

***CNLSC INSTRUCTION 5800.1G Naval Legal
Service Command (NLSC) Manual (Chapter 6)***

***NCR TRAINING
STAND-DOWN***

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OBJECTIVES

- To explain the overall policy issued for the operation of Defense Service Offices (DSOs), Region Legal Service Offices (RLSOs) and their respective detachments and branch offices.
- To explain the issuance of specific internal command policies, operating procedures, regulations, and organizational structures.

Communications & Correspondence

Telephone Usage:

Do's:

- **Ensure telephone courtesy is practiced, monitored, & emphasized.**
- **Use official telephones & government issued devices to conduct official business only.**

Don'ts:

- **Make long distance calls outside of official business.**
- **Accept charges for collect long-distance calls that are not official (document accepted calls immediately).**

*** Exceptions to the rule**

Official Information Exchange (OIX)

- **COMNAVNETWARCOM eliminated unclassified messaging systems and mandated the use of OIX effective 1 Oct 10.**
- **All personnel shall comply with appropriate references concerning timelines and content of reports to the chain of command, as well as proper voice format, text/OIX format, and time limits for OPREP-3 reports, unit SITREPs, and mishap reports.**

See OPNAV F3100.6J – Special Incident Reporting Procedures

Delivery of Legal Services via Remote Services

- Meeting a client's needs in some instances shall require doing so while they are in remote locations.
- CO's must implement procedures to provide remote legal services.
- Remote services can be provided in the following ways: Defense Connect On-Line (DCO), telephone, electronic mail.
- Remote service procedures shall include the following: means to confirm identity and eligibility of clients, confidentiality, and potential clients must be apprised of and consent to its use.

Telecommunication

- **Use of the Internet and LAN is encouraged to enhance communications. Although email is not a substitute for traditional forms of communication, when authenticity may be critical, it should be used to the max extent possible to speed up communication.**

Available forms of telecommunication w/in NLSC activities:

- **Public internet**
- **Code 65**
- **jag.navy.mil**
- **email via NMCI**

Incoming Correspondence

- **Command mail is routed and controlled in a manner prescribed by the CO or OIC.**
- **Incoming correspondence requiring action or reply shall be given prompt attention, regardless of due date.**
- **When there may be delays in answering correspondence, send an interim reply as soon as possible, indicating the anticipated date of a substantive reply.**
- **Classified material received in the mail should be handled in accordance with the most current guidance.**

What is Command Correspondence?

- **Command correspondence consists of any letter or memorandum sent to an addressee outside the activity that concerns a matter w/in the cognizance or official interest of the activity. * There are exceptions**

- **Formats:**
 - **Standard letters**
 - **Less formal memoranda**
 - **Standard-form reports addressed to other commands or authorities**
 - **Business letters**

Signature Authority and Procedure

- Only the CO, or the XO in the CO's absence, shall sign actions, opinions, directives, or other command correspondence.
- "By direction" authority should be limited to routine documents and correspondence pertaining to specific areas of responsibility. Format and guidance shall be established in accordance with the DON Correspondence Manual.

Classified Correspondence

- **Classified mail, messages, and documents shall be handled in accordance with governing guidance.**
- **Ensure documents are properly marked and stored in accordance with that instruction.**
- **FOUO Designation- official correspondence should be designated as being “For Official Use Only” if it contains matters exempt from compulsory public disclosure under the Freedom of Information Act or must be protected from release to the general public. The FOUO marking serves to advise the addressee and others the correspondence contains exempt matters requiring special handling.**

Attorney Correspondence

- **Legal Assistance – Legal assistance attorneys must ensure their correspondence does not imply U.S. Navy or command sponsorship because such correspondence is a private matter arising from and attorney client relationship.**
- **Trial/Defense Counsel – To avoid possible implications of command sponsorship, command letterhead will not be used for correspondence from trial counsel, defense counsel, or counsel for respondents to convening or reviewing authorities concerning court-martial, administrative discharge, or disciplinary cases. The creation and use of department or individual letterhead is prohibited.**

Thank you/Questions?