



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN  
P.O. DRAWER 160  
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 5216.2X  
02

4 JUN 2001

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 5216.2X

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: DISTRIBUTION OF DIRECTIVES

Encl: (1) Table of WPNSTA Yorktown Basic Standard Distribution List

1. Purpose. To provide comprehensive guidelines for the proper distribution of command-originated instructions and notices.

2. Cancellation. WPNSTA YORKTOWNINST 5216.2W

3. Policy. Enclosure (1) shall be the basis by which all Naval Weapons Station Yorktown (WPNSTA Yorktown) command distribution is made. Standard distribution of directives shall 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 directive.

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

c. All station directives will be distributed per this instruction. Request for additional copies of directives or changes to the standard distribution should be submitted to the WPNSTA Administrative Officer.

4. Methods of Distribution

a. Internal. The Administrative Officer (WPNSTA Yorktown directives control point) will handle quantity distribution of directives as indicated in enclosure (1) to divisions/offices for redistribution to component offices or individual offices.

b. Storefronts/Tenants. The Administrative Office will distribute directives to storefront/tenant activities as shown in Lists II, III, and IV.

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5. Types of Distribution

a. Case A. WPNSTA Yorktown directives to be routed, shall be distributed as indicated in Lists I and II under "Case A" distribution. Except where limited distribution to only certain divisions/storefronts is more desirable, all WPNSTA Yorktown instructions shall receive a minimum of Lists I and II (Case A).

b. Case B. Where broader distribution is desired (for posting of directives on bulletin boards), as in the case of some WPNSTA Yorktown instructions, "Case B" distribution under List I and II shall be used. Staff/storefront managers shall ensure that directives issued under Lists I and II (Case B) distribution are posted on bulletin boards.

6. Indication of Distribution

a. Regular standard distribution of WPNSTA Yorktown directives shall be indicated in the manner shown in the following example:

Distribution:  
(WPNSTA YORKTOWNINST 5216.2X)  
Lists I and II (Case A), III, and IV

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

Distribution:  
(WPNSTA YORKTOWNINST 5216.2X)  
Lists I and II (Less CO, XO, and CMC (Case A)), III, and IV

Distribution:  
(WPNSTA YORKTOWNINST 5216.2X)  
CO, XO, and CMC (Case A), List II (Case A), and III

c. Distribution of directives to external activities (including those external activities not listed in Lists III and IV of WPNSTA Yorktown standard distribution list) shall be indicated as in the following example (showing in parentheses the number of copies to be issued where not prescribed under standard distribution):

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Distribution:

(WPNSTA YORKTOWNINST 5216.2X)  
Lists I and II (Case A), III, and IV  
Special: COMNAVSHORLANT (2)

7. Filing of Directives. Each WPNSTA office, storefront, and tenant activity is responsible for filing a master copy of directives received and routing an additional copy to all personnel concerned within their organization for review and familiarization.



K. L. SKUDIN

Distribution:

(WPNSTA YORKTOWNINST 5216.2X)  
Lists I and II (Case A), III, and IV

TABLE OF WPNSTA YORKTOWN BASIC STANDARD DISTRIBUTION  
LIST

	<u>NUMBER OF COPIES</u> <u>CASE A</u>	<u>CASE B</u>
<u>LIST I: INTERNAL DISTRIBUTION</u>		
Commanding Officer	1	1
Executive Officer	1	1
Command Master Chief	1	1
Command Chaplain	1	3
Legal Counsel	1	2
Administrative Officer	1	4
Public Affairs Officer	1	2
Security Manager	1	2
Command Career Counselor	1	1
Self-Help Division	1	2
<u>TOTAL</u>	10	19

LIST II: STOREFRONT DISTRIBUTION

	<u>CASE A</u>	<u>CASE B</u>
HRO Norfolk, Yorktown Site	1	1
PWC Norfolk, Yorktown Site	1	1
ROICC Yorktown	1	1
Environmental Compliance Department, Yorktown Storefront	1	2
EODMU TWO Det	1	1
RRSO Yorktown Financial Storefront	1	1

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Peninsula Storefront for Safety and Occupational Health	1	1
Navy Regional Security Directorate, Peninsula Precinct	1	1
Navy Regional Fire Rescue Hampton Roads Office	1	4
Regional Navy Mail Center, Yorktown Site	1	1
Regional Navy Mail Center, Cheatham Site	1	1
Regional Port Ops Program, Yorktown Site	1	1
Regional Support Services MWR Program, Yorktown Det	1	3
Support Services Program Food Services Division Yorktown	1	2
Support Services Combined Bachelor Housing/Yorktown	1	2
Regional Support Services Housing Program, Yorktown Det	1	1
Fleet and Family Support Center, Yorktown Site	1	1
Navy Family Advocacy Program	1	1
FISC Norfolk, Yorktown Det	1	1
Regional IT Program Manager, Yorktown Site	1	1
NCTAMSLANT Base Communication Office	1	1
NEX Yorktown	1	1
NAGE, LOCAL R4-1	1	1
<u>TOTAL</u>	<u>23</u>	<u>31</u>

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LIST III: TENANT COMMAND DISTRIBUTION

	<u>NUMBER OF COPIES</u>
BRDENCLINIC Yorktown	1
BRMEDCLINIC Yorktown	1
ACLANT CLD Yorktown	1
HARDEFCOM 205	1
NSWCIHDIV DET Yorktown, Code 70	1
NSWCIHDIV DET Yorktown, Code 930	1
LANTORDCOM Yorktown	2
MOMAU FOURTEEN Yorktown	1
NAVAIRWARCENWPNSDIV DET Yorktown	1
NAVAUDSVC Yorktown Site Office	1
NAVOPTHALSUPTRACT Yorktown	1
NAVSEA DET RASO Yorktown	1
Navy Reserve Recruiting Station, Yorktown	1
NCIS Yorktown	1
NWS FCU Yorktown	1
SECFASTCO Yorktown	1
SPAWARSYSCEN Charleston, Yorktown Technical Center	1
SUBTORPFAC Yorktown	2
CASSUP Cheatham Annex	1
DRMO Cheatham Annex	1
Levy/Latham Global	1

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ELSF Williamsburg	1
ESSM Cheatham Annex	1
FISC Cheatham Annex	2
FLTHOSUPPOFF DET Williamsburg	1
NCWGRU TWO Williamsburg	1
NAVCHAPGRU Williamsburg	2
NAVSEAMATREP Williamsburg	1
Interocean Uglan Management	1
<u>TOTAL</u>	<u>33</u>

LIST IV: OPERATIONAL CONTROL/ADMINISTRATIVE CONTROL COMMANDERS  
DISTRIBUTION

	<u>NUMBER OF COPIES</u>
COMNAVREG MIDLANT	2
CINCLANTFLT	2
<u>TOTAL</u>	<u>4</u>