



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. Box 4502
ARLINGTON, VIRGINIA 22204-4502

DISA CIRCULAR 210-70-2*

3 April 2000

Last Changed: 15 February 2005

Last Certified Date: 2 July 2008

METHODS AND PROCEDURES

DISA General Messages

1. **Purpose.** This Circular prescribes policy, assigns responsibility, and provides procedures for the preparation and use of Defense Information Systems Agency (DISA) general messages.
2. **Applicability.** This Circular applies to DISA, the military departments (MILDEPs), and other governmental agencies managing, operating, or using the messaging applications of the Global Information Grid (GIG).
3. **Authority.** This Circular is published in accordance with the authority contained in DOD Directive 5109.19, Defense Information Systems Agency (DISA), 25 June 1991.
4. **References.**
 - 4.1 Allied Communications Publication (ACP) 127(G) Series, Communication Instructions-Tape Relay Procedures, 1 November 1988.
 - 4.2 Allied Communications Publication (ACP) 128(A), Allied Telecommunications Record System (**ALTERS**) Operating Procedures, **May 2005**.
5. **Policy.** DISA activities are authorized to originate DISA general messages for use in their assigned Area of Responsibility (AOR). Advance coordination with the MILDEPs and the Joint Staff will be accomplished when the subject matter proposed for general dissemination warrants such action and time permits.
6. **Description and Use.**

6.1 DISA general messages are used to disseminate information or instructions concerning the management control, operational direction, and use of applications, networks, and systems comprising the GIG. They are normally transmitted by electrical means via the Defense Message System (DMS) to a fixed group of five or more addressees.

6.2 A DISA general message is identified by a general message title, which represents the predetermined addressees, and by a sequential number series associated with the calendar year of origin. The general message title itself is an acronym which serves as a single address designator in the message format, in lieu of individual listing of addressees, and thus saves considerable time in both message preparation and transmission. The number and year series provide a means for maintaining message accountability.

6.3 DISA general messages will remain effective and be retained until superseded or canceled by the originator.

7. **Addressee Responsibilities.** Commanders of all activities and organizations addressed by DISA general messages will ensure that appropriate personnel review and comply with the applicable instructions contained in references [4.1 through 4.2](#).

8. **Originating Authority Duties.** The originating authority (also known as the cognizant authority) will:

8.1 Establish, coordinate, and maintain the addressee list composition for each DISA general message title as detailed in paragraphs [9](#) and [10](#).

8.2 Prepare DISA general messages as delineated in paragraph [11](#).

8.3 Account for DISA general messages as outlined in paragraph [12](#).

8.4 Provide for the supersession, cancellation, and currency of the DISA general messages as detailed in paragraph [13](#).

9. **Requests for Assignment of a New DISA General Message Title.** DISA General message titles are assigned by Headquarters, DISA. All requests for assignment of a new DISA general message title should be forwarded to following address: Defense Information Systems Agency, ATTN: DMS Division (**NS9**), P.O. Box 4502, Arlington, VA 22204-4502; electronic mail (SMTP)

- *diimess@disa.mil*; or record communications (DMS or legacy) - DISA *DI* Messaging Washington DC. Each request must contain the following information:

9.1 The proposed DISA general message title and its meaning.

9.2 A list of addressees to be associated with the DISA general message title. (Organizational DMS addressees/distinguished names will be used when dissemination is via the DMS and the DISA general message recipients are on DMS. Authorized Plain Language Addresses [PLAs] will be used for any of the DISA general message recipients that are provided messaging services by legacy messaging networks/systems.)

9.3 The purpose of the DISA general message and the estimated monthly frequency of use.

9.4 The security classification of the composition of the DISA general message.

9.5 The highest security classification to be used in transmitting the DISA general message.

10. Maintenance of DISA Address List Composition. Upon initial establishment of a DISA general message title and whenever changes to the composition of a DISA general message are required, the originating/cognizant authority will:

10.1 In the case of legacy recipient, advise the servicing telecommunications center(s) of the specific PLA(s) associated with the general message for which they have delivery responsibilities. This should be accomplished with the initial promulgation of the message and each time a change is made affecting the delivery responsibility.

10.2 Advise the servicing Telecommunications Center (TCC) concerned that this Circular is available on the DISA web site to ensure proper understanding and handling of the specified DISA general message.

10.3 Provide a copy of each effective DISA general message, previously transmitted under a particular title, to added addressees and furnish a list of canceled serial numbers in the current series to permit a proper accounting for all DISA general messages transmitted under that title.

