**ROLE**

The SONIC fulfils the responsibilities of Safety and Security of Navigation (SASON) to the Operational Commander.

Reference: AHP-01.

PRINCIPAL TASKS

- Be the Subject Matter Expert (SME) to the Operational Commander by advising on all aspects of AWNIS, including AWNIS Policy
- Draft the OPTASK AWNIS in conjunction with warfare disciplines in the Operational Commander's Battle Staff
- Collect, process and disseminate classified and unclassified maritime safety information
- Provide specialist advise to the command on routeing and reporting of merchant ships in support of the Commander's mission
- Liaise with civilian actors to deliver SASON information to merchant shipping, including International Maritime Organisation (IMO), International Hydrographic Information (IHO), International Mobile Satellite Organisation (IMSO) or appropriate national authorities
- Liaise with other military forces as required
- Cooperate with LEGAD to ensure that the legal obligations following international legislation are met

**AWNIS NAVAL MINE COUNTERMEASURES TASKING AUTHORITY LIAISON
OFFICER (AWNIS NMCMTA LO)**

Service: Navy

Rank/Grade: OF-2/3

Background/Training Requirement:

1. Experience from real operations and/or LIVEX at Operational and is at the required trained level for (NATO) AWNIS.
2. Skills and Knowledge Training Matrix: Level 3 for all skills (see Annex 4B).

Reports To: Operational Commander.

ROLE

To contribute to SASON in a Naval Mine Warfare (NMW) environment by ensuring adherence to AWNIS procedures

Reference: AHP-01.

PRINCIPAL TASKS

- Advise the NMCMTA on all Tactics Techniques and Procedures (TTPs) associated with SASON in a NMW environment, including through life management of SASON in the battle space and former battle space.
- Liaise with SONIC to enable the tactical NMW picture to be correctly incorporated into the composite operational picture in a timely manner.
- Be the SME to the Operational Commander by advising on all aspects of AWNIS, including AWNIS Policy.

AWNIS DESK OFFICER (AWNIS DO)**Service:** Navy**Rank/Grade:** OF-3/4**Background/Training Requirement:**

1. Experience from real operations and/or LIVEX at Operational Commander level in a senior position.
2. Skills and Knowledge Training Matrix: Level 3.

Reports To: SONIC.**ROLE**

The AWNIS DO is to contribute to Freedom of Navigation (FON) through the provision of SASON information for military and merchant ships in support of maritime operations, on behalf of the Operational Commander and under the direction of the SONIC.

Reference: AHP-01.

PRINCIPAL TASKS

- Manage Charts and Publications
 - Access Charts and Publications
 - Correct Charts and Publications
 - Access Hydrographic products
- Manage Message Handling
 - Manage Incoming Signal Traffic
 - Supervise Message Drafting
 - Conduct Unclassified Message Drafting
- Manage Use of Totes, Records and Stateboards
 - Supervise updates of Totes, Records and Stateboards
 - Prioritise information
- Liaise with Other Warfare Desks
 - Source Information from the NMW Desk
 - Source Information from the NCAGS Desk
 - Source Information from the HM Desk
 - Source Information from the OPINT Desk
 - Source Information from the Surface Desk
 - Source Information from the SM Desk
 - Source Information from the CIS Desk
 - Source Information from the Logs Desk
- Manage the SASON picture

- Manage AWNIS procedures
 - Manage SASON information cycle
 - Establish external liaison with non-military navigational safety organisations
 - Brief AWNIS
 - Establish legal framework for provision of SASON information
 - Establish the tactical use of AWNIS
 - Manage AWNIS watch keeping
 - Advise the NMCM Commander/Coordinator of the correct use of AWNIS procedures
 - Liaise with SONIC to ensure the mine threat is properly incorporated into the SASON picture in an accurate and timely fashion

NATO SHIPPING CENTRE – DESK OFFICER (NSC DO)**Service:** Navy**Rank/Grade:** OF-4/3**Background/Training Requirement:**

1. Experience from LIVEX at MC or DNE level in a senior position.
2. Skills and Knowledge Training Matrix: Up to and including Level 2 for all skills, plus Level 3 for MD001, MS003/004, PC001/002 (see Annex 4B).

Reports To: The Head of the NSC.**ROLE**

The NSC DO is to organise the watch staff of the NSC in accordance with Standard Operating Procedures (SOP).

