



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5216.1M
28/AO
14 February 2008

USNA INSTRUCTION 5216.1M

From: Superintendent

Subj: LOCAL SUPPLEMENT TO DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

Ref: (a) SECNAVINST 5216.5D
(b) OPNAV Correspondence Writing Guide of 7 Apr 06
(c) SECNAV Effective Writing Manual
(d) DoD Manual for Written Material of 2 Mar 04
(e) United States Government Printing Office Style Manual
(f) USNAINST 5720.5A
(g) USNAINST 5211.3
(h) USNA 5218.3E
(i) SECNAV M-5210.2
(j) DepDir Navy Staff Business Rules
(k) SECNAVINST 5510.36A
(l) USNANOTE 5216

1. Purpose. Establish correspondence procedures for the United States Naval Academy (USNA) in addition to procedures established in the Department of the Navy Correspondence Manual, reference (a), and references (b), (c) and (d).

2. Cancellation. USNAINST 5216.1L. This instruction is a complete revision. It should be read in its entirety.

3. Information

a. Reference (a) issued Department of the Navy standards for quality writing, correspondence formats, and paperwork management. Personnel preparing and approving correspondence should follow the guidelines contained in reference (a) and this instruction.

b. Use guidelines issued in reference (b) when preparing correspondence for signature in the Office of the Chief of Naval Operations, reference (c) for the Office of the Secretary of the Navy, and reference (d) for the Office of the Secretary of Defense.

c. This instruction gives details applicable to the Naval Academy. Additional guidance on punctuation, grammar, capitalization, etc., is contained in reference (e).

4. Action

a. Correspondence Manager. The Administrative Officer is designated the Correspondence Manager. In addition to the responsibilities set forth in Chapter 1, paragraph 1-2d of reference (a), the Administrative Officer is responsible for preparing the local supplement to the Navy Correspondence Manual issued as Chapter 4 to reference (a), and to conduct training on correspondence procedures.

b. Immediately following page 120 of reference (a), insert this instruction as Chapter 4.

c. Place an asterisk next to paragraphs in reference (a) that correspond to paragraphs in this instruction. This will enable the reader to know to refer to Chapter 4 for additional instructions on

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preparing correspondence at the USNA. Page and paragraph numbers in Chapter 4 are shown in parenthesis after each section that corresponds to page and paragraph numbers in reference (a).

d. Chapter 4 is divided into four Sections:

(1) Section A - Command Procedures.

(2) Section B - General Details of Correspondence Preparation.

(3) Section C - Guidelines for Preparation of Business Letters for Superintendent's Signature.

(4) Section D - Guidelines for Using Outgoing Document Briefing Sheet, (USNA MMA 5216/3) and Pocket Folders.

/S/
J. L. FOWLER

Distribution:
All Non-Mids (electronically)

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CHAPTER 4

LOCAL SUPPLEMENT TO DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

SECTION A

COMMAND PROCEDURES

General. (Pg 3, para 1-3d) Always include a point of contact and return telephone number when your correspondence might prompt a reply or inquiry. Include your complete mailing address if different than what is shown on the letterhead. For example: Correspondence relating to this matter should be addressed to: Commandant, U. S. Naval Academy, 101 Buchanan Road, Annapolis, MD 21402-5101.

Individuals Writing to Higher Authority. (Pg 5, para 1-5c(1)) Officers writing a personal official communication to a higher authority other than his/her immediate commanding officer, except as provided in Navy Regulations, will prepare it on plain (not letterhead) white bond paper, and address it via the Superintendent. The respective Division/Department Head will prepare the forwarding endorsement for the Superintendent's signature. Comments on endorsements must be consistent with fitness reports. Correspondence is chopped by Division Directors/Department Heads through their chain-of-command prior to submitting to Officer Personnel. Sample letters, such as retirement, resignation, augmentation, change of projected rotation date, etc., are available in Officer Personnel, x31558.

Facsimile Machines/Facsimile Transmission Services. (Pg 5, para 1-6a & Pg 23)

1. Correspondence which has been signed and sent to Central Files for distribution can be sent by facsimile if it is being sent to a naval shore activity and a facsimile number has been provided. DSN numbers should be used in place of commercial numbers whenever possible.
2. The verification sheet and a copy of the material sent will be retained in Central Files.
3. If sending a response by E-Mail to controlled correspondence (routed on a yellow Superintendent's Controlled Mail Record (USNA MMA 5216/4) form) send a copy of reply with route sheet and incoming correspondence to Central Files, Admin Building, Stop 1e.

Avoid Unnecessary Briefing Memos and Cover Letters. (Pg 6, para 1-8) Letters, memoranda, or directives signed by the Superintendent must have a completed blue Outgoing Document Briefing Sheet (USNA MMA 5216/3) showing appropriate chops through chain-of-command. Refer to page 142, Section D for information pertaining to use of the Outgoing Document Briefing Sheet.

