



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES INST 5216.1G
N00

29 OCT 2010

NAVSUPPACT NAPLES INSTRUCTION 5216.1G

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

Subj: PROCEDURES FOR PREPARATION AND HANDLING OF OFFICIAL CORRESPONDENCE

Ref: (a) SECNAVINST 5216.5 (Series)
(b) NAVSUPPACT NAPLES INST 5216.3 (Series)
(c) DoD 5500.7-R (Section 2-301)

Encl: (1) NAVSUPPACT Naples Form 5216/11 (Rev. 10-10)

1. Purpose. To outline procedures to be followed in the preparation and handling of Commanding Officer, U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples) official correspondence IAW references (a) through (c).
2. Cancellation. NAVSUPPACT NAPLES INST 5216.1F.
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 Commanding Officer, 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 Commanding Officer; therefore all personnel who prepare or handle correspondence will ensure the highest standards of accuracy, correctness, tone, neatness, and timeliness are maintained.

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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 Administration Department, Central Files Division, for processing.

b. Correspondence is divided into two categories: urgent and routine. Correspondence requiring a high priority action will be treated as "urgent". Such correspondence will be **hand-delivered** to the Central Files 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 Central Files Division. All incoming correspondence will be delivered to the Central Files 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.

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 Central Files 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 on a controlled routing slip (Enclosure (1)). Such correspondence requiring action or comment is to be returned, with the controlled routing slip, to the Central Files Division within 10 work days, 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 Central Files or, if a deadline date is indicated in the correspondence, to the originating command and the new due date provided to the Central Files Division.

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(1) Delivery and return of correspondence to departments will be accomplished via guardmail or messenger service.

(2) Correspondence must remain with its controlled routing slip, 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 Central Files Division.

Classified items must first be returned to the Command Security Manager for accountability, and be reissued under temporary custody.

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

(4) Action correspondence requiring the signature of the Commanding Officer or the Executive Officer will be forwarded through the Central Files Division and Administrative Officer, with a disk included, should minor changes be required.

(5) Classified correspondence will be routed on controlled routing slips only, identified by a CLASSIFIED MATERIAL ATTACHED (OPNAV 5216/96) cover sheet. Intra-command Top Secret, Secret and Confidential material must be delivered by hand by authorized personnel. It will be picked up from, and returned to, the Classified Material Control Office by designated personnel in the department concerned.

Note: Controlled routing slips must be returned to Central Files Division for record purposes. Until cleared by Central Files, the "Action" department will remain accountable and be subjected to tracing actions after the due date assigned by Central Files.

b. Uncontrolled Correspondence. To assure expeditious handling, matters of a routine nature (i.e., pamphlets, changes, etc.) will not be placed on controlled routing slips, 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 Central Files Division for re-routing.

9. E-Mail. E-Mail lets individuals and activities 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 long-haul data communications support, unless the host system is waived. Whatever you send by E-mail must be for official Government

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business or for authorized purposes (as defined by reference (c)). E-mails are subject to legal discovery, therefore, care should be taken to ensure e-mail are created and managed appropriately per SECNAVINST 5000.37.

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:

a. When action is taken by letter or endorsement, a prepared reply attached to the controlled routing slip will be forwarded through the Central Files Division for final disposition.

b. When action is taken by message, the date-time-group will be noted on the controlled routing slip and the controlled routing slip returned to Central Files for final disposition.

c. When action is taken verbally, either in person or by telephone, details of action will be annotated on the controlled routing slip or by separate attached memorandum, and the controlled routing slip (and memorandum, when applicable) returned to Central Files for final disposition.

d. When no action is considered necessary, a notation will be made on the controlled routing slip and signed by the determining department head or representative. For historical purposes, an explanation as to how the decision was arrived at will be noted, if appropriate. The controlled routing slip will be returned to Central Files for final disposition.

11. Preparation.

a. Authority. All correspondence will be prepared in accordance with reference (a) and this instruction. Incorrectly prepared correspondence will be returned by the Administration Department to the originator for correction.

b. Format. Guidelines for the general format of correspondence are provided at reference (a). Standard letters for Commanding Officer "By direction" signature will be prepared on pre-printed letterhead paper. Courier New font, 12 pitch type will be used. Margins will be one inch on all pages except the letterhead page. The letterhead page margins will be one inch with the exception of the top margin, which will be set at 1.3

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inches to accommodate for the pre-printed information on the letterhead paper. Header and footer margins will be set to 1/2 inch. All correspondence will be single spaced.

c. Identification. Identification of correspondence will be done in accordance with reference (a):

(1) The SSIC (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 Outgoing Mail Clerk, Central Files Division.

(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.

d. Subject Line on Second and Subsequent Pages. The subject line shown on the first page will be repeated on the header of all later pages, in accordance with reference (a).

12. Submission Requirements. All correspondence for Commanding Officer's signature will be submitted to the Administration Office in a blue, double-pocket file folder and a disk included with the document's file name annotated.

13. Mailing.

a. All unclassified correspondence will be mailed by the Central Files Division; classified correspondence will be mailed by the 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, Central Files Division.

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14. Naval Messages. Instructions for the preparation of Naval messages are contained in NTP 3 (Naval Telecommunications Procedure). The following office codes are assigned to NAVSUPPACT Naples departments and special assistants:

N00	Commanding Officer
N01	Executive Officer
N00E	Command Master Chief
N01E	Evaluation and Review
N01J	Staff Judge Advocate Officer
N01P	Public Affairs Office/Photo Lab
N01R	Chapel Department
N1	Administration Department
N12	Support Service Division
N13	Human Resources Office
N16	Command Career Counselor
N3AT	Security Department
N3	Operations Department
N33	Supply Department
N35	OSH/Safety Department
N4	Public Works Department
N5	Strategic Plans and Program Office
N6	Information Systems Department
N7	Training Department
N91	Fleet and Family Support Center Department
N92	Morale, Welfare and Recreation Department
N93	Housing Department

15. Tickler File. A tickler file of outstanding correspondence will be maintained by the Central Files Division on all correspondence for which action is pending. A weekly tickler listing will be prepared for department heads/special assistants detailing outstanding action correspondence.



R. B. RABUSE

Distribution:

NAVSUPPACT NAPLES INST 5216.4Y

Lists: I and II

Electronic via NAVSUPPACT NAPLES web site:

<https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm>

