



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBQ 2309-J-A  
B 501

28 JUN 1999

MARINE CORPS BASE ORDER 2309.1A

From: Commander  
To: Distribution List  
Subj: MESSAGE PREPARATION AND HANDLING

Ref: (a) NTP-31  
(b) NTP-4C  
(c) SECNAVINST 5510.30A  
(d) SECNAVINST 5510.36

Encl: (1) General Instructions  
(2) Outgoing Messages  
(3) Incoming Messages  
(4) Sample Letter of Authorization for Message Receipt/Pickup, Dropoff, Unclassified, Classified, SPECATS, Special Handling, and Personal for Messages  
(5) Sample Letter of Authorization List to Electronically Deliver/Release JANAP 128 Naval Messages  
(6) Minimize Procedures

1. Purpose. To promulgate guidelines to assist activity heads in the proper preparation and handling of messages.

2. Cancellation. MCBO 2309.1.

3. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Action. All personnel responsible for the preparation of official Naval messages will thoroughly familiarize themselves with the references and the enclosures of this Order.

  
R. P. ROOK  
Chief of Staff

DISTRIBUTION: A

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**GENERAL INSTRUCTIONS**

1. Organization and Responsibility. The Communications Center falls under the cognizance of the Director, Communication Electronics Division, Marine Corps Base, Quantico.

2. Operations

a. The Communications Center is continuously manned and operated 24 hours a day, 7 days a week.

b. Messages are transmitted and received over the Defense Communications System circuit. Only those messages requiring electronic transmission will be accepted for processing.

3. Files

a. Message files are maintained in the Communications Center for a period of 30 days.

b. General message files, containing All Marines (ALMAR), Marine Admin (MARADMIN), All Commands (ALCOM), All Navy (ALNAV), and other general messages are maintained in the Communications Center for a period of one year unless otherwise specified.

4. Forms

a. DD Form 173/2, Joint Messase Forms. This form is no longer accepted. Unclassified messages must be prepared using the Message Text Format (MTF) Editor, JANAP 128 format, and delivered to the Communications Center via e-mail. All classified messages must be prepared on diskette and delivered via an authorized carrier to the Communications Center.

b. Message Release/Pickup Authorization. A letter listing all personnel who are authorized to release/pick up messages at the Communications Center must be completed by each activity and updated quarterly (see enclosure (4)). This letter must be signed by the director of the organization and must be routed through the Base Security Manager. The Base Security Manager will verify the clearance level and stamp the authorization letter. Letters received without the Base Security Manager's stamp will be returned.

(1) Message Release Authorization. Messages received via e-mail will be verified against the message release/pickup authorization letter. Any names not verified will have their e-mail rejected.

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(2) Message Pickup Authorization. Authority for an individual to pick up messages for an activity will be indicated on the message release/pickup authorization letter (enclosure (4)). Only those individuals on file in the Communications Center will be allowed to sign for message traffic.

(a) Special Accesses Pickup Authorization. Personnel that have been granted "SPECIAL ACCESSES," such as NATO, LIMDIS, SPECAT, and PERSONAL FOR, must be clearly annotated on the message release/pickup letter. All NATO messages will be delivered to the Base Classified Material Control Center.

5. Training. The Communications Center hosts periodic classes on MTF Editor, which provides hands-on, detailed instructions on message preparation and transmission of unclassified messages via the e-mail system. Classes are regularly scheduled through the Information System Management Branch and are on a first-come, first-serve basis. Scheduling of personnel can also be accomplished by contacting the Communications Center at 784-2111/2112.

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## OUTGOING MESSAGES

1. Originator's Responsibilities. The originator of a message is responsible for the functions of the message drafter and releaser. These functions are explained below.

a. Drafter's Responsibilities

(1) The message drafter will ensure that messages are:

(a) Formatted per reference (a) and this Order.

(b) Addressed properly per the Distributed Plain Language Verification System (DPVS). Plain Language Addresses (PLA) identified by the DPVS are the only authorized addresses for use. DPVS is on a shared drive and can be reached by setting drive for use to "SHARED FILES@MQGMDS01@SERVERS".