Submit Finished Products for Signature. (Pg 6, para 1-9) Submit letters for the Superintendent's signature as described in page 141, Section C, of this instruction. Include a flash drive or disk clearly marked to identify originator so flash drive/disk can be returned to originator after signature. The Document Briefing Sheet is required to show chop approval through your chain-of-command. Correspondence will not be accepted without proper chops and will be returned to originator to obtain required chops. Because of time constraints Congressionals and Freedom of Information Act (FOIA) requests must be hand carried, **do not** send in yard mail.

Reply Promptly. (Pg 8, para 1-13)

1. Routine correspondence, not requiring a route slip or tickler date, sent directly to action official should be answered within 10 work days.
2. Controlled correspondence requiring action and routed via an official yellow Superintendent's Controlled Mail Record (USNA MMA 5216/4) sheet should be answered within 10 work days unless specifically stated otherwise.

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3. Congressional replies signed by the Superintendent will be answered within 10 work days. If a reply cannot be prepared in 10 days, an interim reply is to be sent within 5 days. See sample Congressional letter, page 130 (Figure 4-4) and sample interim reply, page 131, (Figure 4-5).

4. Requests for information made under the Freedom of Information Act and the Privacy Act must be answered within 20 work days. References (f) and (g) refer.

Sign and Mail Promptly. (Pg 9, para 1-14c) For same day metering, outgoing mail must reach the Mail Center by 1000 to be processed and picked up for metering at the Fleet Industrial Supply Center (FISC), Anacostia Annex. All mail arriving after 1000 will be picked up and postmarked the following day. That means the mail being picked up on the yard will not arrive at FISC until after 1000 the day following pickup from your office.

Letterhead Stationery. (Pg 10, para 1-17)

1. Use letterhead stationery bearing the Department of Defense (DOD) seal, activity identification, and address for standard letters prepared from the Superintendent. This stationery is to be used only for conducting official business which relates exclusively to the Naval Academy. Use of Naval Academy letterhead for personal reasons is a violation of prescribed standards of conduct involving abuse of government property. All offices authorized use of official letterhead stationery, other than those listed below, may use Naval Academy letterhead for official business. Use DOD, Office of the Superintendent letterhead for business letters signed **only** by the Superintendent.

2. Envelope should correspond to the letterhead used.

3. The following offices are authorized to use the official letterhead stationery and envelope with the name of their organizational component, **as shown below**, printed above the activity as follows:

Office of the Superintendent
Office of the Academic Dean & Provost
Office of the Commandant of Midshipmen
Dean of Admissions
Office of the Dean of Admissions
Nimitz Library
Museum
Office of the Command Chaplain
Senior Marine Corps Representative

4. All letterhead stationery is to be requisitioned through the Defense Automated Printing Service (DAPS), Annapolis. Print requests (DD 282) for letterhead and envelopes **only** must be approved by the Administrative Officer prior to sending to DAPS.

Letterhead Format. (Pg 11, para 1-17b)

1. Two letterhead formats are authorized for use at the Naval Academy. The letterheads are:

- a. Naval Academy letterhead.
- b. Office of the Superintendent letterhead.

2. All offices other than those listed in para 3 above, under "Letterhead Stationery," will conduct official business using Naval Academy letterhead and corresponding envelope. See page 132, Figure 4-6.

3. Use Office of the Superintendent letterhead and corresponding envelope for business letters signed by the Superintendent. **Only the Superintendent can sign on Office of the Superintendent letterhead.** See page 133, Figure 4-7.

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Required Copies. (Pg 12, para 1-19) Letters for the Superintendent's signature require the following:

- a. Original letter for signature.
- b. 1 yellow copy for Central Files listing "Blind copy to's:" and originating information. See page 129, Figure 4-3.
- c. Blue Outgoing Document Briefing Sheet (USNA MMA 5216/3) -- this sheet must show chops through your chain-of-command. Documents not containing proper chops will be returned to originator. See page 140, Figure 4-11.
- d. Properly addressed envelope for addressee, each "Copy to," "Blind copy to," and "Via," addressee.

Do not make copies of the outgoing letter for "Copy to," "Blind copy to," or "Via," addressees.

After the letter is signed copies required will be made in Central Files and distributed. However, you must provide enough copies of enclosures for the "Copy to," "Blind copy to," "Via," addressees and file copy. Originator will receive a signed copy after letter has been signed.

Freedom of Information Act (FOIA). (Pg 18, para 1-30a) Refer to reference (f) for detailed guidelines concerning processing FOIA requests.

Privacy Act. (Pg 18, para 1-30b) Refer to reference (g) for detailed guidelines concerning processing Privacy Act requests.

Electronic Mail--Formal Correspondence. (Pg 21, para 1-35) Individuals signing correspondence "By direction" should provide a copy of reply showing signature block to Central Files, Administration Building, Stop 1e. Ensure enclosures, references and any backup materials are attached.

