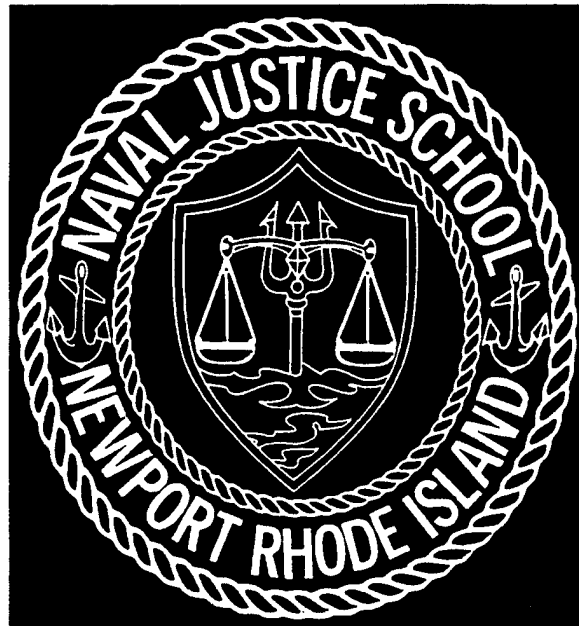


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TABLE OF CONTENTS

PART I

CORRESPONDENCE

PART II

ENLISTED SERVICE RECORDS

PART III

LEGAL ADMINISTRATION

PART IV

DD FORM 1348'S FOR MCM AND JAGMAN PURCHASE

PART V

STATUS REPORT MEMORANDUM

PART VI

LEGAL OFFICER INSPECTION QUESTIONNAIRE

CORRESPONDENCE
CHAPTER 2
STANDARD LETTER

1. General

a. Introduction. Before reading this chapter, study the example on page 2-15. Use the standard letter to correspond officially with activities in the Department of Defense. Also use it with organization outside the Department of Defense if they have adopted the format. Outside users include the Coast Guard and some contractors who deal widely with the Navy and Marine Corps.

b. Conventions. The person whose title appears in the to block is the "action" addressee. Aside from its one action addressee, the standard letter may have any number of via addressees or copy-to addressees or both. To prepare a letter that has more than one action addressee, see chapter 3.

2. Stationery

a. Paper Requirements. The chart on page 2-13 shows the paper to use for various addressees.

b. Letterhead Requirements: Whether typing or stamping a letterhead, begin with DEPARTMENT OF THE NAVY centered on the fourth line from the top of the page. The activity's name and address go on succeeding lines. Here is an example of a type letterhead:

DEPARTMENT OF THE NAVY
Naval Station
San Diego, California 92136

Before printing letterhead stationery, read SECNAVINST 5602.6, Official Letterhead Stationery, or MCO P5600.31E Publication and Printing Regulations. They describe the size, weight, and color of the print and explain the placement of the Department of Defense seal.

3. Margins. Allow 1-inch margins on the top, bottom, and sides of each page. Several exceptions exist. On letterhead paper, typing starts more than 1 inch from the top when the letterhead is printed and less than 1 inch if it is typed. Typing may end more than 1 inch from the bottom of the page that has the signature.

4. Type. Prefer larger, pica type over smaller, elite type. If you use script or italics at all, save them for occasional emphasis; avoid typing entire letters in script or italics.

5. Color of Ink. Use black or blue-black ink to type, stamp, and sign correspondence. These colors ensure legible reproduction should photo copies ever be necessary.

6. Sender's Symbols

a. Required Symbols. Include the following three sender's symbols in the upper right corner, blocked one below the other:

- (1) Standard Subject Identification Code (SSIC)
- (2) Originator's code by itself or in a serial number
- (3) Date

b. Unauthorized Symbols. Numbers assigned by word processing centers and the initials of writers and typists are unauthorized as sender's symbols. However, they may be included on file copies as part of the drafter's identification.

c. **Exceptions to Using all Three Symbols.** Local practice determines how to handle sender's symbols in the following cases:

- (1) Letters to members of Congress or heads of government agencies.
- (2) Letters of praise or condolence.
- (3) Personal, though official, letters.

To avoid a busy appearance on a letter of condolence, for example, an activity may show all symbols on the file copy but show only the date on the outgoing copy.

Note: See paragraphs 7, 8, and 9 for instructions on individual sender's symbols.

7. Standard Subject Identification Code (SSIC)

a. **How to Find the Right SSIC.** This four- or five-digit number, which represents a letter's subject, helps to file and retrieve correspondence and eventually dispose of it. To find the SSIC that most closely represents your subject, check SECNAVINST 5210.11C, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC).

b. **Placement.** If in reply refer to is printed on your activity's letterhead paper, type the SSIC on the next line. If in reply refer to isn't printed, type the SSIC on the second line below the letterhead, starting two inches or more from the right edge of the paper. Plan ahead; the longest sender's symbol should end close to the right margin. Here are two sample SSICs that are expanded into complete sender's symbols in paragraphs 8c and 9a. The 5216 stands for "correspondence management," while the 10552 stands for "sonar electronics."

5216

10552

8. Originator's Code by itself or in a Serial Number

a. **Originator's Code Required.** Usually the originator's code is the office symbol of the drafter, but it may be the hull number of a ship. In any case, local activities decide the makeup of an originator's code. Put it on all letters, either by itself or as part of a serial number.

b. **When to Use Serial Numbers.** All classified correspondence created by your activity must be given serial numbers. Whether your unclassified correspondence also is serialized depends on local practice. Volume is the major criterion. Activities that produce little correspondence, all of it unclassified, probably don't need serial numbers. The added control must be weighed against the added complications of typing or stamping serial numbers. An activity that uses serial numbers starts a new sequence of numbers at the start of each new calendar year and assigns numbers consecutively.

c. **Format.** On letters without serial numbers, block the originator's code immediately under the SSIC. Here are the two earlier examples with only originator's codes:

5216
N13

10552
CVN 68-ENG

On letters with serial numbers, follow this format:

Ser (no punctuation, one space after Ser)

Originator's code

/ (no spaces around slant)

Classification, if any (C for Confidential, S for Secret, T for Top Secret)

Next unused serial number for the current calendar year (typed or stamped)

24 AUG 1983

Here are the two earlier examples of SSICs with serial numbers below them:

5216	10552
Ser N13/271	Ser CVN 68-ENG/C20

9. Dates

a. **Dates as Sender's Symbols.** Date all copies of a letter. Type or stamp the date on the same day the correspondence is signed. Leave out the date when preparing correspondence that will be signed on a later day or in another office. Follow a day-month-year order without punctuation. Use the first three letters of the month and the last two digits of the year (5 Sep 83). Variations are allowed for date stamps. Completed sender's symbols look like these:

5216	10552
Ser N13/271	Ser CVN 68-ENG/C20
1 Jun 81	12 May 82

b. **Dates Used Elsewhere.** Abbreviate months and years in any heading of a letter. Spell out months and years, however, in the text of a letter (5 September 1983). In the text the year may be omitted when it is understood (our meeting on 5 September).

10. From Block

a. **General.** Every standard letter must have a from block. As a general rule, give your commanding officer's title, your activity's name, and for a command based ashore, its geographic location (without the state or ZIP Code). The precise wording comes from one of the following:

(1) Standard Navy Distribution List (SNDL), Part 1 (Operating Forces) OPNAV P09B2-107.

(2) Standard Navy Distribution List (SNDL), Part 2 and Catalog of Naval Shore Activities (SNDL CAT) OPNAV P09B2-105.

(3) List of Marine Corps Activities, MCO P5400.6.

In the following example, the from block gives more than a title, but less than a full SNDL mailing address, to distinguish the naval station at Mayport from all other naval stations:

<u>SNDL Entry</u>	<u>From Block</u>
Commanding Officer Naval Station Mayport, FL 32228	Commanding Officer, Naval Station, Mayport

Some variations exist. If a one-of-a-kind title adequately identifies a commanding officer and the officer's activity, the location is unnecessary (Chief of Naval Operations). By contrast, some commands prefer an entire mailing address in the from block to aid in replies. In the from block, as in the to and via blocks, a comma separates the official in command from the activity.

Note: Your from block probably will repeat some letterhead information. Still, the requirement for the from block simplifies procedures and ensures that the originator's identification appears on copies without letterheads, such as plain-tissue ones for copy-to addressees.

b. Format. Type From: at the left margin on the second line below the date. Two spaces follow the colon. Continuation lines start under the first word after the heading.

From: Commanding Officer, Fleet Anti-Submarine Warfare
Training Center, Pacific

c. Avoiding Multiple Titles. If your commanding officer has several titles, choose the one that fits the situation best.

11. To Block

a. General. Address correspondence to the commanding officer of an activity as if composing a from block. (Follow the general guidance in paragraph 10a.) Give a complete mailing address, ZIP Code included, if you will use a window envelope (see page 2-17) or want the address for a record.

b. Format. Type To: at the left margin on the first line under the from block. Four spaces follow the colon. Continuation lines start under the first word after the heading.

To: Commander, Naval Electronic Systems Command (ELEX
8121)

c. Codes Encouraged. Whenever practical, show the office that will act on your letter by including a code or person's title in parentheses right after the activity's name. For your correspondence to be seen by the person whose title appears in the to block, use that person's code. Because frequent turnover in personnel can result in misrouted mail, usually avoid names of people in to blocks.

Commanding Officer, USS KITTY HAWK (CV 63) (ENG)

Chief of Naval Reserve (Director of Administration)

Commander, Naval Military Personnel Command (NMPC-725)

Commanding Officer, Naval Station, Charleston (Code 18A)

Add the word Code before codes that start with numbers. A code that starts with a letter (N or OP or MAT, for example) is readily identifiable as a code without the added word.

12. Via Block

a. General. Use a via block when one or more activities outside your own should see a letter before it reaches the action addressee. List commanding officers in the via block as if composing a from block or to block. (Follow the general guidance in paragraph 10a.) Give a complete mailing address, ZIP Code included, if you want it for a record. Chapter 4 shows via addressees how to prepare endorsements.

b. Format. Type Via: at the left margin on the first line below the to block. Three spaces follow the colon. Continuation lines start under the first word after the heading.

Via: Commander, Destroyer Squadron 23

c. Numbering Via addressees. Number via addressees if you list two or more. Routing starts with the addressee listed first. When going down a chain of command, first list the next lower echelon. When going up your chain of command, first list the next higher echelon, as in the following example:

Via: (1) Commander, Destroyer Squadron 23
(2) Commander, Cruiser-Destroyer Group 1
(3) Commander, Naval Surface Force, U.S. Pacific
Fleet

d. Corresponding through Channels. Follow your chain of command when corresponding on substantive matters such as command decisions, policy issues, and official recommendations. For example, correspondence on those matters from the Chief of Naval Material to the Secretary of the Navy goes through the Chief of Naval Operations. Such routing keeps intermediate commands informed and allows them to comment or approve. Variations:

(1) Authorized subordinates of different activities may correspond directly with each other on purely routine matters.

(2) You may list any interested addressees in the via block when you want them to see a letter before it reaches the action addressee.

(3) Include intermediate commands as copy-to addressees rather than as via addressees if they want to see certain routine correspondence without having to endorse it.

(4) Bypass intermediate commands that clearly have no interest in a letter's content and no requirement to comment or act.

e. Routing to Follow when Rushed. If you normally would route a letter through the chain of command but there isn't time, do one of the following:

(1) Route the original through the via addressees, as usual, and send an advance copy straight to the action addressee. To alert all addressees to this unusual routing, repeat the action addressee, by SNDL short title, in a copy-to block. Include advance, like this:

Copy to:
CNO (advance)
JAG

(2) Send the original to the action addressee and at the same time send copies to all addressees. Include in the text a statement similar to this: "We have mailed copies to all addressees simultaneously. Via addressees, please forward your endorsements directly to" Then repeat the via addressees, by SNDL short titles, in a copy-to block.

f. Routing Used by Ships in Shipyards. Only correspondence involving shipyard matters must go through the shipyard commander. On shipyard matters that are routine, correspond directly with the shipyard commander. On shipyard matters that will be brought to the attention of higher authority, include the shipyard commander as a via addressee.

