



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 5216.1H CH-1
N1
29 SEP 2015

NAVSUPPACT NAPLES INSTRUCTION 5216.1H CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PROCEDURES FOR PREPARATION AND HANDLING OF OFFICIAL CORRESPONDENCE

Encl: (1) Revised enclosure (1)

1. Purpose. To update enclosure (1) of the basic instruction.
2. Action. Remove enclosure (1) of the basic instruction and insert enclosure (1) of this change transmittal.


D. W. CARPENTER

Distribution:

NAVSUPPACT NAPLES INST 5216.4BB

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html



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N00

- 5 APR 2013

NAVSUPPACT NAPLES INSTRUCTION 5216.1H

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PROCEDURES FOR PREPARATION AND HANDLING OF OFFICIAL CORRESPONDENCE

Ref: (a) SECNAV M-5216.5 Department of the Navy (DON) Correspondence Manual
(b) NAVSUPPACT NAPLES INST 5216.3HH
(c) DoD Regulation 5500.7-R of 29 November 2007
(d) SECNAVINST 5000.37
(e) Naval Telecommunications Procedures, Telecommunications User Manual (NTP) 3(J) of July 1997
(f) SECNAV M-5510.36 of June 2006

Encl: (1) NAVSUPPACT Naples Form 5216/11 (Rev. 4-13)

1. Purpose. To outline procedures to be followed in the preparation and handling of Commanding Officer (CO), U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, official correspondence per references (a) through (d).

2. Cancellation. NAVSUPPACT NAPLES INST 5216.1G.

3. Definition. The term "correspondence" will be construed to mean all recorded official communications in the form of letters, memoranda and reports originated in the name of the CO, NAVSUPPACT Naples. Unless specifically identified as classified, correspondence referred to in this instruction is assumed to be unclassified.

4. Scope. This instruction sets forth pertinent local procedures concerning the handling of official unclassified and classified correspondence originated from, received by, or transmitted from NAVSUPPACT Naples.

5. Discussion. All official correspondence, when signed and mailed, represents the official views of the CO, therefore, all personnel who prepare or handle correspondence will ensure the highest standards of accuracy, correctness, tone, neatness, and timeliness are maintained.

6. Action

a. Mail received by any individual officer or office containing material pertinent to the conduct of official business of the command will be submitted to the Administrative Department, Support Service Division, for processing.

b. Correspondence is divided into the two categories of "urgent" and "routine." Correspondence requiring a high priority action will be treated as "urgent". Such correspondence will be hand-delivered to the Support Service Division, where it will be distributed/routed as appropriate in order to receive prompt attention by interested parties, and necessary action will be taken within 24 hours.

7. Accountability

a. Unclassified Material. Accountability for unclassified correspondence is the responsibility of the Support Service Division. All incoming correspondence will be delivered to the Support Service Division for logging and routing.

b. Classified Material. Accountability for classified correspondence is the responsibility of the Command Security Manager. Incoming classified material will be delivered immediately to the Security Manager or Assistant Security Manager.

8. Routing. Correspondence will be routed to the department(s) concerned for action or information. Routing will be to department heads, who may further route to subordinates as necessary. Action correspondence to be routed between departments will be routed via the Support Service Division for tracking purposes. Correspondence will be routed as follows according to the matter involved:

a. Controlled Correspondence. Correspondence requiring action or comment, and information correspondence of a record or historical nature, will be routed utilizing enclosure (1). Correspondence requiring action or comment is to be returned, with enclosure (1) to the Support Service Division, except when a specific deadline is indicated on the routing slip. If insufficient time for required action is allowed, a request for an extension will be made to Support Service Division or, if a deadline date is indicated in the correspondence, to the originating command with the new due date provided to the Support Service Division.

- 5 APR 2013

(1) Correspondence must remain with enclosure (1), except when the legend indicates that it may be retained. Should a department head desire to retain an item of correspondence, they will inform the Support Service Division. Classified items must first be returned to the Command Security Manager for accountability, and then be reissued under temporary custody.

(2) Correspondence routed for information should not be held in any department longer than three working days.

(3) Action correspondence requiring the signature of the CO or the Executive Officer will be forwarded through the Support Service Division and Administrative Department with a CD/electronic filed e-mail included should minor changes be required.

(4) Classified correspondence will be transported per reference (f). Intra-command classified material must be identified by the appropriate CLASSIFIED MATERIAL cover sheets (SF 703, 704 or 705) and hand delivered by authorized personnel.

b. Uncontrolled Correspondence. To assure expeditious handling, matters of a routine nature (i.e., pamphlets, changes, etc.) will not be placed on enclosure (1), but will be routed directly by means of uncontrolled routing stamps. Such correspondence may be passed from one department to another without being returned to the Support Service Division for re-routing.

