CNRMC INSTRUCTION 5219.1

From: Commander, Navy Regional Maintenance Center

Subj: CNRMC ADMINISTRATIVE PROCESSING

Ref:
(a) SECNAVINST 5216.5, U.S. Navy Correspondence Manual
(b) OPNAVINST 3120.32D, U.S. Navy SORM
(c) OPNAVINST 5215.17, U.S. Navy Directives Issuance
(d) SECNAVINST 5215.1C, U.S. Navy Directives Policy
(e) CNRMCSTAFFNOTE 1301, Staff Collateral Duties Assignment

Encl:
(1) CNRMC Routing Sheet (Form 5219/1A (3/13))
(2) CNRMC Sample Standard Letter Format
(3) CNRMC Sample Instruction Format
(4) CNRMC Sample Notice Format
(5) CNRMC Signature Block Examples

1. Purpose. To establish a uniformed routing process throughout CNRMC that clearly defines actions and responsibilities for all Commander, Navy Regional Maintenance Center (CNRMC) official correspondence and directives originated or received from internal or external sources per references (a) through (e). Additionally, this instruction will be used to establish responsibilities and actions of each individual assigned to the tasker until final signature.

2. Definitions. Official correspondence is defined as any written material sent to or from an outside command, to include U.S. Mail, email, guard mail, supply shipments or deliveries by courier.

   a. Enclosure (1) is located on the CNRMC share drive and will be used for tracking internally and externally generated correspondence.

   b. Official correspondence generated by CNRMC with the intent of internal or external use will be prepared per enclosures (2) through (4). All CNRMC's generated correspondences will use Courier New Font, 12 Pitch and all
margins will be 1-inch top, bottom, left and right margins per references (a), (c) and (d).

c. External correspondence is generated by outside activities for action, info or distribution. All information (Letters, email, taskers, messages, instructions/ notices, etc...) supporting or directing action to be accomplished should be obtained prior to routing up the chain of the command for action by the Action Officer (AO).

d. CNRMC instructions and notices are intended to provide clear guidance or resolve ambiguous direction to CNRMC and RMCs.

(1) Instructions are long term in nature.

(2) Notices are for guidance not to exceed 12 months and are automatically cancelled upon expiration.

e. All new CNRMC instructions and notices will be submitted to Admin in the format per example in enclosures (3) and (4). Use Courier New Font, 12 Pitch and all margins will be 1-inch per references (c) and (d).

3. Responsibility. It is the responsibility of all personnel to apply due diligence in processing correspondence to ensure prompt and accurate responses to required actions.

a. Department Heads (DH) are responsible for assigning an AO or appointing themselves for tasking.

b. AO/DH engage C700 to determine if the task should be standardized across all Regional Maintenance Centers (RMC), if it impacts a Fleet Desk Guide (FDG) or Role Based Desk Guide (RBDG), or to determine if a FDG or RBDG should be developed.

c. Once assigned, AOs have responsibility for the completion of assigned taskers and are accountable for maintaining CNRMC SharePoint Portal task status with updates. CNRMC Admin will track the location of assigned Action Items but it is the AO’s responsibility to ensure timely completion.

d. CNRMC Admin will ensure correct format on correspondence and make necessary changes prior to signature. Admin will assign serial numbers for all official outgoing letters, including Standard Subject Identification Code (SSIC) and consecutive number for all instructions and notices. In addition, Admin will electronically file the document(s) in the
respective SSIC folder located on the share drive, and forward the document to the distribution list via email and/or mail as appropriate. No Admin should be routed to the Front Office (consists of the Admiral, Executive Director and Chief of Staff) for signature without Admin’s review for administrative correctness.

e. Front Office will be the final authority to review or change correspondence before it is authorized for release, forwarded for signature or signed by direction per enclosure (5).

f. All CNRMC staff will:

(1) Ensure proper control of official correspondence.

(2) Respond per this instruction to assigned action items properly.

(3) Monitor assigned action correspondence until completion.

(4) Review outgoing correspondence within their purview.

(5) Ensure tickler is updated to correctly reflect current status of assigned tasks.

(6) Ensure Admin is provided the original correspondence and supporting documentation to complete assigned actions to include electronic files (Word, Excel, Power Point, etc.).

