



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO
NMRCDINST 5210.11C
25 Feb 2004

NMRCD INSTRUCTION 5210.11B

From: Officer-in-Charge, Naval Medical Research Center Detachment

Subj: CORRESPONDENCE CONTROL

Ref: (a) SECNAVINST 5216.5 Series
(b) SECNAVINST 5210.11 Series

Enc: 1) Originator's Code for Outgoing Correspondence

1. Purpose. To establish local policy, assign responsibility and outline procedures in connection with correspondence management.

2 Cancellation NAMRIDINST 5210.11A

3. Background. References (a) and (b) provide basic guidelines for Navy correspondence. There is a need to establish local policies to ensure the integrity of the command files.

4. Scope. The provisions of this instruction apply to NMRCD personnel, permanently or temporarily assigned.

5. Policies. All command files (incoming/outgoing letters and messages; instructions/notices; manuals; personnel records) are controlled by the Administrative Office of this command. Check-out procedures of these files from the Administrative Office will be strictly adhered to by all NMRCD personnel. All correspondence will be in a proper format, utilizing SSIC, originator's code, and following the procedures detailed in this instruction.

6 Procedures.

a. Outgoing correspondence (letters, messages, and facsimile mail).

(1) Letters.

(a) Use of Standard NMRCD letterhead (Department of Navy)

25 Feb 2004

(1) Department of Navy letterhead will be used to correspond officially with activities of the Department of Defense, foreign embassies/governments, or private companies/organizations who can respond via the APO address.

(2) NMRC Spanish Language or local letterhead will be used to correspond officially with activities of the Ministry of Defense, foreign embassies/governments, or private companies/organizations in an official capacity such as the Pan-American Health Organization (PAHO) for New Emerging, and Re-emerging Infectious Diseases for the South American Region.

(3) NMRC Spanish Language or Local letterhead will be used to correspond officially with local government offices or private companies/organizations located within Peruvian or other Latin American government offices or private companies/organizations located within South America.

(b) All outgoing letters must be given an originator code according to enclosure (1) and a serial number. The serial log will be kept by the Administrative Office staff for easy access by all departments. The log will contain the following information for each serial number issued: (1) From Address, (2) To Address, (3) Via Address, (4) Originator's Code, (5) Number of Enclosures, (6) SSIC Code, (7) Date, (8) Serial Number. The log will start a new sequence of numbers at the start of each new calendar year and the numbers will be assigned consecutively.

(c) Outgoing letters may be signed "By direction". The Officer-in-Charge may delegate signature authority to military and civilian subordinates. The delegation will be designated, in writing, to titles rather than names.

(d) All enclosures will become part of the command file copy and will be filed with the document under the same SSIC.

(2) Messages

(a) Keep a copy of the message for the Administration files.

(b) The message will be kept on log. The log will include: (1) the log number, (2) the SSIC code, (3) the reference code(s), (4) the date the message was released, (5) the "To" address, and (6) the subject.

(3) Facsimile mail.

(a) Keep a copy of the facsimile message for Administration files.

(b) The message will be kept on log. The log will include: (1) the date, (2) the "To" address/number, (3) the address/number, and (4) the subject.

b. Incoming correspondence. All incoming official correspondence (letters, messages, and facsimile mail) will be given directly to the Administrative Office for receiving/recording.

(1) Letters. Keep the original for the Administration files, and copy for all appropriate personnel for action. All incoming letters will be logged with the following information recorded for each entry: (1) date of the letter, (2) serial number, (3) the "From" address, (4) the "To" address, (5) the subject, (6) the date received, and (7) the SSIC code number.

(2) Messages. Keep the original for the Administration files, and copy for all appropriate personnel for action. All incoming messages will be logged with the following information recorded for each entry: (1) the log number, (2) the SSIC code number, (3) any reference(s), (4) the date received, (5) the "From" address, and (6) the subject.

(3) Facsimile mail. Keep the original for the Administration files, and copy for all appropriate personnel for action. All incoming faxes will be logged with the following information recorded for each entry: (1) the date received, (2) the "From" address/number, (3) the "To" address/number, and (4) the subject.

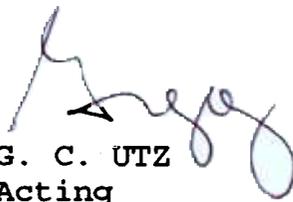
(4) Files.

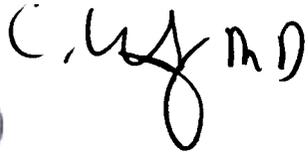
NMRCINST 5210.11C
25 Feb 2004

(a) Charging Out of Files. Files will not removed from the Administrative Department. Files are to be reviewed and copied in the Administrative Department.

(b) Closing Files. General correspondence files will be closed at the end of each calendar year; budget and accounting files at the end of each fiscal year. Files of a temporary nature will be closed when an action ends or an event occurs. Closed files will be maintained for two calendar years until destruction or transfer using standard methods described in SECNAVINST 5212.5D.

7. Action. Department Heads will insure that staff personnel are aware and comply with the correspondence policies of this Command.


G. C. UTZ
Acting



ORIGINATOR'S CODE FOR CORRESPONDENCE

00	OFFICER-IN-CHARGE
AF	ANIMAL FACILITY
IQ	IQUITOS LABORATORY
	ADMINISTRATION DEPARTMENT
RS	RESEARCH SERVICES DEPARTMENT
	BACTERIAL DISEASES PROGRAM
VT	VECTORS OF DISEASE PROGRAM
PD	PARASITIC DISEASES PROGRAM
VI	VIRAL DISEASES PROGRAM
ED	EMERGING DISEASES PROGRAM

Enclosure (1