DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER
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SAN DIEGO, CALIFORNIA 92136-5596

ORIGINAL

NAVDENCENSDIEGOINST 5216.1G
012 15 MAY 1998

NAVDENCEN SAN DIEGO INSTRUCTION 5216.1G

Subj: CORRESPONDENCE MANAGEMENT

Ref: (a) SECNAVINST 5216.5D
(b) U. S. Navy Regulations 1990, Article 1026
(c) NAVDENCENSDIEGOINST 5230.2
(d) NAVDENCENSDIEGOINST 5605.1E

Encl: (1) Listing of Originator/Distribution Codes

1. Purpose. To establish procedures concerning the preparation, control and dissemination of official correspondence per reference (a).

2. Cancellation. NAVDENCENSDIEGOINST 5216.1F.

3. Official Correspondence Defined. Official correspondence includes all recorded communications, including directives, messages, and E-Mail issued or received by a person at Naval Dental Center, San Diego, in the execution of the duties of their office or position.

4. Signing Official Correspondence

a. The Commanding Officer signs all official correspondence relating to the mission, policy and efficiency of the command; matters which are required by law or regulation to sign; matters of a controversial nature such as letters of complaint and disapproval of requests for services or support; and letters of commendation, appreciation or disciplinary actions.

b. The officer temporarily succeeding to command (or acting in the temporary absence of the Commanding Officer) who signs official correspondence shall have the word "Acting" appear below their signature per reference (b).

c. "By direction" Correspondence

(1) Persons authorized to sign "By direction" shall be issued individual letters by the Commanding Officer.

(2) The originator of any correspondence signed "By direction" shall be responsible to the Commanding Officer for completeness, conciseness, clarity, correctness, and courtesy of the correspondence.

(3) Each individual authorized to sign "By direction" shall ensure that two copies of all official and business correspondence signed By direction" are provided to the Personnel Administration Department. The Director, Dental Center Administration will ensure the availability of a reading file for review by the Commanding Officer.

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(4) "By direction" authority is not inherent because of position or title therefore, it is not automatically delegated to a subordinate who temporarily acts in the capacity of the person authorized to sign "By direction." Correspondence needing signature during the absence of the incumbent, shall be forwarded to the Director, Dental Center Administration without a signature line.

(5) All correspondence addressed to activities outside the command shall be prepared as emanating from the Commanding Officer. Subordinates are not authorized to prepare official command correspondence as emanating from themselves. Memoranda, consultation sheets, and other pertinent documents may be freely exchanged with personnel of inter-command clinics/departments without the above restrictions.

(6) Personnel tasked directly from outside the command shall inform, if appropriate, the Executive Officer or Director, Dental Center Administration to determine if the reply requires command endorsement.

5. Incoming Correspondence

a. All incoming official correspondence shall be reviewed by the Director, Dental Center Administration. Any person receiving the Director, Dental Center Administration. Any person receiving mail by title or position, the content of which may be a matter of policy, command concern, or become controversial, shall forward such mail with any relevant information to the Director, Dental Center Administration. After review, mail, which does not require command attention or which is not of command interest will be delivered to the office concerned.

b. Correspondence sent to an action office for reply shall normally be answered promptly. If the correspondence is a letter, message, or E-Mail and it cannot be answered within 72 hours, it should be acknowledged and reason given to the originator for the delay.

c. If urgent action is indicated, the required action shall be accomplished within 48 hours. Congressional and Bureau of Medicine and Surgery inquires shall normally be answered within 48 hours.

