

OPNAV M-5215.1  
May 2016

**NAVY DIRECTIVES  
MANAGEMENT  
PROGRAM  
MANUAL**



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAV MANUAL 5215.1  
DNS  
DD May 2016

## FOREWORD

This manual implements the policy set forth in the Office of the Chief of Naval Operations Instruction 5215.17A (OPNAVINST 5215.17A). It prescribes uniform standards and practices; format and outline; appropriate word usage; proper capitalization, acronym and abbreviation usage rules; and directives processes and definitions. In addition, it provides guidance and procedures for the management, proper administration, and preparation of the Navy Directives Management Program.

This manual, which is effective immediately, is mandatory and applicable to the Chief of Naval Operations, and all commands, activities, installations, ships and stations of the U.S. Navy.

This manual may be accessed via the Department of the Navy Issuances Web site (<http://doni.documentservices.dla.mil/>) under the "Manuals" tab. This manual is approved for authorized registered users and distribution is unlimited. Local supplements to amplify this manual may be issued and inserted as chapter 13. A local supplement must not contradict or repeat information contained in this manual.

Forward recommended changes to this manual to:

Chief of Naval Operations  
Director, Navy Staff  
Directives, Forms and Information Management Collections Branch (DNS-15)  
2000 Navy Pentagon Room 4E569  
Washington DC 20350-2000

Or

Via e-mail to: [SECNAV\\_OPNAV\\_Directives@Navy.mil](mailto:SECNAV_OPNAV_Directives@Navy.mil)

A handwritten signature in black ink, appearing to read "R. L. Thomas", is positioned above the printed name.

R. L. THOMAS  
Director, Navy Staff

## DIRECTIVES RESOURCES

1. OPNAVINST 5215.17A (Navy Directives Management Program):  
<https://doni.documentservices.dla.mil/opnav.aspx?RootFolder=%2FDirectives%2F05000%20General%20Management%20Security%20and%20Safety%20Services%2F05%2D200%20Management%20Program%20and%20Techniques%20Services&FolderCTID=0x012000E8AF0DD9490E0547A7DE7CF736393D04&View={CACF3AEF-AED4-433A-8CE5-A45245715B5C}>
2. SECNAVINST 5215.1E (SECNAV Directives Policy):  
<https://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5215.1E.pdf>
3. SECNAV M-5210.2 of July 2012 (Department of the Navy Standard Subject Identification Code Manual):  
[https://doni.documentservices.dla.mil/SECNAV%20Manuals1/5210.2%20\(2012\).pdf](https://doni.documentservices.dla.mil/SECNAV%20Manuals1/5210.2%20(2012).pdf)
4. SECNAV M-5216.5 of June 2015 (Department of the Navy Correspondence Manual):  
[http://doni.documentservices.dla.mil/SECNAV%20Manuals1/5216.5%20\(2015\).pdf](http://doni.documentservices.dla.mil/SECNAV%20Manuals1/5216.5%20(2015).pdf)
5. Department of the Navy Issuances (DONI) Web site: <http://doni.documentservices.dla.mil/>
6. Department of the Navy Classified Issuances (DONCI) Web site (ONLY accessible via the SIPRNET): <http://hqweb.cno.navy.smil.mil/donci>
7. OPNAV SharePoint Portal (*CAC-enabled*; choose the e-mail certificate):  
<https://portal.secnav.navy.mil/orgs/OPNAV/SitePages/Home.aspx>
8. Navy Doctrine Library System (NDLS) (*CAC enabled*) (to access the Navy Technical Reference Publication (NTRP) 1-02 and the Marine Corps Reference Publication (MCRP) 5-12c): <https://ndls.nwdc.navy.mil/Default.aspx>
9. Department of Defense Dictionary of Military and Associated Terms, Joint Publication (JP) 1-02: [http://www.dtic.mil/doctrine/new\\_pubs/jp1\\_02.pdf](http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf)
10. U.S. Government Printing Office (GPO) Style Manual:  
<http://www.gpo.gov/fdsys/pkg/GPO-STYLEMANUAL-2008/content-detail.html> or  
<https://www.gpo.gov/fdsys/pkg/GPO-STYLEMANUAL-2008/pdf/GPO-STYLEMANUAL-2008.pdf>
11. OPNAVINST 5400.45 (SNDL): <https://doni.documentservices.dla.mil/sndl.aspx>

12. Writing Style Guide and Preferred Usage for DoD Issuances:  
[http://www.dtic.mil/whs/directives/corres/writing/Writing\\_Style\\_Guide.pdf](http://www.dtic.mil/whs/directives/corres/writing/Writing_Style_Guide.pdf)
13. U.S. Navy Style Guide: <https://portal.secnav.navy.mil/orgs/IG/N3/SiteAssets/SitePages/Home/Navy%20Style%20Guide.pdf#search=u%2Es%2E%20navy%20style%20guide>
14. DoD Issuances Standards of 14 December 2015:  
[http://www.dtic.mil/whs/directives/corres/writing/DoD\\_Issuances\\_Standards.pdf](http://www.dtic.mil/whs/directives/corres/writing/DoD_Issuances_Standards.pdf)
15. SECNAV Manual 5510.36 of June 2006 (Department of the Navy Information Security Program): <http://doni.documentservices.dla.mil/SECNAV%20Manuals1/5510.36.pdf>
16. DoD Instruction 5025.01 of 6 June 2014 (DoD Issuances Program):  
<http://www.dtic.mil/whs/directives/corres/pdf/502501p.pdf>
17. DoD Issuances Web site: <http://www.dtic.mil/whs/directives/index.html>
18. Naval Forms Online: <https://navalforms.documentservices.dla.mil/web/public/home>
19. DoD Forms Management Program Web site:  
<http://www.dtic.mil/whs/directives/forms/index.htm>
20. Marine Corps Publications Electronic Library:  
<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>
21. Chairman Joint Chiefs of Staff (CJCS) Directives Electronic Library:  
[http://www.dtic.mil/cjcs\\_directives/](http://www.dtic.mil/cjcs_directives/)
22. Federal Plain Language Guidelines:  
<http://www.plainlanguage.gov/howto/guidelines/FederalPLGuidelines/FederalPLGuidelines.pdf>
23. OPNAVINST 5222.1 (Navy Taskers Business Rules):  
<https://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5222.1.pdf>

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CHAPTER 1  
DIRECTIVES MANAGEMENT STANDARDS AND PRACTICES

Please Note: For circumstances and topics not included and covered in this manual, please contact Chief of Naval Operations (CNO), Director of Navy Staff (DNS), Navy Directives Management Program Office (DNS-15) via the appropriate directives management chain of command. The Navy directives manager has the authority via DNS to determine Navy directives-related guidance and courses of action not covered in this manual.

1. General. This chapter establishes uniform standards and practices for management of directives within the CNO.

2. Maintenance

a. Directives Case File

(1) Maintain an electronic directives record with pertinent metadata (e.g., directives number, subject, date of issuance, originator and sponsor, signature authority, classification, number of pages, notes and comments, and cancellation date and reason, when applicable) for each directive issued utilizing a record keeping tool or application. Electronic data bases and spreadsheets are acceptable.

(2) Maintain a hard-copy directives case file, and electronic case file, if capability exists, for each directive issued, per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012, to include:

(a) The original version of the draft directive (required).

(b) Each draft version sent out for clearance (recommended).

(c) The document containing the signatures of concurring officials or a list of reviewers (such as a coordination page), or both (required).

(d) The final signed original (required).

(e) Any other records that document the directive from its inception to its publication (correspondences, e-mails, briefs, etc.) (recommended).

(f) Any change transmittals (required).

(g) Any extension requests (required).



(h) Upon cancellation, a copy of the canceled directive and other documentation pertinent to the cancellation, such as a cancellation action memorandum (required).

(3) It is highly recommended that case files are also maintained via an electronic information system if the system provides for search, retrieval and hard copy generation.

(4) Retain and dispose of directive case files following the guidance contained in SECNAV Manual 5210.1 of January 2012.

(5) When there is functional turnover or change in ownership or sponsorship of a directive, the directive must be properly transferred to its new owner or sponsor to continue its existence and its needed updates. Refer to OPNAVINST 5215.17A, paragraph 10.

b. Filing of Current Directives

(1) Instructions. File instructions according to:

(a) Standard subject identification code (SSIC) number.

(b) Consecutive point number.

(2) Notices. Due to their brief duration, file notices separate from instructions by SSIC and cancellation date.

(3) Classified Directives. Maintain classified directives in separate files from unclassified directives and safeguard per DoD Manual 5200.01, Volume 3, DoD Information Security Program: Protection of Classified Information, Enclosure 3, of February 2012 and SECNAV Manual 5510.36 of June 2006.

c. Numerical Checklists. A numerical listing of instructions in effect as of a given date, used to verify the completeness and currency of instructions. Numerical listing of all instructions via Web site is authorized. Instructions are listed by:

(1) Issuing authority.

(2) SSIC number, consecutive point number, and any applicable alphabetical suffix.

(3) Subject.

(4) Date signed.

3. Directives Processes for Signature and Approval. Navy commands and activities must follow their respective command's or activity's directives process for signature and approval of new and revised directives, and cancellation of directives. Appendix A provides a high level directives process flow chart, along with roles and responsibilities of the players involved in the directives process. Appendix B applies to echelon 2 Navy commands that originate Office of the Chief of Naval Operations (OPNAV) directives and OPNAV staff organizations that both sponsor and originate OPNAV directives, and provides the directives work and approval processes.

4. Canceling Directives

a. Directives cannot be canceled by issuing authorities subordinate to the signature authority of the directive.

b. To cancel a directive, because it is superseded by a revision, use the cancellation paragraph in the superseding directive.

c. To cancel a directive, not superseded by a revision, use either or both of the methods listed in subparagraphs 4c(1) and 4c(2), with the option of including subparagraph 4c(3).

(1) Action memorandum (see exhibit 1-1); or

(2) A 5215 notice (see exhibit 1-2); and

(3) Consolidated list on the command's official directives repository Web site.

d. When canceling several directives, issue a consolidated list of the canceled directives in one notice or action memorandum rather than issuing individual cancellation notices or action memorandums. The cancellation notice or action memorandum must be distributed to all the stakeholders of the directive that is being canceled, or published on the command's official directives repository Web site. The consolidated list should include all the items listed in subparagraphs 4d(1) through 4d(6) for each canceled directive.

(1) Directive number, e.g., OPNAVINST 5215.17A.

(2) Date of issue and originator's and sponsor's codes, or other identifying data, if a notice.

(3) Subject.

(4) Form numbers, form titles, and dates of canceled forms, and report control symbols (RCS) of canceled information requirements collections.

(5) Reason for cancellation, e.g., “Information contained in...,” “Served its purpose” or “Canceled by...”. In addition, provide a brief summary of the reason(s) for the cancellation.

(6) Coordination page for processing the cancellation, per SECNAV Manual 5216.5, figure 12-11.

e. If a directive is not being canceled and superseded per subparagraphs 4b and 4c(2), the request and approval for cancelling an instruction via an action memorandum should follow closely to the directives process as per the process in appendix C.

5. Directives Availability. Available electronically via Web sites. For classified directives not published on a secure Web site, contact the command’s or activity’s directives control point (or similar unit, such as the directives manager).

6. Directives Definitions. Refer to appendix D.

**ACTION MEMO**

24 May 2016

FOR: DEPUTY CHIEF OF NAVAL OPERATIONS, SYSTEMS (CNO N7)

FROM: DIRECTOR, SYSTEMS BRANCH (OPNAV N73)

SUBJECT: CANCELLATION OF OPNAVINST 7891.11A

- Request approval for the cancellation of OPNAVINST 7891.11A, Title of Instruction Here (TAB A).
- Give a brief history of the instruction here. Include why the instruction was created and the background of the subject matter the instruction covers.
- Provide explanation as to why the instruction is no longer necessary. Possible reasons include the instruction has served its purpose or is now obsolete. Reasons can include: a board is disestablished, a program has completed its goals, responsibilities are realigned, or subject is now covered by another authority.
- Provide a summary and conclusion for the recommendation for cancellation from originator or sponsor to the signature authority.

RECOMMENDATION: Request signature authority approve cancellation of TAB A by signing below.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

COORDINATION: The coordination page must include everyone who reviewed and concurred TAB A for cancellation, to include legal.

ATTACHMENTS: All TABs that were referenced in the action memorandum must be included.

Prepared By: LT John Doe, N73, (703) 555-1234 (Full Name, Organization, Phone. This line is placed on the very last line of the page 1 inch from the bottom)

**Exhibit 1-1 Sample Cancellation Action Memorandum**



**DEPARTMENT OF THE NAVY**  
**OFFICE OF THE CHIEF OF NAVAL OPERATIONS**  
**2000 NAVY PENTAGON**  
**WASHINGTON, DC 20350-2000**

OPNAVNOTE 5215  
N35/Ser 16U12345  
2 Apr 2016

OPNAV NOTICE 5215

From: Chief of Naval Operations

Subj: CANCELLATION OF OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
INSTRUCTIONS

Encl: (1) List of Canceled OPNAV Instructions

1. Purpose. To publish a list of canceled Office of the Chief of Naval Operations (OPNAV) instructions, per enclosure (1), which, for each instruction, contains the instruction number, subject of instruction, cancellation date, and reason for cancellation.
2. Action. The instructions listed in enclosure (1) are hereby canceled. Please cease and desist distribution of these instructions and remove them from publication.
3. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

I.M. ADMIRAL  
Director, Navy Staff

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil/>

**Exhibit 1-2 Sample Cancellation 5215 Notice**

CHAPTER 2  
LETTER-TYPE INSTRUCTIONS

1. General. The definition and description of a letter-type instruction is found in SECNAV Manual 5215.1 of October 2014, chapter 3. Exhibit 2-1 provides guidance and a template of a letter-type instruction. It will automatically cancel on its 5-year anniversary date, unless:
  - a. it was previously canceled by the originator or higher authority; or
  - b. it was revised and reissued under the next alphabetical suffix, and with a new effective date and signature; or
  - c. an extension has been granted by the signature authority of the instruction or higher authority.
2. Age Requirement, Cancellations, Revisions, Exceptions, and Extension Requests. Refer to OPNAVINST 5215.17A, paragraphs 8 and 9, regarding the age requirement for Navy instructions, their cancellations and revisions, exceptions to the age requirement, and extension requests to instructions. Exhibits 2-2 and 2-3 provide guidance and examples of first and second extension requests.



For OPNAV, use the official CNO e-letterhead

Header margin - 0.5 inch when using e-letterhead

OPNAV M-5215.1  
May 2016

“DEPARTMENT OF THE NAVY” in Times New Roman 10

DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

Address in Times New Roman 8

(Ensure that the “Show All” button (¶) is on from the Standard Toolbar in order to view the format properly)

OPNAVINST SSIC.XX  
Originator/Sponsor Code  
DD Mmm YYYY

Designation line

OPNAV INSTRUCTION SSIC.XX (Refer to OPNAVINST 5215.17A and OPNAV M-5215.1 for the Navy Directives Management Program policies, procedures, and responsibilities. The SSIC number should reflect the most important subject covered in the instruction and must be a current, valid SSIC – refer to SECNAV M-5210.

From: Chief of Naval Operations

Subj: TITLE OF INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

- Ref:
- (a) Any applicable references are inserted here
  - (b) References must be current and listed alphabetically in order as they are cited individually in the text
  - (c) Keep references to a minimum; only documents that have a direct bearing on the subject matter should be references

References

- Encl:
- (1) All enclosures must be identified here exactly as the title appears on the actual enclosure
  - (2) They must be listed numerically in the order they are cited in the text, and all enclosures must first be cited in the instruction letter
  - (3) All enclosures must be legible and reproducible

Enclosures

Identification symbols. SSIC and point number (alphabetical suffix when applicable). Originator and sponsor org code as applicable. Date, once signed, is in “DD Mmm YYYY” format. Longest line is flushed to the right margin with the other lines in alignment.

1. Purpose

- a. The first paragraph of an instruction must state the purpose of the instruction, which tells why the instruction is being issued. It is used to indicate the issuance of policies, guidelines, procedures, and responsibilities.
- b. The first portion of the purpose paragraph of a revised instruction states the purpose of the series, and not of the particular revision. Provide a separate paragraph, or a subparagraph, summarizing the change(s) which made the revision. Only major changes to policy, procedures, responsibility assignments, reporting requirements, and like matters of substance are to be summarized. Changes made to improve readability, update background information, and the like, which do not affect the substance of the instruction, need not be summarized.

Purpose paragraph - required (at least 2 lines must be on the letterhead page)

Page 1 not numbered

Footer margin - 0.5 inch

Whenever possible, have at least two full lines of text at the top and bottom of each page. And do not separate paragraph headers from their text.

OPNAV M-5215.1  
May 2016

Header - 1 inch margin

OPNAVINST SSIC.XX  
DD Mmm YYYY

Required paragraph when applicable only

2. Cancellation. The second paragraph must contain the statement(s) of cancellation or supersession when the instruction cancels or supersedes, or both, another directive(s) or other document(s), where applicable. When the instruction cancels another directive or document which requires a report or form, the report control symbol of the canceled report and the form number of the canceled form must be indicated in the cancellation. However, if no documents are canceled, do NOT include this paragraph.

Not necessary and not common to have both a "Responsibilities" and an "Action" paragraph

3. Responsibilities. All titles, groups, and organizations that have responsibilities should be listed here. The order of responsibilities is listed from highest to lowest authority.

4. Action. Any titles, groups, and organizations that have action are identified in this paragraph.

a. The only authorized font for Navy directives is Times New Roman, font size 12. Subparagraph 4b contains the correct formatting for subparagraphs. In an instruction, 2 spaces ALWAYS follow a period (".") and a colon (":"), and 1 space ALWAYS follows end (right) parenthesis (")") and a semi-colon (";"). When using tabs in the outline format for the proportional Times New Roman font, ensure tabs are equivalent to 2 spaces and 1 space, as appropriate, following periods, colons, end (right) parentheses and semi-colons. Each additional subparagraph is tabbed equivalent to 4 spaces. Set default "left" tab stops at 0.25 inches (.25, .5, .75, 1, 1.25, 1.5, 1.75, 2, and 2.25). Never have a paragraph "1" unless there is, at a minimum, also a paragraph "2," and never have a subparagraph "2a" unless there is also, at a minimum, a subparagraph "2b," etc.

b. Subparagraph 2

(1) Subparagraph 1

(2) Subparagraph 2

(a) Subparagraph 1

(b) Subparagraph 2

1. Subparagraph 1

2. Subparagraph 2

a. Subparagraph 1

General Page Margins - 1 inch top, bottom, left and right

Page numbers start on the second page and are centered. Do not add a return before or after the page number.

2

Footer - 0.5 inch margin

2-3



- b. Subparagraph 2
  - (1) Subparagraph 1
  - (2) Subparagraph 2
    - (a) Subparagraph 1
    - (b) Subparagraph 2

4. Records Management. This paragraph is a CNO requirement, and should read similar to: “Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.”

