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NETCINST 5216.1
N04
21 Jul 2020
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NETC INSTRUCTION 5216.1

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND WRITING/STAFFING
       GUIDANCE

Ref: (a) SECNAV M-5216.5, Department of the Navy
           Correspondence Manual
       (b) OPNAVINST 5215.17A
       (c) SECNAVINST 5210.8F
       (d) NETCSTAFFINST 5216.1D

Encl: (1) Naval Education and Training Command Writing/Staffing
           Guidance

1. Purpose. To publish guidance for processing correspondence
through the Naval Education and Training Command (NETC)
Headquarters (HQ). Enclosure (1) supplements reference (a) –
the source for Navy correspondence. References (b) through (d)
also apply.

2. Cancellation. NETCSTAFFINST 5216.2A

3. Applicability. This directive is applicable to the NETC
domain when preparing and submitting correspondence for
signature or review by Commander, NETC or anyone within NETC HQ
authorized to sign by direction per reference (d).

4. Action. Use enclosure (1) as guidance when preparing and
submitting correspondence for signature. All correspondence will be
submitted via Force Development Administration (N04). If submitting
correspondence via Department of the Navy Tasking, Records, and
Consolidated Knowledge Enterprise Repository (DON TRACKER), prepare
and include, as attachments, all documentation as required in
enclosure (1) of this instruction. When submitting via DON TRACKER,
submit to:

    a. Correspondence (i.e., letters, action memos, etc.): NETC

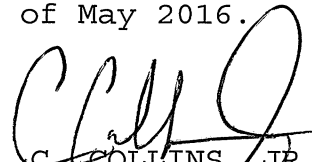   b. Directives (i.e., instructions, notices, manuals, etc.):
NETC Directives

5. <u>Records Management</u>

    a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.
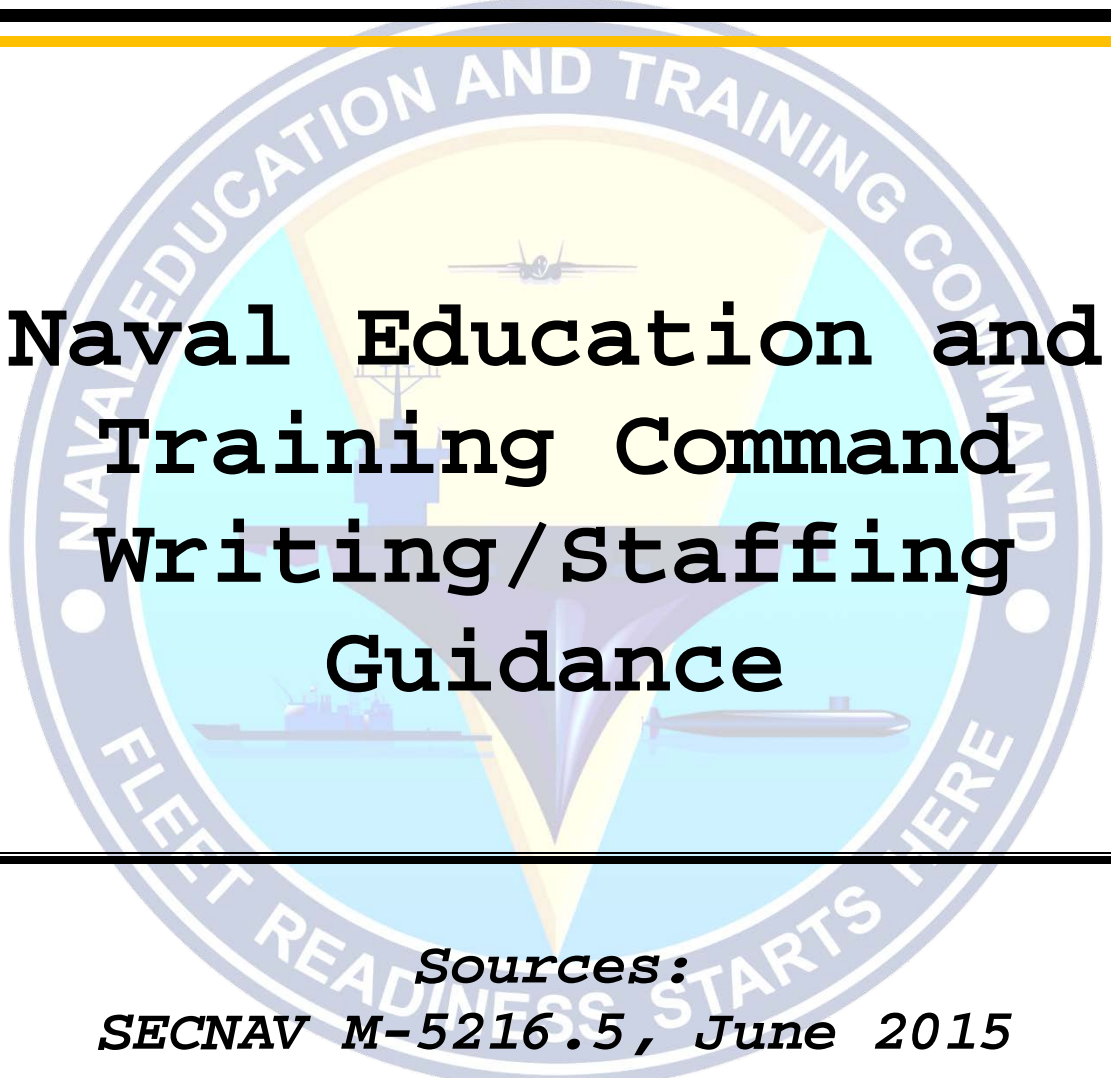
    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

6. <u>Review and Effective Date</u>. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

C. COLLINS, JR.
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically via the NETC public web site, https://www.public.navy.mil/netc/directives.aspx, or via HP Records Manager (HPRM).

Naval Education and Training Command Writing/Staffing Guidance

Sources:
SECNAV M-5216.5, June 2015
OPNAV M-5215.1, May 2016

Updated: July 2020

Pensacola, FL — **Naval Education & Training Command**

Table of Contents

Introduction

This publication provides specific guidance on the different methods of written communication particular to the Naval Education and Training Command. Every effort should be made to strictly adhere to prescribed formats, as deviation could unnecessarily delay processing for administrative action or complete staffing.

Topics covered in this manual include:

Standard Naval Letter Preparation and Format

Action Memo Preparation and Format

Info Memo Preparation and Format

Congressional and Personal Flag Officer Correspondence

Instructions/Notices Preparation and Format

Command Brief Sheet

Coordination

NETC Signature Blocks for official correspondence

Packaging and Routing

Point Paper

NAVADMIN Format

Decision Brief Preparation Guidance

Standard Naval Letter Preparation and Format

Formatting of Correspondence

The following information is provided as quick reference to the basic elements that must be included when preparing standard naval letters.

Correspondence submitted shall be prepared using the following guidelines:

<u>Type and font</u>. Document shall be prepared using Courier New 10-point to 12-point font size. 12-point is the preferred size for official correspondence.

