



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

USNAINST 5216.1N  
28/AO  
25 JUL 2011

USNA INSTRUCTION 5216.1N

From: Superintendent

Subj: LOCAL SUPPLEMENT TO DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

Ref: (a) SECNAV Manual M-5216.5  
(b) DoD Manual for Written Material: Correspondence Management dtd Oct 26, 10  
(c) United States Government Printing Office Style Manual  
(d) USNAINST 5720.5B  
(e) USNAINST 5211.3A  
(f) USNAINST 5218.3E  
(g) SECNAV Manual M-5210.2  
(h) DepDir Navy Staff Business Rules  
(i) SECNAVINST 5510.36A  
(j) USNANOTE 5216

1. Purpose. Establish correspondence procedures for the United States Naval Academy (USNA) in addition to procedures established in references (a) and (b).

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

3. Information

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

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

4. Action

a. Correspondence Manager. The Superintendent's Administrative Officer is designated the Correspondence Manager. In addition to the responsibilities set forth in Chapter 1, paragraph 2d of reference (a), the Administrative Officer is responsible for preparing the local supplement to the Navy Correspondence Manual issued as Chapter 13 to reference (a), and to conduct training on correspondence procedures.

b. Immediately following page E6 of reference (a), insert this instruction as Chapter 13.

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 13 for additional instructions on preparing correspondence at the USNA. Page and paragraph numbers in Chapter 13 are shown in parenthesis after each section that corresponds to page and paragraph numbers in reference (a).

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d. Chapter 13 is divided into five Sections:

- (1) Section A - Command Procedures.
- (2) Section B - General Details of Correspondence Preparation at USNA.
- (3) Section C - Guidelines for Preparation of Business Letters for Superintendent's Signature.
- (4) Section D - Guidelines for Using Outgoing Document Briefing Sheet, (USNA DA 5216/3) and Pocket Folders.
- (5) Section E – Guidelines for USNA Administrative Correspondence Routing.

*/S/*  
S. S. VAHSEN  
Chief of Staff

Distribution:  
All Non-Mids (electronically)

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## CHAPTER 13

## LOCAL SUPPLEMENT TO DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

## SECTION A

COMMAND PROCEDURES

**General.** (Pg 2-1 para 2-1 1d) 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 (name), (office), (phone number), and (e-mail address).

**Individuals Writing to Higher Authority.** (Pg 2-3, para 2-2 1c) Officers writing personal official communication to a higher authority other than their 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 should be 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 5-1)

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 DA 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.** Letters, memoranda, or directives signed by the Superintendent must have a completed blue Outgoing Document Briefing Sheet (USNA DA 5216/3) showing appropriate chops through chain-of-command. Refer to page 13-22, Section D, for information pertaining to use of the Outgoing Document Briefing Sheet.

**Submit Finished Products for Signature.** Submit letters for the Superintendent's signature as described in page 13-21, Section C, of this instruction. 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 2-6, para 8)

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 DA 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 should be answered within five work days. If a reply cannot be prepared in five days, an interim reply must be sent. See sample Congressional letter, page 13-10 (Figure 13-4) and sample interim reply, page 13-11, (Figure 13-5).
4. Requests for information made under the Freedom of Information Act and the Privacy Act should be answered within 15 work days. References (d) and (e) refer.

**Sign and Mail Promptly.** (Pg 2-7, para 9b) 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 postmarked the following day. Accordingly, mail picked up on the yard will not arrive at FISC until the day following pickup from your office.

**Letterhead Stationery.** (Pg 2-8, para 12)

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 by the Superintendent. Only the Superintendent can sign on Office of the Superintendent letterhead and the letter must be in a business format style.

2. Envelope should correspond to the letterhead used.

3. The following offices are authorized to use the official USNA letterhead stationery and envelope with the name of their organizational component and address 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
- Chief Diversity Officer
- Diversity Office

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. **Offices are not permitted to computer generate their own letterhead.**

**Letterhead Format** (Pg 2-9, para 12b)

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

- a. (DoD) Naval Academy letterhead.
- b. (DoD) 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 13-12, Figure 13-6 and page 13-13, Figure 13-7.