10.4 Reproduce and forward copies of a DISA general message to other activities as required. (Such activities will not be included in the fixed list represented by the general title.)

11. **Message Preparation.** Since DISA general messages are subject to the instructions governing regular messages, the lowest possible message precedence and security classification should be assigned and the message text should be as brief as possible. DISA general messages will be prepared in the same manner as regular messages except that only the general message title will be entered in the address portion of the message heading. DISA general messages which include some recipients served by legacy and other recipients served by DMS must address both the DISA general message title and the DISA general message Address List, *for example, PACDEFSTA and PACDEFSTA(uc)*.

11.1 **Addressees.** A DISA general message title will not be used unless the message is for all addressees represented by the title. As required, other organizations not included in the composition of the general message may be "add on" addressees to the message. This is accomplished by simply adding the PLA for a legacy user or the DMS Distinguished Name (DN) for a DMS user to the "to" or "cc".

11.2 **Numbering.** Message numbering provides a common administrative and communications message reference, provides centralized control in assignment of serial numbers at each headquarters, and permits proper accounting of DISA general messages received by addressees.

11.2.1 Messages originated under each DISA general message title by a headquarters, including message corrections to previous DISA general messages, will be numbered consecutively starting with the number one at the beginning of each calendar year. This serial number will be assigned by the originator or a designated staff agency and will consist of two groups of numbers separated by a slant; e.g., 1/2005. Numbers preceding the slant identify the continuity sequence; numbers following the slant represent the calendar year.

11.2.2 The first message prepared under each DISA general message title at the start of a new year will also include a reference to the serial number of the last message transmitted from the previous year and a listing by serial number and year of any previous DISA general messages which are still effective.

11.3 **Format.** Within the text, the general message title and the sequential serial number will follow the message security classification. The serial number will serve in place of the internal message reference number used for regular messages. Specific identification of the headquarters activity originating a general message will immediately follow the serial number; e.g., DCSRELSTA 1/2005 DISA **NS9**. The "DISA **NS9**" identifies the office code of the message originator.

12. **Accounting for Messages.** DISA general messages will be accounted for as follows:

12.1 **Messages Originated.** The originator or a designated staff agency will maintain a current accounting record for all DISA originated general messages. A current and separate record will be maintained for each DISA general message title. A reference copy of all current DISA general messages originated will also be maintained on file.

12.2 **Messages Received.** Depending upon organizational structure at the location, the addressee of a DISA general message will determine and designate the appropriate activity (associated message distribution facility) to maintain a current and separate record of messages received under each DISA general message title. When a message is not received for a corresponding serial number appearing on the record, prompt action will be taken to obtain a copy of the message transmitted under that number.

13. **Supersession, Cancellation, and Currency of DISA General Messages.** Supersession, cancellation, and currency of DISA general messages is accomplished by:

13.1 Including the expiration date in the message text.

13.2 Following up with a superseding or canceling message or appropriate printed change if amendment of an existing publication is involved.

13.3 Recapitulating the composition and listings of all effective DISA general messages to the general message membership at the beginning of each calendar year.

14. **Special Instructions for Use of Area General Message Titles and the Defense Information Systems Agency Global NetOps Center (DISA GNC).** Under emergency conditions, DISA/GNC may be required to publish instructions by the DISA general messages(s)

assigned to a DISA area and/or regional headquarters. Such messages will contain the DISA general message title and may be unnumbered. If continuous use of a particular DISA general message title is anticipated, message numbering will be as prescribed in subparagraph [11.2.1](#). In addition, under these circumstances, the letter "A" will precede each sequential number, identifying alternate message numbering: e.g., PACDMSSTA A1/2005.

FOR THE DIRECTOR:

PAUL T. HAUSER
Captain, USN
Chief of Staff

CHANGE 1: (12 May 2003) This revision changes the term "Defense Information Infrastructure (DII)" to "Global Information Grid (GIG)" and updates DISA office symbols and mailing address.

CHANGE 2: (15 February 2005) This revision incorporates minor changes acknowledging that all DISA general messages are originated in DMS and deletes paragraph 14.2, Messages For Status Reporting Stations. It also incorporates organizational changes associated with the DISA Transformation.

CHANGE 3: (2 July 2008) This revision deletes an outdated reference and changes 2 email addresses.

*This Circular cancels DISAC 210-70-2, 30 November 1977.

OPR: *NS9*

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