6. Outgoing Correspondence

a. General Preparation. All correspondence shall be prepared under the guidelines contained in reference (a), and this instruction. Official correspondence (except for "unofficial memoranda," messages, and E-Mail), shall be prepared in smooth format on official command letterhead. With the exception of Northern clinics, branch dental clinics are not authorized to use command letterhead stationery. Therefore, all official correspondence shall be prepared in smooth by Headquarters, Personnel Administration or those special assistants holding "By direction" authority. Correspondence prepared

by branch dental clinics for signature by the Commanding Officer shall be submitted Headquarters, Personnel Administration Department in typed rough format for administrative review. The rough document will be submitted on a 3 1/2" disk in Microsoft Word.

b. Originator Code. Correspondence prepared by a branch/department shall contain the assigned "Originator's Code" as indicated in enclosure (1).

c. Copies Required. The following copies are required:

One for command files
One for CO's reading file (correspondence signed By direction/ Acting)
One for originating office
One for each "via" addressee
One for each "copy to" addressee

d. Assembly for Signature. The original of a letter, of more than one page, will be arranged in natural order on the right side of a folder. Supporting information and/or previous corrected rough drafts shall be placed on the left side, with a paper clipped routing slip on top. The originator is responsible for determining and indicating cognizant reviewers.

e. Routing and Initialing of Outgoing Correspondence. Except for correspondence prepared by the Secretary of the Commanding Officer, outgoing correspondence prepared for the Commanding Officer's signature will be reviewed for appropriate format by the Head, Personnel Administration Department.

f. Distribution Codes. Distribution codes indicated in enclosure (1) are used to identify a particular branch/department within the command. It should be noted that distribution codes coincide with originator codes.

g. Guard Mail. Intra-command written communications shall be transmitted by utilizing U. S. Government Messenger envelopes (Standard Form 65B) in lieu of "franked" envelopes. Messenger envelopes should be properly addressed (i.e., name of individual, distribution code, and office or clinic.)

h. E-Mail. Procedures for E-Mail are included in reference (c).

7. Directives. Issuance of directives relating to the overall operation of branch clinics will be promulgated by Naval Dental Center, San Diego, and distributed following reference (d). The publishing of directives at the branch level, to amplify command directives, or to cover unique situations in a geographic area may be required; however, a copy of each locally issued directive will be forwarded to Personnel Administration Department for record purposes.

8. Action. Branch Directors and Department Heads will comply with these procedures and will inform the Director, Dental Center Administration of correspondence relating to mission, policy, and efficiency; in addition to similar matters which are prepared for the Commanding Officer's signature.

R. C. MELENDEZ

Dist:
List I, Case 1, 2

ORIGINATOR/DISTRIBUTION CODES

1. The below listed originator/distribution codes for specific positions, offices, and branches are assigned to facilitate correspondence identification and flow. Offices may further breakdown their assigned code for work units within their cognizance.

Originator/ Distribution Codes	
00	Commanding Officer
01	Executive Officer
02	Director, Debtak Center Administration
03	Director, Clinical Services
OOM	Master Chief of the Command
OOA	Commanding Officer's Secretary
OOC	Command Career Counselor
OOF	Flag Writer
OOQ	Quality Assurance/Professional Affairs Coordinator
OOR	Reserve Liaison Officer
OOS	Safety Officer
OOE	Education and Training Department
OOTQ	TQL Coordinator
OOIC	Infection Control Officer
04	Comptroller
05	Fleet Liaison Officer
012	Personnel Administration Department
013	Operating Management Department
014	Management Information Department
015	Material Management Department
20	Area Dental Laboratory
30	NAVSTA, Branch Dental Clinic
31	ASW, Branch Dental Clinic
32	MCRD, Branch Dental Clinic
33	NAS, Fallon Branch Dental Clinic
34	NAS, North Island Branch Dental Clinic
35	NAS, Lemoore Branch Dental Clinic
36	NAB, Branch Dental Clinic
37	FISC, Branch Dental Clinic
38	NAF, El Centro Branch Dental Clinic
39	Monterey, Branch Dental Clinic
40	Naval Sub Base, Branch Dental Clinic
41	CBC, Port Hueneme Branch Dental Clinic
42	NAWS, China Lake Branch Dental Clinic
43	NAWS, Point Mugu Branch Dental Clinic
44	Branch Dental Clinic, Concord

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