PRINCIPAL TASKS

Although the NSC will promulgate full details, the following are examples of the principal tasks:

- Organise the NSC and supervise the NCAGS personnel in accordance with NSC SOP
- Perform the duties as described in OPTASK NCAGS
- Ensure that SI and reports are received and processed in support of the Operational Commander's mission
- Ensure that merchant shipping is given correct information (e.g. incidents/situation/developments/assessments) in accordance with NCAGS policy, in a timely fashion
- Ensure that the MCC NCAGS DO is fully briefed on all NSC aspects of the operation or exercise
- Maintain a plot of merchant shipping within the AOO
- In exercises identify PASSEX opportunities and forward information to SO NCAGS
- Control the signal message distribution within the NSC in cooperation with the communications support
- Act as the Action Officer and signal message Releasing Officer for the NSC
- Ensure that a timely response is made to signal messages and emails requiring action

- Update the turnover notes for the relieving NSC DO and ensure regular update of the website
- Ensure that the NSC systems (MCCIS, NCAGS ADP System, Communications, and Internet) are operated properly
- Support MCC in picture compilation for the RMP
- Maintain communication between the military organisation and merchant vessels
- Liaise with NSAs and merchant shipping community and keep informed of current situation

Annex B to Chapter 4 – NCAGS Skills and Knowledge Training Matrix

1. Access to a spreadsheet containing the NCAGS Skills and Training Matrix can be obtained by clicking on the following icon:

2. See Para 0406 for the skill levels employed in the matrix.

Chapter 5 - Merchant Shipping Nomenclature

0501 Introduction. The abbreviations in the following paragraphs may be used on ship data cards for ADP communications to describe the details of vessel or cargo types.

Note: Military Standard Ship Designator Codes are listed in APP-20.

0502 Ship Types

Table 5-1. Ship Types

	DESCRIPTION	REMARKS
AE	Ammunition Ship	Has capacity to provide replenishment-at-sea facilities
AEL	Ammunition Ship, Small (40-120 metres)	Has capacity to provide replenishment-at-sea facilities
AET	Ammunition Transport	
AETL	Ammunition Transport, Small (handling less than 5,000 tons)	
AH	Hospital Ship	
AOT	Oiler Transport (over 120 metres)	
AOTL	Oiler Transport, Small (40-120 metres)	
AP	Personnel Transport (over 120 metres)	
ARC	Cable Ship	
TJ	Hovercraft, General	
TJC	Hovercraft, Transport/Cargo	
TJF	Hovercraft, Ferry	
TM	Merchant Ship, General (cargo/passenger)	
TMA	Merchant Ship, Dry Cargo, Break Bulk	
TMB	Merchant Ship, Break Bulk	
TMC	Merchant Ship, Container (not-self-sustained)	
TMCS	Merchant Ship, Container (self-sustained)	
TMD	Merchant Ship, Dredger	
TME	Merchant Ship, RO/RO (40 metres or more)	
TMF	Merchant Ship, Car/Passenger Ferry	
TMFR	Merchant Ship, Railroad Car Ferry	
TMGB	Merchant Ship, Ice Breaker	
TMGS	Merchant Ship, Scientific Research/Survey	
TMH	Merchant Ship, Heavy Lift	
TMI	Merchant Ship, Inland Waterway	
TMK	Merchant Ship, Cable Layer	
TML	Merchant Ship, LASH	
TMLS	Merchant Ship, SEABEE	
TMM	Merchant Ship, Meteorological	
TMO	Merchant Ship, Tanker	
TMOL	Merchant Ship, Replenishment	

Table 5-1. Ship Types (Contd)

	DESCRIPTION	REMARKS
TMOR	Merchant Ship, Replenishment, Oiler	Has capacity to provide replenishment-at-sea facilities
TMOS	Merchant Ship, Special Liquids (over 40 metres)	
TMOT	Merchant Ship, Liquid Gas	
TMP	Merchant Ship, Passenger	
TMR	Merchant Ship, Refrigerated	
TMS	Merchant Ship, Space/Missile	
TMT	Merchant Tug, (1,000-plus horsepower)	
TMTR	Merchant Tug, Ocean going Rescue	
TMTS	Merchant Tug, Ocean going, Salvage	
TMWT	Merchant Ship, Water Tender	
TMWW	Merchant Ship, Distilling	
TU	Fishing Vessel, General (over 30 metres)	
TUB	Fishing Base Ship	
TUF	Fishing Factory Ship	
TUR	Fishing Vessel, Refrigerated	
TUW	Whale Factory Ship	

0503 Cargo Categories

Table 5-2. Cargo Categories

	DESCRIPTION	REMARKS
REIN	Reinforcement Ship	
RESY	Resupply Ship	
RETR	Retrograde Ship	
MERC	Mercantile (Economic)	
UNKN	Unknown	

0504 Cargo Commodities

Table 5-3. Cargo Commodities

	DESCRIPTION	REMARKS
ACFT	Aircraft, parts, and equipment	
AMMO	Ammunition, explosives	
ASPHL	Asphalt, tar pitches, and associated products	
AVGAS	Aviation gasoline	
CHEMB	Basic chemicals (bulk)	
CHEMP	Chemical products, cellulose, synthetic resins, dyes, tanning materials, etc	
CRUDE	Crude oil	
DIESO	Diesel oil	
ELECT	Electrical machinery, equipment, and supplies	
EMP C	Empty clean	