13. Subject

a. General. The subject is a sentence fragment that tells readers what the letter is about, usually in 10 words or less. Craft the subject to make it genuinely informative. In a reply, repeat the subject of the incoming correspondence in your subject block, unless a change is essential for clarity.

b. **Format.** Type Subj: at the left margin on the second line under the last line of the previous heading. Two spaces follow the colon.

Subj: REQUEST FOR PRE-DRILL AUTHORIZATION

Use normal word order. Capitalize every letter after the colon. In those few cases when a subject appears elsewhere in a letter, capitalize the first, last, and other key words as though writing a book title.

14. References

a. **General.** See pages 1-4 and 1-5 for instructions on how to downplay references and avoid most NOTAL references.

b. **Format of Reference Block.** Type Ref: at the left margin on the second line below the subject. Use a lower-case letter in parentheses before the description of every reference, even a single one. Three spaces follow the colon. One space follows the closing parenthesis. Continuation lines start under the first word after the heading. Punctuation is rare.

Ref: (a) NAS North Island ltr 4710 Ser 18/578 of
12 Nov 82
(b) COMNAVAIRPACINST 4700.1

Correspondence requires (1) SNDL short title of originator, (2) type of correspondence (ltr, spdltr, or memo), (3) SSIC, (4) originator's code by itself or in a serial number as shown in the referenced correspondence, (5) date:

USS DAVID R. RAY (DD 971) ltr 5216 Ser DD 971/437 of 9 Sep 82
NAS Norfolk spdltr 5216 Ser N35/1130 of 10 Sep 82
CNO memo 5216 Ser 09B33/317731 of 11 Sep 82

Messages require (1) title of originator as shown in from block of message, (2) date-time group with month and year:

USS DAVID R. RAY 091300Z Sep 82
NAS Norfolk VA 101300Z Sep 82
CNO Washingt DC 111300Z Sep 82 (NAVOP XXX/82)

Note: When referencing general messages, include the message title (ALNAV, NAVOP, ALNAVSTA, etc.) and serial number/year in parentheses.

Endorsements require the appropriate emphasis, depending on whether you want to mention them in passing or highlight a particular one:

ENS John J. Jones, USNR, 123-45-6789 ltr of 1 Apr 82 w/ends
COMNAVSURFPAC third end 1070 Ser N1/3124 of 22 Apr 82 on
ENS John J. Jones, USNR, 123-45-6789 ltr of 1 Apr 82

Telephone conversations require (1) PHONCON, (2) individuals and their activities, (3) date:

PHONCON OPNAV (OP-09B15) Mrs. Smith/NAVSUP
(Code 01222B) CDR Johnson of 16 Nov 82

Instructions require (1) SNDL short title of issuer, (2) INST, (3) SSIC with consecutive number and, if any, a revision letter, (4) subject if not clear from the subject or text of your letter, (5) chapter or paragraph of a long instruction if only that part applies:

NAVMATINST 7510.1

SECNAVINST 5216.5C, Department of the Navy Correspondence Manual, Ch. 2, Par. 14

Notices require (1) SNDL short title of issuer, (2) NOTE, (3) SSIC, (4) serial number if any, (5) date because notices lack consecutive numbers, (6) subject if not clear from the subject or text of your letter, (7) chapter or paragraph of a long notice if only that part applies:

OPNAVNOTE 5216 Ser 09B15B/309210 of 20 Apr 83

Forms, reports, and publications require the information shown below. Though reports must include subjects, forms and publications may exclude them.

Form example: NAVJAG 5800/15 (Rev. 7-81)

Report example: Injury Report (NAVJAG 5800-19)

Publication example: NAVPERS 15018

c. "My" and "Your" Optional. To cite an earlier communication between your activity and the action addressee, you may substitute a personal pronoun for the issuing activity.

My ltr 5216 Ser G12/4959 of 2 Jun 83

Your 221501Z Jul 84

To prevent confusion, avoid your in the reference block of a letter that has more than one action addressee.

15. Enclosures

a. **General.** An enclosure can prevent a letter from becoming too detailed. Try to keep letters short, down to one page whenever possible, and use enclosures for lengthy explanations that cannot be avoided. List enclosures in an enclosure block by following the order of their appearance in the text. In the text spell out the word enclosure. Describe an enclosure such as a letter or directive in the manner of a reference (see paragraph 14b). But remember, never list an enclosure in both the enclosure block and reference block of the same letter. When identifying a document by its subject, cite the subject exactly.

b. **Format of Enclosure Block.** Type Encl: at the left margin on the second line below the last line of the previous heading. Use a number in parentheses in front of the description of every enclosure, even a single one. Two spaces follow the colon. One space follows the closing parenthesis. Continuation lines start under the first word after the heading.

Encl: (1) List of Reserve Officers Selected for Promotion
to Colonel
(2) CMC ltr 5216 Ser MMPR/1451 of 6 Jan 83

c. **Normal Distribution and When to Vary It.** Normally, send one copy of the basic letter plus any enclosures to all addressees — action, via, and copy-to. Don't use w/encl; no marking means everybody gets one of everything. Avoid sending an enclosure if an addressee has it already or if bulk or other factors make furnishing it impractical.

d. Adding Copies of Enclosures for All Addressees. When sending more than one copy of an enclosure to all addressees, note the quantity in parentheses after the enclosure's description:

Encl: (1) OPNAV 5216/10 (100 copies)

A quantity shown in the enclosure block means that all addressees, including any copy-to and via ones, receive the added copies. When sending, say, 100 copies to the action addressee but not to certain copy-to or via addressees, use notes such as those in paragraphs e and f to show the varied distribution.

e. Variations Affecting Only Copy-To Addressees. When varying the normal distribution of enclosures to copy-to addressees, follow the examples below.

(1) In the next examples, all copy-to addressees are affected in the same way, so notes appear beside the headings:

Copy to: (w/o encl)

Copy to: (w/o encls (2) and (3))

Copy to: (w/2 copies of encl (1))

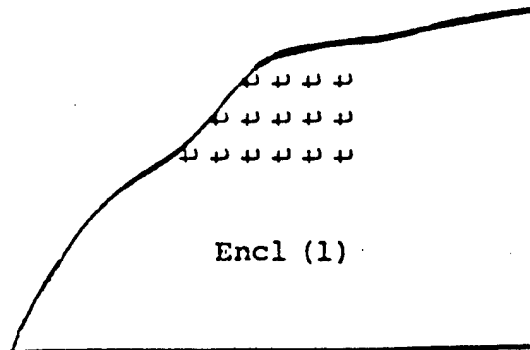
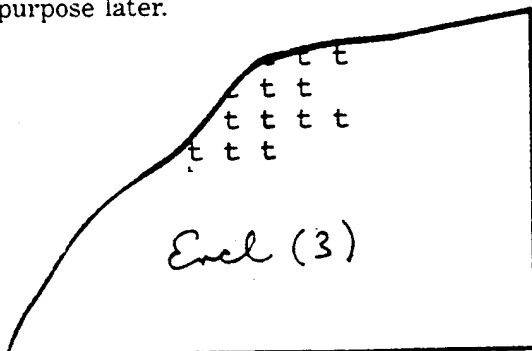
(2) In the next example, only some copy-to addressees are affected, so notes appear beside individual addressees:

Copy to:
COMNAVELEXSYSCOM (ELEX 811, 2012, 612) (w/o encl)
COMNAVFACENGCOM (Code 044)
COMNAVSEASYSYSCOM (Code 0412) (w/encl (2) only)

f. Variations Affecting Only Via Addressees. When varying the normal distribution of enclosures to via addressees, show the variation beside the affected via addressee. One possible variation appears below. Others may be adapted from the examples in paragraph e.

Via: Commander, Naval Surface Force, U.S. Atlantic
Fleet (w/o encl)

g. How to Mark Enclosures. Mark an enclosure on the first page only. When sending multiple copies of an enclosure, only the first page of the top copy has to be marked. An enclosure marking goes in the lower right corner, whether the text is arranged normally or lengthwise. Type, stamp, or write Encl plus its number in parentheses. Pencil may be used so an addressee can remove the marking easily should the enclosure be needed for some new purpose later.



Marking an enclosure such as a photograph may be impractical. In that case, attach a piece of paper giving the enclosure marking.

Note: Arrange pages typed lengthwise so they can be read from the right. See the example on page 2-8.

h. Numbering Pages of Enclosures. Follow the standard-letter practice of numbering only second and later pages. If you have several different enclosures, number the pages of each independently. If an enclosure's pages are numbered already, renumbering is unnecessary.

i. How to Send Enclosures Separately. When size, weight, or other factors prevent sending an enclosure with a letter, send it separately and type (sep cover) after the enclosure's description.

Encl: (1) SECNAVINST 5216.5C (sep cover)

To identify the enclosure itself, either include a copy of the letter or expand the normal marking on the enclosure. An expanded enclosure marking resembles a reference entry:

Encl (1) to CNO ltr 5216
Ser 09B15/300111 of 1 Feb 83

16. Text. Skip a line before starting the text. Arrange paragraphs as shown on page 2-14. Format aside, make the content clear by using the techniques explained in chapter 1.

17. Signature

a. What the Commanding Officer Must Sign. The commanding officer, officer in charge, or person "acting" in either position must personally sign documents that —

- (1) Establish policy.
- (2) Center on changes to the command's mission and are addressed to higher authority.
- (3) Deal with certain aspects of military justice. In this case, others may sign only if a staff legal officer first finds that the commanding officer's signature is unnecessary.
- (4) Are required by law or regulation (e.g., ship's deck log).

b. Rules for Delegating Signature Authority. A commanding officer may delegate signature authority to military and civilian subordinates and may authorize those subordinates to delegate signature authority further. Subdelegate signature authority to the lowest responsible person whose position is reasonably related to the function involved. Do so in writing, to titles rather than names, and include a brief outline of the types of documents involved. Delegation may be made in a unit organization manual or instruction. Authorized subordinates may sign correspondence that falls within their areas of responsibility, unless good judgment calls for the signature of a higher official. When subordinates sign documents under this delegated authority, they usually sign "By direction." A few senior staff members in major commands are authorized to sign over their own titles.

c. General Rules for Signature Blocks. Only the original, which goes to the action addressee, must be signed. But the original and all copies must have typed or stamped signature-block information below the signature area. Use the signer's preference to compose the name, which appears in all capital letters on the fourth line below the text. If no preference

is indicated, use initial(s) and last name. Don't include the signer's rank or a complimentary close. Start each line of the signature block at the center of the page.

Note: Add the signature block only when you are sure who will sign the correspondence. If you use a stamp, remember to mark all copies and avoid smeared or crooked impressions.

d. Examples of Signature Blocks. Put nothing below the name of the commanding officer, the person whose title appears in the from block.

T. A. SMITH

Include the title of a principal subordinate authorized to sign by title, such as the chief of staff or deputy in a major command:

K. JONES, JR.
Deputy

End with the word Acting when the signer has been formally appointed to replace temporarily the commanding officer or a subordinate who signs by title:

L. P. LAMBERT	ALAN J. FOSTER
Acting	Deputy
	Acting

Put the term By direction under the name of a subordinate who may sign official correspondence but not by title:

C. WILSON II
By direction

Add the following under the name of a person with by-direction authority who signs orders affecting pay and allowances: the signer's title, By direction of, and the commanding officer's title.

R. P. McMURPHY
Executive Officer
By direction of
the Commanding Officer

e. Facsimile Stamps. A commanding officer may authorize others to use stamps that duplicate his or her signature where the personal signing of correspondence causes hardship or is impractical. If you are authorized to use a facsimile stamp of someone else's signature, pen your initials next to each signature you stamp to authenticate the facsimile. Safeguard such stamps from unauthorized use.

18. Copy-To Block

a. When to Use It. Use this optional block to list addressees outside your activity who need to know a letter's content but don't need to act on it. (If you were preparing an electrical message, these would appear as "information" addressees.) If you use the copy-to block at all, keep the number of activities to a minimum.

b. **Format.** Type Copy to: at the left margin on the second line below the signature block. Single-space internally as shown below. Identify addressees listed in the SNDL by the short titles shown there. List addressees in any order, though the internal offices of an activity should be grouped for ease of distribution.

Copy to:
CNO (OP-03, 05, 06)
COMNAVMILPERSCOM (NMPC-49)
NAVREGFINCEN Washington, DC (NRFC-F50)
DIR, NAVINVSERVHQ (Code 28)
USS CONSTELLATION (CV 64) (ENG)

Check or arrow the intended addressee on each copy.