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3. Use Office of the Superintendent letterhead and corresponding envelope for business letters signed by the Superintendent. See letterhead and corresponding envelope on page 13-13, Figure 13-7.

**Required Copies.** (Pg 2-10, para 14) 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 13-9, Figure 13-3.
- c. Blue Outgoing Document Briefing Sheet (USNA DA 5216/3) -- this sheet must show chops through your chain-of-command. Documents not containing proper chops will be returned to originator. See page 13-20, Figure 13-11.
- d. Properly addressed envelope for addressee, each "Copy to," "Blind copy to," and "Via," addressee.
- e. List "Blind copy to's" on plain white bond paper.

Do not make copies of the outgoing letter for "Copy to," "Blind copy to," or "Via," addressees. After the letter is signed required copies 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. Reference (a) requires the use of two-sided photocopying whenever possible.

**Freedom of Information Act (FOIA).** (Pg 2-6, para 8c) Refer to reference (d) for detailed guidelines concerning processing FOIA requests.

**Privacy Act.** (Pg 2-6, para 8c) Refer to reference (e) for detailed guidelines concerning processing Privacy Act requests.

**Electronic Mail--Formal Correspondence.** (Pg 4-1) 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 6-1)

1. Refer to reference (f) for USNA mail management procedures.
2. Originating offices should 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 13-3) must be requisitioned through DAPS on an individual basis and have the complete return address as shown on page 13-12, Figure 13-6.
4. Do not use a franked envelope and franked address label on the same envelope. This practice is wasteful, paying for printing of the return address twice. If using 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 7-16) A sample standard letter is shown on page 13-14, Figure 13-8. Use Department of the Navy, U.S. Naval Academy letterhead stationery with DOD seal.

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**Standard Subject Identification Code (SSIC).** (Pg 7-1, para 7-2 2a(1)) Refer to reference (g). 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 7-1, para 7-2 2a(2))

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	International Programs Office
15	Diversity Office
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 (Supe/Admin/Officer Personnel/SJAG/SARC/CEO/CMC)
29	Directorate of Character Development and Training
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 7-3, para 5) On standard letters, type as follows:

From: Superintendent, United States Naval Academy

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**Signature Block.** (Pg 7-13, para 13) Signature block is typed in the center of the page, all capital letters. For official letters signed by the Superintendent or Chief of Staff the signature block is (see page 13-14, Figure 13-8):

M. H. MILLER

S. S. VAHSEN  
Chief of Staff

The signature block for business letters is (see pages 13-16, Figure 13-10):

M. H. MILLER  
Vice Admiral, U.S. Navy  
SuperintendentS. S. VAHSEN  
Captain, U.S. Navy  
Chief of Staff

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

JOHN DOE  
By direction

**Business Letter.** (Pg 11-1)

1. See sample on page 13-15 (Figure 13-9) and page 13-16 (Figure 13-10).
2. Use letterhead stationery with "Office of the Superintendent" printed below "Department of the Navy" for business letters signed by the Superintendent. Business letters signed by the Chief of Staff should be on DOD letterhead. SSIC, originator code, and serial number should be placed on business letters in the same format as standard letters. See page 13-21, Section C, for guidelines for preparation of correspondence for the Superintendent's signature. Prepare a blue Outgoing Document Briefing Sheet (USNA DA 5216/3) for correspondence signed by the Superintendent. See page 13-22, 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.pdf> or access through:

USNA Home Page  
Administration  
Administrative Department  
Blue Chop Sheet

The latest up-to-date blue blazer is always posted on the Admin web site.

**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 reference (a). 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 into the TV-4 Tasker System, by the Administrative Office, per reference (h).



