



# MASTER

DEPARTMENT OF THE NAVY  
FLEET AVIATION SPECIALIZED OPERATIONAL  
TRAINING GROUP PACIFIC FLEET

P.O. BOX 357068  
NAS NORTH ISLAND  
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 2110.1V  
10

26 AUG 1993

## FASOTRAGRUPAC INSTRUCTION 2110.1V

### MESSAGE HANDLING PROCEDURES

- (a) ACP and JANAP (Routing Indicator, Call Sign and Address Group Publications) (NOTAL)
- (b) OPNAVINST 5510.1H
- (c) NTP 3(H)
- (d) NWP-4(A) (NOTAL)
- (e) OPNAVINST 3100.6F

#### (1) Individuals Authorized to Release Messages

1. Purpose. To promulgate general information and procedures for handling message traffic.
2. Cancellation. FASOTRAGRUPACINST 2110.1U. Changes appearing in this instruction are extensive as to require a complete review. Therefore, revisions, deletions and additions have not been specifically identified
3. Background. Reference (a) designates Naval Air Station, North Island as the communication guard for transmission, receipt and processing of all voice, radio, telegraph and teletype (including cryptographic) messages, which are either addressed to or originated from FASOTRAGRUPAC.

#### 4 Action

##### a. Authority to Release/Pickup/Deliver messages.

(1) Personnel authorized to release messages are identified in enclosure (1).

(2) The Pass Liaison Representative is responsible for providing the Communications Clerk, Senior Watch Petty Officer and Duty Office with a current list of personnel authorized by the Commanding Officer to pickup/deliver messages. Authorized personnel shall be cleared to handle Secret material. The Communications Clerk will type the necessary authorization to be forwarded to North Island Naval Telecommunications Center (NTCC) for updating the pickup/delivery clearance list.

##### b. Message Pickup/Delivery Procedures

(1) Administrative personnel are responsible for picking up all Secret, Confidential and Unclassified messages at the NTCC, Building 335, by

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0630 Monday through Friday and when directed by the Administrative Officer, OOD or other competent authority.

(2) All signed messages received in the Admin Office prior to 1530, Monday through Friday, will be delivered to the NTCC by administrative personnel. Departments releasing priority messages are to bring them to the attention of personnel in the Admin Office. If a priority message is released prior to 1100, it will be delivered to NTCC at 1100. Otherwise, it will be delivered to NTCC on the 1545 run. Departments must provide the Releasing Form and disk with outgoing messages. Unclassified routine messages signed after 1600 will be delivered to the Duty Officer for hold until the next day. Classified messages or priority messages signed after 1600 will be delivered to NTCC by authorized personnel from the originating department.

(3) During non-working hours, the OOD/AOOD will pick up incoming unclassified message traffic only if immediate action is required by the command.

(4) When messages are picked up at NTCC they will be brought directly back to Building 646, without interim stops. Message content will only be disseminated to those personnel who have the proper clearance and "need-to-know". Secret messages will be logged and handled per reference (b) ensuring proper protection and dissemination.

#### c. Message Routing

(1) The Communications Clerk is responsible for the proper routing of the disk and/or message traffic.

(2) A disk will be provided on unclassified message to the Commanding Officer, Executive Officer, and made available to each Department Head daily. Classified messages will be provided by hard copy or disk for review by the Commanding Officer, Executive Officer, Administrative Officer, and appropriate department cognizant.

(3) Message boards/disks will be ready for review by Department Heads at 0800 in the Executive Officer's office. It is the responsibility of each Department head to screen daily message traffic for matters of interest or inter-related action for their department. Upon completion of reviewing the message traffic, all disks will be returned to the Communications Clerk who shall in turn, review them for comments and notations and take follow-up action as required. The disks will include all action and information messages. Department Heads will ensure the appropriate action is promptly taken.

#### e. Outgoing Messages

(1) Message drafters and releasing officials will familiarize themselves with the contents of reference (c). They must observe proper message format, choose accurate and concise wording, and assign proper

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precedence. All outgoing messages will be prepared using the MTF format. Assignment of proper classifications and downgrading categories is essential and will be done in accordance with reference (b). The releasing official is responsible for the classification, downgrading (if applicable), proper format, precedence and text of all messages he/she releases.