5. Review and Effective Date. Per OPNAVINST 5215.17A, (organization title) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

6. Forms or Information Management Control. When a directive mandates the use of a form or contains an information collection requirement (reports), the form number and title of the form or the report control symbol and title of the information collection requirement, or both, must be identified in the last paragraph of the instruction. Also state where the forms may be obtained and how information should be submitted.

**Required paragraph**

**Required paragraph**

**3 blank lines (4 returns) from the body of the text to the signature block**

**1 blank line (2 returns) from the signature block to the releasability and distribution block**

**SIGNATURE BLOCK**

*(Name in all CAPS per SECNAV M-5216.5. If not the CNO or CO, also include position title, not in all caps; do not include ranks or organization codes.)*

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

**Releasability and distribution block (Required)**

**ACTION MEMO**

March 23, 2016

FOR: Deputy Chief of Naval Operations, Warfare Systems

FROM: RADM John Smith, Director, Air Warfare

SUBJECT: First Extension Request for Reissuing OPNAVINST 1234.56A

- What the Deputy Chief of Naval Operations should do. This bullet explains what action is required. For example, “Request you approve a 1-year extension for reissuing TAB A.”
- Why it is necessary or acceptable for the Deputy Chief of Naval Operations to approve or sign the recommended action. This bullet identifies additional key points, contentious issues, and any problem areas (TAB B). Such as, “TAB A’s policy and responsibilities are still valid and Air Warfare Division (N98) is currently working to reissue this instruction. At this time, the draft revised instruction is in the pre-coordination stage of the directives process, and N98 has received significant non-concurrence from a major stakeholder (TAB B) requiring resolution prior to continuing with the process for signature.”

RECOMMENDATION: Deputy Chief of Naval Operations, Warfare Systems, approve a 1-year extension for the revision and reissuance of TAB A by signing below.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

COORDINATION: [TAB C] (or as applicable – last tab) or [None]

ATTACHMENTS: As stated

Prepared By: LT Stephen Jones, N98, (703) 692-5555 (Full Name, Organization, Phone. This line is placed on the very last line of the page 1 inch from the bottom)

**Exhibit 2-2 Sample First Extension Request Action Memorandum**

**ACTION MEMO**

March 23, 2017

FOR: Chief of Naval Operations

FROM: Deputy Chief of Naval Operations, Warfare Systems

SUBJECT: Second and Final Extension Request for Reissuing OPNAVINST 1234.56A

- What the Chief of Naval Operations should do. This bullet explains what action is required. For example, “Request you approve an additional 1-year extension for completing the process to revise and reissue TAB A.”
- On 23 March 2016, a 1-year extension request (TAB B) was approved for the reissuance of TAB A due to non-concurrences during the pre-coordination stage of the directives process. These non-concurrences were significant and were required to be resolved prior to continuing with the process for signature.
- Why it is necessary or acceptable for the Chief of Naval Operations to approve or sign the recommended action. Such as, “TAB A’s policy and responsibilities are still valid and Director, Air Warfare (OPNAV N98) is currently working to reissue this instruction. At this time, the draft revised instruction is in the coordination stage of the directives process, and it is anticipated that it will be ready for Director, Navy Staff’s signature clearance process by 23 December 2017.”

RECOMMENDATION: Chief of Naval Operations approve an additional 1-year extension for the revision and reissuance of TAB A by signing below.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

COORDINATION: [TAB C] (or as applicable – last tab) or [None]

ATTACHMENTS: As stated

Prepared By: LT Stephen Jones, N98, (703) 692-5555 (Full Name, Organization, Phone. This line is placed on the very last line of the page 1 inch from the bottom)

**Exhibit 2-3 Sample Second Extension Request Action Memorandum**

CHAPTER 3  
NOTICES

1. General. A notice is a directive that has a one-time or brief nature; contains a self-canceling provision; and has the same force and effect as an instruction. A notice usually remains in effect for less than 6 months, and is not permitted to remain in effect for longer than 1 year. Exhibit 3-1 provides guidance and a template of a notice.

2. Cancellations

a. Cancellation Date. The date on which the notice is canceled is determined by the sponsor, and is cited in the top right margin on the first page of the notice, two lines above the identification symbols. In some instances, the sponsor cannot determine the exact date on which required action will be completed. In these instances, a contingency cancellation paragraph is added as the last paragraph of the notice. This paragraph states the action or events that must occur prior to cancellation of the notice. Please refer to subparagraph 3c for cancellation contingency paragraphs. If a notice contains a cancellation contingency paragraph, then “Canc: frp” (for records purposes) must be indicated in the top right margin on the first page. Notices may expire prior to the cancellation date if the action or event detailed in the contingency cancellation paragraph is completed.

b. Action After Cancellation. Any requirement for continuing action contained in a notice, such as the submission of an information collection, use of a form, or following a specified procedure, is considered to be canceled when the notice is canceled, unless the requirement is incorporated into another suitable document. To cancel a form or information collection requirement (report), please refer to OPNAVINST 5215.17A, subparagraph 4c(1) or subparagraph 4c(2), respectively.

c. Cancellation Day. The day of cancellation is always the last day of the month, and is not cited on the notice. Only state the abbreviated month and four-digit year (i.e., Mmm YYYY).

3. Paragraphs

a. Cancellation Paragraph. As in an instruction, the second paragraph of a notice is the cancellation paragraph, only if the notice cancels another document, such as a directive, a form, or an information collection requirement (report). However, if the sole purpose of the notice is to cancel another directive, the cancellation statement may be contained in the purpose paragraph, eliminating the need for a separate cancellation paragraph.

b. Forms or Information Management Control Paragraph. If applicable, as with instructions, this is the last paragraph of a notice unless there is a cancellation contingency paragraph.

c. Cancellation Contingency Paragraph. Used only in notices, this is the last paragraph of a notice when cancellation is “frp,” and contains a cancellation contingency. A cancellation contingency is the condition that, when met, will satisfy the requirement(s) of a notice, therefore permitting cancellation. If cancellation of a notice is contingent on a specific action or event, the last paragraph of the notice must contain a brief description of the contingency. Once the action or event has been completed, the notice may be canceled without waiting for the cancellation date. Subparagraphs 3c(1) and 3c(2) provide examples of cancellation contingency paragraphs.

(1) “This notice will remain in effect for 1 year or until incorporated into the next edition of reference (a), whichever occurs first.”

(2) “This notice remains in effect until the skills training has been completed for the OPNAV staff yeoman.”

Refer to exhibit 2-1 for more information

For OPNAV, use the official CNO e-letterhead

Header - 0.5 inch when using e-letterhead

OPNAV M-5215.1  
May 2016



“DEPARTMENT OF THE NAVY” in Times New Roman 10

DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

Cancellation Date

Address in Times New Roman 8

General Page Margins - 1 inch top, bottom, left and right

Canc: Mmm YYYY

OPNAVNNOTE SSIC  
Org./Sponsor Code/Ser#  
DD Mmm YYYY

(Ensure that the “Show All” button (¶) is on from the Standard Toolbar in order to view the format properly)

Designation line

OPNAV NOTICE SSIC (Refer to OPNAVINST 5215.17A and OPNAV M-5215.1 for the Navy Directives Management Program policies, procedures, and responsibilities. The SSIC number should reflect the most important subject covered in the notice and must be a current, valid SSIC – refer to SECNAV M-5210.2.)

Identification symbols

From: Chief of Naval Operations

Subj: TITLE OF NOTICE IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

- Ref:
- (a) Any applicable references are inserted here
  - (b) References must be current and listed alphabetically in order as they are cited individually in the text
  - (c) Keep references to a minimum; only documents that have a direct bearing on the subject matter should be a reference

References

- Encl:
- (1) All enclosures must be identified here exactly as the title appears on the actual enclosure
  - (2) They must be listed numerically in the order they are cited in the text, and all enclosures must first be cited in the notice letter
  - (3) All enclosures must be legible and reproducible

Enclosures

Purpose paragraph – required (at least 2 lines must be on the letterhead page)

1. Purpose. The first paragraph of a notice must state the purpose of the notice, which tells why the notice is being issued.
2. Title.
3. Title.
4. Title.

Records Management paragraph - required

5. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

Page 1 not numbered

Footer -0.5 inch

If forms or information management control paragraph, or both, is needed, it must be prior to a cancellation contingency paragraph and after records management paragraph

OPNAV M-5215.1  
May 2016

Header - 1 inch margin

OPNAVNOTE SSIC  
DD Mmm YYYY

Required only if cancellation date is not known ("Canc frp" used on page 1)

6. Cancellation Contingency. If a cancellation date is not known by the sponsor, a contingency paragraph is added as the last paragraph of the notice. This paragraph states the action or events that must occur prior to cancellation of the notice. In addition, in lieu of "Canc:" at the top of the first page, indicate "Canc frp:", for record purposes. If "Canc frp," as an example, this paragraph could read: "This notice is in effect for 1 year or until it is superseded by another notice, whichever occurs first."

1 blank line (2 returns) from the signature block to the releasability and distribution block

**SIGNATURE BLOCK**

*(Name in all CAPS per SECNAV M-5216.5. If not the CNO or CO, also include position title, not in all caps; do not include ranks or organization codes.)*

3 blank lines (4 returns) from the body of the text to the signature block

Releasability and distribution:

This notice is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

Releasability and distribution block (Required)

Page numbers start on the second page and are centered. Do not add a return prior to or after the page number.

Footer - 0.5 inch margin

Exhibit 3-1 Template of Notice

CHAPTER 4  
CHANGE TRANSMITTALS

1. General. Change transmittals are used to issue minor changes to instructions. A minor change is considered less than 25 percent of total pages affected of the current instruction. Each change transmittal describes the nature of the change(s) and provides directions for making them. Exhibit 4-1 provides guidance and a template of a change transmittal.

a. Change transmittals must consist of a cover letter forwarding changed or additional pages to an instruction as an enclosure(s).

b. Change transmittals are numbered consecutively. That is, the first change transmittal to an instruction is “Change Transmittal 1”; the second, “Change Transmittal 2”; and so on. When an instruction is reissued as a revision, the numbering of change transmittals begins again with the number 1.

c. In a 5-year period, instructions cannot exceed five change transmittals. If a sixth one is needed, the instruction needs to be revised and reissued under the next alphabetical suffix, new date, and signature.

d. If a change transmittal is being issued for an instruction that is within 6 months of its 5-year anniversary, the instruction must be revised and reissued instead, unless it meets the exceptions in paragraph 9 of OPNAVINST 5215.17A.

e. A change of command or a change in activity title does not affect previously issued instructions. Do not issue a change stating that previously issued instructions remain in effect. Additionally, do not issue a change revising the designation, e.g., Navy Personnel Command instructions are changed to Bureau of Navy Personnel instructions.

f. No change to an instruction will be issued purely to update a reference(s).

g. A change transmittal does not constitute a revision and reissuance to an instruction; the date and age of an instruction is still based on the original issuance of the current version.

2. Page Changes. When a change transmittal contains revised or additional pages to an instruction, it must forward the changed pages to all addressees holding the basic instruction. Pen and ink changes are not allowed. The change transmittal follows the format of an instruction, with the exceptions outlined in subparagraphs 2a through 2g.

a. Identification Symbols. The capital letters “CH” followed by a dash (“-”) and the number of the change transmittal follow the first line of the identification symbols, e.g., NAVAIRINST 5215.1D CH-1.



- b. Designation Line. Contains the same designation line as the instruction to be changed, followed by a space, "CHANGE TRANSMITTAL," a number, and underlined, e.g., NAVAIRINST 5215.1D CHANGE TRANSMITTAL 1.
- c. References and Enclosure(s). Only references that pertain to the change itself are to be listed in the reference section of a change transmittal. Enclosures to change transmittals are not marked since they bear the marking of the instruction being changed.
- d. Page Numbers. Extra pages resulting from the inclusion of additional data in a change transmittal to an instruction must be numbered with the page number of the preceding page plus a small (lowercase) letter, such as 8a, 8b, and 8c. A page(s) added after the last page of an instruction must be numbered with the next sequential number(s) following the last page.
- e. Changed First Page. When the first page of an instruction is changed, the date of the change must be shown in the upper right margin, two spaces above the identification symbols of the basic instruction. The date line of the identification symbols must show the original date of issue.
- f. Signature Page. When a revision to a signature page is made, the date of the change must be shown in the upper right margin of the header, two spaces above the identification symbols of the basic instruction, and the date line of the identification symbols must show the original date of issue. The signature block remains as the original signing official, even if they are not currently with the command.
- g. Other Pages. When a change is being made to one page, other than the first page and the signature page, the instruction number, the change transmittal number, and its date are shown in the right margin of the header of that changed page. The unchanged pages of the basic instruction retain the same identification as when previously issued.

Refer to exhibit 2-1 for more information



“DEPARTMENT OF THE NAVY” in Times New Roman 10

For OPNAV, use the official CNO e-letterhead

OPNAV M-5215.1  
May 2016

DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

Address in Times New Roman 8

Header margin - 0.5 inch when using e-letterhead

(Ensure that the “Show All” button (¶) is on from the Standard Toolbar in order to view the format properly)

OPNAVINST SSIC.XX CH-X  
Orig/Sponsor Code  
DD Mmm YYYY

Designation line

OPNAV INSTRUCTION SSIC.XX CHANGE TRANSMITTAL X

Identification Symbols

From: Chief of Naval Operations

Subj: TITLE OF THE BASIC INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

Subject of instruction being changed

References

Ref: (a) Only list references that have to do with the change itself (in most cases, there are none)

Enclosures

Encl: (1) (For example) Revised Page 3  
(2) (For example) Revised Page 10

Purpose paragraph – required (at least 2 lines must be on the letterhead page)

1. Purpose. The first paragraph of a change transmittal must state the purpose and the nature of the change transmittal, which tells why the change transmittal is being issued. As an example, “To transmit new pages 3 and 10, which provide clarification of training requirements.” Change transmittals are used to issue changes to instructions. Change transmittals are numbered consecutively. The first change transmittal to an instruction is “Change Transmittal 1”, the second “2”, and so on.

Action paragraph (required) in change transmittals

2. Action. The specific action(s) to be taken is (are) identified in this paragraph. Pen and ink changes are not allowed. If a change transmittal contains revisions to any pages of a current instruction, the change transmittal must consist of a cover letter forwarding the changed or additional pages to an instruction as an enclosure(s). However, the enclosures are not marked as an “Enclosure” since they bear the marking of the instruction being changed (these enclosures are “replacements” of pages in the original instruction and should not be marked as enclosures). As an example, when a change transmittal contains revised pages, the “Action” could read: “Remove pages 3 and 10 of the basic instruction and insert enclosures (1) and (2), respectively.”

Page 1 not numbered

Footer - 0.5 inch margin

**Header – 1 inch  
margin**

OPNAVINST SSIC.XX CH-X  
DD Mmm YYYY

3. First Page Changed. When the first page of an instruction is changed, the change number and the date of the change must be shown in the upper flush right margin, two spaces above the identification symbols of the basic instruction. The identification symbols must show the original date of issue. For example:

“ CH-2 of 19 Jan 2017  
OPNAVINST 5215.22  
N72  
22 Oct 2014”

4. Changed Signature Page. When a revision to a signature page is made:

a. The date of the change must be shown in the upper right margin of the header, two spaces above the identification symbols of the basic instruction. The date line of the identification symbols must show the original date of issue. For example:

“ CH-2 of 19 Jan 2017  
OPNAVINST 5215.22  
22 Oct 2014”

b. The signature block remains as the original signing official, even if they are not currently with the command (the change transmittal cover letter signature suffices). Therefore, do not have the changed signature page re-signed. For example:

“ /s/  
J. J. JONES  
Deputy Chief of Naval Operations, Systems”

5. Other Page Change. When a change is being made to one page, other than the first page and the signature page, the instruction number, the change transmittal number and its date are shown in the right margin of the header of that changed page. For example:

“ OPNAVINST 5215.22 CH-2  
19 Jan 2016”

**Page numbers start  
with page 2 and are  
centered. Do not  
add a return before  
or after page  
numbers.**

**Footer margin -0.5  
inch**

OPNAVINST SSIC.XX CH-X  
DD Mmm YYYY

**Required paragraph**

6. Records Management. Records created as a result of this change transmittal, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

**3 blank lines (4 returns) from the body of the text to the signature block**

**1 blank line (2 returns) from the signature block to the releasability and distribution block**

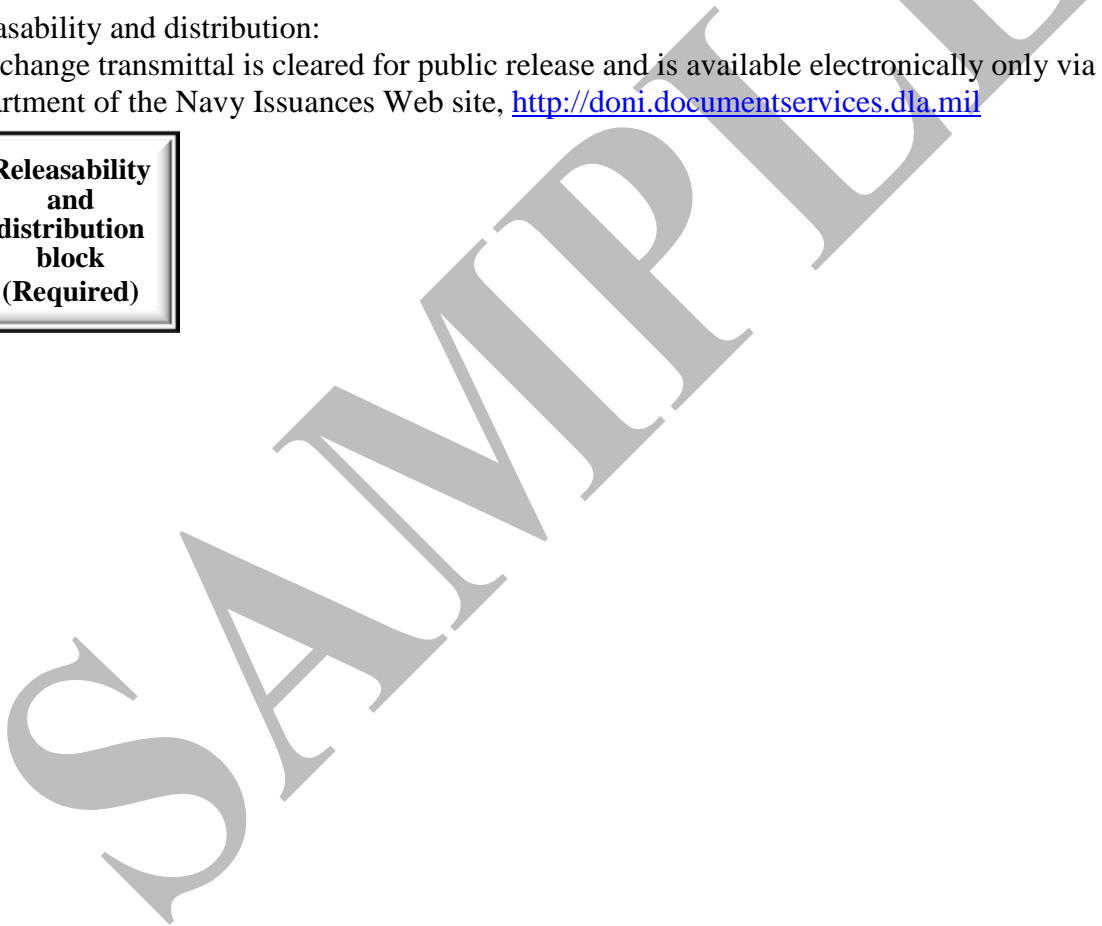
**SIGNATURE BLOCK**

*(Name in all CAPS per SECNAV M-5216.5. If not the CNO or CO, also include position title, not in all caps; do not include ranks or organization codes.)*

Releasability and distribution:

This change transmittal is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

**Releasability and distribution block (Required)**



CHAPTER 5  
MANUAL-TYPE INSTRUCTIONS

1. General. A manual-type instruction is an instruction whose size and content is best suited to a format used for instructions consisting of parts, chapters, or sections. It has the same authority as a letter-type instruction, only differing in format. Please be advised that it is not the same as a “standalone” manual, not meeting the criteria for Navy directives per OPNAVINST 5215.17A, paragraph 5.