4. Action

a. Receipt. Tasking received via email, official correspondence, verbal tasking, or other means will be assigned to a Code by the cognizant DH, Front Office, or Admin.

(1) The assigned AO/DH in turn is then responsible for completing all applicable fields on enclosure (1).

(2) The AO/DH will draft appropriate/required response or action.

(a) Admin will ensure enclosure (1) is assigned a tracking number and is logged into the correspondence tracker and will ensure non-standard addressees and info addresses are
provided to Admin. Ensure CNRMC Tasker Number is included on enclosure (1), if the correspondence is being submitted in response to a CNRMC SharePoint tasker item.

(b) Admin will ensure proper format.

(c) Action Officer will route to Chain of Command.

(d) Once correspondence has been forwarded/approved by a DH, the rough draft will be forwarded to Admin for final formatting and routing for signature.

b. Role of the Action Officer

(1) Become the subject matter expert by understanding how the task relates to the mission and its appropriate processing urgency per this instruction.

(2) Follow up on assigned taskers.

(3) Be responsible and accountable for any situation(s) involving the taskers by maintaining face-to-face communication and responding to e-mails and phone calls (directed to AO) in a timely manner.

(4) Understand all tasker requirements and timelines once tasker is accepted, including document revisions and any background/supporting material. Ensure that all documents are proofread and corrections made before submitting to Admin.

(5) Provide a list of emails for points of contact at commands listed in the distribution list.

c. Completion

(1) The original routing sheet and a signed copy of the correspondence will be returned to Admin for electronic filing and distribution as required.

(2) Admin will forward a copy of the completed correspondence to the AO for retention and use in updating SharePoint.

5. CNRMC Filing System. CNRMC maintains an electronic filing system that is located on the CNRMC Share Drive in the ADMIN Folder under "Filing Cabinet".
a. Official Correspondence can be found in the "20## CNRMC Correspondence" folder along with the CNRMC Serial Log. All serial numbers are tracked and assigned by Admin.

b. Correspondence should be filed in the applicable SSIC file located within the "20## Correspondence" folder. Each SSIC will have a sub-folder for "Drafts", in which a document can be worked on and made ready for signature. An additional sub-folder designated "Signed" will house all completed and signed documents in PDF.

c. Active and completed CNRMC Routing Sheets can be found in the "20## Correspondence Tracking" folder along with the Correspondence Tracking Log.

6. Cancellation. This instruction will remain in effect until superseded. CNRMC will maintain this instruction including preparation of revisions for issue per reference (c).

Distribution:
All CNRMC Staff
All RMCs
# CNRMCFORM 5219/1A (3/13)

**Enclosure (1)**
SAMPLE STANDARD LETTER FORMAT

From: Commander, Navy Regional Maintenance Center
To: Norfolk Ship Support Activities
Via: Commander, Naval Sea Systems Command (Optional)

NOTE: Use a "Via:" line when one or more activities outside of CNRMC should review the letter before it reaches the action addressee. Numbering "Via" addresses. Follow the Chain of Command from junior to senior. Routing starts with the addressee listed first.

Subj: BASIC FORMAT FOR LETTERS

Ref: (a) References are listed in alphabetical order, a thru z

Encl: (1) Enclosures are listed in numerically order, using a number in parentheses before the description, and one space follow the closing parenthesis

1. The first paragraph of a basic letter (state why this letter is being written or the purpose of this letter in few words as possible).

NOTE: Do not underline the following words in a BASIC LETTER: Purpose, Background, Discussion, Responsibility, or Actions

   a. Indent each new subdivision four spaces and start typing at the fifth space.

   b. Text

NOTE: Arrange paragraphs following the format below.

2. The second paragraph of a basic letter (state the history or a brief background that present a clear concise statement of the problem(s)).

Enclosure (2)
Subj: BASIC FORMAT FOR LETTERS

a. Text

b. Text

   (1) Text

   (2) Text

   (a) Text

   (b) Text (DO NOT subparagraph past this level until you have exhausted all re-paragraphing alternatives).

3. The third paragraph of a basic letter (state who/what actions is to be taking or who is responsible for stating/reporting the actions).

