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Logistics Operations School
Marine Corps Combat Service Support Schools
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MTAC 3107

STUDENT OUTLINE

MESSAGE TRAFFIC/INFORMATION MANAGEMENT

LEARNING OBJECTIVES

a. Terminal Learning Objective: Given the billet of a major subordinate command (MSC) motor transport chief and references, manage section message traffic within the MSC, per the references. (35xx.05.11)

b. Enabling Learning Objectives:

(1) Given the billet of a major subordinate command (MSC) motor transport chief and references, check message traffic, per the references. (35xx.05.11b)

(2) Given the billet of a major subordinate command (MSC) motor transport chief and references, identify the system used for creating a message in a set standard format, per the references. (35xx.05.11e)

(3) Given the billet of a major subordinate command (MSC) motor transport chief and references, create a genadmin message, per the references. (35xx.05.11g)

OUTLINE

1. DEFINITION.

a. The Naval message is a type of correspondence that is transmitted electronically. It is designed to meet recurring requirements for dissemination of information to a wide, predetermined standard distribution. All branches of the service, governmental agencies along with any country under NATO can transmit as well as receive this message format. Naval messaging differs from e-mail on the Internet in that it has a set format and is encrypted.

b. Naval messages are used for a variety of reasons. Headquarters Marine Corps sends out messages on promotions, selection boards, and orders for personnel. You will also see messages for urinalysis reports.

2. TELECOMMUNICATIONS USERS MANUAL (NTP-3).

a. The NTP-3 was designed to concisely explain procedures for the drafting and preparation of Naval messages. There are numerous tables, diagrams and examples that are very helpful in completing the form.

b. The only section that we will need today is Annex A. This Annex provides the rules and general instructions for completing the General Administrative (GENADMIN) message format. We will also be using A-3, which gives us allowable characters. The last section needed is A-6, which provides our reference codes.

3. JOINT MESSAGING PROCESSING SYSTEM (JMPS). The JMPS is an updated program designed from a previous system to integrate with Microsoft Outlook. The program is designed to assist the drafter in creating a message in a set standard form. The program is universal in that it contains many forms of templates for various types of messages. JMPS requires very little extra knowledge that a simple standard letter. Another improvement over the previous system is that it provides validation and spell check.

4. PREPARATION REQUIREMENTS.

a. OPEN JMPS. Double click the "**JMPS**" icon, that will be located on your computer desktop. The monitor will display the USMTF2000 window on top of your desktop.

b. GENADMIN. When the USMTF2000 window comes up on the screen you would type "**GEN**" in the box, then with your mouse click on "**GENADMIN - F002**" and "OK".

c. Click on the middle box in the upper right hand corner in order to maximize the screen. Also drag middle line to the left to enlarge the sets.

d. Sets. A set is an ordered collection of information that is specifically arranged in such a way as to be able to be read by both a computer and a person. A set always begins with a set identifier that is a word, abbreviation, or acronym cueing the

reader as to the content. To open a set put the cursor on the first letter of the set and press "enter".

e. Field. A field is a discrete block of information within, which may contain only that information specified by the set maps. To move to the next field in a set, press enter.

f. Allowable Characters. Regarding character options, use only those characters listed in Annex A-3.

g. Set Usage Categories. All sets and fields in the GENADMIN are designated as mandatory, conditional, or optional.

(1) The red sets are mandatory. These sets **must be included every time** a GNEADMIN message is written. The three mandatory sets in the GENADMIN are the MSGID set, the SUBJ set, and the RMKS set.

(2) The green sets are optional. These sets may be omitted at the discretion of the message originator when information needed to complete the set is either unavailable or not applicable.

(3) The yellow sets are conditional. The three conditional sets are EXER/OPER, AMPN?NARR, and DECL. One or the other may be used but never the two together. You can omit conditional sets if the conditions that require its use are not present.

h. Use when a message is associated with an exercise.

i. Use when a message is associated with an operation.

j. MSGID. This set identifies the type of message being used and is mandatory. You will notice that the first field is already filled in with the word GENADMIN; this was done when you opened the message and answered the first question. The second field is the originator of the message. These are the only two fields in this set that are mandatory. There are no commas used and the spacing is all together vice the way it is in the IRAM.

k. SUBJECT. This is a free text set. A free text set allows you to type a sentence freely without restriction. The subject should be typed using all allowable abbreviations per the IRAM.

(1) If the subject line is longer than the set, simply hit "Tab" and continue typing. At the end of the set (do not type beyond the block), you have to hit the tab key in order to continue, if not the field will become a red shaded area to show that there is an error.

l. **REFERENCE**. This is the field where you fill in what you used as a reference to draft this message.

(1) Using Annex A-6, explain each of the different references used.

(2) Have the students right click on the mouse select the appropriate date format. This feature allows for the date to be entered in different formats. For messages input the date-time-group. For documents use the date of reference, day-alpha month-year.

m. To add additional references, put the mouse on the word REF and right click. This will bring up a menu, then select "Duplicate Selection".

n. **AMPLIFICATION**. This is another free text set. This set allows you to describe the reference that you used. This set will be used to describe only one reference.

o. **NARRATIVE**. Like Amplification this set allows you to describe references. You will use narrative to describe more than one reference.

p. **POINT OF CONTACT**. This is an optional field in the JMPS program; however, the NTP-3 states that message drafters shall include the POC line in all GENADMIN messages (page 7-11). This is a good practice and ensures that appropriate coordination between message originators and recipients by reducing unnecessary messages required for clarification.

(1) It may be necessary to change the fields for the POC line. By right clicking, you can select different options to input.

(2) It is important to input a complete POC line to give as much information as necessary for clarification.

q. This field is used if it is mandatory for a unit to have acknowledgement of receipt.

r. **REMARKS**. Like a standard letter this is the body of the text. The only restrictions are that you must use all allowable abbreviations, there are no blank lines between paragraphs, and you must use only allowable characters.

(1) By double clicking on the words "RMKS", you will open the set to this box. This makes it easier to type and edit your text. For all the practical applications, put your name in the remarks block.

s. This applies to classified messages. See the NTP-3 for classification marks.

5. CHECKING THE MESSAGE. Click on the icon to check your message for certain format errors. If you receive an error, an error screen will tell you exactly where your errors.

a. Once you've checked the message, click on the word "File" and select "Mail". This will open the message in an email format.

b. At this point you want to proof read the entire message verifying each block of information. If you find errors, only correct the spelling errors. A line of text cannot exceed 69 characters. This includes blank spaces. If there are errors in the heading of the message, you will have to go back into JMPS to correct the error.

c. After you have proof read your message, you are now ready to send it to your Admin Chief. In this classroom environment, we are not capable of sending to the Admin Chief.

6. PRINTING REQUIREMENTS. You now have completed the bulk of your message and you are ready to print. First, close the e-mail program and revert back to the JMPS program. To print, click the printer icon. This is the same icon used in Microsoft Word.

REFERENCES:

1. **Telecommunications Users Manual - NTP-3.**

ANNEX A: GENADMIN INSTRUCTIONS
PAGE A-3: ALLOWABLE CHARACTERS
PAGE A-6: REFERENCE CODES