**COMMAND ROUTING AND FILE COPY**

SAMPLE

	ORDER	INITIALS
Chief of Staff		
Executive Assistant		
Flag Secretary		
CMC		
Speech Writer/Special Assistant		
Flag Supply		
Flag LT		
Protocol		
Flag Writer		
<hr/>		
Administrative Officer		
SJA		
Director, Special Events		
External Affairs Assistant		
Diversity Office		
PAO		
Director, SAVI		
Personnel Officer		
Command Evaluation		
Alumni Hall Manager		
Dir, Institutional Research		
Equal Employ. Opportunity (DEOO)		
<hr/>		
Commandant of Midshipmen		
Deputy Commandant		
Dir, Div of Pro Dev		
Dir, Character Development & Train		
Dir, Leadership Ed & Development		
Head, Phys Ed Dept		
Hd, Midn Supply		
Senior Chaplain		
Music Director		
<hr/>		
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		
Cntr for Mid East & Islamic Studies		
Center for Cyber Security Studies		
<hr/>		
Deputy for Finance & CFO		
Comptroller		
Dir, USNA Business Services Div		
Dir, HRD		
Architect of the Naval Academy		
<hr/>		
Dir of Athletics		
<hr/>		
Dean of Admissions		
Director of Admissions		
Noms & Appts		
Candidate Guidance Officer		
<hr/>		
VADM Stockdale Center for Ethical Leadership		
<hr/>		
Deputy for IT & CIO		
<hr/>		
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.

SSIC  
Office Code-Serial #  
(Blank line for date)

From: Superintendent, United States Naval Academy  
To: Title of Activity Head, Name of Activity, Location (when needed)

Subj: SAMPLE OF WHAT YELLOW FILE COPY SHOULD LOOK LIKE FOR AN OFFICIAL  
LETTER/MEMO

Ref: (a) Supe USNA ltr 5000 28-10 of 30 Aug 10

Encl: (1) Listing of Reports

1. Type all correspondence in Times New Roman 12 pitch font.
2. Blind copy to's and originating information should be on yellow file copy only.

M. H. MILLER

Copy to:  
CNO

Blind copy to: (List on yellow copy only, not original)\*  
CNO (N1)

Orig by: (Name), (Department), (Phone #), (Date), (R/S # xxxxxx) (If applicable)

\* Include a "Copy to" list on a sheet of white bond paper (if required).

**Figure 13-3. 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  
Office Code-Serial #  
(Dated after signature)

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

Dear Senator Smith:

Thank you for your letter of (insert date (month day, year,)) concerning .....

Enclosed is the information .....

Thank you for your interest in the United States Naval Academy; if I may be of any further assistance, please let me know.

Sincerely,

M. H. MILLER  
Vice Admiral, U.S. Navy  
Superintendent

- Enclosures: 1. xxxxxxxxxxx (Do not number if you only have one enclosure)
- 2. xxxxxxxxxxx

Copy to: Chief of Naval Operations (N61)

(Note: Double space if letter is 8 lines or less)

Figure 13-4. 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  
Office Code-Serial #  
(Dated after signature)

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

Dear Senator Smith:

This is an interim response to your letter of (insert date (month day, year,)) 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 (month day, year)**).

In the interim, if you require further assistance or have additional information to provide, you may contact (action officer, e-mail address, and phone number) who is coordinating the response.

Sincerely,

M. H. MILLER  
Vice Admiral, U.S. Navy  
Superintendent

Blind copy to: Chief of Naval Operations (N61) (**list blind copy to only on file copy**)