	DESCRIPTION	REMARKS
EMP D	Empty dirty	
FERT	Nitrogenous fertilizer and fertilizer materials, potassic fertilizer	
FOOD B	Beverage foods	
FOOD D	Dairy products	
FOOD F	Fish and Fish products	
FOOD G	Mixed foods, groceries	
FOOD M	Meats, fresh, frozen, preserved, canned	
FOOD O	Food oils, vegetables, animal fats	
FOOD P	Poultry products	
FOOD S	Sugar, molasses	
FOOD V	Vegetables and fruit, canned or otherwise	
FARM F	Farm foods, barley, rye, corn, oats, rice, wheat, flaxseed, oilseed, etc	
FARM M	Farm machinery	
FUEL C	Coal-anthracite, bituminous	
FUEL D	Distillate fuel oil	
FUEL K	Heating oil, kerosene	
FUEL O	Heavy fuel, bunker fuel, residual oil	
GEN	Mixed cargoes, general	
GENC	General cargo, containerised	
GRAIN	Animal feed, hay, fodder	
HARDW	Hardware, general materials	
HOSP	Hospital and medical supplies, medicinal chemicals, pharmaceutical preparations	
JP	Aviation jet engine fuel	
LNG	Liquefied natural gas	
LPG	Liquefied petroleum gas	
LUMB	Lumber and wood products	
LUBE	Lubrication oil products	
MAIL	Mail	
MACH	Machinery, fabricated metal parts	
METAL	Metal products, iron and steel ingots, bars, rods, plates, sheets, pipe, etc	
METLA	Aluminium	
METLC	Copper and copper alloys	
METOR	Metal ores, iron, copper, bauxite, manganese, etc	
MILCG	Military controlled cargo and special category items	
MOGAS	Vehicle gasoline	
NAPTA	Light spirit products	
NOMET	Non-metallic minerals, limestone, building stone, clay, refractory materials gypsum, etc	
OPTIC	Instruments, watches, and clocks	
PAINT	Paint, varnishes, lacquers, enamels, gum, and allied products	

Table 5-3. Cargo Commodities (Contd)

	DESCRIPTION	REMARKS
PASS	Passengers/non combatants	
POISON	Toxic or BW cargo	
PULP	Pulp, paper, and allied products	
RUB	Rubber and rubber products	
TOBAC	Tobacco and tobacco products	
TROOPS	Troops	
TXTIL	Textile product, fibres, wood, cotton (basic or finished)	
VEH	Automobiles, trucks, trailers, buses, etc	
OTHER	Other than listed in commodity standard abbreviations (use AMPN set to describe)	

0505 Cargo Equipment Types

- Heavy Lift
- Derricks/cranes
- Container gantry
- Ro/Ro
- Side Ramps

Lexicon

SECTION I – TERMS AND DEFINITIONS

Terms and Definitions from AAP-06 are in Italics
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A

anti-terrorism. All defensive and preventive measures taken to reduce the vulnerability of forces, individuals and property to terrorism. Note: Such measures include protective and deterrent measures aimed at preventing an attack or reducing its effect(s).

area of operations. An area defined by a force joint commander within a joint operations area for the conduct of specific military activities.

area of responsibility. In naval operations, a predefined area of enemy terrain for which supporting ships are responsible for covering by fire on known targets or targets of opportunity and by observation.

C

communications security material. All documents, devices or equipment (including crypto material) associated with the securing or authenticating of telecommunications.

convoy. A number of merchant ships or naval auxiliaries, or both, usually escorted by warships and/or aircraft, or a single merchant ship or naval auxiliary under surface escort, assembled and organised for the purpose of passage together.

convoy commodore. A naval officer, or master of one of the ships in a convoy, designated to command the convoy, subject to the orders of the officer in tactical command. If no surface escort is present, he takes entire command.

crisis response shipping. All shipping employed in support of allied military operations, including ships taken up from trade, chartered shipping and, when appropriate, national pre-positioned ships.

D

damage control. In naval usage, measures necessary aboard ship to preserve and re-establish water-tight integrity, stability, manoeuvrability and offensive power; to control list and trim; to effect rapid repairs of materiel; to limit the spread of, and provide adequate protection from, fire; to limit the spread of, remove the contamination by, and provide adequate protection from, toxic agents; and to provide for care of wounded personnel.

designated merchant ships. A merchant ship with a special status that may give it priority over other ships for higher level naval cooperation and guidance.

dispersal. In maritime operations, the reduction of the concentration of ships by reberthing within a port area or at working or holding anchorages in the vicinity.

