



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

OPNAVINST 5215.17A  
DNS-15  
26 May 2016

OPNAV INSTRUCTION 5215.17A

From: Chief of Naval Operations

Subj: NAVY DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5215.1E  
(b) OPNAV M-5215.1 of May 2016  
(c) SECNAV M-5510.36 of Jun 2006  
(d) DoD Manual 5200.01, Volume 2, DoD Information Security Program: Marking of Classified Information, 24 February 2012  
(e) OPNAVINST 5400.45  
(f) SECNAV M-5210.2 of Jul 2012  
(g) SECNAV M-5210.1 of Jan 2012  
(h) SECNAVINST 5510.36A  
(i) SECNAVINST 5720.44C  
(j) OPNAVINST 3432.1A

Encl: (1) Sample Directives Manager Appointment Letter

1. Purpose. To issue policies, responsibilities, and standards for the administration of the Navy Directives Management Program, per reference (a). This instruction is a complete revision and should be reviewed in its entirety. The changes in subparagraphs 1a through 1i have been implemented.

- a. Changed the authorized font for Navy directives.
- b. Added policy for what delineates an unauthorized directive.
- c. Revised the criteria for what constitutes a Navy directive.
- d. Re-incorporated a required annual review of all current Navy instructions.
- e. Revised the allowable age of a Navy instruction and incorporated an automatic cancellation of instructions.
- f. Re-instituted extension requests.
- g. Changed the "Distribution" block to a required "Releasability and distribution" block.

h. Added a requirement of official written appointments of Office of the Chief of Naval Operations (OPNAV) directives screening control points (DSCP) and echelon 2 command directives control points (directives managers).

i. Reference (b) has been made available to provide more detail of Navy directives standards, practices, format, directives processes, and definitions, and to furnish additional directives resources.

2. Cancellation. OPNAVINST 5215.17.

3. Scope and Applicability. The provisions of this instruction are applicable throughout the U.S. Navy. However, where “OPNAV directives” is cited, these are specific to OPNAV directives only. Navy echelon 2 and below commands and activities may enforce stricter directives standards and practices.

4. Policy

a. Types of Directives. Directives are formal written guidance that informs and instructs Navy personnel by communicating policy and procedures used in the performance of their duties.

(1) Depending on the purpose and use, a directive may be issued in the form of an instruction, a notice, or a change transmittal to an instruction.

(2) Directives may be internal or external.

(a) Internal directives are issued and applicable only to addressees within the issuing authority’s organization.

(b) External directives are issued and applicable to addressees external to the issuing authority’s organization.

b. Duplication and Compliance

(1) Directives must not duplicate higher authority directives (e.g., Department of Defense (DoD) issuances, Secretary of the Navy (SECNAV) directives) or other Navy directives. Implementing directives may add details necessary for local use, and provide further guidance where options have been indicated in existing higher authority directives.

(2) Directives must conform with, and not contradict, higher authority directives and issuances.

c. Continued Actions and Cancellation. Any requirement for continuing action contained in a directive, such as the submission of an information collection, use of a form, or following a specified procedure, is considered to be canceled when the directive is canceled. In addition to cancelling a directive, to officially cancel a form(s) or information collection(s) in the directive, refer to subparagraphs 4c(1) and 4c(2).

(1) For forms, complete a DD 67 Form Processing Action Request to cancel a form and submit it to the command forms manager.

(2) For an information collection, send an email to the command information collection manager cancelling the collection.

d. Authorized Font. The official font for Navy directives is Times New Roman, font size 12.

e. Unauthorized Directives. Unauthorized directives are those documents which have not been processed following the required procedures in this instruction and reference (b), and are published in any other manner than on the official command's directives issuances Web site (such as, Department of the Navy Issuances (DONI) Web site or Department of the Navy Classified Issuances (DONCI) Web site) or not managed and maintained appropriately by the command's directives control point (directives manager). They will not be considered enforceable and not official Navy policy and guidance. Unauthorized OPNAV directives must be reported to Chief of Naval Operations (CNO), Director of Navy Staff (DNS), Navy Directives Program Management Office (DNS-15) via email to [SN\\_OP\\_directives@navy.mil](mailto:SN_OP_directives@navy.mil). When an unauthorized issuance is identified, the office of primary responsibility (OPR) must:

(1) Withdraw the document; or

(2) Change the document so that it no longer assigns responsibilities outside the OPR; or

(3) Convert the document to an official Navy directive following the standards, format and process per this instruction and reference (b).

