

DIRECTIVES PROCESSES FOR OPNAV DIRECTIVES

1. Echelon 2-Originated Office of the Chief of Naval Operations (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 A 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, subject matter experts (SME), and stakeholders utilizing the SD Form 818 Comments Matrix for DoD Issuances.

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 tasker via 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.”

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(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 personally identifiable information (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. If further staffing and coordination is required at the echelon 1 level, please follow subparagraphs 2b through 2k and exhibit B.

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 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 and 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.

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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 Request for Clearance of Proposed Directive 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 portable document format (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”).

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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 Microsoft (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 program 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

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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 National Archives and Records Administration (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 Secretary of the Navy Manual 5210.1 of January 2012.

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Echelon 2 Directives Work Process of Originated OPNAV Directives

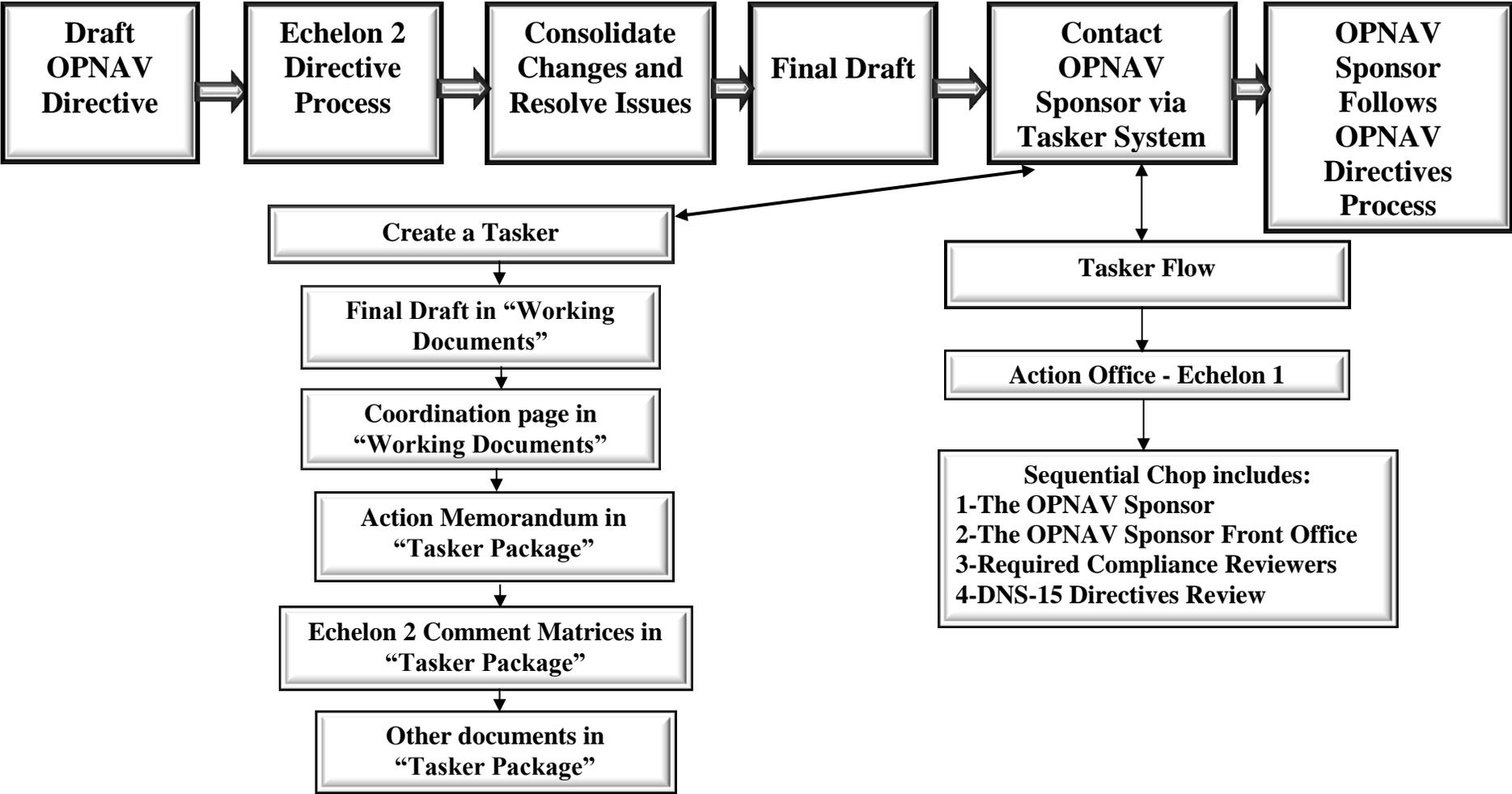


Exhibit A

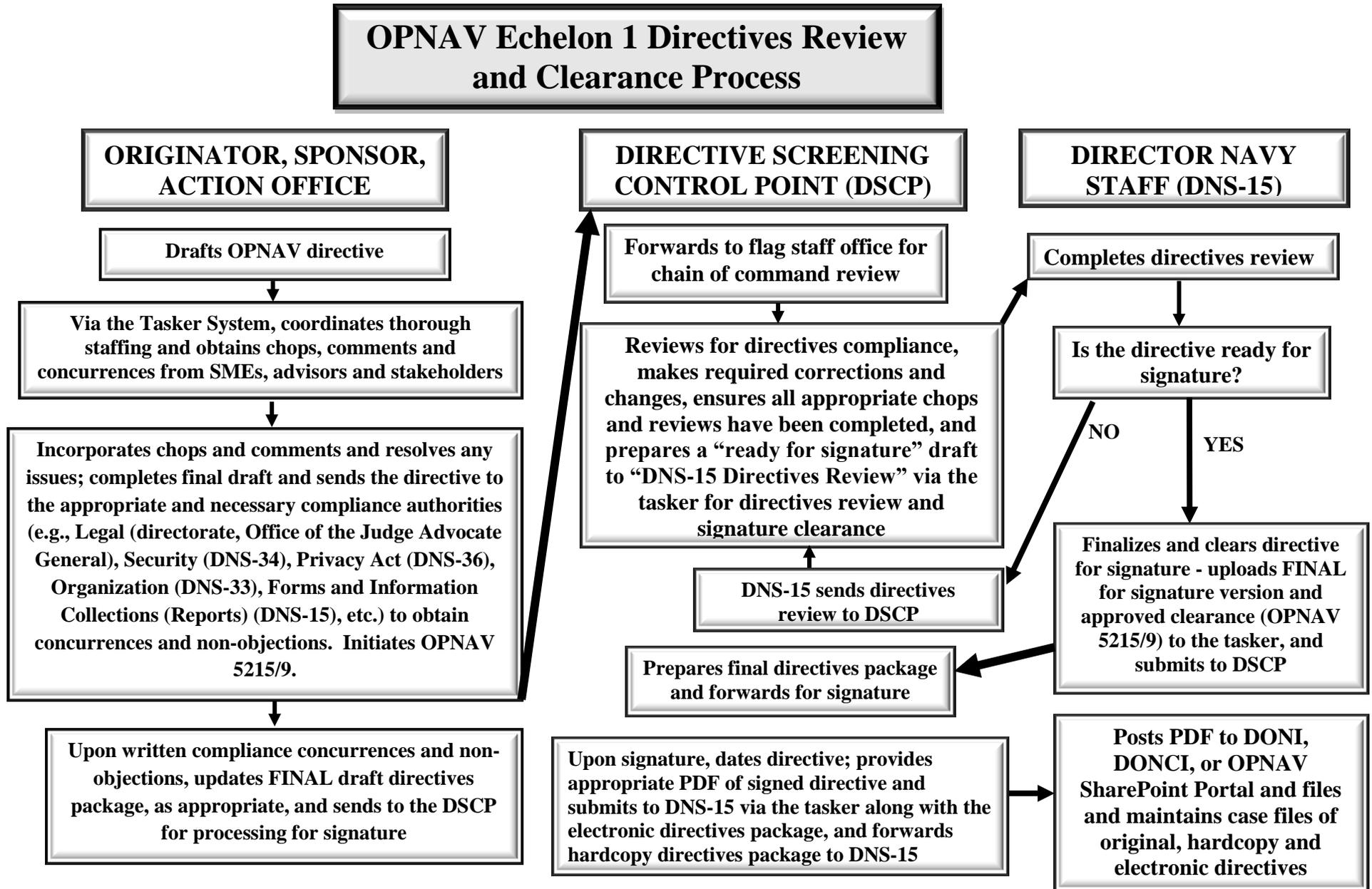


Exhibit B