<u>Margins</u>. Allow a 1-inch top, bottom, left, and right margin on each page. Use left align on all documents; do not right, center, or full justify text or use proportional spacing.

<u>Standard Subject Identification Code (SSIC)</u>. All correspondence, instructions, and notices are required to include an SSIC (a four- or five-digit number which represents the subject of the document). This will be the first line of text, and will be at the far right of the letter. It is the department's responsibility to determine the appropriate SSIC for correspondence being prepared. Refer to reference (d).

<u>Originator's Code</u>. The originator's code is the originator's office symbol and will consist of the appropriate department code. Below is a sample of how the SSIC and Originator's Code should appear on a letter prepared on Command Letterhead:

DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

SSIC
Ser N5/XXX

Text. Below is a sample of how paragraphs and sub-paragraphs should be formatted within the body of the letter.

Paragraph Structure Format

1.**Arrange paragraphs following the formats below.
%
2.**If subparagraphs are needed, use at least two; e.g., a (1) must have a (2).
%
****a.**Indent each new subdivision four spaces and start typing at the fifth space.
%
****b.**Text
%
*******(1)*Documents rarely require subdividing to the extent shown below.
%
*******(2)*Text
%
***********(a)*Do not subparagraph past this level until you have exhausted all re-paragraphing alternatives.
%
***********(b)*Text
%
***************1.**Text
%
******************a.**Text
%
*********************(1)*Text
%
*************************(a)*Never subparagraph beyond this level.
%
*************************(b)*Text
%
*********************(2)*Text
%
******************b.**Text
%
***************2.**Text

```
+-----------------------------+
|           LEGEND            |
| * - Space                   |
| % - Hard Return             |
+-----------------------------+
```

Standard Naval Letter Format

DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

SSIC
Ser N5/

```
From:**Commander, Naval Education and Training Command
To:****Title, name of activity (Code), location when needed
Via:***(1)*Title, name of activity (Code), location when needed
******(2)*Same as Via (1) above.  Addresses should follow the
***********chain of command, junior to senior.  Routing starts
***********with the addressee listed first.
%
Subj:**NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED AND NO
*******PUNCTUATION
%
Ref:***(a)*Communication or document that bears directly on the
***********subject at hand
%
Encl:**(1)*Title of Material – enclosed with letter
******(2)*Title of Material (sep cover) – not enclosed with
***********letter
%
```

1.**This example shows the first page of a two-page standard letter. Included are many of the elements that might appear on a standard letter. If you list references or enclosures, they must be addressed in the body of the letter in the order they are listed.
%
2.**Start the "From:" line on the second line below the date line. The date may be typed or stamped.
%
3.**Arrange paragraphs as shown in paragraph structure above.
%
****a.**Do not start a paragraph at the bottom of the page unless at least two lines of text will remain on that page and at least two lines of text will carry over to the next page.
%
****b.**Do not number the first page, number only succeeding pages.
%

```
+-----------------------------+
|           LEGEND            |
| * - Space                   |
| % - Hard Return             |
+-----------------------------+
```

Enclosure (1)

Subj:**REPEAT THE SUBJECT EXACTLY AS IT IS WRITTEN ON*THE FIRST PAGE
　　　　OF THE LETTER
%
****c.**The second and succeeding pages of a standard letter look like
this:
%
********(1)*Start typing on the sixth line (1-inch top margin). Repeat
the subject line.
%
********(2)*Continue the text on the second line below the subject
line.
%
4.**"Copy to" addressees appear on all copies. "Blind copy to"
addressees, as well as the identity of the writer and typist, appear
on internal copies only.
%
5.**A standard letter uses no complimentary close.
%
%
%
%%　　　　　　　　　　　　　　　　　　NAME OF SIGNER
%　　　　　　　　　　　　　　　　　　By direction
%
Copy to:
SNDL number and/or short title of information addressee
SNDL number and/or short title of 2nd information addressee
%
Blind copy to:
List blind copy addressees

```
+-----------------------------+
|            LEGEND           |
| * - Space                   |
| % - Hard Return             |
+-----------------------------+
```

Action Memo Preparation and Format

General Guidelines for Preparing a Memorandum. Use memoranda for correspondence to the President and White House staff, DoD, Office of the Secretary of the Navy, and Chief of Naval Operations, *request action by or a decision* from Chief of Naval Operations (CNO), Vice Chief of Naval Operations (VCNO) or the Director of Navy Staff (DNS), and to send routine material to other Federal agencies. Standard memorandums are used for routine correspondence within the DON.

1. Action or Information ("Info") Memorandum

    a. The following procedures shall be used for the preparation of SECNAV action or info memorandums:

        (1) Limit to one page, unless issue is complex and requires greater explanation.

        (2) Use short, concise and clear bullet statements (use of black dot bullet preferred).

        (3) List events in chronological date order.

        (4) Use 12 point, Times New Roman font.

        (5) Page setup: 1-inch margins, top and bottom, right and left.

        (6) Double space between headings.

        (7) Double space between bullets.

        (8) Number pages at bottom center starting on page 2.

        (9) If the document is classified, annotate the appropriate security classification markings outlined in DoDM 5200.01, Volume 2.

        (10) Do not staple or use clam clips to assemble.

        (11) An acronym may be used after it is spelled out the first time.

b. Lead offices must also prepare an action memo for the following types of correspondence:

(1) Prepare reply for Deputy Chief of Naval Personnel (DCNP)/Commander, Navy Personnel Command (CNPC) signature.

(2) Prepare reply for Deputy Chief of Naval Operations (DCNO)/Chief of Naval Personnel (CNP) signature (if applicable).

(3) Prepare reply for CNO signature (if applicable).

(4) Prepare reply for Assistant Secretary of the Navy (ASN), Manpower and Reserve Affairs (M&RA) signature (if applicable).

(5) Prepare reply for Secretary of the Navy (SECNAV) (if applicable).

(6) Prepare reply for Deputy Secretary of the Defense (DEPSECDEF) signature (if applicable).

(7) Prepare reply for Secretary of Defense (SECDEF) signature (if applicable).

(8) An action memo signed by a principal or deputy of the lead office must be prepared for submission to the SECDEF, DEPSECDEF via SECNAV and ASN.

When preparing an Action Memo, consider who the audience is and what information is being communicated. Too often, the real issue is lost in a mess of superfluous trivia, requiring more space than is necessary to communicate. To the point, statements are key to success. The format for the Action Memo was developed to be a concise, informative, single-page document that provides the principal with enough information to sufficiently understand an issue and be able to make an informed decision or approve or disapprove a request.

General Content Guidelines for Action Memo

Opening Statement. Opening statement should express the reason for the Action Memo. Example: During CNO's visit to Harvard University, he was asked to consider honorary posthumous nomination of Mr. John Doe to Master Chief Petty Officer.

BLUF. Bottom Line Up Front - What is NETC/Navy position? If issue has joint implications, what is the position of the other organizations within MPT&E? Who are stakeholders.