19. Blind-Copy-To Block

a. **When to Use It.** Don't show the internal distribution, if any, on copies that go outside your activity. Outside addressees can assume you have sent copies to the right people in your activity. Do show the internal distribution, however, on the copies that stay within your activity. List these internal addressees, usually by code, in a blind-copy-to block.

Note: Now and then other situations call for passing information to an addressee without announcing it to everyone. In these cases, too, blind copies allow information to pass discreetly.

b. **Format.** On certain copies — never on the original — type Blind copy to: at the left margin on the second line below the previous block (the copy-to block, if you have one, or the signature block). The word Code needn't precede the codes themselves.

Blind copy to:
143
215

The example above would appear on only the file copy, the copy for Code 143, and the copy for Code 215.

20. Drafter's Identification on File Copies

a. **What to Include.** Type, stamp, or pen the following information on the first or last page of the file copy: (1) name of writer, (2) writer's office code, (3) date of typing, (4) writer's phone extension or room number or both if writer and signer are at some distance from each other, and (5) word-processing symbols or typist's identification if you wish. A suggested format:

Writer: T. Cook, 180, X5487
Typist: L. Simons, 9 Jul 81, WPC 1-284

b. **Exceptions.** The file copy needn't give the information required by paragraph a if your activity is so small as to not need these controls or if the information appears on a document such as a routing slip that will stay with the file copy.

21. Identifying Second and Later Pages

a. **Subject Repeated.** Repeat the subject shown on the first page on the sixth line from the top of all later pages.

SECNAVINST 5216.5C
24 AUG 1983

b. Pages Numbered. Center page numbers 1/2 inch from the bottom edge, starting with the number 2. No punctuation accompanies a page number.

Note: Don't number a single-page letter or the first page of a multiple-page letter. (To number the pages of a Top Secret document, follow OPNAVINST 5510.1F.)

STATIONERY

ADDRESSEE	FIRST PAGE			LATER PAGES			
	STANDARD LETTER	MULTIPLE-ADDRESS ITR	NEW PAGE ENDORSEMENT LETTER	SPEED-LETTER	MEMORANDUM	BUSINESS LETTER	ANY FORMAT
TO	letterhead bond	letterhead bond or photo copy	letterhead bond	form	form (more for mats, Chap. 6)	letterhead bond	white bond
VIA	white tissue or photo copy	white tissue or photo copy	white tissue or photo copy		white tissue or photo copy	letterhead bond or photo copy	white tissue or photo copy
COPY TO	white tissue or photo copy	white tissue or photo copy	white tissue or photo copy	form or photo copy	white tissue or photo copy	letterhead bond or photo copy	white tissue or photo copy
BLIND COPY	white tissue or photo copy	white tissue or photo copy	white tissue or photo copy	form or photo copy	white tissue or photo copy	white tissue or photo copy	white tissue or photo copy
COMMAND FILE	yellow tissue or photo copy	yellow tissue or photo copy	yellow tissue or photo copy	form	yellow tissue or photo copy	yellow tissue or photo copy	yellow tissue or photo copy

Quantity: Each addressee receives one copy. Only members of Congress routinely receive second copies.

Command File: Federal Property Management Regulation (FPMR) 101-11.603-7 requires official file copies in paper form to be on yellow tissues.

Photo Copies: May be substituted for tissue sheets when equal or better copy quality is maintained and labor and material costs are no greater than those for tissue preparation.

PARAGRAPH FORMAT

1. Number main paragraphs such as this one.

a. Indent each new subdivision of a paragraph by four spaces and start typing at the fifth space. Start all continuation lines at the left margin.

b. If subparagraphs are needed, use at least two. For example, a (1) subparagraph must have at least a (2) subparagraph.

(1) Single-space within main paragraphs and within subparagraphs, but double-space between them.

(a) How to Cite Paragraphs. When citing a paragraph or subparagraph, write numbers and letters without periods or spaces. "Paragraph 1b(1)(a)" describes the subparagraph you are reading.

(b) Limits to Subparagraphing. Rarely use all the paragraph divisions shown in this model and never use more; reparagraph instead. Though subparagraphs clearly display levels of importance and encourage the use of lists for easy reading, they clutter writing when carried too far.

(c) Headings Explained. Use more headings, most often in long correspondence whose topics vary widely. Be brief but informative; avoid single vague words like "citations" or "limits." Underline any heading and capitalize its key words. Be consistent across main paragraphs; if paragraph 1 had a heading, 2 would need a heading. Be consistent within a subparagraph; if 1a had a heading, 1b would need a heading.

(2) Use letters or numbers in parentheses as shown in the next sentence to emphasize a few short statements without the added emphasis of separate lines for each. This format (a) highlights ideas, (b) improves readability, and (c) saves space.

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

CHAPTER 4 ENDORSEMENT

1. General

a. **Introduction to Endorsements.** When a letter comes to your activity because you are a via addressee, prepare an endorsement rather than another letter. Use either a same-page endorsement or a new-page endorsement. (Examples appear on pages 4-2 and 4-3). Keep an endorsement with the basic letter; one is an integral part of the other. Except as noted below, endorsements follow standard-letter practice.

b. **Uses for Endorsements.** Many endorsements simply forward letters without substantive comment to the next via addressee, if any, or to the action addressee. But other possibilities exist. An endorsement may comment on the basic letter or any earlier endorsements. It may alter the order of any remaining via addressees or add others. And it may return the basic letter with a final reply or a request for more information.

2. Where to Send Copies

a. Original of your endorsement for the action addressee. (Show this addressee in your to block.)

b. Copies for via addressees who have yet to endorse the basic letter. (Show these addressees in a via block. If two or more via addressees remain, renumber them starting with a 1 in parentheses before the next recipient of the package. Don't number a single remaining via addressee.)

c. Copy for the originator of the basic letter. (Use a copy-to block.)

d. Copies for any earlier via addressees and any earlier copy-to addressees only if your endorsement is significant. (Add these addressees to your copy-to block.) Routine endorsements include "forwarded," "forwarded for consideration," and "forwarded recommending approval." Significant endorsements include "forwarded recommending disapproval," "read-dressed and forwarded," and those with substantive comments.

e. Copies for any copy-to addressees your command adds. (Include these in your copy-to block. To the right of each of these addressees, type (complete) to show that your endorsement includes the basic letter, enclosures, and prior endorsements.)

f. Copy for your file.

3. **References.** Don't repeat in your reference block any references shown in the basic letter or prior endorsements; instead, show only the references you add. Assign letters to all references you add, even a single one, by continuing any sequence of letters begun earlier.

4. Enclosures

a. Don't repeat in your enclosure block any enclosures shown in the basic letter or prior endorsements; instead, show only the enclosures you add. Assign numbers to all enclosures you add, even a single one, by continuing any sequence of numbers begun earlier.

b. Send any enclosure you add to the action addressee. Also send it to the originator of the basic letter if that activity lacks it. The enclosure's importance will determine whether others should receive it.

c. Omit enclosures to any addressees who have them already. Similarly, omit enclosures to any addressees when sending them is impractical.

SAME-PAGE ENDORSEMENT



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
CECIL FIELD, FLORIDA 32215

1
2
5216
Ser 11/352
3 Jun 83

1
2
From: Commanding Officer, Naval Air Station, Cecil Field
To: Commander in Chief, U.S. Atlantic Fleet
Via: (1) Commander, Sea Based ASW Wings, Atlantic
(2) Commander, Naval Air Force, U.S. Atlantic Fleet

1
2
Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (1) Orientation Schedule for Newcomers

1. Same-page endorsements may be added to a basic letter, like this one, or to a previous endorsement. This sentence cites enclosure (1).

J. M. Shuttleworth
J. M. SHUTTLEWORTH

Ser 019/870
17 Jun 83

FIRST ENDORSEMENT

1
2
1
2
From: Commander, Sea Based ASW Wings, Atlantic
To: Commander in Chief, U.S. Atlantic Fleet
Via: Commander, Naval Air Force, U.S. Atlantic Fleet

1
2
1. Start an endorsement on the same page as the latest communication if the answer to all three questions is yes:

- a. Is the latest communication less than a page?
- b. Will all of the endorsement fit on that page?
- c. Is the endorsement sure to be signed without revision?

2. A same-page endorsement may omit the SSIC, subject, and basic-letter's identification as long as the entire page will be photo-copied. However, all three elements are required if you make carbon copies. These elements also are required on all new-page endorsements, such as the one on the next page.

1
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1
2
W. J. WALLISCH

Copy to:
NAS Cecil Field (Code 11)

NEW-PAGE ENDORSEMENT



DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES ATLANTIC FLEET
NORFOLK, VIRGINIA 23511

1
2

5216
Ser N72/4201
24 JUN 1983

1
2

SECOND ENDORSEMENT on NAS Cecil Field ltr 5216 Ser 11/352 of
3 Jun 83

1
2

From: Commander, Naval Air Force, U.S. Atlantic Fleet
To: Commander in Chief, U.S. Atlantic Fleet

1
2

Subj: HOW TO PREPARE ENDORSEMENTS

1
2

Encl: (2) SECNAVINST 5216.5C

1

1. Start an endorsement on a new page if the answer to one or
more of these questions is no:

- a. Is the latest communication less than a page?
- b. Will all of the endorsement fit on that page?
- c. Is the endorsement sure to be signed without revision?

2

2. Number every page; continue the sequence of numbers from the
previous communication, as explained in enclosure (2).

1

3. Like a same-page endorsement prepared with carbon copies,
every new-page endorsement must--

2

- a. Repeat the basic letter's SSIC.
- b. Identify the basic letter in the endorsement-number block.
- c. Use the basic letter's subject as its own.

1

H. H. MILLER
By direction

2

3

4

1

2

Copy to:
NAS Cecil Field (Code 11)
*COMSEABASEDASWINGLANT (Code 019)

*Prior endorser appears because second endorsement is significant.

ENDORSEMENT ASSEMBLED

Here is a suggested way to assemble an endorsement package for signature and mailing. If you use a folder rather than the single stack of papers shown below, clip items 1 and 11 to the left side and items 2-10 to the right.

Check or arrow the intended addressee on each copy before the package goes for review and signature.

Prepare envelopes or mailing labels according to local practice. Your activity might not require them for addressees listed in the SNDL.

Before Signature

1. Briefing sheet as prescribed locally, usually omitted if endorsement is short or self-explanatory
2. Endorsement to be signed
3. Earlier endorsements, most recent on top
4. Basic letter
5. Earlier enclosures and any you add, first on top
6. Copies of your endorsement for remaining via addressees
7. Envelope or mailing label, if required
8. Copies of your endorsement for copy-to addressees
9. Envelopes or mailing labels, if required
10. File copy of your endorsement with enclosures, exposed 3/4 inch to the right, so coordinators can initial and date there
11. Background such as referenced documents and your file copies of earlier endorsements

After Signature

File

Mail to next via addressee or to action addressee

Mail separately

File

ENVELOPE

OUTGOING ENDORSEMENT

FILE COPY

CHAPTER 6

MEMORANDUM

1. **General.** A memorandum provides an informal way to correspond within an activity or between several activities. Subordinates may use it to correspond directly with each other on routine business. Don't use it to issue directives.

2. **Format.** Choose the format that suits the subject, occasion, and audience. Here are your choices, starting with the most informal:

- a. The printed memorandum form (page 6-2).
- b. The plain-paper memorandum (page 6-3).
- c. The letterhead memorandum (page 6-4).
- d. The memorandum-for (page 6-5).

3. **File Copy.** No file copy of an informal memo (paragraphs 2a, 2b) is required if the subject is insignificant.