**Figure 13-5. Interim Congressional Letter**

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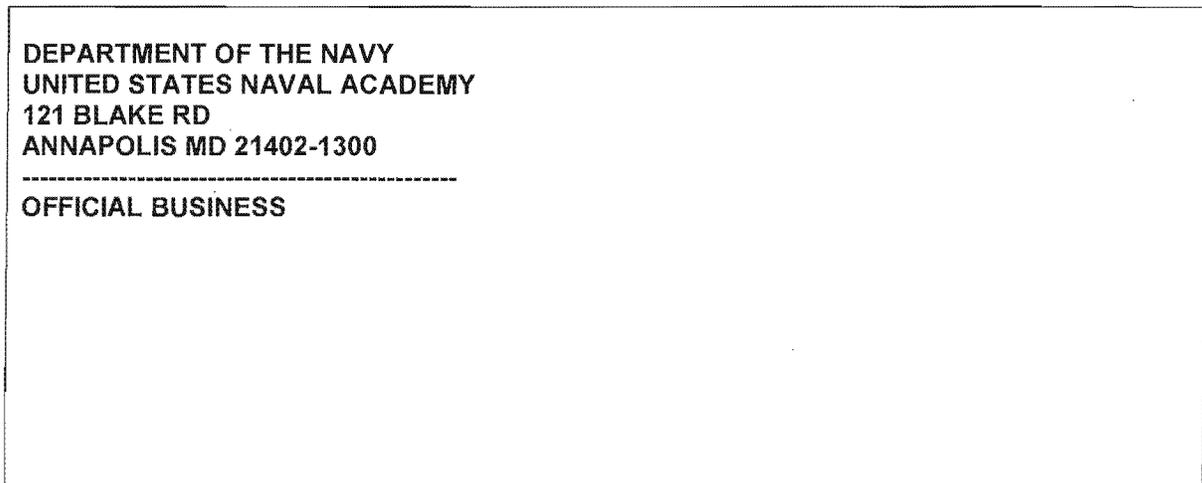
DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

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 13-3, 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.



**Figure 13-6. Official (DoD) Naval Academy Letterhead/Envelope**

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DEPARTMENT OF THE NAVY  
OFFICE OF THE SUPERINTENDENT  
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 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**  
**“OFFICE OF THE SUPERINTENDENT” LETTERHEAD, and**  
**it must be in a business letter format.**

Use Office of the Superintendent envelopes that correspond with  
Office of the Superintendent letterhead shown above.

DEPARTMENT OF THE NAVY  
OFFICE OF THE SUPERINTENDENT  
UNITED STATES NAVAL ACADEMY  
121 BLAKE RD  
ANNAPOLIS MD 21402-1300

-----  
OFFICIAL BUSINESS

**Figure 13-7. (DoD) Superintendent  
Letterhead/Envelope**

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

SSIC  
Office Code-Serial #  
(Dated after signature)

From: Superintendent, United States Naval Academy  
To: Title, Name of Activity, Location (when needed)  
Via: (1) Title, Name of Activity, Location (when needed)  
(2) Title, Name of Activity, Location (when needed)

Subj: EXAMPLE OF AN OFFICIAL NAVY LETTER SIGNED BY THE  
SUPERINTENDENT

Ref: (a) Supe USNA ltr 5230 28-210 of 30 Aug 10

Encl: (1) xxx  
xxxxxx

1. This example shows the correct format for an official Navy letter signed by the Superintendent. Type all correspondence in Times New Roman 12 pitch font.
2. After the Office Code-Serial # come down 3 spaces and type the "From:" line. Do not date the letter; it will be dated after it is signed.

M. H. MILLER

Copy to:  
CNO (N31)

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

(List on yellow copy only)  
Orig by: J. Doe, Admin Dept, x31550, (date), R/S # 100222 (if applicable)  
Typed by: (name), (file where correspondence can be located on computer)

**Figure 13-8. 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  
Office Code-Serial #  
(Dated after signature)

Vice Admiral John Doe, USN, Retired  
5000 American Way  
Smalltown, CA 94566-2335

Dear Admiral Doe:

This example shows the first page of a two page business letter. Type in Times New Roman 12 pitch font. Indent paragraphs to line up under the first letter of the second word of 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.

If you have enclosures they must be mentioned in the body of the letter.

Do not number paragraphs. Subparagraphs are numbered and lettered in the same way as a standard letter (refer to SECNAV Manual M-5216.5, page 11-5).

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

Type to within one inch from the bottom of the page.

**Figure 13-9. Business Letter – 1<sup>st</sup> Page**

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SSIC  
Office Code-Serial #  
(Do not date)

The top margin for the second and succeeding pages of a business letter is one inch. Page numbers are centered ½ inch from the bottom of second and succeeding pages.

Refer to enclosures in the body of the letter and list (as shown below) in the order mentioned in the letter.