9. E-mail. E-mail allows individuals and activities to exchange information by computer. You may use it for informal communications in place of telephone calls or to transmit formal correspondence. The One-Net Network must be used for data communications support, unless the host system is waived. Whatever you send by e-mail must be for official Government business or for authorized purposes per reference (c). E-mails are subject to legal discovery, therefore, care should be taken to ensure e-mails are created and managed appropriately per reference (d).

10. Signing of Official Correspondence. Authorization and procedures for signing official correspondence are contained in reference (b). Correspondence signed "By direction" will be handled in the following manner:

- 5 APR 2013

a. When action is taken by letter or endorsement, a prepared reply will be forwarded through the Support Service Division for final disposition.

b. When action is taken by message, the date-time-group will be annotated on enclosure (1) and returned to Support Service Division for final disposition.

c. When action is taken verbally, either in person or by telephone, details of action will be annotated on enclosure (1) or by separate attached memorandum and returned to Support Service Division for final disposition.

d. When no action is considered necessary, a notation will be made on enclosure (1) and signed by the determining department head or representative. For historical purposes, an explanation as to how the decision was made will be noted, if appropriate. The document will be returned to Support Service Division for final disposition.

11. Preparation

a. Authority. All correspondence will be prepared per reference (a) and this instruction. Incorrect prepared correspondence will be returned by the Administrative Department to the originating department for correction.

b. Format. Guidelines for the general format of correspondence are provided per reference (a). Standard letters for "By direction" signature will be prepared on pre-printed letterhead paper. Courier New font, 10-12 pitch type will be used. Margins will be one inch on all pages. Footer margins will be set to 1/2 inch. All correspondence will be single spaced.

c. Identification. Identification of correspondence will be completed per reference (a):

(1) The standard subject identification code, the abbreviation "Ser" (Serial Number), and the originator's code followed by a "/" (slant), will be placed in the upper right hand corner of the correspondence. All correspondence will be serialized and dated by the Support Service Division.

- 5 APR 2013

(2) The "From" line in Naval form letters will be as follows:

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

(3) The only authorized abbreviation for the official command title is: CO, NAVSUPPACT Naples.

12. Submission Requirements. Correspondence for CO's signature will be submitted to the Administrative Department in a blue, double-pocket file folder and e-mailed to the LCPO and LPO with the document's file name annotated.

13. Mailing

a. All unclassified correspondence will be mailed by the Support Service Division; classified correspondence will be mailed by the Command Security Manager or Assistant Command Security Manager.

b. Correspondence which requires special handling (i.e., additional copies to any addressee) will have a note attached detailing the special mailing instructions. Correspondence requiring hand delivery will be delivered by the applicable department.

c. Envelopes will be prepared by the outgoing mail clerk, Support Service Division.

14. Naval Messages. Instructions for the preparation of Naval messages are contained in reference (e).

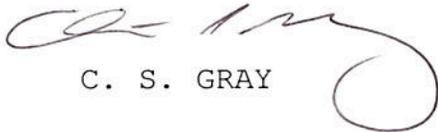
15. The following office codes are assigned to NAVSUPPACT Naples departments and special assistants:

N00	Commanding Officer
N01	Executive Officer
N00A	CO/XO Executive Assistant
N00E	Command Master Chief
N01A	Protocol
N01E	Command Evaluation and Review
N01G	Officer in Charge Gaeta
N01J	Staff Judge Advocate Officer
N01P	Public Affairs Office
N01R	Chaplain
N1	Administrative Department
N12	Support Service Division

- 5 APR 2013

N13 Human Resources Office
N14 Personnel Support Department
N16 Command Career Counselor
N3AT Security Department
N3 Operations Department
N33 Supply Department
N35 OSH/Safety Department
N4 Public Works Department
N5 Business Manager
N6 Information Systems Department
N7 Training Department
N91 Fleet and Family Support Center Department
N92 Morale, Welfare and Recreation Department
N93 Housing Department
NELM Navy Element JFC

16. Tickler File. A tickler file of outstanding correspondence will be maintained by the Support Service Division on all correspondence for which action is pending.


C. S. GRAY

Distribution:

NAVSUPPACT NAPLES INST 5216.4AA

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

[https://www.cnic.navy.mil/Naples/About/Departments/Administratio
n/AdministrativeServices/Instruction/index.htm](https://www.cnic.navy.mil/Naples/About/Departments/Administratio
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