

## OPNAV Directives Review Checklist

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### MS Word 2010

#### File Tab

Select "Options," "Proofing," "AutoCorrect Options," "AutoFormat As You Type" tab and clear all boxes under "Apply as you type" and "Automatically as you type," and hit "OK" (this prevents the document from autoformatting)

#### Home Tab

Font: Times New Roman; Font Size: 12 pt

Under "Paragraph" ribbon, "Spacing" is 0 pt before; 0 pt after, and "Line spacing" is "Single"

Under the "Font" ribbon, and the "Advanced" tab, "Scale" is "100%," "Spacing" is "Normal," and "Position" is "Normal"

Enable the "Show/Hide" (CTRL + \*)

#### Insert Tab

Page numbers are correct in footers, including enclosures, etc.

#### Page Layout Tab

Margins (left, right, top, bottom) set at 1" - under "Page Setup" Ribbon, click on "Margins" and click on "Normal" or "Custom Margins" to set margins

Headers at 1" (exception on letterhead page if using e-letterhead); footers at .5" - under "Page Setup" Ribbon, click on "Margins," "Custom Margins," and then the "Layout" tab to set the headers and footers

Insert section break at bottom of page 1 (such as, Next Page section break at bottom of e-letterhead page) - under the "Page Setup" ribbon, click on "Breaks"

Paragraph spacing:

\* Alignment: left; Outline Level: body text

\* No indentations

\* Spacing: 0 pt "before" and "after"; line spacing is single

In "Paragraph" ribbon, click on "Tabs. . ." at bottom left. "Default tab stops" are set at 0.25"; "Alignment" is "Left"; "Leader" is "1 None"

#### Review Tab

Turn on "Track Changes"

#### View Tab

Enable "Print Layout"

Ensure "Ruler" is checked

**X**

### Directive

#### Letterhead Page/Page 1

**E-Letterhead**: Correct CNO e-letterhead as per the directives templates under the "How To" tab on the DONI Web site

**Margins** (for e-letterhead page): .5" header and footer; 1" top, bottom, left, right

**Identification Block**: (the longest of the three lines is flushed to the right margin with the remaining two lines aligned to the left of the longest line)

\* First line: command abbreviation ("OPNAV"), type of directive abbreviation ("INST," "NOTE") SSIC, point number (as applicable), and alphabetical suffix, if applicable

	* Point number reflects the point number of the current version; if a new instruction, DNS-15 will assign a new point number when reviewed for signature clearance.
	* Alphabetical suffix reflects the next consecutive alphabetical character, however, "I" or "O" is not used. If after version "Z," DNS-15 will assign a new point number.
	* <u>Second line</u> : sponsor and originator code
	* <u>Third line</u> : the date (in "DD Mmm YYYY" format)
	One blank line between the date line and the designation line.
	<b>Designation Line</b> : command abbreviation (i.e., "OPNAV"); followed by "INSTRUCTION" or "NOTICE" (written out); followed by the SSIC, point number, and alphabetical suffix (as applicable). Underlined and in all capital letters (e.g., <u>OPNAV INSTRUCTION 5215.17A</u> ).
	One blank line between the designation line and the "From:" block
	<b>"From:" Block</b> : always the "Chief of Naval Operations"
	One blank line between the "From:" block and the "Subj:" block
	<b>Subject</b> : in all capital letters. Keep to a minimum; no more than 10 words if possible. If more than one line, the following line(s) must be aligned to the title of the directive, not to "Subj:"
	No acronyms are used in the subject
	<b>Reference Block</b> : If any references, one blank line prior to the "Ref:" block
	References are cited as per SECNAV M-5216.5, chapter 7, subparagraph 10d, and OPNAV M-5215.1, chapter 10, paragraphs 3 and 4
	References must be in alignment with each other
	References are CURRENT and IN EFFECT documents; no cancelled or draft documents
	Navy instructions are not identified with "series," "latest version," etc., and the correct and current alpha versions are cited
	References are listed in the order in which they are cited individually in the directive letter
	<b>Enclosure Block</b> : If any enclosures, one blank line prior to the "Encl:" block
	If more than one enclosure, they must be in alignment of one another
	One blank line prior to the first paragraph, the "Purpose" paragraph
	<b>Purpose Paragraph</b> : short, but concise. It merely states the purpose of the instruction series and begins with "To," such as "To establish . . .," "To provide . . ." etc.
	If the instruction is a revision, the purpose paragraph includes a summary of high-level changes and ends with "This instruction is a complete revision and should be reviewed in its entirety."
	At least two full lines of text of the purpose paragraph is on the letterhead page
	<b>Bottom of e-Letterhead Page</b> : Next Page Section break has been added at the bottom of the e-letterhead page so that margins and header information starting on page 2 can differ
	Page 1 (letterhead page) does not contain a page number in the footer
<b>Page 2+</b>	
	<b>Margins</b> : 1" header, top, bottom, right and left; .5" footer
	<b>Page Numbers</b> : begin on page 2 of the footer and are centered with NO returns preceding or following the page number
	<b>Footers in Enclosures</b> : Page numbers are centered and enclosure identifications ("Enclosure (?)") are flushed to the right margin on the SAME line. Page 1 of enclosures are not numbered.
<b>Throughout the Directive</b>	
	<b>Format and outline</b> : are per OPNAV M-5215.1, chapter 2, and the OPNAV Unclassified Instruction Template in DONI under the "How To" tab. With the proportional font, Times New Roman, tabs are now used.

