



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:
PERSUPPACTWESTINST 5216.1L

Code N1

AUG 20 2002

PERSUPPACT WEST INSTRUCTION 5216.1L

Subj: STANDARD MAIL DISTRIBUTION LIST FOR PERSONNEL SUPPORT ACTIVITY WEST

Encl: (1) PSA West Standard Mail Distribution List (SMDL)

1. Purpose. To promulgate procedures in distributing directives and multi-addressed correspondence. Directives will be distributed via electronic means when feasible. Current PSA West instructions and notices are also available online at the network website:
www.pasas.navy.mil.

2. Cancellation. PERSUPPACTWESTINST 5216.1K

3. Scope. Enclosure (1) is divided into two parts.

a. List I (Internal) - PSA West Staff Department Heads and Special Assistants.

b. List II (External) - Personnel Support Activity Detachments (PSDs) and ISIC.

4. Action

a. List I (Internal) - Directives will be available to PSA staff personnel in the PSAINSTS or PSANOTES folders on the "S" drive. Multi-addressed correspondence will be distributed to all PSA West Staff Department Heads and Special Assistants.

b. List II (External) - Each PSD will receive one copy of all directives and multi-addressed correspondence. Those PSDs having a Reserve Division or Customer Service Desk will receive an additional copy for each.

5. Changes. Submit recommended additions, deletions, or changes to this instruction to the Administrative Officer (N1).


CAROLINE B. KONCZYK

Distribution:
PERSUPPACTWESTINST 5216.1L, Lists I and II

PERSUPPACT WEST STANDARD MAIL DISTRIBUTION LIST (SMDL)

1. **List I - (Internal)** - Directives will be available to PSA West staff personnel on the "S" drive in the PSAWESTINSTS or PSAWESTNOTES folders. Multi-addressed correspondence will be distributed as follows:

- N00/N01 Commanding Officer/Executive Officer
- N01R Reserve Operations Officer
- N00M Command Master Chief
- N1 Administrative Officer
- N2 Passenger Transportation Officer
- N3 Field Operations Director
- N6 Plans and Programs Implementation Director
- N8 Comptroller/Budget Analyst

2. **List II - (External)** - Each PSD will receive one copy. Those PSDs having a Reserve Division or Customer Service Desk will receive an additional copy for each. (Total: 24 copies)

<u>Detachment</u>	<u># of copies</u>
Balboa	1
Bangor	1
Bremerton	1
Camp Pendleton/1 Customer Service Desk.	2
China Lake	1
Coronado	1
Denver/Customer Service Desk/Reserve Center.	3
El Centro/2 Customer Service Desks	3
Everett	1
Fallon	1
Fleet Anti-Submarine Warfare Training Center	1
Lemoore	1
Monterey	1
Naval Station	1
North Island	1
Oklahoma City	1
Point Loma	1
Port Hueneme	1
Whidbey Island	1