



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 5215.17
DNS-5D

JUN 13 2005

OPNAV INSTRUCTION 5215.17

From: Chief of Naval Operations

Subj: NAVY DIRECTIVES ISSUANCE SYSTEM

Ref: (a) SECNAVISNT 5215.1D
(b) SECNAVINST 5216.5D
(c) Government Printing Office (GPO) Style Manual 2000

Encl: (1) Navy Directives Issuance System

1. Purpose. Per reference (a), enclosure (1) promulgates policies, responsibilities, and standards for the administration of subject system. References (b) and (c) provide additional guidance.

2. Background. This instruction replaces the previous Directives Issuance System Instruction, SECNAVINST 5215.1C. It is a complete revision and should be reviewed in its entirety. Significant changes are as follows:

a. Authorizes Directive Control Points to issue periodic numerical checklists of current directives via Web sites.

b. Removes information regarding responsibilities of the Defense Printing Service for the numerical checklist and consolidated weekly transmittal sheet of Washington Headquarters Instructions. Unclassified directives are no longer printed, therefore these responsibilities are no longer necessary.

c. Authorizes activities to maintain copies of instructions electronically and make them available via Web sites vice paper distribution.

d. Removes requirement for cross-reference sheets.

e. Adds Government Printing Office (GPO) Style Manual as a reference for use.

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f. Removes "To" line in letter-type directives as use of distribution lists is sufficient for addressing directives.

g. Removes reference to Marine Corps issuances as procedural guidance for Marine Corps activities will be issued by a separate Commandant of the Marine Corps Order per reference (a).

3. Scope. The provisions of this instruction are applicable throughout the U.S. Navy.

4. Action. Addressees are responsible for implementing and administering the directives system within their organization, and for ensuring their administrative issuances meet the criteria of this instruction to the maximum extent possible. Implementing directives shall not duplicate this instruction, but may add details necessary for local use, and provide further guidance where options have been indicated.

5. Administration and Maintenance. Chief of Naval Operations (CNO), Director, Navy Staff (DNS), Navy Directives Office (DNS-5D) shall ensure implementation of the provisions of this instruction, grant any exceptions needed and provide for possible improvements and other appropriate changes. Recommendations for changes, together with the justification should be submitted to CNO (DNS-5D).

6. Form. OPNAV 5215/8, Directives Record Card, S/N 0107-LF-052-1540, may be obtained using requisitioning procedures contained in CD-ROM NAVSUP PUB 600 (NLL).



A. T. CHURCH III
Director, Navy Staff

Distribution:
Electronic only via Navy Directives Web site
<http://ned.s.daps.dla.mil>

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NAVY DIRECTIVES ISSUANCE SYSTEM

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RECORD OF CHANGES

IDENTIFICATION OF CORRECTION OR CHANGE	DATE OF CHANGE	DATE OF ENTRY	ENTERED BY

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CHAPTER 1
DIRECTIVES MANAGEMENT
OBJECTIVES AND RESPONSIBILITIES

1. General. Chapter 1 establishes objectives and assigns responsibilities for the Department of the Navy (DON) Directives Issuance System.

2. Objectives. To issue policy and procedural directives that are easily understood, organized, and eliminate directive pyramiding.

3. Responsibilities

a. Chief of Naval Operations (CNO) exercises overall management of the DON Directives Issuance System and provides for the implementation and administration of the system within the Navy.

(1) Manage the DON directives system and coordinate proposed improvements and changes to this manual.

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

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

b. Issuing Authority shall:

(1) Establish a directives issuance system to organize, improve effectiveness and quality and prevent pyramiding of directives.

(2) Designate a directives control point (or similar unit) to ensure compliance with this instruction and administer the directives issuance system.

(3) Ensure that directives are issued concerning matters over which they exercise authority and do not conflict with directives from a higher authority. NOTE: A change of command or a change in activity title does not affect previously issued directives. Do not issue a directive stating that previously

issued directives remain in effect. Additionally, do not issue a directive changing the designation, e.g. NMPC directives are changed to BUPERS directives.

(4) Ensure that directives conform to DON policies, regulations, statutory, and other requirements.

(5) Conduct a periodic (recommended schedule is annually, on the anniversary date of the directive) review of directives 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 reporting requirements by elimination, reduced frequency of the report, or combining with other reports.

(6) Provide appropriate training for personnel involved with drafting, preparing, reviewing, and maintaining directives.

c. Directives Control Point (or similar unit) shall:

(1) Coordinate reviews of proposed directives.

(2) Maintain the original directive and all background and supporting material in case files.

(3) Review proposed directives prior to signature for compliance with established formatting standards, security, appropriate standard subject identification code (SSIC), currency of references, editorial standards, reporting requirements, and overlap or conflict with other directives. Identify deficiencies and make recommendations or determinations as to what is appropriate for signature and release.

(4) Assign consecutive numbers and date new directives after signature.

(5) Arrange for printing, distribution, and stocking of classified directives only.

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(6) Ensure that directives include adequate ordering and stocking information, and that prescribed forms or other materials are readily available to users.

(7) Assist originators in the periodic review of directives.

CHAPTER 2 STANDARDS AND PRACTICES

1. General

a. Chapter 2 establishes uniform standards and practices for management and development of directives within DON. Directives are formal written guidance that informs and instructs DON personnel in the communications of policy and procedures in the performance of their duties. Depending on the purpose and use, a directive may be issued in the form of an instruction, notice, or change transmittal.

b. Directives may be internal or external. Internal directives are distributed to addressees within the issuing authority's organization. External directives are distributed to the addressees external to the issuing authority's organization.

2. Types of Directives. There are two basic types of directives, permanent and temporary.

3. Criteria

a. Permanent. In general, a document, regardless of its physical characteristics, shall be issued as permanent in the directives system when it does one or more of the following:

(1) Regulates or is essential to effective administration.

(2) Establishes or revises policy.

(3) Delegates authority or assigns responsibility.

(4) Establishes or changes the organizational structure.

(5) Assigns a mission, function, or task.

(6) Initiates or governs a course of action or conduct.

(7) Establishes a procedure, technique, standard, guide, or method of performing a duty, function, or operation.

(8) Establishes a form or a reporting requirement.

(9) Changes, supersedes, or cancels other directives.

b. Temporary. Issuances not falling within the scope of the above criteria nevertheless may be issued in the directives issuance system to obtain quick and controlled dissemination. Normally issued as a notice, these may include the following:

(1) Request for comments, approval, or information.

(2) Directions for routinely carrying out established operations, such as matters pertaining to individual personnel actions or special shipments of material.

(3) 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 the following by directive:

(1) Navy Regulations.

(2) Top Secret documents.

(3) Registered publications.

d. Optional. May be issued as directives:

(1) Operation plans and orders.

(2) Technical and regulatory manuals and publications and changes thereto.

(3) Issuances with fewer than six addressees, including "copy to" addressees, except those covered by paragraph 3a(4), (5), and (8) above.

4. Content and Format. Refer to chapters 3 through 9 for content and formatting standards for specific types of directives.

5. Changes to Manuals or Publications not in the Directives Issuance System. These normally shall be issued as regular manual or publication changes or revisions, outside of the directives system. In no case may such a change be issued as an instruction; however, when information must be transmitted before a regular change or revision to the basic document can be published, a notice, preferably carrying a cancellation date of 6 months or less, may be issued. The notice may not remain in effect for longer than 1 year. Final manual changes should be made as soon as practicable, in any event.

6. Canceling Directives

a. Directives cannot be canceled by issuing authorities subordinate to the originator.

