



DEPARTMENT OF THE NAVY

COMMANDING OFFICER

NAVAL STATION

PEARL HARBOR, HAWAII 96860-6000

NAVSTAPEARLINST 5605.2F

11:RK

17 DEC 1997

NAVSTA PEARL INSTRUCTION 5605.2F

Subj: MAIL DISTRIBUTION LISTS FOR NAVAL STATION, PEARL HARBOR

Encl: (1) Distribution Lists

1. Purpose. To publish Naval Station's distribution lists for directives and correspondence.

2. Cancellation. NAVSTAPEARLINST 5605.2E and SUBASEPEARLINST 5605.1Z. This is a complete revision and must be read in its entirety.

3. Distribution Lists and Cases. Enclosure (1) has been completely revised. The lists and cases in enclosure (1) are defined as follows:

List I - NAVSTA PEARL departments/offices

Cases:

- directives/correspondence
1. General interest
 2. Civilian personnel interest
 3. Military personnel interest

List II - Commands/activities for which NAVSTA PEARL provides support or services.

Cases:

1. Composite Recreation Fund
2. Berthing
3. Tenant
4. Messing

List III - Public Quarters, Ford Island

List IV - SOPA Admin Library

List V - Staffs/Ships/Submarines homeported PEARL

4. Method of distribution. Originators of directives/correspondence are responsible for determining proper distribution by using applicable lists and cases, in full or in part. Distribution should be based on a "need-to-know" basis to prevent needless mailing, filing and reading of material of no interest to the addressee.

5. Action

a. Department heads, special and staff assistants tasked with providing support/services in List II are responsible for updating the list of activities as appropriate to their function, to ensure complete coverage.

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b. Originators of Naval Station directives will define the distribution list/lists by parenthetical definition, plus any exclusions or additions, so addressees can determine the general interpretation of each list without referring to enclosure (1).

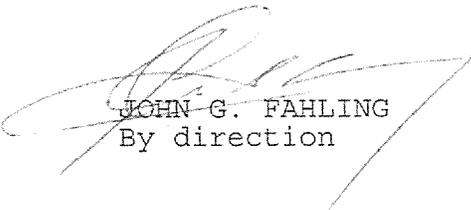
For example:

Distribution:

NAVSTAPEARLINST 5605.2F

- List I, Case 2 (NAVSTA PEARL dept/offices)
(less Code 20) (Code 20 - 20 copies)
- List II, Case 3 (Commands/activities for which NAVSTA PEARL
provides support/services - tenants)
- List III, (Public Quarters, Ford Island)
- List IV, (SOPA Admin Library)
- List V, (Staffs/ships/submarines homeported PEARL)

c. Any additions or deletions to the enclosed lists will be submitted in writing to CO NAVSTA PEARL (Code 11).



JOHN G. FAHLING
By direction

Distribution:

NAVSTAPEARLINST 5605.2F

- List I, Case 1 (NAVSTA PEARL depts/offices) (less JOOD)
- List II, 1 copy each (Commands/activities for which NAVSTA
provides support or services)
- List V, (Staffs/ships/submarines homeported PEARL)

Stocked:

CO NAVSTA PEARL
Admin Office
Pearl Harbor, HI 96860-6000

NOV 1997

DISTRIBUTION LIST
NAVAL STATION, PEARL HARBOR, HAWAII

LIST I - Department Heads, Special and Staff Assistants

		(GEN) Case	(CIV) Case	(MIL) Case
	Code	1	2	3
Commanding Officer	00	1	1	1
Executive Officer	01	1	1	1
CO Pearl Harbor Brig/Correctional Custody Unit	00B.	1	1	1
OIC Naval Construction Battalion Unit 413	00F	1	-	1
Federal Fire Department	00G	1	1	-
Family Service Center	00H	1	1	1
Transient Personnel Unit	00T	1	-	1
Senior Chaplain	02	1	1	1
Safety Manager	03	1	1	1
Command Career Counselor	05	1	-	1
Command Master Chief	06	1	-	1
3M Coordinator	07	2	-	1
Civilian Personnel Officer	013	-	1	-
Command Evaluation Coordinator	016	1	1	-
Staff Judge Advocate	017	1	1	1
Drug/Alcohol Program Advisor (DAPA)	018	1	-	1
Command Urinalysis Coordinator	019	1	-	1
Administrative Officer	10	4	2	2
Training Coordinator	15	1	-	1
Staff Civil Engineer	20	5	4	4
Operations Officer	30	6	4	10

ENCLOSURE (1)