Please Note: Navy no longer accepts publication-type directives, therefore for current directives that contain standalone documents as enclosures (e.g., publications, brochures, DoD issuances), upon revision, the document(s) must be removed as an enclosure(s) and merely cited as a reference(s) to the directive.

2. Format. Manual-type instructions consist of the items in subparagraphs 2a through 2f.

a. Cover. The cover must include the appropriate abbreviation of the issuing authority, the SSIC followed by the consecutive point number, the alphabetical suffix if a revision, the date of issue, and the subject of the instruction. There is no specific format for the preparation of the cover. The cover page is not numbered. Each command should establish its own format for their cover page. See sample cover page at exhibit 5-1.

b. Cover Letter. The cover letter shows by what authority the manual is being issued. The cover letter of a manual-type instruction must follow the format for letter-type instructions. Sample cover letter at exhibit 5-2.

(1) It is preferred that the cover letter is only one page; however, it cannot exceed two pages. The cover letter should include the purpose and required paragraphs (e.g., cancellation (if applicable), forms, information management control, records management, review and effective date).

(2) When there are a significant number of references, list them in the first appendix (e.g., appendix A) vice the cover letter. For example, in the reference section, simply cite “Ref: See appendix A.”

(3) The references in manual-type instructions do not need to be cited first in the cover letter. However, they do need to be cited within the body of the text of the manual in the order in which they are listed in the reference section.

(4) The “Purpose” paragraph must begin on page 1 of the cover letter with at least two full lines of text.

c. Table of Contents. A table of contents follows the cover letter and starts with a small roman numeral “i” as the first page number of the table of contents. Each command should establish their own format for the table of contents, but should ensure it consists of chapter name, main paragraph titles, and page numbers. Please refer to the table of contents sample at exhibit 5-3.

d. Body. The body of the instruction follows the table of contents. It is not considered an “enclosure” to the cover letter. See sample chapter at exhibit 5-4.

(1) Page Numbering of the Body. The body of the instruction is numbered in Arabic numbers. Unlike Navy letters, all pages, including the first, are numbered. It may be numbered consecutively or if the instruction is divided into parts, sections or chapters, numbering may indicate the part, section or chapter number. The first page should always start with an odd number, e.g., 1-1, 1-2, 1-3, 2-1, 2-2, and centered in the footer of each page.

(2) Outlining of the Body. The same format, outline and general page margins of letter-type instructions must be followed (i.e., 1-inch header, top, right, left and bottom margins with 0.5 inch footer margins) as closely as possible.

e. Appendices. Optional. Appendices contain material which supports the instruction, but is not readily incorporated into the text of an instruction. It may include such things as a list of references, diagrams, charts, list of forms, checklists, questionnaires, photographs, tabular data, completed “sample” information collections, exhibits, or illustrations. Attach appendices at the end of the body, but before all other back sections such as a glossary, or an index. Like references and enclosures, appendices must be cited sequentially within the body of the text and listed in the same order in the table of contents. Classified appendices may be published separately. However, where the appendices may be accessed must be identified within the manual.

(1) Titling of Appendices. Designate appendices by the term “APPENDIX” in capital letters and followed by a capital alphabetic character with “A” for the first appendix, “B” for the second, and so on. Each appendix must have a capitalized descriptive title following the appendix designation. Do not use underline or bold. Center the title either at the top of the first page of the appendix or on a preceding title page, e.g.,

APPENDIX B  
CIVILIAN MODELS OF ADDRESS

(2) Footer of Appendices. Individually number pages with a capital (corresponding) alphabetic designator, a hyphen, and an Arabic numeral (e.g., B-2 and B-3) centered in the footer of each page of the respective appendix. In addition, like in enclosures, the appendix identification is flushed to the right margin following the (centered) page number on the same line (see example). Do not include any returns prior to or following the appendix identification

in the footer. It will cause too much space between the body of the text and the information in the footer and cause the appendix information in the footer to be above the .5 inch margin.

Footer example of an appendix:

“ B-2 Appendix B”

f. Index. Optional. Include an index in lengthy manuals to assist users. Individually number pages with the word “Index,” a hyphen, and an Arabic numeral; (e.g., Index-1 and Index-2) centered in the footer of each page of the respective index. The index should be the last section in a manual, if applicable.

Header margin  
1 inch

General page  
margins – 1-inch  
top, bottom, left,  
right and  
header, with a  
0.5 inch footer

Title is normally  
centered on the  
cover page in  
large size font.  
Bold is allowed.

# NAVY PROCESSES AND PROJECTS

There are no  
page numbers  
on the cover  
page

Exhibit 5-1 Sample Cover Page





Header margin - 0.5  
inch when using e-  
letterhead

Refer to exhibit 2-1 for  
more information of a  
letter-type instruction  
template

OPNAV M-5215.1  
May 2016

DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 12345.67B  
Orig/Sponsor Code  
4 May 2016

OPNAV INSTRUCTION 12345.67B

From: Chief of Naval Operations

Subj: NAVY PROCESSES AND PROJECTS

Ref: (a) The reference line is the same as in a regular letter-type instruction. If there are too many references to list, simply cite "See appendix A" (and list them in appendix A)

1. Purpose. Just like a letter-type instruction, the purpose paragraph of the manual-type instruction cover letter must state the purpose of the instruction. It is used to indicate the issuance of policies, guidelines, procedures, and responsibilities and includes a summary of changes if a revision. Try to limit the cover letter to one page, no more than two pages.
2. Cancellation. The second paragraph must contain the statement(s) of cancellation or supersession when the instruction cancels or supersedes, or both, another directive (s) or other document (s), where applicable. When the instruction cancels another directive or document which requires a report or form, the report symbol of the canceled report and the form number of the canceled form must be indicated in the cancellation paragraph. However, if no documents are canceled, do not include this paragraph.
3. Responsibilities. If included in a chapter, part, or section of the body of the manual, all titles, groups, and organizations that have responsibilities should be listed here. The order of responsibilities is listed from highest to lowest authority.
4. Records Management. This paragraph is a CNO requirement, and should read similar to: "Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012."
5. Review and Effective Date. Per OPNAVINST 5215.17A, (organization title) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using

There are no  
page numbers  
on the letterhead  
page

Footer margin -  
0.5 inch

**Header margin  
– 1 inch**

OPNAVINST 12345.67B  
4 May 2016

OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

6. Forms or Information Management Control. When an instruction mandates the use of a form or contains an information collection requirement (reports) or both, the form number and title of the form or the RCS and title of the information collection requirement, or both, must be identified in the last paragraph of the instruction. Also state where the forms may be obtained and how information should be submitted. If there are too many forms to list, instead cite something similar to the following: “Forms mandated by this instruction are listed in appendix B.” Then state in the appendix the form number and title and where the forms may be obtained.

**SIGNATURE BLOCK**

*(Name in all CAPS per SECNAV M-5216.5 If not the CNO or CO, also include position title, not in all caps; do not include ranks or organization codes.)*

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

**Page numbering starts  
on page 2 of the letter at  
0.5 inch footer margin.  
Do not add a return  
before or after the page  
number.**

2

**Exhibit 5-2 Sample Cover Letter**

**Header margin -  
1 inch**

TABLE OF CONTENTS

Chapter 1	NAVY PROCESS MANAGEMENT	
1.	General	1-1
2.	Policy	1-1
3.	Mission	1-1
4.	Roles and Responsibilities	1-1
Chapter 2	NAVY PROGRAMS	
1.	General	2-1
2.	Navy Training Tools	2-1
3.	Program Requirements	2-2
Chapter 3	NAVY PROJECTS	
1.	General	3-1
2.	Navy Projects and Procurement	3-1
3.	Project Management	3-2
4.	Project Standards	3-3

**General page  
margins – 1-inch  
top, bottom, left,  
right and  
header, with a  
0.5 inch footer**

**Table of contents page  
numbers use a small Arabic  
“i” centered in the footer. Do  
not add a return before or  
after the page number.**

i

**Footer margin -  
0.5 inch**

**Exhibit 5-3 Sample Table of Contents**

Header margin  
1 inch.

OPNAVINST 12345.67B  
4 May 2016

CHAPTER 1  
F&ES PROGRAM MANAGEMENT

1. General. [Text]
2. Policy
  - a. [Text]
  - b. [Text]
  - c. [Text]
3. Mission
  - a. [Text]
  - b. [Text]
4. Roles and Responsibilities
  - a. [Text]
  - b. [Text]
    - (1) [Text]
    - (2) [Text]
  - c. [Text]

The first page of the chapter is numbered. Numbering may indicate the part, section, or chapter number. Page numbers are centered in the footer at a margin of 0.5 inch. Do not add a return before or after the page number.

CHAPTER 6  
JOINT DIRECTIVES

1. General. A joint directive is a directive issued jointly by two or more Navy or DoD authorities. Exhibit 6-1 provides guidance and a template of an intra-Navy joint instruction. The two types of joint directives are:

a. Intra-Navy. A directive issued by two or three components of the Navy. Navy components must be at the same echelon level (i.e., an echelon 2 and an echelon 3 cannot have a joint instruction). SSICs must be the same or similar SSIC. They must be identified in one of the ways listed in subparagraph 1a(1) or subparagraph 1a(2).

(1) Each participating organizational component (as done for joint inter-Service directives) will have individual directive identifications. Each directive identification numbers is shown on a different line of both the identification and the designation lines. There is only one underscore for the directive designations, extended the length of the longest line. For example:

“  
NAVSEAINST 5000.2  
NAVAIRINST 5200.32  
SPAWARINST 5100.105  
SEA 05/AIR-7.2/SPW 05A  
9 Aug 2016

NAVSEA INSTRUCTION 5000.2  
NAVAIR INSTRUCTION 5200.32  
SPAWAR INSTRUCTION 5100.105”

(2) Where applicable, if all of the participating organizational components are using the same SSIC and consecutive point number, each component abbreviation in the identification and designation lines is separated by a diagonal line followed by one SSIC and consecutive point number. Please be advised, however, that each command must assign their own point number based on the next available consecutive number. When it is necessary to break either the identification abbreviation or the designation abbreviation, it should be broken after the diagonal line separating the abbreviation of the issuing authorities or after the abbreviation of the second issuing authority, and the second line is indented two spaces. For example:

“  
COMUSFLTFORCOM/  
COMPACFLTINST 4790.3  
USFF N7/PACFLT N2  
12 Oct 2016

COMUSFLTFORCOM/COMPACFLT  
INSTRUCTION 4790.3”

b. Inter-Service

- (1) A directive issued jointly by the Navy and one or more of the other Military Services.
- (2) The format of the inter-Service directive follows the sponsoring or lead Service's format.
- (3) An inter-Service directive must carry the authorized abbreviation of the cognizant Navy component in the same manner as other directives issued by that component.
- (4) When the text of a joint directive is to be changed, coordination with the other issuing authorities must be effected before the change is made. Such changes are issued in the same manner as other letter-type directives.
- (5) A supplement may be issued to a joint inter-Service directive to provide information or procedures specific to components of the DON, provided it does not alter the terms of the basic joint directive.
- (6) Whether or not the Navy is the sponsor or lead Service, the joint directive must follow the Navy command's internal directives process (i.e., for OPNAV, refer to appendices A and B).

2. Use of Joint Directives. Issuing authorities are cautioned against use of the joint directive, except when essential to obtain necessary jurisdictional coverage; this is particularly relevant when additional duty or "double-hatted" staffing exists. In all types of cases, consideration should be given to a regular issuance by the next higher common superior. However, if a directive is issued by four or more Navy components, the directive must be sponsored at a higher echelon level (e.g., a directive issued by four echelon 2 Navy commands must be an OPNAV directive). Per the example in subparagraph 1(a)(1), since it pertains to three echelon 2 commands, serious consideration must be given to make it an OPNAVINST vice a joint instruction with three echelon 2 Navy components.

3. Signatures. The signature and related information (i.e., name and title) is in the order of the highest to lowest seniority. The effective date of the directive is the date the last authority signs the directive.

- a. First co-signer and highest authority signature is flushed with the right margin.
- b. Second co-signer signature begins at the left margin.
- c. Third co-signer or lowest authority signature is at the center. See position of signature blocks on page 2 of exhibit 6-1.

d. If a joint directive is issued by a “double-hatted” official, only one signature is required, located at the same position as on directives from the chief official of a single command.

4. Releasability and Distribution Block. The releasability and distribution block may include separate distribution statements for each participating component. The releasability statement must be the same for all commands.



**If using e-letterhead, must comply with SECNAV M-5216.5, appendix C**

**Header margin - 0.5 inch when using e-letterhead**

OPNAV M-5215.1  
May 2016

**DEPARTMENT OF THE NAVY**  
NAVAL SEA SYSTEMS COMMAND WASHINGTON NAVY YARD DC 20376-46065  
NAVAL AIR SYSTEMS COMMAND PATUXENT RIVER MD 20670-1547  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND SAN DIEGO CA 92110-3127

NAVSEAINST 5230.3B  
NAVAIRINST 5230.2A  
SPAWARINST 5230.1A  
NAVSEA 05/AIR-6.0/SPW 05A  
DD Mmm YYYY

**Designation line**

NAVSEA INSTRUCTION 5230.3B  
NAVAIR INSTRUCTION 5230.2A  
SPAWAR INSTRUCTION 5230.1A

**Identification symbols. SSIC and point number (and alpha version, if applicable); originator and sponsor code; date of signature in "DD Mmm YYYY" format. Longest line is flushed to the right margin with the other lines in left alignment.**

From: Commander, Naval Sea Systems Command  
Commander, Naval Air Systems Command  
Commander, Space and Naval Warfare Systems Command

Subj: TITLE OF INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

Ref: (a) Any applicable references are inserted here  
(b) References must be current and listed alphabetically in order as they are cited individually in the text  
(c) Keep references to a minimum; only documents that that have a direct bearing on the subject matter should be references

**References**

Encl: (1) All enclosures must be identified here exactly as the title appears on the actual enclosure  
(2) They must be listed numerically in the order they are cited in the text, and all enclosures must be first cited in the instruction letter  
(3) All enclosures must be legible and reproducible

**Enclosures**

**Purpose paragraph - required (at least 2 lines must be on the letterhead page)**

1. Purpose. The first paragraph of an instruction must state the purpose of the instruction, which tells why the instruction is being issued. It is used to indicate the issuance of policies, guidelines, procedures, and responsibilities.
2. Cancellation. Required, only if applicable.

**Page 1 not numbered**

**Footer margin - 0.5 inch**



Header margin  
- 1 inch

NAVSEAINST 5230.3B  
NAVAIRINST 5230.2A  
SPAWARINST 5230.1A  
DD Mmm YYYY

Required  
paragraph

3. Records Management. This paragraph is a CNO requirement, and should read similar to: "Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012."

Required  
paragraph

4. Review and Effective Date. Per OPNAVINST 5215.17A, (the organization title) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to 5-year anniversary date, or an extension has been granted.

3 blank  
lines  
(4  
returns)  
from the  
body of  
the text  
to the  
signature  
block

Second co-signer is at the left  
margin. Third co-signer, the  
lowest authority, is at the center.

First co-signer, the highest  
authority, is flushed to the  
right margin

A. B. JOE  
Commander, Space  
and Naval Warfare  
Command

K. M. DOE  
Commander, Naval  
Sea Systems  
Command

D. MOE  
Commander, Naval  
Air Systems  
Command

*(Name in all CAPS per SECNAV M-5216.5.  
Plus position title, not in all caps; do not include ranks or organization codes.)*

1 blank line  
(2 returns) from  
the signature  
block to the  
releasability and  
distribution  
block

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via:

NAVSEA Instructions Web site:

<http://www.navsea.navy.mil/Organization/NAVSEA%20Instructions.aspx>

NAVAIR Issuances Web site:

<https://mynavair.navair.navy.mil/portal/server.pt/community/directives/1595>

SPAWAR HQ Instructions Library:

<https://wiki.spawar.navy.mil/confluence/display/HQ/HQ+Instructions>

Releasability  
and  
distribution  
block  
(Required)

Page numbers start on the  
second page and are centered in  
the footer at 0.5 inch margin.  
Do not add a return before or  
after the page number.

2

Note: If the co-signers are all  
in the same pay grade, the  
highest authority is the one  
with highest tenure in his or  
her pay grade

Exhibit 6-1 Sample Intra-Navy Joint Instruction

CHAPTER 7  
INTERIM MESSAGE CHANGES

1. General

a. Interim message (e.g., NAVADMINs) changes must be coordinated with the directives control point (command or activity's directives manager) to ensure that the case file and master set of instructions are updated.

b. Interim message changes may be issued to instructions when information changing the basic instruction must be issued urgently. Changes must then be followed by an official change transmittal or revision to the basic instruction submitted to the directives control point (command or activity's directives manager) for signature clearance within 90 days of the message.

c. The directives control point (command or activity's directives manager) must receive a copy (both hard copy and electronic (in portable document format (PDF)) of the message to add to the case files and to incorporate it with the current published electronic (PDF) instruction, until the official change transmittal or revision is in effect.

2. Format. Interim message changes are issued through the Navy Interface for Command E-mail (NICE) through the command's local message center and must conform to the standards of that system. Additionally, the information in subparagraphs 2a through 2d is required.

a. The First Paragraph. The first paragraph of an interim message change must be titled "Purpose" and contain a brief summary of the reason for the change.

b. The Body. Following the "Purpose" paragraph, must contain specifics of the interim change.

c. Cancellation Paragraph. A paragraph must contain cancellation guidelines. These may be a specific date, or direct retention of the interim message change with the basic instruction until the changes have been incorporated in the instruction through change transmittal or revision. At a minimum, this paragraph must contain, "This remains in effect until changes are incorporated into an official change transmittal or re-issuance of the instruction." This paragraph always precedes the "Released By" paragraph.

d. Released By Paragraph. Contains name and title of the releasing official. This is the very last paragraph of the message.

3. Special Handling Requirements. Special handling requirements are procedures to afford messages not only the protection of a security classification, but limit distribution of these through the use of special handling designators and special handling designations.