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

c. When canceling several directives, issue a consolidated list of the canceled directives in one notice rather than issuing individual cancellation notices. The cancellation notice must include all recipients of the directive being canceled. Cancellation notification via Web site address is authorized. The consolidated list should include the following for each canceled directive:

(1) Directive number, e.g., SECNAVINST 5215.1C.

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

(3) Subject

(4) Form numbers, dates of canceled forms, and report control symbols of canceled reports.

(5) Reason for cancellation, e.g. "Information contained in..., " "Served its purpose" or "Canceled by..."

7. Maintenance

a. Directives Record Card (OPNAV 5215/8). Maintain a directives record card for each directive issued. This form is used as a record-keeping tool to track actions taken on directives. The form is printed on 3" x 5" card stock (S/N 0107-LF-052-1540) and is available in the Naval Inventory Control Point using requisitioning procedures contained in Navy Forms Online at <http://forms.daps.dla.mil>. Electronic data bases are acceptable in lieu of OPNAV 5215/8.

b. Directives Case File

(1) Maintain a directives case file for each directive issued. Each file should contain:

- (a) The original version of the directive.
- (b) Each draft version sent out for clearance.
- (c) The document containing the signatures of concurring officials.
- (d) The final signed original.
- (e) The official file copy.
- (f) A copy of the directive as it appears in the final printed form.
- (g) Significant working papers and notations of regulatory sources materials.
- (h) Any other records that will document the directive from its inception to its publication.
- (i) Any change transmittals.
- (j) Upon cancellation, a copy of the cancellation directive and other documentation pertinent to the cancellation.

(2) Retain or dispose of directive case files following the guidance contained in SSIC 5215 of SECNAVINST 5212.5D.

c. Master Set of Current Directives. Maintain a complete set of current directives in binders or electronic media.

(1) Instructions

(a) File instructions together, regardless of issuing authority, according to:

1. SSIC number.
2. Consecutive number.
3. Issuing authority.

(b) Activities may elect to file instructions in another manner. Such as by issuing authority, depending on local needs. The master set of directives is normally filed in three ring or post binders, but may be maintained on automated equipment if the system provides for search, retrieval and hard copy generation.

(2) Notices. Due to their brief duration, file notices separate from instructions. If interfiled with instructions, tab notices so that they can be readily removed as their cancellation date is reached.

(3) Classified Directives. File classified directives in separate binders from unclassified directives and safeguard per SECNAVINST 5510.36.

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 directives via Web site is authorized. Directives are listed by:

- (1) Issuing authority.
- (2) SSIC number and consecutive number.
- (3) Subject.
- (4) Date signed.

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8. Directives Availability. Available electronically via Web sites.

9. Stocking and Requisitioning. Contact directives control point (or similar unit) for classified directives.

CHAPTER 3
UNCLASSIFIED INSTRUCTIONS

1. General. A letter-type instruction is a directive that is prepared in naval letter format and establishes policy or orders specific action. It remains in effect until canceled by the originator or higher authority. Table 1 and exhibits 1 and 2 provide guidance and give examples of unclassified instructions.

2. Appearance

a. Stationery. The first page is prepared on letterhead stationery. Electronic letterhead is authorized per reference (b). All other pages are prepared on white bond paper. Use standard (8 1/2" x 11") size paper for both directives and enclosures.

b. Format. Follow the guidance in table 1 of this instruction for details on fonts, margins, page numbering, paragraphs, etc.

c. Capitalizing

(1) Do not capitalize the words "instruction," "notice," "change transmittal," or "directive," when used in the body of a communication except when used as part of the identification of a specific directive, such as SECNAV INSTRUCTION 5215.15.

(2) Commanding officer, officer in charge, command master chief, and ranks/rates, e.g., captain, commander, chief petty officer, etc., will 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).

3. Preparation of Directives. The elements of a directive, both as to content and format, generally in the order that they appear in a directive, are contained in table 1, Preparation of Letter-Type Directives, and table 2, Preparation of Special-Type Directives. Unless otherwise indicated, each procedure applies to instructions and notices. Unless specifically modified by directives issuance system requirements, the provisions of reference (b) apply to directives, as well. While the formats of directives are intended to follow those of the naval letter as closely as practicable, the tables have been prepared in

sufficient detail to minimize reference to the Department of the Navy Correspondence Manual.

a. Preparation of Letter-Type Directives. Table 1 contains the standard requirements for the preparation, identification, promulgation, and distribution of directives issued in the directives issuance system.

b. Preparation of Special-Type Directives. Table 2 contains the standard requirements for promulgating message, publication, and joint intra-Navy and interservice directives.

CHAPTER 4
CLASSIFIED INSTRUCTIONS

1. General

a. Unless otherwise indicated, the guidance for unclassified instructions applies. Table 1 and exhibits 3 and 4 provides guidance and examples.

b. Instructions may be classified SECRET or CONFIDENTIAL. TOP SECRET and Communication Security (COMSEC) material cannot be issued through the Directives Issuance System. SECNAVINST 5510.36 contains specific guidance for the issuance of classified information, and it is essential that the sponsor complies with that instruction.

CHAPTER 5 NOTICES

1. General. A notice is a directive that has a one-time or brief nature and has a self-canceling provision, and it 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. Table 1 and exhibit 5 provide guidance and example.

2. Cancellation Date

a. Notices are of short duration, and may not be in effect for more than 1 year. The date on which the notice is canceled is determined by the sponsor, and is cited on the notice. In some instances, the sponsor can not 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.

b. The day of cancellation is always the last day of the month, and is not cited on the notice. The cancellation date is located on the second line above the identification symbols. Notices may expire prior to the cancellation date if the action or event detailed in the contingency cancellation paragraph is completed.

c. Cancellation Paragraph. As in an instruction, the second paragraph of a notice is the cancellation paragraph if the notice cancels another directive. 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.

d. Cancellation Contingency Paragraph. Used only in notices, this is the last paragraph of a notice when cancellation is for record purposes (frp), and contains the cancellation contingency. A cancellation contingency is the condition that, when met, will satisfy the requirement(s) of a notice 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.

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Once the action or event has been completed, the notice may be canceled without waiting for the cancellation date.

3. Classified Notices. Classified notices are marked in the same manner as classified instructions, including the addition of an abbreviated security classification indicator (i.e., S for Secret or C for Confidential), prior to the SSIC in the identification symbol block and in the designation line.

NOTE: Refer to SECNAVINST 5510.36 when preparing classified notices.

CHAPTER 6 CHANGE TRANSMITTALS

1. General. Change transmittals are used to issue changes to instructions and, under some circumstances, notices. Each change transmittal describes the nature of the change(s) and provides directions for making them. Table 1 and exhibit 6 provide guidance and examples of change transmittals. Unless otherwise indicated, the same guidance applicable to instructions should also be used on change transmittals.

a. Change transmittals may consist of a cover letter forwarding changed or additional pages to a directive as an enclosure.

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

2. Page Changes. When a change transmittal contains revised or additional pages to a directive, it must forward the changed pages to all addressees holding the basic directive. The change transmittal follows the format of an instruction, with the following exceptions:

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 - Instruction. Contains the same designation line as the directive to be changed, followed by a space, CHANGE TRANSMITTAL, a Number, and underlined, e.g., SECNAVINST 5215.1D CHANGE TRANSMITTAL 2

c. Designation Line - Notice. Same as instruction, except that the date of issue must also be cited, e.g., CNINOTE 5215 OF 6 JUN 04 CHANGE TRANSMITTAL 1.

d. Enclosure(s). Enclosures to change transmittals are not marked since they bear the marking of the directive being changed.