- Use short, concise bulleted statements that provide essential elements.

- The first bullet communicates what the principal receiving the Action Memo needs to do.

NOTE - The first bullet is often confused with a recommendation. The first bullet is a statement of direction. If a favorable decision is being requested, state it, e.g., "Support implementation of program X, TAB A."

- The second and subsequent bullets should provide essential information pertinent to the requested action or decision.

- Action Memo's must have a final bullet addressing the timeline. **If the action is submitted late, justification is required**.

If the information necessary to communicate an action will not fit on a single page in the required format, capture the information in a point paper or brief and identify it as a tab in its corresponding bullet.

Be brief and to the point, but not overly cryptic in what is being conveyed.

Use TABs to forward necessary and/or additional information.

- TAB A is the "action item" requiring signature or approval.

NOTE - If an Action Memo forwards multiple, similar items that require the same action, tab them as TAB A-1, TAB A-2, etc. For example, the tabs for an Action Memo that forwards 10 letters that cover the same subject but are going to 10 different individuals, should be tabbed TAB A-1 through TAB A-10.

- TAB B is incoming correspondence (if applicable).

- TAB C is any background material.

NOTE - If there are multiple items, tab each one individually.
For example, an OPNAV Instruction and a SECNAV Instruction
provide necessary background information for a decision
requested in Action Memo. Tab the OPNAV Instruction as TAB C,
and tab the SECNAV Instruction as TAB D.

- TAB D (or the last TAB in a package) is the coordination page.
  The coordination page format is at page 16.

NOTE - The coordination page is always the last page of a
package. If the package contains one additional tab, then the
coordination page would be TAB B. If the package contains 10
additional tabs, then the coordination page would be TAB K.

All Action Memos that contain classified material will be marked
per the associated marking guidance, commensurate with the level
of classification. For material classified CONFIDENTIAL or
SECRET, refer to SECNAVINST 5510.36 (Department of the Navy
Information Security Program Regulation). For material
classified TOP SECRET contact your Special Security Officer for
classification guidance.

Action Memo Format

[USE APPROPRIATE LETTERHEAD]
CLASSIFICATION (if required)

ACTION MEMO

Month DD, YYYY

FOR: CHIEF OF NAVAL PERSONNEL

FROM: RADM P. A. Garvin, Commander, Naval Education and Training Command

SUBJECT: Action Memo Format (Use Title Case and Do Not Use Acronyms,
   i.e., DON, DoD)

- CNP, what the Chief of Naval Personnel should do? This bullet explains what
  action is required.   This is different from the entry for recommendation (TAB A).

- Due date for action. This bullet is used for incoming correspondence at TAB B.   Do not
  enter "I would like to have this done by" due date. Example: There are no deadlines
  associated with this package.

- Why it is necessary and/or acceptable for CNP to approve or sign the
  recommended action? This bullet identifies additional key points/contentious
  issues and any problem areas (TAB C).

RECOMMENDATION: CNP, request you sign and approve (TAB A).

 NOTE: The recommendation supports the first bullet of the Action Memo. Use
this example if there is a document for signature. If no document for proposal/
signature at TAB A use below recommendation:

RECOMMENDATION: CNP, request you release funds by initialing as
   appropriate:

Approve_____Disapprove_____

COORDINATION: [TAB D] (or as applicable – last tab) or [None]

Attachments:
As stated

Classification/Declassification Authority and Instructions (if required)

Prepared By: Name, Organization, Phone (1 inch from the bottom)

CLASSIFICATION (if required)

Info Memo Format

[USE APPROPRIATE LETTERHEAD]
CLASSIFICATION (if required)

INFO MEMO

Month DD, YYYY

FOR: ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND
RESERVE AFFAIRS)

FROM: RADM P. A. Garvin, Commander, Naval Education and Training Command

SUBJECT: Info Memo

Format Reference: SECNAV M-5216.5

- The first bullet will identify what information is being forwarded and why.
  If forwarding a document, identify as TAB A.

- The second and subsequent bullets will provide additional key points, as
  required: background at TAB A.

- When using a reference line, you would annotate it as shown above. A single
  reference does not get assigned a letter. Multiple references are assigned (a),
  (b), etc. The "R" in reference is the only letter capitalized. You would use the
  reference line like this in all types of Executive Correspondence.

COORDINATION: [TAB D] (or as applicable – last tab) or [None]

Prepared By: Name, Organization, Phone (1 in from bottom of page)

Congressional and Personal Flag Officer Correspondence

1. Format. Prepare all correspondence using Times New Roman Font, 12 point.

    a. Salutations. All salutations shall be formal. The following guidance can be used to prepare salutations, text for the body of the letter, closing lines, complimentary close and signature line:

    b. Opening Lines

        (1) "Thank you for your letter/correspondence (if email) of (date – January 6, 2020 – only use date if response is timely) concerning..."

        (2) "Thank you for your recent letter(s) concerning..."

        (3) "I am responding on behalf of..."

    c. Body of the Letter

        (1) Limit the use of "I" and "we."

        (2) Each paragraph must be indented ½ inch. Do not number the paragraphs.

        (3) Limit response to one page whenever possible. Use enclosures if necessary.

        (4) An acronym may be used after it is spelled out (be consistent throughout the document), except in the subject line or title.

        (5) Spell out percent (instead of using the sign "%").

        (6) In replying to more than one member of Congress, you may use either:

            (a) "A similar response has been sent to Senator(s) (last name) and Congressman/Congressmen (last name(s))."

(b) "A similar response has been sent to each of your colleagues who also expressed an interest in this issue."

d. Closing Lines (last paragraph)

(1) "Thank you for bringing this matter to my attention."

(2) "I appreciate you taking the time to share your thoughts on this issue."

(3) "If I may be of any further assistance, please let me know." (Preferred on Congressional responses.)

e. Signature Lines

(1) Leave out the signature block on memorandums for Secretary of Defense (SecDef), Deputy Secretary of Defense (DepSecDef), SECNAV, and UNSECNAV signature, unless otherwise directed by the aforementioned principal.

(2) Correspondence prepared for the signature of other officials should contain standard closing and signature lines.

(3) The following is a sample of the signature line:

(a) Type the name at the center of the page on fourth line below the last line of text or complimentary close.

(b) Type the official title on the line below his/her name commencing at the center of the page as well.

EXAMPLES:

Senior Civilian   Military

S. E. Cheek   V. J. BURKS
Deputy Assistant Secretary of the Navy   Captain, U.S. Navy
  (Financial Management & Comptroller)   Senior Military Assistant
                                                     to the Secretary of the Navy

NOTE: Title/position is not required if reflected in the letterhead.

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2. Complimentary Closing. Use "Sincerely," followed by comma for the complimentary close for routine and congressional correspondence. Start the complimentary close at the center of the page on the second line below the text. Use "Sincerely," for complimentary close of a flag personal letter. The following list of suggested complimentary closings for personal correspondence is not all inclusive: "Respectfully," (Flag/General Officers junior in rank to signer), "Very respectfully," (Flag/General Officers senior in rank to signer), "Warm regards" (Thank You, Birth announcements and condolences, etc), "Sincerely yours," or "With great respect," (High ranking civilians, Senators, Congressmen/women, Governors, etc), and "Sincerely," or "All the best," (All others).