4. **Endorsements.** An endorsement that forwards an informal memo (paragraphs 2a, 2b) without comment may consist of the endorser's initials and date, like this:

Via: Code 411

KAA 18 apr 83

PRINTED MEMORANDUM FORM

OPNAV 5216.144A (Rev 8-81)
S N 0107-LF-052-2320

DEPARTMENT OF THE NAVY

Memorandum

DATE 16 Mar 83
FROM OP-09BR (77256)
TO OP-09B

SUBJ: PRINTED MEMORANDUM FORM

Ref: (a) SECNAVINST 5216.5C

Encl: (1) Personnel Roster

1. This printed form is the most informal memorandum. Use it among individuals and offices of the same activity.
2. The memorandum form comes in three sizes.
 - a. OPNAV 5216/144A (8-1/2 by 11 inches):
 - b. OPNAV 5216/144B (8-1/2 by 5-1/2 inches):
 - c. OPNAV 5216/144C (5-1/2 by 8-1/2 inches):
3. Except for the date, no sender's symbols are necessary.
4. Use names, titles, or codes in the from block and to block.
5. Allow a 1-inch left margin.
6. Type reference and enclosure headings under the printed headings. Note the headings for reference (a) and enclosure (1).
7. The writer signs his or her name without an authority line.
8. Very informal memorandums may be penned.
9. No file copy is necessary when the matter is insignificant or short lived.

M. D. Hartburg

PLAIN-PAPER MEMORANDUM

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10 Sep 82

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1
2

MEMORANDUM

From: Head, Organization and Directives Branch (Code 211)
To: Head, Technical Library Branch (Code 111)
Head, Mail and Files Branch (Code 112)
Via: Head, Office Services Division (Code 110)

1
2

Subj: PLAIN-PAPER MEMORANDUM

1. The plain-paper memorandum may be used within your activity.
2. It is no more formal than the memorandum form, but it is more flexible when there are multiple addressees, via addressees, or both.
3. Prepare a plain-paper memorandum on white bond.

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M. ROY

LETTERHEAD MEMORANDUM



DEPARTMENT OF THE NAVY
NAVAL AIR REWORK FACILITY
ALAMEDA, CALIFORNIA 94501

1
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5216
memo 28/83
18 MAY 1983

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MEMORANDUM

From: Head, Management Services Department
To: Operations Officer, Navy Regional Data Automation Center,
San Francisco

Subj: LETTERHEAD MEMORANDUM

1. When direct liaison is authorized and the matter is routine, a memorandum (on letterhead paper) may be sent outside your activity.
2. When used within an activity, the letterhead memorandum provides more formality than the printed memorandum form.

C. R. DOUGLAS

MEMORANDUM-FOR



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
5216
Ser 943D/345507
11 Mar 82

1
2 MEMORANDUM FOR THE DEPUTY CHIEF OF NAVAL OPERATIONS (SURFACE
WARFARE) (OP-03)
DIRECTOR, NAVAL WARFARE (OP-095)

1
2 Subj: THE MEMORANDUM-FOR

1. The memorandum-for is the most formal memorandum. It may be used in writing to senior officials who traditionally have used it. Among them are the Secretary of Defense and the Secretary of the Navy.

2. Because the memorandum-for lacks a from block, show the signer's title below the typed name.

3. Multiple addressees are listed as shown above.

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H. A. JONES
Director, Navy Space
Systems Division

CHAPTER 7 BUSINESS LETTER

1. **General.** Use the business letter to correspond with agencies or individuals outside the Department of the Navy who are unfamiliar with the standard letter. It also may be used for official correspondence between individuals within the Department of the Navy when the occasion calls for a personal approach.

2. Stationery

a. **Paper Requirements.** The chart on page 2-13 shows the paper to use for various addressees.

b. **Letterhead for Outgoing Copies.** Because the business letter has no from block, every copy that goes to addressees outside your activity must have a letterhead (printed, typed, stamped, or reproduced from the original) to show its origin.

3. **Text.** Normally, single-space within paragraphs and avoid indenting or numbering main ones. Indent the first lines of subparagraphs, which you may letter and number in standard-letter fashion. See page 7-5 for instructions on double-spacing and indenting the text of a business letter that is likely to run eight lines or less.

4. **Complimentary Close.** Use Sincerely for the complimentary close of a business letter. Start typing at the center of the page on the second line below the text.

5. Signature

a. Start all lines of the signature block at the center of the page beginning on the fourth line below Sincerely. Type or stamp the following information: (1) name of signer in all capital letters, (2) military grade (if any) spelled out, (3) functional title, and (4) By direction of the Commanding Officer or equivalent official if the individual usually signs by direction. The by-direction line may be omitted on a routine business letter that neither makes a commitment nor takes an official stand.

b. Women's names may begin with Miss, Mrs., or Ms. in parentheses, like this: (Mrs.) M. H. Valdez.

6. **References.** Refer to previous communications in the text only, without calling them references.

7. **Enclosures.** When a letter has enclosures, mention them in the text and describe them briefly in an enclosure block. Type Encl: on the second line below the signature block and list the enclosures beneath the heading.

8. **Copy-To Block.** If everyone should know that a particular addressee will receive an information copy, show that addressee in a copy-to block. Use long titles for activities listed in the SNDL. Type Copy to: at the left margin on the second line below the enclosure block, if any, or the signature block. List addressees at the left margin.

9. **Blind-Copy-To Block.** As with a standard letter, avoid showing your internal distribution on the copies of a business letter that go outside your activity. But do show your internal distribution on internal copies. Type Blind copy to: at the left margin on the second line below the previous entry. Paragraph 19 of chapter 2 explains blind copies further.

SECNAVINST 5216.5C
24 AUG 1983

10. Dates. Express dates in month-day-year order when readers are likely to use the format, though military format is allowed for the date at the top of a letter.

11. Identifying Second and Succeeding Pages. Use senders symbols and page numbers to identify second and succeeding pages of business letters.

BUSINESS LETTER



DEPARTMENT OF THE NAVY
USS CUSHING (DD 985)
FPO SAN FRANCISCO, CA 96662

1
2

5216
Ser DD 985/28
January 5, 1982

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Coover Precision, Inc.
Attn: E. Jones
6923 W. Hobson Blvd.
New York, NY 11378

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1
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Gentlemen:

When writing to a company in general but directing your letter to a particular person or office, use an attention line between the company's name and its address. Type Attn: and then a name or title.

Make the salutation agree with the first line of the address. If the first line is a company name, the salutation is Gentlemen even if the attention line directs the letter to an individual. Note the inside address and salutation in this letter.

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Sincerely,

G. E. JENKINS
Commander, U.S. Navy
Executive Officer
By direction of
the Commanding Officer

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2

Encl:
(1) Correspondence Manual (sep cover)

BUSINESS LETTER FOR WINDOW ENVELOPE



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON DC 20361

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5216
Ser 214/83-023
8 APR 1983

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C & A Tool Company
Attn: Records Manager
505 Franklin St.
Belview, VA 22813

OPTIONAL SUBJECT LINE AND WINDOW-ENVELOPE FORMAT (YOUR FILE #28)

A subject line may replace the salutation on routine administrative letters. A subject line has three advantages: it orients readers to the topic; it skirts questions of gender; and when a file number is included, it unburdens the text.

A letter may be typed for a GSA general-purpose window envelope (overall 9-1/2 by 4-1/8, window 4-3/4 by 1-1/4) if--

- The entire address takes no more than five lines,
- No line of the address extends past the middle of the page,
- The letter and any enclosures are all unclassified.

Always start the address on line 7 below the seal and the salutation or subject line on line 16.

The address alone--all of it--must appear in the window no matter how the letter may shift in the envelope. So fold the letter in this uncommon way:

First, turn up the bottom edge so it just covers the top of the subject.

Second, turn back the address portion so the upper fold also falls along the top of the subject.

Sincerely,

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L. H. SMITH
Contracting Officer
By direction of
the Commander

SHORT BUSINESS LETTER



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING CENTER
NEWPORT, RHODE ISLAND 02840

1
2

5216
Code 53
8 APR 1983

1
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7

Miss Jane Ryan
J. M. Corporation
287 Duke St.
Newton, CA 93333

1
2

Dear Miss Ryan:

Use any or all of three techniques to balance the appearance of a letter that would run eight lines or less if typed normally: Start the address more than two lines below the date, use side margins as wide as two inches, and double-space throughout the text.

Indent paragraphs of a short business letter if you have two or more.

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Sincerely,

(Mrs.) F. F. ROBINSON
Head, Management Services
By direction of
the Commander

APPENDIX A MILITARY MODELS OF ADDRESS

<u>Addressee</u>	<u>Letter and Envelope</u>		<u>Salutation</u>	
1. Navy and Coast Guard Officers				
Admiral	ADM		Dear Admiral (surname):	
Vice Admiral	VADM		"	
Rear Admiral	RADM		"	
Commodore	COMO		Dear Commodore (surname):	
Captain	CAPT		Dear Captain (surname):	
Commander	CDR		Dear Commander (surname):	
Lieutenant Commander	LCDR		"	
Lieutenant	LT		Dear Lieutenant (surname):	
Lieutenant Junior Grade	LTJG		"	
Ensign	ENS		Dear Ensign (surname):	
Chief Warrant Officer	CWO W4		Dear Chief Warrant Officer W4 (surname):	
	CWO W3		Dear Chief Warrant Officer W3 (surname):	
	CWO W2		Dear Chief Warrant Officer W2 (surname):	
Warrant Officer	WO		Dear Warrant Officer (surname):	
2. Marine Corps, Air Force, and Army Officers				
	<u>Marines</u>	<u>Air Force</u>	<u>Army</u>	
General	Gen	Gen	GEN	Dear General (surname):
Lieutenant General	LtGen	Lt Gen	LTG	"
Major General	MajGen	Maj Gen	MG	"
Brigadier General	BGen	Brig Gen	BG	"
Colonel	Col	Col	COL	Dear Colonel (surname):
Lieutenant Colonel	LtCol	Lt Col	LTC	"
Major	Maj	Maj	MAJ	Dear Major (surname):
Captain	Capt	Capt	CPT	Dear Captain (surname):
First Lieutenant	1stLt	1st Lt	1LT	Dear Lieutenant (surname):
Second Lieutenant	2ndLt	2d Lt	2LT	"
Chief Warrant Officer	CWO		CW4	Dear Mr. (surname):
Chief Warrant Officer	CWO		CW3	"
Chief Warrant Officer	CWO		CW2	"
Warrant Officer	WO1		WO1	"
3. Navy and Coast Guard Enlisted				
Master Chief Petty Officer of the Navy	MCPON			Dear Master Chief (surname):
Master Chief Petty Officer of the Coast Guard	MCPO-CG			"
Master Chief Petty Officer	MCPO			"

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation</u>
Senior Chief Petty Officer	SCPO	Dear Senior Chief (surname):
Chief Petty Officer	CPO	Dear Chief (surname):
Petty Officer First Class	PO1	Dear Petty Officer (surname):
Petty Officer Second Class	PO2	"
Petty Officer Third Class	PO3	"
Airman (includes Apprentice and Recruit)	AN or AA or AR	Dear Airman (surname):
Constructionman (includes Apprentice and Recruit)	CN or CA or CR	Dear Constructionman (surname):
Dentalman (includes Apprentice and Recruit) Dental Tec	DN or DA or DR	Dear Dentalman (surname):
Fireman (includes Apprentice and Recruit)	FN or FA or SR	Dear Fireman (surname):
Hospitalman (includes Apprentice and Recruit)	HN or HA or HR	Dear Hospitalman (surname):
Seaman (includes Apprentice and Recruit)	SN or SA or SR	Dear Seaman (surname):
4. Marine Corps Enlisted		
Sergeant Major of the Marine Corps	SgtMaj	Dear Sergeant Major (surname):
Sergeant Major	SgtMaj	"
Master Gunnery Sergeant	MGySgt	Dear Sergeant (surname):
First Sergeant	1stSgt	"
Master Sergeant	MSgt	"
Gunnery Sergeant	GySgt	"
Staff Sergeant	SSgt	"
Sergeant	Sgt	"
Corporal	Cpl	Dear Corporal (surname):
Lance Corporal	LCpl	"
Private First Class	PFC	Dear Private (surname):
Private	Pvt	"
5. Army Enlisted		
Sergeant Major of the Army	SMA	Dear Sergeant Major (surname):
Command Sergeant Major	CSM	"
Sergeant Major	SGM	Dear First Sergeant (surname):
First Sergeant	ISG	"
Master Sergeant	MSG	Dear Master Sergeant (surname):
Platoon Sergeant	PSG	Dear Sergeant (surname):
Sergeant First Class	SFC	"
Staff Sergeant	SSG	"
Sergeant	SGT	"

Appendix A

A-2

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation</u>
Corporal	CPL	Dear Corporal (surname):
Private First Class	PFC	Dear Private (surname):
Private	PVT	"
Specialists (all grades)	SP-7 SP-6 (etc)	Dear Specialist (surname): "

6. Air Force Enlisted

Chief Master Sergeant of the Air Force	CMSAF	Dear Chief (surname):
Chief Master Sergeant	CMSgt	"
Senior Master Sergeant	SMSgt	Dear Sergeant (surname):
Master Sergeant	MSgt	"
Technical Sergeant	TSgt	"
Staff Sergeant	SSgt	"
Sergeant	Sgt	Dear Airman (surname):
Senior Airman	SrA	"
Airman First Class	A1C	"
Airman	Amn	"
Airman Basic	AB	"

7. Other Military

All retired military	(rank) (full name) (USN, USMCR, or other branch), Retired (address) 00000	Dear (rank) (surname):
Chaplain	Chaplain (full name) (rank), USN (address) 00000	Dear Chaplain (surname):

APPENDIX B

CIVILIAN MODELS OF ADDRESS

1. **"The Honorable" and "Sincerely."** Use "The Honorable (Name)" in the address of Presidential appointees as well as federal and state elected officials. Avoid "The Honorable" in addresses of county and city officials, except for mayors. Use "Sincerely," as the complimentary close unless an exception is shown below.