Postal Standards. (Pg 25)

1. Refer to reference (h) for USNA mail management procedures.
2. Originating offices will prepare properly addressed envelopes of the appropriate size for correspondence to be mailed through the U.S. Postal Service. Include envelopes for all "Copy to," "Blind copy to," or "Via" addressees outside the Naval Academy. Use correct zip + 4. Addresses must be typed in all capital letters with no punctuation. Envelopes that are hand written will be returned by the Mail Center.
3. Envelopes can be ordered through DAPS, Annapolis. Envelopes bearing the name of an organizational component (as authorized on page 123) must be requisitioned through DAPS on an individual basis and have the complete return address as shown on page 132, Figure 4-6. Print requests (DD 282) must be approved by the Administrative Officer when ordering letterhead and envelopes.
4. Do not use a franked envelope and franked address label on the same envelope. This is fraud, waste and abuse because you are paying for printing of the return address twice. If you use a franked envelope use a plain label for the address or type directly onto envelope. If using an unfranked envelope use a franked address label; but never use both together.

Standard Letter. (Pg 33) A sample standard letter is shown on page 134, Figure 4-8. Use Department of the Navy, U.S. Naval Academy letterhead stationery with DOD seal.

Standard Subject Identification Code (SSIC). (Pg 34, para 2-3a(1)) Refer to reference (i). For help in determining the correct SSIC, call the Management Assistant, Administrative Department, x31577.

Originator's Code, by Itself or in a Serial Number. (Pg 34, para 2-3a(2))

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1. The following divisions, departments, and activities are assigned an originator code, as indicated, for use in identifying the office preparing the correspondence:

| <u>Originator Code</u> | <u>Division/Department</u> |
|------------------------|---|
| 1 | Commandant of Midshipmen |
| 2 | Academic Dean and Provost |
| 3 | Dean of Admissions |
| 4 | Deputy for Finance & Chief Financial Officer |
| 5 | Institutional Research |
| 6 | Division of Information Technology & Chief Information Officer |
| 7 | Division of Professional Development |
| 8 | Division of Mathematics and Science |
| 9 | Division of Engineering and Weapons |
| 10 | Division of Humanities & Social Sciences |
| 12 | Head, Candidate Guidance |
| 13 | Head, Physical Education Department |
| 14 | Unassigned |
| 15 | Unassigned |
| 16 | Unassigned |
| 17 | Command Chaplain |
| 18 | Naval Academy Museum |
| 19 | Library |
| 20 | Director of Athletics |
| 21 | Midshipmen Supply Department |
| 22 | Unassigned |
| 23 | Archives |
| 24 | Human Resources Department |
| 25 | Naval Health Clinic, Annapolis |
| 26 | Deputy, Equal Employment Opportunity Office |
| 27 | Director, Naval Academy Sailing |
| 28 | Superintendent's Office (Supt/Admin/Officer Personnel/SJAG/SARC) |
| 29 | Professional Development |
| 30 | Public Affairs Office |
| 31 | Dean, Vice Admiral James B. Stockdale Center for Ethical Leadership |

2. All letters/memos will be typed in Times New Roman 12 pitch font. Standard naval letters, endorsements, or business letters signed by the Superintendent and sent to addressees outside the command will have an originator code placed in the upper right-hand corner, followed by a serial number. Do not use originator code with serial number for internal correspondence within the Naval Academy. Begin serial numbers with 1 and run consecutively at the beginning of each new calendar year. Prefix the serial number by the originator code. Example: The third letter prepared by the Commandant would carry the number 1-3. The first number identifies the originator code, and the second number the serial number assigned to the letter. The identification symbols should show SSIC, originator code, consecutive serial number, and date as shown below:

5216

4-3

Undated (Do not date. Date will be stamped after signature.)

From Line. (Pg 36, para 2-6) On standard letters, type as follows:

From: Superintendent, United States Naval Academy

Signature Block. (Pg 44, para 2-14) Signature block is typed in the center of the page, all capitals. For official letters signed by the Superintendent the signature block is (See page 134, Figure 4-8.):

J. L. FOWLER

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The signature block for business letters is (See pages 136, Figure 4-10.):

J. L. FOWLER
Vice Admiral, U.S. Navy
Superintendent

The signature block for individuals authorized to sign "By direction" of the Superintendent is (Refer to reference (l) for information on delegation of signature authority.):

JOHN DOE
By direction

Business Letter. (Pg 85)

1. See sample on page 135 (Figure 4-9) and page 136 (Figure 4-10).
2. Use Naval Academy letterhead for business letters. Use letterhead stationery with "Office of the Superintendent" printed below "Department of the Navy" for **business letters signed by the Superintendent only**. SSIC, originator code, and serial number should be placed on business letters in the same format as standard letters. See page 141, Section C, for guidelines for preparation of correspondence for the Superintendent's signature. Prepare a blue Outgoing Document Briefing Sheet (USNA MMA 5216/3) for correspondence signed by the Superintendent. See page 142, Section D, for guidelines when using the Briefing Sheet (blue blazer) and pocket folder. The Outgoing Document Briefing Sheet can be accessed at <http://intranet.usna.edu/AdminSupport/BlueBlazerWebPage.doc>. Check this site periodically for the latest up-to-date form.