(c) Classified properly to include special handling, downgrading, and declassification instructions as directed in reference (c).

(d) Given appropriate precedence.

(e) Proofread for accuracy.

(f) Assigned a date-time-group (DTG).

(2) The message drafter should draft messages using the Message Text Format (MTF) Editor via a personal computer. The MTF editor is a fast, compact, easy to use message preparation tool that permits the drafter to create, format, edit, store, and output Naval General Administrative (GENADMIN) messages to diskette or to send unclassified messages via e-mail.

b. Releaser's Responsibilities. In authorizing a message for transmission, a releaser is validating the contents of the message and affirming compliance with the drafting procedures outlined in this Order, as well as those contained in reference (a). In addition, the releaser must accomplish the following:

(1) Establish, within the scope of the releaser's authority, message staffing and processing procedures which are designed to prevent delays, eliminate bottlenecks, and foster an even flow of messages throughout the working day.

(2) Ensure that all personnel are briefed and understand the meaning and importance of "minimize" as discussed in enclosure (6).

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(3) Ensure that the drafter has complied with reference (a) and this Order, with particular attention paid to classification, paragraph marking, and downgrading instructions.

2. Addressee Selection

a. There are two types of addressees: action and information. In the interest of security and efficiency of communications, the number of addressees should be kept to a minimum. Messages should be addressed only to those activity heads who have a "need to know."

b. PLA's for Department of Defense addressees will be obtained through the DPVS and must appear exactly as indicated.

c. Office codes will be used to the maximum extent possible. At a minimum, message drafters will ensure that their office code follows the PLA. Office codes cannot exceed eight characters.

Example: FM CG MCB QUANTICO VA//office code//

3. Preparation of Outsoins Messases

a. All messages intended for transmission by the Communications Center personnel will be prepared via GENADMIN MTF Editor, JANAP 128 format. Messages will NOT be sent to the Communications Center via guard mail. Messages received via guard mail will be returned. Unclassified messages may be transmitted in MTF format via e-mail. Classified messages must be prepared on a classified diskette only and transported via an authorized carrier having an opaque briefcase, to the Communications Center for transmission.

b. The message courier is required to bring a properly prepared diskette with two copies of the Table of Contents (TOC) file listing the messages to be transmitted. The TOC file will be signed by the command's designated releasing officer.

c. Once the messages have been transmitted, the Communications Center personnel shall reproduce a copy of the TOC file noting the time the message(s) were transmitted and return this copy and the diskette to the originator's message bin for retrieval on the next courier run. Classified diskettes (blue labeled "CONFIDENTIAL", red labeled "SECRET", and orange labeled "TOP SECRET") may be obtained from the Base Classified Material Control Center (CMCC). Unclassified messages may be included on classified diskettes, but classified messages may NOT be included on standard black diskettes. TOP SECRET and SPECAT messages must be prepared with only one message per classified diskette.

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d. Offices within CG MCCDC and tenant commands having access to e-mail must establish designated users who have permission to transmit messages to the Communications Center. This is the equivalent of a Message Releaser. When the Communications Center receives the messages, an acknowledgment e-mail stating that the message was received, will be automatically sent to the releaser when the releaser **certifies the e-mail**.

#### 4. Releasins Authority

a. The drafter will ensure that messages are properly released by an authorized releasing officer prior to delivery to the Communication Center Watch Supervisor (CWS). Messages released without a typed name, grade, section, and billet title on the TOC file or sent by other than an authorized releasing account, will not be accepted.

b. Those individuals not having releasing authority will submit messages to the appropriate activity head for release.

c. After hours, messages of an urgent nature, or having a FLASH (Z) precedence, will be delivered to the Command Duty Officer for release.

