CORRESPONDENCE/ MATERIAL CONTROL (4 PT)
OPNAV 5216/10 (6-78) SN:0107-IF-052-1650

CONTROL NUMBER	CLASSIFICATION OF THIS SHEET, ONLY	**CLASSIFICATION OF ATTACHED MATERIAL**
NO.		

FROM	SERIAL	DATE	FILE SYMBOL (SSIC)	CROSS REFERENCE

VIA	DATE RECEIVED	REPLY DUE BY

TO	NUMBER OF COPIES RECEIVED	ENCLOSURES RECEIVED

SUBJECT

WARNING: **ENTRY OF CLASSIFIED SUBJECT OR TITLE WILL REQUIRE CLASSIFICATION OF THIS FORM AND ALL COPIES**

CONTROL CENTER PRIMARY ROUTING					**INTRA-ACTIVITY SECONDARY ROUTING**				
TO	AC*	DATE OUT	INITIAL RECEIPT	RETURN DATE	TO	AC*	DATE OUT	INITIAL RECEIPT	RETURN DATE

* ACTION CODES
- A-Action
- C-Comment
- I-Information
- P-Prepare reply
- R-Retain copy

INSTRUCTIONS:
1. Extra copies will be destroyed after 30 days unless interested offices give contrary instructions to CONTROL CENTER
2. Office retaining material, detach and return this control record to the CONTROL CENTER.
3. When detached, this form is unclassified unless a classification has been assigned in the spaces provided, as required by existing security instructions.

5. Offices having primary interest check one:

☐ Retain indefinitely. (Reference value)

☐ Retain months. (Info material having only temporary reference value)

☐ Destroy after routing. (No further reference or information value)

CODE SIGNATURE

REMARKS

THIS FORM IS UNCLASSIFIED WHEN DETACHED FROM THE DESCRIBED MATERIAL, UNLESS OTHERWISE INDICATED.	CONTROL NUMBER **NO.**
CLASSIFICATION OF ATTACHED MATERIAL	CLASSIFICATION OF THIS SHEET, ONLY