



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 5216.1X
11

FEB 28 2000

NAS OCEANA INSTRUCTION 5216.1X

Subj: PROMULGATION OF NAVAL AIR STATION (NAS) OCEANA STANDARD DISTRIBUTION LIST

Ref: (a) COMNAVREG MIDLANTINST 5218.1
(b) COMNAVREG MIDLANTINST 5218.2

Encl: (1) Standard Distribution List

1. Purpose. To prescribe the system used for distribution of directives and other documents on board NAS Oceana.

2. Cancellation. NASOCEANAINST 5216.1W.

3. Standard Distribution of Directives. Standard distribution of directives will be used, whenever feasible. The objectives of standard distribution are twofold:

a. To ensure distribution to all who may be concerned with the material contained in the directives.

b. To limit distribution to those persons who "need to know" in the interest of conservation of materials and protection of security-sensitive information.

4. Methods of Distribution

a. Electronic Mail (E-Mail). The Administration Department will distribute new and updated command directives to activities in Lists I, II, III, IV and V of enclosure (1) via E-Mail, whenever possible.

b. Navy Regional Mail Centers. NAS Oceana and Dam Neck Annex Mail Centers distribute directives and other documents to activities per guidance in references (a) and (b).

c. Compact Disk (CD). NAS Oceana directives will be distributed via CD to activities listed in enclosure (1) on a quarterly basis. Each addressee will receive one CD.

5. Indication of Distribution. Originators of directives are responsible for determining type of distribution.

a. Regular standard distribution of NAS Oceana directives will be indicated per the following example:

Distribution:
NASOCEANAINST 5216.1X
List I

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b. Limited standard distribution of NAS Oceana directives may be shown in either of the following ways:

(1) Distribution:
NASOCEANAINST 5216.1X
Lists I (Less 10, 16 and 30), II and III

(2) Distribution:
NASOCEANAINST 5216.1X
List I (10, 16 and 30 only)

c. Distribution of directives to external activities listed in Lists II, III, IV and V of NAS Oceana's Standard Distribution List will be indicated as follows (SNDL codes will be used for limited distribution under a certain listing):

Distribution:
NASOCEANAINST 5216.1X
Lists I, II, III (Less 42J1, 42L1 and 42UU1), IV and V

d. Distribution of directives to external activities not listed in Lists II, III, IV and V of NAS Oceana's Standard Distribution List will be indicated as follows:

Distribution:
NASOCEANAINST 5216.1X
Lists I, II, III, IV and V

Special:
COMSIXTHFLT
USS ENTERPRISE

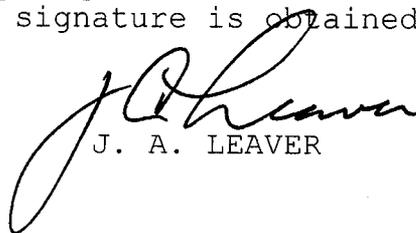
6. Action

a. Department Heads, Officers-in-Charge, storefronts, directors and tenant commands will ensure their activity provides the NAS Oceana Administration Department with an E-Mail address or list of E-Mail recipients for distribution of directives and other official correspondence. Departments, storefronts and tenant commands must keep the Administration Department advised of any additions or deletions to their electronic distribution lists. Any activity not capable of receiving distribution via E-Mail should contact the Administration Department at 433-2456.

b. Originators of directives or other correspondence will provide the Administration Department with a list of E-Mail addresses of special distribution addressees. E-Mail addresses will not appear on directives or correspondence to be distributed.

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c. The Administration Department will retain original directives. Originators may request the return of other correspondence after proper signature is obtained.



J. A. LEAVER

Distribution:
NASOCEANAINST 5216.1X
Lists I, II, III, IV and V

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STANDARD DISTRIBUTION LISTS

I. NAS OCEANA DEPARTMENTS

<u>CODE</u>	<u>SNDL</u>	<u>TITLE</u>
00I		COMMAND MASTER CHIEF
00S		COMMANDING OFFICER/EXECUTIVE OFFICER SECRETARY
10		BUSINESS MANAGEMENT
11		ADMINISTRATION
12		PUBLIC AFFAIRS
13		LEGAL
16		RELIGIOUS MINISTRIES
17		DAM NECK ANNEX
30		AIR OPERATIONS
31		AIR OPERATIONS (AIRDET NORFOLK)
32		PLANS AND POLICY
60		VISUAL INFORMATION SUPPORT CENTER

