



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 2110.1G
02PER
8 May 02

NAVDENCEN SOUTHWEST INSTRUCTION 2110.1G

Subj: MESSAGE RELEASE

Ref: (a) OPNAVINST 2300.42D

1. Purpose. To revise policy for message release within Naval Dental Center Southwest per reference (a).
2. Cancellation. NAVDENCENS DIEGOINST 2110.1F.
3. Background. The volume of messages sent daily by naval activities necessitates that personnel authorized to release messages carefully screen all information to ascertain whether a more economical means such as a telephone call or e-mail exists.

4. Authorization

a. The following personnel are authorized to release messages:

- (1) Commanding Officer
- (2) Executive Officer
- (3) Director for Administration/Public Affairs
- (4) Head, Personnel Administration Department
- (5) Professional Affairs Coordinator
- (6) Command Career Counselor
- (7) Command Master Chief
- (8) Command Duty Officer

5. Action

a. All messages will be prepared in Message Text Format (current version) and routed to the Personnel Administration Department for review and submission to the message center.

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b. The Head, Personnel Administration Department shall update as necessary the list of personnel authorized to pick-up, receive and deliver messages.



J. W. KIRBY

Dist:
List I, Case 1, 2