



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 2100.3B
6/Msg Br

16 NOV 2006

USNA INSTRUCTION 2100.3B

From: Superintendent

Subj: GENERAL INSTRUCTIONS GOVERNING PROCEDURES FOR MESSAGE HANDLING

Ref: (a) OPNAVINST 2300.42.D
(b) NTP 3 (K) (NOTAL)
(c) SECNAVINST 5510.30A
(d) NTP 4 (E) (NOTAL)
(e) USNAINST 5930.3

Encl: (1) Sample Outgoing Message Draft
(2) Release Authority Signature Memo

1. Purpose. To issue instructions concerning message processing outlined in references (a) through (d).

2. Cancellation. USNA Instruction 2100.3A

3. Responsibilities

a. Information Technology Services Division. Responsible for the operation of the Message Branch.

b. User. Any individual authorized to draft, release, and/or process electronically transmitted messages as outlined by reference (b).

c. Message Originator (The authority (command or activity) in whose name a message is sent). Responsible for the functions of the message releaser and drafter. Release authority is an administrative function that must be exercised by the originator entering messages into the communication system. To effectively control message release, releasing authorities are listed in paragraph 3f.

d. Message Drafter (Composes the message and must have a detailed knowledge and understanding of the procedures contained in reference (b)). Responsible for:

(1) Addressing messages properly; i.e., use authorized plain language addresses (PLA's) listed in the Distributed Plain Language Address Verification System (DPVS). When using an Address Indicating Group (AIG)/Collective Address Designator (CAD), ensure the originator is an authorized user of that AIG/CAD (see reference (b), for AIG/CAD information).

(2) Composing clearly and concisely.

(3) Applying security classification, special handling, and declassification markings required by reference (c).

(4) Selecting the appropriate precedence.

(5) Coordinating message staffing.

(6) Ensure message is correctly formatted and error free.

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(7) Using message drafters' checklist, if required, from reference (b) to ensure messages are in the proper format and contain all data required before delivery to the releaser and the Message Branch for transmission. See sample in enclosure (1).

(8) Yard Mail Stop Codes. Yard Mail Stop Codes are required to be used with all shore activities addresses. Since no Navy-Wide standard office code system exists, //JJJ// will be used after the To line if the office code is unknown. Divisions assigned to USNA will use the office code listed in enclosure (2) of reference (e) after the originator in the From line. A correct example is: USNA ANNAPOLIS MD//1J//.

e. Message Releasing Official. A properly designated individual authorized to release a message for the transmission in the name of the originator. In addition to validating the contents of the message, the releaser's signature affirms compliance with message drafting instructions contained in reference (b) and related publications. Also, the releaser's signature authorizes transmission of the message. The releasing official's responsibility is to determine if the message is necessary and follows command policy. Correspondence that could be delivered by a different means should not be considered for introduction into the Naval Communications System. The message releaser will:

(1) Establish message staffing and processing procedures, within the scope of his/her authority, designed to prevent inordinate delays, eliminate backlogs, and foster an even flow of messages throughout.

(2) Ensure all personnel under his/her control are briefed and understand the meaning and importance of MINIMIZE.

(3) Ensure the drafter has complied with reference (b) and supplemental instructions, with particular attention paid to classified messages.

(4) Ensure his/her signature is on file using the Release Authority Signature Memo (enclosure (2)).

f. Naval Academy Releasing Officials

(1) The following personnel, subject to restrictions indicated, are authorized to release messages:

<u>Position</u>	<u>Release Restrictions</u>
Superintendent	None
Executive Assistant to Superintendent	None
Flag Secretary	None
Deputy Superintendent/Chief of Staff	None
Commandant Midshipmen	None
Naval Academy Duty Officer	None
Persons Designated by Division Directors (encl (2))	Pertinent Subject Related Matters

(2) Message release authority may not be further delegated without the approval of the Deputy Superintendent/Chief of Staff.

(3) Any message dealing with or reflecting on the mission, policy, morale, or capability of the command will be chopped through the Superintendent's Office and released only by the Superintendent.

(4) The person releasing the message will sign his/her name and write the position he/she holds on hard copy message.

(5) Each office, department/division will update and forward a Message Release Authority Memo (enclosure (2)) to the Message Branch annually, or when there is a change in personnel status with release authority.

