



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL

J-3  
DISTRIBUTION: A, B, C, J, S

CJCSM 3150.29A  
23 April 1998

## CODE WORD, NICKNAME, AND EXERCISE TERM REPORT (SHORT TITLE--NICKA)

- References:
- a. DOD 5200.1-R series, "Information Security Program Regulation"
  - b. DOD Manual 8910.01M series, "DOD Procedures for Management of Information Requirements"
1. **Purpose.** This manual establishes standard administrative policy for the assignment and management of the Code Word, Nickname, and Exercise Term Report.
  2. **Cancellation.** CJCSM 3150.29, 1 February 1996, is canceled.
  3. **Applicability.** This manual applies to the Joint Staff, CINCs, Services, NSA, DSWA, DIA, DISA, NIMA, DIS, DLA, and other DOD agencies and is forwarded to the White House and OSD for information.
  4. **Policy.** The Code Word, Nickname, and Exercise Term (NICKA) system is designed to fully automate the OSD requirement for maintenance of code words, nicknames, exercise terms, and reconnaissance nicknames data by the Joint Staff. NICKA maintains records of all reported code words and their status, all reconnaissance nicknames used at the Joint Reconnaissance Center, all exercise terms, and all currently authorized nicknames. The system validates code word and nickname usage with assigned agencies and ensures that authorized nicknames and code words are not duplicated. The NICKA transaction provides a way to register and maintain the currency of code words, nicknames, and exercise terms. NICKA currently resides in the Global Command and Control System, classified Top Secret (GCCS(TS)).

## 5. Definitions

a. **Code Word**--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 classified CONFIDENTIAL or higher. A code word is placed in one of three categories:

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

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

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

b. **Nickname**--A combination of two separate unclassified words that is assigned an unclassified meaning and is employed only for unclassified administrative, morale, or public information purposes.

c. **Exercise Term**--A nickname or code word, normally an unclassified nickname, used exclusively to designate a test, drill, or exercise. An exercise term is employed to prevent confusion between exercise directions and actual operations.

## 6. Responsibilities

a. Data for NICKA processing will be submitted to the Joint Staff by the Chief of Staff, US Army; Chief of Naval Operations; Chief of Staff, US Air Force; Commandant of the Marine Corps; DOD agencies; commanders of unified commands; and certain other agencies. Table 1-1 (Enclosure C) lists those agencies authorized to submit data.

b. Internal Army, Navy, Air Force, and Marine Corps requesting procedures will be prescribed by the Service headquarters.

c. The Military Services, DOD agencies, and CINCS will route requests for NICKA registrations or revisions to the Command Systems Operations Division, J-3, Joint Staff, Room 2C869, the Pentagon, Washington, D.C. 20318-3000.

d. Data will be submitted to the Joint Staff to:

- (1) Register an active code word, nickname, or exercise term.
- (2) Change data on a previously registered code word, nickname, or exercise term.
- (3) Cancel a registered code word, nickname, or exercise term.

e. On behalf of OUSDP, the Joint Staff is responsible for allocating code words or blocks of code words to DOD components. DOD components may request allocation of such code words as required 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 subsection 12-104, DOD 5200.1-R.

f. The Joint Staff is responsible for assigning nickname and exercise term letter groups from Table 1-3 (Enclosure E) to DOD components.

7. Procedures. See Enclosure A.

8. Additional Copies of Manuals. Joint Staff directorates may obtain a limited number of copies of this manual from the Records and Information Research Branch, Room 2B917. The Services, CINCs, Defense agencies, and all other holders are authorized to reproduce, print, and stock additional copies to meet internal distribution requirements.

9. Summary of Changes. Administrative update to show that NICKA resides in the GCCS(TS). Miscellaneous allocations in the tables have changed.

10. Information Requirements. Reports required by this manual are exempt from normal reporting procedures in accordance with reference b.