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e. Changed First Page. When the first page of a directive is changed, the date of the change shall be shown in the upper flush right margin, two spaces above the identification symbols of the basic directive. The date line of the identification symbols must show the original date of issue, e.g.,

CH-1 of 6 June 2005

SECNAVINST 5215.1D CH-1
AAUSN
29 October 2004

f. Signature Page. When a revision to a signature page is made the signature block remains as the original signing official, e.g.,

/s/
K. RICHARDS
Under Secretary of the Navy

3. Change Transmittals to Classified 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.

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

CHAPTER 7
INTERIM MESSAGE CHANGES

1. General. Interim message changes may be issued to directives when information changing the basic directive must be promulgated urgently. Changes must be followed by a change transmittal or revision to the basic instruction within a reasonable period of time not to exceed 90 days. Table 2, exhibit 7 provides guidance and example.

2. Format. Interim message changes are issued through the Defense Messaging System (DMS) through your local message center and must conform to the standards of that system. Additionally, the following are items required by the Directives Issuance System:

- a. From Line. Short title of the issuing authority.
- b. To Line. Short title of the addressees. If an interim message change is issued by SECNAV, it is directed to the collective title All Navy (ALNAV). CNO issued directives are normally addressed to Naval Administrative (NAVADMIN) or Naval Operations (NAVOP).
- c. Classification and SSIC. The classification level of the interim message change, followed by the SSIC of the directive to be changed.
- d. Special Category Marking. The abbreviation ALNAV, NAVOP, or NAVADMIN, as appropriate, shall appear on this line as indicated.
- e. Subject. The subject shall be the same as the subject of the directive being changed. Immediately following the subject, separated by a slant, shall be interim change and number, the word "TO" and title of directive, e.g., SUBJ/INTERIM CHANGE 1 TO SECRETARY OF THE NAVY DIRECTIVES ISSUANCE//
- f. Text
 - (1) The First Paragraph. The first paragraph of an interim message change should be titled "purpose" and contain a brief summary of the reason for the change.

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(2) The Body. Following the "purpose" paragraph will be specifics of the interim change.

(3) Cancellation Paragraph. A paragraph must contain cancellation instructions. These may be a specific date, or direct retention of the interim message change with the basic directive until the changes have been incorporated in the directive through change transmittal or revision. This paragraph always precedes the "Released By" paragraph.

(4) Released By Paragraph. Contains name and title of the releasing official.

NOTE: Interim Message Changes must be coordinated with the directives control point (or similar unit) to ensure that the case file and master set of directives are updated.

CHAPTER 8
MANUAL-TYPE AND PUBLICATION-TYPE DIRECTIVES

1. General. A manual-type directive is an instruction or notice whose size and content is best suited to a format used for manuals consisting of parts, chapters, or sections. A publication-type directive is a letter-type directive which brings a pamphlet, handbook, publication or manual into the directives issuance system by enclosing it as part of the issuing directive. Table 2 provides guidance. OPNAVINST 1710.7A is an example of a publication-type directive and can be found at <http://neds.daps.dla.mil/1710.htm>.

2. Manual-Type Directives. Manual type directives consist of:

a. The Cover. The cover must include the short title of the issuing authority, the SSIC followed by the consecutive number, the alphabetic suffix if a revision, the date of issue, and the subject of the directive. There is no specific format for the preparation of the cover. The cover page is not numbered.

b. Record of Changes. The record of changes page is not numbered and is located on the inside of the cover.

c. The Cover Letter. The cover letter shows by what authority the manual is being issued. The cover letter of a manual-type directive must follow the format for letter-type instructions and is not numbered. The cover letter should not exceed one page.

d. The Table of Contents. A table of contents follows the cover letter and starts with a small roman numeral "i". Do not begin the table of contents on the back of the cover letter.

e. The Body. The body of the directive follows the table of contents. It is NOT an enclosure. The body of the directive is numbered in Arabic numbers. Unlike Navy letters all pages, including the first, are numbered. It may be numbered consecutively or if the directive is divided into parts or chapters, numbering may indicate the part 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, etc.

f. Appendices. Optional. Appendices contain material which supports but is not readily incorporated into the text of a document, i.e., a directive, manual, or technical report. It may include such things as checklists, questionnaires, photographs, tabular data, photocopies of correspondence, reports, exhibits, or illustrations. Attach the appendix at the end of the text, but before all other back sections such as a list of footnotes, a glossary, bibliography, or an index. Reference appendices sequentially in the text and list them in the same order in the Table of Contents. Classified or bulky appendices may be bound separately.

(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. 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) Page Numbering Appendices. Number appendices individually or consecutively. Individually number pages with a capital alphabetic designator, a hyphen, and an Arabic numeral, e.g., B-2, B-3, etc.

g. Index. Optional. Include an index in lengthy manuals to assist users. Follow the same numbering pattern used in the body.

h. List of Effective Pages. Optional.

i. Bibliography. Optional.

3. Publication-Type Directives. These directives are prepared in the same manner as letter-type directives. The publication to be entered into the system is cited as an enclosure in the letter. Take care to clearly mark the enclosure with the proper identification symbols.

CHAPTER 9
JOINT DIRECTIVES

1. General. Joint directives guidance is provided in table 2.
2. Joint Directive. A directive issued jointly by two or more authorities. Types of joint directives are:
 - a. Intra-Navy. A directive issued by two or more components of the Navy.
 - b. Interservice. A directive issued jointly by the Navy and one or more of the other military services.

APPENDIX A
DEFINITIONS

1. Terms Defined. The following terms and their definitions, listed in alphabetical order, will aid in interpreting this instruction, and in the continued administration of the DON Directives Issuance System.

a. Change Transmittal. The medium used to transmit changes to an instruction or, under extenuating circumstances, a notice. Each transmittal describes the nature of the changes it transmits, and gives directions for making them.

b. Checklist. Web sites offer the availability of intranet/internet Web sites and CD-ROMs provide a listing of current or recently updated or canceled directives which may be published electronically and listed numerically by SSIC vice a published notice.

c. 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 usually referred to as "classified information."

d. Directive. An instruction, notice, or change transmittal. It prescribes or establishes policy, organization, conduct, methods, or procedures; requires action, or sets forth information essential to the effective administration or operation of activities concerned; or contains authority or information that must be promulgated formally.

e. Directives Issuance System. The standard procedures and formats used to promulgate policy, procedures, and informational releases within DON.

f. Distribution List. A list of "action" and "copy to" addressees of a directive. These addressees are selected on the basis of "need to act" or "need to know".

g. Instruction. A directive containing authority or information having continuing reference value, or requiring

APPENDIX A
DEFINITIONS (CONT'D)

continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority.

h. Issuing Authority. The chief official of an established, independent component, by whose authority and under whose title a directive is promulgated.

i. Joint Directive. A directive issued jointly by one authority, in conjunction with one or more other authorities.

j. Letter-Type Directive. An instruction or notice prepared in a format similar to that of a naval letter.

k. Manual-Type Directive. An instruction or notice whose size and content is best suited to a format used for manuals consisting of parts, chapters, or sections.

l. Message-Type Directive. A directive transmitted via the Defense Messaging System (DMS).

m. Notice. A directive of a one-time or brief nature, which has a self-canceling provision, and which has the same force and effect as an instruction. Usually, it will remain in effect for less than 6 months, but is not permitted to remain in effect for longer than 1 year. Any requirement for continuing action contained in a notice, such as the submission of a report, 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.

n. Page Change. An additional or replacement page for an instruction or notice transmitted under cover of a change transmittal, for insertion by recipients.