## 5. Criteria

a. Instructions. In general, a document, regardless of its physical characteristics, must be issued as long term in the Navy Directives Management Program when it meets one or more of the criteria in subparagraphs 5a(1) through 5a(4).

(1) Establishes, implements, or revises policy;

(2) Delegates authority or assigns responsibility or action;

- (3) Assigns a mission, function, or task; or
- (4) Establishes a form or an information collection requirement.

b. Notices

(1) Documents that may also meet the criteria in subparagraphs 5a(1) through 5a(4), but are of a short-term nature (1 year or less).

- (a) Short-term policy, forms, or information collection requirements; and
- (b) Establishing or changing the organizational structure.

(2) Documents may be issued as short term in the Navy Directives Management Program to obtain quick and controlled dissemination, such as per subparagraphs 5b(2)(a) through 5b(2)(c).

- (a) Request for comments, approval, or information;
- (b) Directions for routinely carrying out established operations, such as matters pertaining to individual personnel actions or special shipments of material;
- (c) Informative announcement, such as change of command, education or promotion opportunities, recreational activities, work improvement plans, suggestions for morale building, or changes in office locations or telephone numbers;

c. Exceptions. Do not issue Navy Regulations or top secret documents via a directive.

6. Review of Current Instructions. All Navy instructions must be reviewed annually, on the anniversary of the issuance date utilizing OPNAV 5215/40 Review of Instruction.

7. Coordination and Staffing of New and Revised Directives (refer to reference (b), appendices A and B, for directives processes). All new and revised Navy directives must be staffed and adjudicated thoroughly and completely, as applicable, to subject matter experts and stakeholders, and to required and applicable compliance authorities, as listed in subparagraphs 7a through 7h, prior to obtaining the command or activity directives control point's (directives manager's) clearance and approval for signature.

a. Legal. To ensure legal sufficiency and no legal objections of directives (mandatory review and concurrence).

b. Security. When applicable, to ensure appropriate classification and markings per references (c) and (d).

- c. Privacy Act (to include personal identifiable information (PII)). If any personal information is mandated (e.g., rank, date of birth, social security number) in a directive.
- d. Organization. To ensure organization names and commands are cited accurately and are still considered established; refer to reference (e).
- e. Records Management. To guarantee appropriate standard subject identification code (SSIC), per reference (f), and correct records disposition and retention, per reference (g).
- f. Forms Management. When use of forms are mandated. Refer to SECNAV Manual 5213.1 of December 2015.
- g. Information Management Control. When obtaining, or causing to be obtained, soliciting, or requiring of facts or opinions regardless of form or format used. There are three main categories per subparagraphs 7g(1) through 7g(3). Refer to SECNAV Manual 5214.1 of December 2015.
  - (1) Public information – a collection of information whereby information is collected from members of the public. An Office of Management and Budget control symbol is assigned.
  - (2) DoD information – a collection of information from two or more Office of the Secretary of Defense or DoD Components. A DoD control symbol is assigned.
  - (3) Department of the Navy (DON) internal – a collection of information from one or more DON components. A SECNAV, OPNAV, or echelon 2 control symbol is assigned.
- h. DSCP. To ensure final drafts submitted for signature clearance to the command or activity directives control point (directives manager) are “ready for signature” products.

#### 8. Instruction Age Requirement, Cancellations, and Revisions

- a. Five years from the date of issuance, an instruction that has not been revised (as contrasted with changed, such as a change transmittal as per subparagraph 8c), in the interim, requires revision or cancellation. If not revised or canceled by the 5-year anniversary date, the instruction will be automatically canceled. If, by the 5-year anniversary date, an instruction is considered to be valid and current and a revision is not required, at a minimum, the instruction must be reissued under the next alphabetical suffix with a new date and signature.
- b. If an instruction is automatically canceled and its continued use is required, it must be processed as a new instruction with the next available point number.

c. Change transmittals do not suffice as a revision and reissuance of a Navy instruction. Hence, the date of a change transmittal is not considered the issuance date or revision date of an instruction; the date of the initial basic version of an instruction is the actual issuance date.

d. All Navy notices are self-cancelling and cannot be in effect for more than 1 year. If a contingency has not been met within the contingency period (no more than 1 year), a new notice with a new date and signature must be reissued, or consider issuing an instruction instead.

#### 9. Exceptions to Instruction 5-Year Age Requirement

a. Joint Inter-Service and Manual-Type Instructions. Joint inter-Service instructions and manual-type instructions are excluded from the 5-year cancellation or revision requirement date. However, subparagraphs 9a(1) and 9a(2) apply.