2. **Adjusting for Gender.** When addressing a woman by her official position, replace the "Mr." used in the examples below with "Madam" (Madam Chairman). When addressing a woman by her surname, replace "Mr." with "Miss" or "Mrs." (Mrs. Jones). Use "Ms." for a woman if her marital status is unknown. Use "Mr." with a position or surname if you don't know the addressee's gender and can't find out readily.

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation</u>
3. The White House		
President	The President The White House Washington, DC 20500	Dear Mr. President: Sincerely,
Assistant to the President	The Honorable (full name) Assistant to the President The White House Washington, DC 20500	Dear Mr. (surname):
4. The Vice President		
As Vice President	The Vice President The White House Washington, DC 20501	Dear Mr. Vice President:
As Senate President	The Honorable (full name) President of the Senate Washington, DC 20510	Dear Mr. President:
5. The Judiciary		
Judge of a Court	The Honorable (full name) Judge of the (name of court) (local address) 00000	Dear Judge (surname):
Constable (or Sheriff)	Mr. (full name), Constable OR The Constable of (district) (local address) 00000	Dear Mr. (surname): Dear Sir:
Lawyer	Mr. (full name) Attorney at Law (local address) 00000	Dear Mr. (surname):
6. Senate		
President pro tempore	The Honorable (full name) President pro tempore of the Senate Washington, DC 20510	Dear Mr. President:
United States Senator (Washington office)	The Honorable (full name) United States Senate Washington, DC 20510 OR	Dear Senator (surname):

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation</u>
(Away from Washington)	The Honorable (full name) United States Senator (local address) 00000	Dear Senator (surname):
Senator-elect	Mr. (full name) United States Senator-elect (local address, if given) 00000 OR Mr. (full name) Senator-elect United States Senate Washington, DC 20510	Dear Mr. (surname): Dear Mr. (surname):
Former Senator	The Honorable (full name) (local address) 00000	Dear Senator (surname):
Majority Leader OR Minority Leader	The Honorable (full name) Majority Leader United States Senate Washington, DC 20510	Dear Senator (surname):
Committee Chairman	The Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC 20510	Dear Mr. Chairman:
Subcommittee Chairman	The Honorable (full name) Chairman, Subcommittee on (name) (parent committee) United States Senate Washington, DC 20510	Dear Senator (surname)::
Secretary of the Senate	The Honorable (full name) Secretary of the Senate Washington, DC 20510	Dear Mr. (surname):
Secretary or Administrative Assistant to a Senator	Mr. (full name) Secretary/Administrative Assistant to the Honorable (full name) United States Senate Washington, DC 20510	Dear Mr. (surname):
7. House of Representatives		
Speaker of the House	The Honorable (full name) Speaker of the House of Representatives Washington, DC 20515	Dear Mr. Speaker:
United States Representatives (Washington office)	The Honorable (full name) House of Representatives Washington, DC 20515 OR The Honorable (full name) Member, United States House of Representatives (local address) 00000	Dear Mr. (surname): Dear Mr. (surname):
(Away from Washington)		
Representative-elect	Mr. (full name) Representative-elect House of Representatives Washington, DC 20515 OR	Dear Mr. (surname):

Appendix B

B-2

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation</u>
Former Representative	Mr. (full name) Representative-elect (local address, if given)	Dear Mr. (surname):
Majority Leader OR Minority Leader	The Honorable (full name) (local address) 00000	Dear Mr. (surname):
Committee Chairman	The Honorable (full name) Majority Leader House of Representatives Washington, DC 20515	Dear Mr. (surname):
Subcommittee Chairman	The Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, DC 20515	Dear Mr. Chairman:
Resident Commissioner	The Honorable (full name) Chairman, Subcommittee on (name) (parent committee) House of Representatives Washington, DC 20515	Dear Mr. Chairman:
	The Honorable (full name) Resident Commissioner from (name of area) House of Representatives Washington, DC 20515	Dear Mr. (surname):
8. Executive Departments		
Members of the Cabinet (if addressed as "Secretary")	The Honorable (full name) Secretary of (department) Washington, DC 00000	Dear Mr. Secretary:
Under Secretary of a Department	The Honorable (full name) Under Secretary of (dept.) Washington, DC 00000	Dear Mr. (surname):
Assistant Secretary of a Department	The Honorable (full name) Assistant Secretary for (name of office) (dept.) Washington, DC 00000	Dear Mr. (surname):
9. Independent Organizations		
Head of a Federal Agency, Authority, or Board	The Honorable (full name) (title), (name of agency) Washington, DC 00000	Dear Mr. (surname):
10. American Missions		
American Ambassador	The Honorable (full name) American Ambassador (city), (country)	Sir: (formal) Very truly yours, Dear Mr. Ambassador: Sincerely, (informal)
American Ambassador (with military rank)	(full rank) (full name) American Ambassador (city), (country)	Sir: (formal) Very truly yours, Dear Mr. Ambassador: Sincerely, (informal) OR Dear (rank) (surname): Sincerely, (informal)

Addressee

Letter and Envelope

Salutation

American Consul General
or American Consul

(full name)
American Consul General
(or American Consul)

Dear Mr. (surname):

11. Missions to the U.S.

Foreign Ambassador in
the United States

His Excellency
(full name)
Ambassador of (country)
(local address) 00000

Excellency: (formal)
Very truly yours,
Dear Mr. Ambassador:
Sincerely, (informal)

Foreign Minister in the United States

The Honorable (full name)
Minister of (country)
(local address) 00000

Sir: (formal)
Very truly yours,
Dear Mr. Minister:
Sincerely, (informal)

12. State and Local Government

Governor of State

The Honorable (full name)
Governor of (state)
(local address) 00000

Dear Governor (surname):

State Senator

The Honorable (full name)
(state) Senate
(local address) 00000

Dear Mr. (surname):

State Representative, Assemblyman,
or Delegate

The Honorable (full name)
(state) House of Representatives
(or Assembly or House of Delegates)
(local address) 00000

Dear Mr. (surname):

Mayor

The Honorable (full name)
Mayor of (city)
(local address) 00000

Dear Mayor (surname):

13. Ecclesiastical Organizations

a. Roman Catholic Church

Cardinal

His Eminence (Christian name)
Cardinal (surname)
Archbishop of (province)
(local address) 00000

Your Eminence:
(formal)
Dear Cardinal (surname):
(informal)

Archbishop

The Most Reverend (full name)
Archbishop of (province)
(local address) 00000

Your Excellency:
(formal)
Dear Archbishop (surname):
(informal)

Bishop

The Most Reverend (full name)
Bishop of (province)
(local address) 00000

Your Excellency:
(formal)
Dear Bishop (surname):
(informal)

Monsignor

The Right Reverend
Monsignor (full name)
(local address) 00000

Right Reverend Monsignor:
(formal)
Dear Monsignor (surname):
(informal)

Priest

The Reverend (full name)
(initials or order, if any)
(local address) 00000

Reverend Sir:
(formal)
Dear Father (surname):
(informal)

Addressee

Letter and Envelope

Salutation

Superior of a Sisterhood

The Reverend Mother
Superior (name of institution)
(local address) 00000

Dear Reverend Mother:
(formal)

Dear Mother (name):
(informal)

Sister

Sister (full name)
(name of organization)
(local address) 00000

Dear Sister (full name):

Superior of a Brotherhood

Brother (name)
Superior of (institution)
(local address) 00000

Dear Brother:

Member of a Brotherhood

Brother (full name)
(name of organization)
(local address) 00000

Dear Brother (full name):

b. Protestant Episcopal Church

Bishop

The Right Reverend (full name)
(local address) 00000

Right Reverend Sir:
(formal)

Dear Bishop (surname):
(informal)

Archdeacon

The Venerable (full name)
Archdeacon of (name)
(local address) 00000

Venerable Sir:
(formal)

My Dear Archdeacon
(surname):
(informal)

Dean

The Very Reverend (full name)
Dean of (church)
(local address) 00000

Very Reverend Sir:
(formal)

Dear Dean (surname):
(informal)

Canon

The Reverend (full name)
Canon of (church)
(local address) 00000

Reverend Sir:
(formal)

My Dear Canon (surname):
(informal)

Rector

The Reverend (full name)
The Rector of (name)
(local address) 00000

Reverend Sir:
(formal)

Dear (Dr. or Mr.) (surname):
(informal)

c. Clergy of Other Denominations

Methodist Bishop

The Reverend (full name)
Methodist Bishop
(local address) 00000

Reverend Sir:
(formal)

Dear Bishop (surname):
(informal)

Mormon Elder

Elder (or Brother) (full name)
Church of Jesus Christ of
Latter Day Saints
(local address) 00000

Dear Elder (surname):

Presbyterian Moderator

The Moderator of (name)
(local address) 00000

My dear Mr. Moderator:
(formal)

Dear (Dr. or Mr.) (surname):
(informal)

OR
The Reverend (full name)
Moderator of (name)
(local address) 00000

Addressee

Letter and Envelope

Salutation

Rabbi

Rabbi (full name)
(local address) 00000

Dear Mr. (surname): or
Dear Rabbi (surname):

Seventh-Day Adventist Elder

Elder (full name)
General Conference of Seventh-day
Adventists
(local address) 00000

Dear Elder (surname):

Minister, Pastor or Rector
(with doctorate)

The Reverend (full name)
(title, name of church)
(local address) 00000

Dear Dr. (surname):

Minister, Pastor or Rector
(without doctorate)

The Reverend (full name)
(title, name of church)
(local address) 00000

Dear Mr. (surname):

Eastern Orthodox Bishop

The Right Reverend (Christian name)
Bishop of (city)
(local address) 00000

Your Grace:
(formal)
Dear Bishop:
(informal)

Eastern Orthodox Priest

The Reverend (name)
(local address) 00000

Reverend Father:
(formal)
Dear Father (Christian name):
(informal)

14. Educational Institutions

President of a College
or University

Dr. (full name)
President, (name of institution)
(local address) 00000

Dear Dr. (surname):

Dean of a University
or College

Dean (full name)
School of (name)
(name of institution)
(local address) 00000

Dear Dr. (surname):
("Dear Dean" if without
doctoral degree)

Professor

Professor (full name)
Department of (name)
(name of institution)
(local address) 00000

Dear Dr. (surname):
("Dear Professor" if
without doctoral degree)

15. Other Addressees

An Unmarried Woman

Ms. (or Miss) (full name)
(local address) 00000

Dear Ms. (or Miss)
(surname):

A Married Woman or
Widow

Ms. (or Mrs.) (husband's
full name)
(local address) 00000

Dear Ms. (or Mrs.)
(surname):

Two or More Unmarried
Women

Mses. (surname) and
(surname)
(local address) 00000

Ladies (or Mesdames):
OR
Dear Mses (or Misses)
(surname)
and (surname):

Ms. (or Miss) (full name)
and Ms. (or Miss) (full
name)
(local address) 00000

Two or More Men

Messrs. (surname) and
(surname)
(local address) 00000

Gentlemen:
OR
Dear Mr. (surname) and
Mr. (surname):

