

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA
FORT MASON
SAN FRANCISCO, CALIFORNIA 94129
MSTSPAC 5216.1C
P-14
14 September 1964

MSTSPAC INSTRUCTION 5216.1C

From: Commander Military Sea Transportation Service, Pacific Area
To: Distribution List

Subj: Administration of correspondence in U. S. Naval Ships

Ref: (a) OPNAVINST P5510.1B, Subj: Department of the Navy Security Manual for Classified Information
(b) SECNAVINST P5216.5, Subj: Navy Correspondence Manual
(c) SECNAVINST P5210.11, Subj: Navy-Marine Corps Standard Subject Classification System
(d) COMSTSINST 3120.2C, Subj: Administrative and Operating Procedures for MSTs ships (less Contract-Operated Tankers), Article 2-5-5
(e) U. S. Navy Regulations 1948

1. Purpose. To establish procedures for handling correspondence in MSTSPAC ships in-service (USNS).

2. Cancellation. MSTSPAC Instruction 5216.1B is cancelled. *

3. Responsibilities. Official correspondence addressed to the master shall be handled expeditiously in routing, completing action required, informing interested ship personnel and filing.

a. The master is responsible for the proper handling of classified and unclassified correspondence in his ship in accordance with references (a), (b), (c), and (d).

b. The master shall appoint a classified material control officer to control classified correspondence. *

c. The purser is delegated the responsibility for the efficient administration of official correspondence.

d. Department heads are responsible for appropriate action on correspondence, logs, reports, etc. pertaining to matters under their jurisdiction.

4. Incoming mail. Official incoming mail addressed to the master shall be delivered to the purser's office for processing.

14 September 1964

- * a. Classified correspondence. Official registered mail shall be delivered unopened to the master, or to the classified material control officer, who will receipt for same in the registered mail log. Classified correspondence will be handled by listing CONFIDENTIAL and SECRET material in an INCOMING CLASSIFIED MAIL LOG, starting with number 01 and 001, respectively, for each calendar year. The log will be signed by the person receiving the classified material. When a route sheet is used, a separate series will be maintained for CONFIDENTIAL and SECRET correspondence. Classified material will be handled, stowed and disposed of in accordance with reference (a). The master shall ensure that only ship personnel who possess an appropriate security clearance and have a need to know, will be given access to classified information.
- * b. Registered Mail Log. A registered mail log will be maintained for recording the receipt and dispatch of registered, insured and certified mail. Receipts will be obtained from addressees, or authorized ship personnel, for all registered, insured and certified mail received, and for all registered or insured mail accepted for delivery to the post office.
- c. Unclassified correspondence. All unclassified correspondence shall be opened in the purser's office and the direct routed mail separated from the controlled mail.
 - (1) Direct routed mail. Correspondence in this category is of routine nature of concern to only one department and does not require a record to be maintained in the purser's office. Direct routed mail shall be dispatched immediately to cognizant department heads for appropriate action. Any correspondence received by department heads as "direct routed mail," which is of interest to or requires action by another department, shall be returned immediately to the purser's office to be processed as "controlled mail."
 - (2) Controlled mail. Correspondence in this category includes material which is directive in nature; has policy or political significance; requires endorsement, reply, or other action; or is of concern to more than one department.
- (a) Preparation of route sheet. After checking correspondence for content and completeness, Route Sheet, (USNS) (MSTSPAC GEN Form 5216-14) shall be prepared in duplicate.

(b) Original route sheet. The original route sheet shall be stapled to the correspondence and accompany the correspondence during the process of routing. Upon completion of routing, the original route sheet shall be detached from the correspondence and filed in numerical sequence in a separate file labeled "Incoming Mail Log." A separate incoming mail log starting with number 1 shall be established and maintained for each calendar year. The route sheet number may be written on the correspondence as a reference. *

(c) Tickler file. The copy of the route sheet shall be retained in the purser's tickler file until the original route sheet, with correspondence, has been returned to the purser's office, with action and routing completed. The purser shall keep the master informed of all outstanding correspondence to which replies are required.

5. Outgoing mail. All official correspondence shall be prepared, as emanating from the master, in accordance with reference (b), with the exception of exempted reports, etc.. Normally such reports are forwarded through the master. Chain of command procedures shall be followed in forwarding requests, etc. to higher echelons, except in routine cases, such as supply matters, etc., where direct communication is authorized. To ensure proper control, all official outgoing correspondence shall be delivered to the purser's office for processing and mailing. *

a. Signature by master. The master shall sign all correspondence of unusual and non-routine nature, or concerning policy, criticism, censure, commendation and opinion; requests for reconsideration of a decision by higher authority, and matters in which the tenor is negative or a refusal. All correspondence in reply to, or forwarding, correspondence which is signed by COMSTS, area and subarea commanders, officers of flag rank, and heads of activities and agencies, shall be signed by the master.

b. Signature "By direction." The master shall specifically designate in writing those department heads authorized to sign routine correspondence "By direction," as authorized in Article 1608, reference (e).

c. Dating and serializing. After signature, each letter shall be dated and serialized prior to mailing.

d. Outgoing unclassified mail log. The official outgoing unclassified mail log shall be maintained by filing one complete pink copy of each individual outgoing letter in serial number order in a separate

14 September 1964

file labeled "OUTGOING MAIL LOG." A separate outgoing mail log shall be established and maintained for each calendar year.

- * e. Central file copy. One complete copy of each outgoing letter shall be filed in the ship's central file. Any special handling given correspondence shall be indicated on the file copy which shall also bear the initials of all interested officers who have cleared the correspondence.
- f. Outgoing classified mail logs. An outgoing Confidential and Secret mail log shall be maintained, in which all classified correspondence mailed from the ship is entered, starting with number 01 and 001 each year. A column shall be provided for the signature of the person holding the retained copy of the outgoing classified correspondence.
- * g. Informal communication. The use of United States Government Optional Form 10, MEMORANDUM, and Optional Form 27, 2-Way MEMO, are authorized and encouraged when appropriate.
- * h. Transmittal sheet. In the interest of time-saving in the preparation of correspondence for forwarding items, or routine replies, etc., the Routine Reply, Endorsement, Transmittal or Information Sheet (NAVEXOS 3989) will be used whenever feasible.
- 6. Ship's central file. The ship's central file shall be maintained in the purser's office. One of the primary functions of the central file is to provide reference service, and due to budgetary limitations additional copies of correspondence (including Instructions and Notices) shall not be requested for the convenience of individuals or maintaining duplicate files in other ship offices.
- * a. Correspondence filing. Correspondence shall be filed in accordance with the system prescribed in reference (c). Correspondence files shall be established and maintained by calendar year.
- b. Instructions and Notices. Instructions and Notices shall be filed together, regardless of originator in standard three-ring binders in the following order:
 - (1) In number subject classification file order.
 - (2) Within subject number order, in chain of command order, i.e., Department of Defense, Secretary of the Navy, COMSTS, COMSTSPAC, USNS...etc.

MSTSPACINST 5216.1C

14 September 1964

7. Reports required. The purser shall maintain a tickler file for all reports **required** of the ship and the date that each report is submitted. Department heads are entirely responsible for the timely preparation of reports required, as set forth in paragraph 3.d. and the purser is responsible for informing the master of all delinquent reports. *

8. Forms. Forms prescribed above may be ordered through regular supply channels. *

O. B. Murphy
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