Sincerely,

M. H. MILLER  
Vice Admiral, U.S. Navy  
Superintendent

Enclosures: 1. xxxxxxx (Do not number if you only have one enclosure)  
2. xxxxxxx

Copy to: Chief of Naval Operations (N1)

Blind copy to: Chief of Naval Personnel (List only on yellow file copy)

(List only on yellow file copy.)

Orig by: (Name), (Department), (Date), (Phone #), (R/S #110222 (if applicable))

Typed by: (Name), (Where the file can be located on computer)

2 (Type centered .5" from bottom of page)

**Figure 13-10. 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 affecting policy or relating to the mission or efficiency of the Naval Academy, congressionals, and official correspondence addressed to higher authority 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 DA 5216/3), page 13-20, Figure 13-11, indicating that he/she has read, understands, and approves of correspondence. The Superintendent's eight subordinates are:

Chief of Staff  
 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; Research, Development, Test and Evaluation (RDT&E); and reimbursables from outside sources.

(b) The programming, budgeting, accounting or allocation of finances concerned with the Naval Academy.

(c) Commercial activities studies.

(d) USNA manning requirements.

(e) Inter-service support agreements, memoranda of understanding and agreements.

(f) Travel program including the Government Travel Charge Card, Unit Travel Card and Centrally Billed Accounts.

(g) The Government Commercial Purchase Card.

(h) USNA cost reports including Cost Per Graduate (CPG), Cost of Education (COE), Integrated Postsecondary Education Data System (IPEDS) and Annual Institutional Profile (AIP).

(i) Minor and Plant Property management.

(j) Payroll/Time and Attendance.

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(2) Staff Judge Advocate (SJA) - All correspondence pertaining to legal, ethical or fiscal law matters or changes in policy. The SJA is also the Naval Academy Ethics Counselor and should review all matters that require an ethics review or consultation. In addition the SJA should be made aware of 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 concerning appearance or interview of any Naval Academy 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/declassification 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 (i).

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. Classified material cover sheets SF-705/Confidential, SF-704/Secret, & SF-703/Top Secret, available from the Security Manager, must be used when processing classified material.

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

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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.

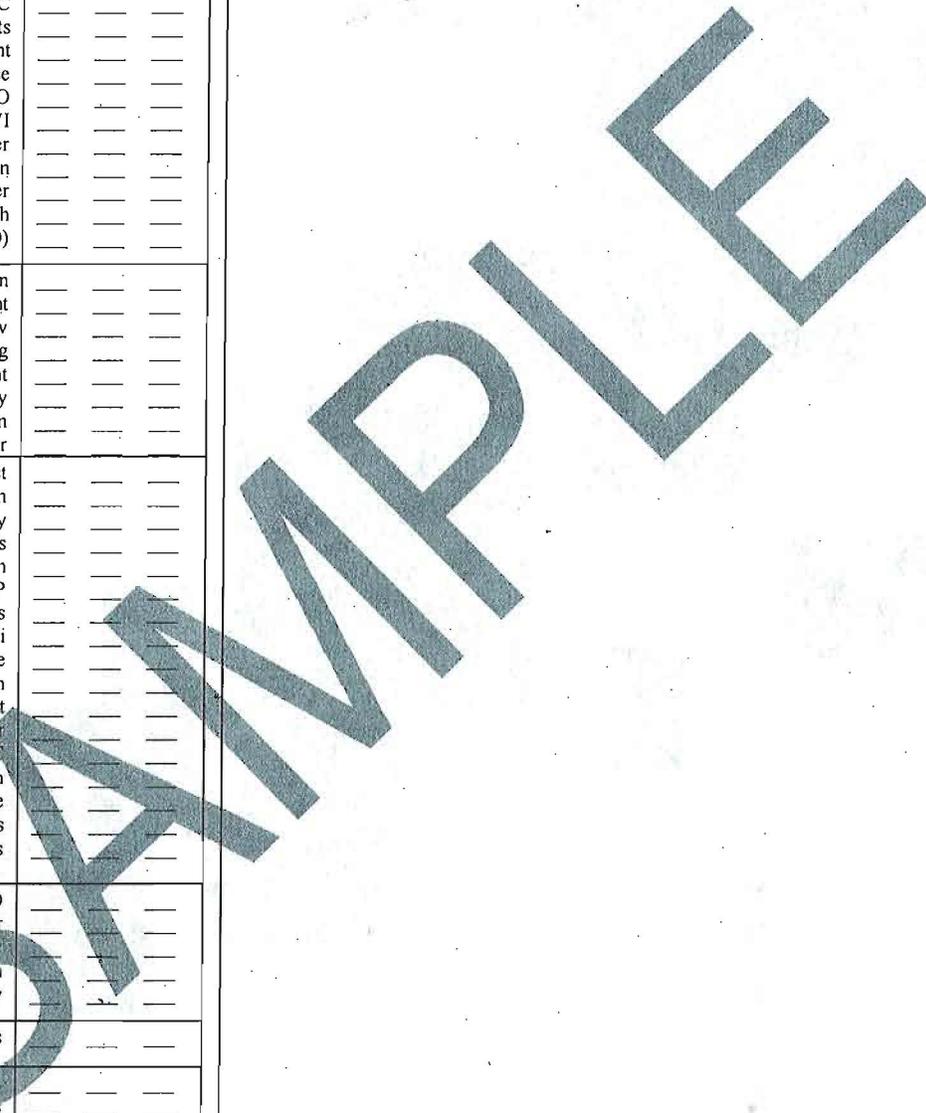
f. Top Secret, Secret, and Confidential correspondence is to be handled only by those individuals appropriately cleared and access authorized per reference (i).

