



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
411 E. FRANKLIN STREET, SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 5216.1
N00
15 Nov 13

NAVY RECRUITING DISTRICT RICHMOND INSTRUCTION 5216.1

Subj: NAVY RECRUITING DISTRICT RICHMOND DISTRIBUTION LISTS

Encl: Distribution List

1. Purpose. To publish standard distribution lists for Navy Recruiting District Richmond.

2. Discussion.

a. List I is distributed to CO, XO, Department Heads and key staff members.

b. List II (Case A) is distributed to Division Leading Chief Petty officers.

c. List II (Case B) is distributed to MEPS Fort Lee.

d. List III is distributed to all Navy Officer Recruiting Stations, Navy Reserve Recruiting Stations, Navy Recruiting Stations and MEPS within the district.

3. Action

a. The standard distribution lists published in enclosure (1) are to be used to assist in the efficient distribution of correspondence and directives within Navy Recruiting District Richmond.

b. Originators should select the list that satisfies their needs, making necessary modifications to ensure complete distribution.


A. W. DIMMOCK

Distribution:

Lists I, II (Case A&B), and III

LIST I

HEADQUARTERS

<u>CODE</u>	<u>TITLE</u>	<u>COPIES</u>
00	Commanding Officer	1
01	Executive Officer	1
02	Command Master Chief	1
04	Admin Officer	1
10	Assistant Operations Officer	1
20	Operations Officer	1
30	Public Affairs Officer	1
40	Logistics Support Officer	1
60	Education Specialist	1
80	LEADS Tracking Center Supervisor	1

FIELD ACTIVITIES

LIST II (CASE A and B)

<u>TITLE</u>	<u>CASE A</u>	<u>CASE B</u>
Division 1 LCPO	1	0
Division 2 LCPO	1	0
Division 3 LCPO	1	0
Division 4 LCPO	1	0
Division 5 LCPO	1	0
Division 6 LCPO	1	0
Division 7 LCPO	1	0
Division 8 LCPO	1	0
Division 9 LCPO	1	0
MEPS Fort Lee	0	1

LIST III

STATION

NRS ALEXANDRIA, VA
NRS ANNAPOLIS, MD
NRS CHESAPEAKE, VA
NRS CHESTERFIELD, VA
NRS CHRISTIANSBURG, VA
NRS CULPEPER, VA
NRS DANVILLE, VA
NRS DENBIGH, VA
NRS EASTON, MD
NRS ELIZABETH CITY, NC

DISTRIBUTION

One to each station

LIST III (Cont.)

STATION

DISTRIBUTION

One to each station

NRS FAIRFAX, VA
NRS FREDERICKSBURG, VA
NRS GAITHERSBURG, MD
NRS HYATTSVILLE, MD
NRS LEXINGTON PARK, MD
NRS LYNCHBURG, VA
NRS LYNNHAVEN, VA
NRS MANASSAS, VA
NRS MARTINSVILLE, VA
NRS NEWPORT NEWS, VA
NRS NORFOLK, VA
NRS OXON HILL, MD
NRS PETERSBURG, VA
NRS PORTSMOUTH, VA
NRS PRINCESS ANNE, VA
NRS RICHMOND, VA
NRS ROANOKE, VA
NRS SALISBURY, MD
NRS SILVER SPRING, MD
NRS STAFFORD, VA
NRS STAUNTON, VA
NRS SUFFOLK, VA
NRS VIRGINIA BEACH, VA
NRS WALDORF, MD
NRS WINCHESTER, VA
NRS WOODBRIDGE, VA
NRS YORKTOWN, VA
NORS ANDREWS AFB
NORS ANNAPOLIS, MD
NORS BETHESDA NMC
NORS CENTREVILLE, VA
NORS CHARLOTTESVILLE, VA
NORS CHRISTIANSBURG
NORS HYATTSVILLE, MD
NORS LITTLE CREEK, VA
NORS NORFOLK, VA
NORS PORTSMOUTH NMC
NORS ROANOKE, VA
NORS SPRINGFIELD, VA
NORS WASHINGTON D.C.
NORS WILLIAMSBURG, VA
NRRS ANDREWS AFB
NRRS LITTLE CREEK, VA
NRRS MECHANICSVILLE, VA
NRRS NORFOLK, VA
NRRS OCEANA, VA
NRRS YORKTOWN, VA