o. Preparing Authority. A chief official of an activity or component who has initiated or has been assigned the task of preparing a directive.

p. Publication-Type Directive. An instruction or notice whose content is best suited to a publication format, i.e.,

APPENDIX A
DEFINITIONS (CONT'D)

parts, chapters, sections, etc., differing from a manual or publication only by the method of promulgation and identification. It includes a promulgation in the format of a letter-type directive, instead of the normal authenticating title/cover page in a publication. It carries the same subject number as the signed transmittal, and does not carry a separate publication number.

q. Revision. A reissuance of an existing instruction in completely rewritten form.

r. Special Distribution List. A list of addressees, compiled by issuing authorities to meet their special recurring distribution needs, when use of the SNDL would be impractical. The list is compiled on the basis of some common denominator, such as the ships under a single type commander. The code consists of the short title of the issuing authority and a discrete number.

s. Standard Navy Distribution List (SNDL). The list which provides official addressing and distribution information for the Naval Establishment. It is published as an OPNAV Notice 5400 with six enclosures. Enclosure (1) is the Foreward to the SNDL, enclosure (2) is the Fleet Address Listings, enclosure (3) is the Shore Address Listings, enclosure (4) is the Fleet and Shore Chains of Command, enclosure (5) is the Homeports and Permanent Duty Stations, and enclosure (6) is the SNDL Serial Changes.

TABLE 1
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
1. Stationery & Printing		
a. Preparation	The first page of a letter-type directive is prepared on letterhead per reference (b), and the continuation sheets are on plain bond paper.	
b. Reproduction	Directives shall be reproduced locally at the expense of each activity. Directives can be downloaded via various Web sites or CD-ROM's. Classified and FOUO directives should be ordered from Navy Stock points.	
c. Format/Font	The standard single-column format used for naval letters shall be used. Courier New 12 font is the only authorized font. Pitch may be changed in enclosures when required.	
2. Margins	Margins will be the same as for a naval letter, i.e., top, bottom, left, right and header will be 1 inch and bottom header will be 1/2 inch. Page number will be centered in bottom footer. When a document has enclosure(s) or attachment(s) that are in "landscape" the margins may vary for the text, table, diagram, etc., to fit properly.	
3. Security Classification	Refer to chapter 6 of SECNAVINST 5510.36.	
a. Classifying Directives	Directives containing classified information shall be assigned the appropriate classification level and marked per SECNAVINST 5510.36.	
(1) First Page	Refer to chapter 6 of SECNAVINST 5510.36.	
(2) Continuation Page	Refer to chapter 6 of SECNAVINST 5510.36.	
b. Downgrading and Declassification Information	Refer to chapter 4 and 6 of SECNAVINST 5510.36.	

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
c. Change Transmittals to Classified Directives	A change transmittal to a classified directive shall be classified or unclassified according to its own content, regardless of the classification level of the basic directive.	
4. Cancellation Date		The cancellation date of each notice shall be indicated in the upper right margin of the first page, on the second line above the identification symbols or the "In reply refer to: caption, as follows:
		a. If the cancellation dates is for record purposes, with a contingent provision, the abbreviation "Canc frp:", with the abbreviation of the month (normally the last day), and the last two digits of the year of the record purposes cancellation. Example: "Canc frp: JUN 02". In such cases, the cancellation paragraph (last paragraph of the notice) is included, in order to specify the contingency. This paragraph shall be headed "cancellation contingency" and in such cases, the contingency is stated and the "canc frp:" date is not repeated.
		b. If the notice is canceled on a given date, with no contingency, the cancellation date is shown as above prefixed only by the abbreviation "Canc:". Example: "Canc: Jun 02". In such cases, there is no cancellation paragraph.

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
5. Identification Symbols		
a. First Page	Located at the top right corner, beginning on the line below the last line of the letterhead are: (1) The designation abbreviation, i.e., the abbreviation of the issuing authority, as used in the designation line, followed without a space by the abbreviation, "INST" or "NOTE" as appropriate, and followed, after a space, by the alphabetic prefix (for security classification), when applicable; by the subject identification number, including consecutive number (for instructions), and alphabetic suffix (for revision indication). (Note: If the directive designation abbreviation overlaps the last line of the letterhead, it should either be typed on the second line below the last line of the letterhead, or divided into two lines, broken after "INST" or "NOTE"); (2) originator's code must be shown on all directives; and (3) date of signature. Instructions and notices are distinguished also by the presence or absence of consecutive numbers. Serial numbers are required on all classified directives and notices, located on the line above the date. On a change transmittal the abbreviation "CH", and a consecutive change number, is added to the designation abbreviation line, e.g., "SECNAVINST 2700.2 CH-1".	
b. Continuation Pages	The same identification symbols used on the first page are located at the top flush to the right margin, except that the originator's identification is omitted.	
c. Page Change		
(1) One-Page Change	When a change is being made to only one page in issuing a page change, the change transmittal number and its date are shown on the flush right margin. Example: SECNAVINST 5000.25 CH-1 6 Jun 02 The unchanged pages retain the same identification as when previously issued.	

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
(2) Revised First Page	<p>When a revised first page of a directive is issued as a page replacement, the date of the change, e.g., "CH-1 of 6 Jun 02" shall be shown, in the upper flush right margin, two spaces above the identification symbols of the basic directive.</p> <p>Example: CH-1 of 6 Jun 02</p> <p style="padding-left: 40px;">SECNAVINST 5000.26 PERS-332F2 16 Mar 90</p>	
d. Pages Printed Landscape	Identification symbols are placed in the same position that they would occupy if the pages were printed in portrait, i.e., at the top flush right margin.	
6. Designation	Each directive shall be identified as follows on the designation line:	
a. Issuing Authority Identification	The first segment of the directive designation is the authorized or generally accepted abbreviation for the issuing authority per the SNDL; e.g. directives issued by Secretary of the Navy are identified as "SECNAV" directives. The abbreviation location of the issuing authority shall be included in the designation line when there are more than one activity of the type involved and are underlined.	
b. Type of Directive	"INSTRUCTION" or "NOTICE", as appropriate, follows the abbreviation of the issuing authority.	

TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
c. Designation		
(1) Indication of Classification	The degree of security classification is indicated alphabetically on each Confidential or Secret directive, by prefixing the specified letter to the subject number; i.e., "C" for Confidential and "S" for Secret. (Top Secret material is excluded from issuance in the directives system.) (Note: Do not issue a change to a directive merely to convert the former symbols (zero(es)) to these letter symbols.) However, references to directives which bear the zero(es) prefix(es) should use the "C" and "S", although the directives, or any pages thereof, have not been changed.	
(2) Subject or Code Number		
(a) Source	Each instruction and notice issued shall be assigned a SSIC number from SECNAVINST 5210.11D.	
(b) Guidelines	The SSIC number should reflect the most important subject covered in the directive. The following are some guidelines for determining the appropriate SSIC to be assigned:	
1. Purpose of the Directive	Consider the purpose and general significance of the directive, rather than the functional responsibilities of the issuing authority.	
2. Related Directives	Select the SSIC that will best keep together the related directives on a given subject. Preferably, select the one designating the most specific or concrete subject matter (i.e., a definite "thing," such as pumps, freight, water supply, or tools). However, select the one designating the general or an abstract subject (i.e., a process or action, such as procurement, transportation, maintenance, or inventory control) when the directive relates only to such a function, or when the action covers more than one concrete or specific action.	

TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
<u>3.</u> Equally Applicable	When two or more SSIC numbers appear equally applicable, select the SSIC within the major subject group that relates to the purpose of the directive.	
(3) Consecutive Numbers		
(a) General	A consecutive number, preceded by a period, is added to the SSIC of an instruction by the directives control point or other designated unit. It is not assigned to a notice. The issuing authority assigns the number in numerical sequence to each instruction they issue under the same SSIC, regardless of the security classification of the individual instruction. Consecutive numbers assigned to instructions which later are canceled, are not reused.	

TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
(b) Identifying Revisions	A revised instruction shall retain the same subject identification number and the same consecutive number as the instruction it supersedes, with the addition of a suffix capital letter (the first revision "A", the second "B", etc.) immediately following the consecutive number. The alphabetic suffixes "I" for the ninth revision and "O" for the fifteenth revision will not be used. (Since the cancellation paragraph specifies the directive being canceled or superseded, it will be apparent to recipients that, in these cases, the "I" or "O" was not used.)	
(c) Combining Instructions	An instruction that combines and superseded two or more previous instructions bearing the same SSIC should be assigned the consecutive number of the canceled directive relating most closely to the new one, or that having the lowest consecutive number. An alphabetical suffix designation is assigned, to indicate revision.	

TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
(d) Identifying Change Transmittals	<p>Each change transmittal is identified in the designation line of the transmittal by the same number as the directive it changes (and, in the case of notices, the date), plus an assigned change transmittal number added to the identification; e.g., "SECNAV INSTRUCTION 5215.2 CHANGE TRANSMITTAL 1" or "OPNAV NOTICE 5000 OF 6 JUN 2002 CHANGE TRANSMITTAL 1." If two lines are required for the designation, the designation line is broken on a change transmittal to a notice after the date, and on a change transmittal to an instruction after the instruction number, and underscored only once, under the second line of the designation, with the underscore extended the length of the longer of the two lines. Examples:</p> <p>COMNAVAIRLANT NOTICE 11000 OF 6 JUN 2002 CHANGE TRANSMITTAL 1_____</p> <p>COMNAVAIRPAC INSTRUCTION 8000.16 CHANGE TRANSMITTAL 2_____</p> <p>A separate series of consecutive numbers shall be assigned to the changes to each individual directive, regardless of whether the basic directive or an enclosure is changed. When the first page of a directive is revised and a page replacement issued, the designation line of the new page is the same as that of the page being replaced.</p>	
7. "From" Line	The title of the issuing authority is shown on the "from" line. In joint directives, titles are typed in list form.	
8. Subject		
a. General	The same procedure used for a naval letter is followed. The subject line consist of a sentence fragment that tells readers what the directive is about. Use normal word order and capitalize every letter after the colon.	

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
b. Classified Directives	Mark the subject line with the appropriate abbreviated classification level, after the subject in parentheses (i.e., (U), (C), or (S)). Whenever possible the subject shall be unclassified for identification and reference purposes, regardless of the overall classification of a directive. If a classified subject is unavoidable, an unclassified short title shall be added for reference purposes.	
c. Change Transmittals	Only the subject of the basic directive being changed and any letter to specify the classification level designation of the subject shall be shown on the subject line.	
9. Reference Line(s)		
a. General	Documents that will significantly facilitate the understanding of a directive, and are in the hands of addressees, shall be listed in the reference line(s). When it becomes desirable to reference a document not addressed to all whom are to receive the directive being prepared, the abbreviation "NOTAL" shall be shown in parenthesis. Try to avoid using short-term documents, e.g. memorandums, letters, etc. that have a short life span per SECNAVINST 5212.5D.	
	Listing as a reference a directive that is being canceled or previously has been canceled, or any draft documents is not authorized.	
b. Directives From Higher Authority	When an issuing authority determines that it is necessary to implement further a directive from higher authority, they should, wherever practicable, use the basic directive only as a reference, provided the basic directive was distributed to the addressees of their directive.	

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
c. Citing Directives	When a directive is referenced in another document, information should be adequate to ensure accurate identification	
d. Reissuing Directives	When an issuing authority determines that it is necessary to reissue a directive from higher authority, they may use the basic directive as a reference when the pertinent parts of the basic directive are technical and difficult to restate, or too lengthy to quote. In such cases, portions of the reference should not be quoted or repeated in the covering directive.	
(1) Instructions	For an instruction, the reference(s)/enclosure(s) shall include the identification of the issuing authority, the abbreviation "INST," the SSIC, and the consecutive number, e.g., SECNAVINST 5212.5D. The date is not required unless it is a DOD issuance or a notice.	
(a) Revised Instruction	<p>(1) If a revised instruction is being referenced, the latest suffix letter should be shown (e.g., "SECNAVINST 5212.5D"). Terms such as "current edition," "latest edition," and "series" have no foundation in logic, are redundant, and therefore will not be used.</p> <p>(2) The reference(s)/enclosure(s) of a directive do not become obsolete merely because a revision has been issued, and no change to a directive will be issued merely to update such a reference.</p>	
(b) Status of Instruction	Regardless of how an instruction is cited, it is the responsibility of the originator to ascertain the present status of an instruction under the system. The citing of the latest revision of an instruction in the referencing document at the time of its publication does not ensure its continued currency.	
(2) Notices	A notice shall include the identification of the issuing authority, the abbreviation "NOTE," the SSIC, and since notices do not carry consecutive numbers, the date.	

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
10. Enclosure(s)		
a. Enclosure Line(s)	Typed two lines below the preceding line of typing, beginning at the left margin, each enclosure notation beginning on a new line. Numbered (1), (2), (3), etc., and described. Courier New 12 font is required unless a lower font size is required.	
b. Identification	The abbreviated directive identification symbol and the date of the directive that is associated with the enclosure are placed at the top flush right margin, 1 inch from the top, in the same manner as on the continuation sheets of the directive. The word "Enclosure" and its number (e.g., "Enclosure (1),") are placed at the bottom flush right, 1/2 inch from the bottom, of each page. When the text runs landscape on the page, the enclosure identification may be made to run parallel to the text, and if so, will be placed in the lower flush right margin.	
c. Exception	Although directions 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.	
11. Text		
a. Paragraph Titles	Paragraphs shall be numbered and lettered as indicated in exhibits 1 through 4. Underlined titles, with the initial letters of the first and main words capitalized, shall be used for all major paragraphs; they may be used for subparagraphs. The heading is followed by a period if the text follows immediately. If the heading stands alone, followed by a blank line, the period is omitted.	

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
b. Paragraph Sequence	Paragraph sequence is as appropriate, except as follows:	
(1) Purpose Paragraph	The first paragraph shall state the purpose of the directive, including, when appropriate, the general applicability and nature of the action required. The first portion of the purpose paragraph of a revised instruction states the purpose of the series, and not of the particular revision. (See paragraph 11c(3) for indicating the purpose of a particular revision.)	
(2) Paragraph Canceling Other Directives, Reports, and Forms	The second paragraph shall contain the statement(s) of cancellation, or supersession, when the directive cancels another directive(s) or other document(s).	
	When a directive 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 will be indicated in the cancellation paragraph.	
		If the sole purpose of a notice is to cancel another document(s), the cancellation statement may be made in the purpose paragraph.
(3) Report(s)/Form(s) Paragraph	When a directive requires a report or the use of a form, even though the requirement may appear elsewhere in the text, the report symbol, form number, stock number (if applicable), and title of the report or form shall be identified in the last paragraph of the instruction or notice, unless the notice has a cancellation paragraph, in which case the information is placed in the next-to-last paragraph.	

TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
(a) Special Requirements for Forms	When forms are prescribed, this paragraph shall state when and where the forms may be obtained, and how information should be submitted. Issuing authorities are encouraged to provide a filled-in sample form to illustrate the action required, if the form is complex or as such would be helpful to the user. When a filled-in form is provided it shall be identified as a "Sample."	
	The originator will determine the need for, sponsor, and ensure timely availability of the form through normal supply channels or via various Web sites.	
(b) Due Dates	When deadlines or due dates for the submission of reports or data are required, they shall be included in the same paragraph with the reporting requirement, unless included in a separate paragraph on submission dates.	
(4) Self-Canceling (Expiration Provisions)		
Notice		If the exact length of time the notice needs to remain in effect cannot be determined at the time of issuance (e.g., cancellation is contingent on completion of specified actions or on incorporation of the information into another document) the cancellation date is "for record purposes." When such is the case, the cancellation date for record purposes is shown in the upper right corner of the first page, and the contingent provision in the last paragraph of the notice.

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
Notice (Cont'd)		<p>A complete sentence is not required. Cancellation of a notice for record purposes shall not serve to relieve an addressee of a responsibility assigned therein because they were unable to meet the anticipated earlier due date (e.g., the submission of a one-time report). It does, however, terminate an assignment, the continuation of which is contingent upon additional promulgation by the issuing authority, until such action has been taken (e.g., reissuance in an instruction or appropriate manual). If there is no condition to the cancellation provision, there is no cancellation paragraph. The cancellation date is always the last day of a month, except when such date would create an administrative problem.</p>
c. Special Provisions		
(1) Upgrading or Downgrading Change Transmittals	<p>When a change transmittal contains or transmits information of a higher classification level than that of the basic directive, it shall include specific instructions for upgrading the basic directive, including prefixing the appropriate letter ("C" for confidential and "S" for secret) to the subject identification number. When a change transmittal to a classified directive is unclassified or is given a lower classification than the directive it modifies, it is marked unclassified or given a lower classification, based on the nature of its own contents.</p>	

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
(2) Reissuing Directives	A subordinate command shall not reissue a directive, as contrasted with further distributing the original directive, except when additional or significant information is required (e.g., when it is necessary to delegate responsibilities and issue internal instructions for accomplishing them, to select procedural methods to be used when alternative methods are permitted, or to interpret policy when interpretation is permissive). However, when it is determined by an issuing authority that it is necessary to reissue a directive from higher authority, the basic directive or pertinent portions thereof may be quoted in the text of the new directive or be included as a reference.	
(3) Indicating Changes in a Revised Directive or Change Transmittal	Where practicable, provide in the "purpose" paragraph, a separate paragraph, or a subparagraph, a summary of the change(s) which made the revision or change transmittal necessary. 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 directive, need not be summarized. Place in Purpose paragraph "This instruction is a complete revision and should be reviewed in its entirety."	
12. Signature		
a. Location	The signature and related information (i.e., name, and title or "By direction," as authorized) begins at or approximately at the center of the page on directives issued by a single issuing authority. See table II for signature requirements on joint directives.	

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
b. Requirements	<p>(1) Signature requirements are the same as those specified for naval correspondence in SECNAVINST 5216.5D, except that SECNAV directives shall be signed per reference (a). When a revision to a signature page is made the signature block remains the same as the original signing official, e.g.,</p> <p align="center">/s/ K. RICHARDS Under Secretary of the Navy</p> <p>(2) In those cases where the signature page is revised, the page will reflect the date of change, e.g., "CH-1 of 6 JUN 02" shall be shown, in the upper flush right margin, two spaces above the identification symbols of the basic directive. Example:</p> <p align="center">CH-1 of 6 JUN 02</p> <p align="center">SECNAVINST 5000.26 PERS-332F2 16 MAR 90</p>	
13. Distribution		
a. Selecting Addressees	Distribution shall be based on "need to act" and "need to know." The following should be considered:	
	The purpose and subject content of the directive, and the distribution made of related directives or any document listed for cancellation.	
	The organizational aspects of the directive, such as the mission and functions covered, who performs or is concerned with the functions, and supervisory and command relationships involved.	

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
b. Selection Review	The originator of a directive has the primary responsibility for determining to whom it is applicable, and for ensuring that the distribution list is accurate in all respects. Identification of various Web sites are authorized for use as distribution lists.	
c. Naval Shore Activities	When a directive is addressed to shore activities, special consideration should be given to the "copy to" distribution, on the basis of interest or need to know.	
d. Listing Addressees	Distribution information (i.e., SNDL codes, special list codes, when required), is shown under this caption. Codes are listed first in numerical and then in alphabetical sequence, except that SNDL parts 1 and 2, when used, are listed first. The titles, short titles, or other commonly accepted abbreviations may be added in parentheses after the code where it is particularly significant or desirable. Parts of titles or codes may be addressed when only certain activities of a collective or descriptive title of an SNDL code are to be addressed. Exclude those not requiring the directive, by using the word "less" or the limiting word "only." (Vertical listing of addressees or list codes is preferred. Vertical listing, arranged in more than one column, is permissible. However, paragraph listing should be used when it will obviate an additional page(s).) If there is more than one activity with the same title, so that the title is not distinctive, the mailing address or sufficient portion thereof is included with the title. Example: NAS (the activity title) Oceana (the mailing address); NAS Atlanta. The activity title; the mailing address, Marietta, is not needed, since the full activity title is distinctive.	
e. Determining Number of Copies for Classified Directives	In order to lessen accountability and control workload, and the possibility of compromise and loss, the issuing authority shall distribute a minimum number of copies of Confidential and Secret directives.	
f. Changes to Directives	Changes to directives shall not be issued solely to modify distribution lists.	

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TABLE 1 (CONT'D)
PREPARATION OF LETTER-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
g. Shorter Distribution Lists	It is not necessary, in most instances, to repeat the entire distribution list on an unclassified change transmittal when the change is issued to a directive with a long distribution list. Instead, "same as basic directive" should be used following the word "Distribution" on the change transmittal.	
14. Information Copies	Information addressees are shown under the "copy to" line, generally by SNDL codes. If no codes have been established for addressees (e.g., non-naval activities, such as other Government agencies), specific title and, if necessary, complete address are shown.	
15. Stocking Information for Classified Directives	The designated stocking point, or other appropriate stocking information, shall be included on each directive, excluding notices, distributed outside the issuing organization.	
16. Page Numbers	Pages are numbered consecutively, beginning with the second page. Extra pages resulting from the inclusion of additional data in a change to a directive shall be numbered with the page number of the preceding page plus a small (lowercase) letter, as 10a, 10b, and 10c. A page(s) added after the last page of a directive shall be numbered with the next sequential number(s) following the last page. (Extra pages or added pages are transmitted by change transmittal.)	

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TABLE 2
PREPARATION OF SPECIAL-TYPE DIRECTIVES

ITEM	INSTRUCTION	NOTICE
1. Message-Type		
a. Identification	A message that is a directive has additional identification at the head of the text, consisting of the authorized abbreviation of the issuing authority, followed by the designation "INST" for an instruction or "NOTE" for a notice, and the appropriate subject identification code.	
b. Consecutive Numbers	Consecutive numbers shall not be assigned to message-type directives.	
c. Changes	Changes to message-type directives shall be identified in the text by an appropriate change number. Examples: SECNAVINST 5215 CH-1 or SECNAVNOTE 5215 CH-1	
d. Cancellation	A message-type directive is automatically canceled 90 days following the release date. The cancellation paragraph of the letter-type directive shall identify and supersede the message it replaced	
2. Publication-Type		
a. Identification	Directive identification information shall be placed on the title page or the cover, as applicable. They shall be shown on each page, as required for letter-type directives.	
b. Contents	The contents of a publication issued in the directives issuance system shall include the following:	
	(1) A signed and dated transmittal prepared in letter-type format. Distribution should be shown on the signed directive, or, if necessary, on a separate page.	
	(2) A record-of-change page.	
	(3) A table of contents, as appropriate.	