Naval Writing Standards. (Pg 95) Personnel preparing correspondence and directives should follow the guidelines published in Chapter 3 of reference (a) to make naval writing organized, natural, compact, and active. Use Chapter 3 and the workbook "Better Naval Writing" for assistance in bringing naval writing quality into line with Chapter 3.

Letters to be signed in the Office of the Secretary of Defense, Office of the Secretary of the Navy and Office of the Chief of Naval Operations. Letters for signature of any of the above will be prepared in accordance with references (b), (c) and (d). The letter must be accompanied by either an Action Memo or an Information Memo. The original package will not be forwarded, unless in unusual circumstance such as certificates that need signed. Instead, the complete package will be entered in the TV-3 Tasker System, by the Administrative Office, per reference (j).

Superintendent's Controlled Mail Record

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| | |
|---|----------|
| Sender: | Subject: |
| SSIC: TYPE: | |
| Date of Correspondence: Route Slip Number: | |

| To: | Action: | Date: | Initials: | Remarks: |
|-----|---------|-------|-----------|----------|
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ACTION KEY:

A - Action
 B - Sign "By Direction"
 C - Comment/Status
 D - Other Signature (**see remarks**)
 E - Prepare Endorsement
 F - Furnish copy of reply
 H - Has Copy
 I - Information
 J - Joint Action (**see remarks**)
 P - Prepare Reply
 R - Retain
 S - Superintendent's Signature

INSTRUCTIONS :

1. This route slip should remain attached to incoming correspondence at all times. **Return Route Slip when action is complete**
2. Any changes in routing, action officer, or action required should be cleared by the Administrative Officer, x31550.
3. Tickler Dates should be adhered to strictly. Report any delays to the Administrative Officer, x31550
4. Follow Navy Correspondence Manual (SECNAVINST 5216.5D) and USNAINST 5216.1M when preparing replies.

| | |
|---------------|--------------|
| Tickler Date: | Date Mailed: |
|---------------|--------------|

Figure 4-1. Superintendent's Controlled Mail Record

COMMAND ROUTING AND FILE COPY

USNAINST 5216.1M

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ORDER INITIALS

| | |
|-------------------------------------|--|
| Executive Assistant | |
| Flag Secretary | |
| CMC | |
| Speech Writer | |
| Flag Supply | |
| Flag LT | |
| Protocol | |
| Administrative Officer | |
| SJA | |
| Director, Special Events | |
| External Affairs Assistant | |
| Dir, Diversity & Government Affairs | |
| PAO | |
| Director, SAVI | |
| Personnel Officer | |
| Command Evaluation | |
| Alumni Hall Manager | |
| Dir, Institutional Research | |
| Equal Employ Opportunity (DEEO) | |
| Commandant of Midshipmen | |
| Deputy Commandant | |
| Dir, Div of Pro Dev | |
| Dir, Officer Development | |
| Head, Phys Ed Dept | |
| Hd, Midn Supply | |
| Senior Chaplain | |
| Academic Dean & Provost | |
| Vice AcDean | |
| Assoc Dean Academic Affairs | |
| Assoc Dean Faculty | |
| Dir, Research | |
| Exec Asst, AD&P | |
| Dir, Div of Engr & Wpns | |
| Dir, Div of Hums/SS | |
| Dir, Div of Math & Science | |
| Librarian | |
| Archivist | |
| Registrar | |
| Dir, MSC | |
| Dir, USNA Museum | |
| Dir, International Programs Office | |
| Deputy for Finance & CFO | |
| Comptroller | |
| Dir, USNA Business Services Div | |
| Dir, HRD | |
| Director, Gifts & Projects | |
| Dir of Athletics | |
| Dean of Admissions | |
| Vice Dean of Admissions | |
| Noms & Appts | |
| Candidate Guidance Officer | |
| Dean Cent for Ethical Leadership | |
| Deputy for IT & CIO | |
| CO Naval Support Activity | |
| CO Naval Health Clinic | |
| Public Works Officer | |

INITIALLING ON ROUTING SHEET INDICATES:

For originator - your best efforts and completed staff work
 For others - your concurrence in contents

USNA MMA 5216/5 (Rev. 09/2007)

Figure 4-2. Command Routing and File Copy

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SSIC
Code-Serial
Date when signed

From: Superintendent, United States Naval Academy
To: Title of Activity Head, Name of Activity, Location when needed
Subj: VERIFICATION OF REQUIRED NAVRESPERSCEN REPORTS
Ref: (a) NRPC ltr 5230 Ser 60/0353 of 5 Dec 02
Encl: (1) Listing of Reports/Verification Form

1. Type all correspondence in Times New Roman 12 pitch font.
2. As requested by reference (a), enclosure (1) has been completed and is returned. The mailing address for the Superintendent is, Superintendent, U.S. Naval Academy, 121 Blake Road, Annapolis, MD 21402-1300.

