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
(b) NAVSUPPACTNAPLESINST 5216.3LL
(c) DoD Regulation 5500.7-R of 29 November 2007
(d) SECNAVINST 5000.37
(e) SECNAV M-5510.36

Encl: (1) NAVSUPPACT Naples Correspondence Routing Guide
(2) NAVSUPPACT Naples Form 5216/11 (Rev. 3-19)

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 (e).

2. Cancellation. NAVSUPPACTNAPLESINST 5216.1H

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. Action

a. 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.

b. 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 NAVSUPPACT Naples Administrative Department, Support Service Division (SSD), for processing. The proper
management of correspondence requires close coordination between the originator and the NAVSUPPACT Naples Administration Office. All NAVSUPPACT Naples Italy personnel are required to fully apply guidance as per enclosure (1) when submitting correspondence to NAVSUPPACT Naples for signature.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.

T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I through IV
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/enreurfswa/installations/nsa_naples/about/departments/administr ation_nl/administrative_services/instructions.html
NAVSUPPACT NAPLES CORRESPONDENCE ROUTING GUIDE

INTRODUCTION

1. All U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy correspondence to be signed and to be processed is centrally located in the NAVSUPPACT Naples Administrative Office.

2. Responsibilities

   a. Department Heads (DH), Officers in Charge (OIC) and Special Assistants (SA) will:

      (1) Review their correspondence periodically to improve products and procedures.

      (2) Review thoroughly each piece of correspondence to be submitted to the CO and are required to sign off on enclosure (2) before correspondence is routed to Support Service Division (SSD).

   b. Administrative Office and SSD will:

      (1) Screen incoming correspondence, assign action offices and due dates, and indicate required concurrence when necessary.

      (2) Tracks each piece of correspondence through the chain of command for CO’s signature.

      (3) Review outgoing correspondence for correct format and ensure prescribed procedures are followed.

      (4) Maintain a serial log and a case file for all command correspondence signed by the CO and Executive Officer (XO), and by DHs, OICs and SAs who have “by direction” authority, as per reference (b) of this instruction.

3. Accountability

   a. Unclassified Material. Accountability for unclassified correspondence is the responsibility of NAVSUPPACT Naples Administrative Office, SSD. All incoming correspondence will be delivered to the SSD for logging, routing, finalizing after signature, and filing for the Commanding Officer (CO)’s central file archive.

   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.

Enclosure (1)
ROUTING PROCEDURES

1. Routing of Correspondence. Correspondence will be routed to the department(s) concerned for action or information. Routing will be to DH/OIC/SAs, who may further route to subordinates as necessary. Timely submission and completion of correspondence is imperative.

   a. Handling of Routine and Urgent Correspondence. Correspondence is divided into the two categories of “urgent” and “routine.” Such correspondence will be hand-delivered to the SSD, where it will be distributed/routed as appropriate in order to receive prompt attention by interested parties, as per below:

      (1) Necessary action will be taken within 72 hours for routine correspondence.

      (2) Correspondence requiring a high priority action will be treated as “urgent”. Action will be taken within 24 hours for urgent documents. Justification and evidence for such high priority needs to be provided in person by DH/OIC and will be hand-carried directly to the Executive Officer (XO), after having had SSD log the document in the Admin Correspondence Tracker. Once the document is signed/reviewed by the CO/XO, it will be the requesting department’s responsibility to bring the folder back to the Administrative Office for finalizing, dating, serializing and filing by SSD.

2. 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 letterhead paper. Standard letters for CO’s signature will be prepared on plain paper. Administrative Office will print on letterhead paper once ready for CO’s signature.

   c. Identification. Identification of correspondence will be completed per reference (a). 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 Officer
      N01E Command Evaluation and Review
      N01G Officer in Charge Gaeta
      N01J Staff Judge Advocate Officer

Enclosure (1)
d. Submission Requirements

(1) Correspondence for CO’s signature will be submitted to the Administrative Department in a blue, double-pocket file folder and electronic file will be e-mailed to NSA NAPLES ADMIN Office mailing address at fet.na.nsa.admin_office@eu.navy.mil with the document’s file name annotated. If the email contains Personal Identifiable Information (PII), ensure the content is encrypted and the email is digitally signed.

(a) The front of the folder will display a completed enclosure (2) signed off by the DH/OIC/SAs in their pertinent section;

(b) On the left side of the folder, place all pertinent references and other supporting documentation. If references are larger than 1 MB ensure to annotate it on enclosure (2);

(c) On the right side of the folder, provide a print out of the final correspondence.

(2) The Administrative Department will make minor changes throughout the CO’s chop chain. Material with extensive revisions or numerous errors will be returned to the originator for corrections and re-routed through the same chop chain with all pertinent drafts. All correspondence will be serialized and dated by the SSD, which will maintain an electronic copy of all correspondence signed by CO, XO, and by DHs/ OIC/ SAs by direction of the CO.

3. Controlled Correspondence. Correspondence requiring action or comment, and information correspondence, will be routed utilizing enclosure (2). DH is required to sign off on enclosure (2) before correspondence is routed to SSD.
a. Correspondence must remain with enclosure (2), except when the legend indicates that it may be retained. Should a DH desire to retain an item of correspondence, they will inform the SSD. Classified items must first be returned to the Command Security Manager for accountability, and then be reissued under temporary custody.

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

4. “By direction” Signature Authority for Official Correspondence. Authorization and procedures for signing official correspondence “By direction” of the CO are contained in reference (b). When the DH is authorized to sign the correspondence “By direction” the document will be signed and sent to SSD in a blue folder with enclosure (2) attached and with DH initials, comments, and date of signature. SSD will provide final disposition of the document, by serializing, dating and filing, before distributing the correspondence back to the department.

5. Distribution. After finalization, all original correspondence will be picked up and mailed/distributed by the respective originating department, unless otherwise agreed upon. In case correspondence is to be distributed by NAVSUPPACT Naples Administrative Office, SSD will be in charge and will keep a record of the recipient’s signature.
## Command Route Slip

**U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY**

**NAVSUPPACT NAPLES FORM 5216/11 (Rev. 03 - 19)**

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### NSA ADMIN

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**Enclosure (2)**