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LIST I - Department Heads, Special and Staff Assistants (cont'd)

		(GEN)	(CIV)	(MIL)
	Code	Case	Case	Case
		1	2	3
Supply Officer	40	7	4	21
Billeting Officer	43	1	4	9
Base Security Officer	50	5	21	8
Information Systems	60	1	1	1
Comptroller	80	2	1	1
Morale, Welfare and Recreation Director	90	8	8	3
Hawaii Armed Services Police	HASP	-	-	1
Quarterdeck (OOD Folder)		-	-	1
<u>Include as "Copy to" Addrees:</u>				
International Association of Firefighters, Local F-263	IAF	-	1	-
Hawaii Teamsters and Allied Workers Local 996	HTAW	-	1	-
International Organization of Masters, Mates and Pilots, AFL-CIO	IOMMP	-	1	-
Services Employees International Union Local 556 (NAF)	SEIU	-	1	-
	TOTAL	57	63	76

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LIST II - Commands/activities for which Naval Station provides support or services

* GUARD MAIL through FISC Pearl Harbor Mail Center

	Composite Recreation Fund	Berthing	Tenants	Messing
	Case 1	Case 2	Case 3	Case 4
* Commander in Chief, U. S. Pacific Command (USCINCPAC)	-	1	-	1
* Commander in Chief, U. S. Pacific Fleet (CINCPACFLT)	3	3	2	1
* Commander, Afloat Training Group Middle Pacific (COMAFLOATRAGRUMIDPAC)	1	1	2	1
Commander, Air Force Technical Applications Center, Patrick AFB, FL	-	-	1	-
* Commander, Defense Courier Service Station, Honolulu (DCS STA HONO) (Hickam)	-	1	-	1
* Commander, Defense Mapping Agency Office, Pacific (COM DMA OFFICE PACIFIC)	-	-	-	1
* Commander, Destroyer Squadron 31 (COMDESRON THREE ONE)	-	-	1	-
* Commander, 5th Transportation Co (COM 5TH TRANS CO)	-	-	1	-
* Commander, 15th Air Base Wing (COM 15ABW) (Hickam AFB)	-	-	1	-
Commander, 14th Coast Guard District, Honolulu (CCGD 14)	-	1	-	1
Commander, Hawaii Armed Services Police (HASP) (See List I)	-	-	-	-
* Commander, Headquarters, U.S. Army Garrison, Hawaii (USAG-HI)	-	-	1	-
* Commander, Joint Intelligence Center Pacific (COMJICPAC)	1	1	1	1
* Commander, Marine Corps Base Pacific (Camp H. M. Smith) (COMMARCORBASESPAC)	-	-	1	-
* Commander, Naval Base, Pearl Harbor (COMNAVBASE PEARL)	2	1	1	1
Commander, Naval Base, San Diego (COMNAVBASE SAN DIEGO)	-	-	1	-
* Commander, Naval Surface Group Middle Pacific (COMNAVSURFGRUMIDPAC)	2	1	5	1
Commander, Naval Surface Warfare Center, Port Hueneme Det (NAVSURFWARCENDIV PORT HUENEME DET)	-	-	1	-
* Commander, Third Naval Construction Brigade (COMTHIRD NCB)	1	1	2	1

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	Composite Recreation Fund	Berthing	Tenants	Messing
	Case 1	Case 2	Case 3	Case 4
* Commander, Pacific Division, Naval Facilities Engineering Command (PACNAVFACENGCOCM)	-	-	2	-
* Commander, Pearl Harbor Naval Shipyard (NAVSHIPYD PEARL)	1	1	1	1
* Commander, Submarine Force U.S. Pacific Fleet (COMSUBPAC)	1	4	1	4
* Commander, Submarine Squadron 1 (COMSUBRON ONE)	2	1	-	1
* Commander, Submarine Squadron 7 (COMSUBRON SEVEN)	2	1	-	1
* Commander, Submarine Squadron 3 (COMSUBRON THREE)	2	1	-	1
* Commanding General, Marine Corps Base Hawaii (CG MCBH) (Kaneohe Bay)	-	-	1	-
* CO, Fleet and Industrial Supply Center, Pearl Harbor (CO FISC PEARL)	1	1	1	1
* CO, Fleet Area Control Surveillance Facility, Pearl Harbor (FACSFAC PEARL)	1	1	1	1
* CO, Mobile Diving and Salvage Unit 1 (CO MOBDIVSALU ONE)	1	1	1	1
* CO, Naval Air Station, Barbers Point (CO NAS BARPT)	-	-	1	-
* CO, Naval Computer and Telecommunications Area Master Station Pacific (CO NCTAMS PAC)	1	3	1	-
* CO, Naval Dental Center, Pearl Harbor (CO NDC PEARL)	1	1	1	1
* CO, Naval Intermediate Maintenance Facility (CO NAVIMFAC)	3	1	1	1
* CO, Naval Magazine, Lualualei (CO NAVMAG LUALUALEI)	-	-	1	-
* CO, Naval Medical Clinic, Pearl Harbor (CO NMC PEARL)	1	1	1	1
* CO, Naval Pacific Meteorology and Oceanography Center (CO NAVPACMETOCCEN)	1	1	1	1
* CO, Naval Security Group Activity, Pearl Harbor (W40) (CO NAVSECGRUACT PEARL)	1	1	1	1
* CO, Naval Submarine Training Center Pacific (CO NAVSUBTRACENPAC)	2	-	1	1