11. Effective Date. This manual is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



STEPHEN T. RIPPE  
Major General, USA  
Vice Director, Joint Staff

**Enclosures:**

**A--Procedures**

**B--NICKA**

**C--Authorized Data Submission Agencies**

**D--Code Word Block Assignments**

**E--Nickname and Exercise Term Block Assignments**

**F--Alphabetical Assignment List**

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ENCLOSURE A

PROCEDURES

1. NICKA Data Base Access

a. A Service, DOD agency, or unified command that has access to a Global Command and Control System, Classified Top Secret (GCCS(TS)), may update, retrieve on the terminal, or print NICKA records at any TS3 site. Procedures for online use of NICKA are contained in JDSSC Code Word, Nickname, and Exercise Term (NICKA) System Users Manual, CSM UM 171-89, 1 October 1989.

b. If a GCCS(TS) terminal is not available, NICKA transactions can be submitted by letter or transmitted by AUTODIN to Joint Staff, J-3/CSOD. The letter or message should contain the data fields shown in the NICKA transaction sheet (Enclosure B) or the NICKA transaction sheet may be reproduced locally and submitted.

2. Reporting. A NICKA transaction will normally use routine precedence. Nickname and exercise term reporting will be suspended after declaration of worldwide DEFCON 3 or higher.

3. Classification. The originator of a NICKA transaction will assign the appropriate security classification to each transaction in accordance with the guidelines contained in paragraph 7 below.

4. Cancellation. Cancellation of a code word, nickname, or exercise term will be requested when the code word, nickname, or exercise term no longer serves a useful purpose or is obsolete. Nicknames and exercise terms will be deleted from the file 2 years after cancellation. Canceled code words will be automatically reclassified CONFIDENTIAL for a period of 2 years, after which the code word will become UNCLASSIFIED.

5. Code Words

a. A code word is a single word selected from an assigned block listed in the NICKA file and assigned an appropriate classification. Code word block allocations are contained in Table 1-2 (Enclosure D).

b. A record of all code words will be maintained by the Joint Staff.

c. Using components and the Directorate, Special Programs, OUSDP, will maintain records on code words within blocks assigned. The using component will account for available code words and maintain a record of each active code word. Upon being canceled, the using component will maintain the record for 2 years. After the 2 years, the record of each word may be disposed of in accordance with current practices and the code word returned to the available inventory.

d. Using DOD components will verify active code words annually by 1 October. Verification will be accomplished by validating the data base in GCCS(TS) and certifying verification completion to the Joint Staff (subparagraph 5d(2)).

(1) The first paragraph in the verification message or memorandum format will certify verification completion. The second paragraph will contain the organization's point of contact or system manager and a phone number.

(2) Messages will be addressed to JOINT STAFF WASHINGTON DC//J-3/CSOD//. Memorandums will be addressed to the Joint Staff, J-3, Command Systems Operations Division, Washington, D.C. 20318-3000.

(3) In the event that a using component does not have electronic access to the data base in GCCS (TS), a request for an active code word printout will be requested from J-3, CSOD, to facilitate annual code word verification.

## 6. Nicknames

a. A nickname will consist of two separate words, the first of which must begin with the combination of letters of the alphabet allocated to the CINCS, the Military Services, and the directors of Defense agencies by the Director for Operations, Joint Staff, as listed in Table 1-3 (Enclosure E).

b. Nicknames may be assigned to actual, real-world events; projects; movement of forces; or exercise activities involving elements of information of any classification category. However, the nickname, the description or meaning it represents, and the relationship of the nickname and its meaning must be UNCLASSIFIED. A nickname is an identifier and is not designed to achieve a security objective. (See also Chapter 8-103f., DOD 5200.1-R, reference a.)



23 April 1998

c. Nicknames improperly selected can be counterproductive. A nickname must be chosen with sufficient care to ensure that it does not:

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

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

(3) Convey connotations offensive to US allies or other Free World nations.

d. The following will not be used as nicknames:

(1) Any two-word combination voice call sign found in JANAP 119 .