- a. Special handling designators are special characters that are to be placed in format line 4 alongside the classification codes to facilitate the electronic handling of these messages.
  - b. Special handling designations are the code words used following the classification to inform the receiving station the message requires special handling, such as special category, typed as “SPECAT,” or Single Integrated Operation Plan-Extremely Sensitive Information, typed as “SIOP-ESI,” “EXCLUSIVE FOR” and others dealing with different levels of messages.
4. Maintenance. The originator and sponsor must coordinate with the directives control point (command or activity’s directives manager) to provide the electronic interim change message for publication to the applicable directives Web site and the electronic instruction case file, and provide a hard copy of the interim change message for the master record case file until official change transmittal or revision has been finalized.

CHAPTER 8  
CLASSIFIED AND SENSITIVE DIRECTIVES

1. General. Directives may be classified as not releasable to foreign nationals (NOFORN) (to include naval nuclear propulsion information (NNPI)), confidential, or secret. In addition, they may be considered sensitive in nature and for official use only (FOUO). Top secret and communication security (COMSEC) material cannot be issued through the Navy Directives Management Program. DoD Manual 5200.01, DoD Information Security Program, Volumes 1 through 4, of February 2012, SECNAV Manual 5510.36 of June 2006, and SECNAVINST 5510.36A contain specific guidance for the issuance of classified and sensitive information, and it is essential that the sponsor complies with these issuances.

2. Classification Markings. An abbreviated security classification indicator (e.g., “N” for NORN (to include NNPI), “C” for confidential, “S” for secret, or “F” for FOUO), prior to the SSIC in the identification symbol block, in the designation line, and in the header of each page of the directive. Please refer to DoD Manual 5200.01, Volume 2, DoD Information Security Program: Marking of Classified Information, of February 2012, and SECNAV Manual 5510.36 of June 2006, chapter 6, for further marking guidance.

3. Change Transmittals to Classified and Sensitive Directives. Change transmittals to classified directives are classified to their own content, regardless of the classification level of the directive being changed.

a. Subject Line. The subject of the directive being changed and the letter necessary to specify the security classification level of the subject is contained on this line prior to the beginning of the subject title.

b. Upgrading or Downgrading of Classified Directives via Change Transmittals. The upgrading or downgrading of classified instructions by change transmittal is not authorized.

4. Security Review. All classified and sensitive directives must undergo a review by the originator’s and sponsor’s security coordinator and the command’s security officer. This review must be included in the mandatory compliance reviews of the staffing of all classified and sensitive directives.

Please Note: Directives control points (directives managers) and directives screening control points (DSCP) are not content classification or classification marking experts, therefore, all classification and information security questions need to be directed to the appropriate command’s security officer. In addition, all sensitive (e.g., FOUO) and classified directives (NOFORN, secret and confidential) must have a security review and concurrence by the organization’s security coordinator and the command’s security manager during compliance reviews to ensure appropriate classification and markings.

CHAPTER 9  
DIRECTIVES TECHNICAL STANDARDS AND PRACTICES

Please Note: For circumstances and topics not included and covered in this manual, please contact CNO DNS-15 via the appropriate directives management chain of command. The Navy directives manager has the authority via DNS to determine Navy directives-related guidance and courses of action not covered in this manual.

1. Formatting (for MS Word 2010)

a. Margins

(1) General Page. One inch for top, left, right, and bottom.

(2) Header. For first page, 0.5 inch if using an electronic letterhead. Otherwise, the header margin is 1 inch for first page and all consecutive pages. CNO letterhead for OPNAV directives; echelon 2 and below must comply with SECNAV M-5216.5, appendix C.

(3) Footer. Footer margin is 0.5 inch for all pages.

b. Indents and Spacing

(1) Automatic Format. To ensure entire paragraphs or subparagraphs do not automatically format (such as, indent when hitting “enter”), in MS Word on the “File” tab, click “Options,” “Proofing,” “AutoCorrect Options,” the “AutoFormat As You Type” tab, and then clear (uncheck) all the boxes under “Apply as you type” and “Automatically as you type,” and click “OK.”

(2) General. Alignment is “left”; outline level is “body text”.

(3) Indentation. Left is “0 inch”; right is “0 inch”; special is “none.”

(4) Spacing. Before is “font 0”; after is “font 0”; line spacing is “single.” See exhibits 9-1 and 9-2.

(5) Number of Spaces. Two spaces always follows periods (“.”) and colons (“:”), and one space follows semicolons (“;”) commas (“,”), and right, end parentheses (“)”).

(6) Type Spacing. Due to the proportionally-spaced Times New Roman font, use the “Tab” button to ensure alignment in the required outline format (paragraph 2 and exhibits 9-3

and 9-4). However, do not use the “Numbering” function or any outline function of MS Word, unless it has been programmed to comply with the Navy outline format. Outside of the outline format, use appropriate spaces per subparagraph 1b(4).

c. Page Numbers. Every page is numbered with the exception of all page 1s, including enclosures and attachments. The only page 1s to be numbered are in manual-type instructions for the table of contents and chapters, sections, or parts, to include appendices and indexes. Page numbers are always centered in the footer.

d. Date Format. The dates of Navy directives must follow the abbreviated date format per SECNAV M-5216.5, chapter 2, subparagraph 16a, with the exception that the year must be 4 digits instead of 2 digits. The required date format is “DD Mmm YYYY,” such as “2 Sep 2016.” However, for single days (1 through 9), do not precede them with a zero (“0”). Within the text of a directive, the month must be spelled out (DD Month YYYY); for example, “2 September 2016.”

2. Outline of a Directive. Paragraphs must be numbered and lettered following SECNAV M-5216.5, exhibit 7-8. Do not use the “Numbering” function or any automatic outline function of MS Word, unless it has been programmed to comply with the Navy outline format. To ensure text does not automatically format or follows an inappropriate outline, or both, refer to subparagraph 1b(1).

a. Paragraph Titles and Headers. Titles and headers for all major paragraphs must be underlined; it is also recommended for subparagraphs. When underlined, the initial letters of the first and main words must be capitalized. Do not capitalize definite or indefinite articles (e.g., “a,” “an,” “the”), prepositions (e.g., “by,” “for,” “in,” “to”) or conjunctions (e.g., “and,” “but,” “if”), except as the first word of a title or header. Titles and headers are followed by a period only if the text of the paragraph or subparagraph immediately follows the header or title. (Please Note: The period is not underlined.) If the title or header stands alone, the period is omitted. Keep in mind the appropriate spacing requirements per subparagraph 1b(4). Be consistent with the use of paragraph titles and headers within each paragraph and subparagraph section. For example, if subparagraphs 1a and 1b have a title, subparagraphs 1c, 1d, and 1e also must have a paragraph title.

b. Tabs, Spacing and Blank Lines. For every subparagraph section that is added, increase the tab by four equivalent spaces and start typing on the fifth. Hence, for tabbing, set default “left” tab stops at 0.25 inches (.25, 0.5, .75, 1, 1.25, 1.5, 1.75, 2, and 2.25), per exhibit 9-3. However, for paragraphs and subparagraphs with double digits (such as “10,” “11”, etc.), adjust tab stop accordingly. Ensure there is a blank line between each paragraph and subparagraph. Please refer to exhibit 9-4 for outline showing appropriate spacing and blank lines.

c. Subparagraph Formatting

(1) Never have a subparagraph “2a” unless there is, at a minimum, also a subparagraph “2b”; no subparagraph 3c(1) without, at a minimum, also a subparagraph 3c(2), etc.

(2) When more than 26 subparagraphs are used, such as after subparagraph 3z and 4a(2)(z), use "aa," "ab," "ac," etc. and "(aa)," "(ab)," "(ac)," etc., respectively, so that it is 3aa, 3ab, 3ac, etc., and 4a(2)(aa), 4a(2)(ab), 4a(2)(ac), etc.

d. Splitting Paragraphs

(1) Avoid widows and orphans. Where absolutely possible, ensure the top of each page and the bottom of each page contain two full lines of text, especially when splitting a paragraph. A minimum of two full lines of text is required prior to the signature block.

(2) Do not split paragraph titles from its text. For example, do not have a paragraph title on the bottom of a page and continue with its text at the top of the following page.

e. Identification Symbols

(1) The first line contains the appropriate command short-title abbreviation, “INST” for instruction or “NOTE” for notice (plus “CH-#” for any change transmittals), a space, the SSIC, and, if an instruction, a period (“.”), any appropriate point number and alphabetical suffix. As an example, “OPNAVINST 12345.67B.”

(a) SSIC. The originator of the directive is the most appropriate office to determine the SSIC. For assistance, obtain feedback from the subject matter experts (SME) of the directive or contact the command records manager.

1. Refer to the Department of the Navy SSIC Manual (SECNAV M-5210.2 of July 2012) for SSICs and descriptions. The SSIC should reflect the most important subject covered in the directive and should reflect the directive’s purpose and general significance, not functional responsibilities.

2. Ensure SSICs of directives are valid per SECNAV M-5210.2, especially with revised and reissued directives. For example, the prior version of SECNAV M-5210.2 included SSIC 5009, however, when SECNAV M-5210.2 was revised in 2012, 5009 was no longer a valid SSIC.

(b) Point Number. Consecutive point numbers for new instructions are assigned by the command’s or activity’s directives control point (directives manager). For OPNAV, the consecutive point number for a new instruction is assigned by DNS-15 and will be assigned at

the time of signature clearance review; advanced point numbers will not be assigned. For record purposes, consecutive point numbers can never be reused, even if previously canceled.

(c) Version. For revisions or reissuances of instructions, use the next available alphabetical suffix. Do not use “I” and “O” (can be construed as the number one (“1”) and zero (“0”), respectively); instead, skip them and use “J” and “P.” After “Z,” the instruction must receive a new consecutive point number, to be assigned by the command or activity’s directives control point (directives manager), as a new instruction superseding and canceling the “Z” version.

(2) The line directly below the SSIC and point number contains the organization code for the originator and sponsor, as applicable. The originator and the sponsor may be the same organization, therefore the organization code is only cited once. However, for example, if an OPNAV instruction is originated by an echelon 2 command and the sponsor is an OPNAV N-code, both the echelon 2 command organization code and the OPNAV N-code are cited, with the originating code first and then the sponsor code separated by a slash (“/”). For example, “CNIC/N423.”

(3) The line directly below the organization code(s) contains the final date, reflective of the date the directive is signed (in the format of DD Mmm YYYY). Please Note: for record purposes, the four-digit year is required on Navy directives, and there is no leading zero for the day, i.e., “9 Jul 2016” not “09 Jul 2016”.

(4) These identification symbols, as per subparagraphs 2e(1) through 2e(3), are located at the top right on page 1 of all directives’ letters and are situated so that the longest line is flushed to the right margin and the other lines are aligned with the first character of the longest line. For example:

“OPNAVINST 12345.67B  
CNIC/N423  
9 Jul 2016”

f. Designation Line. Located two lines below the date of the identification symbols at the left margin, the designation line contains, in all capital letters and underlined, the appropriate command short-title abbreviation, a space, “INSTRUCTION” or “NOTICE,” as applicable, followed by the SSIC and point number and alphabetical suffix, when applicable. For example:

“OPNAV INSTRUCTION 12345.67B”

g. “From” Line. Contains the commander or commanding officer of the issuing authority (e.g., CNO, or Commander, Naval Sea Systems Command).



h. Subject Block. The subjects of directives are written in all capitalizations. The subject should be descriptive but concise (try to use 10 words or less) and must not contain any acronyms (acronyms must first be identified within the body of the text).

i. Reference Line. Lowercase letter in parentheses before the description of every reference. If more than one line to describe a reference is needed, alignment with the first word on the first line is required. Refer to chapter 10 for further guidance and standards.

j. Enclosure Line. Number in parentheses before the description of each enclosure. The title of each enclosure cited here must reflect the exact title of the actual enclosure. For further enclosure guidance and standards, refer to chapter 11.

k. Required Paragraphs

(1) Purpose. Always the first paragraph and must state merely the purpose of the directive which tells why the directive is being issued. It indicates the issuance of policies, guidelines, and responsibilities. This paragraph states the purpose of the series, not of the particular revision. For a revised and reissued directive, the purpose paragraph must include a summary of changes. Only major changes to policy, procedures, responsibility assignments, reporting requirements (information collection requirements), and like matters of substance are to be summarized. In addition, for reissuances and revisions, the purpose paragraph must include: "This instruction is a complete revision and should be reviewed in its entirety" following the summary of changes. At least two lines of the purpose paragraph must be on the first page of the directive letterhead page.

(2) Cancellation (required, if applicable). Always the second paragraph, when applicable. This paragraph contains the statement of the cancellation or supersession when the directive cancels or supersedes another directive or document such as forms and reports control symbols.

(3) Scope and Applicability. This paragraph identifies those entities which fall under the scope of the directive. Since directives no longer require a "To:" line and distribution points to an official directives electronic repository, this lets users know which directives apply to them.

(4) Policy (required, if applicable). Provides and specifies policy.

(5) Records Management. All Navy directives must include a records management paragraph to ensure any records created as a result of the directive follow the appropriate record schedule as outlined by National Archives and Records Administration (NARA). This is a CNO requirement and should read similar to: "Records created as a result of this instruction (or notice, as applicable), regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012."

(6) Review and Effective Date. The last paragraph, unless the directive contains a forms or information collections requirement paragraph, and it must state the required annual review by the cognizant organization using OPNAV 5215/40 Review of Instruction, and state the automatic cancellation if not reissued or canceled. For example, this paragraph will read similar to “(originator or sponsor) will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.”

(7) Forms or Information Management Control. Always the last paragraph, when applicable. This paragraph is used when the directive mandates the use of a form(s) or an information collections requirement(s), or both. The form number(s), form title(s) and where the form(s) may be accessed, or the RCS(s), the information collections title, and which paragraph(s) or subparagraph(s) the data collection(s) is(are) directed, or both, must be identified in this paragraph. Refer to subparagraph 4b(10) on how to appropriately cite forms, RCSs and information collections in a directive. Please Note: If the directive only mandates the use of forms, simply title the paragraph as “Forms.” If the directive only contains RCSs, entitle this paragraph as “Information Management Control.” If the directive contains both, the paragraph title would be “Forms and Information Management Control.”

#### 1. Optional Paragraphs

(1) Background. Summarizes the history of the inception of the directive and may also give a description of each of the references. This paragraph is helpful to ensure that all the references are cited and summarized in a directive cover letter.

(2) Discussion. Explains the justification for the existence of the directive.

(3) Definitions. Provides an explanation of terms used in a directive. If definitions surpass one page, contain definitions in an enclosure to the directive.

(4) Procedures. Provides a detailed and established or accepted way of completing and accomplishing a process, action or task.

(5) Responsibilities. All titles, groups, and organizations that have responsibilities are identified in this paragraph. The order of responsibility is listed from highest authority to lowest.

(6) Action. Any action that titles, groups, and organizations have are identified in this paragraph. Be clear about required actions to be taken and when. An “Action” paragraph is required for all change transmittals.

m. Signature Block. There are three blank lines between the end of the body text and the signature block. The signature block is at the 3.2 inch left tab in MS Word. The signature authority's name must be in all capital letters, and any position titles are in sentence case. Per SECNAV M-5216.5, do not use military titles and ranks. Please Note: If the signature authority is other than the commander or commanding officer ("From" block), the position title, in addition to the signature authority's name, is required in the signature block. Hence, if the commander or commanding officer is signing the directive, do not place the position title in the signature block since it is reflected in the "From" block. Please Note: In addition to military titles and ranks, do not include any organization codes in the signature block. For example, do not follow "Deputy Chief of Naval Operations for Information Dominance" with "N2/N6."

n. Releasability and Distribution Block

(1) There is only one blank line between the signature block and the releasability and distribution block. The releasability and distribution block states the directive's releasability and points to the command's official electronic repository for directives.

(2) The "Releasability and Distribution" block replaces the former "Distribution" block below the signature of all Navy directives. This block reads similar to the following examples:

"Releasability and distribution:

This instruction (or notice or change transmittal) is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil/>"

Or

"Releasability and distribution:

This instruction (or notice or change transmittal) is not cleared for public release and is available electronically only via Department of the Navy Classified Issuances Web site, <http://hqweb.cno.navy.smil.mil/donci>"

Or

"Releasability and distribution:

This instruction (or notice or change transmittal) is not cleared for public release and is available electronically only via the OPNAV SharePoint Portal to users with common access card authorization, <https://portal.secnav.navy.mil/orgs/OPNAV/SitePages/Home.aspx> (choose the e-mail certificate) in the "OPNAV FOUO Directives" folder of the OPNAV File Library"

### 3. Headers and Footers

a. Headers. Header margins are 1 inch, with the exception of the letterhead page if using e-letterhead. Starting on page 2 of directives, the headers consist of 1) the directive identification (command short-title abbreviation, “INST” for instruction or “NOTE” for notice, SSIC, point number for instructions, any applicable alphabetical suffix for instructions, and, where applicable “CH-“ plus the appropriate change number for change transmittals (e.g., OPNAVINST 5217.17A, OPNAVNOTE 5215, OPNAVINST 5215.17A CH-2)); and 2) the date of the directive. The longest line of the two must be flushed to the right margin with the other line aligned to the first character of the longest line.

b. Footers. Footer margins are .5 inch. Information in footers consists of page numbers (centered), enclosure identification, appendix identification, etc. The page number is always centered and the enclosure, appendix identification, etc., are on the same line as the page number and flushed to the right margin.

c. Location of Text. The information contained in the headers and footers should not be within the body of the text, but within the header and footer themselves. This is important when further edits may be possible since text in the header and footer is static and will not move and will be contained on every page of that section.

### 4. Various Correct Usages and Citations

#### a. Usages

(1) Pronouns. Navy directives must be written in the third person, therefore, personal pronouns such as “our,” “we,” “us,” and “you” are not allowed. Instead use, for example, “he or she,” “him or her,” “it,” “they,” “their,” “member,” “Sailor,” “Marine,” “Service member.”

(2) Virgules (Slashes) and “and/or”. Per the Writing Style Guide and Preferred Usage for DoD Issuances and the Federal Plain Language Guidelines, do not use virgules (“/”) when they can be replaced with “and” or “or.” In addition, the use of “and/or” is ambiguous in documents, therefore, to avoid confusion, do not use it. In the few instances where it can be truly used, write out “either A, or B, or both.” In addition to these few true instances, exceptions to allow the use of virgules are per subparagraphs 4a(2)(a) through 4a(2)(h).

(a) To separate the originating code and the sponsor code in the directives identification block on the directives letterhead page when the originator and sponsor of a directive are different, such as “CNIC/N4.”

(b) With use of serial numbers in notices and classified directives in the directives identification block on the letterhead page; such as “Ser CNO/17C123456.”

(c) In joint directives in the identification and designation lines of the letterhead page to separate commands or Service branches directive identifications. For example, “NAVAIRINST/NAVSEAINST 5100.2” (sample identification block) and “NAVAIR/NAVSEA INSTRUCTION 5100.2” (sample designation line).

(d) Part of an official organization code or organization title or both. For example, “OPNAV Director, Warfare Integration (OPNAV N2/N6F)” and “NAVPERSCOM IT Help Desk/Customer Support (PERS-543).”

(e) Included in an official title of a document. For example, “DoD 4000.25-R-1, DoD Logistics Data Element Dictionary/Directory, January 1990.”

