

Outgoing Naval Message

An incident occurs

Command is notified

Is CasRep
Emergency Leave
Overseas screening
OpRep ?

No

No Outgoing Msg
Required

Yes

Outgoing message
is required

Originator drafts
outgoing message
Pref: turbo prep
else Word OK

Originator gives
draft msg to MID
msg PO
cell: 619-988-5586

Originator gains
outgoing message
approval

msg in turbo
prep format ?

Yes

No

MID msg PO
converts to turbo
prep

MID msg PO
finalize in turbo
prep and export to
diskette

MID msg PO take
diskette and send
out msg

Finished

Outgoing Message

Last Updated: Wednesday, January 07, 2004
MID

Author of message can be:

- Any HQ admin tech
- DFA
- AWO, CWO, OOD
- Safety Officer
- Cmd Career Counselor
- Other

Outgoing Message types:

- CasRep - mbr is in hospital or death has occurred
reference: <http://www.hq.navy.mil/n3n5/ncc/casrep.htm>
- Emergency Leave - mbr has personal or family emergency
requiring mbr presence. reference MILPERSMAN 1050-010, 22Aug2002
- Overseas screening - mbr travelling or transfer to overseas location
- OpRep - reporting a criminal action

Outgoing Message approval:

- DFA approves outgoing messages during normal working hours
- DFA, AWO, COD, OOD can approve messages after working hours