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* GUARD MAIL through FISC Pearl Harbor Mail Center

	Composite Recreation Fund	Berthing	Tenants	Messing
	Case 1	Case 2	Case 3	Case 4
* CO, Navy and Marine Corps Reserve Center, Honolulu (CO NAVMARCORESCEN HONO)	1	1	-	1
* CO, Navy Public Works Center, Pearl Harbor (CO PWC PEARL)	1	-	1	1
* CO, Pacific Missile Range Facility, Kekaha (PACMISRANFAC HAWAREA BARKING SANDS HI)	-	-	-	1
* CO, Trial Service Office Pacific (CO TRISVCOFF PAC)	-	-	1	-
* CO, Seal Delivery Vehicle Team One (SDVT-1)	1	1	1	1
* DIR, Defense Finance and Accounting Service, Operations Location Honolulu (DFAS OPLOC HONOLULU) (Ford Island)	-	-	1	-
* DIR, Human Resource Service Center Pacific Region (HRSC PR)	-	-	1	-
* DIR, Naval Liaison Unit, Tripler Army Medical Center	1	-	-	-
DIR, Naval Sea System Command Detachment, Naval Inactive Ship Maintenance Facility, Pearl Harbor (DIR NAVSEADET NISMF PEARL)	-	-	1	-
* DIR, Navy Exchange Service Center, Pearl Harbor (DIR NEXCEN PEARL)	-	-	1	-
* DIR, Pacific Fleet Band	1	1	1	1
* OIC, Fleet Imaging Center Pacific (OIC FLTIMAGCENPAC)	-	-	1	1
* OIC, Fleet Technical Support Center Pacific Detachment (FTSCPAC DET)	1	-	1	-
* OIC, Information Systems Technology Center, Pearl Harbor (OIC ISTC PEARL)	1	1	1	1
* OIC, Naval Audit Office, Honolulu (OIC NAVAUDO HONO)	-	-	1	-
* OIC, Space and Naval Warfare Systems Activity Pacific (SPAWARSYSACT PAC PEARL)	-	1	-	-
* OIC, Naval Legal Service Office, Pacific Detachment, Pearl Harbor (OIC NLSO PAC DET PEARL)	-	-	1	-
* OIC, Naval Telecommunication Center, Pearl Harbor (OIC NTCC PEARL)	-	1	-	1

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LIST III - Public Quarters, Ford Island

To be delivered to Code 20, for distribution to residents of Public Quarters, Ford Island 50

LIST IV - SOPA ADMIN Library

(For inclusion in SOPA Folders) 100

LIST V - (Staffs/Ships/Submarines homeported PEARL)

Commander in Chief U. S. Pacific Fleet (CINCPACFLT) (See List II)	-
Commander, Submarine Force, U. S. Pacific Fleet (COMSUBPAC)	2
Commander, Naval Surface Group, Middle Pacific (COMNAVSURFGRU MIDPAC) (See List II)	-
Commanding Officer, USS SAFEGUARD (ARS 50)	1
Commanding Officer, USS SALVOR (ARS 52)	1
Commanding Officer, USS WILLAMETTE (AO 180)	1
Commanding Officer, USS FREDERICK (LST 1184)	1
Commanding Officer, USS PORT ROYAL (CG 73)	1
<u>Commander, Destroyer Squadron THREE ONE</u>	6
<u>Commander, Destroyer Squadron FIVE</u>	5
<u>Commander, Cruiser Destroyer Group ONE</u>	2
<u>Commander, Submarine Squadron ONE</u>	9
<u>Commander, Submarine Squadron THREE</u>	9
<u>Commander, Submarine Squadron SEVEN</u>	10

TOTAL 48