(f) If part of an official term or acronym, or both.

(g) Used in Web site addresses, such as <http://doni.documentservices.dla.mil/>.

(h) In change transmittals where the signature page is changed, where the signature block on the changed signature page is to remain as the original signing official, and “/s/” is used to indicate that the original signature is still valid.

(3) “In Accordance With” and “Promulgate”

(a) Do not use “in accordance with” in Navy directives. In lieu of, use “per,” “by,” “following” or “under.”

(b) Do not use “promulgate” in Navy directives. Instead, use “issue” or “publish.”

(4) Auxiliary Verb Modifiers. Be aware when using auxiliary verb modifiers within the text of a directive, especially for responsibilities and action.

(a) “Must” means that action is obligated. Per the Federal Plain Language Guidelines and the Writing Style Guide and Preferred Usage for DoD Issuances, do not use “shall.”

(b) “Must not” means that Action is prohibited.

(c) “Should” means that action is recommended.

(d) “Will” denotes a required action in the future.

(e) “May” means that action is discretionary.

(5) “Above,” “Below,” “As Follows,” and “Following.” The terms "above," "below," "as follows," and "following" cannot be used when referring to a specific paragraph or subparagraph.

Instead, the particular paragraph(s) or subparagraph(s) must be cited. Such, as ". . . the items listed in subparagraphs 2a(1) and 2a(2)" or ". . . subparagraphs 4a through 4h provide the policies . . ."

(6) Contractions. Contractions must not be used in Navy directives. For example, in lieu of "don't," use "do not"; instead of "can't," use "cannot," etc.

(7) Quotation Marks. Periods and commas always go inside quotation marks (e.g., "The sign said, "walk." Then it said, "don't walk," then, "walk," all within 30 seconds.").

(8) "Active Duty." Per the Writing Style Guide and Preferred Usage for DoD Issuances, "active duty" includes active duty for training. To exclude the training, use "active duty (other than for training)." The term "active service" is used when referring to military experience that may be credited toward promotion or retirement. Do not use "active duty."

b. Citations

(1) Navy and other Government Organizations. Like acronyms, identify official organization titles (directorates, sub-directorates, departments, divisions, branches, etc.), or names, of all organization codes at the first citation (even if used only once). For OPNAV N–codes, "CNO" precedes official principal officers and "OPNAV" precedes sub directorates (e.g., "Deputy Chief of Naval Operations, Manpower, Training, Education (CNO N1)" and "Director, Military Personnel Plans and Policy (OPNAV N13)"). Once an organization has been identified to include the organization code following in parentheses, further citations of the organization is cited in a directive with only the organization code. Per the previous examples, they would be cited simply as "CNO N1" and "OPNAV N13."

Please Note: When a U.S. Government organization (to include DoD and DON organizations) is used in a Navy directive, Navy requires that both the official name of the organization and the organization code, if applicable, are included at the first citation even if they are only used once. Since directives may be permanent Federal records, this is needed for reference and historical purposes.

(2) Military Services. Per the Writing Style Guide and Preferred Usage for DoD Issuances, when referring to all components of the Navy, the Marine Corps, the Army, the Air Force, and the Coast Guard, use "Military Services" instead of using "Armed Forces of the United States," "U.S. Armed Forces," or "Armed Services."

(3) Measurements and Time. Per the GPO, measurements and time are not spelled out – use figures even if less than 10 (e.g., 2 feet by 1 foot 8 inches, 3 days, 5 years). However, do not begin sentences with a numeric number. In this instance, the figure must be spelled out (e.g., instead of "4 years ago, the . . .", the sentence must start as "Four years ago, the . . ."

(4) “Web site” vs. “Website.” The term “Web site” can be spelled many different ways, however for Navy directives, it must be spelled “Web site.”

(5) E-mail. “e-mail” (hyphenated) is preferred over “email.” Please Note: Since instructions are longer-term directives, personal e-mails (e.g., “joe.sailor@navy.mil”) cannot be used; however, general and group e-mails may be used (e.g., NavyDirectives@navy.mil).

(6) Phone Numbers. When using a phone number in a directive, it must follow the format (xxx) xxx-xxxx (such as “(123) 456-7890”).

(7) “Insure” vs. “Ensure.” Only use “insure” in context of monetary insurance. Otherwise, use “ensure.”

(8) Echelon. The term “echelon” for Navy echelons is not capitalized, unless at the beginning of a sentence, and echelon levels are identified with Arabic numerals (1, 2, 3), not Roman numerals (I, II, III) (e.g., “echelon 4,” not “Echelon IV”).

(9) Aircraft and Vessels. Per the GPO, the names of aircraft and vessels must be italicized. For example: “USS *Ronald Reagan*” (aircraft carrier); “the *Hawkeye*’s radar” (with the “s” not italicized when plural) (aircraft); “USS *Georgia*” (submarine); and “*Ohio* class submarine.” However, “CVN-76,” the “E-2C Hawkeye.” and “SSGN 729” are not in italics.

(10) Citation of Forms and RCSs in Directives

(a) At a form’s first mention within the body of a directive and also in the forms paragraph, it must be cited in the format described here: 1) appropriate command designation abbreviation used for forms; 2) form number (SSIC, slash (“/”) and number); and 3) form title - all without commas; date is not required. Example: “OPNAV 5215/9 Clearance of Proposed Directive.” Following the first citation of a form within the body of the text of a directive, the form is then cited with only the command designation abbreviation and form number; do not cite the title (e.g., “OPNAV 5215/9”).

(b) RCSs are cited at the first citation of each collection within a directive and in the information management control paragraph in the formats provided in subparagraphs 4b(10)(b)1 through 4b(10)(b)3.

1. For public collections (Office of Management and Budget (OMB)): (a) “OMB”; (b) DON designation number (e.g., 0703); (c) dash (“-“); (d) last four digit assigned by OMB (e.g., 1234); (e) collection title; and (f) the paragraph or subparagraph the collection is directed. Example per (1)(a) through (1)(d): “OMB 0703-1234.”

2. For DoD collections: (a) DoD will supply the RCS format dependent on type of collection (Example: “DD-NAV(OT)2597”); (b) title of collection; and (c) the paragraph or subparagraph the collection is directed.

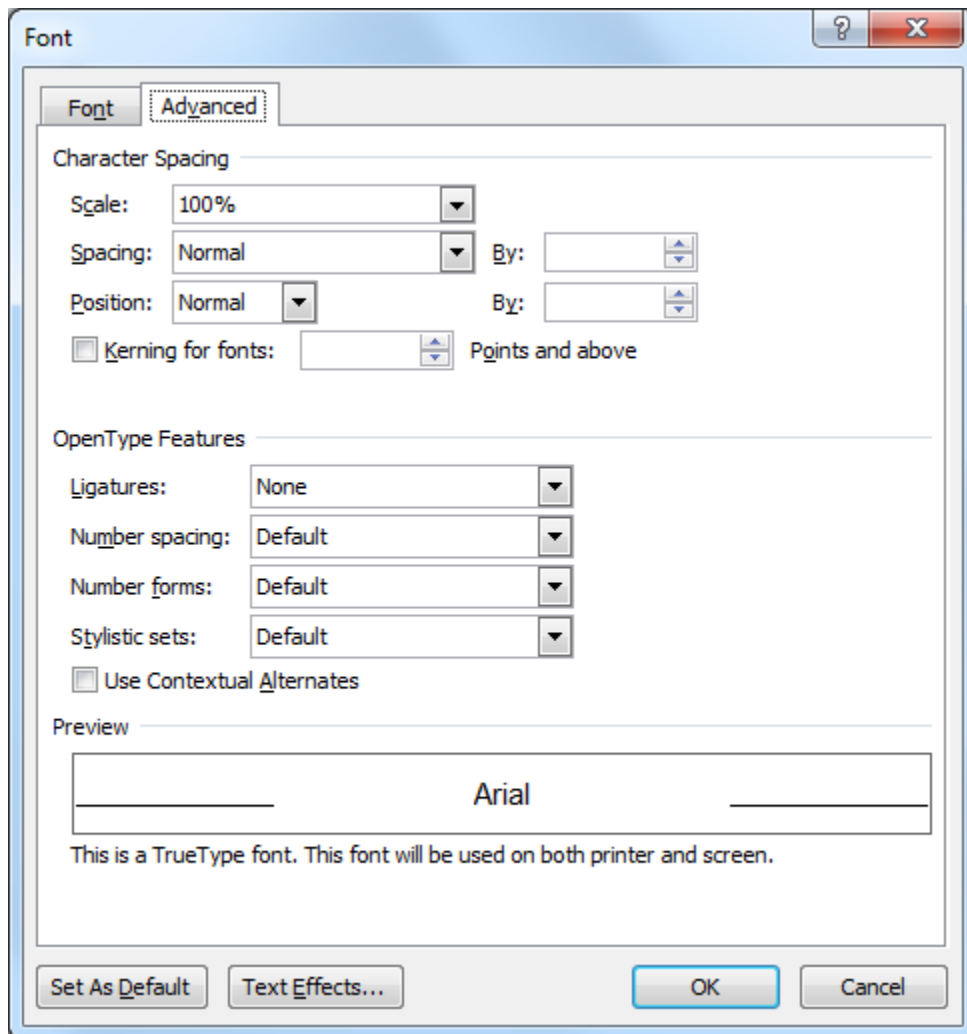
3. For Navy Internal: (a) appropriate command designation abbreviation used for RCS’ (e.g., OPNAV, NAVAIR); (b) RCS number (SSIC), dash (“-“) and number; (c) title of collection; and (d) the paragraph or subparagraph the collection is directed. Example per (3)(a) and (3)(b): “OPNAV 5217-4.”

5. Use of Bold. Do not use bold in the letter of a directive and refrain from using it in enclosures, attachments, etc. For emphasis, use underline instead. However, the use of bold in the cover of a manual-type instruction for the subject of the instruction is allowed.

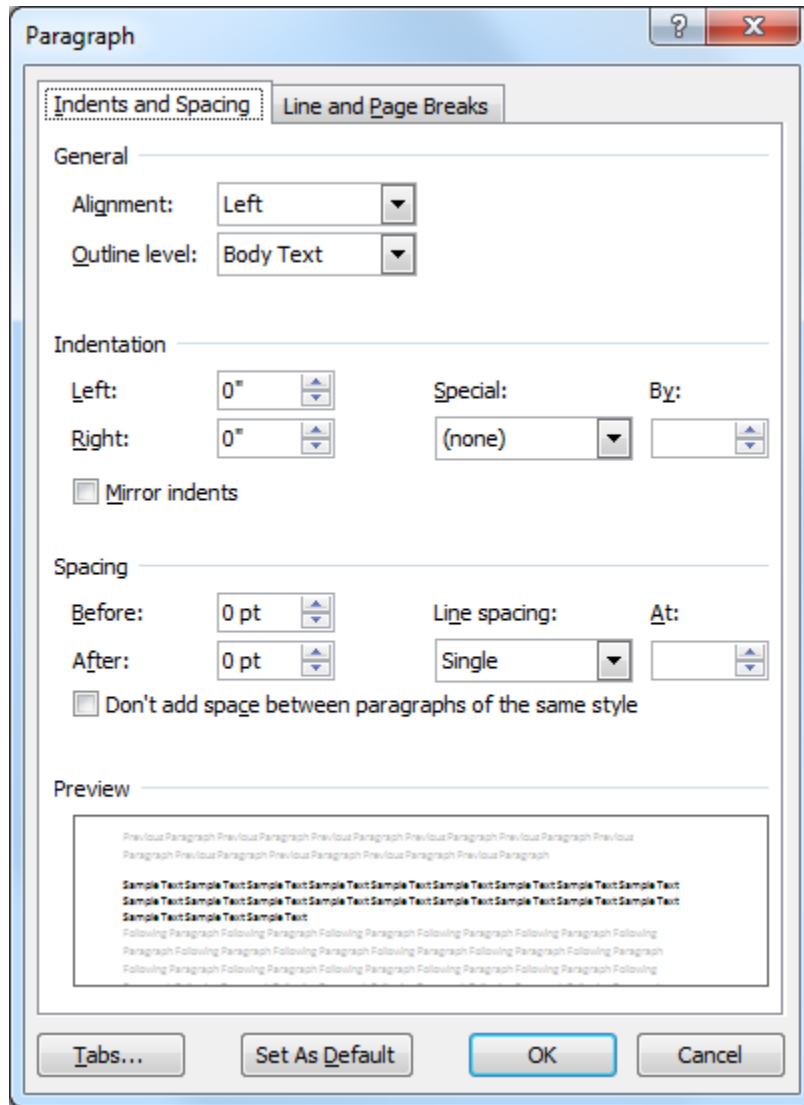
6. Use of Colors. The use of colors in directives, such as in graphs, tables, charts, etc., should be avoided. Colors tend to result in larger than desired PDFs of published versions causing delays and difficulties in downloading.

7. Footnotes. Footnotes are not allowed in Navy directives. Instead use notes (e.g., "Note:") within the body of the text indented appropriately (tabbed approximately .25 inches) on both the left and right margins.

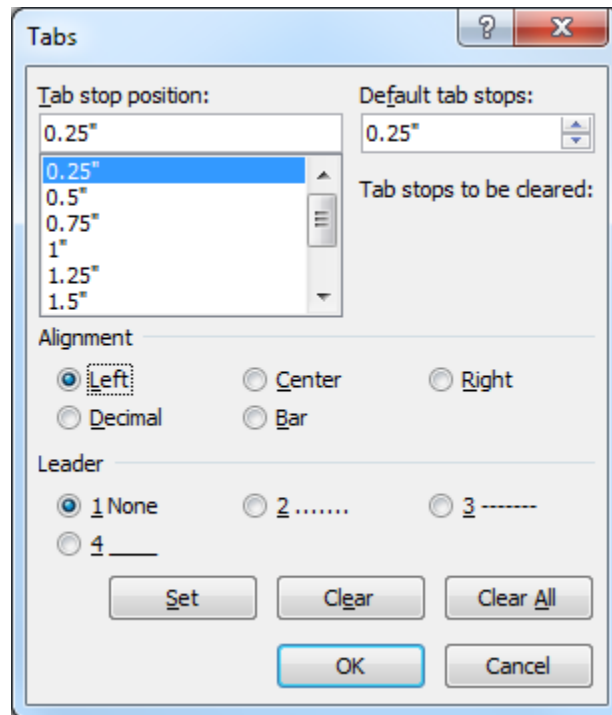




**Exhibit 9-1 Formatting for Character Spacing in MS Word 2010**



**Exhibit 9-2 Formatting for Paragraph Spacing in MS Word 2010**



**Exhibit 9-3 Tab Stop Settings for Directives Outline of Paragraphs and Subparagraphs in MS Word 2010**

("x" represents spaces and "#" represents blank lines; to review tabs, click on the Show/Hide button of the "Home" tab of MS Word 2010)

1. Paragraph 1 Header [following "1.", tab at .25, which is equivalent to 2 spaces (after a period), to start typing the paragraph header or text]

#

2. Paragraph 2 Header.xxText.

#

a. Subparagraph 1 Header [Tab at .25", equivalent to 4 spaces; following "a.", tab at 0.5, which is equivalent to 2 spaces (following the period), to start typing the header or text of the subparagraph]

#

b. Subparagraph 2 Header.xxText.

#

(1) Text. [Tab at 0.5", equivalent to 8 spaces; following "(1)", tab at .75, which is equivalent to 1 space (following an end, right parenthesis), to start typing the header or text of the subparagraph]

#

(2) Text.

#

(a) Text. [Tab at .75, equivalent to 12 spaces; following "(a)," tab at 1, which is equivalent to 1 space, for start of the subparagraph header or text]

#

(b) Text.

#

1. Subparagraph 1 Header [Tab at 1, equivalent to 16 spaces; following "1.", tab at 1.25, which is equivalent to 2 spaces, for start of the subparagraph header or text]

#

2. Subparagraph 2 Header.xxText.

#

a. Subparagraph 1 Header [Tab at 1.25, equivalent to 20 spaces; following "a.", tab at 1.5, which is equivalent to 2 spaces, for start of the subparagraph header or text]

#

b. Subparagraphs 2 Header.xxText.

#

(1) Subparagraph 1 [Tab at 1.5, equivalent to 24 spaces; following "(1)", tab at 2, which is equivalent to 1 space, for start of the subparagraph header or text]

#

(2) Subparagraph 2.xxText.

#

(a) Text [Tab at 1.75, equivalent to 28 spaces; following "(a)", tab at 2, which is equivalent to 1 space, for start of the subparagraph header or text]

#

(b) Text.

#### **Exhibit 9-4 Sample Outline with Appropriate Spacing and Blank Lines**

CHAPTER 10  
REFERENCE STANDARDS AND PRACTICES

1. General

a. References are not required in directives. However, if a document(s) will significantly facilitate the understanding of a directive or have a direct bearing on the subject matter, references are used. In this case, per SECNAV Manual 5216.5, keep references to a bare minimum. If a document does not qualify as a reference, it can merely be cited within the body of the text, and ensure that it includes adequate identification; meaning, the document must, at a minimum, contain the same identifiable information as is required in the reference section. Not every document mentioned within a directive necessarily constitutes it as a reference.

b. Any document that has been previously canceled, or is in draft, must not be used as a reference. References must be considered current and in effect.

(1) Currency of references must be verified via the appropriate official authoritative source; i.e., an Internet search engine will not always suffice.

(2) Originators and sponsors are responsible for verifying the currency of references by using appropriate official sources. For example, all current SECNAV and OPNAV directives are listed on the DONI Web site, which is considered the official repository for all SECNAV and OPNAV directives. Locating a reference from an Internet search does not constitute an official source.

c. References should be easily accessible to all addressees; avoid “not to all” “(NOTAL)” documents and short-term references such as letters, memorandums and notices. When a reference is not easily accessible (i.e., via the Internet), or not distributed to all addressees, indicate “(NOTAL)” next to the NOTAL reference. Ultimately, originators and sponsors of Navy directives are responsible and accountable for ensuring all the references are in hand or accessible, if and when needed.

d. “Series,” “latest edition,” etc., are not allowed when identifying references; the current version must be the version cited. Having the current revision cited in the directive when the directive is written shows the reader what the originator was writing to at the time.

e. Change transmittals to directives and issuances are not to be cited in the reference section of a DoD, DON, etc., issuance; only the basic directive or issuance is to be cited. Such as, instead of citing “OPNAVINST 1234.56 CH-3,” only cite “OPNAVINST 1234.56”; and instead of citing “DoD Instruction 9876.54 Ch-1 of 4 December 2015,” cite “DoD Instruction 9876.54 of 11 June 2013.”

f. If referencing a large instruction, manual, publication etc., do not call out the chapter, section, or paragraph in the reference section. Instead, identify the main document in the reference section, and cite the specific chapter, section, or paragraph in the text of the directive. For example, “. . . per reference (a), chapter 2, subparagraph 6a . . .”

g. As per subparagraph 1f, do not reference various sections, chapter, parts, etc., of one document as an individual reference. Instead, identify the main document as a reference and distinguish the specific section(s), chapter(s), part(s), etc., within the body of the text.