Sample Interim Response to Congressional Correspondence

THE SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

Month DD, YYYY

The Honorable (   )
(United States Senate) (U.S. House of Representatives)
Washington, DC (20510)

Dear (Senator or [Mr., Mrs., or Ms.]) (Last Name):

This is an interim response to your correspondence of (April 2, 2017) (Use "recent" letter if response is not timely) on behalf of your constituent, (Full Name), concerning (Subject).

We are currently gathering information necessary to provide you a substantive response to address your inquiry. The issue(s) addressed in your letter raised several questions concerning (Subject). You can expect our final reply by (date – December 6, 2017).

If you should need any further assistance regarding this matter, please contact (Action Officer, E-mail address, and Phone Number).

Sincerely,

Kenneth J. Braithwaite
[Title/Position] (Not required when
                 replicated on letterhead)

Enclosure (1)

Sample Flag Officer Personal Letter

CHIEF OF NAVAL OPERATIONS

March 22, 2020

ADM William K. Lescher, USN
Vice Chief of Naval Operations
2000 Navy Pentagon, Room 4E642
Washington, DC 20350

Dear Admiral Lescher:

Thank you for hosting the Navy League luncheon yesterday in my absence. I trust you had a great time.

Your inspiring remarks received numerous positive compliments. Secretary Spencer expressed his appreciation and asked me to pass along his gratitude.

I appreciate your support and wish you all the best.

Sincerely,

M. M. Gilday
Admiral, U.S. Navy

Enclosure (1)

Directives (Instruction/Notice) Preparation and Format

Directives are the standard procedures and formats used for a number of official reasons in the Department of the Navy. Directives can be in the form of an instruction (order), notices (bulletin), message, or change transmittal. Directives serve a number of purposes including, establish policy, organization, conduct, or procedures; require action or provide information essential to the effective administration or operation of activities; or publish authority or information that must be promulgated formally. Two types commonly prepared by Action Officers:

Instructions
- Continuing reference value or continuing action
- Remain in effect until <u>superseded or cancelled</u>

Notices
- One time or brief in nature
- Normally remain in effect for less than six months
- Can remain effective for a <u>maximum of one year</u>

General Format Guidelines

- Font: Courier New, 12 point

- Margins: 1-inch (top, bottom, left, and right)

- Header and Footer: 1-inch on top, ½-inch on bottom

- Identification Symbols: SSIC, directorate code, and date

- Blocked at left with longest line ending flush with right margin

General Content Guidelines for Directives

Write an instruction only if higher authority guidance does not suffice. Local instructions should only be written to clarify how higher authority directives impact the organization. The Naval Institute's Guide to Naval Writing suggests the following items should be considered when preparing a directive:

Smother "Motherhood." The reason so many directives are not read, or not read carefully, is that they take so long to get to the point. Write aimed towards your reader.

Proceed as soon as possible to "Action." Most will read the purpose paragraph and skip everything else and go to see what the action is. Therefore, be brief in background and discussion paragraphs, if not eliminate them altogether.

Designate responsibilities by individual. In the "Action" paragraph, itemize exactly what each individual must do. Readers will take notice if they see specific responsibilities assigned to them.

Use inventive paragraph headings. Use pointed titles to help the reader along. Use underlines and bold face to assist in getting vital points across.

Revising a directive:

Shorten the document as much as possible.
Write specific subjects.
Put the action up front.

Notice Sample

"DEPARTMENT OF THE NAVY" in Arial 12

DEPARTMENT OF THE NAVY

COMMANDER

NAVAL EDUCATION AND TRAINING COMMAND

Address in Arial 8

250 DALLAS STREET

PENSACOLA. FLORIDA 32508-5220

Cancellation Date

Canc: Mmm YYYY

Identification symbols (one line below address)

NETCNOTE [SSIC]
Dept Code
DD Mmm YYYY
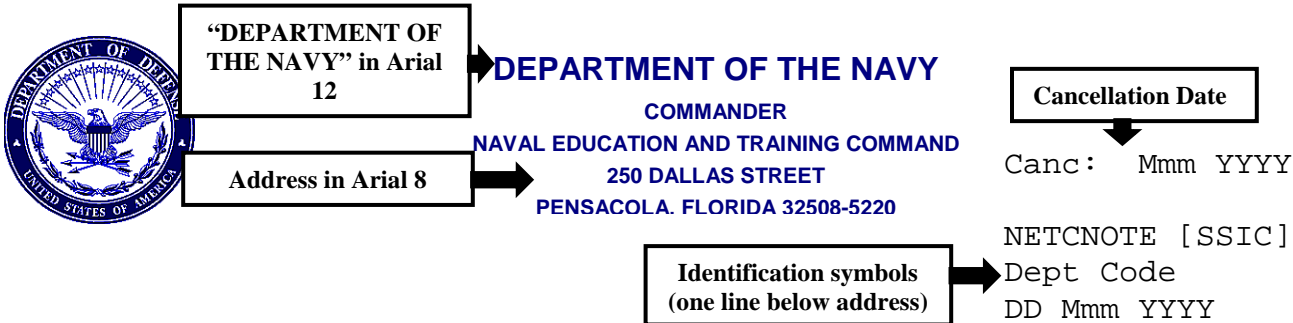
NETC NOTICE [SSIC] *(Refer to OPNAVINST 5215.17A and OPNAV M-5215.1 for the Navy Directives Management Program policies, procedures, and responsibilities. The SSIC number should reflect the most important subject covered in the notice and must be a current, valid SSIC – refer to SECNAV M-5210.2.)*

From: Commander, Naval Education and Training Command

Subj: SUBJECT OF NOTICE IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

References

Ref: (a) Any applicable references are inserted here
       (b) References must be current and listed alphabetically
           in order as they are cited in the text
       (c) Keep references to a minimum; only documents that
           have a direct bearing on the subject matter should be
           a reference

Enclosures

Encl: (1) All enclosures must be identified here exactly as the
            title appears on the actual enclosure
        (2) They must be listed numerically in the order they are
            cited in the text of the basic notice
        (3) All enclosures must be legible and reproducible

1. <u>Purpose</u>. The first paragraph of the notice must state the
purpose of the notice, which tells why the notice is being
issued.

Purpose paragraph – required (at least 2 lines must be on the letterhead page)

2. <u>Title</u>.

