



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 5216.2G
N1
5 Jun 15

TRARON SEVEN INSTRUCTION 5216.2G

From: Commanding Officer, Training Squadron SEVEN

Subj: CORRESPONDENCE MANAGEMENT

Ref: (a) TRARONSEVENINST 5214.1 (series)
(b) SECNAV Manual M-5216.5 (series)
(c) TRARONSEVENINST 5216.1 (series)
(d) OPNAVINST 5218.7 (series)

1. Purpose. To identify procedures and responsibilities for maintaining an effective correspondence program.

2. Cancellation. TRARONSEVENINST 5216.2F

3. Standards.

a. All signed and mailed/released correspondence represents the view of the Commanding Officer and is a direct reflection of the operation and efficiency of Training Squadron SEVEN (VT-7). All hands are responsible for neatness, accuracy, tone, and speed of action of correspondence.

b. Official business shall be conducted by official correspondence. Official mail addressed to, or received by, a particular code or person shall be reviewed by the recipient to decide if the material contains any matters of interest to the Command. If this is true, the recipient is responsible for immediately turning the material over to the Administrative Officer for processing. This includes all hand carried material.

c. The following requirements are mandatory:

(1) Unless otherwise stated, the normal period of completion of action on correspondence will be:

(a) Routine correspondence - 14 days (10 working days).

(b) Messages - 48 hours (Reply by message unless otherwise stated).

(c) Congressional correspondence - within 48 hours (usually handled as urgent correspondence). An interim reply with as much information as possible will be made if action cannot be completed within five working days.

(d) Correspondence addressed via VT-7 to higher authority - seven working days.

(2) Although true that some action correspondence may require extensive study or input from other departments, this should not preclude timeliness of response. In cases where more time is required, the action officer should request a change in due date from the Executive Officer.

(3) Non-controlled correspondence which has been misrouted should be placed under controlled routing and shall be immediately returned to the Administrative Officer for necessary action.

4. Incoming Mail Routing and Processing.

a. The following is general policy for routing incoming material but is not to be construed as limiting the routing in any way. Normally, correspondence will be routed to the cognizant action code via the chain of command. If correspondence has a short deadline due date, an advanced action copy will be provided directly to the action code.

b. Incoming mail shall be expeditiously processed under the following guidelines:

(1) All mail shall be opened by Administrative Department personnel and sorted as soon after receipt as possible, but no later than the end of the day of receipt.

(2) All mail shall be inserted in the routing system within 24 hours of receipt.

(3) All hands will remain alert for suspicious looking packages or envelopes that might constitute a threat. Individuals who believe an article is a potential threat shall immediately notify security personnel and the ODO ensuring no other personnel come in contact with the article. The space containing the article shall be cleared, and any individuals who may have been in contact with the article will be notified.

c. Incoming correspondence will be delivered to the respective Department Head. Department Heads are also

responsible for intra-departmental correspondence routing and returning correspondence to the Administrative Office for further processing.

5. Action Control.

a. Controlled action correspondence will be routed by the Administrative Clerk to the cognizant action officer, via the chain of command using a Training Squadron SEVEN Routing Sheet.

b. Action due dates are frequently reported delayed due to the absence of the responsible action code. Special effort will be made by the responsible action code to complete action prior to departure on TAD or leave or ensure that the action will be completed by another cognizant individual. Absence of an individual on TAD or leave is not considered sufficient justification to delay completion of action.

c. The Administrative Officer shall publish a listing of all due and overdue action correspondence via the monthly reports summary [reference (a)].

d. Action correspondence will not be removed from action control until an outgoing reply has been mailed from the Command, or in the case of internal action, the original control sheet is returned to the Administrative Office with a notation of the internal action taken. Interim replies DO NOT constitute completed action and correspondence will remain on action control until such time as a final reply is made. If necessary, an extension of due date may be requested from the Executive Officer.

e. If no action is required on correspondence assigned an initial due date, the action officer must return the route slip to the Administrative Officer with a notation in the remarks section that no action is required. This notation shall be initialed by the assigned action code.

f. The responsibility for action correspondence rests with the action code. The action code will ensure timely completion of action. This includes:

(1) Ensure input is received from other divisions or departments when required.

(2) Maintain suspense files as necessary to determine the status or completion of outgoing replies.

g. If in the assigned action code's opinion correspondence should be routed to another code for action, he/she will:

(1) Gain the concurrence of the code he/she believes to be the proper action code.

(2) Make a notation in the remarks section of the route slip listing the name and code of the individual who should be the action code.

(3) Return the route slip to the Administrative Clerk to ensure adjustment to reference (a), as appropriate.