J. L. FOWLER

Copy to:
NDW

Blind copy to: (list on yellow copy only, not original)
CNO

Orig by: J Doe, Admin Dept, x31550, (date), R/S # 270123 (if applicable)
Typed by: (name), (file where correspondence can be found on computer)

Figure 4-3. Yellow File Copy for Central Files

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DEPARTMENT OF THE NAVY
OFFICE OF THE SUPERINTENDENT
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

5730
Code-Serial
Date when signed

The Honorable John Smith
United States Senate
Washington, DC 20510-6000

Dear Senator Smith:

Thank you for your letter of (insert date May 26, 2007), concerning

Enclosed is the information

Thank you for your interest in
and the United States Naval Academy.

Sincerely,

J. L. FOWLER
Vice Admiral, U.S. Navy
Superintendent

Enclosure: 1. Waiver Request
2. Student Record

Copy to:
CNO (N61)

Note: Double space letter if 8 lines or less.

Figure 4-4. Congressional Letter

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DEPARTMENT OF THE NAVY
OFFICE OF THE SUPERINTENDENT
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

5730
4-55
Date when signed

The Honorable John Smith
United States Senate
Washington, DC 20515

Dear Senator Smith:

Thank you for your letter of (insert date May 2, 2007) concerning Please be assured that every effort is being made to provide you with a timely response to your inquiry. Normally, Congressional inquiries are responded to promptly; however, in this particular case, we will need additional time to research and assemble our reply.

This matter is receiving our immediate attention, and we anticipate completing this action no later than (***enter date you anticipate to be completed**). Thank you for your interest in and the United States Naval Academy.

Sincerely,

J. L. FOWLER
Vice Admiral, U.S. Navy
Superintendent

Blind copy to: (**list only on file copies**)
OLA (R/S #: 2004OLA-004435a)

* The tickler date will be changed to the date you enter here.

Figure 4-5. Interim Reply to a Congressional Letter

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DEPARTMENT OF THE NAVY
 UNITED STATES NAVAL ACADEMY
 121 BLAKE ROAD
 ANNAPOLIS MARYLAND 21402-1300

Letterhead/envelopes must be printed using the following standards:

DEPARTMENT OF THE NAVY (Arial 10 pitch)
 (OFFICE) (Arial 8 pitch from here down) (add this line only if authorized, pg 124, under Letterhead Stationery, para 3)
 UNITED STATES NAVAL ACADEMY
 ADDRESS
 ANNAPOLIS, MARYLAND 21402-xxxx (note MD is abbreviated on envelope and spelled out on letterhead)

Letterhead will be printed in Pantone Matching System (PMS) Blue 288

Use Naval Academy envelopes that correspond with Naval Academy letterhead shown above.

DEPARTMENT OF THE NAVY
 UNITED STATES NAVAL ACADEMY
 121 BLAKE ROAD
 ANNAPOLIS MD 21402-1300

 OFFICIAL BUSINESS

**Figure 4-6. Official Naval Academy
 Letterhead/Envelope**



DEPARTMENT OF THE NAVY
OFFICE OF THE SUPERINTENDENT
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 5216.1M

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Letterhead/envelopes must be printed using the following standards:

DEPARTMENT OF THE NAVY (Arial 10 pitch)
OFFICE OF THE SUPERINTENDENT (Arial 8 pitch from here down)
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300 (note MD is abbreviated on envelope and spelled out on letterhead)

Letterhead will be printed in Pantone Matching System (PMS) Blue 288

**ONLY THE SUPERINTENDENT CAN SIGN ON THIS LETTERHEAD
AND USE ACCOMPANYING ENVELOPE**

USE OFFICE OF THE SUPERINTENDENT ENVELOPES THAT CORRESPOND WITH OFFICE OF THE SUPERINTENDENT LETTERHEAD SHOWN ABOVE

| |
|---|
| <p>DEPARTMENT OF THE NAVY OFFICE OF THE SUPERINTENDENT UNITED STATES NAVAL ACADEMY 121 BLAKE ROAD ANNAPOLIS MD 21402-1300</p> <p>----- OFFICIAL BUSINESS</p> |
|---|

Figure 4-7. Superintendent Letterhead/ Envelope

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DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

SSIC
Code-Serial
Date when signed

From: Superintendent, United States Naval Academy
To: Title of Activity Head, Name of Activity, Location when needed
Subj: VERIFICATION OF REQUIRED NAVRESPERSCEN REPORTS
Ref: (a) NRPC ltr 5230 Ser 60/0353 of 5 Dec 02
Encl: (1) Listing of Reports/Verification Form

1. Type all correspondence in Times New Roman 12 pitch font.
2. As requested by reference (a), enclosure (1) has been completed and is returned. The mailing address for the Superintendent is, Superintendent, U.S. Naval Academy, 121 Blake Road, Annapolis, MD 21402-1300.

J. L. FOWLER

Copy to:
NDW

Blind copy to: (list on yellow copy only, not original)
CNO

(list on yellow copy only)
Orig by: J Doe, Admin Dept, x31550, (date), R/S # 270123 (if applicable)
Typed by: (name), (file where correspondence can be found on computer)

Figure 4-8. Standard Navy Letter

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DEPARTMENT OF THE NAVY
OFFICE OF THE SUPERINTENDENT
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

SSIC
Code-Serial
(Date when signed)

Vice Admiral John Jones, USN, Retired
5003 American Way
Smalltown, CA 94566

Dear Admiral Jones:

This example shows the first page of a two page business letter. Type in Times New Roman pitch 12 font. Indent paragraphs to line up under the first letter of the second word in the salutation. (This one lines up under the "A" in Admiral.)