OR
Mr. (full name) and Mr.
(full name)
(local address) 00000

PART II

ENLISTED SERVICE RECORDS

STANDARD FILING SEQUENCE FOR ENLISTED FIELD SERVICE RECORD BOOKLET

RIGHT SIDE: (File in sequence with item (I) on top)

- (I) NAVPERS 1070/613, Administrative Remarks (Page 13)
- (2) NAVPERS 1070/609, Enlisted Performance Record (Page 9) (Current)
- (3) NAVPERS 1070/607, Court Memorandum (Page 7)
- (4) NAVPERS 1070/606, Record of Unauthorized Absence (Page 6)
- (5) NAVPERS 1070/605, History of Assignments (Page 5) (Current)
- (6) NAVPERS 1070/604, Enlisted Qualifications History (Page 4)
- (7) NAVPERS 1070/603, Enlisted Classification Record (Page 3)
- (8) NAVPERS 1070/602, Dependency Application/Record of Emergency Data and/or DD 93, Record of Emergency Data (Page 2)
- (9) SGLV 8286 Serviceman's Group Life Insurance Election & Certificate
- (10) NAVCOMPT 3072, Dependency Status Action
- (11) OPNAV 1740/1, Navy Dependent Care Certificate
- (12) NAVPERS 1070/622, Agreement to Recall or Extend Active Duty (Page 1B)
- (13) NAVPERS 1070/621, Agreement to Extend Enlistment (Page 1A)
- (14) NAVPERS 1070/601, Immediate Reenlistment Contract (Page 1)
- (15) DD4, Enlistment/Reenlistment Document with Annex(es), when applicable

**STANDARD FILING SEQUENCE
FOR
ENLISTED FIELD SERVICE RECORD BOOKLET**

LEFT SIDE: (File in sequence with item (1) on top)

- (1) NAVPERS 5510/1, Record Identifier for Personnel Reliability Program
- (2) OPNAV 5211/9, Record of Disclosure, Privacy Act of 1974
- (3) NAVPERS 5510/3, Personnel Reliability Program Screening and Evaluation Record
- (4) OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access
- (5) Current permanent change of station orders and endorsements
- (6) OPNAV 5350/1, Drug and Alcohol Abuse Statement of Understanding
- (7) DD 2366, Montgomery GI Bill (MGIB) Act of 1984
- (8) OPNAV 1780/1, Statement of Understanding - Selected Reserve Educational Assistance Program
- (9) DD 2384, Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility
- (10) DD 398-2, Personnel Security Questionnaire (National Agency Checklist), or
(II) DD 1879, Request for Personnel Security Investigation (PSI) (if PSI pending)
- (12) DD 398, Personnel Security Questionnaire (BI/SBI)
- (13) NAVPERS 1070/877, Statement of Service
- (14) DD 1966, Record of Military Processing - Armed Forces of the United States
- (15) NAVCRUIT 1133/7, USN Alcohol and Drug Abuse Screening Certificate, Annex "A" to DD 1966
- (16) NAVCRUIT 1133/53, Enlistment Statement of Understanding

**STANDARD FILING SEQUENCE
FOR
ENLISTED FIELD SERVICE RECORD BOOKLET
LEFT SIDE CONT'D**

(17) SEPARATOR NAVPERS 1070/617, Career Performance Data Separator (Group like documents together as listed below - - Maintain each category in chronological order > with the most recent on top)

- (a) All personal and Unit Awards, Citations, Letters of Commendation and Appreciation.
- (b) NAVPERS 1616/24, Enlisted Performance Evaluation Report (All)
- (c) NAVPERS 1070/614, Record of Discharge from the U.S. Naval Reserve (Inactive)
(Page 14)
- (d) DD 214, Certificate of Release or Discharge from Active Duty (Page 15)
- (e) NAVPERS 1070/609, Enlisted Performance Record (Page 9) (Certified Copy)
- (f) NAVPERS 1070/605, History of Assignments (Page 5) (Reproduced Copy)
- (g) Individual Accomplishments Report (IAR)

Enlisted Personnel Classification Testing

The Navy's classification tests measure general aptitudes in specified areas and are designed to determine eligibility for enlistment and minimum eligibility for class "A" service schools. They are more applicable to eligibility for class "A" school training than for on-the-job training because of the speed and concentration of formal training. These tests are used to measure examinee's capability for learning rather than how much he has learned, although prior educational achievements are reflected in the test results.

1. Navy Basic Test Battery (BTB).

a. Components:

- (1) **General Classification Test (GCT):** A test of ability to learn and think, as demonstrated in understanding of relationships between words and ideas.
- (2) **Arithmetic Test (ARI):** A test of ability to use numbers in practical problems including ability to perform arithmetical computations and to reason in arithmetical terms.
- (3) **Mechanical Aptitude Test (MAT):** A test of aptitude for work of a mechanical nature.
- (4) **Mechanical knowledge Test (MK MECH):** A test of familiarity with mechanical tools, operations and principles.
- (5) **Electrical Knowledge Test (MK ELECT):** A test of knowledge of electrical tools, operations and principles.
- (6) **Clerical Aptitude Test (CLER):** A test of ability to observe details rapidly and accurately and was a test of speed of response.
- (7) **Shop Practices Test (SP):** A test containing questions concerning the information one might acquire in high school shop courses.
- (8) **Electronics Technicians selection Test (ETST):** A test to determine abilities specifically related to successful completion of electronics training by measuring familiarity and understanding in the field of mathematics, sciences (physics) electricity and radio.

2. Armed Service Vocational Aptitude Battery (ASVAB).

a. Tests 5, 6 and 7.

(1) Components:

- (a) **General Information (GI):** General knowledge test, primarily on sports, outdoor activities, automobile mechanics and history.

(b) **Numerical Operations (NO):** A speeded mathematical test, requiring elementary addition, subtraction, multiplication and division. It is not intended as an arithmetic or mathematics test.

(c) **Attention to Detail (AD):** A speeded test in which the examinee counts the number of C's embedded in lines of O's.

(d) **Word knowledge (WK):** A vocabulary test using words embedded in sentences and synonyms

(e) **Arithmetic Reasoning (AR):** An arithmetic test requiring examinees to solve arithmetic word problems.

(f) **Space Perception (SP):** A pictorial test. Requires examinee to select the three-dimensional figure that could be made from a flat pattern.

(g) **Mathematical Knowledge (MK):** A test requiring knowledge of algebra, geometry, fractions, decimals and exponents.

(h) **Electronics Information (EI):** A test requiring knowledge of electrical and electronic components, principles and symbols.

(i) **Mechanical Comprehension (MC):** A test about drawings illustrating mechanical principles.

(j) **General Science (GS):** A test measuring knowledge in the physical and biological sciences.

(k) **Shop Information (SI):** A test on examinee's knowledge about the use of shop tools and practices.

(l) **Automotive Information (AI):** A test on automobile parts, operations or malfunctions.

b. Tests 8, 9 and 10.

(1) Components:

(a) **General Science (GS):** A test measuring knowledge in the physical and biological sciences.

(b) **Arithmetic Reasoning (AR):** A arithmetic test requiring examinees to solve arithmetic word problems.

(c) **Word knowledge (WK):** A vocabulary test using words embedded in sentences and synonyms.

(d) **Paragraph Comprehension (PC):** A test of reading comprehension.

(e) **Numerical Operations (NO):** A speeded mathematical test, requiring elementary addition, subtraction, multiplication and division. It is not intended as an arithmetic or mathematics test.

(f) **Coding Speed (CS):** A speeded test of ability to recognize numbers associated with words from a table.

(g) **Auto and Shop Information (AS):** A test on examinee's knowledge of automobiles and about the use of shop tools and practices.

(h) **Mathematical knowledge (MK):** A test requiring knowledge of algebra, geometry, fractions, decimals and exponents.

(i) **Mechanical Comprehension (MC):** A test about drawings illustrating mechanical and physical principles.

(j) **Electronics Information (EI):** A test requiring knowledge of electronics, radio and electrical principles and information.

(k) **Verbal (VE):** The VE score is derived by adding the raw score of the WK and PC, and then converting their total to a standard score.

3. Interpretations.

a. Scores above 64 are "high" and include about 7% of all enlisted personnel.

b. Scores from 55 to 64 are "above average" and include about 24% of all enlisted personnel.

c. Scores from 45 to 54 are "average" and include 38% of all enlisted personnel.

d. Scores from 35 to 44 are "below average" and include about 24% of all enlisted personnel.

e. Scores 22 to 34 are "low" and include about 7% of all enlisted personnel.

f. On current test batteries, "very high" scores (above 70) are rarely found, and scores are not lower than 22.

ENLISTED PERFORMANCE RECORD
NAVPERS 1070/609
PAGE 9

Purpose: Record chronologically the evaluations of performance of duty and other significant career actions during the enlistment.

REASON CODES:

M	INDICATES MEMORANDUM ENTRY
MM	MERITORIOUS MAST
NJP	NONJUDICIAL PUNISHMENT
SCM	SUMMARY COURT-MARTIAL
SPCM	SPECIAL COURT-MARTIAL
GCM	GENERAL COURT-MARTIAL
CR	CHANGE IN RATING
AR	ADVANCEMENT IN RATE
RR	REDUCTION IN RATE

PART III

LEGAL ADMINISTRATION

Rev. 1/96

I. GENERAL MANAGEMENT

- A. It is essential to maintain cooperative relationships with the CO, XO, division officers, personnel and disbursing offices, DAPA, CAAC, and the Master-at-Arms. This is not so much camaraderie as a working cooperation for keeping each other informed of the following:
1. Ensure appropriate service record book entries are completed.
 2. Pay stoppage or start is initiated as appropriate.
 3. Division Officer input to the discipline process.
 4. Ensure witness availability.
 5. Completion of performance evaluations as necessary.
 6. Ensure accused has required uniform items.
 7. Ensure evidence is handled properly.
 8. Ensure appropriate alcohol and drug screenings.
- B. Keep well-organized, pay attention to detail, maintain good files, and stay current.
- C. Need trained subordinates (may seek assistance from NLSO/TSO/LSSS for training subordinates).
- D. Military justice should be consistent.
- E. Communicate with NLSO/TSO/LSSS.
1. Find out time and documentation preferred for Booker and ADSEP advice.
 2. Consult frequently with trial counsel.
 3. Maintain contacts with legal assistance office.

PART III

- I. F. Keep library current.
 - 1. MCM
 - 2. JAGMAN
 - 3. PAYPERSMAN
 - 4. MILPERSMAN
 - 5. U.S. Navy Regulations
 - 6. Uniform Regulations
 - 7. Advancement Manual
 - 8. Correspondence Manual
 - 9. Corrections Manual
 - 10. Correctional Custody Manual
 - 11. Force Regulations
 - 12. Marine Corps LEGADMINMAN
 - 13. MARCORSEPMAN
 - 14. Marine Corps Substance Abuse Program (MCO P5800.12)
 - 15. Protection and Assistance of Crime Victims and Witnesses (MCO 5800.15)
 - 16. Mental Health Evaluation (SECNAVINST 6320.24)
 - 17. Alcohol & Drug Abuse Prevention & Control (OPNAVINST 5350.4B)
- G. Keep adequate supply of blank forms (e.g., charge sheets, confinement orders, report chits, appropriate service record pages, consent forms, rights warnings, claims forms) – especially before deployment.

PART III

- H. CCU/Brig list must be current at all times.
 - 1. This can also be used as your reminder for letters to IRO and requests to retain prisoners in PTC.
 - 2. Send a weekly list to department heads for CCU/Brig visits.
 - 3. Become familiar with local IRO procedures.
- I. Status lists (pending ADSEPS, courts-martial, discharges, JAG Manual investigations, and claims).
- J. Tickler system for period reports (e.g., monthly post-trial review status, Privacy Act, FOIA, Violent Crime, SAVI, DASH, RASA and SIR, etc. reports).
- K. Admiralty matters (JAGMAN, Ch. XII). Shipboard (nongovernment employee) civilian injuries must be investigated and reported to OJAG.
- L. Overseas
 - 1. Foreign criminal jurisdiction
 - 2. Foreign claims (JAGMAN, Ch. VIII, Part B)
 - 3. Liberty ports
 - 4. Liberty risk program
 - 5. Custom declarations (JAGMAN, Ch. XI)
- M. Indebtedness complaints (MILPERSMAN 6210140; LEGADMINMAN, Ch. 7)
- N. Nonsupport complaints (MILPERSMAN 6210120; LEGADMINMAN, Ch. 8)

II. UNAUTHORIZED ABSENCE

- A. Over 24 hours.
 - 1. Obtain service record.
 - 2. Stop pay by completing the initial blocks on the record of unauthorized absence. (Marine Corps does diary entry).