	<b>Spacing:</b> Two spaces follow periods and colons (":"); one space follows commas (","), and semi-colons (";")
	<b>Line spacing and paragraphs:</b> There is one blank line between each and every paragraph and subparagraph
	<b>Paragraphs and Subparagraphs:</b> All paragraph/subparagraph titles/headers are underlined and the first letter of each main word is capitalized
	All main paragraphs and subparagraphs in a main paragraph either all have titles/headers or all do not have titles/headers
	<b>Subparagraphs:</b> There are a minimum of two; e.g., where there is a subparagraph (1), there is also, at a minimum, a subparagraph (2)
	<b>Use of personal pronouns:</b> "we," "us," "I," "our," "you," "your," etc. are NOT used. Instead, "they," "their," "he," "she," "him," "her," "it," "Sailor," "Marine," "Service member," etc., are used
	<b>Date format:</b> On every page, the date must be formatted as "DD Mmm YYYY". If single date, it is not preceded with a zero ("0") (e.g., instead of "02 Apr 2016," it is "2 Apr 2016")
	<b>Use of virgules (slashes ("/")):</b> Not used when "and" or "or" can be used
	<b>Use of "and/or":</b> Only "and" or "or" is used. Where "and" and "or" are both needed, it is cited as "X or Y or both"
	<b>Use of "in accordance with," "promulgate," and "shall":</b> they are NOT used
	<b>Use of auxiliary word modifiers:</b> specifically for action and responsibilities; "must" is used for mandatory and obligated actions; "must not" is used when action is prohibited; "will" is used when denoting a required action in the future; "should" is used when action is recommended; and "may" is used when action is discretionary
	<b>Web links:</b> All Web site links are correct and working
	<b>"Website," "website" or "Web site":</b> "Web site" is used
	<b>Measurement of time:</b> Figures are used, such as "1 year" and NOT "one year"
	<b>Numerals:</b> Arabic (1, 2, 3 . . . ) preferred over Roman (I, II, III . . . ). For example, "echelon 2" vice "Echelon II"
	<b>Acronyms:</b> All acronyms are identified once at their first citation of its term and definition, and, thereafter, only the acronym is cited
	Each acronym is cited a minimum of two times, unless an IT system or application. Serious consideration needs to be given to not use acronyms that are cited less than three times.
	The "Find" function was used to ensure that terms and definitions of acronyms are not used again after the first citation
	<b>Symbol abbreviation for words:</b> are not used. Instead of "&," "and" is used; instead of "%," "percent" is used; instead of "24/7," "24 hours per day, 7 days are week" is used, etc.
	<b>Capitalization:</b> the rules of chapters 3 and 4 of the U.S. Government Printing Office Style Manual, the JP 1-02 and the NDLS are followed
	Terms and definitions of acronyms are not capitalized if not normally capitalized
	<b>Organization codes:</b> Identified at their first citation, even if only used once
	If used more than once, only the org code is cited after the initial identification
	For OPOs, N-code is preceded with "CNO," and for subdirectorates, N-code is preceded with "OPNAV"
	All N-codes are current and established and their respective titles are official titles
<b>End of Directive Letter</b>	
	<b>Records Management Paragraph:</b> included

	<b>Forms or Information Management Control paragraph(s):</b> If any forms or reports or both are mandated in the directive, a "Forms" or "Information Management Control" or "Forms and Information Management Control" paragraph is included
	There are three blank lines (four lines down) from the end of the text to the signature block
	<b>Signature block:</b> Centered at 3.2" tab. The name of the signature authority is in all capital letters.
	If the signature authority is not the CNO, the next line below the name includes the position title (not in all capitals; sentence case only)
	If signature authority is military, rank is not included in the signature block
	There is one blank line between the signature block and the distribution block
	<b>Releasability and distribution block:</b> is as per one of the following, depending on classification and releasability of the directive: "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, <a href="http://doni.documentservices.dla.mil/">http://doni.documentservices.dla.mil/</a> 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, <a href="https://hqweb.cno.navy.smil.mil/donci">https://hqweb.cno.navy.smil.mil/donci</a> 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, <a href="https://portal.secnav.navy.mil/orgs/OPNAV/SitePages/Home.aspx">https://portal.secnav.navy.mil/orgs/OPNAV/SitePages/Home.aspx</a> (choose the e-mail certificate) in the "OPNAV FOUO Directives" folder of the OPNAV File Library"

**Adjudicator Compliance Reviews (to be completed prior to DNS-15 review and clearance)**

	<b>Records Management:</b> required and applicable when the directive contains retention or records or destruction of records, or both, and to ensure appropriate SSIC (DON/AA Directives and Records Management Division)
	<b>Privacy Act:</b> required and applicable when the directive mandates the use any PII (DNS-36)
	<b>Organization:</b> applicable to ensure that commands and activities cited in the directive are currently considered established and the correct title of the commands and activities are used (DNS-33)
	<b>Security:</b> required and applicable for sensitive (FOUO) and classified (NOFORN, confidential, secret) directives to ensure appropriate classification and markings (directorates security rep and DNS-34)
	<b>Forms:</b> required and applicable when use of forms (regardless of the format) are mandated (DNS-15 forms and reports)
	<b>Information Collections (Reports):</b> required and applicable when obtaining, or causing to be obtained, soliciting, or requiring of facts or opinions regardless of form or format used (DNS-15 forms and reports)
	<b>Legal:</b> Always Required!! To obtain legal sufficiency or legal non-objections or both