(2) Date-Time-Groups (DTGs) will be pre-assigned by departments using the following for the last two digits of DTG (each message will have a different DTG):

| <u>DEPT</u> | <u>DTG</u> | <u>DEPT</u> | <u>DTG</u> | <u>DEPT</u> | <u>DTG</u> |
|-------------|------------|-------------|------------|-------------|------------|
| 10          | 10-19      | 30          | 30-39      | 90          | 26-29      |
| 20          | 20-24      | 40          | 40-49      |             |            |

(3) Reference (d) defines operational and administrative messages and states in part:

(a) Operational messages direct or affect the actual use or movement of forces, ships, troops, and aircraft whether real or simulated; disseminate weather or other vital reports affecting the safety of life, ships, forces, or areas; deal with high command and strike coordination, tactical communication, combat intelligence, enemy movement, or employment of forces; control communications, cryptographic deception, and countermeasures; hydrographic and oceanographic information; combat and logistic matters.

(b) Administrative messages pertain to administrative matters of such a nature or urgency to warrant electrical transmission. Subjects include various reports, perishable information, matters associated with operations and readiness, and urgent matters requiring considerable coordination or which must be brought to early attention of seniors. The highest precedence which may be assigned is PRIORITY, except for those messages reporting death or serious illness which will be assigned IMMEDIATE precedence.

(4) Office codes will now be used on all messages addressed to shore activities, NOT afloat addressees (SNDL Part I). Office codes will be the primary message distribution method for shore activities and be placed immediately following the Plain Language Address (PLAS) and will be bound by double slashes. Example: CNO WASHINGTON DC//OP-094//. There is no limit on the number of office codes used with a PLA. When multiple office codes are used, the first code will be the "action" code. A single slash will be used to separate codes. Example: CNO WASHINGTON DC//OP-094/OP-943/OP-611//. This also applies to FASOTRAGRUPAC outgoing messages. Example: FASOTRAGRUPAC SAN DIEGO CA//10/40/90//.

(5) As a general rule, the only messages drafted and released by the OOD will concern emergency matters, for example messages required for special incident reporting (SITREP), Red Cross verification, etc. In the event of a special incident, the AOOD/OOD will draft the message in accordance with reference (e).

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f. Minimize Conditions. Minimize is a condition imposed to reduce and control electrical message and telephone traffic within an area of authority during an emergency or exercise. The purpose is to clear telecommunications channels during an actual or simulated crisis. When imposed, minimize conditions will be strictly adhere to. Enclosure (1) list the individuals authorized to release messages during minimize.

g. Maintenance of Files and Logs. Files and logs shall be maintained in accordance with pertinent directives. Hard copies of all unclassified incoming and outgoing messages will be maintained in chronological order by date-time-group and retained for a period of 6 months and one year, respectively. Classified messages will only be retained as long as necessary. All messages received on disk (incoming/outgoing) will be retained one year. Messages of lasting interest or of record value will be filed in the Command subject files. General messages files will be maintained as required. Communication files shall not be removed from the Communications Office without the approval of the Administrative Officer.

h. Destruction of Messages. All hard copy messages will be destroyed by shredding and disks will be destroyed by the Communications Clerk. Secret messages will be returned to the Communications Officer where a record of destruction will be prepared. Two individuals cleared for handling Secret material will be responsible for destroying Secret messages and will sign the record of destruction.



T. J. BERNSEN

Distribution:

FASOTRAGRUPACINST 5216.2T

Lists A and B

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Individuals Authorized to  
Release Messages

Commanding Officer (Minimize Only)  
Executive Officer (Minimize Only)  
Administrative Department Head  
Administrative Services Officer  
Survival Department Head  
Assistant Survival Department Head  
Training Department Head  
Assistant Training Department Head  
Resources Management Department Head  
Media Services Department Head  
OOD (after working hours)