



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 2300.1F
N04
18 Dec 20

NETC STAFF INSTRUCTION 2300.1F

From: Commander, Naval Education and Training Command

Subj: ADMINISTRATIVE POLICIES AND PROCEDURES FOR STAFF NAVAL
MESSAGES

Ref: (a) NTRP 6-02.3, Command and Control Official Information
Exchange Manual
(b) OPNAVINST F3100.6J
(c) NETCSTAFFINST 5216.1E
(d) NETCSTAFFINST 5510.1C

Encl: (1) Sample message format

1. Purpose. To set policy, procedures, and responsibilities concerning Naval messages for staff communications.
2. Cancellation. NETCSTAFFINST 2300.1E.
3. Action. All staff members whose duties involve drafting, preparing, releasing, or otherwise processing electronically transmitted organizational Naval messages (hereafter referred to as messages) shall familiarize themselves with references (a) and (b), and references (c) and (d), which are available in the NETC Content Manager (CM) Dataset.
4. Message Reports. NETC directives shall not require message reports when other means will suffice. NETC directives should normally require reports be submitted via U.S. mail in cases where the originator and addressees are located within the continental United States. When an action or response is required in less than 5 working days, consider using web enabled (i.e., DON TRACKER) programs or electronic mail (e-mail) first.
5. Responsibilities
 - a. Division Directors and Special Assistants (DD/SAs)
 - (1) Ensure messages in both the classified and unclassified OUTLOOK Public folder PNSC_NETC_Message_Traffic and

sub-folders are routinely reviewed for matters under their cognizance. Paragraphs 7 and 8 provide amplifying information.

(2) Ensure timely responses to all messages on which NETC is an action addressee.

(3) Review and approve messages drafted under their cognizance.

(4) Readdress and approve for release messages under their cognizance which are required to be forwarded to subordinate commands or as circumstances dictate.

(5) Assign personnel to receive, review, and further route for action or review Controlled Unclassified Information (CUI) (formerly For Official Use Only (FOUO)) messages which are manually distributed by the NETC Message Center. CUI/FOUO message delivery is further explained in paragraph 7.

b. NETC Message Center. The NETC Message Center (room 2-120) is responsible for the transmission and receipt of NETC staff messages.

(1) Command Message Administrator (CMA)

(a) Maintain and operate the Navy's current program for receipt and transmission of messages.

(b) Manage the creation and access for the OUTLOOK Public message folder: PNSC_NETC_Message_Traffic and sub-folders.

(c) Validate Plain Language Addresses (PLAs) prior to releasing outgoing messages, and coordinate with message drafter when PLAs are not valid.

(d) Maintain incoming messages in CM (or current electronic records management program) for 12 months.

(e) Maintain outgoing messages in CM (or current electronic records management program) indefinitely.

(f) Provide training and assistance to staff members and message clerks.

(g) Manually process and forward encrypted CUI/FOUO messages to appropriate staff personnel.

(2) Message Clerk. Message clerks will be assigned in the Administrative Department and in NETC N3 and N7 to assist the CMA as necessary. In addition to the CMA, only approved and trained message clerks are authorized to transmit messages.

c. Staff Duty Officer (SDO)

(1) Use the SDO smart phone/device to periodically review incoming message traffic during non-working hours for possible action or delivery to Commander, NETC (CNETC), Chief of Staff (COS), or other individuals as required.

(2) Contact the CMA when a message is required to be transmitted outside normal working hours.

6. Outgoing Messages

a. Format. Prepare all messages, per references (a) and (b), in plain text format. Enclosure (1) may be used as a quick reference guide.

b. Draft. When drafting a message, state the purpose of the message at the outset and provide additional information as necessary in supporting sentences/paragraphs. Only use phrases such as "NETC concurs, agrees, proposes, supports, recommends, disapproves, denies," etc., or the term "originator" in messages that will be released or have been approved by CNETC.

c. PLA. Verify PLAs with the NETC Message Center prior to routing message for release.

d. Approval to Release. After proper staffing, submit messages to the releasing authority as set forth in reference (c).

(1) Front Office Release. Messages, which require release by the NETC Front Office (CNETC or COS), shall be routed to NETC Admin via the DON TRACKER system and must include:

(a) Electronic version (Word or Text) of the message.

(b) Brief sheet (with coordination) signed by the DD/SA.

(c) Copy of references (instructions, messages, emails, etc., when required to support the message content; or when an incoming message is referenced in an outgoing message).