(1) For example:

Instead of:

Ref: (a) 10 U.S.C. §2865  
(b) 10 U.S.C. §2546  
(c) 10 U.S.C. §2168  
(d) 10 U.S.C. §2349  
(e) 10 U.S.C. §2367

Cite as:

Ref: (a) 10 U.S.C.

(2) In the text, specify the section(s), such as “. . . per reference (a), section 2349 . . .”

h. If using Web links, provide them within the text of the directive when the reference is being identified; do not include links in the reference section.

i. All references must be cited at least once in the directive cover letter and listed alphabetically in the reference section ((a), (b), (c), etc.) in the order they are cited individually within the text of the directive.

j. Per subparagraph 1a, keep references to a minimum. However, if there are more than 26 references, after reference (z) continue the identification with “(aa),” “(ab),” “(ac),” etc., per SECNAV M-5216.5 guidance on paragraph identification.

k. Never have a document as both a reference and an enclosure of the same directive; it must be either a reference OR an enclosure.

l. The reference(s) of a directive does not become obsolete merely because a revision has been issued, and no change to a directive will be issued purely to update such a reference. For example, OPNAVINST 4567.8A is a reference in both OPNAVINST 1234.56 and

NAVSEAINST 78910.11. However when the reference is reissued and revised as OPNAVINST 4567.8B, the OPNAVINST 4567.8A subject matter still applies and OPNAVINST 1234.56 and NAVSEAINST 78910.11 should not be revised merely to update such a reference.

m. At least two lines of the “Purpose” paragraph must be on the letterhead page of all Navy directives. Hence, if there are too many references to allow this, continue with the references in an enclosure (normally enclosure (1)), or merely list all references in an enclosure to the directive. If the latter is used, a reference section on the first page is still required, which must state something similar to “Ref: See Enclosure (1).”

## 2. Format (refer to exhibit 2-1)

a. Start the reference section with the abbreviation “Ref:”.

b. Tab following the colon so that the left parenthesis (“ ( “) of the reference designation(s) is(are) in alignment to the first letter of the preceding title of the “Subj” and the title of the issuing authority of the “From” block. For example:

“From: Chief of Naval Operations

Subj: Directives Management Program

Ref: (a) . . .  
(b) . . .”

c. Use an alphabetical character in parentheses (e.g., “(a)”) before the description of every reference.

d. If reference title is needed and it is longer than one line, start consecutive lines under the first letter of the first word of the first line of the reference title. For example:

Ref: (a) DoD Manual 5678.9, Department of Defense Policies, Procedures, and  
Guidance Manual, 22 October 2013

## 3. Citation of References

a. Refer to SECNAV M-5216.5, chapter 7, subparagraphs 10d(1) through 10d(18) from pages 7-6 to 7-10 for correct citations. For those references not included in SECNAV M-5216.5, adequate information should be incorporated to ensure accurate identification (e.g., include the subject or published date of the document). Per the reference citation examples stipulated in SECNAV M-5216.5, provided in subparagraphs 3a(1) through 3a(8) are additional citation examples of possible references.

(1) Public Laws must be cited as: (a) Public Law, (b) Number of Congress, and (c) Law number. For example: Public Law 114-1.

(2) CJCS instructions, directives and manuals must be cited, similar to a Navy instruction, as: (a) the short title, “CJCS,” (b) “I,” “M,” “N,” or “G” depending on directive type, (c) major subject category four-digit number, (d) point number, and (e) alphabetical suffix, if applicable. For example: CJCSI 1001.01B.

(3) Navy tactics, techniques, and procedures, NTRPs, and Navy warfare publications must be cited as: (a) publication type short title, (b) publication number, and (c) date. For example: NTRP 1-02 of April 2016.

(4) Navy Regulations must be cited as: (a) “Navy Regulations” and (b) year. For example: Navy Regulations, 1990.

(5) Defense Joint Publications must be cited as: (a) short title, “JP,” (b) publication number, and (c) date. For example: JP 1-02 of November 2010.

(6) Federal and Military Standards, Handbooks and Specifications, must be cited as: (a) short title (“MIL-STD,” “MIL-HDBK,” or “MIL-R-2904,”), (b) title of subject, and (c) date. For example: MIL-STD-1276, Leads for Electronic Component Parts, 2 January 2013.

(7) Acts must be cited as Public Laws.

(8) SECNAV and OPNAV Manuals must be cited as: (a) appropriate command short-title abbreviation, “SECNAV” or “OPNAV,” (b) “M-,” (c) SSIC, (d) point number, and (e) date (Please Note: Unlike Navy instructions, do not use alphabetical suffices for revisions; DON manuals are identified with the current date of issuance). For example: SECNAV M-5210.1 of January 2012.

b. Per DoD Issuances Standards of 14 December 2015, appendix 7A, table 1, DoD publications (guides, inventories, and regulations) will be discontinued as manuals upon reissuance.

(1) In contrast to SECNAV M-5216.5, chapter 7, subparagraph 10d(10), DoD publications and manuals must be cited as: (a) the short title of issuer, “DoD,” (b) the publication or manual number, (c) the type of issuance, (d) the title, and (e) the date. Appropriate citation examples are as per subparagraphs 3b(1)(a) and 3b(1)(b).

(a) DoD 4000.25-R-1, DoD Logistics Data Element Dictionary/Directory, January 1990



(b) DoD Manual 5200.01, Volume 3, DoD Information Security Program: Protection of Classified Information, 24 February 2012

(2) DoD manuals issued prior to 2007 are cited as “DoD 1234.56-M, (Subject), (Date).” DoD manuals issued from 2007 to present are cited as “DoD Manual 1234.56, (Subject), (Date)”

#### 4. Citation of Documents that are not References

a. Documents not considered references to a directive, however, are cited for informational purposes in the text must include appropriate identification, such as owner of document, document number, subject, and date. For example, “FAA AC 135-14B, Helicopter Air Ambulance Operations, 26 March 2016.” Please be advised that the acronym rules apply for using “FAA”; if not previously identified, it must be defined here and only use the acronym if it is used again.

b. For citation of U.S. Code within the text of a directive, the section or part is cited first, then the title, followed by the code, such as “section 34 of Title 10, U.S. Code.”

CHAPTER 11  
ENCLOSURE STANDARDS AND PRACTICES

1. General. Like references, enclosures are not required in directives. However, when more detailed and specific information is needed that does not belong in the directive cover letter, enclosures will be used.
  - a. All enclosures must have a title. The title in the enclosure section must be identified exactly as the title appears on the actual enclosure.
  - b. Enclosures must be listed numerically, enclosed in parentheses, (i.e., (1), (2), (3). . . ) in the order in which they are cited individually within the text of the directive cover letter.
  - c. As with references, all enclosures must be first cited in the cover letter of the directive before they can be cited in any enclosures.
  - d. All enclosures must be legible and reproducible (this includes all graphs, charts, tables) and follow Navy directives standards (font, format, outline, etc.).
  - e. Never have a document as both an enclosure and a reference of the same directive; it must be either an enclosure OR a reference.
  - f. Per SECNAV M-5216.5, an existing standalone document owned by another Navy organization or another Service as an enclosure is not allowed; make it a reference instead. Per SECNAV M-5213.1 of December 2005, forms cannot be enclosures to directives unless a completed sample is needed to aid the readers in completing the form; in this case, the word “SAMPLE” must be overlaid via a watermark.
  - g. Enclosures in a directive are part of the directive, i.e., when the directive is canceled, the enclosure(s) is (are) canceled as well.
  - h. Enclosures to change transmittals are not marked as an enclosure (e.g., “Enclosure (1)”) since they bear the marking of the directive being changed. Although actions for removing obsolete or superseded pages, and for inserting pages, are included in a change transmittal, the pages are not labeled as enclosures to the transmittal.

2. Format (refer to exhibit 2-1)

- a. Cover Letter

- (1) Start the enclosure section with the abbreviation “Encl:”
- (2) Tab (equivalent to two spaces) following the colon.

(3) Use a number in parentheses (e.g., “(1)”) before the description of every enclosure.

(4) If enclosure title is longer than one line, start consecutive lines under the first letter of the first word of the first line of the enclosure title. For example:

Encl: (1) Required Operational Capabilities of the U.S. Naval Forces  
Squadron XX

(5) Enclosure titles are written in sentence case in the enclosure section.

b. Enclosures (see exhibit 11-1 for an example of page 1 of an enclosure)

(1) The title of the enclosure in the actual enclosure must be in all upper case letters and underlined, centered on the top of the first page of the enclosure (please do not use bold). For example:

DEFINITIONS AND PROCEDURES

(2) Whenever possible, enclosures should follow the same format and outline as the directive cover letter.

(a) Header, top, bottom, left and right margins are 1 inch; footer margins are 0.5 inch.

(b) Font is Times New Roman, font size 12.

(c) Outline per exhibits 2-1 and 9-4 and chapter 9, paragraph 2.

(d) When the text runs landscape on the page, the enclosure identification may be made to run parallel to the text. If so, the text will be placed in the lower right margin of the footer with no returns preceding it or following it.

(3) As with directive cover letters, do not include page number on page 1 of enclosures.

(4) Page numbers, starting on page 2, are centered in the footer with no returns preceding or following it.

(5) Unlike memorandums and letters, the enclosure identification (e.g., “Enclosure (1)”) must be on every page in the footer of an enclosure, flushed to the right margin (as in the example in subparagraph 2b(5)). In addition, the page numbers of enclosures are on the same line as the enclosure identification. Do not include any returns preceding or following the enclosure

identification; it causes too much space between the body of the text and the information in the footer or it will cause the enclosure information to be above the .5 inch margin. An example of a footer of an enclosure:

“ 2 Enclosure (1)”

(6) Exhibits, figures, tables, etc., are identified at the end of the respective exhibit, figure, table, etc. For example, if an exhibit is three pages long, the exhibit identification is not revealed until the third and last page of the exhibit and is centered below the exhibit. Refer to exhibit 4-1.

**Header margin  
- 1 inch**

OPNAVINST 1234.56B  
14 May 2020

**Enclosure titles are  
in all capital letters  
and underlined**

DEFINITIONS AND PROCEDURES

1. Purpose. Although exceptions can be made in enclosures, the format within enclosures should follow as closely as possible to that of a Navy instruction.
2. Definitions. The outline follows that of Navy directives.
  - a. See the outline format in exhibit 2-1, chapter 9, paragraph 2, and exhibit 9-4.
  - b. A subparagraph “b” always follows a subparagraph “a.”

**Follow the Navy  
directives outline as  
closely as possible**

**All pages of an  
enclosure have  
“Enclosure (x)”  
flushed to the right  
margin in the footer.  
Do not precede or  
follow with any  
returns.**

**Page 1 is not  
numbered**

**Footer margin -  
0.5 inch**

Enclosure (1)

**Exhibit 11-1 Sample Enclosure**

CHAPTER 12  
ACRONYMS, ABBREVIATIONS, AND CAPITALIZATION STANDARDS AND  
PRACTICES

1. Acronyms and Abbreviations

a. Per SECNAV M-5216.5, “Established abbreviations are acceptable in all but the most formal writing (e.g., directives) where every abbreviation and acronym must be identified no matter how well known.” Hence, acronyms and abbreviations such as “DON” and “USS” must be identified upon first use. The only exception is “U.S.” when used in adjective form, such as “U.S. Navy” and “U.S. citizen.” If used as a noun, spell out “United States” (per rule 9-10 of the GPO).

b. Only official, established U.S. Government, DoD, or Navy acronyms and abbreviations are permitted in Navy directives. As a reference and guidance, utilize the approved terms and acronyms established for DoD and DON doctrine: the JP 1-02, the NTRP 1-02, and the MCRP 5-12c. For OPNAV directives, if a desired acronym or term has not been officially established, such as in an official document (Navy, other DoD Service, or other U.S. Government Agencies (e.g., North Atlantic Treaty Organization, Federal Aviation Administration, Department of Energy, Department of State)) or via the JP 1-02, the NTRP 1-02, and the MCRP 5-12c, please contact DNS-15 and provide: 1) the acronym and its respective term, 2) the justification for the requirement of the new acronym, and 3) the source of the acronym and term. DNS-15 will determine if the acronym(s) and term(s) can become an official Navy acronym(s) and term(s), and will determine how the acronym(s) and term(s) must be identified (i.e., spelling, capitalization, etc.).

c. Per the Writing Style Guide and Preferred Usage for DoD Issuances, write terms out the first time they appear in the body of the text (see “Note” at the end of paragraph) and place the acronym or abbreviation in parenthesis immediately following (e.g., “commanding officer (CO)”). Use the acronym consistently thereafter; do not repeat the term, even if the acronym or abbreviation is the first word in a sentence. Note: “body of text” does not include the subject and the reference and enclosure sections of a directive, or table of contents in manual-type instructions.

d. Per the Plain Writing Act of 2010, consider limiting use of acronyms if they are used infrequently; consider not using an acronym if it is not cited more than three times throughout the directive. If an acronym is not used more than once, it cannot be used, and only the term may be used. Exceptions are included in subparagraphs 1d(1) through 1d(5).

(1) Names of U.S. Government organizations along with their respective organization codes (also refer to chapter 9, subparagraph 4b(1)), and ship, aircraft and submarine designations

must be identified, even if only used once. For example: OPNAV Director, Programming (OPNAV N80); amphibious assault ship, multipurpose (LHD); fighter/attack (F/A); and ballistic-missile submarine, nuclear propulsion (SSBN).

Please Note: When a U.S. Government organization (to include DoD and DON organizations) is used in a Navy directive, Navy requires that both the official name of the organization and the organization code, if applicable, are included at the first citation even if they are only used once. Since directives may be permanent Federal records, this is needed for reference and historical purposes. Cite as per the first example in subparagraph 4d(1) with the title and the code following in parentheses. If used again in a directive, simply only use the organization code; i.e., OPNAV N80.

(2) Acronyms used to identify technical systems, information technology systems, and computer applications are permitted even if not used again.

(3) Navy directives identified in “Cancellation” paragraph or in the body of the text (e.g., “OPNAVINST” and “OPNAVNOTE” can be written and abbreviated without the definition preceding them).

(4) In manual-type instructions, acronyms may be defined in each chapter due to the size of the instruction.

(5) In enclosures that are also used as stand-alone documents.

e. Acronyms are not allowed in the subjects of directives. The acronyms must first be identified in the body of the text.

f. For abbreviations of Navy echelon 2 and below commands (to include activities, detachments, squadrons etc.), OPNAV directives must use the official long-title abbreviations within the body of the text. Use the SNDL plain language address as a guide to determine the appropriate abbreviations. Although “USFF” (for U.S. Fleet Forces) and “NSWC” (for Naval Surface Warfare Center) are allowed in correspondence, directives are the most formal form of communication, and, therefore, long-title abbreviations must be used in OPNAV directives (and preferred in all Navy directives); that is, “USFLTFORCOM” and “NAVSURFWARCEN.” Exceptions to the long-title abbreviations are included in subparagraphs 1f(1) through 1f(4).

(1) Originator and sponsor code(s) used at the top right margin of the directive letterhead page. Such as, “PERS 411” vice “NAVPERSCOM 411.”

(2) Command short-title abbreviation used for instruction and notice identifications. Such as, Naval Air Systems Command cites instructions as “NAVAIRINST 1234.56A” instead of “NAVAIRSYSCOMINST 1234.56A.”

(3) Command abbreviation used for form identifications. Like directives, command short-title abbreviations are used to identify forms. Such as, “CNAF 5215/1” vice “COMNAVAIRFOR 5215/1.”

(4) Command abbreviation used for RCS identifications. Like directives and forms, command short-title abbreviations are used to identify RCS. Such as, “USFF 1500-2” instead of “USFLTFORCOM 1500-2.”

g. Per the Writing Style Guide and Preferred Usage for DoD Issuances, the correct acronym for “combatant command” is “CCMD.” “COCOM” refers to “(combatant command) command authority.” “CCDR” is used for “combatant commander.” For the combatant commands, please ensure to use the correct acronyms for them per the JP 1-02.

h. Acronyms are not identified as a plural (e.g., commanding officers is identified as “CO” not “COs”). Thereafter, when the meaning is plural, a small “s” should follow the acronym. For example: “All commanding officers (CO) must report to duty the first of the month. Those COs who do not report on the first must have a medical note.”

i. The same acronym cannot be used for more than one term in a single directive (e.g., “AO” cannot be used to represent both “aviation ordnanceman” and “area of operations”).

j. Per the Writing Style Guide and Preferred Usage for DoD Issuances, use of the articles “the,” “a,” and “an” before abbreviations and acronyms will be determined by basic rules of grammar.

(1) If an article would appear before the term if the term was spelled out, then it will most likely be used before the acronym (e.g., “an” would precede “armored security vehicle”, therefore “an” would precede “ASV”).

(2) However, the use of “a” and “an” depends on the sound of the acronym that follows, not on the first letter.

(a) For vowel sounds (“f,” “m,” “n,” “s”) use “an”. For example, the vowel sound at the beginning of the acronym “MP” (pronounced “em-pea”) requires that “an” be used.

(b) For consonant sounds (“b,” “d,” “t,” “z”) use “a”. For example, the consonant sound at the beginning of the acronym “DCO” (pronounced “dee-see-oh”) requires that “a” be used. However, “a” is used before “MEDEVAC,” since the acronym is pronounced “med-uh-vak.”



k. To pluralize and make possessive an acronym, follow the usual English grammar rules. For example: “There was a VCR. The VCR's [possessive] power button was broken. Another VCR was purchased, so there were now two VCRs [plural]. Then the second one's channel selector button broke, so it was determined that the VCRs' [possessive plural] buttons were made cheaply.” The same rule applies when an acronym ends in an “s.” For example: “So there is one ACS, and a thing belonging to it is the ACS's [possessive] thing. There are additional ACSs [plural], and something belonging to the ACSs [plural] is the ACSs' [possessive plural] thing.”

l. Sentences can start with an acronym, contingent that the acronym has been previously defined (e.g., “MCPON visited USS *Harry S. Truman*”).

m. Acronyms can be used in paragraph titles and headers; an acronym does not have to be identified again in paragraph titles.

Please Note: Hint - to help determine if an acronym or an abbreviation and its term has previously been used or cited later in a directive, use the “Find” function in MS Word. Under the “Home” tab, click “Find” under “Editing,” or press “CTRL” and “F” at the same time.

n. Acronyms and abbreviations (to include organization codes) that are cited for the first time in charts, graphs, tables, etc., must also be identified. If the originator and sponsor do not wish for the definition or term to be included in the chart, graph, table, etc., at a minimum, there must be a “key,” “legend,” etc., that contains both the acronym, abbreviation, or organization code and its respective definition, term, or title.

