



ORIGINAL ORDERS
UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO
ASO 2310.1D
S6LCC

12 JUL 2004

AIR STATION ORDER 2310.1D

From: Commanding Officer
To: Distribution List

Subj: REDUCTION OF COMMUNICATIONS TRAFFIC (MINIMIZE)

Ref: (a) ACP 121 (F)
(B) NTP-3 (J)

1. Purpose. To publish procedures for effective reduction and control of message traffic and voice communications during an emergency or exercise situation for Marine Corps Air Station, Beaufort, in accordance with references (a) and (b).
2. Cancellation. ASO 2310.1C
3. Summary of revision. This order has been reformatted and contains significant administrative changes. This order should be reviewed in its entirety.
4. Information. When an actual or simulated emergency arises, or is anticipated, it may become necessary to reduce the volume of communications transmitted over U.S. military owned or leased telecommunication facilities. This action, known as MINIMIZE, is designed to clear communications networks of non-essential message traffic. Only traffic on any precedence that concerns accomplishing a mission of safety of life is considered essential and therefore requires electronic transmission. MINIMIZE may be applied to users of any or all U.S. military communications networks.
5. Action. MINIMIZE is imposed by the release of a general message specifying the nature of the restriction (message traffic and/or voice communications locality, and duration if known) to all concerned parties. Each Commanding Officer will establish strict procedures ensuring that non-essential messages or calls are not originated during the MINIMIZE period. Staff members, drafters and releasing officers should be thoroughly instructed in MINIMIZE procedures.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

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a. Command and Control During MINIMIZE. Upon receipt of a message that imposes MINIMIZE, each Commanding Officer will immediately inform all authorities within their Command that MINIMIZE is in effect. During MINIMIZE, each Commanding Officer will:

(1) Maintain continuous surveillance of the message volume and status of the MINIMIZE.

(2) Review all message traffic prepared for transmission to determine and correct deficiencies and deviations from MINIMIZE procedures.

(3) Restrict message releasing authority to the following designated representatives within the Command:

- (a) Commanding Officer (CO)
- (b) Executive Officer (XO)
- (c) Adjutant (in absence of CO/XO)
- (d) S3 Officer
- (e) Duty Officer (after hours)
- (f) OIC/AOIC (case of detachments)

(4) Review all message traffic that has not been released and all subsequent message traffic to ensure that:

(a) The message qualifies for release under the provisions in force and the transmission is ESSENTIAL.

(b) The lowest precedence is used within the objective for message handling.

(c) The NAVY unique handling signal "MIN" for MINIMIZE is affixed to the Date Time Group.

(d) The releaser's name and rank is annotated and the end of the message as such; "RELEASED BY" then the releaser's name.

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b. Communications Control During MINIMIZE. In the event that the Local Control Center is required to release message traffic and a MINIMIZE is imposed, the Local Control Center will perform the control procedures specified by references (a) and (b), as well as:

(1) Segregate all traffic on hand, that is not yet transmitted, into two categories:

(a) Priority and above

(b) Routine

(2) Process and transmit all traffic that is on hand when MINIMIZE is imposed and bears PRIORITY or higher precedence.

(3) Return all record traffic to the originating office when such traffic is:

(a) On hand when MINIMIZE is imposed and bears ROUTINE precedence.

(b) Received after MINIMIZE is imposed, regardless of precedence, and fails to contain the 3 letter code "MIN" next to the date time group and the releaser's name and rank is not included in the "RELEASED BY" line at the end of the message.

(4) Ensure that messages addressed to areas under MINIMIZE are appropriately processed and transmitted.

(5) Upon receipt of MINIMIZE cancellation, ensure all commands are promptly notified.

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c. Post MINIMIZE Review. Each commander will undertake a post MINIMIZE review of all message traffic to ensure compliance with this order and to determine the effectiveness of Command MINIMIZE policies and procedures. In the event the Local Control Center is transmitting message traffic at the time of the MINIMIZE, the review will be undertaken by the Local Control Center. Messages delivered to the Local Control Center will not be considered as part of an analysis or study bearing on speed-of-service objectives or overall writer-to-reader time.


T. A. WARD
Acting

Distribution: A