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

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

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

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

## 7. Exercise Terms

a. An exercise term is selected using the same criteria as for nicknames.

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

c. Selection of exercise terms will follow the same guidance as contained in subparagraphs 6c and 6d above.

8. Classification and Downgrading Instructions

a. Code Words

(1) During the development of a plan or the planning of an operation by the headquarters of the using component, the code word and its meaning will have the same classification. When dissemination of the plan to other DOD components or to subordinate echelons of the using component is required, the using component may downgrade the classification of code words below the classification assigned to their meanings in order to facilitate additional planning implementation and execution by other components or echelons. To facilitate this planning, code words may be downgraded to CONFIDENTIAL but must remain classified.

(2) A code word that is replaced by another code word because of compromise, suspected compromise, or for any other reason will be canceled and classified CONFIDENTIAL for a period of 2 years while not in use.

(3) When a plan or operation is discontinued or completed and is not replaced by a similar plan or operation but the meaning cannot be declassified, the code word assigned thereto will be canceled and classified CONFIDENTIAL for a period of 2 years or until the meaning is declassified, whichever is sooner. The code word will remain CONFIDENTIAL.

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

(5) When the meaning of a code word no longer requires a classification, the using component will declassify the meaning and the code word and return the code word to the available inventory.

b. Nicknames. Nicknames will not be classified.

c. Exercise Terms. In cases where a code word is used for an exercise, the provisions stated for code words in subparagraph 8a apply.

9. Security

a. 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.

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

c. Meanings of code words are not normally reported under the NICKA system. The authority (e.g., DOD/NSC/Military Service Office) that establishes the code word should be entered under the description.

10. Deconfliction. 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 deconflict the NICKA data base.

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CJCSM 3150.29A  
23 April 1998

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ENCLOSURE C

AUTHORIZED DATA SUBMISSION AGENCIES

Table 1-1. Authorized Data Submission Agencies

AGENCY	UIC
USSPACECOM	DJ0000
USCENTCOM	DJ1000
USACOM	DJ2000
USEUCOM	DJ4000
USPACOM	DJ5000
USSOUTHCOM	DJ6000
USSOCOM	DJ7000
FORSCOM	DJ7500
USSTRATCOM	DJ8000
USTRANSCOM	DJ9000
ARMY	WOZ2AA
NAVY	N00011
AIR FORCE	FFQT10
MARINES	M54000
NSA	DGAAAA
DNA	DHAAAA
DIA	DLAAAA
DCA	DKAAAA
DLA	DSAAAA
JCS	DJJ010
DMA	DMAAAA
DIS	DEAAAA
OSD	DDAADA
WHITE HOUSE	Unknown

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ENCLOSURE D

CODE WORD BLOCK ASSIGNMENTS

Table 1-2. Code Word Block Assignments

NOTE: Blocks with a blank space in the Agency column are unassigned.

<u>Block Agency</u>	<u>Block Agency</u>	<u>Block Agency</u>	<u>Block Agency</u>
2001 Navy	2038 USEUCOM	2076	2113
2002 Navy	2039 USEUCOM	2077 JCS	2114 Army
2003 Navy	2040 OSD	2078 Army	2115 Army
2004 Navy	2041	2079 Army	2116
2005 Navy	2042 Army	2080 USPACOM	2117 Army
2006 Navy	2043 Army	2081	2118
2007 Navy	2044 Army	2082 Army	2119
2008 Navy	2045 Navy	2083	2120
2009 Navy	2047 USEUCOM	2084 JCS	2121 Army
2010 Navy	2048 STATE DEP	2085 Army	2122
2011 Navy	2049 USPACOM	2086 Army	2123
2012 Navy	2050 DNA	2087	2124 JCS
2013 Navy	2051 DNA	2088 USEUCOM	2125
2014 Navy	2052 Air Force	2089 JCS	2126 JCS
2015 Navy	2053 Air Force	2090 Army	2127 Air Force
2016 NSA	2054 OSD	2091 Air Force	2128
2017 NSA	2055 OSD	2092 Air Force	2129 Air Force
2018 NSA	2056 OSD	2093 Air Force	2130 Air Force
2019	2057 OSD	2094 Air Force	2131 Air Force
2020 JCS	2058 Army	2095	2132 Air Force
2021 Navy	2059 USACOM	2096 JCS	2133 JCS
2022 JCS	2060 USACOM	2097	2134 Air Force
2023 JCS	2061 Navy	2098 JCS	2135 Air Force
2024 JCS	2062 Navy	2099 JCS	2136 DCA
2025 Army	2063 USPACOM	2100	2137 DCA