3. <u>Records Management</u>

Records Management paragraph required

    a. Records created as a result of this notice, regardless
of format or media, must be maintained and dispositioned for the
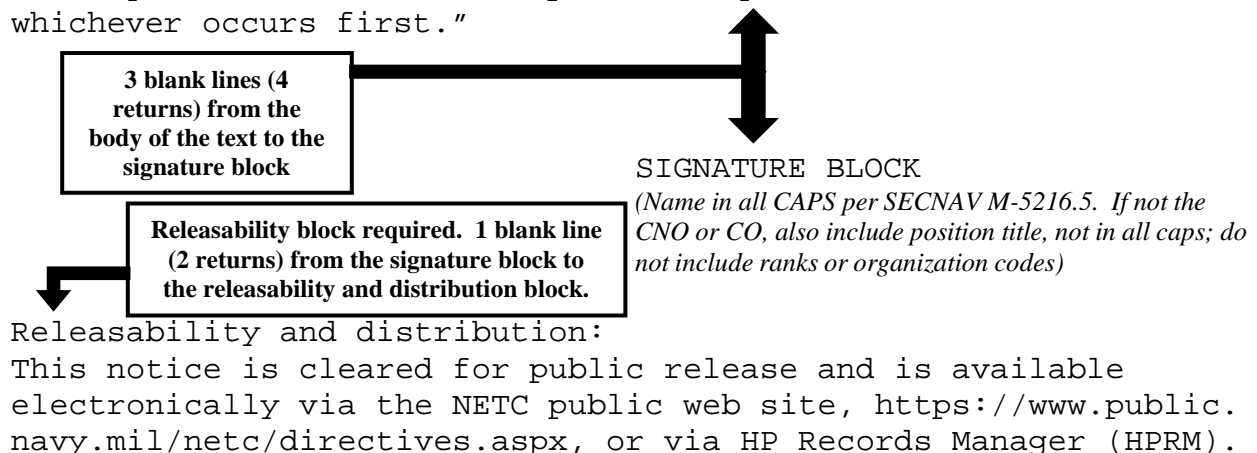
Page one not numbered

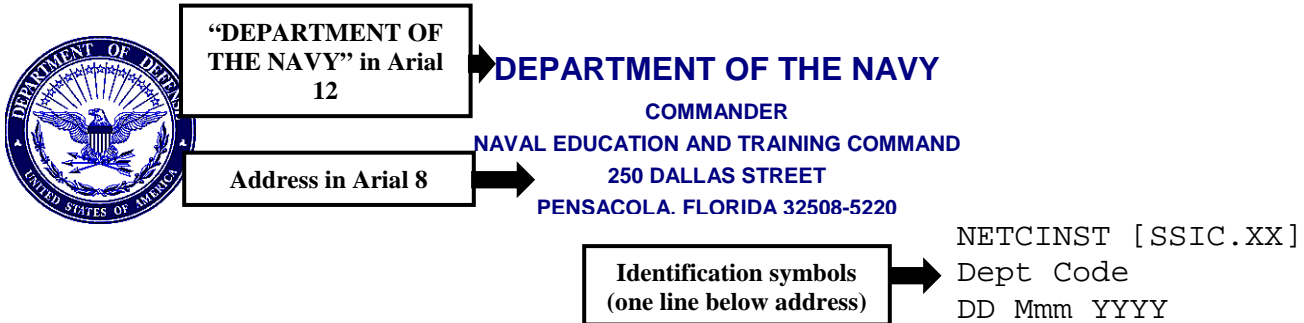Enclosure (1)

NETCNOTE [SSIC]

standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

    b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

4. Cancellation Contingency. If a cancellation date is not known by the sponsor, a contingency paragraph is added as the last paragraph of the notice. This paragraph states the action or events that must occur prior to cancellation of the notice. In addition, in lieu of "Canc:" at the top of the first page, indicate "Canc frp:", for record purposes. If "Canc frp," as an example, this paragraph could read: "This notice is in effect for 1 year or until it is superseded by another notice, whichever occurs first."

3 blank lines (4 returns) from the body of the text to the signature block

SIGNATURE BLOCK
(Name in all CAPS per SECNAV M-5216.5. If not the CNO or CO, also include position title, not in all caps; do not include ranks or organization codes)

Releasability block required. 1 blank line (2 returns) from the signature block to the releasability and distribution block.

Releasability and distribution:
This notice is cleared for public release and is available electronically via the NETC public web site, https://www.public.navy.mil/netc/directives.aspx, or via HP Records Manager (HPRM).

Instruction Sample

"DEPARTMENT OF THE NAVY" in Arial 12	→

DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA. FLORIDA 32508-5220

Address in Arial 8	→

Identification symbols (one line below address)	→

NETCINST [SSIC.XX]
Dept Code
DD Mmm YYYY

NETC INSTRUCTION [SSIC.XX] *(Refer to OPNAVINST 5215.17A and OPNAV M-5215.1 for the Navy Directives Management Program policies, procedures, and responsibilities. The SSIC number should reflect the most important subject covered in the notice and must be a current, valid SSIC – refer to SECNAV M-5210.2.)*

From: Commander, Naval Education and Training Command

Subj: SUBJECT OF INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

References

Ref: (a) Any applicable references are inserted here
        (b) References must be current and listed alphabetically
            in order as they are cited in the text
        (c) Keep references to a minimum; only documents that
            have a direct bearing on the subject matter should be
            a reference

Enclosures

Encl: (1) All enclosures must be identified here exactly as the
            title appears on the actual enclosure

Purpose paragraph – required (at least 2 lines must be on the letterhead page)

        (2) They must be listed numerically in the order they are
            cited in the text of the basic instruction
        (3) All enclosures must be legible and reproducible

1. Purpose

    a. The first paragraph of an instruction must state the
purpose of the instruction, which tells why the instruction is
being issued. It is used to indicate the issuance of policies,
guidelines, procedures, and responsibilities.

    b. The first portion of the purpose paragraph of a revised
instruction states the purpose of the series, and not of the

Page one not numbered

Enclosure (1)

Whenever possible, have at least two full lines of text at the top and bottom of each page. Do NOT separate paragraph headers from their text

particular revision. Provide a separate paragraph, or a subparagraph, summarizing the change(s) which made the revision. Only major changes to policy, procedures, responsibility assignments, reporting requirements, and like matters of substance are to be summarized. Changes made to improve readability, update background information, and the like, which do not affect the substance of the instruction, need not be summarized.

Required paragraph when applicable only

2. <u>Cancellation</u>. The second paragraph must contain the statement(s) of cancellation or supersession when the instruction cancels or supersedes, or both, another directive(s) or other document(s), where applicable. When the instruction cancels another directive or document which requires a report or form, the report control symbol of the canceled report and the form number of the canceled form must be indicated in the cancellation. However, if no documents are canceled, do NOT include this paragraph.

3. <u>Responsibilities</u>. All titles, groups, and organizations that have responsibilities should be listed here. The order of responsibilities is listed from highest to lowest authority.

