DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO
NAVSEAINST 2319.1
Ser SEA 04/394
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NAVSEA INSTRUCTION 2319.1

From: Commander, Naval Sea Systems Command

Subj: PROCESSING OF NAVAL MESSAGES

Ref: (a) COMNAVTELCOM NTP-3 (Series) Subj: Naval Telecommunications Procedures (NTP), Telecommunications Users Manual
(b) COMNAVTELCOM NTP-3 SUPP-1 (Series) Subj: U.S. Navy Address Indicating Group (AIG) and Collective Address Designator (CAD) Handbook
(c) OPNAVINST 2300.42 (Series)

1. Purpose. To outline policy, procedures and responsibilities for the processing of naval messages in accordance with references (a) through (c).

2. Background. Naval messages provide expeditious and vital communications links with Navy units around the world. The changing nature of the communications infrastructure and use of advanced electronic technology in conjunction with continuing organizational changes require changes to Headquarters' message operations.

3. Scope. This instruction applies to all offices within NAVSEA Headquarters and, by separate agreement, to Program Executive Offices (PEOs) and Direct Reporting Program Managers (DRPMs).

4. Policy

a. Incoming messages will be expeditiously distributed in accordance with designated message precedence and properly routed to cognizant and responsible offices.

b. Use of messages as a means of outgoing formal communication will be restricted to those situations when letters or other approved methods of formal communications cannot meet requirements for timely response.

c. Authorization to release messages is restricted to the Commander, Vice Commander, Deputy Commanders, Executive Directors, Group Directors, and Command Program Managers, or their representatives designated in writing.

d. Address Indicator Groups (AIGs) and Collective Address Designators (CADs) will be established and managed centrally by the NAVSEA message office with support of originating codes, and in accordance with reference (b).

e. Routing of incoming action and information messages will be directed to the proper level of the organization as specified by Directorates.

f. Procedures will be established to provide 24 hour message processing.

g. Proper application of electronic technology will be employed to support efficient, secure message processing.

5. Responsibilities

a. The Deputy Commander for Fleet Logistics Support (SEA 04) will:

(1) Manage the processing of naval messages through the Naval Sea Systems Command Automated Data Systems Activity (SEAADSA), the designated action agent and the NAVSEA Message Center.

(2) Establish, maintain and administer policy and procedures in accordance with references (a) through (c).

(3) Ensure data bases for routing messages are maintained.

(4) Negotiate and maintain a Memorandum of Understanding (MOU) with NTCC Cheltenham as necessary.

(5) Develop, schedule and conduct training for all users as required.

(6) Provide the services necessary for access to the Naval Message System.

(7) Coordinate with the Senior Watch Officer for support of the NAVSEA Watch Officers, including hardware and software training, and technical operations.

(8) Assess and apply electronic information technology to ensure a continuing state of the art approach to message preparation, processing, and distribution.

(9) Provide management reports.

(10) Maintain the Command's master list of directorate points of contact and alternates, of after hours designates, and authorized message releasers. Provide updates to the NAVSEA Watch Office and NAVSEA Message Center.

(11) Maintain a master distribution list including flag words, subject and title words, and guide numbers for message category and office code sorting and routing.

(12) Monitor outgoing message traffic to ensure the consistent receipt and release of messages within NAVSEA Headquarters.

(13) Promulgate "MINIMIZE" notices.

(14) Monitor the use of all AIGs/CADs.

(15) Maintain a 30 day reference library of incoming and outgoing messages for general retrieval.

(16) Comply with requirements for secure processing of electronic messages.

(17) Perform unique processing for "Special Handling" messages.

b. SEAADSA will:

(1) Maintain secure and trouble free communications and data base support for the NAVSEA Message System.

(2) Provide technical support for automated naval message distribution.

(3) Provide monthly Plain Language Address Designators (PLAD) updates.

c. The NAVSEA Message Center will:

(1) Provide monthly Manual Intervention Rate statistics, and PLAD and format errors to each directorate.

(2) Verify changes to distribution lists and profiling requirements, and forward them to SEAADSA.

(3) Function as focal point for naval message matters within NAVSEA.

(4) Provide updated message software to users as required.

(5) Coordinate with the NAVSEA Watch Officer when shifting operational control of the gateguard.

d. Deputy Commanders will:

(1) Designate the senior officials authorized to release messages. Provide this information to the NAVSEA Message Center with copies to SEA 04I and SEAADSA-00.