3. **Superintendent's Controlled Mail Record Form (USNA DA 5216/4)**. Pg 13-7, Figure 13-1. 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 five day turnaround; Freedom of Information and Privacy Act requests have a 15 work day turnaround. If a response to a Congressional within five days is unachievable, an interim reply should be prepared for the Superintendent's signature, (page 13-11, Figure 13-5) indicating the date the reply can be expected. When more than 10 working days are needed for preparation of routine action correspondence request an extension from the Administrative Officer, x31550.

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OUTGOING DOCUMENT BRIEFING SHEET

	ROUTING			NAME & PHONE NUMBER OF ORIGINATOR:	ADDRESSEE(S):	
	ORDER	INITIALS	DATE			
Chief of Staff	___	___	___	OFFICE:	SSIC:	
Executive Assistant	___	___	___			
Flag Secretary	___	___	___			
CMC	___	___	___			
Speech Writer/Spec Assistant	___	___	___			
Flag Supply	___	___	___			
Flag LT	___	___	___			
Protocol	___	___	___			
Flag Writer	___	___	___			
Administrative Officer	___	___	___			SUBJECT:
SJA	___	___	___			
OGC	___	___	___			
Director, Special Events	___	___	___			
External Affairs Assistant	___	___	___			
Diversity Office	___	___	___			
PAO	___	___	___			
Director, SAVI	___	___	___			
Personnel Officer	___	___	___			
Command Evaluation	___	___	___			
Alumni Hall Manager	___	___	___			
Director, Institutional Research	___	___	___			
Deputy Equal Opportunity (DEOO)	___	___	___			
Commandant of Midshipmen	___	___	___	BRIEFING: Provide background, discussion, and recommendation on attached correspondence.		
Deputy Commandant	___	___	___			
Director, Div of Professional Dev	___	___	___			
Dir, Character Develop & Training	___	___	___			
Dir, Leadership Ed & Development	___	___	___			
Head, Midn Supply	___	___	___			
Senior Chaplain	___	___	___			
Music Director	___	___	___			
Academic Dean & Provost	___	___	___			
Vice Academic Dean	___	___	___			
Associate Dean Faculty	___	___	___			
Associate Dean Academic Affairs	___	___	___			
Director, Research	___	___	___			
ExecAsst, AD&P	___	___	___			
Dir, Div of Engineering & Wpns	___	___	___			
Dir, Div of Humanities / Social Sci	___	___	___			
Dir, Div of Math & Science	___	___	___			
Librarian	___	___	___			
Archivist	___	___	___			
Registrar	___	___	___			
Dir, MSC	___	___	___			
Dir, USNA Museum	___	___	___			
Dir, International Programs Office	___	___	___			
Ctr for Mid East & Islamic Studies	___	___	___			
Center for Cyber Security Studies	___	___	___			
Deputy for Finance & CFO	___	___	___	SEE USNAINST 5216.1N FOR ADDITIONAL INSTRUCTIONS		
Comptroller	___	___	___			
Dir, USNA Business Services Div	___	___	___			
Dir, Human Resources Division	___	___	___			
Architect of the Naval Academy	___	___	___			
Dir of Athletics	___	___	___			
Dean of Admissions	___	___	___			
Director of Admissions	___	___	___			
Nominations & Appointments	___	___	___			
Candidate Guidance Officer	___	___	___			
VADM Stockdale Center for Ethical Leadership	___	___	___			
Deputy for IT and CIO	___	___	___			
CO Naval Support Activity	___	___	___			
CO Naval Health Clinic	___	___	___			
Public Works Officer	___	___	___			