E

emergency movement. *In naval cooperation and guidance for shipping, the execution of diversion, port evacuation, area evacuation and subsequent movements in order to preserve ships and cargoes when attack is imminent.*

emission control. *Selective control of emitted electromagnetic or acoustic energy. The aim may be twofold: a. To minimize the enemy's detection of emissions and exploitation of the information so gained. b. To reduce electromagnetic interference, thereby improving friendly sensor performance.*

escort. *A combatant unit(s) assigned to accompany and protect another force or convoy.*

H

humanitarian operation. *An operation specifically mounted to alleviate human suffering in an area where the civil actors normally responsible for so doing are unable or unwilling adequately to support the population.*

I

immediately vital cargo. *A cargo already loaded which the consignee country regards as immediately vital for the prosecution of the war or for national survival, notwithstanding the risk to the ship. If the cargo is carried in a ship of another nation, then that nation must agree to the delivery of the cargo. The use of this term is limited to the period of implementation of the shipping movement policy.*

L

lead-through operation. *A maritime operation in which a guide ship leads other ships or submarines in their passage through channels established in a mined area.*

M

merchant ship. *A vessel engaged in mercantile trade except river craft, estuarial craft, or craft which operate solely within harbour limits.*

merchant shipping. *In naval cooperation and guidance for shipping, the complete commercial maritime industry, including the fishing industry.*

N

national shipping authority. *The organisation within each Allied government responsible in time of war for the direction of its own merchant shipping.*

naval cooperation and guidance for shipping. *The provision of NATO military cooperation, guidance, advice, assistance and supervision to merchant shipping to enhance the safety of participating merchant ships and to support military operations.*

naval cooperation and guidance for shipping liaison officer (NCAGS LO). *An officer assigned to fulfil a liaison function between naval cooperation and guidance for shipping and other commands or civilian contacts.*

NATO shipping centre. A permanent organisation in the NATO Maritime Command at Northwood, GBR tasked with establishing and maintaining links with the military, merchant shipping, national shipping authorities and international maritime agencies.

P

participating merchant ship. A merchant ship taking part in naval cooperation and guidance for shipping.

S

sailing information. A document used by naval cooperation and guidance for shipping to inform merchant vessels of the general situation in the operation area, advised route to follow through the area and any special information regarding communications, emission control, notification of diversion etc. It may be delivered by email, fax or by hand by a Briefing Officer depending on the situation and content.

security. *The condition achieved when designated information, material, personnel, activities and installations are protected against espionage, sabotage, subversion and terrorism, as well as against loss or unauthorised disclosure.*

standard route. *In naval cooperation and guidance for shipping, a pre-planned single track connecting positions within the main shipping route.*

T

terrorism. *The unlawful use or threatened use of force or violence against individuals or property in an attempt to coerce or intimidate governments or societies to achieve political, religious or ideological objectives.*

SECTION II – ACRONYMS AND ABBREVIATIONS

Acronyms and Abbreviations from AAP-15 are in Italics.

A

AIS. *automated identification system.*

AOO. *area of operations.*

B

BIO. *biological.*

C

CBRN *chemical biological radiological and nuclear.*

CEP. *civil emergency plans.*

CHEM. *chemical.*

COMSEC. *communication security.*

CRO. *crisis response operation.*

CRS. *crisis response shipping.*

D

DTG. *date-time group.*

DNE. *deployed naval cooperation and guidance for shipping element.*

E

EEP. *electromagnetic emission policy*

EMCON. *emission control.*

ETA. *estimated time of arrival.*

G

GMDSS. *global maritime distress and safety system.*

I

IED. *improvised explosive device.*

IMO.	<i>international maritime organisation.</i>
IMB.	international maritime bureau
ISM Code.	international safety management code.
ISPS Code.	international ship and port facility security code.
IVC.	<i>immediately vital cargo.</i>

L

LO.	<i>liaison officer.</i>
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M

MCM.	<i>mine countermeasures.</i>
MIO.	<i>maritime interdiction operation.</i>
MPS.	maritime pre-positioning ship.

N

NAC.	<i>north atlantic council.</i>
NATO.	<i>north atlantic treaty organisation.</i>
NAVWARN.	navigational warning.
NCAGS.	<i>naval cooperation and guidance for shipping.</i>
NCAGS LO.	naval cooperation and guidance for shipping liaison officer.
NMW	naval mine warfare.
NSA.	<i>national shipping authority/administration.</i>
NSC.	<i>NATO shipping centre.</i>
NUC.	nuclear.

P

PCI.	passage coordination information.
PIM.	<i>position and intended movement.</i>
PfP.	<i>partnership for peace.</i>
POF.	potential opposing forces.

S

SI. sailing information.

STUFT. *ships taken up from trade.*

T

TGOS. transport group for ocean shipping.