(2) Delegated Release

(a) Messages authorized for release by delegated authority, per reference (c), will be forwarded to the NETC Message Center via digitally signed email as the releasing authority, and will include as an attachment, the electronic version (Word or Text) of the approved message.

(b) It is the responsibility of the individual submitting a message for release to ensure someone in the NETC Message Center is available to transmit the message in a timely manner.

e. NAVADMINS

(1) Deputy Chief of Naval Operations (DCNO) (N1) is the only official authorized to release NAVADMINS for personnel and educational enterprise matters.

(2) NETC-prepared NAVADMIN messages will be routed to NETC Admin via the DON TRACKER system by the message drafter and include:

(a) Electronic version (Word or Text) of the message. (Note: The remarks section of NAVADMIN messages is required to be in sentence case (use upper and lower case) format; the rest of the message must be all uppercase.)

(b) Brief sheet (with coordination) signed by the DD/SA.

(c) Action Memo from CNETC to DCNO (N1).

(d) Copy of references (instructions, messages, emails, etc., when required to support the message content).

(3) All draft NAVADMIN messages must be forwarded to the Public Affairs Officer (N00P) for chop prior to routing to the NETC front office.

(4) NETC Force Development Administration Director (N04) will forward CNETC-approved NAVADMIN to DCNO (N1) for release via the DON TRACKER system.

7. Incoming Messages

a. Unclassified messages are received continuously via the Navy's current program for receipt and delivery of messages. These messages are automatically delivered and available in the OUTLOOK Public Folder: PNSC-NETC-Message-Traffic.

b. Restricted messages (i.e., Personal For, Safety Investigation Report, etc.) and messages that may require action after hours (i.e., weather, security, SITREPS/OPREPS, etc.) are automatically forwarded to the Front Office/SDO or other appropriate office code for review and action as necessary.

c. CUI/FOUO Messages. CUI/FOUO message traffic is encrypted when transmitted and not available in the public message traffic folders. CUI/FOUO messages are sent directly to the NETC Message Center personnel who manually distribute these messages to personnel or groups identified by the DD/SA.

d. NETC unclassified messages will be maintained in the OUTLOOK public folder PNSC_NETC_Message_Traffic sub-folders for 60 days. To locate the PNSC_NETC_Message_Traffic, select:

- Public Folder
- All Public Folders
- USN
- NETC
- PNSC
- PNSC_NETC_Message_Traffic (Note: Messages are automatically delivered to this folder and then manually redistributed to the sub-folders by the NETC Message Center personnel.)

e. Sub-folders under PNSC_NETC_Message_Traffic have been created for most NETC Divisions. Additional sub-folders (i.e., Impaired Training Reports, CASREPS, SITREPS/OPREPS, NAVADMINS, etc.) have been created for messages required by multiple divisions. Coordinate with the NETC Message Center (room 2-120) for any routing issues or to request changes.

8. Classified Messages. In addition to the message processing requirements listed in paragraphs 6 and 7, refer to reference (d) for accountability and handling of classified material.

a. Incoming. Classified messages are received by the Security Office via Secure Internet Protocol Router Network (SIPRNET) email.

(1) NETC classified messages are maintained in the SIPRNET OUTLOOK public folder PNSC_NETC_Message_Traffic sub-folders for 1 year. To locate the PNSC_NETC_Message_Traffic folder, select:

- Public Folder
- All Public Folders
- USN
- NETC
- PNSC
- PNSC_NETC_Message_Traffic

(2) Each NETC Code must routinely review the classified public message folder for matters under their cognizance. (Note: Very few classified messages are automatically forwarded or distributed.)

b. Outgoing. Classified messages must be prepared on a SIPRNET computer, printed, and then hand routed to obtain a release signature on the final printed version. Once approved for transmission, deliver the paper copy of the message, with the release signature on it, and send the electronic version via SIPRNET email to the NETC Security Manager/CMA. The CMA will transmit the message via the current authorized delivery method.

c. Emergency Plan. In the event of pending or imminent disaster involving the possibility of compromise of classified messages, make every attempt to turn the material over to the NETC Security Office, or place in a GSA approved container

(safe). However, safety of life is of paramount importance and takes precedence over securing classified material. Reference (d) applies.

9. Communications Exercises. Announced or unannounced protected communications exercises may be imposed from time to time that require special attention, such as submission of evaluation reports and the imposition of MINIMIZE (see paragraph 10) within a prescribed area or even worldwide. The SDO must be alert to the possibility of communications exercises being implemented during non-working hours.