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TABLE 2
PREPARATION OF SPECIAL-TYPE DIRECTIVES (CONT'D)

ITEM	INSTRUCTION	NOTICE
c. Changes	Publication-type instructions are changed in the same manner as letter-type instructions.	
d. Distribution	Shall be the same as for letter-type directives.	
3. Joint Directives		
a. Intra-Navy	A directive issued by two or more components of the U.S. Navy shall be identified in one of the following ways:	
	(1) Assignment of separate, complete directive identification for each participating organizational component (as done for joint interservice directives). Each of the separate directive identification numbers is shown on a different line as the designation abbreviation in the identification symbols and as the directive designation.	
	Designation abbreviation example: BUPERSINST 5000.15 BUMEDINST 5000.10	
	Designation example:	
	BUPERS INSTRUCTION 5000.15 <u>BUMED INSTRUCTION 5000.10</u>	
	When, in either the directive designation or the designation abbreviation, it is necessary to break one of the items, the second line is indented two spaces. There is only one underscore for the directive designations, extended the length of the longest line.	

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TABLE 2
PREPARATION OF SPECIAL-TYPE DIRECTIVES (CONT'D)

ITEM	INSTRUCTION	NOTICE
	(2) Assignment of a composite single identification, using the abbreviated identification of each component in the identification and designation lines, separated by a diagonal line with one subject identification number, including consecutive point number, where applicable. Because it sometimes may be difficult to determine a component with primary cognizance, and because each component assumes continuing responsibilities concerning a joint directive, a separate series of instruction consecutive point numbers for each combination of issuing components, unrelated to the numbers assigned to instructions issued by one of them, shall be assigned. When it is necessary to break either the directive designation 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. Example: BUPERS/BUMED INSTRUCTION 1000.24B	
(1) Referencing	All references to a joint directive should be to the complete identification symbol and designation line.	
(2) Use	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.	
(3) Signature Location	The signature and related information (i.e. name, and title or "By direction") of the issuing authority ends flush with the right margin; that of the first cosigner begins at the left margin; and that of the third participant is centered between them.	
	If a joint directive is issued by a "double-hatted" official, only one signature is required, located at the same place as on directives from the chief official of a single command.	

TABLE 2
PREPARATION OF SPECIAL-TYPE DIRECTIVES (CONT'D)

ITEM	INSTRUCTION	NOTICE
b. Interservice	A directive issued jointly by the Navy and one or more of the other military services is assigned a separate designation by each of the participating services. When issued in the directives issuance system, an interservice directive shall carry the authorized abbreviation of the cognizant Navy component in the same manner as other directives issued by that component.	
c. Changes	When the text of a joint directive is to be changed, coordination with the other issuing authorities must be effected before the change is promulgated. Such changes are issued in the same manner as other letter-type directives. (See table 1)	
d. Supplements	A supplement may be issued to a joint interservice instruction to provide information or procedures specific to components of the Department of the Navy, provided it does not alter the terms of the basic joint directive.	

EXHIBIT 1. SAMPLE UNCLASSIFIED INSTRUCTION

OPNAVINST 5215.17
13 Jun 2005

Letterhead

If typed, beginning on the 4th line from top of page, centered. Electronic letterhead is authorized.

Designation

Beginning at the left margin, typed in capitals and underlined, on 2nd line below classification, if any, otherwise on 2nd line below date.

From

2 lines below preceding line of typing, beginning at left margin.

Enclosure(s)

2 lines below preceding line of typing, beginning at left margin, each enclosure notation beginning on a new line. Numbered (1), (2), (3), etc., and described.

Text

Principal paragraphs are numbered; subparagraphs are alternately lettered or numbered, as in outlining; paragraph titles are underlined. Heading is followed by period if text follows immediately. If heading stands alone, normally followed by blank line, period is omitted. *Note: Last paragraph identifies forms and reports, if any, and includes their titles and symbols/numbers.

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

OPNAVINST 5000.0
N13
1 Feb 2005

OPNAV INSTRUCTION 5000.0

From: Chief of Naval Operations

Subj: SAMPLE OF FIRST PAGE OF A LETTER-TYPE DIRECTIVE

Ref: (a) Describe

Encl: (1) Describe

1. Purpose. (Text)

2. Cancellation. (Identification of directives being canceled, if any.)

3. Title. (Text)

a. Title (optional) (Text)

b. Title (optional) (Text)

4. Title. (Text)

Identification Symbols

Designation abbreviation, drafter's code (or other identification, if employed locally), serial number, if any (required, if classified) and date. 1 line (2) lines, if there is an overlap) below letterhead. Blocked at left with longest line ending flush with right margin. If designation abbreviation overlaps last line of letterhead, it should either be typed on second line below last line of letterhead, or divided into 2 lines, broken after "INST"OR "NOTE."

Subject

2 lines below preceding line of typing, beginning at left margin and typed in all capital letters.

Reference(s)

2 lines below preceding line of typing, beginning at left margin, each reference citation beginning on a new line. Lettered (a), (b), (c), etc., and described.

Note

This is a sample of the first page of a multiple-page instruction. Refer to sample of continuation page for guidance on format for signature, distribution.

Exhibit 1 to
Enclosure (1)

EXHIBIT 2. SAMPLE CONTINUATION PAGE OF AN UNCLASSIFIED INSTRUCTION

<p>Distribution 2 lines below last line of signature. Electronic Web sites are authorized, or SNDL codes if being addressed to specific addressees. NOTE: This is a sample Web site address.</p>	<div data-bbox="1302 397 1564 454"><p>OPNAVINST 5000.0 1 Feb 2005</p></div> <div data-bbox="525 479 861 673"><p>5. <u>Title</u>. (Text) 6. <u>Title</u>. (Text) a. <u>Title</u>. (Text) b. <u>Title</u>. (Text)</p></div> <div data-bbox="997 747 1186 803"><p>A. B. SEA By direction</p></div> <div data-bbox="525 828 1176 917"><p>Distribution: Electronic only, via Navy Directive Web site http://neds.daps.dla.mil/</p></div>	<div data-bbox="1680 422 1995 511"><p>Identification Pages are all flush right margin and 1 inch from top of page.</p></div> <div data-bbox="1680 682 1995 876"><p>Signature Name in capitals typed on 4th line below preceding line of typing, beginning at center of page. Title or "By direction" (when required) 1 line below, and blocked with name.</p></div> <div data-bbox="1659 1234 1974 1364"><p>Page Number Pages are numbered consecutively, beginning with 2 and 1/2 inch from bottom of page, centered.</p></div>
<p>2</p>		

Letterhead

If typed, beginning on the 4th line from top of page, centered.

Classification

Type in capitals, 1 line (2 lines if there is an over lap) below date, beginning at left margin. (Many dates which are rubber stamped occupy approximately 2 lines.)

Designation

Beginning at the left margin, typed in capitals and underlined, on 2nd line below classification.

From

2 lines below preceding line of typing, beginning at left margin.

Enclosure(s)

2 lines below preceding line of typing, beginning at left margin, each enclosure notation beginning on a new line. Numbered (1), (2), (3), etc., and described, followed by appropriate abbreviated classification level.

