

COMOMAGINST 2300.1F
N6
16 May 03

COMOMAG INSTRUCTION 2300.1F

Subj: COMOMAG MESSAGE RELEASING GUIDANCE

Ref: (a) NWP 6-01 (Rev. A), Naval Warfare Publication Basic Operators Communicators and Doctrine
(b) NTP-3 (K), Naval Telecommunications Procedure Telecommunications Procedural Manual
(c) Joint Army Navy Air Force Publication 128(J)
(d) Allied Communications Publication (ACP) 121 US SUPP-1 (F)

1. Purpose. To promulgate a policy regarding handling message traffic, to provide guidance for message drafting and releasing officials, and the use of naval telecommunication networks during periods when "minimize" is in effect.

2. Cancellation. COMOMAGINST 2300.1E. This instruction is a major revision and should be read in its entirety.

3. Policy. All official outgoing messages generated by Commander, Mobile Mine Assembly Group (COMOMAG) will be drafted, released and controlled in adherence to references (a) through (d).

4. Action. Only the Commander or Commanding Officer (CO)/Officer-in-Charge (OIC), the Chief Staff Officer (CSO)/Executive Officer (XO), and department heads are authorized to release outgoing messages. The Staff Duty Officers (SDOs) or Command Duty Officers (CDOs), by virtue of their position, have message releasing authority in the performance of their official duties.

5. Procedures

a. The Turbo Prep Message Generating Program, version 3.0A, will be used to generate and process naval messages.

b. The majority of the messages processed at COMOMAG are administrative in nature and will be classified as "GENADMIN." Pre-formatted messages, such as SORTS or CASREP, are operational in nature and will not be classified as "GENADMIN."

c. "Personal For" messages will be released by the Commander or CO/OIC, or the CSO/XO in his/her absence.

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d. Messages establishing command policy will be released by the Commander or CO/OIC, or the CSO/XO in his/her absence.

e. Messages of a highly sensitive nature, e.g., personnel casualty reports, results of JAG investigations or special incident reports will be released by the Commander or CO/OIC, or the CSO/XO in his/her absence.

f. After normal working hours or during an emergency/personnel casualty, the Casualty Assistance Calls Officer (CACO) has special message releasing authority as it relates to a personnel casualty case.

g. Service messages will be released by the AIS/Communications Department (N6).

h. If the drafter does not have message releasing authority, the drafter's name, rank/rate and office code will appear directly above that of the releasing authority in the following format:

Drafter: Name, rank/rate, office code

i. Messages with a precedence of priority or higher must be initialed by the CSO/XO or his/her designated representative and will be processed and transmitted on the same day they are drafted. Routine precedence messages that are not released prior to 1500 may be transmitted the following work day.

j. A copy of each message released for transmission will be placed in the U:\HOME\MSGIN directory on the command's SIPRNET file server. No message will be placed in this directory until all revisions and/or corrections have been made and a releasing signature has been obtained. Only the message releasing authority or his/her designated representative may place a message in the MSGIN directory.

k. AIS/Communications Department (N6) personnel are responsible for the final preparation and transmission of outgoing message traffic.

l. "Minimize" Control Procedures

(1) Per reference (a), the term "minimize" is defined as "an action imposed during an actual or simulated emergency designed to reduce the volume of record and/or voice

communications ordinarily transmitted over U.S. military-owned or leased telecommunications facilities." Only message traffic that effects mission accomplishment, personnel safety and those identified in this instruction are eligible for transmission to an area affected by "minimize". Other guidance concerning "minimize" include:

(a) The authority to impose or cancel "minimize" is defined in references (a) and (d). It is normally announced via an ALMILACT or ALCOM message. The "minimize" may be imposed world-wide or may be limited to a specific geographic location or area. The restriction may affect all DOD communications systems within the area or may be limited to a single system, such as secure facsimile (FAX) communications or DSN. Accordingly, commercial telephone calls will not be used to circumvent normal DOD telecommunications channels when a "minimize" has been imposed.

(b) The Commander or CO/OIC, CSO/XO, or their designated representative are the only ones granted message releasing authority for a message addressed to an area affected by "minimize."

(c) The last sentence of a message addressed to an area affected by "minimize" must contain the phrase, "MINIMIZE CONSIDERED: RELEASED BY", followed by the releaser's name and rank.

(d) References (a) and (d) direct that maximum use of naval correspondence be employed to transmit information that does not meet "minimize" criteria.

(e) To prevent a communications overload following cancellation of a "minimize", information that is normally transmitted via routine precedence message traffic will be forwarded via official mail.

(f) Messages normally exempted from (not affected) by a "minimize" are:

- 1 Those containing critical intelligence.
- 2 Those containing status information or instructions pertaining to the communications system affected by the "minimize."
- 3 Those relating to time-sensitive weather information per chapter 22e of reference (d).

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4 Supply data pattern traffic, per chapter 8 of reference (a). Examples include Ammunition Transaction Reports (ATRs), ammunition requisitions, food orders, etc.

(2) Communications Control During "Minimize"

(a) The AIS/Communications Department (N6) will maintain a list of all minimize conditions currently in affect and will disseminate the "minimize" information upon receipt.

(b) The AIS/Communications Department (N6) will ensure all messages destined for an area currently under "minimize" restrictions carry the annotation "MINIMIZE CONSIDERED", otherwise the message will be returned to the originator for review and correction.

(c) Use of affected military communications systems will be controlled on a case-by-case basis and will be used only as authorized by the Commander or CO/OIC, the CSO/XO, or their designated representative.

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II (Case A, Case B (COMINEWARCOM only))
List III