6. Outgoing Correspondence.

a. All official correspondence will originate under the official title of Commanding Officer, Training Squadron SEVEN.

b. Outgoing correspondence will be prepared strictly per reference (b). Correspondence, as a direct reflection upon VT-7, must be grammatically correct and in proper format and text.

c. Command letterhead stationery will be used only for official matters of the command and the "From" line shall contain the title "Commanding Officer, Training Squadron SEVEN (VT-7)".

d. The following factors shall be used in the preparation and handling of outgoing correspondence:

(1) Personnel submitting draft correspondence to the Administrative Department shall submit such drafts with copies printed on paper and supported by an electronic version. Additionally, any enclosures will be included with the correspondence.

(2) Upon completion of review, correspondence will be prepared and routed to the signer via the Administrative Department chain of command.

(3) Any correspondence for the Commanding or Executive Officer's signature which is not prepared by the Administrative Department must be routed through the Administrative Clerk and the Administrative Officer to ensure compliance with the provisions of this directive.

(4) The Administrative Department is charged with the responsibility of all outgoing correspondence after signature.

(5) Identification Symbols.

(a) Serial Number. A serial number will be used only on classified and outgoing correspondence leaving the Command and will be assigned by the Administrative Office during preparation of the correspondence for signature.

(b) Date. Correspondence will be dated by the Administrative Department during preparation of the correspondence for signature.

(c) File Path. Routing sheets for documents prepared on the Local Area Network will have the full path to that document clearly printed upon them.

(6) Concurrence of Interested Personnel. Originators of correspondence shall obtain the concurrence of all other interested parties prior to submission of the draft correspondence.

(7) Copies. Local processing and filing will comply with the provisions of reference (c).

(8) Assembly of Correspondence. Correspondence which has been prepared for signature shall be assembled in the following manner prior to routing:

(a) A blue portfolio, double pocket, folder shall be used for routing correspondence.

(b) Correspondence shall be placed on the right side of the folder, original on top in page order, followed by enclosures (if any). Supporting documentation, if required, shall be placed on the left side of the folder.

(c) Special Mail Service. In an effort to reduce the expenses incurred in the official mail program within the Department of the Navy, restrictions have been imposed on mailing privileges. Personnel desiring material to be mailed other than first class shall consult reference (d) for guidance as to the appropriate classification.

7. Signing of Correspondence.

a. The Commanding Officer will personally sign documents that:

(1) Establish policy.

(2) Deal with aspects of military justice. Others may sign only with concurrence of a staff legal officer.

(3) Require further routing to higher authority.

(4) Are required by law or regulation.

b. In the Commanding Officer's absence, the above listed correspondence, with the exception of staff Fitness Reports and disciplinary matters, may be signed by the Executive Officer in his/her capacity as "Acting". Additionally, the Executive Officer may sign instrument check, NATOPS check, and other related paperwork in an "acting" status.

c. Authority to sign official correspondence "By direction". In keeping with Navy policy of having correspondence signed at the lowest possible level, the following personnel are authorized to sign the specified correspondence "By direction":

<u>TITLE</u>	<u>CORRESPONDENCE</u>
Executive Officer	Matters of a routine administrative nature
Administrative Officer/ Senior Marine	Correspondence pertaining to Squadron administration not affecting policy or mission. Correspondence on personnel matters not affecting policy or mission to include previously approved orders affecting pay and allowance of active duty officers attached to VT-7.
Operations Officer	Matters of a routine administrative nature (e.g.: flight schedule in CO/XO absence, detachment orders, etc.)


W. B. THAMES

Distribution:
TRARONSEVENINST 5216.1Y, Special "F"
VT-7 Website

05 May 15

MEMORANDUM

From: Administrative Clerk
To: Admin Department Head
Via: Administrative Officer

Subj: ANNUAL INSTRUCTION/NOTICE REVIEW

Ref: (a) TRARONSEVENINST 5214.1 Series
(b) TRARONSEVENNOTE 5215

Encl: (1) TRARONSEVENINST 5216.2

1. To meet annual review requirements of references (a) and (b), enclosure (1) is forwarded. Review with the objective of canceling, updating, or consolidating with another published directive, as appropriate.

2. When review has been completed, please check the applicable item below and return this memo along with the proposed revision, as applicable, to the Administrative Officer no later than ~~(date)~~.

1 Jun

Date: 29 May

From: Admin Department Head
To: Commanding Officer
Via: Administrative Officer

1. Enclosure (1) has been reviewed with the following recommendation(s):

() Cancel

() Revision

() Consolidate with _____

() Effective

MSB 5/29
Signature / date

Enclosure (2)