Not necessary and not common to have both these paragraphs

4. <u>Action</u>. Any titles, groups, and organizations that have action are identified in this paragraph. Subparagraph markings are as follows:

    a. Subparagraph 1

    b. Subparagraph 2

      (1) Subparagraph 1

      (2) Subparagraph 2

        (a) Subparagraph 1

        (b) Subparagraph 2

          <u>1</u>. Subparagraph 1

          <u>2</u>. Subparagraph 2

Page numbers start on the second page and are centered. Do NOT add a return prior to or after the page number

Enclosure (1)

NETCINST [SSIC.XX]

    <u>a</u>. Subparagraph 1

    <u>b</u>. Subparagraph 2

      (<u>1</u>) Subparagraph 1

      (<u>2</u>) Subparagraph 2

        (<u>a</u>) Subparagraph 1

        (<u>b</u>) Subparagraph 1

5. <u>Records Management</u> ◄— **Records Management paragraph required**

    a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

Review and Effective Date paragraph required
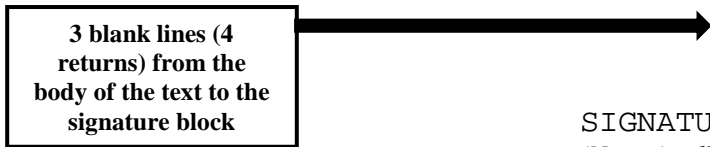
6. <u>Review and Effective Date</u>. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in

Enclosure (1)

NETCINST [SSIC.XX]

OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

7. <u>Forms or Information Management Control</u>. When a directive mandates the use of a form or contains an information collection requirement (reports), the form number and title of the form or the report control symbol and title of the information collection requirement, or both, must be identified in the last paragraph of the instruction. Also state where the forms may be obtained and how information should be submitted.
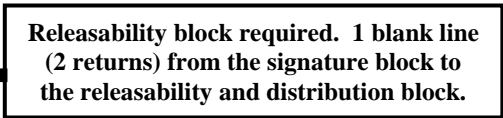
3 blank lines (4 returns) from the body of the text to the signature block

SIGNATURE BLOCK
(Name in all CAPS per SECNAV M-5216.5. If not the CNO or CO, also include position title, not in all caps; do not include ranks or organization codes)

Releasability block required. 1 blank line (2 returns) from the signature block to the releasability and distribution block.

Releasability and distribution:
This instruction is cleared for public release and is available electronically via the NETC public web site, https://www.public. navy.mil/netc/directives.aspx, or via HP Records Manager (HPRM).

NETC BRIEF SHEET

N00	**SUBJECT:**
	DISCUSSION:
ED	
COS	
	ATTACHMENTS:
	DUE DATE:
	RECOMMENDATION:
FS	☐ Concur.
	☐ Do not concur.
	☐ Additional information/coordination required.
	Coordination:
N04	
N041	
	In the below blocks, check the blocks that apply. Include your N Code by the blank boxes.

PRECEDENCE	SIGNATURE	REVIEW	ACTION REQUIRED
☐ OP __	☐ CNETC	☐ CNETC	☐ READ BRIEF/EXEC SUMMARY
☐ PRIORITY	☐ ED	☐ ED	☐ READ TABS
☐ URGENT	☐ COS	☐ COS	☐ READ BASIC CORRESPONDENCE
☒ ROUTINE	☐ EA	☐ DTO	☐ READ
☐ DEFERRED	☐	☐	

PREPARED BY	DATE 8-Jan-20	FORWARDED BY	DATE 6-Feb-20

NETC 5216/3

Coordination Page

Coordination on a correspondence package with all appropriate commands, organizations, or BUPERS/NAVPERSCOM codes is key to ensuring the timely routing of a package. All necessary coordination will occur at the Action Officer level. A correspondence package that is not appropriately coordinated could potentially be delayed in routing, or worse, returned to the Action Officer for re-staffing. All coordination will be documented on a coordination page.

The coordination page begins with the Action Officer, and will include all *principals* who review the package.

NOTE - If LT Jones staffs a package for a flag officer, the flag officer's name, not LT Jones' name will appear on the coordination page.

The following items will be included on the Coordination Page:

Grade and Name (First Initial. MI. Last Name) Example: RADM P. A. Garvin

Organization (if NETC use only the Code), if outside NETC use of title is acceptable.   Example: N04.

Commercial Phone Number (use DSN if it is an overseas number) Example: (850) 874-0000

Date of Coordination. Example: 24 Apr 20

Remarks, type "**Concur**" or "**Non-Concur**" in this column

Coordination Page Sample

COORDINATION PAGE

Office/Dept	Point of Contact/Title	Phone	Date	Remarks
N04	Ms. C. Zajic	(850) 452-0000	15 May 20	Concur
COS	CAPT C. Collins, Jr.	(850) 452-0000	16 May 20	Concur
CNETC	RADM P. A. Garvin	(850) 452-0000	17 May 20	Non-Concur
CNP	VADM John B. Nowell, Jr.	(703) 604-0000		

NETC Signature Blocks
for official correspondence

CNETC:

Start signature block at center of page

P. A. GARVIN

ED:

J. R. JONES
Executive Director

COS:

C. COLLINS, JR.
Chief of Staff

Other authorized signature:

Refer to NETCSTAFFINST 5216.1 (series)

A. B. SAILOR
By Direction

Packaging and Routing

For packages being routed through ADMIN, DON Tracker is the only means authorized for submitting correspondence. Correspondence not submitted via DON Tracker will be returned to the Action Officer for proper submission unless arrangements are made in advance to submit via other means. This enables effective tracking of pending work, enables established deadlines to be met, and accounts for the volume of work being produced.

Action Officer. Prior to forwarding correspondence to ADMIN for processing, the Action Officer will:

      (1) Socialize the document(s) with appropriate NETC department, and domain activities, as required.

      (2) Ensure all appropriate NETC departments and domain activities provide input prior to submitting the correspondence to ADMIN. Questions/disagreements with document content must be resolved prior to submitting to ADMIN for final processing.

      (3) Provide a complete package for Front Office

      (4) Ensure all references are current.

      (5) Obtain Division Director/Special Assistant (DD/SA) signature on Brief Sheet (NETC 5216/3) when correspondence is being submitted for Front Office review. Correspondence received without the DD/SA signature will be returned to the Action Officer as incomplete.

For packages that will not be routed through ADMIN, (i.e. Legal or IG), Action Officers will utilize the Yellow "For Official Use Only" folders and package as follows:

Correspondence Package Assembly

Each correspondence package will be forwarded with a Command Brief Sheet. A sample is at page 18. The Brief sheet will be placed on the left side on top.

Assemble the package as follows:

Left Side
Route Slip/Brief Sheet
Buck Slip (if needed)
Reference Material

Right Side
Action Correspondence
Supplemental documents
Coordination Page

Correspondence Package Routing

Route correspondence packages in a timely manner. The day
before a package is due to the final signatory is not the day
to put the package in routing. Normally ADMIN will complete
correspondence received within three to five business days of
receipt. Workload priorities may dictate additional processing
time for lengthy technical memoranda. Directives,
instructions, and notices will require two to three weeks to
process and complete depending on length. Although instances
may arise that call for short fused turnaround times, that
should be the exception versus the norm. Every effort should
be made to provide sufficient time for processing and routing
of official correspondence requiring approval and/or signature.

Once ADMIN forwards package to Front Office it could take an
additional week or two for final review and signature. If
package requires CNP or higher review and signature, this would
most likely add an additional one to two weeks.

