

FAQS

The New Correspondence Manual, COMDTINST M5216.4C

Background: The new Correspondence Manual is the product of work done by a Quality Action Team (QAT) at Headquarters chartered by the Chief of Staff, and subsequently briefed to the Senior Management Team. The QAT's goal was to produce a more efficient, streamlined system in better alignment with the Department of Transportation (DOT). This Group was comprised of Headquarters directorates and the Executive Administrative Assistant at Headquarters, with field unit consultation.

The resulting new Manual is more efficient since it reduces the number of formats. The newly expanded Memorandum provides users the opportunity to write anyone in the Federal Government; previously the memo was more limited and often the Basic Letter was used. Further, business processes are improved by following the format used at the Office of Secretary of Transportation, which includes the delegated signatory authority's signature above the "From" line.

Q: When will my unit receive the new macros?

A: The new image 4.8.0. containing the Macros II bundle was deployed several weeks ago and distributed to ESUs, who in turn are providing them to ESDs for installation. Schedules vary throughout the CG. As stated in the Letter of Promulgation and ALCOAST 126/02, "upon installation of the Macros II templates, the (previous) Correspondence Manual, COMDTINST M5216.4B is canceled."

Q: I have a concern regarding the new Memo format. The signature block is eliminated, including the "By direction" citation.

A. The new Memo format has the same legal force and effect as the previous version. Individuals previously appointed designated signatory authorities now sign above their name on the "From" line. The words "By direction" do not have to be cited, but rather are understood.

Q. On the "From" line of the new Memo, can I use titles in addition to the signer's name?

A. Yes. You can include the same information as previously used on the Basic Letter (which is cancelled) and replaced by the new Memo.

Q. On the "To" line of the new Memo, can I write to one or more individuals, citing their name(s)?

A. Yes. As with the case cited above, you can include information previously cited when writing the Basic Letter (now cancelled).

For further information regarding use of the Macros II, read the CGHelp file located on the Macros II screen.