PART III

- B. Ten (10) days.
 - 1. Memo reminding division to inventory personal effects and send you a copy of inventory receipted by supply department or memo from division officer specifically stating that the deserter left no personal effects on board.
 - 2. Letter to next-of-kin with copy to area Reserve chaplain
- C. Thirty-First day.
 - 1. Prepare Deserter message.
 - 2. Prepare and mail DD Form 553 (Warrant for Arrest)
 - 3. Prepare Administrative Remarks Page containing all the information contained in the Deserter message.
 - 4. Collect evidence (e.g., witness statements, pending ICR's and other documentation of pending disciplinary matters, restriction order, relevant message traffic)
 - 5. Copy anything important (e.g., charge sheet [certify true], right side of service record, page 6, performance evaluations, last LES, restriction order [certify true], relevant messages).
- D. 181st Day.
 - 1. Obtain Service, health, dental, and pay records and forward to NACIC Great Lakes per NAVADMIN 032026Z JAN 96.
 - 2. Original Record of Unauthorized Absence is sent with service and pay records.
 - 3. Retain a deserter file on member on board
- E. Return of deserter
 - 1. Returned deserter message. Include Finance Center as addressee.
 - 2. Keep personnel office, disbursing office, and department head informed.
 - 3. Convert deserter file to court-martial case file.

PART III

- F. Cross-reference outstanding deserter list and alpha roster with EDVR.

III. MAST/OFFICE HOURS

A. Maintain a logbook tracking each report chit (i.e., report initiated, sent to division [for investigation and completion of rights form – have someone in division initial receipt in logbook], return to legal [dismissed, EMI, or XO screening], sent to XO [dismissed, XOI, to CO], return to legal [Booker if shore command], mast/office hours [dismissed, NJP].

B. Coordinate with division and with MAA's to ensure witnesses and division representative will be present.

C. Have CO record NJP and sign.

D. Post-mast/office hours

1. Post-mast yeoman standing by with appeal rights form.
2. Know in advance who may need page 13 counseling/warning.
3. Service record entries should be made without delay.
4. Be prepared for confinement at CCU (or Bread and Water).
5. Copies of service record entries.
6. Copies of appeals, endorsements, and responses (originals in NJP appeal correspondence file).

IV. COURTS-MARTIAL

A. Convening orders, drafting charges, service record review.

B. Status list.

C. Case file.

1. Copy right side of service record and performance evaluations.
2. ICR's, NIS reports, miscellaneous writings (such as letter from Mom or from accused while UA), relevant messages, memo to division officer, etc.

PART III

3. Chronology recording when events occurred, such as delivery to NLSO, DC called about sanity issue, you called Finance Center, BUPERS, or civilian police (with whom you spoke and what was said).
 4. Retain after trial (useful for briefing CO, CA action, inquiries to command, required reports).
- D. Work closely with trial counsel.
1. Serve accused when (s)he is aboard.
 2. Supply sufficient copies of charge sheet, etc.
 3. Ensure that service record entries are accurate.
 4. Make defense counsel work through trial counsel.
- E. Accused works for command – not for defense counsel.
1. Use check-in/check-out sheets for visits to defense counsel – and return them in case file.
 2. Conversely, work with division officer and disbursing office to ensure that command fulfills its responsibilities (e.g., accused is paid if so entitled, personal effects returned, brig visits, accused's family has POC).
- F. Work with division officer.
1. Inform division: that accused is in brig, or may be going to brig, or may be transferred after trial; that sea bag required (on board, not off-base); that transfer performance evaluation needed (reflecting SPCM conviction, etc.).
 2. Keep division informed of changes in trial date and of results of trial.
 3. Keep witnesses informed of when needed (work with trial counsel).
- G. If accused still attached to command with CA action taken, ensure service record entries are made (including page 13 counseling/warning, if appropriate). If not, ensure action and court-martial order are forwarded to accused's new command.

PART III

H. Trial teams at sea.

1. Message NLSO to get trial teams. Follow format in applicable legal manual, especially noting companion cases and prior attorney-client relationships.
2. Make special efforts to accommodate attorneys.
 - a. For each case, prepare case file folders marked TC, DC, or MJ, which include the charge sheet and convening order. For counsel, include lists of witnesses, LPO, LCPO, division officer and their phone numbers. TC's folder should include all applicable reports with copies (s)he may provide to DC.
 - b. Provide temporary work space, a private space (stateroom) where DC may interview clients, and a space for courts-martial (wardroom).
3. Coordinate trial team visit with battle group JA, if possible.
4. Ask attorneys to give legal assistance, ADSEP advice, Booker advice for SCM's (if they have time).

I. Notes on SCM's

1. Use good officers and do the legwork yourself so that busy officers will be more cooperative.
2. Provide a copy of the trial guide with plastic covers and a grease pen.
3. Maintain separate case files as with other courts-martial.
4. Ensure that service record entries are made, including page 13 Booker waivers and page 13 counseling/warnings, if appropriate.

V. ADMINISTRATIVE SEPARATIONS

A. Review paperwork yourself.

B. Keep the status list up-to-date noting notification, statement of awareness (consulted with attorney), DAAR, medical statement, performance evaluation, admin board, letter serial number or message DTG.

C. Copy pertinent instructions for ready reference and use by admin board members.

PART III

D. Use good officers for admin board. Provide copy of hearing guide with plastic covers. Provide a findings/recommendations worksheet.

E. Retain case files.

F. Call BUPERS whenever there are any questions.

VI. JAGMAN INVESTIGATIONS (Ch. II)

A. How do you discover injuries?

1. Get on the distribution of daily injury report and hospital admission messages.

2. Advise other divisions to keep you informed.

B. Request assistance from area coordinator for out-of-town injuries.

C. Try to get a few good investigating officers (ones with experience in doing investigations).

1. Provide investigating officer with packages (including copies of pertinent sections of JAGMAN), copies of good sample of investigation reports (with names, SSN's blacked out), blank Privacy Act statements.

2. Work with investigating officer prior to his final submittal.

D. Review status list frequently. JAGMAN investigations are time-sensitive.

E. Retain investigation files. You will receive requests for copies and information (e.g., from PEB).

F. Ensure NLSO/LSSS is on distribution for any case in which there may be an affirmative claim (e.g., any vehicle accident).

G. See JAGINST 5830.1 for guidance on Courts of Inquiry and other fact-finding bodies requiring hearings.

VII. PERSONNEL CLAIMS (JAGMAN, Ch. VIII)

A. All personnel claims, except household goods claims (which go through a personal property office), should be investigated by your command. You should maintain a log of claims received and forwarded to the adjudicating authority.

PART III

- B. Advise member of additional documentation required (consult with NLSO in general) before forwarding the claim (e.g., insurance papers for any car accident, ICR's for any larceny, receipts, estimates).
- C. Make the claimants do the work, but do not wait forever to forward the claim.

VIII. SERVICE RECORD ACCOUNTABILITY

- A. There should be a single service record monitor in your office who should be kept informed of all service records entering or leaving the office. (S)he can prepare an update list daily and should inventory the service records in the office regularly.
- B. No service record should leave your office without a record transmittal sheet dated and receipted by the transmittee (disbursing, admin, personnel, division, NLSO, mail clerk, etc.) and retained by your service record monitor.

PART V

(Date)

MEMORANDUM

From: Legal Officer
To: Commanding Officer
Via: Executive Officer

Subj: STATUS REPORTS ON ADSEPS/COURT-MARTIAL/JAGMAN INVESTIGATIONS/CIVIL INVESTIGATIONS

ADMIN SEPARATIONS

The following is a list of personnel currently being processed for admin separation.

a. Requested and awaiting admin boards:

MMFA T. Lamb	PAT/SEROFF/DRUGS	BRD SCHED FOR 19 FEB.
MMFA A.B. Cole	PATTERN/SEROFF	BRD SCHED FOR 20 FEB.
AR M.R. Singer	PATTERN/SEROFF	BRD SCHED FOR 21 FEB.
FR B.S. Holiday	DRUGS/SEROFF	BRD WILL BE SCHED FOR WEEK OF 24 FEB.
EMFR Z. John	SEROFF	NEED COUNSEL REQUEST.

b. Discharge date or discharge authority received on the following personnel:

SKSN R.S. Helpful	SEROFF/DRUGS	PERS DISCH 17 JAN 92.
FR A. Jones	PATTERN	PERS DISCH 17 JAN 92.
ASAN K. Spring	DRUGS	PERS DISCH 17 JAN 92.
SA S. Sole	DRUGS	PERS DISCH 17 JAN 92.
SA B.Z. King	SEROFF	PERS DISCH 17 JAN 92.
AA J.B. Booke	SEROFF	PERS DISCH 17 JAN 92.
MMSA K.A. Banner	SEROFF	PERS DISCH 17 JAN 92.
BMSA S. Carroll	PATTERN/DRUGS	DISCH AUTH RECVD. AWAITING VA BED: 14 FEB.
SA E.E. Edwards	DRUGS	TRANSF TO VA BED: 6 FEB.

PART V

c. Personnel on ADSEP LV/ON BOARD awaiting discharge authority/completion of paperwork:

<u>Name</u>	<u>Offense</u>	<u>Status</u>
SN K. Howard	SEROFF	ONBD - BRD TO BE TRANSCRIBED.
MR2 K. Russell	SEROFF	ONBD - BRD IN ROUGH.
SA D.D. Duck	SEROFF	ONBD - BRD MAILED 17 JAN 92.
SR M. Mouse	SEROFF/DRUGS	ONBD - NEEDS MSG/EVAL/PHYSICAL.
ADAN M.L. King	SEROFF	ASDEP LV - CV64 123400Z JAN 92.
ADAN W. Beaver	DRUGS	ONBD - UNDECIDED, TWO DAYS TO RESPOND TO NOTICE (BACK 11 FEB).
SR. I. Wish	PAT/SEROFF/DRUGS	ONBD - NEEDS MSG/EVAL/PHYSICAL
BTFN D. Song	SEROFF/DRUGS	ONBD - NEEDS MSG/EVAL/PHYSICAL
AA C. Ghost	SEROFF	ONBD - NEEDS MSG/EVAL/PHYSICAL
MSSR T. Major	SEROFF	ONBD - NEEDS MSG/EVAL/PHYSICAL
EMFA I. Snow	SEROFF	ONBD - NEEDS MSG/EVAL/PHYSICAL
SR D. Mitchell	PAT/SEROFF	ONBD - NEEDS MSG/EVAL/PHYSICAL
SA B. Fish	SEROFF	ONBD - NEEDS MSG/EVAL/PHYSICAL

c. Personnel being investigated for possible administrative separation:

<u>Name</u>	<u>Offense</u>	<u>Status</u>
HTFR C. Forde	FRAUDULENT ENLISTMENT	S-5/R DEPARTMENTS RECOMMEND RETENTION. LEG OFF REVIEWING.
SHSN S.J. Henry	FRAUDULENT ENLISTMENT	S-3 HAS FOR RECOMMENDATION.

PART V

SUMMARY COURTS-MARTIAL

<u>Name</u>	<u>Rate</u>	<u>Trial Date</u>	<u>Offenses</u>	<u>Remarks</u>
Middle, I.S.	EMF	29 NOV	UA	SENTENCE APPROVED 5 FEB 92.

SPECIAL COURTS-MARTIAL

<u>Name</u>	<u>Rate</u>	<u>Trial Date</u>	<u>Offenses</u>	<u>Remarks</u>
Garfield, T.C.	FR		UA FM 23 OCT 91 UNTIL 5 FEB 92.	PRETRIAL CONFINEMENT STARTED 6 FEB 92.