Based on the above routing times, it could take as long as 20
working days to get a package through NETC and roughly 30 total
days for CNP. Please plan accordingly!

Point Paper Format

CLASSIFICATION (IF REQUIRED)

Subject: POINT/DECISON PAPER FORMAT

1. **Executive Issues**
    - Focused, concise summary statement of the most important issues. Why the issue is important for the CDR?
    - What is the Navy position? {and your Division's position}
    - If this issue has joint implications, what is the position of the other Services?
    - Who are the stakeholders? What are their positions?
    - If an information paper, state why the paper is provided. {e.g., COM, at the 15 July MNCC update, you requested more information regarding the current number of unresolved trouble tickets.}.

2. **Background** {Not required if not needed to clarify the main topic}.
    - Background amplifying data and information.
    - Only, specific, need to know information.
    - Historical data that directly applies to the issue (e.g. past programmatic budget decisions).

3. **Discussion**
    - A discussion of the significant issues.
    - Clearly state your objectives and desired effects surrounding this issue Include hard data and facts.
    - Both sides should be stated: "tell the rest of the story."
    - Include a statement of assumptions and an assessment of risks pertaining to this issue.

4. **Recommendation**
    - Conclude the point paper with a specific recommended course of action or state "for information only."
    - If a decision paper, state whether there are stakeholders with dissenting opinions.

Notes to standardize CDR Position/Info Papers:
Use *0.5 inch for top margin and one inch (1") margins on all other sides*
Use Times New Roman 12 point (10 point optional) – do not exceed one page

Include Classification
Include Date, Name of Action Officer, Office code, and phone number
Keep bullets clear and concise. No more than 2 sub-bullets per major bullet.

NAVADMIN Example

R XXXXXXZ MMM YY

FM CNO WASHINGTON DC//N1//

TO NAVADMIN

INFO CNO WASHINGTON DC//N1//

BT

UNCLAS

NAVADMIN XXX/YY

MSGID/GENADMIN/CNO WASHINGTON DC/N1/MMM//

SUBJ/DRAFT NAVADMIN OR GENERAL MESSAGE//

REF/A/LTR/OPNAV N1/7JAN13/NOTAL//

REF/B/MSG/CNO WASHINGTON DC/51811ZJAN17//

NARR/REF A IS FOR MULTIPLE REFERENCES OR AMPN/REF A IS FOR A SINGLE

REFERENCE. REF B IS ISSUING AUTHORITY AND SSIC, VERBATIM TITLE OF EACH

REFERENCE.//

RMKS/1. This NAVADMIN (announces, establishes, etc) is the standard opening

line for all NAVADMIN, as directed in reference (a).

    a. All NAVADMINs for N1 review/release must be submitted in Microsoft

word format.

    b. The font for NAVADMINs is courier new size 10. Spacing should be

double spaced.
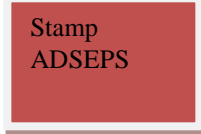
    c. Use spaces instead of TABS when formatting your NAVADMIN and do not

use hard return for each line of the text.

    d. Be consistent, if there is a subparagraph 1a there needs to be a 1b,

if paragraph 1 has a heading, then paragraph 2 would need a heading, if

subparagraph 1a has a heading, then subparagraph 1b would need a heading.

Month and Year

Top, bottom and left Margin 1in

Right Margin 1.8

N1 DECISION
APPROVED: _____
DISAPPROVED: _____
COMMENTS:

CNP DECISION
APPROVED: _____
DISAPPROVED: _____
COMMENTS:

Stamp NAVADMIN

Stamp ADSEPS

e. If the message is from CHNAVPERS WASHINGTON DC then NAVADMIN XXX/YY is not needed.

f. To find the correct PLAD for the TO line use the PLAD that is found in the SNDL found at https://doni.documentservices.dla.mil/sndl.aspx.

2. The following symbols are not usable in NAVADMINs as they are not supported: ampersand (&), apostrophe ('), dollar sign ($), at symbol (@), quotations ("), and semi-colon (;). Replace all " with a * as this symbol is used by the system. Replace @ with (at).

3. This NAVADMIN will remain in effect until superseded or canceled, whichever occurs first, OR this NAVADMIN will remain in effect until superseded or XX Month YYYY, whichever occurs first.

4. Released by Vice Admiral John B. Nowell, Jr, CNP, N1.//

BT

Note: All NAVADMINs require a Public Affairs news release, etc.

MyNavy HR Slides

Use below format for preparation for OPNAV, CNP, and CNETC

DRAFT // PRE-DECISIONAL

LAST slide of
Feeder & EDBs

ommendation & Way Ahead

- **Recommendation:**
  - Approve COA 1
- **Next Steps:**
  - Route NAVADMIN with expected release within 1 week
- **Resourcing Implications:**
  - Any resourcing associated with this decision? Has this been coordinated with N10?
- **Strat Comms:**
  - Work with N1 Public Affairs office to coordinate release of news story in conjunction with NAVADMIN release
- **Coordination:**
  - Coordinated with CNAF on NAVADMIN

UNCLASSIFIED   DRAFT // PRE-DECISIONAL   6

DRAFT // PRE-DECISIONAL
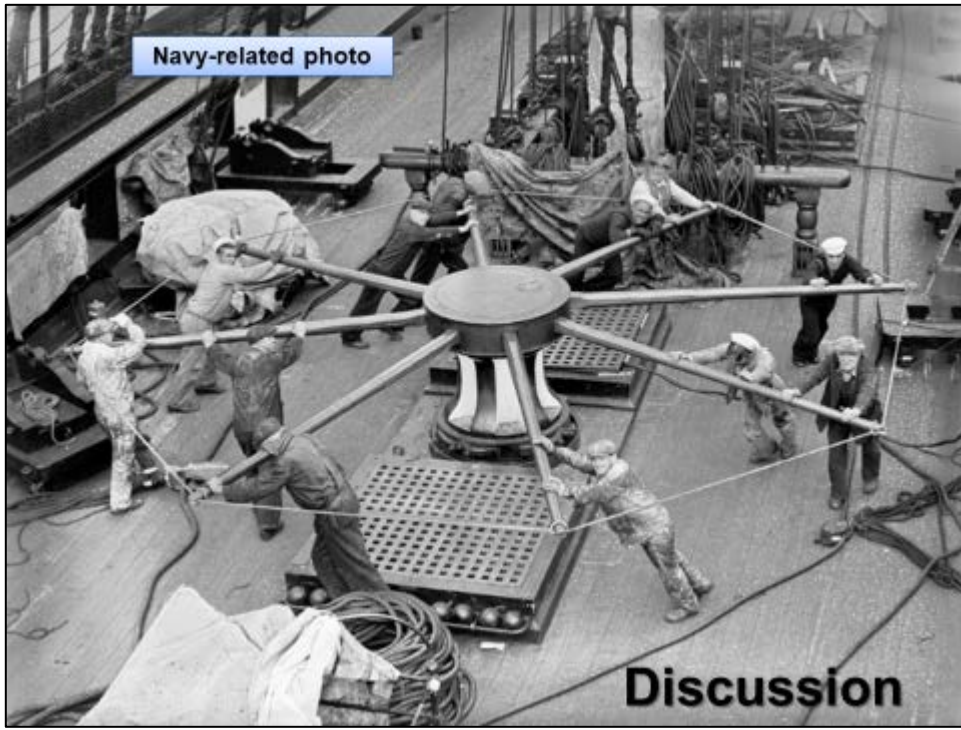
MyNAVYHR

- **20 Point Arial**
  - 18 Point Arial
    - 16 Point Arial
      - 14 Point Arial
        - 12 Point Arial

