



CHANGES TO THE NAVY DIRECTIVES PROGRAM

FOR ECHELON 2 DIRECTIVES CONTROL POINTS AND MANAGERS

Presented By:

DNS-15



INTRODUCTION



Authorities

- OPNAVINST 5215.17A, Navy Directives Management Program
- OPNAV Manual 5215.1, Navy Directives Management Program Manual, May 2016



Font for Navy Directives

- As per SECNAV M-5216.5, DON Correspondence Manual, the authorized font is now **Times New Roman 12**
 - For NEW (new/reissued/revised) directives only!
 - Echelon 2 directives control points (DCP)/directives managers determine how to handle those currently in process for signature.
 - Exceptions may be allowed to use Courier New 12 font on a case-by-case basis ONLY (such as, for large size directives), with the contingency that the DCP/directives manager receives the draft for clearance within 3 months. Written valid justification must be provided for exception approval.



Unauthorized Directives

1. Not processed following the required command directives procedures and processes; and/or
 2. Not published on the command's official directives issuances Web site(s); and/or
 3. Not managed and maintained appropriately by the DCP/directives manager.
- Will not be considered enforceable and official Navy policy and guidance.
 - Must be withdrawn, changed so that it no longer assigns responsibilities outside the office of primary responsibility (OPR), or convert it to an official directive following standards, format, and process.
 - Unauthorized command directives should be reported to command directives office.



Directives Criteria

Instructions

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 following criteria:

- Establishes, implements, or revises policy
- Delegates authority or assigns responsibility or action
- Assigns a mission, function, or task
- Establishes a form or an information collection requirement



Directives Criteria

Removed as Criteria for Instructions

- Establishes or changes the organizational structure (**moved to criteria for notices**)
- Initiates or governs a course of action or conduct (**too vague; removed**)
- Establishes a procedure, technique, standard, guide, or method of performing a duty, function, or operation (**can now be included in a stand-alone manual**)
- Supersedes or cancels other directives (**now may be superseded or canceled by other means**)



Directives Criteria

Notices

May also meet the criteria for an instruction, but are of a short-term nature (1 year or less), as follows:

- Documents of short-term policy, forms, or information collection requirements (**new**)
- Establishes or changes the organizational structure (**new for notices; was previously a criteria for an instruction**)

In addition, they may be issued as short term to obtain quick and controlled dissemination, such as per the following:

- Request for comments, approval, or information
- Directions for routinely carrying out established operations, such as matters pertaining to individual personnel actions or special shipments of material
- 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



Annual Reviews

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



Age Requirement and Automatic Cancellations

Allowable Age of Instructions: 5 years

Automatic Cancellation: If not revised or canceled by the 5-year anniversary date (or an extension has not been approved – see slide 13), the instruction will be automatically canceled.

- If still considered valid and current (no revision required), it must be reissued under the next alphabetical suffix with a new date and signature.
- If automatically canceled and its continued use is required, it must be processed as a new instruction with the next available point number.

Note 1: Change transmittals do not suffice as a revision and reissuance of a Navy instruction. 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.

Note 2: 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.



Exceptions to the 5-Year Age Requirement

- **Joint Inter-Service Instructions**
 - 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.
 - 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).
- **Manual-type Instructions.** Not revised or cancelled by the 10-year anniversary date will be automatically cancelled.
- **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.



Current Instructions Older than 5 Years Old

Navy instructions that are currently 5 years old or more not meeting the exceptions presented in the previous slide 11 will be allowed a 1-year grace period (to 26 May 2017) to process a revision and reissuance or cancellation, or to request an extension.



Extension Requests

- No more than two (1-year) extensions will be allowed and must be authorized by the appropriate authority
 - The first extension may be approved by the signature authority of the instruction. The extension may not be for more than 1 year.
 - A second extension must have approval of the issuing authority (for echelon 2 and below, the commander or commanding officer). This extension may not be for more than 1 year.
- Extension requests must be submitted via an action memo 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. (Sample action memos - OPNAV Manual 5215.1, chapter 2, exhibits 2-2 and 2-3).



Review and Effective Date

To align with the new requirement of annual reviews and new age requirement of instructions, a “Review and Effective Date” paragraph is required in all Navy instructions to state similar to the following:

“Per OPNAVINST 5215.17A, 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.”

This paragraph will be the last paragraph of each instruction, unless there is a forms or information management control paragraph, or both; then it will be the second to last paragraph.



Releasability and Distribution

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 OPR of a Navy directive.
- OPR must:
 - Determine the appropriate release and distribution option for each directive per the review and clearance requirements in SECNAV M-5510.36 of June 2006, SECNAVINST 5510.36B, and SECNAVINST 5720.44C.
 - Clear and authorize Navy directives in their cognizance to be published for public release on the command’s official unclassified directives repository Web site.
 - The releasability of the directive is indicated: 1) in the OPNAV 5215/9 Clearance of Proposed Directive; 2) in the directive itself in the “Releasability and Distribution” block (slide 17); and 3) in the action memo, if applicable, which requests the directive’s signature by the signature authority. The action memo must also include a statement that the requirements of SECNAV M-5510.36 of June 2006, SECNAVINST 5510.36B, and SECNAVINST 5720.44C have been met.