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(6) The senior person in the Message Branch will not accept messages for transmission which do not comply with above procedures.

4. Procedures

a. The Message Branch will accept all message text formats properly prepared under ACP 121 US SUPP-1 (NOTAL), JANAP 128 on diskette. Messages must be hand carried and delivered to the Message Branch. Outgoing messages cannot be delivered via yard mail unless the envelope can be sealed to prevent tampering.

b. Unclassified Message Pickup/Delivery/Destruction

(1) Pickup. All UNCLASSIFIED (UNCLAS) message traffic is placed on the local area network (LAN) and run through the Defense Message Distribution System for internal distribution. It is the responsibility of all divisions and activities to look at the message traffic in their appropriate mail boxes.

(2) Delivery. Messages will be delivered in a secured envelope to the Message Branch. The customer will be notified as soon as possible if a message requiring corrective action is not transmitted.

(3) Destroyed. Messages that are printed out must be shredded and not thrown in trash receptacles. The Message Branch purges all message traffic after 45 days.

c. Classified Messages. Departments/Divisions will be notified when the Message Branch holds a classified message for delivery for them. This will be done via phone call and a memo placed in Yard Mail with date time group and originator. Upon notification, the recipient will send a properly cleared messenger/courier to the Message Branch for a paper copy of the message. Per reference (c) the department/division must have proper storage facilities or shred the message. It is the responsibility of the department/division to destroy messages after they are no longer needed.

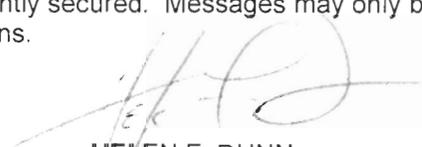
d. Outgoing Messages. Outgoing messages must be typed in USMTF in accordance with references (b) and (d). Releaser must sign a paper copy and have the message on diskette in proper format. After message has been transmitted, a come back copy will be given to respected department/division.

e. Incoming Messages

(1) Routing. All messages are received via the Defense Message System from NCTAMS LANT DET WASHINGTON DC.

(2) Records. The Message Branch will maintain unclassified messages for 45 days. Classified messages are held for 60 days. General messages (i.e., NAVADMIN, ALNAV) are held until a cancellation message is received.

f. Minimize. The order to "minimize" means that routine electronically drafted messages, DSN calls and long distance telephone traffic are reduced drastically. If message traffic must be sent during minimize, the drafter must include in the last line of remarks "MINIMIZE CONSIDERED." The Message Center will inform individuals with release authority per the above list via e-mail when "minimize" conditions are put in place and subsequently secured. Messages may only be released by Division Directors when under "minimize" conditions.



HELEN F. DUNN

Deputy Superintendent/Chief of Staff

Distribution:
All Non-Mids (electronically)

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RTTUZYUW RULSABC0001 1221050-UUUU- -RHMCSUU.
ZNR UUUUU
R 021050Z MAY 06 (DATE TIME GROUP)
FM USNA ANNAPOLIS MD//1J// (ORIGINATOR PLA)
TO CNO WASHINGTON DC//00// (ACTION PLA)
INFO COMLANTFLT NORFOLK VA//00// (INFO PLA)
BT (BREAK)
UNCLAS //N00000// (CLASSIFICATION LINE AND SSIC CODE)
MSGID/GENADMIN/USNA ANNAPOLIS MD// (MESSAGE IDENTIFICATION)
SUBJ/TEST MESSAGE// (SUBJECT OF MESSAGE)
REF/A/USNA ANNAPOLIS MD/051900ZMAR99// (REFERENCE LINE USED IF YOU ARE
REFERENCING ANOTHER MESSAGE)
AMPN/TEST MESSAGE FROM USNA// (AMPN IS USED TO CLARIFY ONE REFERENCE, NARR IS
USED TO CLARIFY TWO OR MORE REFERENCES)
RMKS/1. THIS IS THE TEXT OF THE MESSAGE.// (REMARKS IS THE TEXT OF THE MESSAGE)
BT (BREAK)
#0001
NNNN (DENOTES END OF MESSAGE)

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USNA ANNAPOLIS MD MESSAGE RELEASE AUTHORITY MEMO

Department _____

Name/Rank _____

Date _____

Signature _____

Division/Department Head Signature