##### (1) Inter-Service Joint Instructions

(a) If Navy is the lead Service and the joint instruction has not been revised or cancelled by its 10-year anniversary date, it will be automatically cancelled.

(b) If Navy is not the lead Service, the Navy instruction will follow the lead Service's age requirement (in addition to the Service's format).

(2) Manual-type Instructions. Navy manual-type instructions not revised or cancelled by the 10-year anniversary date will be automatically cancelled.

b. Legal and Special Exceptions. Exceptions may be made where legal requirements or other special situations dictate continuance. The justification for these legal requirements and special situations must be communicated, in writing, to the command or activity's directives control point (directives manager) with concurrence from the appropriate legal representative.

c. Extension Requests. One-year extensions of the required cancellation or revision date, as necessary, may be authorized by appropriate authority. No more than two extensions will be allowed.

(1) The first extension may be approved by the signature authority of the instruction. The extension may not be for more than 1 year.

(2) A second extension must have approval of the issuing authority (for OPNAV, the CNO; for echelon 2 and below, the commander or commanding officer). This extension may not be for more than 1 year.

(3) Extension requests must be submitted via an action memorandum at least 90 days prior to the 5-year anniversary date for the first extension and at least 90 days prior to the 6-year anniversary date for the second extension. All extension requests must include a valid justification for the extension. Please refer to sample action memorandum in reference (b), chapter 2, exhibits 2-2 and 2-3.

d. Current Instructions Older than 5 Years Old. Upon the effective date of this instruction, Navy instructions that are 5 years old or more, not currently being staffed for revision and reissuance or cancellation and not meeting the exceptions in subparagraphs 9a and 9b, will be allowed a 1-year grace period to process a revision and reissuance or cancellation, or to request an extension (as per subparagraph 9c).

10. Changes in Directives Sponsorship. When the sponsorship of a directive has been changed or transferred, the command or activity directives control point (directives manager) must be informed in writing of the change or transfer, to include the mutual agreement between the previous sponsor and the new sponsor of the new sponsorship, via: 1) an action memorandum initialed or signed by the two authorities (previous sponsor and the new sponsor); or 2) an email to and from the two authorities; or 3) a tasker per the current and approved Navy tasking system.

#### 11. Releasability and Distribution of Navy Directives

a. Releasability. Release and distribution of Navy directives will be either “cleared for public release” or “not cleared for public release.” Authorization and release of information to the public is the responsibility of the originating office and the OPR of a Navy directive. The OPR must:

(1) Determine the appropriate release and distribution option for each directive per the review and clearance requirements in references (c), (h), and (i).

(2) Clear and authorize Navy directives in their cognizance to be published for public release on the command’s official unclassified directives repository Web site (e.g., for OPNAV directives, the DONI Web site).

(3) Indicate the releasability of the directive via OPNAV 5215/9 Clearance of Proposed Directive, in the directive itself via the “Releasability and Distribution” block, and in the action memorandum, if applicable, which requests the signature authority to sign the directive. The action memorandum must also include a statement that the requirements of references (c), (h), and (i) have been met.

b. Distribution. DNS-15 will distribute OPNAV directives by publishing them on the unclassified public Web site or classified Web site, according to their releasability. Navy

organizations, commands and activities must not publish OPNAV directives on their respective public Web sites or classified Web sites. Instead, they may link to the DONI Web site or the DONCI Web site, as appropriate.

c. Releasability and Distribution Block. Refer to this instruction and reference (b), exhibits 1-2, 2-1, 3-1, 4-1, 5-2, and 6-1, and subparagraph 2n of chapter 9, for sample “Releasability and distribution” blocks.

12. DON Issuances Web Sites. The DONI and DONCI Web sites, and the OPNAV SharePoint Portal, are the official DON source for publication of OPNAV directives. If an OPNAV directive is not published on any of these Web sites, it is considered not valid and not authorized or has been previously canceled.

a. DONI Web Site

(1) The unclassified Web site contains all of the current unclassified OPNAV instructions and notices. DONI also contains canceled OPNAV directives for 90 days following cancellation of directives. After 90 days, they are removed from the DONI Web site.