Releasability and Distribution

Distribution

Command DCPs/directives managers will distribute directives by publishing them on the appropriate unclassified public directives Web site, classified directives Web site, or CAC-enabled Web site and portal, according to their releasability.

Note: Navy organizations, commands, and activities must not publish Navy directives on other public Web sites, classified Web sites, or CAC-enabled Web sites and portals. Instead, they may “link” to the official directives repository Web site(s), as appropriate.



Releasability and Distribution

Releasability and Distribution Block

Example releasability and distribution blocks, as follows:

For unclassified OPNAV directives:

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>

For classified OPNAV directives:

Releasability and distribution:

This instruction 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>

For FOUO OPNAV directives:

Releasability and distribution:

This instruction is not cleared for public release and is available electronically only via the OPNAV SharePoint Portal, <https://portal.secnav.navy.mil/orgs/OPNAV/SitePages/Home.aspx> (choose the e-mail certificate) per the “OPNAV FOUO Directives” folder of the OPNAV File Library



Appointments

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 OPNAVINST 5215.17A, enclosure (1), with a copy to the OPNAV echelon 1 directives manager (DNS-15) within 60 days of the effective date of OPNAVINST 5215.17A (by 26 July 2016), and for each new appointment thereafter.



Echelon 2 DCPs/Directives Managers

Per slide 18, within 30 days of appointment, echelon 2 DCPs/directives managers must:

- 1) provide DNS-15 a copy of their appointment letter and a completed OPNAV 5215/41 Navy Directives Management Self-Assessment Checklist
- 2) have directives training from DNS-15



Revised and New Forms

- OPNAV 5215/9 Clearance of Proposed Directives: (revised)
 - Now initiated by the originator/sponsor/action office/front office
 - Determine releasability
 - Obtain the necessary compliance adjudications
 - Flag secretary and executive assistant, or equivalent position of the command, certifies:
 - complete and thorough coordination/staffing
 - releasability of directive
 - completion of applicable and required compliance adjudicator reviews and concurrences
 - final draft complies with directives format/outline and standards per OPNAVINST 5215.17A and OPNAV M-5215.1
 - Submits the final package to the command DCP/directives manager for signature clearance
- OPNAV 5215/40 Review of Instruction: (new) for annual reviews of instructions (see slide 9)
- OPNAV 5215/41 Directives Management Self-Assessment Checklist: (new) must be completed by the echelon 2 DCP/directives manager within 30 days following written appointment (see slide 19)
- All forms are available via Naval Forms Online: <https://navalforms.documentservices.dla.mil/web/public/home>



OPNAVINST 5215.17A

In addition to the previous slides, OPNAVINST 5215.17A expands on:

- types of directives (instruction vs. notice vs. change transmittal; internal vs. external)
- duplication and compliance/non-contradiction (e.g., with higher authority and other Navy directives)
- continuing action on forms and information collection when a directive is cancelled
- coordination and staffing of a directive, to include required compliance adjudications (legal, security, PA (PII), organization, records management, forms, information management control, DSCP)
- changing directives' sponsorship
- DONI and DONCI Web sites, and the OPNAV SharePoint Portal, and the proper uses of them
- submittal of suggested or required changes



OPNAV Manual 5215.1

- Provides an extensive list of directives resources and references
- Chapter 1 – Directives Management Standards and Practices
 - Maintenance (what should be in a directives case file, filing of current directives); directives processes for signature and approval (appendices A and B referred); cancelling directives (sample cancellation action memos and 5215 notice); availability of directives.
- Chapter 2 – Letter-type Instructions
 - Template of unclassified letter-type instruction
 - Sample extension requests action memos
- Chapter 3 – Notices
 - Definition
 - Cancellations (date, forms and information collections, and day of cancellation)
 - Paragraphs (cancellation, forms and information control management, cancellation contingency)
 - Template of unclassified notice



OPNAV Manual 5215.1

- Chapter 4 – Change Transmittals
 - For instructions only
 - Definition (less than 25 percent of total pages affected of the current instruction)
 - Page changes
 - Template of unclassified change transmittal
- Chapter 5 – Manual-type Instructions
 - Publication-type manuals no longer allowed
 - Definition
 - Format
 - Sample cover page
 - Sample cover letter (no more than 2 pages)
 - Sample table of contents
 - Sample chapter



OPNAV MANUAL 5215.1

- Chapter 6 – Joint Directives
 - Definition and types (intra-Navy and inter-Service)
 - must be at the same echelon level;
 - must follow the appropriate internal directives process;
 - no more than 3 components (if more, must be issued at the next echelon level)
 - Use of joints
 - Signatures
 - Releasability and distribution block
 - Sample intra-Navy
- Chapter 7 – Interim Message Changes
 - Coordination with directives manager
 - Official change transmittal or revision submittal
 - Format
 - Handling Requirements
 - Maintenance