Refer to previous communications in the body of the letter without calling them references.

Do not number paragraphs. Subparagraphs are numbered and lettered in the same way as a standard letter.

If a letter is less than eight lines the body of the letter should be double spaced.

Start a paragraph near the end of a page only if that page has room for two lines or more. Continue a paragraph on the following page only if two lines or more can be carried over. A signature page must have at least two lines of text.

Type to within one inch from bottom of page.

Figure 4-9. Business Letter - 1st Page Format

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The top margin for the second and succeeding pages of a business letter is 1 inch. Page number is centered .5" from bottom on second and succeeding pages.

Refer to enclosures in the body of the letter and list as shown below.

Sincerely,

J. L. FOWLER
Vice Admiral, U.S. Navy
Superintendent

Enclosures: 1. USNA Brochure
2. Biography

Copy to:
CNO (N61)

Blind copy to: (list on yellow copy)
SECNAV

(list on yellow copy only)
Orig by: (name), (office), (phone), R/S # 270000
Typed by: (name), (date), (file on computer where ltr can be found)

2 (type centered .5" from bottom)

Figure 4-10. Business Letter – 2nd Page

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SECTION B

**GENERAL DETAILS OF CORRESPONDENCE PREPARATION
FOR THE U.S. NAVAL ACADEMY****1. Routing Correspondence Before Signature**

a. The Superintendent will sign correspondence addressed to higher authority affecting policy or relating to the mission or efficiency of the Naval Academy, congressionals and official correspondence required by law or regulation.

b. One or more of the Superintendent's immediate subordinates listed below will review and chop correspondence before it is sent to the Superintendent for signature. Following review, this subordinate will initial the blue Outgoing Document Briefing Sheet (USNA MMA 5216/3), page 140, Figure 4-11, indicating that he/she has read, understands, and approves of correspondence. The Superintendent's seven subordinates are:

Commandant of Midshipmen
Academic Dean & Provost
Deputy for Finance & Chief Financial Officer
Director of Athletics
Dean of Admissions
Dean, Vice Admiral James B. Stockdale Center for Ethical Leadership
Deputy for Information Technology & Chief Information Officer

Six other subordinates to the Superintendent must chop correspondence within their areas of interest. These personnel and respective areas of interest are listed below:

(1) Comptroller - All correspondence governing:

(a) The financial management of USNA funds for Operations and Maintenance, Navy (O&MN), Other Procurement, Navy (OP,N), Naval Academy Gift and Museum and Reimbursables from outside sources.

- (b) The budgeting, accounting or allocation of finances concerned with the Naval Academy.
- (c) Commercial Activities Studies.
- (d) USNA Manning Requirements.
- (e) Inter-Service Support Agreements, Memorandums of Understanding and Agreements.
- (f) The Government Travel Charge Card.
- (g) The Government Commercial Purchase Card.

(2) Staff Judge Advocate (SJA) - All correspondence pertaining to legal matters or changes in policy and any item that may involve the Naval Academy in controversy - civil or military. The SJA is the interpreter for the Superintendent of all laws, regulations, and governing directives for the Naval Academy.

(3) Personnel Officer - All correspondence concerning officer/enlisted personnel matters, including awards, fitness reports/evaluations, all requests by officers for specific Navy or Marine Corps programs, retirement, resignation, augmentation, and change of designator that will be forwarded under the Superintendent's signature. The Personnel Officer will chop all officer/enlisted endorsements regardless of forwarding signature to have a complete and accurate officer/enlisted personnel picture as well as a consistent command policy. This procedure applies to all correspondence concerning officer/enlisted personnel, whether originating within the command or from an individual via the chain-of-command.

(4) Public Affairs Officer - Correspondence involving the media or exposure of the Naval Academy to the public will be forwarded via the Public Affairs Officer. Such exposure includes correspondence

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concerning appearance or interview of any Naval Academy or Naval Support Activity personnel in any publication or on any broadcast, and any event or action likely to cause public interest.

(5) Security Manager - The Command Security Manager, has final chop before signature of correspondence containing classified information of any kind. Once the correspondence is signed, hand carry to the Command Security Manager, Bldg 257, room 307, for completion of classified material control and packaging for transmittal.

(6) Senior Marine Corps Representative - Correspondence regarding Marine Corps matters at the Naval Academy must be chopped by the Senior Marine Corps Representative prior to signature of the Superintendent.

c. Upon completion of chops, as indicated above, submit correspondence to the Administrative Office, Admin Building, Room 3, stop 1e for entry in the correspondence tracker system.

