



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT
990 STEWART AVENUE
2nd FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

"MASTER"

NAVCRUITDISTNYINST 5216.1G
10
15 Aug 11

NAVCRUITDIST NEW YORK INSTRUCTION 5216.1G

Subj: NAVY RECRUITING DISTRICT NEW YORK STANDARD DISTRIBUTION LIST

Ref: (a) SECNAVINST 5215.1 (Series).

Encl: (1) NAVCRUITDIST New York Standard Distribution Lists I - II

1. Purpose. To publish standard distribution lists for command directives and correspondence.

2. Cancellation. NRDNYINST 5216.1F

3. Action

a. The Administrative Officer will assign a distribution list, from enclosure (1), that meets the distribution requirements for command directives and correspondence.

b. Format and placement of the distribution line for directives, and the format and placement of the distribution line for correspondence, will be as specified in reference (a). A sample of the distribution line is as follows (activities not listed on the standard distribution list will be identified by using copy to):

Distribution:
NRDNYINST 5216.1G
List I, II

S. M. McNinch

NAVCRUITDISTNYINST 5216.1G
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NAVCRUITDIST NEW YORK STANDARD DISTRIBUTION LISTS I - II

List I

NAVCRUITDIST New York
(All Departments)

List II

(Processing Stations, Navy Career
Centers, and Recruiting Stations)

Enclosure (1)