Bumper sticker should be short and to the point

UNCLASSIFIED   DRAFT // PRE-DECISIONAL   7

<u>Commander's Guidance - NETC Writing/Staffing Guide</u>

First and foremost - getting the admin right on the first pass saves thousands of man-hours across the enterprise - no rework time, eliminates preventable delays, etc. I need every person (primarily the originators and first admin pass SMEs) focused on this as it reprioritizes our most precious asset - TIME. As one of our recent CNOs said, "You are what you write."

1. **<u>Preferences of NETC</u>**
   - Standardization in the submission - if you do something one way, be consistent emphasizing the point about PLAIN ENGLISH. It's about clarity in delivery. Certainly our terminology will be present, but it can't cloud the message to someone that is not as deep into the details as the originator. Multiple products provided from different action officers on campus need to harmonized to ensure consistent messaging - voice and tone (everything sounds like the same person wrote it).
   - In non-restrictive phrases - use a comma before which. For example: This policy, which needs revision, is outdated. In cases where either that or which is acceptable - pick one, but always use the comma before which (and not before that).
   - Restructure your sentences to minimize possessives for organizations
     For example: i.e. no NETC's, NPC's, etc.
   - Don't end a sentence with a preposition.
   - Spell out acronyms upon **first** use.
   - Team oriented -- "we, us, our" **not** "I, me, my." Especially if preparing something for me to send.
   - (Officer) not 0 [zero] in O3
   - A comma is used to separate two words or figures that might otherwise be misunderstood, please be mindful and make an effort to avoid excessive comma use within a sentence.
     - The oxford comma is debatable on appropriate use. Be judicious in the use of the oxford comma, if required to clearly communicate your message.
     - Proof read and spell-check your work then read it one last time before sending.

- Ensure to double check the font size consistency of your document, select all and apply.

For example: The document is in 12pt and 13pt weaves into the text and back to 12pt

- Measure three times and cut once, please take the extra time to get it right on the first pass. If unsure, contact the Flag Sec.

2. **Slides**
   - **Use MyNavy HR Brief Template – 'MyNAVYHR' logo lower right.**
   - Do not build a brief of single text boxes and packed prose.
   - Do not put periods at the end of bullets that are not sentences.
   - Do not deviate from the templates bullet structure.
   - If unsure, contact the COS or EA.
   - Explain barriers succinctly and clearly.
   - Provide recommendations to remove barriers.
   - Include the owner of said barrier (e.g. OPNAV NXX, SECNAV, etc.)

3. **Ghost E-Mails for NETC**
   - Do not indent paragraphs on emails you ghost for NETC.
   - Do put spaces between paragraphs on emails for appearance.
   - "V/r, Pete" at the end.
   - Cc EA/COS on E-mails containing ghosts.

4. **Read Aheads**
   - RAH for NETC are due 48 hours in advance.
   - RAH for CNP are due 72 hours in advance to NETC.
   - Send RAHs to NETC_CCIR@navy.mil
     o All briefs to CNP must be accompanied by an info/action memo in the proper format.

5. **Scheduling Meetings**
   - Provide the Flag Aide/Flag Writer the 5Ws and a list of recommended attendees.
   - You should be able to walk NETC through the following:
     • What are the specific barriers?
     • How can we remove the barriers?
     • What assistance is required?
     • What is the meeting objective and desired outcome?

Enclosure (1)

6. **Correspondence to be signed "By direction"**

    a. DD/SAs and Branch Heads may sign general (non-policy) correspondence "By direction" as outlined in NETCSTAFFINST 5216.1 (series).

    b. In an effort to centralize files, ensure the Executive Staff has access to command correspondence signed out on behalf of CNETC, and prepare uniform correspondence per reference (a). Any correspondence to be signed on NETC letterhead shall be routed through Admin via DON TRACKER for final formatting and serialization prior to signature and mailing by the Department. The following procedures apply:

        (1) The Action Officer will prepare the document for the DD/SA's signature.

        (2) Once the DD/SA or Branch Head has reviewed the correspondence for content and approves it, the MS Word version of the document will be sent to Admin as outlined in the "Packaging and Routing" section.

        (3) Admin will review the correspondence for proper formatting, prepare a smooth document on digital command letterhead, serialize and date the document, upload the final version into DON TRACKER, and return it to the Action Officer.

        (4) The Action Officer will:

            (a) Print the document on plain bond paper using a color printer. The command letterhead is digitally incorporated into the document.

            (b) Have the appropriate DD/SA sign the smooth document.

            (c) Scan and upload a .pdf copy of the document into DON Tracker. The .pdf copy must include all documents associated with the letter (i.e., the basic letter, enclosures, endorsements, etc.). References are not required.

            (d) Mail the smooth document to the appropriate recipient. This can be accomplished by emailing a color .pdf copy of the signed correspondence to the point of contact of the

Enclosure (1)

receiving command. In the event a "Wet Signature" is required, Admin will mail the signed correspondence to the receiving command; however, the Action Officer will need to provide the proper mailing address.

    c. Any correspondence signed should not commit NETC to financial obligations nor should I be surprised by what you sign or hear about it from someone else.

7.   **FITREPs/Evals - Block 41 Guidance**

```
   1234567890123456789212345678931234567894123456789512345678961234567897123456789812345678991 2
1         *** ENTER YOUR OPENING BREAKOUT STATEMENT HERE WITH ASTERISKS – PAST TENSE! ***
2    *** IF DESIRED, ENTER YOUR SECOND OPENING STATEMENT HERE WITH ASTERISKS – MAX 2 LINES! ***
3                                     < OPEN SPACE >
4  Lines 4 and 5 are reserved for lead-in sentences (If not desired proceed to BULLET #1).
5
6  - BULLET. Please utilize the spell check feature in NAVFIT or feel free to type your
7  narrative in this template box and paste into block 41.
8
9  - BULLET. Please do not leave block 40 blank when you submit your FITREP draft. Send your
10 electronic NAVFIT 98A draft via e-mail to the Flag Writer.
11
12 - BULLET. Please submit a folder for routing to the Flag Writer containing a hard copy of
13 your most recent FITREP to ensure reporting continuity. Thank you for your support!
14
15
16                                     < OPEN SPACE >
17           ENTER YOUR CLOSING STATEMENT HERE WITH NO ASTERISKS – FUTURE TENSE!
18
```