2. Classified Correspondence

a. Overall and Page Marking - Mark the face and back cover, top and bottom center, of classified correspondence to show the highest overall classification level of the information they contain. Mark each interior page of a document (except blank pages), top and bottom center, with the highest overall classification level of any information contained on the page. If the page is printed front and back, mark both sides of the page. Mark pages containing only unclassified information "UNCLASSIFIED." These markings shall be conspicuous enough (i.e. larger than the text) to alert anyone handling the document that it is classified. Appropriate downgrading/decryption notations plus any special warnings must appear on the first page only.

b. Marking Components - Mark each portion, section, part, paragraph, or subparagraph of classified correspondence to show the level of classification. For further guidance on security markings, see reference (k).

c. Classified documents must have serial numbers that reflect its highest classification. Depending on the classification include a C for Confidential, S for Secret, or T for Top Secret before serial number. Example: If your serial number is 4-50 and your document is confidential your serial number should be 4-C50; secret should be 4-S50; and top secret should be 4-T50. All Top Secret correspondence must be cleared through the Security Manager. Prepare only the original and one file copy of Top Secret material. Request serial numbers for all classified correspondence from the Assistant Security Manager, x35682.

d. Classified correspondence, other than Top Secret, addressed to or prepared for the signature of the Superintendent will include the original only.

e. Place Confidential and Secret correspondence in double envelopes and hand-carry to the Assistant Security Manager, Bldg 257, room 307, via properly authorized messenger. Stamp the inner envelope with the classification of the correspondence and address the outer envelope to the Assistant Security Manager. **Do not place classified correspondence in yard mail.**

f. Top Secret, Secret, and Confidential correspondence is to be handled only by those individuals appropriately cleared and access authorized per reference (k).

3. Superintendent's Controlled Mail Record Form (USNA MMA 5216/4). Pg 127, Figure 4-1. Issued and controlled by the Administrative Department. This is used to control action required by a designated office. An action due date will be assigned at the bottom left hand corner of the route slip. Replies to action correspondence will normally be assigned 10 working days after receipt or 3 days prior to due date requested on incoming correspondence. Congressionals have a 10 day turnaround; Freedom of Information and Privacy Act requests have a 20 work day turnaround. If you cannot respond to a Congressional within 10 days, an interim reply should be prepared for the Superintendent's signature, (page 131, Figure 4-5) indicating the date the reply can be expected. When more than 10 working days

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are needed for preparation of routine action correspondence, prepare an interim reply indicating the proposed date of completion. Forward a copy of interim reply to the Administrative Officer, Administration Building, Stop 1e. If due date cannot be completed on time, request an extension from the Administrative Officer, x31550.

OUTGOING DOCUMENT BRIEFING SHEET

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| | ROUTING | | |
|-----------------------------------|---------|----------|------|
| | ORDER | INITIALS | DATE |
| Executive Assistant to Supt | — | — | — |
| Flag Secretary | — | — | — |
| CMC | — | — | — |
| Speech Writer | — | — | — |
| Flag Supply | — | — | — |
| Flag LT | — | — | — |
| Protocol | — | — | — |
| Administrative Officer | — | — | — |
| SJA | — | — | — |
| Director, Special Events | — | — | — |
| External Affairs Assistant | — | — | — |
| Dir, Diversity & Govern Affairs | — | — | — |
| PAO | — | — | — |
| Director, SAVI | — | — | — |
| Personnel Officer | — | — | — |
| Command Evaluation | — | — | — |
| Alumni Hall Manager | — | — | — |
| Director, Institutional Research | — | — | — |
| Deputy Equal Opportunity (DEOO) | — | — | — |
| Commandant of Midshipmen | — | — | — |
| Deputy Commandant | — | — | — |
| Director, Div of Professional Dev | — | — | — |
| Director, Officer Development | — | — | — |
| Head, Midn Supply | — | — | — |
| Senior Chaplain | — | — | — |
| Academic Dean & Provost | — | — | — |
| Vice Academic Dean | — | — | — |
| Associate Dean Faculty | — | — | — |
| Assoc Dean for Academic Affairs | — | — | — |
| Director, Research | — | — | — |
| Executive Assistant, AD&P | — | — | — |
| Dir, Div of Engineering & Wpns | — | — | — |
| Dir, Div of Hums / SS | — | — | — |
| Dir, Div of Math & Science | — | — | — |
| Librarian | — | — | — |
| Archivist | — | — | — |
| Registrar | — | — | — |
| Director, MSC | — | — | — |
| Director, USNA Museum | — | — | — |
| Director, International Programs | — | — | — |
| Deputy for Finance & CFO | — | — | — |
| Comptroller | — | — | — |
| Dir, USNA Business Services Div | — | — | — |
| Dir, Human Resources Division | — | — | — |
| Director, Gifts & Projects | — | — | — |
| Director of Athletics | — | — | — |
| Dean of Admissions | — | — | — |
| Vice Dean of Admissions | — | — | — |
| Nominations & Appointments | — | — | — |
| Candidate Guidance Officer | — | — | — |
| Dean, Cent for Ethical Leadership | — | — | — |
| Deputy for IT and CIO | — | — | — |
| CO Naval Support Activity | — | — | — |
| CO Naval Health Clinic | — | — | — |
| Public Works Officer | — | — | — |