GENERAL COURTS-MARTIAL

<u>Name</u>	<u>Rate</u>	<u>Trial Date</u>	<u>Offenses</u>	<u>Remarks</u>
NONE				

ARTICLE 32, INVESTIGATION

<u>Name</u>	<u>Rate</u>	<u>Trial Date</u>	<u>Offenses</u>	<u>Remarks</u>
NONE				

PART V

IAG MANUAL INVESTIGATIONS

<u>SUBJECT</u>	<u>IO</u>	<u>STATUS</u>
INVESTIGATION INTO INJURIES SUSTAINED BY BTFN JOHN J. JAMIESON IN AUTOMOBILE ACCIDENT ONBD NAVAL STATION PA ON 25 OCT 91.	INVESTIGATING OFFICER - LT. SHARK	PRIVACY ACT STATEMENT FROM BETHESDA MAILED 21 JAN 92. NOT YET RECVD. LEGAL OFFICER REDRAFTING RTP OF INVESTIGATION.
INVESTIGATION INTO INJURIES SUSTAINED BY SA P.R. LEE IN AUTOMOBILE ACCIDENT IN MARYLAND ON 1 NOV 91.	INVESTIGATING OFFICER - NAVAL DISTRICT WASHINGTON ASSIGNED NAS PAX RIVER	INVESTIGATION STILL BEING REVIEWED BY NAS PAX RIVER SJA.
INVESTIGATION INTO AUTO ACCIDENT INVOLVING CV 64 BUS AND TWO POV'S ABOARD NAVSTA PHL ON 1 NOV 91.	INVESTIGATING OFFICER - CW02 CROCKET	RPT RECEIVED 20 DEC 91. RETURNED TO IO FOR FURTHER INVESTIGATION
INVESTIGATION INTO AUTO ACCIDENT INVOLVING CV 64 VAN AT 10TH AND OREGON AVE., PHILA, PA ON 14 JAN 92.	INVESTIGATING OFFICER - LT. SINGLETON	RPT DUE 11 FEB 92.
INVESTIGATION INTO LOSS OF NAVIGATION EQUIPMENT ON OR ABOUT 13 JAN 92.	INVESTIGATING OFFICER - LCDR GILLIGAN	RPT DUE 28 FEB 92.

CIVIL INVESTIGATIONS

<u>SUBJECT</u>	<u>STATUS</u>
MSSA HOWARD	LARCENY OF GOV'T FUNDS, BANK RECORDS OBTAINED VIA SUPOENA. PRELIMINARY REVIEW BY NIS INDICATES THAT ACCOUNT WAS ACTIVE AND THAT HOWARD WAS WITHDRAWING FUNDS. RECEIVED NIS INVESTIGATION 24 JAN 92. NACU IN NEWPORT HAS BEEN TRACKING HOWARD PURSUANT TO DD 553. HOWARD INDICATED THAT HE WILL SURRENDER TO SHIP ON 8/9 FEB 92.
EMFR D. GREENE SA J.W. MURRAY MMFR FRANKLIN	CHARGES OF POSSESSION OF ILLEGAL FIREARM AND DISCHARGE OF FIREARM WITHIN CITY LIMITS. COURT DATE POSTPONED UNTIL 3 MARCH 1992.

PART VI

LEGAL OFFICER INSPECTION QUESTIONNAIRE

I. Personnel

YES NO

A. Is an officer appointed as the command legal officer?

___ ___

– If not a lawyer, is he/she a graduate of the Legal Officer Course at the Naval Justice School or has a quota for attendance been obtained?

___ ___

B. Is there a yeoman/personnelman/legalman on board who is capable of preparing records/convening authority's actions on summary courts-martial/special courts-martial?

___ ___

– Is he/she a graduate of the legalman/legal clerk course at the Naval Justice School, if not, has a quota been arranged?

___ ___

C. Have the commanding officer or executive officer attended the Senior Officer Course?

II. Are the following texts and publications on board with changes entered where appropriate and available for use by all personnel?

___ ___

A. Manual for Courts-Martial?

___ ___

B. Manual of the Judge Advocate General?

___ ___

C. Corrections Manual?

___ ___

III. Are the following standard forms available?

___ ___

A. DD 367: Prisoners Release Order?

___ ___

B. DD 455: Report of Proceedings to Vacate Suspension?

___ ___

C. DD 457: Investigation Officer's Report?

___ ___

D. DD 458: Charge Sheet (Rev 8/84)?

___ ___

E. DD 494: Courts-Martial Data Sheet (10/84)?

___ ___

F. DD 553: Absentee Wanted by Armed Forces?

___ ___

PART VI

G. NAVJAG 5890/1B Personnel Claims or DD Form 1842, or DD Form 1845?

YES NO

H. NAVJAG 5800/9A (Rev 12/82): Criminal Activity and Disciplinary Infractions Report?

___ ___

I. JAGMAN APP. A-1-M(1) Suspect's Rights Acknowledgement/ Statement?

___ ___

J. NAVPERS 1640/4 Confinement Order?

___ ___

K. NAVPERS 1626/7 (Rev 8/81) Offense Report and Disposition Of?

___ ___

IV. Are the following directives, most frequently used in connection with administrative/legal/disciplinary cases, available on board?

___ ___

A. OPNAVINST 5350.4B Substance Abuse Prevention and Control?

___ ___

B. SECNAVINST 1920.6D Administrative Separation of Officers

___ ___

C. MILPERSMAN Chapter 36, NAVMILPERSCOMINST 1910.1D; NAVOP 13/87; NAVADMIN 018/92; NAVADMIN 031/95?

___ ___

V. Is a tickler system established to ensure prompt submission of the following:

___ ___

A. Magistrate's Letter for Pretrial Confinement?

___ ___

B. Convening Authority's Action?

___ ___

VI. Is the Uniform Code of Military Justice Poster (NAVJAG 5800/2) posted and readily accessible to all hands (NAVY Regs., Art. 0723)?

___ ___

VII. Does a random review of service records reflect that Article 137 UCMJ is being complied with and are articles listed in Article 137 being explained to every enlisted person after he/she has completed 6 months of active duty and again at reenlistment, (MILPERSMAN Art. 1010150) (Navy Regs., Art. 0723)?

___ ___

VIII. Are administrative discharge proceedings handled per MILPERSMAN 3610100-3640350?

___ ___

IX. Are indebtedness procedures handled per MILPERSMAN 6210140?

___ ___

PART VI

X. Are results on non-judicial punishment and courts-martial convictions properly and promptly entered in service records on page 13 or NAVPERS 1070/607 as required and routinely published in the Plan of the Day, per JAGMAN?

YES NO

XI. Captain's Mast:

A. Are accused personnel brought to Mast promptly?

B. What is the average time between date of report and disposition?

C. Are the accused personnel properly warned of their rights under Article 31 of the Uniform Code of Military Justice using JAGMAN. App. A-1-M, Suspect's Rights Acknowledgement?

D. Are procedures prescribed in JAGMAN Section 0110 followed?

E. Are accused persons advised of their rights to appeal punishment considered unjust or disproportionate?

F. Is the Unit Punishment Book properly maintained using form NAVPERS 1626/7 (8-81) and MILPERSMAN Art. 5030500?

G. Is extra military instruction administered per JAGMAN-0103?

H. How many non-judicial punishments have been awarded during the past 12 months? _____

I. How many times have request mast and meritorious mast been held within the past 12 months? _____

J. Are request mast procedures considered adequate?

K. Does it appear that such procedures are known by the crew?

L. Are the Chaplain, Medical Officer, Command Master Chief, Equal Opportunity Assistant and Command Career Counselor, as needed and if assigned at Captain's Mast?

XII. Courts-Martial Data

A. What is the average length of time from date of offense to date of

PART VI

referral for:

(1) Summary Courts-Martial? _____

(2) Special Courts-Martial? _____

YES NO

B. What is the average length of time from date of Command's receipt to convening authority's action for:

(1) Special Courts-Martial? _____

(2) Summary Courts-Martial? _____

C. Is processing time for all types of disciplinary cases considered reasonable? _____

D. Are courts-martial records kept according to current directives (JAGMAN 0150)? _____

E. Does the officer responsible for the accused's records make appropriate entries of sentence adjudged and sign page 4 of the charge sheet (when applicable - SCM.) MILPERSMAN 5030420? _____

XIII. For special courts-martial during the past 12 months state:

A. How many held? _____

B. Number of BCD's awarded? _____

C. Number approved by convening authority? _____

XIV. For summary Courts-Martial:

A. Are appropriate number of officers by grade appointed as summary courts-martial? _____

B. Do other officers attend court sessions for training? _____

C. Are procedures in MCM 1995 followed? _____

D. How many have been conducted in the last 12 months? _____

PART VI

XV. Judge Advocate Review:

A. Does a check of the corrective actions of the GCM authority on records of summary and special courts-martial show a repetition of the same error? _____

B. Are other than "straight approval" reviews by the Judge Advocate routed to personnel concerned with courts-martial duties on the ship to provide information as to errors and corrective actions so as to improve future courts? _____

YES NO

XVI. Are Freedom of Information Act requests handled? _____

XVII. Wills, Power of Attorney, and Notarial Acts:

A. Are personnel encouraged to obtain wills and general special powers of attorney, from the Naval Legal Service Office except in emergency cases? _____

B. Is the ship's system for administering notarial acts in conformance with JAGMAN, Chap. IX? _____

XVIII. Line-Of-Duty/Misconduct Investigations

A. Are processing times being met? _____

B. Is NAVJAG 5800/15 used in injury cases where misconduct is not involved and a fact finding body is not convened to investigate the facts (JAGMAN 0224)? _____

C. In automobile accident cases, resulting in injury to a person, is Standard Form 91A used in conjunction with NAVJAG 5800/15? (The original of Form 91A has to be submitted as an enclosure to the report.) _____

D. Is there compliance with JAGMAN, Chapter II for In Line of Duty-Misconduct cases? _____

E. Are investigating officers providing all persons interviewed with privacy act rights statements when required? (JAGMAN App. A-2-a(1)) _____

F. Is the convening authority affording the member a hearing per JAGMAN 0215(b) when there is a possibility that the member's injury or illness was caused by misconduct? _____

PART VI

XIX. Brig Administration: (Applicable only to ships with approved Brig facilities.)

A. Is every practicable effort made to segregate Article 15 prisoners from all other categories of prisoners? _____

B. Has the ship published regulations similar in substance to Article 208, Corrections Manual? _____

C. Is great emphasis placed upon the selection of guards and supervisory personnel to ensure selection of those who are mature and of sound judgement? _____

YES NO

D. Have adequate procedures been established to provide for the safety of prisoners at all times, and particularly under varying emergency conditions? _____

E. Do prisoners have communications access to the Commanding Officer? _____

F. Does the Commanding Officer visit prisoners weekly, as required? _____

XX. Does the command possess Privacy Act Instruction SECNAVINST 5211.5D? _____

A. Has the command assigned one officer or senior enlisted to be the Command Privacy Act Coordinator? _____

B. Are key legal and administrative personnel sufficiently knowledgeable in this area? _____

C. Has the command implemented safeguards to protect files containing personal information? _____

D. Has the command set up a workable system to account for disclosure of personal information? _____

E. Does the command appreciate correct guidelines for responding to Congressional Inquiries and Hotline complaints? _____

F. Is the command collecting appropriate data in order to properly submit the Annual Privacy Act Report? _____

XXI. Integrity and Efficiency Program (Fraud, Waste, and Abuse)

A. Are all current references held (NAVSEA 5041.2, SECNAVINST 5370.5A, SECNAVINST 5430.92A)? _____

PART VI

- B. Are I&E program and hotline numbers publicized? _____
- C. Review records of hotline complaints, are:
 - (1) Investigations complete? _____
 - (2) Timely? _____
 - (3) Investigators impartial? _____
 - (4) Appropriate command action taken where warranted? _____
 - (5) Records kept for 2 years? _____

YES NO

D. Do procedures exist to file complaints within the command and are they publicized? _____

E. Has the command taken any special action to prevent FW&A (e.g., training, signs, briefs to incoming personnel, encouragement to report FW&A, publicized disciplinary action against offenders)? _____

XXII. Standards of Conduct - (SECNAVINST 5370.2J)

A. Are all incoming personnel briefed and records made showing attendance at the briefing? _____

B. Is Supplemental information disseminated at least annually? _____

C. Is enclosure (6) of SECNAVINST 5370.2J published periodically? _____