



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:
NETPDTCINST 2110.1A
011

13 FEB 2003

NETPDTC INSTRUCTION 2110.1A

Subj: **MESSAGE COMMUNICATION PROCEDURES**

Ref: (a) Telecommunications User Manual, NTP3
(b) NTP3, Supp 1
(c) Authority to Release Routine Message (NETPDTC ltr 5400)
(d) Distributed Plain Language Address Verification System (DPVS)
(e) DMS Directory Browser
(f) NETPDTCINST 1601.1 Series
(g) SECNAVINST 5510.36 Series
(h) SECNAVINST 5510.30 Series

1. **Purpose.** To issue procedures for handling Navy message communications at Naval Education and Training Professional Development and Technology Center (NETPDTC).
2. **Cancellation.** NETPDTCINST 2110.1
3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
4. **General.** To support the message reduction goals of Chief of Naval Operations, the drafter and releasing official will carefully consider the necessity of sending any communications by Navy message. All messages will be formatted in accordance with references (a) and (b). A message should not be transmitted unless the normal mail system will not complete the action in the required time. Regular U.S. Mail will be used where both the originator and action addressee(s) are within the continental United States and action is not required within 72 hours of a requested time.
5. **Message Releasing Authority**
 - a. Outgoing messages that are "Action to" either an Echelon One or Two activity will only be released by the Commanding Officer or the Executive Officer. There are no exceptions.

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b. Department Directors and designated personnel (reference (c)) may release messages in connection with the administration of their office. Negative responses or a response expressing the inability to comply with a request from higher authority will not be sent without the Commanding Officer's approval.

c. During periods of MINIMIZE, releasing authority is restricted to the Commanding Officer, Executive Officer, Department Directors and the Enlisted Advancement Division Head. MINIMIZE is a condition imposed to reduce and control Navy messages within an area during an emergency or exercise. The purpose is to clear the telecommunications network of record and voice traffic whose urgency does not justify electrical transmission during an actual or simulated crisis. During periods of MINIMIZE, message drafters and releasers will review messages to ensure electrical transmission is essential and the lowest precedence is used consistent with speed of service objectives. The final paragraph of the text will contain the words "MINIMIZE CONSIDERED; RELEASED BY" followed by the name and title of the releaser. Maximum use of the mail service will be used within the areas of MINIMIZE. Departments will be advised through daily message traffic of MINIMIZE periods and areas affected.

6. Originator and Addressees

a. Messages issued from NETPDTC Saufley will be originated in the name of the command using either the autodid address - NETPDTC PENSACOLA FL (reference (d)) or the Defense Message System (DMS) Browser address - NETPDTC PENSACOLA FL(n) (reference (e)). Exception: Detachments and units will use their appropriate address per references (d) or (e).

b. Standardized abbreviated addresses are listed in references (d) and (e). Drafters will use the PLAs listed in references (d) and (e) and not copy PLAs from incoming messages or from memory. Additionally, DMS addresses must be pulled from Personal Address Books (PABs) using current downloaded data in order for proper addressing to function. Merely typing in addresses with or without the DMS notation "(n)" will result in an improperly formatted message that will error out and not complete transmission. Incorrect Autodin PLAs will result in the message being rejected by the message center and returned to the originator for correction.

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7. Precedence

a. Precedence is determined by the subject matter and the time factor involved. The use of higher precedence than necessary is to be avoided. The highest precedence that may be used on an administrative message is PRIORITY, with the exception of those reporting death, serious illness or injury, which may be assigned IMMEDIATE precedence (as deemed appropriate by the Commanding Officer, Executive Officer or the Command Duty Officer.)

b. When appropriate, dual precedence may be assigned to multiple addressee messages with one precedence to all action addressees and a lower precedence to all information addressees.

8. Outgoing Messages. All outgoing messages, with the exception of units or detachments not onboard Saufley, will be delivered to Central Administrative Services (ADMIN/011), Building 2435, Room 1167. Outgoing messages will be prepared by the originating department, using the message writing computer program TurboPrep in either ACP-126 or DMS format. Messages are transmitted to Naval Air Station, Pensacola (NASP) Communication Center via either STU-III encrypted Electronic Transmission (GATEGUARD) or via Fortezza card encryption (DMS) as applicable. Detachments and units will comply with NETPDTC message procedures.

9. Normal Duty Hours

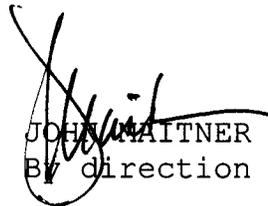
a. Incoming Messages: Normal Duty Hours are 0730-1600. Central Administrative Services (ADMIN) will receive incoming messages (Classified and Unclassified) each workday via the DMS system. Messages will normally be processed twice daily (morning/afternoon). The messages will be screened and placed on the applicable NETPDTC Bulletin Board (Pensacola NETPDTC Message Traffic or Exam Messages) via the Message Dissemination Subsystem (MDS) or Defense Message Dissemination System (DMDS). Department personnel are responsible for further distribution and tasking.

b. Outgoing Messages: Messages may be delivered to ADMIN between the hours of 0800-1500. All outgoing messages with authorized releasing signatures will be processed either directly into DMS or via the Distributed Plain-Language Verification System (DPVS) to verify accuracy of all addrees. Messages will be loaded for transmission, and released to the network. Attempts will be made to correct Autodin messages containing obvious errors: Plain Language Address correction, missing Break Text (BT) symbol, incorrect Julian Date, etc. Those messages rejected by the system will be returned to the originator for correction.

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10. **After Duty Hours.** Incoming and Outgoing Messages: After Duty Hours are 1600-0730 and all weekends and holidays. Upon notification from the Executive Officer or the NETPDTC Command Duty Officer (CDO), the on-call ADMIN person will be notified to report to the NETPDTC Communications Center to process either an incoming or outgoing high precedence (IMMEDIATE) action messages. Incoming messages will be processed, downloaded, and delivered to either the Executive Officer or Command Duty Officer as outlined in reference (f). Outgoing messages will be checked for correctness, address verification, format errors, and released only in writing by an authorized releasing official or via phone authorization from the Commanding Officer, Executive Officer or Command Duty Officer.

11. **Classified Messages.** Classified messages processed during normal work hours will be delivered to intended **authorized** recipients at first opportunity. Control/custody of classified messages will be strictly controlled as per references (g) and (h). Accountability and tracking will be the responsibility of Central Administrative Services (011). The Executive Officer will be promptly notified of all action messages.



JOHN MAITNER
By direction

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