Text

Principal paragraphs are numbered; subparagraphs are alternately lettered or numbered, as in outlining; paragraph titles are underlined. Heading is followed by period if text follows immediately. If heading stands alone, normally followed by blank line, period is omitted. *Note: Last paragraph identifies forms and reports, if any, and includes their titles and symbols/numbers. Each paragraph and subparagraph will be portion marked with the appropriate classification level.

EXHIBIT 3. SAMPLE OF CLASSIFIED INSTRUCTION

THIS PAGE IS UNCLASSIFIED BUT MARKED "CONFIDENTIAL" FOR TRAINING PURPOSES ONLY

OPNAVINST 5215.17
13 Jun 2005

CONFIDENTIAL

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

OPNAVINST C5000.1
N13
Ser 064-210
1 Feb 2005

CONFIDENTIAL (Unclassified upon removal of enclosure)

OPNAV INSTRUCTION C5000.1

From: Chief of Naval Operations

Subj: SAMPLE OF FIRST PAGE OF A LETTER-TYPE DIRECTIVE (U)

Ref: (a) Describe

Encl: (1) Describe

1. (U) Purpose. (Text)
2. (U) Cancellation. (Identification of directives being canceled, if any.)
3. (U) Title. (Text)
 - a. Title (optional) (Text)
 - b. Title (optional) (Text)

Derived from: OPNAVINST S5000.1G
Declassify on: 1 Feb 2012

CONFIDENTIAL

Classification Level

Typed in capitals and marked top center

Identification Symbols

Abbreviated classification level, originator's code (or other identification, if employed locally), serial number, and date. 1 line (2 lines, if there is an overlap) below letterhead. Blocked at left with longest line ending flush with right margin. If designation abbreviation overlaps last line of letterhead, it should either be typed on second line below last line of letterhead, or divided into 2 lines, broken after "INST" OR "NOTE."

Subject

2 lines below preceding line of typing, beginning at left margin followed by appropriate abbreviated classification level in all capital letters.

Reference(s)

2 lines below preceding line of typing, beginning at left margin, each reference citation beginning on a new line. Lettered (a), (b), (c), etc., and described.

Note

This is a sample of the first page of a multiple-page instruction. Refer to sample of continuation page for guidance on format for signature and distribution.

Classification

Typed in capitals and marked, bottom center.

Downgrading

Associated markings are spelled out in their entirety on the face of the document. Certain associated markings (i.e., the "Classified by", "Reason", "Derived from", "Downgrade to", "Declassify on" lines), and certain warning notices (e.g. RD, CNWDI and FRD) are placed on the face of the document in the lower left hand corner.

Exhibit 3 to
Enclosure (1)

EXHIBIT 4. SAMPLE OF CLASSIFIED INSTRUCTION
THIS PAGE IS UNCLASSIFIED BUT MARKED "CONFIDENTIAL" FOR TRAINING
PURPOSES ONLY

OPNAVINST 5215.17
13 Jun 2005

CONFIDENTIAL

OPNAVINST C5000.1
1 Feb 2005

5. (U) Title. (Text)
6. (U) Title. (Text)
 - a. Title. (Text)
 - b. Title. (Text)

A. B. SEA
By direction

Distribution:
Electronic only, via Navy Directive Web site
<http://neds.daps.dla.mil/>

CONFIDENTIAL

2

Classification
Typed in capitals and
marked, top center,
and in bold.

Identification
For all continuation
pages, 1 inch from top of
page (2 lines below
classification), blocked
left with the longest line
ending flush with right
margin.

Signature
Name in capitals typed
or stamped, on 4th line
below preceding line of
typing, beginning at
center of page. Title
or "By direction" (when
required) 1 line below,
and blocked with name.

Classification
Typed in capitals and
marked, bottom centered, 2
lines above page number.

Pages are numbered
consecutively,
beginning with the
second page, 1/2
inch from bottom of
page, center.

Distribution
2 lines below last line
of signature.
Electronic Web sites are
authorized, or SNDL
codes if being addressed
to specific addressees.
NOTE: This is a sample
Web site address.

Exhibit 4 to
Enclosure (1)

EXHIBIT 5. SAMPLE NOTICE

OPNAVINST 5215.17
13 Jun 2005

Designation

Beginning at the left margin, typed in capitals and underlined, 5 lines below last line of address in letterhead, if unclassified (7 lines if classified).

Subject

2 Lines below preceding line of typing, beginning at left margin, followed by appropriate abbreviated Classification.

Text

Principal paragraphs are numbered; subparagraphs are alternately lettered or numbered, as in outlining; paragraph titles are underlined. Heading is followed by period if text follows immediately. If heading stands alone, normally followed by blank line, period is omitted..

Distribution

Same as for an instruction.

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

CANC FRP: MAR 05

OPNAVNOTE 5000
N13
1 Feb 2005

Cancellation

See chapter 5 for specifics.

Identification Symbols

Same as for an instruction.

Note

This sample emphasizes items peculiar to a notice. Refer to sample instruction and continuation page for guidance on common items.

OPNAV NOTICE 5000

From: Chief of Naval Operations

Subj: (Describe)

1. Purpose. (Text)

2. Title. (Text)

3. Title. (Text)

a. Title (optional) (Text)

b. Title (optional) (Text)

4. Cancellation contingency. When action has been completed.

J. L. DOE
By direction

Distribution:

EXHIBIT 6. SAMPLE CHANGE TRANSMITTAL

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

OPNAVINST 5000.1 CH-1
N13
1 Feb 2005

OPNAV INSTRUCTION 5000.1 CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: DEPARTMENT OF THE NAVY DIRECTIVES ISSUANCE
SYSTEM

Encl: (1) Revised page 10

1. Purpose. To transmit new page 10, which revises
procedures for preparing a change transmittal.

2. Action. Remove page 10 of the basic instruction
and insert enclosure (1).

I. M. SAILOR
By direction

Distribution:
Electronic only, via Navy Directive Web site
<http://neds.daps.dla.mil/>

Designation
Complete
identification of
change transmittal,
typed in capitals
and underlined,
beginning at left
margin.

Subject
Subject of
directive being
changed is always
given.

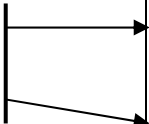
NOTE: This
is a sample
Web site
address.

Note
This sample emphasizes
items peculiar to a change
transmittal. Refer to
same instruction for
guidance on common items.

13 Jun 2005

EXHIBIT 7. SAMPLE MESSAGE

Directives identification and subject. If instruction or change transmittal, designation would be changed accordingly.



```
R 031500Z MAR 04 ZYB MIN
FM CNO WASHINGTON DC//DNS-5D//
TO NAVADMIN
BT
UNCLAS //N05215//
NAVADMIN 090/XX
MSGID/GENADMIN/CNO WASHINGTON DC/DNS5D/-/MAR//
SUBJ/INTERIM CHANGE 1 TO DEPARTMENT OF THE NAVY
DIRECTIVES ISSUANCE SYSTEM INSTRUCTION//
REF/A/DOC/DNS5D/06JUN04//
AMPN REF A IS OPNAVINST 5215.17, DEPARTMENT OF THE
NAVY DIRECTIVES ISSUANCE SYSTEM//
POC/JIM BROWN/ITC/COM //
RMKS/1. (PURPOSE)

2. (TEXT)

3. (TEXT)

4. (CANCELLATION INFO)

5. RELEASED BY//

BT
```

NOTE

Message directives are automatically canceled 90 days following the release date, except when:

- the text provides for earlier cancellation.
- a subsequent release (change) specifically extends the time.
- it is reissued in letter-type directive format.

The cancellation paragraph of the letter shall identify and supersede the message it replaces

NOTE

All elements of a message-type directive are prepared per standard instructions for regular messages per DMS/NTP 3.