



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
TRARON EIGHT SIX  
390 SAN CARLOS RD SUITE G  
PENSACOLA FLORIDA 32508-5503

TRARONEIGHTSIXINST 5216.1D IN REPLY REFER TO:

N1

21 Jan 2015

### TRARON EIGHT SIX INSTRUCTION 5216.1D

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: CORRESPONDENCE PROCEDURES

Ref: (a) SECNAV M-5216.5

Encl: (1) Administration Operating Procedures  
(2) Correspondence Routing Sheet

1. Purpose. To establish uniform procedures for preparing and handling official correspondence within Training Squadron EIGHT SIX per reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation: TRARONEIGHTSIXINST 5216.1C

3. Action. The following amplifying instructions will be utilized for the control and dissemination of correspondence within Training Squadron EIGHT SIX.

#### 4. Procedure

a. Incoming correspondence. The Administrative Office will disseminate as appropriate all incoming official correspondence upon receipt. Mail addressed to the Commanding Officer will be opened in the Administrative Office. Mail addressed to a specific office will be forwarded. Any officer receiving official action correspondence unopened shall promptly return it to the Administrative Office for required routing.

(1) The Administrative Office will maintain a centralized record of correspondence received or transmitted.

(2) Correspondence is first passed to the Admin Supervisor who will determine the Department to whom the correspondence should go for "action." Correspondence requiring action shall be routed via the Administrative Officer, CO/XO Secretary, Executive Assistant, Executive Officer, and Commanding Officer. An advance copy of the correspondence will be forwarded to the action officer so immediate action may be taken during routing. After action is completed, the correspondence is then filed electronically along with the response and route slip.

(3) The action officer is responsible for keeping the Executive Officer and/or the Commanding Officer apprised of the status of the required response. The following examples/guidelines are provided to satisfy this requirement, but good judgment must always be exercised.

(a) Correspondence from higher authority requiring action by the Commanding Officer on which the action officer is not able to take immediate action.

(b) Other subjects in which the Executive Officer and the Commanding Officer are known to be interested and in every instance when an action officer is not able to take the necessary action.

(c) When various Department Heads are jointly concerned, the action officer will confer with these officers in preparing a response. The final reply will have been approved by all concerned Department Heads prior to release by the Executive Officer or Commanding Officer.

(d) The marking of a department for "action" places upon that Department Head the responsibility of determining the effective action necessary. The officer preparing the reply is responsible for the prompt and careful preparation of correspondence. If the action officer determines no action is necessary, he/she shall note on enclosure (1) "no action required," initial, date, and return to Admin. If the officer marked for action finds that the action properly belongs to another or if any officer believes another office should be added to the routing, the correspondence shall be returned to the Administrative Office with a note to that effect. Correspondence shall not be taken from the Central Files by any person other than an Administrative representative.

(e) Action correspondence will be replied to as follows: Regular letters - seven working days or as requested; Congressional correspondence - five working days.

(f) Response time on correspondence may vary when the circumstances of a particular case warrants. In cases where necessary action requires a longer time than specified, the Administrative Officer shall be notified and the action officer shall originate proper notification to the correspondent informing him of delay, specifying a date when a reply can be expected. Department Heads shall ensure all correspondence routed to them is rerouted within their department to all

subordinates concerned. Each responsible officer shall establish within his/her department an appropriate system of local distribution which will ensure thorough and complete dissemination for information and which will enable correspondence to be located at any time.

(g) Enclosure (2) will be used to route action correspondence. Enclosure (2) will also be used to route correspondence thru the chain of command for CO's signature. Route slips on correspondence routed to a Department Head shall be initiated and dated by the Department Head or his authorized representative. Correspondence shall be returned to the Administrative Office when the Department Head to whom it has been routed has finished it. Route slips will be filed with any correspondence retained in the command files.

(4) Routine mail shall be routed directly to the department concerned.

b. Outgoing Correspondence. It is Navy Department policy that all official business be conducted by official correspondence.

(1) Correspondence on matters of official business originating from this command shall be in official form addressed to the official title of the activity concerned, with office code or section number, if known.

(2) All outgoing correspondence will be delivered to the Administrative Office for final checking before submission for signature and mailing.

c. Identification Symbols. A file number and originator code shall be included in the identification symbols of all correspondence prepared by Training Squadron EIGHT SIX to outside activities. Correspondence will be dated and serialized in the Administrative Office after correspondence has been signed. Identification symbols shall appear on correspondence as indicated below:

5216	SSIC
Ser N1/195	Originator Code/Serial number
1 Jan 10	Date

d. Correspondence to Non-Military Activities. Official correspondence with individuals and agencies outside the United

States military establishment shall conform to general government practice as shown in reference (a).

  
W. P. DONNELLY

Distribution:

Electronic only, via VT-86 Website:

<https://www.cnatra.navy.mil/tw6/vt86/instructions>

ADMINISTRATIVE OPERATING PROCEDURES

1. All personnel will use the front counter to conduct all business. All official business will be received by the Administrative Supervisor or his/her representative.
  - a. The Administration Office is open from 0700 to 1600.
2. Any correspondence requiring the CO/XOs signature must first pass through the Administration Office for review.
3. Squadron instructions. The Administrative Office Clerks will review instructions/notices on an annual basis. Departments concerned will be tasked to update or revise applicable instructions/notices and return them to the Administration Office for typing and distribution. All pertinent Navy Department instructions can be found online <http://www.npc.navy.mil/channels>; click on the reference library tab and select instructions.
4. Messages. Messages will be typed in word using the proper format and will be uploaded into NICE (<https://www.oix.navy.mil/AuthForm.aspx>) or authorized message release system by the Administrative Office Clerks or authorized personnel. A message log of all outgoing and incoming messages is located in NICE or authorized message system and can be accessed by authorized personnel.
5. Mail Pick-Up. Mail Clerks will pick up and deliver mail at the Wing. When necessary, outgoing mail will be delivered to and picked up from the NAS Pensacola Post Office Monday through Friday at 0900 or 1400.
6. Registered/Certified Mail. A Registered/Certified mail log will be maintained for all incoming/outgoing Registered/Certified mail.

## Training Squadron EIGHT SIX Correspondence Routing Sheet

Addressees	Routing Order	Routing Codes	Date		Initials	Typist:	DATE
			In	Out			
CO (00)							
XO (01)							
Executive Assistant						To:	
CO/XO Secretary							
Admin Officer (N1)							
Safety Officer (N2)							
Operation Officer (N3)							
Resources Management System (N4)							
Plans and Production (N5)							
Standardization Officer (N6)							Subj:
Training & Curriculum Officer (N7)							
Student Control Officer (N8)							
Senior Marine							
Reserve Officer (N00R)							
Admin Supervisor							

Note: All sightings of correspondence will be initialed and dated.

**Routing Codes:**

- A - Action
- C - Comment/Corrections
- H - Hold
- I - Information
- R - Revision
- S - Signature
- X - Office Origination Correspondence

**Comments:**  
**Action Officer:** \_\_\_\_\_