ORIGINATING OFC CHOP	

Figure 13-11. 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 13 of reference (a), refer to page 13-15, Figure 13-9 and page 13-16, figure 13-10.

## a. Style preferences:

(1) Opening line of all personal replies: "Thank you for your letter of (insert date, (month day, year,)) 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 DA 5216/3) following guidelines in Section D, page 13-22.

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## SECTION D

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

1. All letters (business, standard, or personal), memoranda, or directives to be signed by the Superintendent or Chief of Staff 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, use binder clips. Pocket folders are color coded as follows:

- Dark Blue – General Correspondence
- Green – Congressionals/Taskers from Secretary of Defense/Secretary of the Navy/Chief of Naval Operations
- Yellow – Public Affairs Matters
- Red – Officer/Enlisted Personnel Matters
- Gray – Invitations (these are invitations that the Supe receives, not invitations that USNA is extending.)

Correspondence will be assembled as follows:

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

- Incoming correspondence
- Reference materials (tabbed on left side)
- Envelopes (typed in all caps with no punctuation marks)

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

- Yellow file copy
- List of blind copy to addresses on white bond paper (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 – Sen James Webb  
John Doe's Admission to USNA  
R/S #110222 (This will be the number on the yellow Superintendent's Controlled Mail Record sheet.)

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.pdf>. This sheet is always updated 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 13-20, Figure 13-11.

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**SECTION E****GUIDELINES FOR USNA ADMINISTRATIVE CORRESPONDENCE ROUTING**

1. When sending folders to the Admin Office for routing for Superintendent's Signature, ensure the name and phone number of the originator is included in the "originator's block." The originator's block should read, "John Doe, x30000." Ensure the "SUBJECT:" block is also filled out.
2. When a correspondence folder is sent to the Admin Office, the originator will send an email to [admin-routing@lists.usna.edu](mailto:admin-routing@lists.usna.edu) with the electronic file attached. If there are multiple files in one folder, send it in one email. The subject line of the email must contain the last name of the individual you are sending the letter to plus serial number (Jones 28-10), if applicable. If the file is not addressed to an individual, list the subject line on the letter/memo. Do not include any text in email.
3. If a correspondence folder is delivered to the Admin Building and the associated electronic file is not in receipt, the Admin Office will send an email to the originator with a subject line only (no text will be in the email).

SUBJ LINE WILL READ:            send SUBJECT

Example:                            send CHANGE TO CORRESPONDENCE MANUAL

If this email is received, do not reply to the email; instead, compose a new email to [admin-routing@lists.usna.edu](mailto:admin-routing@lists.usna.edu) and attach the requested document using the exact subject line as in your document.

4. Once the document is signed by the Superintendent, the electronic file, with corrections made through the chop chain, will be e-mailed back to the originator. The Administrative Office will not keep electronic files after signature. It is the originator's responsibility to maintain files properly.