10. MINIMIZE. During extremely rare occasions for NETC, a condition imposed by a commander to reduce and control electronic message and telephone traffic within an area of authority during an emergency or exercise. The purpose is to clear the communications network of record and voice traffic whose urgency does not justify electronic transmission during an actual or simulated crisis.

a. Implementation. In the event of an emergency or during a protected communications exercise, MINIMIZE may be implemented by competent authority on a worldwide basis, or for a specifically defined area. When MINIMIZE is in effect, the provisions of reference (a) will be strictly adhered to when releasing outgoing messages. During MINIMIZE, message drafters and releasers will review all messages to ensure that electronic transmission is absolutely essential, that the lowest precedence consistent with speed-of-service objectives is used, and the releaser's name and rank are included in the "RELEASED BY" line at the end of the message.

b. Releasing Restrictions. CNETC, COS, Flag Secretary, or Admin Officer will release outgoing messages to addressees within the affected area, or those which must pass through an area in which MINIMIZE is in effect, that are of such importance to warrant sending by electronic means. Outside of normal working hours, and in the absence of one of the aforementioned persons, the SDO is authorized to take appropriate action. The releasing officer shall review all message traffic that has not been released, and/or released but not yet processed by the NETC Message Center, and all subsequent record traffic to ensure that:

(1) Electronic transmission is essential.

(2) The message qualifies for release under the provisions in force. Message traffic not considered as essential for electronic transmission will be returned to the originator with reason for its return. Such traffic should be considered for mailing. To avoid flooding the communications system, do not retain the message until MINIMIZE is lifted and then submit for electronic transmission.

(3) The lowest precedence is used within the speed-of-service objectives of message handling.

11. Address Indicating Group (AIG) 9271. To expedite drafting, routing, and delivery of message traffic, AIG 9271 has been established to disseminate information to NETC activities. For individual activities listed in AIG 9271, contact the NETC CMA, room 2-120.

12. Records Management

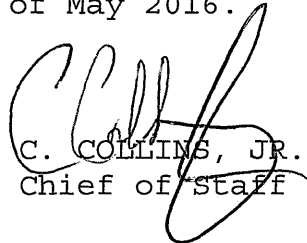
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

13. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in

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OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



C. COLLINS, JR.
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.netc.navy.mil>, or via Content Manager.

SAMPLE MESSAGE FORMAT

- Use Courier New, 10 Point Font.
- Place margins at 1.4 (all four sides).
- Do not include office codes in lines 2 through 4; use Pass to Office Codes (see sample message below).
- Use all CAPITAL LETTERS for all lines/sections except RMKS section, where sentence case is authorized.
- Do not use tabs or tables - use spaces.
- All messages must have the SSIC after UNCLAS. i.e., UNCLAS//N05420// - The SSIC will normally be the same as the governing instruction of the message content.
- Cite references (i.e., NETCINST 1540.1G, ITER POLICY AND REPORTING PROCEDURES). Use AMPN if one reference; use NARR if more than one reference is used.
- Verify all web and email addresses, phone numbers, etc.
- Remove all Hyperlinks.
- Use (AT) vice @ in e-mail address: SAILOR.JOE(AT)NAVY.MIL.

SAMPLE GENADMIN MESSAGE and REQUIRED LINES:

FM NETC PENSACOLA FL
TO CENNAVAVNTECHTRA PENSACOLA FL
TRASUPPCEN SAN DIEGO CA
INFO BUPERS MILLINGTON TN
SWOSCOLCOM NEWPORT RI

UNCLAS //N05420//
PASS TO OFFICE CODES:
CENNAVAVNTECHTRA PENSACOLA FL//N1//
MSGID/GENADMIN/NETC/N7/APR//
SUBJ/MESSAGE FORMAT//
REF/A/DOC/NETCINST 1540.1G/
18DEC2015//
AMPN/REF A IS NETCINST 1540.1G, ITER POLICY AND
REPORTING PROCEDURES.//
POC/SAILOR JOE/LT/NETC/850-452-1234/DSN 922-1234
SAILOR.JOE(AT)NAVY.MIL//
RMKS/1. Use sentence case text in this section.//

- ** The information in bold text is part of the message format and in most cases required.
- ** The underlined text is an example of correct information and should be replaced with text for the message being prepared.