



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 5215.5  
N002  
25 February 2000

COMSC INSTRUCTION 5215.5

Subj: MSC INTERNAL STANDARD DISTRIBUTION LIST

Encl: (1) MSC Internal Standard Distribution List

1. Purpose. To disseminate enclosure (1).

2. Discussion

a. MSC Internal Standard Distribution List, enclosure (1), provides a uniform method for distribution of COMSC directives and correspondence. It will be used to facilitate internal distribution of staff directives and correspondence originated by COMSC. The Standard Naval Distribution List (*SNDL*) will be used to distribute directives and correspondence to activities of the Department of the Navy.

b. It is the originator's responsibility to determine to whom the directive or correspondence is to be distributed and that distribution lists are accurate. Care should be taken to accurately differentiate between "*Distribution*" and "*Copy to*" addressees.

3. Action. Any changes to this instruction should be directed to the Flag Secretary (*N002*).

/S/

T. B. CARTER, JR.  
Chief of Staff

Distribution:  
COMSCINST 5215.5  
List I (Case A, B, C)

**MSC INTERNAL STANDARD DISTRIBUTION LIST**

**LIST I - COMSC Staff**

Case A - Directors and Special Assistants 1 copy

|     |       |      |      |      |     |
|-----|-------|------|------|------|-----|
| N00 | N002  | N00I | N00Q | N1   | N6  |
| N01 | N00A  | N00L | N00R | N2   | N7  |
| N02 | N00B  | N00M | N00S | N3/5 | N8  |
| N03 | N00EP | N00P | N00T | N4   | N10 |

Case B - Program Managers 3 copies

|     |     |     |
|-----|-----|-----|
| PM1 | PM3 | PM5 |
| PM2 | PM4 |     |

Case C - Division Directors

|  |          |
|--|----------|
| N0021                                  | 1 copy   |
| N1 (N11, N12, N13, N14, N15)           | 6 copies |
| N2                                     | 3 copies |
| N3/5 (N3/5X, N31, N34, N51, N52)       | 6 copies |
| N4 (N41, N42, N43)                     | 4 copies |
| N6 (N6X, N6F, N61, N62, N63, N64, N65) | 5 copies |
| N7 (N7X, N71, N72)                     | 4 copies |
| N8 (N8X, N81, N82, N83, N85, N86)      | 7 copies |
| N10 (N10X, N101, N102, N103)           | 5 copies |

Case D - Military

Case E - Civilians