II. HIGHER AUTHORITY

<u>CODE</u>	<u>SNDL</u>	<u>TITLE</u>
	24A1	COMMANDER, NAVAL AIR FORCE, U.S. ATLANTIC FLEET (COMNAVAIRLANT NORFOLK VA)
	FA24	COMMANDER, NAVY REGION, MID-ATLANTIC (COMNAVREG MIDLANT NORFOLK VA)

III. *STOREFRONTS (NAS OCEANA)/TENANT COMMANDS

NOTE: * DENOTES NAS OCEANA STOREFRONT; LISTED FIRST BY CODE
ALPHABETICALLY AND NUMERICALLY, RESPECTIVELY

TENANT COMMANDS ARE LISTED ALPHABETICALLY IF NO
CODE/SNDL; WITH SNDL, LISTED NUMERICALLY BY SNDL

<u>CODE</u>	<u>SNDL</u>	<u>TITLE</u>
AOCD		*ATLANTIC ORDNANCE COMMAND DET OCEANA
FAP		*FAMILY ADVOCACY

Enclosure (1)

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<u>CODE</u>	<u>SNDL</u>	<u>TITLE</u>
HRO		*HUMAN RESOURCES OFFICE OCEANA (HRO NORFOLK VA)
IT		*INFORMATION TECHNOLOGY
N03VB		*PUBLIC SAFETY STOREFRONT, VIRGINIA BEACH PRECINCT (NAS OCEANA/DAM NECK ANNEX)
N041VB		*FIRE AND RESCUE NAS OCEANA
N05VB		*SAFETY
RSOO		*REGIONAL SUPPLY OFFICE OCEANA
14		*FLEET AND FAMILY SUPPORT CENTER
21		*MORALE, WELFARE AND RECREATION (MWR)
22		*PUBLIC WORKS CENTER
102		*REGIONAL RESOURCE SERVICE OFFICE
192		*COMBINED BACHELOR HOUSING (CBQ)
198		*GALLEY
		ADDICTIONS REHABILITATION (ARD OCEANA)
		AIRCRAFT INTERMEDIATE MAINTENANCE DETACHMENT (AIMD OCEANA)
		AMERICAN RED CROSS
		DEFENSE COMMISSARY STORE (DECA OCEANA)
		MARINE AVIATION TRAINING SUPPORT GROUP-33 (MATSG NAS OCEANA VA)
		NAVAL AIR WARFARE CENTER LAKEHURST, TRAINING SYSTEMS DIVISION, INSERVICE ENGINEERING OFFICE (ISEO) OCEANA
		NAVY AND MARINE CORPS RELIEF SOCIETY
		NAVY COLLEGE OFFICE
		REGIONAL NAVY MAIL CENTER BRANCH OCEANA
		RESIDENT OFFICER IN CHARGE OF CONSTRUCTION (ROICC)
		TACTICAL AIR COMBAT TRAINING SYSTEM (TACTS)

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<u>CODE</u>	<u>SNDL</u>	<u>TITLE</u>
C28C		PERSONNEL SUPPORT ACTIVITY DETACHMENT OCEANA (PERSUPP DET OCEANA VA)
C28H		NAVAL BRANCH MEDICAL CLINIC, NAS OCEANA (BRMEDCLINIC NAS OCEANA VA)
C40		NAVAL ATLANTIC METEROLOGY AND OCEANOGRAPHIC DET (NAVLANTMETOC DET OCEANA VA)
C67A		NAVAL LEGAL SERVICE OFFICE MID-ATLANTIC BRANCH OFFICE OCEANA (NAVLEGSVCOFF MIDLANT BROFF OCEANA VA)
C80C		AIR TECHNICAL DATA AND ENGINEERING SERVICE COMMAND DETACHMENT (NAVAIRTECHDATAENGSERVCOM DET OCEANA VA)
FA45		NAVY EXCHANGE OCEANA (NEX OCEANA VA)
FA48		BRANCH DENTAL CLINIC OCEANA VA (BRDENCLINIC)
FT14		NAVAL AIR MAINTENANCE TRAINING UNIT (NAMTRAU OCEANA VA)
26JJ1		FLEET AREA CONTROL AND SURVEILLANCE FACILITY, VIRGINIA CAPES (FACSFAC VACAPES)
39H1		NAVAL CONSTRUCTION BATTALION UNIT FOUR ONE FIVE (CBU 415)
42D1		FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING GROUP, ATLANTIC (FASOTRAGRULANT DET OCEANA)
42E1		COMMANDER, FIGHTER WING, U.S. ATLANTIC FLEET (COMFITWINGLANT OCEANA VA)
		COMMANDER, STRIKE FIGHTER WING, U.S. ATLANTIC FLEET (COMSTRKFIGHTWINGLANT OCEANA VA)
42GG1		<u>STRIKE FIGHTER SQUADRONS</u>
		STRKFITRON FIFTEEN (VFA-15)
		STRKFITRON THREE FOUR (VFA-34)
		STRKFITRON THREE SEVEN (VFA-37)
		STRKFITRON EIGHT ONE (VFA-81)
		STRKFITRON EIGHT THREE (VFA-83)