#### 5. Outsoins Messase Procedures

a. Upon receipt of an outgoing message, Communications Center personnel will check the message for proper releasing authority and overall accuracy. Any message that does not adhere to the instructions contained in this Order, references (a) and (b), and the MTF Editor, will be returned to the releaser for correction or clarification.

b. The "HAS BEEN SENT" copy of outgoing special handling messages will be returned to the originating activity head. The originating activity head should review this copy to ensure that the message was correctly transmitted. Any discrepancies between this transmission copy and the original message should be reported to the CWS immediately.

c. One copy of classified messages for CG MCCDC and CG MCB will be provided to the Base CMCC for retention.

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## INCOMING MESSAGES

1. Communications Center personnel will process all incoming messages in relation to assigned precedence, classification, and subject matter.

2. Message Pickup Procedures

a. The daily pickup of classified and Special Handling (i.e. PERSONAL FORS, SPECATS) messages at the Communications Center, Room 016, Lejeune Hall, Bldg. 3250, will be the responsibility of the activity heads, hereafter referred to as "subscribers."

b. Communications Center subscribers will be responsible for internal distribution of messages to their subordinate activity heads.

c. Messages will be given only to those personnel authorized to receipt for messages.

d. After normal working hours, on weekends and on holidays the Command Duty Officer (CDO) or cognizant activity will be notified via phone when there is an immediate or higher precedence message for that organization in the Communications Center. The CDO can view classified message traffic up to and including SECRET at the Communications Center provided they are on the MCCDC or MCB Duty Rosters for the current month. Unclassified immediate messages will automatically be routed to the organization's Message Dissemination Subsystem (MDS) account.

3. Unclassified Message Routing and Distribution. Routing assignments for incoming messages will be accomplished automatically by the Message Routing System (MRS) and MDS. Advance routing of immediate and flash messages will be accomplished by Communications Center personnel to cognizant activity heads.

4. Classified Message Routing and Distribution

a. Routing assignments for incoming classified messages will be accomplished automatically by the MRS and Message Dissemination Utility located in the Communications Center.

b. One copy of all incoming confidential and secret messages will be provided to the Base Security Manager, action and information activity.

c. Only one copy of incoming Top Secret messages will be prepared. The message will be provided to the Command Top Secret Control Officer who will make further distribution as required.

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5. Responsibilities of Messase Recipients

a. Activity heads will ensure that expeditious action is taken on all messages requiring action under their cognizance. Proper internal tracking should be utilized to ensure timely followup action on urgent or special messages. Receipt of official messages shall be acknowledged only when requested by the originator. Occasionally, when unusual delays in responding can be foreseen, the recipient may acknowledge receipt of a message and indicate the expected delay and estimated reply date.

b. All incoming messages will be signed for and will be given the protection required by the classification of the message.

6. Immediate Messase Handlins Procedures. Immediate messages that are received by the Communications Center will be handled by the following procedures:

a. During Working Hours:

(1) The subscriber will be notified via phone from the CWS that an immediate message has been received by the Communications Center. The CWS will indicate the time, date, grade, and person called in the immediate log book. Classified messages will require immediate pickup. MDS automatically routes immediate unclassified messages to the recipient's MDS account.

(2) The subscriber will be required to pick up Special Handling messages from the Communications Center **as soon as possible**. The courier will be required to sign for the message. Ensure that couriers sent to pick up messages at the Communications Center are authorized on the pickup list.

b. After Duty Hours:

(1) The CDO will be notified via phone from the CWS that an immediate message has been received by the Communications Center. The CWS will indicate the time, date, grade, and duty officer called in the immediate message log book.

(2) The CDO will be required to pick up or view classified immediate messages **as soon as possible**. The CDO or courier is required to be on the Command Duty Roster. Unclassified immediate messages will be automatically routed by MDS to the subscriber's MDS.

(3) In the event that the organization called does not have a duty officer, the CDO will be notified that an attempt has been made to notify the action addressee. The CDO will annotate the information into the logbook and take appropriate action.

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7. Flash Message Handlins Procedures. Flash messages that are received by the Communications Center will be handled per paragraph 6 of this enclosure, with the exception that all Flash message traffic will be routed as fast as humanly possible to the action addressee, or the CDO during non-duty hours, respectively.