<u>Block Agency</u>	<u>Block Agency</u>	<u>Block Agency</u>	<u>Block Agency</u>
2026 OSD	2064	2101 USSTRATCOM	2138 DCA
2027 Navy	2065 Navy	2102 USSTRATCOM	2139 DCA
2028 Navy	2066 Navy	2103 USSTRATCOM	2140 DNA
2029 Army	2067 Navy	2104 USSTRATCOM	2141 Air Force
2030 USACOM	2068 Navy	2105	2142 DNA
2031 JCS	2069 Navy	2106 Army	2143
2032 USACOM	2070 Navy	2107 USSTRATCOM	2144
2033	2071 Army	2108	2145 DLA
2034 Army	2072 Navy	2109	2146
2035 Army	2073 JCS	2110 Army	2147
2036 USEUCOM	2074 Navy	2111	2148
2037 USEUCOM	2075 Navy	2112 Army	2149 Air Force
2150 Navy	2193	2234	3023 Army
2151 DIS	2194	2235 DIA	3024
2153 DIS	2195 Navy	2236 DIA	3025
2154 DIS	2196 Navy	2238 USPACOM	3026 SOCOM
2155 DMA	2197 NSA	2239	3027 SOCOM
2156 DMA	2198	2240	3028 USACOM
2157 DMA	2199	2241 JCS	3029 USACOM
2158 DMA	2200 Army	2242 JCS	3030 Army
2159 OSD	2201	2243 JCS	3031 Army
2160	2202	2244 JCS	3032 Air Force
2161	2203	2245	3033 Air Force
2162 Air Force	2204 Army	2246 JCS	3034 Air Force

<u>Block Agency</u>	<u>Block Agency</u>	<u>Block Agency</u>	<u>Block Agency</u>
2163	2205	2247 JCS	3035 Air Force
2164 Navy	2206	2248 Air Force	3036 Air Force
2165 SOCOM	2207	2249 Air Force	3037 Air Force
2166 JCS	2208	2250 JCS	3038 Air Force
2167 SOCOM	2209	2251 Air Force	3039 Air Force
2168 SOCOM	2210 Army	2252 Air Force	3040 Air Force
2169	2211 Army	2253 Air Force	3041 Air Force
2170 Marine Corps	2212 Army	3001 USSOUTHCOM	3042 Air Force
2172 Marine Corps	2213	3002 USSOUTHCOM	3043 Air Force
2173 Marine Corps	2214	3003 Army	3044 Air Force
2174 Marine Corps	2215 JCS	3004 JSSOUTHCOM	3045 Air Force
2175 Marine Corps	2216	3005 Army	3046 Army
2176 Marine Corps	2217	3006 Army	3047
2177 Marine Corps	2218 Army	3007 USSOUTHCOM	3048
2178 Marine Corps	2219 Army	3008 USPACOM	3049 Army
2179 Marine Corps	2220	3009 Navy	3050 DIA
2180 Navy	2221	3010 Navy	3051 USSPACECOM
2181 OSD	2222	3011 Navy	3052 USSPACECOM
2182 OSD	2223	3012 USCENTCOM	3053 Navy
2183 OSD	2224	3013 USCENTCOM	3054
2184 OSD	2225 Army	3014 USCENTCOM	3055
2185 OSD	2226 Army	3015 USCENTCOM	3056
2186 OSD	2227 Army	3016 Navy	3057 Navy
2187 Army	2228 Army	3017 Navy	3058 Navy
2188 OSD	2229	3018	3059 Navy