(2) DONI contains a listing of all of the current OPNAV sensitive (for official use only (FOUO)) directives, in addition to a listing of all of the current classified (not releasable to foreign nationals (NOFORN), confidential, and secret) OPNAV directives. For each of these sensitive and classified OPNAV directives, the DONI Web site provides the classification (“F” for FOUO, “N” for NOFORN, “C” for confidential, and “S” for secret), issuance type (instruction or notice), directive number, subject (if not classified), issuance date, if active or canceled, originator and sponsor, if there is a form or report control symbol mandated in the directive, number of pages, cancellation date (if applicable), and an attached portable document format (PDF) citing the sensitivity of the directive and where it may be accessed.

b. DONCI Web Site. Classified (secret, confidential, and NOFORN) OPNAV directives are accessible on the classified DONCI Web site.

c. OPNAV SharePoint Portal. All OPNAV FOUO directives are currently accessible via the OPNAV SharePoint Portal.

13. Responsibilities

a. CNO exercises overall management of the Navy Directives Management Program and provides for the implementation and administration of the program within the Navy. The CNO will:

(1) Manage the Navy Directives Management Program and coordinate proposed improvements and changes to this instruction and reference (b).

(2) Provide guidance and technical assistance to Navy activities in developing, establishing, managing, and improving the program.

(3) Coordinate recommendations for changes in policy, standards, procedures and practices to the program within the Navy.

b. OPNAV principal officials must appoint and designate a DSCP in writing per an official appointment letter as per the sample in enclosure (1), with a copy to the OPNAV echelon 1 directives manager (DNS-15) within 60 days of this instruction and for each new appointment thereafter.

c. Issuing authorities must:

(1) Establish and implement a directives management program to organize and improve effectiveness and quality and prevent duplication of directives.

(2) Designate a directives control point (e.g., command or activity's directives manager) to ensure compliance with this instruction and reference (b), and administer the command or activity's directives management program. Please note: echelon 2 Navy commanders must appoint and designate a directives control point (directives manager) in writing per an official appointment letter as per the sample in enclosure (1), with a copy to the OPNAV echelon 1 directives manager (DNS-15) within 60 days of this instruction and for each new appointment thereafter.

(3) Coordinate reviews of proposed directives.

(4) Ensure that directives are issued concerning matters over which they exercise authority and do not conflict with or duplicate directives from a higher authority, or duplicate other U.S. Government, DoD, or Navy issuances and directives.

(5) Ensure issuances meet the criteria of this instruction to the maximum extent possible.

(6) Ensure implementing directives do not duplicate this instruction, but may add details necessary for local use, and provide further guidance where options have been indicated.

(7) Ensure that directives conform to DON policies, regulations, statutes, and other requirements. Initiate OPNAV 5215/9 validating conformance and submit to directives control point (directives manager) for signature clearance.

- (8) Conduct an annual review of directives using OPNAV 5215/40, with emphasis on:
- (a) Reducing the number of directives by cancellation and consolidation.
  - (b) Ensuring that directives are in compliance with standards and procedures.
  - (c) Reducing information collection requirements by elimination, reduced frequency of the information collection, or combining with other information collections.
  - (d) Reducing forms by elimination, reduced frequency of the form, or combining with other forms.
  - (e) Ensuring no instruction is older than 5 years and no notice is older than 1 year.
- (9) Provide appropriate training for personnel involved with drafting, preparing, reviewing, and maintaining directives.
- (10) Maintain documents as references in directives and ensure that references are readily available to users.

d. OPNAV DSCPs must:

- (1) Assist OPNAV directive sponsors during the process life cycle of revising and reissuing or cancelling OPNAV directives within their purview and cognizance, to include, but not limited to:
- (a) Determining appropriate SSICs of directives;
  - (b) Providing formatting and technical directives guidance support to originators and sponsors;
  - (c) Ensuring all appropriate compliance reviews have been completed with concurrences.
  - (d) Reviewing proposed directives prior to submitting to DNS-15 for signature clearance to ensure directives:
    - 1. Are ready-for-signature products that follow established formatting and outline standards and practices, and comply with this instruction and reference (b);
    - 2. Do not overlap, duplicate, or conflict with other directives;

3. Contain no deficiencies; and
4. Are appropriate for signature and release.

(e) Ensuring that directives include adequate distribution and releasability, that references are accessible and available, and that prescribed forms are readily available to users.

(f) Maintaining the directives package throughout the process, and all background and supporting material contained in hard copy and electronic case files. Ensuring that DNS-15 receives the original hard copy and electronic copy, as applicable, of all OPNAV directives case files upon signature and approval.

(g) Assisting OPNAV sponsors in the annual review of directives.

(2) Per subparagraph 13b, provide a copy of their DSCP appointment letter to the OPNAV echelon 1 directives manager (DNS-15) within 30 days of their appointment.

