



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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WASHINGTON DC 20350-1000

SECNAVINST 5216.7  
SECNAV Admin  
30 JUN 2015

SECNAV INSTRUCTION 5216.7

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY CORRESPONDENCE MANAGEMENT PROGRAM

Ref: (a) SECNAV M 5216.5, June 2015

1. Purpose. This instruction sets forth policy and responsibilities for developing and maintaining the Department of the Navy Correspondence Management Program. Implementation of this instruction is provided in the Secretary of the Navy (SECNAV) Manual 5216.5.

2. Applicability. This instruction applies to the Office of the SECNAV, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON.

3. Policy. This instruction dictates that correspondence policy exists; the manual prescribes standards for the managing and preparation of correspondence, effectively and efficiently, throughout a standardized system.

4. Responsibilities

a. The SECNAV shall administer the DON Correspondence Management Program and coordinate proposed changes to the program with the CNO and the CMC.

b. CNO and CMC shall administer the Correspondence Management Program within the Navy and Marine Corps, respectively.

c. Commanding Officers and Heads of Activities shall establish a correspondence management program based on the requirements and guidance of this instruction and ensure that:

(1) Correspondence is screened, controlled, reviewed, and answered accordingly.

(2) Correspondence practices are reviewed periodically to improve products and procedures.

(3) The most economical communications media and techniques available are used.

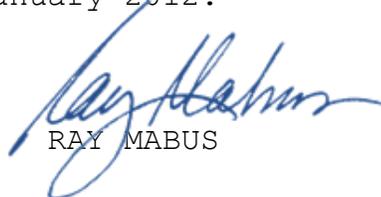
(4) Only essential correspondence is produced.

d. Administration Officers shall:

(1) Screen incoming correspondence, assign action offices and due dates, and indicate any required concurrences.

(2) Review outgoing correspondence for correct format and ensure prescribed procedures are followed.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.



RAY MABIUS

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