2. Capitalization. Please refer to the GPO, JP 1-02, and the NDLS (NTRP 1-02 and MCRP 5-12c). Per the GPO, chapter 3, section 3.1, “it is impossible to give rules that will cover every conceivable problem in capitalization, but, by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity.” Subparagraphs 2a through 2j are the most common capitalization mistakes found in directives.

a. When defining an acronym, the term is not capitalized unless it should be capitalized, such as a proper noun. Refer to GPO, JP 1-02, NTRP 1-02, or the MCRP 5-12c for correct capitalization of terms.

b. Common nouns used with numbers or letters are normally not capitalized (e.g., “figure 2,” “chapter 1,” “appendix B,” “table 4,” “class 1,” “paragraph 4,” “volume IV,” “section 9,” “page 3,” “condition II,” “acquisition category IA”).

c. Titles, to include military titles, and positions are not capitalized unless preceded or followed by a name. “Chief Petty Officer Zorman” is capitalized, however the term “chief petty officer” used alone is not. The terms such as “commanding officer,” “officer in charge,” “command master chief,” and ranks and rates, e.g., “captain,” “commander,” “chief petty

officer,” etc., must be lower-cased unless being used with an official title or name (e.g., Commanding Officer, Naval Station, Somewhere; or Captain Jones or Petty Officer Smith).” The only exceptions are titles that indicate preeminence, such as Secretary of Defense, Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, Master Chief Petty Officer of the Navy, and Sergeant Major of the Marine Corps. However, “Sailor,” “Marine,” and the “S” in “Service member” are capitalized.

d. Underlined titles, with the initial letters of the first and main words capitalized, must be used for all major paragraphs; they may be used for subparagraphs also. For example:

“Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per the Secretary of the Navy Manual 5210.1 of January 2012.”

e. Do not capitalize the words “instruction,” “notice,” “change transmittal,” or “directive” when used in the body of a communication.

f. Do not capitalize “naval” unless part of a proper noun, such as “Naval Air Systems Command.” When referring to the U.S. Navy, “Navy” used alone is capitalized.

g. When referring to the Federal Government, capitalize both “Federal” and “Government.” However, “U.S. Government” is preferred when referring to the Federal Government of the United States.

h. When using “Service” to refer to the Military Services, the “S” in “Service” is capitalized.

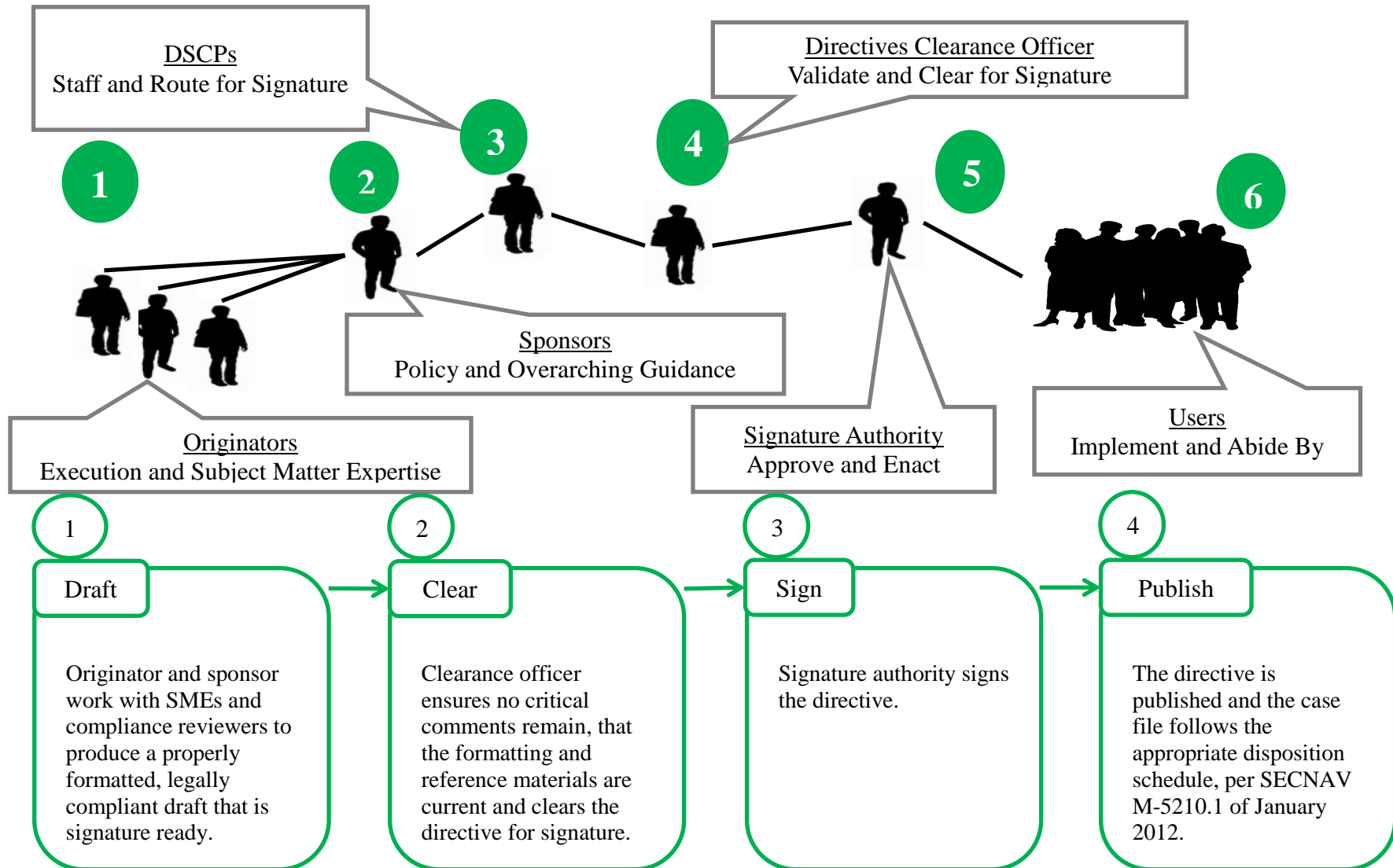
i. For subjects of directives, use normal word order and capitalize every letter. For example:

Subj: NAVY DIRECTIVES MANAGEMENT PROGRAM

j. Each appendix must have a capitalized descriptive title following the appendix designation (do not use underline or bold).

## APPENDIX A DEFINITIONS

APPENDIX A  
HIGH-LEVEL DIRECTIVES PROCESS, AND DEFINITIONS, ROLES AND  
RESPONSIBILITIES OF PROCESS STAKEHOLDERS



**Exhibit A-1 High-Level Directives Process Workflow**

1. Definitions of Directives Process Stakeholders (refer to exhibit A-1 for the high-level directives process workflow and the stakeholders involved in the directives process)

a. Originator. The individual or action office that is responsible for creating and drafting a directive.

b. Sponsor. The person or action office responsible for a directive throughout the directives process, from creation to approval. The originator and the sponsor can be the same individual, organization, or action office.

c. SME. The individual who has expertise in a particular subject, field, area or topic.

d. Stakeholder. A person, group, or organization that has a direct or indirect stake in a directive because it can affect or be affected by its actions, objectives, and policies.

e. DSCP. The individual(s) responsible for providing directives guidance to directives originators and sponsors within their respective department, division, branch, or group and ensuring their directives conform with Navy directives standards and format. It is possible for the DSCP and the command or activity's directives manager to be the same person.

f. Mandatory Compliance Reviewer. The individual(s) or organization(s) responsible for completing a comprehensive review in their particular field of applicable directives to ensure adherence to external and internal regulatory requirements, guidelines, specifications, policies, and procedures. Such as, 1) all Navy directives require legal review to determine legal sufficiency; 2) if a Navy directive mandates the use of forms or contains information collection requirements (reports), or both, the command's forms manager or information collections manager, or both, is required to review the directive; 3) if a Navy directive contains or mandates the use of personally identifiable information (PII), the command's Privacy Act officer must review the directive; 4) if a directive is sensitive in nature (such as, FOUO) is classified (NOFORN (to include NNPI), confidential, or secret), it must have a security review by the sponsor's security coordinator and the command's security officer or director.

g. Signature Authority. The official who is authorized to sign a directive; not necessarily the issuing authority. Per the SECNAV M-5216.5, directives should be delegated and signed by the lowest legal and practical level.

2. Roles and Responsibilities of Process Directives Stakeholders

a. Originators and Sponsors

(1) Ascertain the present status of a directive.

(2) Draft the directive.

(3) Determine the SSIC.

(4) Determine the appropriate signature authority. Refer to SECNAV M-5216.5, chapter 2, paragraph 5. For OPNAV directives, if the directive is not required to be signed by CNO, VCNO, or DNS, please contact the official principal officer front office to determine appropriate signature authority. However, per OPNAV M-5420.48E, part 3.02, article 201, subparagraph 1c, if an OPNAV directive announces the Navy's view on issues, establishes or revises existing policy, or provides recommendations to or requests action by higher authority, it must be, at a minimum, reviewed by DNS, with possible elevation to the VCNO or CNO for review or signature by DNS, VCNO, or CNO. An action memorandum must be submitted to DNS (or VCNO or CNO) requesting review of the directive to determine appropriate signature authority.

(5) Determine to whom the directive is applicable to ensure appropriate staffing and coordination. Be very thorough and involve all appropriate SMEs and stakeholders for directive reviews. This must include all of the necessary and appropriate compliance reviewers.

(6) Assemble the directive package (to include, at a minimum, initial draft directive, applicable draft action memorandum, references cited in draft directive, and draft coordination page).

(7) Monitor the directive's process from draft to publication.

(8) Resolve any issues that arise during the staffing. Please Note: Non responses may be considered as concurrence if it was communicated to the reviewers of a directive. For example, during staffing, guidelines for review for chop and concurrence may include something similar to the following: "Responses, comments, or concurrences are due no later than 11 June 2016. Non responses as of this date will be considered as concurrence."

(9) Obtain written concurrence from all applicable and required compliance authorities (legal, forms, information collections (reports), security, etc.) prior to submitting the final draft to the DSCP or the command directives manager for signature clearance.

(10) Continuously update the coordination page as individuals, organizations, and compliance reviews are completed.

(11) Maintain a copy of the directives package and the final Microsoft (MS) Word version of the directive.

b. SMEs, Mandatory Compliance Reviewers, and Stakeholders

(1) Ascertain technical accuracy.

(2) Verify organization titles and organization codes.

- (3) Verify responsibilities and actions.
- (4) Determine whether the directive clearly performs its purpose.
- (5) Put any objections in writing.
- (6) Provide written concurrence to the sponsor.

c. DSCP. Please Note: DSCPs and command and activity's directives control points (directives managers) can be the same person.

- (1) Coordinate reviews of proposed directives.
- (2) Maintain the original directive and all background and supporting material in case files.
- (3) Certify the directive complies with OPNAVINST 5215.17A and this manual prior to the command or activity's directives manager review.
- (4) Ensure the signature authority is correct.
- (5) Route the final drafts of directives to command or activity's directives manager by ensuring that the draft contains all chops, comments, and concurrence between all SMEs, stake holders, legal and other mandatory compliance reviewers.
- (6) Assist originators in the annual review of directives.

d. Clearance Officer (e.g., command or activity's directives manager, directives control point). The authorized representative of the Navy command or activity assigned responsibility for reviewing, ensuring compliance with directives standards and practices, and approving signature clearance of the command's or activity's directives.

- (1) Ensures directives:
  - (a) meet criteria for commander or commanding officer level issuance;
  - (b) have received proper adjudication and compliance reviews;
  - (c) abide by the required appropriate format;
  - (d) are not duplicative of higher authority issuances;

- (e) do not establish unwarranted administrative burden;
  - (f) complete a quality assurance review; and
  - (g) packages are routed to the signature authority
- (2) Clears directives for signature.
  - (3) Publishes and dispositions directives.
    - (a) Publishes active directives to public Web site and secured Web site, as appropriate.
    - (b) Maintains case history files.
    - (c) Accessions canceled case files to NARA.
  - (4) Facilitates directives revisions, consolidations and cancellations.
- e. Signature Authority
- (1) Processes directives packages for signature.
  - (2) Dates every page of the directive following signature.
  - (3) Provides the directives package to the command's directives office, to include both hard copy and electronic package. Per the NARA general schedule N1-NU-89-4, referenced in SECNAV M-5210.1, the package must include, at a minimum:
    - (a) the signed original directive;
    - (b) any applicable signed action memorandum(s);
    - (c) completed coordination page(s);
    - (d) a copy of all references cited in the reference section (electronic only required for OPNAV directives); and
    - (e) any other relevant information, documents or materials.



f. User. Navy personnel who utilize Navy directives to inform and instruct them in the performance of their duties.

(1) Ensures they are utilizing the latest version of references to a directive. If user is unable to locate a reference, they should contact the originator and sponsor of the directive.

(2) Complies with all directives that apply to them.

APPENDIX B  
DIRECTIVES PROCESSES FOR OPNAV DIRECTIVES

1. Echelon 2-Originated OPNAV Directives. If a directive applies to any organizations outside the originating command, the directive must be sponsored at a higher echelon level. For example, if Naval Sea Systems Command, an echelon 2 command, is issuing an instruction which applies to several (three or more) other Navy echelon 2 and below commands and activities, it needs to be an OPNAV instruction. This paragraph and exhibit B-1 contain the process for echelon 2 command-originated OPNAV directives.

- a. Draft OPNAV directive.
- b. Complying with the echelon 2 directives process, staff for coordination and chop to echelon 2 and below required reviewers, SMEs, and stakeholders utilizing the SD Form 818.
- c. Consolidate required changes and resolve any issues.
- d. Complete any necessary compliance reviews internal to the echelon 2 command.
- e. Update coordination page.
- f. Complete final draft.
- g. Contact appropriate OPNAV sponsor to initiate the OPNAV directives process for clearance and signature.

(1) Working with the OPNAV sponsor, create a tasker via the OPNAV Tasker System. The documents required to be uploaded to the tasker are:

- (a) Final draft (in “Working Documents”);
- (b) Coordination page (in “Working Documents”);
- (c) All applicable action memorandums. The action memorandum from the originator to the OPNAV sponsor must include an executive summary with the background and justification for the OPNAV directive (in “Tasker Package”);
- (d) Comment matrices from the echelon 2 and below reviews and chops (in “Tasker Package”); and
- (e) Any other applicable documents, materials, and background information (in “Tasker Package”).

Please Note: When creating a new tasker to process a directive for signature, use the “General Tasker” template; ensure the “Subject” of the tasker includes the directive identification and its subject title; and ensure the “Type” of tasker is “Directives.”

(2) Tasker Workflow

(a) “Action Office” is now the echelon 1 OPNAV sponsor.

(b) In sequential chop, include:

1. the OPNAV sponsor;
2. the OPNAV sponsor front office (if the same as subparagraph 1g(2)(b)1, do not include);
3. any OPNAV compliance reviewers (DNS-15 forms and reports; DNS-36 (Privacy Act office) for any PII; DNS-33 (OPNAV Organization Branch); DNS-34 (Security), etc.); and
4. DNS-15 directives review.

Please Note: For OPNAV Tasker System business rules, refer to OPNAVINST 5222.1.

h. The OPNAV sponsor front office must follow the OPNAV directives process for clearance and signature as outlined in subparagraphs 2e through 2k and exhibit B-2. If further staffing and coordination is required at the echelon 1 level, please follow subparagraphs 2b through 2k and exhibit B-2.

2. Echelon 1-Originated OPNAV Directives. If an OPNAV organization is both the originator and sponsor of a new or revised OPNAV directive, the process outlined in subparagraphs 2a through 2k, and exhibit B-2 must be followed.

a. Draft OPNAV directive. Ensure that the draft is saved utilizing the current and appropriate version of the word processing software application. For example, Navy currently uses Microsoft Word 2010, therefore, directives need to be saved as Word documents with an extension of ".docx" and not as Word 97-2003 documents with an extension of ".doc."

b. Per the OPNAV Tasker System, create a tasker to staff for coordination and chop to required reviewers, SMEs and stakeholders. Use the “General Tasker” template and ensure the “Subject” of the tasker includes the directive identification and its subject title, and the “Type” of

tasker is “Directives.” The “Action Office” is the originator and sponsor or the originator’s and sponsor’s front office. For OPNAV Tasker System business rules, refer to OPNAVINST 5222.1.

- c. Consolidate required changes and resolve any issues.
- d. Complete final draft.

e. Via the tasker, complete applicable compliance reviews (legal (directorate legal representative, Office of the Judge Advocate General, etc., as appropriate); security (directorate security coordinator and DNS-34); organization (DNS-33); Privacy Act (DNS-36); forms and information collection requirements (DNS-15 forms and reports)) as parallel chops in the tasker workflow. Please utilize and initiate OPNAV 5215/9 for the compliance reviews. The compliance reviewers must complete their respective portion of OPNAV 5215/9.

(1) Ensure compliance reviewers complete their respective action by completing their review and specifying concurrence or non-concurrence in the tasker.

(2) Do not proceed to the next step until there is complete concurrence from all compliance reviewers. If any non-concurrences, they must be resolved before continuing. Concurrences must be in writing, via 1) the appropriate authorities checking off on the workflow and implying concurrence, 2) an e-mail from and signed by the appropriate compliance reviewer(s), or 3) a PDF of a signed concurrence, such as a memorandum or route sheet. Otherwise, the draft directive will not be cleared and approved for signature.

f. Ensure the documents outlined in subparagraphs 2f(1) through 2f(6) are uploaded to the tasker.

(1) Final “ready-for-signature” draft (in “Working Documents”);

(2) Coordination page (see “Note” after subparagraph 2f(6)) to include all reviewers, including compliance reviewers (in “Working Documents”);

(3) All applicable action memorandums. The action memorandum from the originator and sponsor to the directive signature authority must include an executive summary with the background and justification for the OPNAV directive (in “Tasker Package”);

(4) Any comment matrices from reviews and chops (in “Tasker Package”);

(5) All compliance reviewers’ written concurrences, if not indicated in the tasker chop workflow (in “Tasker Package”); and

(6) Any other applicable documents, materials, and background information (in “Tasker Package”).

Please Note: Throughout the staffing and coordination and compliance reviews, the coordination page must be continuously updated as individuals and organizations review the draft directive, to include compliance reviews and the DNS-15 review.

Please Note: “Final Response” of directives taskers in the OPNAV Tasker System is reserved for: 1) the MS Word version cleared by the Navy directives manager (DNS-15); 2) the approved OPNAV 5215/9; and 3) the PDF of the signed and dated directive for publication.

g. In sequential chop, include:

(1) the OPNAV originator’s and sponsor’s front office; and

(2) DNS-15 directives review. DNS-15 will work directly with the OPNAV originator’s and sponsor’s front office until the draft can be cleared for signature.

h. Once cleared, DNS-15 Directives Management Program Office will upload the approved OPNAV 5215/9 and the final for signature MS Word draft to “Final Response” of the tasker. Please Note: Clearances of OPNAV directives less than 50 pages in length are in effect for 30 days; 51 to 100 pages in length are in effect for 45 days; 101 to 200 pages in length are in effect for 60 days; and more than 200 pages in length are in effect for 90 days. Once a clearance has expired, the originator and sponsor must request an updated approved OPNAV 5215/9 from DNS-15. In addition, if further changes are made after a directive has been cleared, it must be reviewed and re-cleared by DNS-15 Navy directives manager.

i. The OPNAV originator’s and sponsor’s front office prepares the directives package for signature and submits it to the appropriate signature authority for approval and signature.

j. Once signed, the OPNAV originator’s and sponsor’s front office must:

(1) date every page of the directive in DD Mmm YYYY format, including any enclosures, etc.;

Please Note: if the signature date is a single digit, do not include a preceding zero.