| | | |
|--|-------|-------------|
| NAME & PHONE # OF INDIVIDUAL ORIGINATING DOCUMENT: | | ADDRESSEES: |
| OFFICE: | SSIC: | |
| SUBJECT: | | |
| BRIEFING: Provide background, discussion, and recommendation on attached correspondence. | | |
| | | |
| SEE USNAINST 5216.1M FOR ADDITIONAL INSTRUCTIONS | | |

| ORIGINATING OFC CHOP | |
|----------------------|--|
| | |
| | |
| | |

Figure 4-11. Outgoing Document Briefing Sheet

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SECTION C**GUIDELINES FOR PREPARATION OF BUSINESS LETTERS FOR SUPERINTENDENT'S SIGNATURE**1. Stationery

a. Use DOD, Office of the Superintendent, letterhead for business letters signed by the Superintendent for:

- (1) Subject matters clearly of a business nature.
- (2) Letters of a personal nature, such as invitations.
- (3) Letters to members of Congress.

Second and succeeding pages should be bond quality paper equivalent to letterhead paper.

2. Follow the same procedures for preparing a business letter as shown in Chapter 2 and Chapter 4 (page 135, Figure 4-9 and page 136, figure 4-10 refer).

a. Style preferences:

(1) Opening line of all personal replies: "Thank you for your letter of (insert date, May 10, 2007,) concerning _____."

(2) Avoid contractions.

(3) Avoid using "I".

(4) Do not use the phrases "It is..." (e.g., "It is requested...", "It is assumed..."). Use "We request..."

(5) Avoid using "himself," "yourself," "themselves," etc.

(6) Do not use "feel" to express convictions; e.g., do not say "I feel we are right."

(7) Omit the apostrophe in expressions such as "...in the 70s," or "The CVs are big ships."

(8) Do not tell someone invited to the Naval Academy to contact the point of contact. Identify the point of contact by name, phone number, email address and indicate they will contact them to assist in arranging the details of a visit.

(9) Limit replies to one page whenever possible.

b. Complimentary Close:

(1) Military - senior to Superintendent - Very respectfully,

(2) Military - same rank as Superintendent - Sincerely,

(3) Civilians - Sincerely,

3. Prepare an Outgoing Document Briefing Sheet (USNA MMA 5216/3) following guidelines in Section D, page 142.

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SECTION D

**GUIDELINES FOR USING OUTGOING DOCUMENT BRIEFING SHEET (USNA MMA 5216/3)
AND POCKET FOLDERS**

1. ALL letters (business, standard, or personal), memoranda, or directives to be signed by the Superintendent will be placed in a pocket folder with a **completed** blue Outgoing Document Briefing Sheet showing chops. **Do not include your interoffice routing sheets.** Do not assemble using paper clips. Pocket folders are color coded as follows:

- Dark Blue – General Correspondence
- Green – Congressionals/Taskers from SECDEF/SECNAV/CNO
- Yellow – Public Affairs Matters
- Red – Officer Personnel Matters
- Gray – Invitations (these are invitations that the Supt receives, not invitations that USNA is extending)

Correspondence will be assembled as follows:

Left side – USNA MMA 5216/3 (with appropriate chops)

- Incoming correspondence
- Reference materials (Tabbed)
- Envelopes (typed in all caps with no punctuation marks)
- Attach plastic disk holder on bottom of pocket with disk/thumb drive enclosed

Right side – Original outgoing letter/memo/etc. to be signed

- Yellow file copy
- List of blind copy to addresses (if required)

On the outside, upper right hand corner of each folder, attach a label, such as Avery 5160, stating what is in the folder. For example: Congressional to Senator Mikulski
John Doe's Admission to USNA

If the folder contains any sort of personal identifiable information (PII) add a label under the first label stamped or typed in red "FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE Any misuse or unauthorized disclosure can result in both civil and criminal penalties."

2. Outgoing Document Briefing Sheets can be accessed on the Administrative Department website at <http://intranet.usna.edu/AdminSupport/BlueBlazerWebPage.doc>. Check this site periodically as the sheet is updated when required and will reflect the latest in organizational changes. Type in form and print on blue paper.

3. If the originator is not listed on the routing sheet, in the lower left-hand corner under "Originating Ofc Chop" write in originator and have the originator initial.

4. Chop through chain-of-command by indicating numerical chop order on "Routing Order" section. Individuals chopping should include the date initialed in the date column. Forward to Administrative Office, stop 1e, or hand carry to Administrative Office, Administrative Building, room 3.

5. Fill in **all** sections of the briefing sheet, as required. Note: The **name of the person and phone number** drafting the correspondence is required in the first box, **not the name of the office**. If memorandum/letter is self explanatory, no need to fill in the briefing portion. Just type in "Recommend signature." The sheet must contain chops through your chain-of-command.

6. Correspondence for the Superintendent's signature that is not placed in a pocket folder and accompanied by an Outgoing Document Briefing Sheet with chops, will be returned to the originator.

7. See sample Outgoing Document Briefing Sheet on page 140, Figure 4-11.