(2) Maintain list of their points of contact for message program administration and management and send to NAVSEA Message Center with copies to SEA 04I and SEAADSA-00.

(3) Monitor for the proper use of messages as described in paragraph 4.b. above.

(4) Monitor outgoing message rejection rate and take action to meet the CNO goal of 5 percent or less.

e. Directorate Points of Contact will:

(1) Serve as the primary message focal point within the Directorate.

(2) Represent the Directorate at all naval message meetings and be responsible for resolving any action items resulting from those meetings.

(3) Administer any changes to naval messages (i.e., format) within the Directorate.

(4) Monitor Directorate message rejection rate (i.e. PLAD and format) and take action to meet the CNO goal of 5 percent or less.

(5) As required, schedule and coordinate with NAVSEA Message Center MTF editor training for message preparers.

(6) Ensure all Directorate message software is updated and maintained to the latest versions.

f. Authorized Message Releasers will:

(1) Validate the need for a naval message vice alternative means of communication.

(2) Designate the nature of the message as operational "OPS" or administrative "ADMIN".

(3) Ensure the message meets any MINIMIZE conditions that may be in effect at the time of the proposed message release.

(4) Validate the precedence and classification assigned by the drafter.

(5) Validate message content, address, format and internal NAVSEA distribution.

(6) Process routine messages during normal working hours. Higher precedence messages will be processed as required to support the fleet.

(7) Sign message as releaser or otherwise authorize release of the message, i.e., phone call to the NAVSEA Watch Officer.

g. Message Drafters will:

(1) Prepare messages in accordance with references (a) through (c).

(2) Utilize MTF editor to prepare outgoing messages and verify proper MTF editor format of the message.

(3) Check PLADs and conduct virus check of outgoing message diskettes.

(4) Deliver Naval Messages to the appropriate message transmit point. If delivered to the NAVSEA Watch Officer, and the message is Priority or higher precedence, the drafter will remain with the message until transmitted by the NAVSEA Watch Officer.

6. Action

a. The Classified Material Control Center (SEA 09T43) will process Top Secret messages during normal working hours as follows:

(1) Send and receive Top Secret and SPECAT messages via appropriate equipment.

(2) Receive notification of all Top Secret and SPECAT messages, notify the designated Directorate POC when message received and hold for pickup.

(3) Validate release authority for Top Secret and SPECAT outgoing messages.

(4) Maintain a log of Top Secret and SPECAT messages.

(5) Control distribution.

b. The NAVSEA Message Center will process messages other than Top Secret and SPECAT messages during the hours of 0630 to 1900 Monday thru Friday as follows:

(1) Notify the designated Directorate point of contact (POC) for high precedence and special handling messages until 1600, at which time the NAVSEA Watch officer will assume this duty.

(2) Distribute incoming messages to addressees.

(3) Distribute special handling and default messages to intended directorates.

(4) Process outgoing messages by validating release authority and transmitting messages.

(5) Return serviced (fails to transmit) messages to Directorate. Inform appropriate directorate POC of any message of Priority or higher precedence which fails to get transmitted.

c. The NAVSEA Watch Officer will process messages during the hours of 1600 to 0630 Monday thru Friday and 24 hours on weekends/holidays as follows:

(1) Starting at 1600 screen all incoming messages (action and info) to determine whether prompt action, either by or in conjunction with NAVSEA, is required. Notify subject matter points of contact and others, as necessary.

(2) In extraordinary circumstances, draft (using MTF Editor) and/or transmit priority or higher precedence messages after the NAVSEA Message Center has closed at 1900.

(3) Process Top Secret and SPECAT messages in accordance with SEA 09T43 procedures.

(4) Log all Priority and higher precedence "ACTION" messages received during the watch for NAVSEA. Also log all "ACTION" and "INFO" messages Priority precedence or higher and ZOZZ for SEA 08 (Nuclear Propulsion Directorate). Annotate the action taken.

E. S. MCGINLEY, II
Vice Commander

Distribution:
NAVSEA Special List Y2

Stocked: NAVSEA Message Center

Copy to:
SNDL A1J1G AEGIS PROG MGR
A1J1K PEO UNSEAWAR
A1J1L PEO TAD
A1J1M PEO MINEWAR
A1J1N PEO SUB

SEA 09A11 (5)
09A115 (50)

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