(2) create and provide an appropriate text searchable PDF (not a scanned image), utilizing Adobe Professional and the final for signature MS Word draft, of the signed directive and upload it to “Final Response” of the tasker;

(3) submit the tasker to DNS-15 directives for publishing the approved, signed directive to the DONI or the DONCI Web site, or the OPNAV SharePoint Portal; and

(4) within 10 days working days of submitting the PDF of the signed directive to DNS-15 directives management program office via the Tasker System, submit the hard-copy directives package to DNS-15 Directives Management Program Office for filing and maintenance. The package must include, at a minimum, the signed original and appropriately dated directive (including its enclosures, attachments, etc., as applicable), action memorandum(s) (as applicable), completed coordination page, approved clearance (OPNAV 5215/9), and any other relevant information, materials, and documents, such as comment matrices. Failure to provide the completed directives package within 10 business days to DNS-15 may be cause to remove the PDF of the signed directive from the DONI or DONCI Web site, or the OPNAV SharePoint Portal.

Please Note: The hard-copy directives package is required and it is mandatory to include the original signed directive, per NARA.

k. DNS-15 will file and maintain all approved OPNAV directives and transfer their respective case files upon cancellation of the directive to the Washington National Records Center in Suitland, MD, where it is stored until it is archived to NARA, per SECNAV Manual 5210.1 of January 2012.

### Echelon 2 Directives Work Process of Originated OPNAV Directives

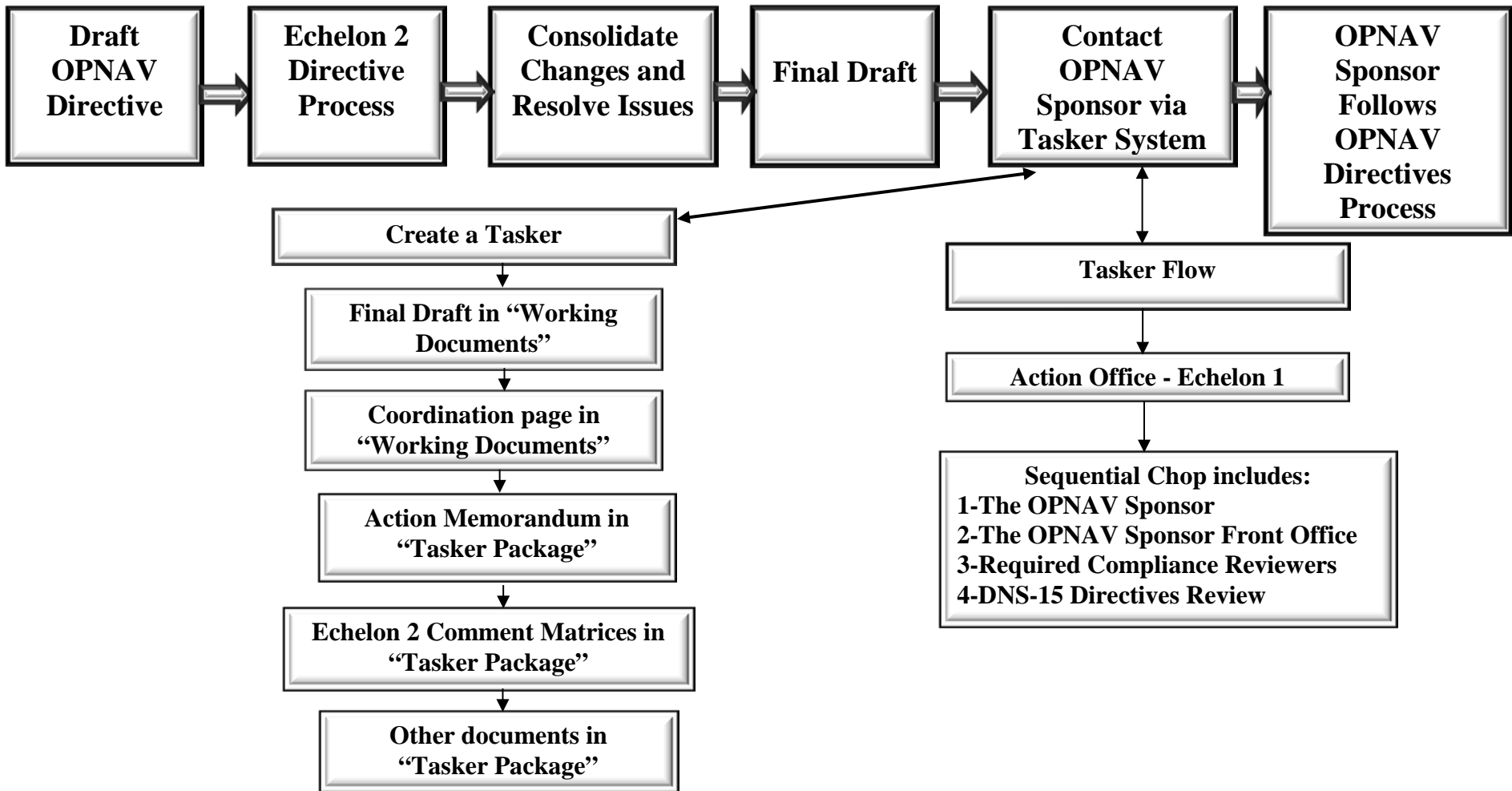


Exhibit B-1 Echelon 2 Directives Work Process for Originated OPNAV Directives

**OPNAV DIRECTIVES REVIEW AND CLEARANCE PROCESS**

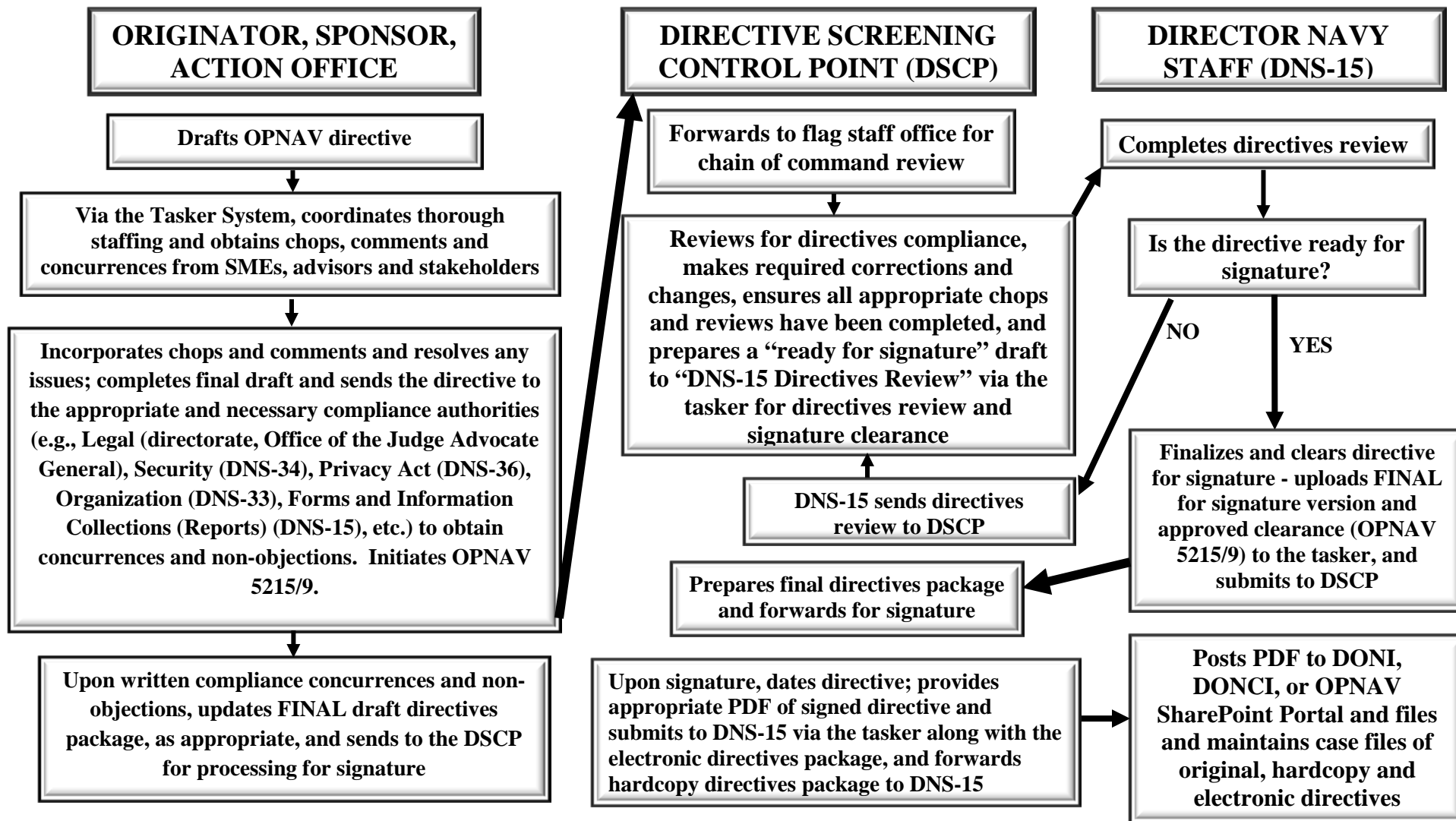
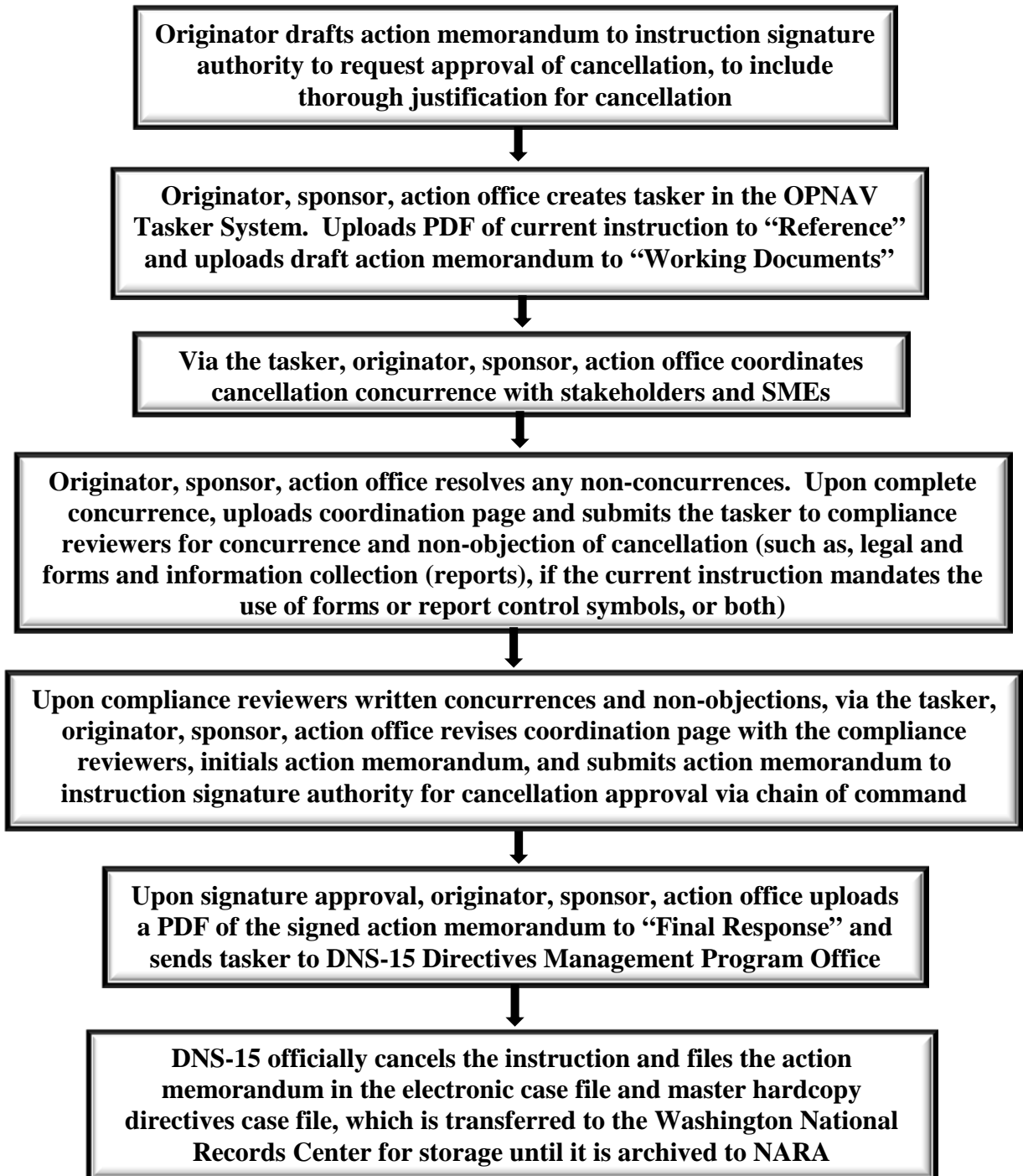


Exhibit B-2 OPNAV Directives Review and Clearance Process



APPENDIX C  
OPNAV INSTRUCTION CANCELLATION PROCESS  
VIA ACTION MEMORANDUM



## APPENDIX D DEFINITIONS

These terms and their definitions, listed in alphabetical order, will aid in interpreting this manual, and in the continued administration of the Navy Directives Management Program.

1. Change Transmittal. The medium used to transmit changes to an instruction. Each transmittal describes the nature of the changes it transmits, and gives directions for making them.
2. Classified Information. Any official information that has been determined under E.O. 12958, as amended, or any predecessor order to require protection against unauthorized disclosure and is so designated. The designations “top secret,” “secret,” and “confidential” are used to identify such information and are referred to as “classified information.”
3. Clearance Officer. The authorized representative of the Navy command or activity assigned responsibility for reviewing, ensuring compliance, and approving signature clearance of the command’s or activity’s directives. Normally the command or activity’s directives control point (directives manager).
4. Cover Letter. The portion of the directive which contains, at a minimum, the purpose, cancellation (where applicable), scope and applicability, review and effective date, signature, and releasability and distribution. The cover letter does not include enclosures, attachments, tables of contents, appendices, sections, chapters, glossaries, bibliographies, indexes, or parts.
5. Criterion (plural “criteria”). A standard on which a judgment or decision is based. Per OPNAVINST 5215.17A, paragraph 5, it determines if a document needs to be a Navy directive.
6. Directive. An instruction, notice, or change transmittal to an instruction. It establishes, implements, or revises policy; delegates authority or assigns responsibility or action; assigns a mission, function, or task; or establishes a form or an information collection requirement (report).
7. Distribution. An official delivery of directives. When delivering electronic copies, the distribution is via an authorized Web site. When delivering hardcopies utilizing the SNDL, the distribution includes “action” and “copy to” addressees of a directive. These addressees are selected on the basis of “need to act” or “need to know.”
8. Form. Per SECNAV M-5213.1, “a fixed arrangement of captioned spaces designed for entering and extracting prescribed information,” regardless of physical characteristics, format, and media. Other forms-related definitions can be found in SECNAV M-5213.1, part V, paragraph 4.

9. Information Collection (formerly known as “report”). Per SECNAV M-5214.1, “data or information collected for use in determining policy; planning; controlling and evaluating operations and performance; making administrative determinations; or preparing other reports. The data or information may be in narrative, statistical, graphic, or any other form and may be displayed on paper, magnetic tape, or other media.” For more definitions, please refer to SECNAV M-5214.1, part I, paragraph 4.
10. Instruction. A directive containing authority or information having continuing reference value, or requiring continuing action. It remains in effect for 5 years until superseded or canceled by the originator and sponsor or higher authority. Otherwise, cancellation is automatic. Refer to chapter 2.
11. Issuing Authority. The chief official of an established, independent component, by whose authority and under whose title a directive is issued. For example, for OPNAV, it is the CNO; and for NAVSEASYCOM, it is the Commander, Naval Sea Systems Command.
12. Joint Directive. A directive issued jointly by one authority in conjunction with one or more other authorities. Two types of joint directives are:
  - a. Inter-Service: issued by the Navy and one or more of the other Military Services.
  - b. Intra-Navy: issued by two or three Navy components (must be components of the same echelon level).
13. Letter-Type Directive. An instruction or notice prepared in a format similar to that of a naval letter; most common type of directive format used.
14. Manual-Type Instruction. An instruction whose size and content is best suited to a format used for manuals consisting of parts, chapters, or sections. Refer to chapter 5.
15. Message-Type Directive. A change transmitted via NICE through the command’s local message center to issue urgent changes to an existing directive. Refer to chapter 7.
16. Military Services. Per the Writing Style Guide and Preferred Usage for DoD Issuances, “The branches of the Armed Forces of the United States, established by act of Congress, in which persons are appointed, enlisted, or inducted for military service, and which operates and is administered within a Military or Executive Department. The Military Services are the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard. The term “Military Services” includes the Reserve Components, which include the Army and the Air National Guards of the United States.”

17. Notice. A directive of a one-time or brief nature, which has a self-canceling provision; has the same force and effect as an instruction. Refer to chapter 3.
18. Numerical Listing. A listing of current instructions by issuing authority, SSIC number and consecutive number (to include alphabetical suffix), subject, and effective date. Command intranet and Internet sites offer the ability to list current or recently updated or canceled directives numerically by SSIC. A less common, but acceptable, practice is to list current instructions via CD-ROM. Refer to subparagraph 2c of chapter 1.
19. Originator. The individual or action office that is responsible for creating and drafting a directive.
20. Publish. Prepare and issue for public or secured distribution either electronically posted to a Web site or CD-ROM, or hard copy, if necessary.
21. Releasability. The determination of the disclosure of directives to the public.
22. Reissuance. A revision of an existing instruction with, at a minimum, a new date, signature, and the next alphabetical suffix.
23. Signature Authority. Official who is authorized to sign a directive; not necessarily the issuing authority.
24. Sponsor. The person or action office responsible for a directive throughout the directives process, from creation to approval. The originator and the sponsor can be the same individual or action office. As an example, Naval Air Systems Command can be the “originator” of an OPNAV directive, however, it is applicable Navywide, therefore, an OPNAV organization would be required to be the “sponsor” of the OPNAV directive.
25. Standard. An established rule for the measure of quality of directives.
26. Standard Navy Distribution List (SNDL). The list which provides official addressing and distribution information for the naval establishments. It is published as OPNAVINST 5400.45. It is available on the DONI Web site under the “SNDL” tab.
27. Stakeholder. A person, group, or organization that has a direct or indirect stake in a directive because it can affect or be affected by its actions, objectives, and policies.
28. Subject Matter Expert (SME). An individual who has expertise in a particular subject, field, area or topic

29. Unauthorized Directive. A document that:
- a. Was not processed through the procedures in this manual and OPNAVINST 5215.17A, is published in any other manner than the authorized command directives Web site, such as DONI or DONCI, or is not appropriately managed and maintained by the command's directives control point (directives manager); and
  - b. Claims to establish or implement command policy and assign responsibilities to Navy organizations, commands, and activities other than the office of primary responsibility.
30. User. Navy personnel who utilize Navy directives to inform and instruct them in the performance of their duties.