<u>Block Agency</u>	<u>Block Agency</u>	<u>Block Agency</u>	<u>Block Agency</u>
2189	2230 DIA	3019 USPACOM	3060 Army
2190 Army	2231 DIA	3020 USPACOM	3061 Army
2191	2232	3021 USPACOM	3062 Army
2192 Navy	2233 DNA	3022	3063 Navy
3064 Army	3105 FORSCOM	3146	3188
3065	3106 FORSCOM	3147	3189 OSD
3066	3107 Army	3148	3190
3067 Army	3108 Navy	3149 Navy	3191
3068 DIA	3109 Navy	3150	3192 OSD
3069 DIA	3110 USPACOM	3151	3193 OSD
3070 DIA	3111 USPACOM	3152	3194
3071 DIA	3112 USPACOM	3153	3195
3072	3113 USPACOM	3154	3196
3073 OSD	3114 USTRANSCOM	3155	3197
3074	3115 USTRANSCOM	3156	3198
3075 Army	3116 USTRANSCOM	3157	3199
3076 Army	3117 USTRANSCOM	3158 Navy	3200
3077 Army	3118 USTRANSCOM	3159	3201
3078 Army	3119 Air Force	3160 White House	3202
3079	3120		3203
3080 Army	3121 JCS	3161	3204
3081	3122	3162	3205
3082	3123 White House	3163	3206
		3164	3207
3083 White House	3124 White House	3165	3208
		3166	3209
3084 USACOM	3125	3167	3210
3085 USACOM	3126	3168	3211
3086 USACOM	3127 White House	3169	3212 White House
		3170	
3087 USACOM	3128	3171	3213 JCS
3088 USACOM	3129	3172	3214 OSD
3089 USACOM	3130 FORSCOM	3173	2153
3090 Army	3131 JCS	3174	3216
3091 Army	3132 FORSCOM	3175	3217 OSD
3092 Army	3133	3176 White House	3218 OSD
3093 Army	3134	3177	

<u>Block Agency</u>	<u>Block Agency</u>	<u>Block Agency</u>	<u>Block Agency</u>
3094 Army	3135	3178	3219
3095 Army	3136	3179	3220 Navy
3096 JCS	3137	3180	3221 Navy
3097	3138	3181 White House	3222 Navy
3098	3139		3223 Navy
3099	3140	3182 OSD	3224 Navy
3100	3141	3183	3225 Navy
3101 Army	3142	3184	3226 Navy
3102 Army	3143 Navy	3185	3227 Navy
3103	3144 Navy	3186	3228 Navy
3104 JCS	3145 Navy	3187	3229 Navy

Block Agency

3230 White House  
3231 JCS  
3232 JCS  
3233 JCS  
3234 JCS  
3235 JCS  
3236 JCS  
3237 JCS  
3238 JCS  
3239 JCS  
3240 JCS  
3241 JCS  
3242 JCS  
3243 JCS  
3244 JCS  
3245 JCS  
3246 JCS  
3247 JCS  
3248 JCS  
3249 JCS  
3250 JCS  
3251 Navy  
3252 Navy  
3253 Navy  
3254 Navy

