



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

IN REPLY REFER TO:

COMTRAWINGONEINST 5216.2J

Code N1

13 Dec 10

COMTRAWINGONE INSTRUCTION 5216.2J

From: Commander, Training Air Wing ONE

Subj: PREPARATION AND HANDLING OF CORRESPONDENCE

Ref: (a) SECNAV M-5216.5
(b) U.S. Navy Regulations
(c) SECNAVINST 5510.30B
(d) COMTRAWINGONEINST 5452.1L

Encl: (1) Incoming Correspondence Procedures
(2) Outgoing Correspondence Procedures

1. Purpose. To issue policies and procedures for the handling, routing, mailing, filing, and preparation of incoming/outgoing correspondence for signature by Training Air Wing ONE (TW-1). This instruction will supplement reference (a) as applicable to this command.
2. Cancellation. COMTRAWINGONEINST 5216.2H.
3. Responsibility. TW-1 staff personnel involved in the handling, routing, mailing, filing, and preparation of official correspondence shall become familiar with this instruction and references (a) through (d), ensuring correspondence originated by TW-1 is complete, concise, correct, and courteous in tone.
4. Action. Follow guidelines and procedures as set forth in enclosures (1) and (2).


KEITH T. TAYLOR

Distribution:

Electronic only via TRAWING ONE website:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

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INCOMING CORRESPONDENCE PROCEDURES

1. Incoming Correspondence. The Administrative Office is the central collection and distribution point for all incoming official correspondence (including Guard Mail). All correspondence is under the administrative control of the Administrative Officer. The Administrative Office Supervisor shall ensure the following:

- a. All incoming, unclassified official mail is opened by authorized personnel during normal working hours.
- b. Correspondence is sorted by type and, if addressed to a department or individual, routed directly to the addressee.
- c. Correspondence addressed to TW-1 shall be opened, date stamped, and routed appropriately by the Administrative Office personnel.

2. Action Correspondence.

a. Action correspondence (including messages) which does not have an action due date shall be handled as follows:

- (1) Letter correspondence shall be within one working day of receipt.
- (2) Congressional inquiries shall be answered as soon as possible.
- (3) Message precedence above Priority (P), (i.e., Immediate (O) or Flash (F) shall be answered as soon as possible.
- (4) Priority messages shall be answered the same working day as received.
- (5) Routine messages shall be answered as soon as practical and/or as directed.

3. Incoming Classified Correspondence.

a. The Administrative Office is the focal point where classified material (except equipment/spare parts) is received and stored in the classified material safe.

b. Security Manager. The Security Manager is responsible for the security, dissemination, and stowage of classified correspondence received by the command. The Security Manager shall ensure the procedures outlined below are adhered to as delineated in reference (c).

- (1) Incoming registered mail/messages (SECRET and CONFIDENTIAL) shall be signed for and accountability maintained during routing.
- (2) Classified material received shall be processed as follows:
 - (a) Assign each piece of classified material a control number immediately upon receipt.

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- (b) Indicate routing on document.
- (c) Route in a folder marked with highest classification of material being routed to the Security Manager.
- (d) The security manager will be consulted on all classified material requiring destruction.

Enclosure (1)

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OUTGOING CORRESPONDENCE PROCEDURES

1. Outgoing Classified and Unclassified Correspondence. References (a) through (c) and this instruction shall be used as guides in the preparation of correspondence originated by the command. Exception or modification to reference (a) are outlined herein. Each originator or reviewer shall exercise care so that outgoing correspondence reflects credit on the office and TW-1. Special attention shall be given to style, grammar, punctuation, spelling, and general appearance. The following procedures apply to the routing, preparation and signing of outgoing correspondence.

a. Required Copies. A copy of all correspondence will be maintained for official record management purposes.

b. Review. All outgoing correspondence will be routed through the Administrative Office undated for review of content and format. Correspondence not in proper format and/or containing errors will be returned to the appropriate department/division for correction. The Administrative Officer shall ensure that all correspondence reaching CTW-1 and/or Chief Staff Officer (CSO) is in the proper format without errors. After corrections have been made and signatures obtained, the Administrative Office will serialize, date, make required copies and mail the correspondence.

c. Signature. Per reference (b), CTW-1 will sign all official correspondence addressed to higher authority relating to matters of policy, discipline, commendation, efficiency, or the mission of TW-1. Reference (b) also permits official correspondence to be signed "By direction" when authorized personnel are designated in writing by CTW-1. The CSO will normally sign the following directives and correspondence:

- (1) Notices which do not require signature by CTW-1,
- (2) Leave of absence orders involving TW-1 Commanding Officers and TW-1 staff officers,
- (3) Items of importance to warrant consideration by the CSO,
- (4) Items under the cognizance of more than one staff department/division, and
- (5) Any other items so designated by CTW-1.

d. Submission for Signature. Correspondence to be signed by CTW-1, the CSO, or the Administrative Officer shall be complete in all respects when it is submitted for signature.

The following applies for all correspondence submitted for signature:

- (1) Ensure enclosures, references, and instructions or pertinent portions thereof are included,
- (2) Ensure enclosures are arranged in the order listed in the correspondence, properly labeled, and placed on the right side,
- (3) Ensure routing folder contains routing sheet for signature, and

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(4) Ensure the incoming correspondence, labeled reference and any other pertinent information, is placed on the left side.

Enclosure (2)