OPNAV Manual 5215.1

- Chapter 8 – Classified and Sensitive Directives
 - Types
 - Markings
 - Change transmittals
 - Required security review
- Chapter 9 – Directives Technical Standards and Practices **
 - Formatting (margins, indents and spacing, page numbers, date (DD Mmm YYYY))
 - Outline (paragraph titles and headers; tabs, spacing, and blank lines; subparagraphs; splitting paragraphs; ID symbols (after “Z,” new point number); designation line; “From” line; subject block; reference line; enclosure line; required and optional paragraphs; signature block; releasability and distribution block; headers and footers; correct usages and citations (pronouns, slashes, “and/or,” wording; contractions; quotation marks; etc.); other citations (of organizations, measurements and time, phone numbers, aircraft and vessels, forms and report control symbols, etc.); use of bold, colors and footnotes)
 - Exhibits of formatting character spacing and paragraph spacing, and setting tabs in MS Word
 - Sample outline showing appropriate spacing, tabs, and blank lines



OPNAV Manual 5215.1

- Chapter 10 – Reference Standards and Practices
 - General (keep to a minimum; must be current; avoid “NOTAL”s; after (z), use (aa), (ab), etc.; do not use “series,” “latest edition”; don’t cite CHs; must be cited in letter, etc.)
 - Format in “Ref:” section
 - Citations
- Chapter 11 – Enclosure Standards and Practices
 - General (must be cited in letter, etc.)
 - Format
 - Sample enclosure



OPNAV Manual 5215.1

- Chapter 12 – Acronyms, Abbreviations, and Capitalization Standards and Practices

**

Acronyms/Abbreviations

- Must be official, established acronyms/abbreviations
- Terms must be written out the first time they appear in the body of the text with acronym/abbreviation immediately following in parenthesis. Thereafter, only cite acronym.
- Only use acronyms if they are frequently used (prefer three or more times)
 - Exceptions
- Abbreviations of Navy commands and activities
- Use of articles
- Possessive and plural acronyms

Capitalization

- Defining acronyms
- Common nouns with letters or numbers
- Military titles and positions
- Titles/headers



OPNAV Manual 5215.1

- Appendix A - High-level Directives Process, and Definitions, Roles, and Responsibilities of Process Stakeholders
 - Exhibit of high-level directives process workflow
 - Definitions of process stakeholders
 - Roles and responsibilities of process stakeholders
- Appendix B - Directives Processes for OPNAV Directives
 - Echelon 2-originated OPNAV directives
 - Echelon 1-originated OPNAV directives
 - Exhibit of echelon 2 directives work process for originated OPNAV directives
 - Exhibit of OPNAV directives review and clearance process
- Appendix C - OPNAV Instruction Cancellation Process via Action Memorandum
- Appendix D - Definitions



Outline Example

- 1.→ Paragraph 1¶
- ¶
- 2.→ Paragraph 2¶
- ¶
- a.→ Subparagraph 1¶
- ¶
- b.→ Subparagraph 2¶
- ¶
- → (1)→ Subparagraph 1¶
- ¶
- → (2)→ Subparagraph 2¶
- ¶
- → → (a)→ Subparagraph 1¶
- ¶
- → → (b)→ Subparagraph 2¶
- ¶
- → → → 1.→ Subparagraph 1¶
- ¶
- → → → 2.→ Subparagraph 2¶
- ¶
- → → → → a.→ Subparagraph 1¶
- ¶
- → → → → b.→ Subparagraph 2¶
- ¶
- → → → → → (1)→ Subparagraph 1¶
- ¶
- → → → → → (2)→ Subparagraph 2¶
- ¶
- → → → → → → (a)→ Subparagraph 1¶
- ¶
- → → → → → → (b)→ Subparagraph 2¶
- ¶



Tabs and Spacing

- For the directives outline, for correct spacing, set default “left” tab stops at 0.25 inches (.25, .5, .75, 1, 1.25, 1.5, 1.75, 2, and 2.25)
- Within the text, spacing is still the same: 2 spaces follow a period (“.”) and colon (“:”), and 1 space follows a comma (“,”) and semi-colon (“;”)



OPNAV Unclassified Instruction Template

For OPNAV, use the official CNO e-letterhead

Header margin - 0.5 inch when using e-letterhead

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

Address in Times New Roman 8

DEPARTMENT OF THE NAVY
"DEPARTMENT OF THE NAVY" in Times New Roman 10

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 5210.2)

References
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
(c) 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

Enclosures
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

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

Section Break (Next 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.

Header - 1 inch margin
OPNAVINST SSIC
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.

Footer - 0.5 inch margin



OPNAV Unclassified Instruction Template (2)

OPNAVINST-SSIC¶
DD-Mmm-YYYY¶

→ → → → → b. Subparagraph 2¶

→ → → → → (1) Subparagraph 1¶

→ → → → → (2) Subparagraph 2¶

→ → → → → (a) Subparagraph 1¶

→ → → → → (b) Subparagraph 2¶

Required paragraph 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.¶

Required paragraph 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.¶

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)¶

3¶



OPNAV Directives Review and Clearance Process

Echelon 2 Directives Work Process of Originated OPNAV Directives