SAMPLE LETTER OF AUTHORIZATION FOR MESSAGE RECEIPT/PICKUP,  
DROPOFF, UNCLASSIFIED, CLASSIFIED, SPECATS, SPECIAL HANDLING,  
AND PERSONAL FOR MESSAGES

2300  
Code  
Date

From: (Head, Organization)  
To: Head, Communications Center, Communication Electronics  
Division, Marine Corps Base, Quantico, VA 22134

Subj: AUTHORIZATION FOR MESSAGE RECEIPT/PICKUP, DROPOFF,  
UNCLASSIFIED, CLASSIFIED, SPECATS, SPECIAL HANDLING,  
AND PERSONAL FOR MESSAGES

Ref: (a) MCBO 2309.119

1. Per the reference, the following personnel are authorized to receive and deliver unclassified, classified, special handling, and Personal For messages for (section), up to and including the classification indicated below.

<u>NAME/RANK/SSN</u>	<u>AUTHORIZED CLASSIFICATION</u>	<u>SIGNATURE</u>
Marine, JOE, M. Sgt/123 45 6789	SECRET	_____

2. This correspondence cancels **and** supersedes all previous authorizations from this Command.

3. Point of contact for this (command/section) is (name) at (phone number and/or e-mail address).

(signature)  
(printed name)

ENCLOSURE (4)

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SAMPLE LETTER OF AUTHORIZATION LIST TO ELECTRONICALLY  
DELIVER/RELEASE JANAP 128 NAVAL MESSAGES

2300  
Code  
Date

From: (Head, Organization)  
To: Head, Communications Center, Communication Electronics  
Division, Marine Corps Base, Quantico VA 22134  
Subj: AUTHORIZATION LIST TO ELECTRONICALLY DELIVER/RELEASE JANAP  
128 NAVAL MESSAGES  
Ref: (a) MCBO 2309.1A

1. Per the reference, the following personnel are authorized to deliver/release Janap 128 Naval messages to the Communications Center for transmission.

<u>NAME/RANK/SSN</u>	<u>PHONE</u>	<u>USER ID</u>
Marine, JOE, M. Sgt/123 45 6789	4-2111	MARINE@COMM CTR@MCB QUANTICO VA

2. This correspondence cancels and supersedes all previous authorizations from this Command.

3. Point of contact for (command/section) is (name) at (phone number and/or e-mail address).

(signature)  
(printed name)

ENCLOSURE (5)

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**MINIMIZE PROCEDURES**

1. General. When an actual or simulated emergency arises or is anticipated, it may become necessary to reduce the volume of normal message traffic transmitted over U.S. military owned telecommunications circuits. This action, known as "MINIMIZE", is designed to clear communication networks of traffic whose urgency does not require immediate transmission. Only traffic of a precedence that relates to mission accomplishment or protection of life is considered essential and therefore is entitled to electronic transmission.

2. Implementation

a. Commanders have the authority to impose MINIMIZE within their Command.

b. Commanders will restrict message releasing authority during periods of MINIMIZE to those who are aware of the current situation that required its establishment. They will establish rigid procedures to ensure that communications which do not meet the MINIMIZE criteria are forwarded by other than electronic means, i.e. courier. Record communications will not be held for transmission pending cancellation of MINIMIZE.

3. Instructions for Originators

a. Messages which do not meet the following criteria will not be transmitted during a MINIMIZE condition:

(1) Immediate operations will be adversely affected if the subject message is not transmitted.

(2) The message relates to a continuing research and development program vital to national interest.

(3) The message relates to serious illness, accident, or death.

(4) The message is within a category specifically exempted from MINIMIZE by the implementing authority.

b. All messages released during a MINIMIZE condition will be annotated with "MIN" on format line five.

4. Cancellation of MINIMIZE. A MINIMIZE condition is canceled by the originator, usually by message, when the need for the condition is no longer warranted. In some cases, where the duration of the MINIMIZE condition can be predicted, the originator will identify an automatic cancellation date and time in the original message.

ENCLOSURE (6)