(3) Complete OPNAV 5215/41 Navy Directives Management Self-Assessment within 30 days following their command appointment letter with a copy sent via his or her chain of command to OPNAV echelon 1 directives manager (DNS-15).

e. Directives control points (directives managers) must:

(1) Review proposed directives prior to signature for compliance (using OPNAV 5215/9) with established formatting standards and ensure they do not overlap, duplicate, or conflict with other directives. Identify deficiencies and make recommendations or determinations as to what is appropriate for signature and release. Follow established formatting and outline standards to ensure compliance with this instruction and reference (b).

(2) Assign consecutive point numbers and ensure point numbers are never re-used.

(3) Ensure that directives include adequate distribution, and that prescribed forms are readily available to users.

(4) Maintain the original signed directives and all background and supporting material in hard copy and electronic case files, if capability allows.

(5) Assist originators in the annual review of directives.

f. In addition to subparagraph 13e, directives control points (directives managers) for echelon 2 Navy commands must:

(1) Per subparagraph 13c(2), provide a copy of their command directives control point appointment letter to the OPNAV echelon 1 directives manager (DNS-15) within 30 days of their appointment.

(2) Complete OPNAV 5215/41 within 30 days following their command appointment letter (per subparagraph 13c(2)), with a copy sent via his or her chain of command to OPNAV echelon 1 directives manager (DNS-15).

14. Administration and Maintenance. DNS-15 will ensure implementation of the provisions of this instruction, grant any exceptions needed, and provide for possible improvements and other appropriate changes.

15. Suggested or Required Changes

a. Any suggested or required changes, together with the justification, to this instruction and reference (b) will be submitted to DNS-15 via email to [SN\\_OP\\_directives@navy.mil](mailto:SN_OP_directives@navy.mil) using a completed SD 818 Comment Matrix for DoD Issuances.

b. For suggested or required changes to other OPNAV directives, contact the originator or sponsor of the directive directly or follow the same procedure as per subparagraph 15a.

16. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per SECNAV Manual 5210.1 of January 2012.

17. Review and Effective Date. Per this instruction, DNS-15 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

18. Forms

a. The forms listed in subparagraphs 18a(1) through 18a(3) are available for download via Naval Forms Online, <https://navalforms.documentservices.dla.mil/web/public/home>.

(1) OPNAV 5215/9 Clearance of Proposed Directive

(2) OPNAV 5215/40 Review of Instruction

(3) OPNAV 5215/41 Directives Management Self-Assessment Checklist

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b. The forms listed in subparagraphs 18b(1) and 18b(2) are available for download via the DoD Forms Program Management Web site, <http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo3415.html>.

- (1) SD Form 818 Comment Matrix for DoD Issuance
- (2) DD 67 Form Processing Action Request



R. L. THOMAS  
Director, Navy Staff

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>

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SAMPLE COMMAND DIRECTIVES CONTROL POINT (DIRECTIVES MANAGER) OR  
OPNAV DIRECTIVES SCREENING CONTROL POINT APPOINTMENT LETTER

(Command Letterhead)

5215  
Ser  
DD Mmm YYYY

From: Commander/Commanding Officer (Command Name)  
or Deputy Chief of Naval Operations (OPNAV Organization)

To: Navy Directives Program Manager (DNS-15),  
2000 Navy Pentagon, RM 4E569, Washington DC 20350

Subj: APPOINTMENT OF COMMAND DIRECTIVES CONTROL POINT (DIRECTIVES  
MANAGER) OR OPNAV DIRECTIVES SCREENING CONTROL POINT RE:  
JANE Q. JONES

Ref: (a) OPNAVINST 5215.17A  
(b) OPNAV Manual 5215.1 of Mar 2016

1. Effective (date), (name of designee) is assigned as the directives control point (directives manager) for (name of echelon 2 command) or directives screening control point for (OPNAV organization code), per reference (a).
2. (Name of designee) is thoroughly familiar with the provisions in references (a) and (b) and their respective references and resources. As command directives control point (directives manager) or OPNAV (organization code) directives screening control point, (name of designee) is responsible for the effective and efficient implementation of the objectives, policies, standards, and practices of the Chief of Naval Operation's Directives Management Program. (He or she) has oversight responsibility for the maintenance, management and administration of the directives program of (insert command name or OPNAV organization name).
3. (Name of designee) will complete OPNAV 5215/41 Navy Directives Management Self-Assessment Checklist and submit it to the Navy directives manager (DNS-15) within 30 days of this appointment.
4. This appointment will remain in effect until canceled or revoked.

J. A. DOE

Enclosure (1)