4. CNRMC point of contact is Mr. Troy Camacho, Manpower Manager, 757-443-2650 x4340, troy.m.camacho@navy.mil.

DAVID J. GALE

Distribution: (Examples PLA)
COMPACFLT N43
PSNS&IMF/NWRMC
PHNSY&IMF/HRMC
NAVSHIPREPFAC & JAPAN RMC Yokosuka JA/SRF-JRMC

Copy to: (Examples PLA)
OPNAV N43
USFFC N43
NAVSEA 00, 02, 04, 05, 08, SEA 21
COMNAVSURFOR/COMNAVSURFPAC N43
COMNAVSURFLANT N43
NSSA
SERMC
SWRMC
NNS

Enclosure (2)
SAMPLE INSTRUCTION FORMAT

(Margins: 1-inch top, bottom, left, and right margins on all pages) (FONT - COURIER NEW 12 PITCH)

CNRMC INSTRUCTION XXXX.X

From: Commander, Navy Regional Maintenance Center

Subj: BASIC FORMAT FOR INSTRUCTIONS

Ref: (a) USS PORTER ltr 5216 Ser DDG 78/437 of 7 Mar 06

Encl: (1) Galley Menu for USS PORTER

1. Purpose. This paragraph defines or states why this instruction is being written in few words as possible.

2. Cancellation. Identification of directives being canceled, if any.

NOTE: In an instruction, the second paragraph of an instruction is the cancellation paragraph if that instruction cancels another directive. If it is a new instruction the cancellation paragraph can be placed at the end.

3. Background. This paragraph state the history of the problem(s) or issue(s) in a clear, concise statement in few words as possible.

NOTE: If NO cancellation paragraph is needed, then Background will become the second paragraph.

4. Scope. (Optional) This paragraph state who this instruction applies to in few words as possible.

5. Use Policy or Procedures. This paragraph state or give direction and identified whose responsibility it is or what procedures to follow.

NOTE: Arranges paragraphs and subparagraph following the format of enclosure (3) for all instruction.

Enclosure (3)
6. **Responsibilities.** *(Optional)* This paragraph states what CNRMC department is responsible for keeping this instruction current. Point of contact: ________________, 757-443-2650 Ext xxxxx, email: ________________@navy.mil.

7. **Use Actions or Implementation.** This paragraph tells or states who will implement or take action on the guidance contained within this instruction.

DAVID J. GALE

Distribution:
(Text)

Copy to:
(Text)
SAMPLE NOTICE FORMAT

(Margins: 1-inch top, bottom, left, and right margins on all pages) (FONT - COURIER NEW 12 PITCH)

CNRMC NOTICE XXXX

From: Commander, Navy Regional Maintenance Center

Subj: BASIC FORMAT FOR NOTICES

1. Purpose. This paragraph defines or states why this notice is being written in few words as possible.

2. Background. This paragraph state the history of the problem(s) or issue(s) in a clear, concise statement in few words as possible.

3. Actions or Responsibility. This paragraph tells or state who will implement or what action should be taking and who is responsible for the guidance contained within this notice.

   a. Title (optional) (Text)

   b. Title (optional) (Text)

   NOTE: Arranges paragraphs and subparagraph following the format of enclosure (3) for all notice.

4. Cancellation. This paragraph tell or state how long this notice will remain in effect or until it is superseded or cancelled.

   DAVID J. GALE

Distribution:

NOTE: A notice is usually in effect for less than six months and is not permitted to remain in effect for longer than one year.

Enclosure (4)
As per reference (e) the following individuals have "By direction" authority.

**SIGNATURE BLOCKS**

1. Commander, Navy Regional Maintenance Center
   
   DAVID J. GALE
   RDML, U.S. NAVY

2. Executive Director, Navy Regional Maintenance Center
   
   ROBERT G. BUTLER, JR (C100B)
   By direction

3. Chief of Staff, Navy Regional Maintenance Center
   
   RICHARD ABRESCH, (C100A)
   By direction

4. Operations Director, Navy Regional Maintenance Center
   
   WILLIAM A. WALSH, (C300/900)
   By direction

Enclosure (5)