



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
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SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 5216.8H
N00 /X540
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NAVBASE SAN DIEGO INSTRUCTION 5216.8H

Subj: CORRESPONDENCE/DIRECTIVES GUIDANCE, PROCEDURES, ROUTING
AND "BY DIRECTION" AUTHORITY

Ref: (a) SECNAVINST 5216.5D
(b) SECNAVINST M-5210.2
(c) OPNAVINST 5215.17

Encl: (1) Officials Authorized to sign "By direction"

1. Purpose. This instruction revises guidelines and procedures established for correspondence, directives, message preparation and designated officials authorized to sign "By direction" onboard Naval Base San Diego (NBSD).

2. Cancellation. NAVSTASANDIEGOINST 5216.8G. This is a significant revision and should be read in its entirety.

3. Discussion. References (a) through (c) provide guidance and procedures for drafters in the proper preparation of correspondence, reports, and directives. The additional guidelines and procedures described herein are established to ensure consistency, accuracy, and efficiency in correspondence control and minimize costs associated with processing paperwork. Official correspondence and message traffic are often the first and sometimes the only avenue from which NBSD's professionalism is judged by our superiors, peers, and subordinates. For that reason, it is important that all outgoing official documents reflect the highest degree of accuracy and departments take personal pride and responsibility for content.

4. Policy. It is the primary responsibility of the drafter to ensure correspondence is handled expeditiously, references apply and are up-to-date, information is factual, and text is appropriate and free of format and typographical errors. The entire chain of command is responsible for checking accuracy prior to routing or transmission. The following guidelines apply to processing and releasing correspondence and message traffic at NBSD:

a. Signing of official correspondence. All "command" letters will be prepared on official NBSD letterhead and will be prepared for Commanding Officer (CO) or "By direction" signature.

(1) Only the CO will sign correspondence relating to policy, mission, efficiency or public relations of NBSD, congressional interest correspondence, letters critical to any other command or individual, letters denying requests of significance and letters going to peers or senior commands.

(2) "By direction" authority is granted to officials listed in enclosure (1); further guidelines are provided therein.

b. Copy distribution. Department Heads (DH) will ensure correspondence originated in their respective areas is sent only to addressees having a genuine need to know. "Shot-gunning" correspondence to save time wastes manpower, reproduction, and mailing costs.

c. Correction of smooth copy. Repeated retyping of correspondence is not cost-effective. DHs will ensure an email or short summary outlining the reason for the correspondence accompanies it when routed to be signed by the CO or Executive Officer (XO). This will save time if corrections are required.

d. Responsibility

(1) DHs will ensure personnel responsible for the preparation or processing of NBSD correspondence are familiar with the requirements and policies of this instruction.

(2) The Administrative Officer (AO) will provide assistance in determining accurate distribution lists and guidance to departments regarding proper format of Naval correspondence, as outlined in reference (a).

5. Guidance and Procedures

a. Departments will submit all work in smooth format considered signature ready. Submit smooth with the understanding it is the signature authorities prerogative to make changes to your smooth product.

b. Use of reference (a) will greatly assist in drafting correspondence.

c. Submission Requirements

(1) Take personal pride in your product and submit in smooth format. Request assistance from the Administrative Officer, when there are questions as to the expectations.

(2) All material submitted will be assembled/routed as follows:

(a) Material will be submitted in a pocket folder to effect a neatly arranged presentation.

(b) Place documents being submitted for signature with enclosures on the right side. Use "sign here" or color tab stickers to identify signature block pages.

(c) As applicable, fasten supporting document(s) and or reference(s) on the left side. Include references to the extent possible. When a reference is too voluminous include the applicable pages.

(d) Attached route slips to the front side of the folder and make comments that explains any delay that may have occurred in submission. (All route slips must indicate routing in the following code order: originating office code, LPO, LCPO, DIVO, DEPT HEAD N03MA, N03M, N01M, N00M).

6. Action. All departments will adhere to the direction provided within this instruction.



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Distribution:

Electronic only, via CNIC web-site

<https://cnicgateway.cnic.navy.mil/sites/SWNBSD/N00/>

OFFICIALS AUTHORIZED TO SIGN "BY DIRECTION"

1. The officials listed below may sign routine official correspondence concerning their department, provided the correspondence reflects the CO's opinions, philosophies, or intent. When preparing such correspondence, the words "By direction" will appear below the individual's typed name, per reference (a).

Executive Officer
Command Judge Advocate
Administrative Officer