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ENCLOSURE E

NICKNAME AND EXERCISE TERM BLOCK ASSIGNMENTS

Table 1-3. Nickname and Exercise Term Block Assignments

<u>AGENCY</u>	<u>BLOCK</u>
USACOM	2, 20, 38, 65, 75, 83
USSPACECOM	3, 21, 39, 86
USEUCOM	4, 22, 40, 55, 74
USTRANSCOM	64, 80, 82, 87, 91, 94
USPACOM	5, 23, 41, 56, 77, 85
USSOCOM	1, 7, 19, 25, 37, 43, 57
USSOUTHCOM	6, 24, 42, 67
USSTRATCOM	8, 26, 44, 58, 95
ARMY	9, 27, 45, 59, 68, 71, 79, 90, 81, 84
NAVY	10, 28, 46, 60, 69, 72
AIR FORCE	11, 29, 47, 61, 70, 73
MARINE CORPS	12, 30, 48, 62
NSA	13, 31, 49
DNA	14, 32, 50
DIA	15, 33, 51, 76
DCA	16, 34, 52
USCENTCOM	17, 35, 53
JCS	18, 36, 54, 63
DMA	89
DIS	93
OSD	78, 97
WHITE HOUSE MILITARY OFFICE	101
USFORSCOM	40, 56, 57
DLA	

NOTE: This list must be used in conjunction with the Alphabetic Assignment List in Table 1-4 to determine the first two letters in the first word of a nickname or exercise term.

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ENCLOSURE F

ALPHABETICAL ASSIGNMENT LIST

Table 1-4. Alphabetical Assignment List

1 AA through	AF	35	IM	through	IR	69	RA	through	RF
2 AG through	AL	36	IS	through	IZ	70	RG	through	RL
3 AM through	AR	37	JA	through	JF	71	RM	through	RR
4 AS through	AZ	38	JG	through	JL	72	RS	through	RZ
5 BA through	BF	39	JM	through	JR	73	SA	through	SF
6 BG through	BL	40	JS	through	JZ	74	SG	through	SL
7 BM through	BR	41	KA	through	KF	75	SM	through	SR
8 BS through	BZ	42	KG	through	KL	76	SS	through	SZ
9 CA through	CF	43	KM	through	KR	77	TA	through	TF
10 CG through	CL	44	KS	through	KZ	78	TG	through	TL
11 CM through	CR	45	LA	through	LF	79	TM	through	TR
12 CS through	CZ	46	LG	through	LL	80	TS	through	TZ
13 DA through	DF	47	LM	through	LR	81	UA	through	UF
14 DG through	DL	48	LS	through	LZ	82	UG	through	UL
15 DM through	DR	49	MA	through	MF	83	UM	through	UR
16 DS through	DZ	50	MG	through	ML	84	US	through	UZ
17 EA through	EF	51	MM	through	MR	85	VA	through	VF
18 EG through	EL	52	MS	through	MZ	86	VG	through	VL
19 EM through	ER	53	NA	through	NF	87	VM	through	VR
20 ES through	EZ	54	NG	through	NL	88	VS	through	VZ
21 FA through	FF	55	NM	through	NR	89	WA	through	WF
22 FG through	FL	56	NS	through	NZ	90	WG	through	WL
23 FM through	FR	57	OA	through	OF	91	WM	through	WR
24 FS through	FZ	58	OG	through	OL	92	WS	through	WZ
25 GA through	GF	59	OM	through	OR	93	YA	through	YF
26 GG through	GL	60	OS	through	OZ	94	YG	through	YL
27 GM through	GR	61	PA	through	PF	95	YM	through	YR
28 GS through	GZ	62	PG	through	PL	96	YS	through	ZP
29 HA through	HF	63	PM	through	PR	97	ZA	through	ZF
30 HG through	HL	64	PS	through	PZ	98	ZG	through	ZL
31 HM through	HR	65	QA	through	QF	99	ZM	through	ZR
32 HS through	HZ	66	OG	through	QL	100	ZS	through	ZZ
33 IA through	IF	67	QM	through	QR	101	X		
34 IG through	IL	68	QS	through	QZ				