



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

USNAINST 2100.3C
6/ITSD

7 AUG 2013

USNA INSTRUCTION 2100.3C

From: Superintendent

Subj: GENERAL INSTRUCTIONS GOVERNING PROCEDURES FOR MESSAGE HANDLING

Ref: (a) OPNAVINST 2300.42D
(b) NTP 3 (K) (NOTAL)
(c) SECNAVINST 5510.30B
(d) NTP 4 (E) (NOTAL)

Encl: (1) Sample Outgoing Message Draft
(2) USNA Annapolis MD Message Release Authority Memo

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

2. Cancellation. USNAINST 2100.3B. This instruction is a complete revision, and should be reviewed in its entirety.

3. Responsibilities

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

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. Must have a detailed knowledge and understanding of the procedures contained in reference (b) and use the message drafters' checklist (example checklist in enclosure (1) of reference (b)) to ensure messages are in the proper format and contain all data required before delivery to the releaser and the Message Center for transmission. The message drafter shall:

(1) Use authorized plain language addresses (PLA's) listed in the Common Message Processor (CMP) database and address book. Ensure the originator is an authorized member when using an Address Indicator Group (AIG)/Collective Address Designator (CAD) (see reference (b), for AIG/CAD information).

(2) Compose clear, concise, and properly formatted outgoing messages. A sample draft outgoing message is contained in enclosure (1).

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

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(4) Select the appropriate precedence.

(5) Coordinate message staffing.

e. Message Releasing Official. The 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. The releaser's signature authorizes transmission of the message. The message releaser shall:

(1) Determine whether the message follows command policy and is necessary. Correspondence that could be delivered by a different means should not be considered for introduction into the Naval Communications Systems.

(2) Establish message staffing and processing procedures within the scope of his/her authority to prevent inordinate delays, and eliminate backlogs.

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

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

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

(6) Sign his/her name and print title on hard copy message.

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
Chief of Staff	None
Commandant of Midshipmen	None
Executive Assistant to the Superintendent	None
Flag Secretary	None
Naval Academy Duty Officer	None
Division Directors	Pertinent Subject Related Matters
Persons Designated by Division Directors	Pertinent Subject Related Matters

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

(3) Messages reflecting on the mission, policy, morale, or capability of the command will be released by the Chief of Staff.

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(4) Each office will update and forward a Message Release Authority Memo (enclosure (2)) to the Message Center annually, or upon changes in release authority personnel.

4. Procedures

a. The Message Center will accept all message text formats properly prepared under ACP-121 US SUPP-1 (NOTAL) and JANAP 128 via e-mail.

b. Signed hard copies of messages must be hand carried and delivered to the Message Center. Outgoing messages cannot be delivered via yard mail unless the envelope can be sealed to prevent tampering. OPREP-3's released by the Chief of Staff or Superintendent can be emailed by NADO for transmission without delivering a hard copy to the Message Center.

c. Unclassified Message Distribution/Delivery/Destruction

(1) Distribution. All UNCLASSIFIED (UNCLAS) message traffic is routed via e-mail after being processed in the Official Information Exchange (OIX) system for internal distribution.

(2) Delivery. UNCLAS messages, with the exception of SITREPS/OPREP-3's received digitally, shall be delivered in a secured envelope to the Message Center. The releasing authority will be notified of any message changes or issues in transmission.

(3) Destruction. Printed messages must be shredded. The Message Center purges all printed message traffic older than 30 days.

d. Classified Messages. Departments/Divisions will be notified using phone and/or email by Message Center personnel when the Message Center holds a classified message for their review. Upon notification, the recipient shall send a properly cleared messenger/courier to the Message Center for a paper copy of the message. Personnel retrieving messages from the Message Center shall present a valid courier card and ID prior to taking control of the messages. Per reference (c), the department/division must have proper storage facilities. If proper storage equipment is not held, personnel with custody of the message must shred the message via authorized destruction methods immediately after reviewing it. If authorized destruction equipment is not held, the classified message MUST be returned to the Message Center for proper destruction.

e. Outgoing Messages. Outgoing messages must be typed in USMTF format in accordance with references (b) and (d). Releaser must sign and deliver a paper copy to the Message Center and send the message via e-mail. The PLA 'USNA ANNAPOLIS MD' must be included on every message as an INFO addressee in order to receive a come-back copy of the transmitted message. After a message has been transmitted, a come-back copy will be routed to the releasing authority.

f. Incoming Message Archiving. All messages are received via the Official Information Exchange (OIX) system. The Message Center will maintain unclassified messages for 45 days. Classified messages are held for 60 days. General messages (e.g., NAVADMINS, ALNAVS) are held until a cancellation message is received.

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g. Minimize Conditions. 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. Routine electronically drafted messages and DSN telephone calls shall be drastically reduced. If message traffic must be sent during minimize, the drafter must include in the last line of remarks, "MINIMIZE CONSIDERED." Messages may only be released by Division Directors when under "MINIMIZE" conditions.



S. S. VAHSEN
By Direction

Distribution:
Message Center
All Non-Mids (electronically)

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[SAMPLE OUTGOING MESSAGE DRAFT]

RTTUZYUW RHMFIUU0001 1221050-UUUU-RHMCSUU.
ZNR UUUUU
R 021050Z MAY 12 (DATE TIME GROUP)
FM USNA ANNAPOLIS MD (ORIGINATOR PLA)
TO CNO WASHINGTON DC (ACTION PLA)
INFO COMLANTFLT NORFOLK VA (INFO PLA)
USNA ANNAPOLIS MD
BT (BREAK TEXT)
UNCLAS //N00000// (CLASSIFICATION LINE AND SSIC CODE)
PASS TO OFFICE CODES:
CNO WASHINGTON DC//00//
COMLANTFLT NORFOLK VA//00//
MSGID/GENADMIN/USNA ANNPOLIS MD/-/MAY// (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 TEXT)
#0001
NNNN (DENOTES END OF MESSAGE)