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<u>CODE</u>	<u>SNDL</u>	<u>TITLE</u>
		STRKFITRON EIGHT SEVEN (VFA-87)
		STRKFITRON ONE ZERO FIVE (VFA-105)
		STRKFITRON ONE ZERO SIX (VFA-106)
		STRKFITRON ONE THREE ONE (VFA-131)
		STRKFITRON ONE THREE SIX (VFA-136)
42J1		<u>CARRIER AIR WINGS</u>
		COMCARAIRWING ONE (CVW-1)
		COMCARAIRWING THREE (CVW-3)
		COMCARAIRWING SEVEN (CVW-7)
		COMCARAIRWING EIGHT (CVW-8)
		COMCARAIRWING SEVENTEEN (CVW-17)
42L1		<u>FIGHTER SQUADRONS</u>
		FITRON TWO (VF-2)
		FITRON ELEVEN (VF-11)
		FITRON THREE ONE (VF-31)
		FITRON THREE TWO (VF-32)
		FITRON ONE ZERO ONE (VF-101)
		FITRON ONE ZERO THREE (VF-103)
		FITRON ONE FOUR THREE (VF-143)
		FITRON TWO ONE ONE (VF-211)
		FITRON TWO ONE THREE (VF-213)
42UU1		STRIKE FIGHTER WEAPONS SCHOOL ATLANTIC (SFWSLANT OCEANA VA)
42VV		U.S. NAVY LANDING SIGNAL OFFICER SCHOOL (LSO SCHOOL NAS OCEANA VA)
42XX		FIGHTER SQUADRON COMPOSITE TWELVE (FITRON COMP TWELVE) (VFC-12)

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IV. DAM NECK ANNEX STOREFRONTS/TENANT COMMANDS

<u>CODE</u>	<u>SNDL</u>	<u>TITLE</u>
N5		MWR STOREFRONT CUSTOMER SERVICE DESK DAM NECK ANNEX NAVAL AIR WARFARE CENTER TRAINING SYSTEMS DIVISION (NAVAIRWARCEN TRASYS DIV) NAVY COLLEGE OFFICE NETPDTN NORFOLK REGIONAL ELECTRONIC MEDIA CENTER REGIONAL NAVY MAIL CENTER STOREFRONT DAM NECK ANNEX
C28H		BRANCH MEDICAL CLINIC (BRMEDCLINIC DAM NECK VA)
FA39		NAVAL OCEAN PROCESSING FACILITY (NAVOCEANPROFAC DAM NECK VA)
FA48		BRANCH DENTAL CLINIC DAM NECK ANNEX (BRDENCLINIC DAM NECK VA)
EKP4B		COMBAT DIRECTION SYSTEMS ACTIVITY DAM NECK (CBTDIRSYSACT DAM NECK VA)
FT22		FLEET COMBAT TRAINING CENTER (FCTCLANT VIRGINIA BEACH VA)
FT97		NAVY AND MARINE CORPS INTELLIGENCE TRAINING CENTER (NMITC DAM NECK VA)
26K		COMMANDER, UNDERSEA SURVEILLANCE (COMUNDERSEASURV DAM NECK VA)
26KKK1		TACTICAL TRAINING GROUP ATLANTIC (TACTRAGRULANT DAM NECK VA)
26QQ1		NAVAL SPECIAL WARFARE DEVELOPMENT GROUP (COMNAVSPECWARDEVGRU DAM NECK VA)
46J		MARINE AIR CONTROL SQUADRON 24 (MACS TWO FOUR)

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V. RESERVE DETACHMENTS

<u>CODE</u>	<u>SNDL</u>	<u>TITLE</u>
	FR5	<u>NAS OCEANA DET 0186</u> COMMANDING OFFICER NAS OCEANA DETACHMENT 0186 NAVAL AIR RESERVE NORFOLK 521 PARK CRESCENT NORFOLK, VA 23511-4092 (NAVAIRES NORFOLK VA)
	FR14	<u>NAS OCEANA DET 0195</u> COMMANDING OFFICER NAS OCEANA DETACHMENT 0195 NAVAL AIR RESERVE CENTER 2988 NORTH ACCESS ROAD COLUMBUS, OH 43217-1199 (NAVAIRESCEN COLUMBUS OH)