

OPNAV M-5215.1 Navy Directives Management Program

NCR TRAINING STAND-DOWN

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OBJECTIVES

- To explain the prescribed uniform standards and practices; format and outline; appropriate word usage; proper capitalization, acronym and abbreviation usage rules; and directives processes and definitions.
- To understand the guidance and procedures for the management, proper administration, and preparation of the Navy Directives Management Program.
- To Review policies, responsibilities, and standards.

Directives Management Standards and Practices

Establishes uniform standards and practices for management of directives within the CNO.

- Maintenance:

Maintain an electronic directives record with pertinent metadata; maintain a hard-copy directives case file and electronic case file (if possible) per SECNAV Manual 5210.1 of January 2012. Also contains guidance for retaining and disposal of directives.

Case files are highly recommended to be maintained via electronic information system if system provides for search, retrieval and hard copy generation.

Refer to OPNAVINST 5215.17A, paragraph 10 for change in ownership or sponsorship of a directive.

Directives Management Standards and Practices

File instructions by SSIC number and then consecutive point number..

Notices are to be filed separate due to their brief duration.

Classified directives are also filed separately from unclassified directives.

Cancelling a directive: use the cancellation paragraph in the superseding directive; action memorandum; a 5215 notice

A consolidated list of canceled directives can be issued using one notice or action memorandum.

Letter-Type Instructions

The definition and description of a letter-type instruction is found in SECNAV Manual 5215.1 of October 2014, chapter 3.

Will Automatically cancel on its 5-year anniversary date unless:

Previously canceled by the originator or higher authority

Revised or reissued under the next alphabetical suffix and with a new effective date and signature

An extension has been granted by the signature authority of the instruction or higher authority.

Notices

A directive that has a one-time or brief nature; contains a self canceling provision; has the same force and effect as an instruction; usually remains in effect for less than 6 months, and not permitted for longer than 1 year.

Cancellation date is always the last day of the month. Only state the abbreviated month and four-digit year. Cited in the top right margin on the first page, two lines above the identification symbols.

Cancellation paragraph is the second paragraph of a notice, only if the notice cancels another document.

Cancellation contingency used only in notices, the last paragraph of a notice when cancellation is “frp,” and contains a contingency.₆

Change Transmittals

Used to issue minor changes to instructions, considered less than 25 percent of total pages affected of the current instruction.

Must consist of a cover letter forwarding changed or additional pages as enclosures.

Numbered consecutively: Change Transmittal 1, Change Transmittal 2...

In a 5-year period, instructions cannot exceed five change transmittals.

Identification symbol should be shown as: OPNAV M-5215.1 CH-1

Manual-Type Instructions

An instruction whose size and content is best suited to a format used for instructions consisting of parts, chapters, or sections.

Cover page must include the appropriate abbreviation of the issuing authority, the SSIC followed by the consecutive point number, the alphabetical suffix if a revision, the date of issue, and the subject of the instruction.

Cover letter shows by what authority the manual is being issued and follows the format for a letter-type instruction.

Table of contents follows the cover letter and starts with a small roman numeral. Then the body of the instruction follows.

Appendices and an Index are optional.

Joint Directives

A directive issued jointly by two or more Navy or DoD authorities.

- **Intra-Navy:**

Issued by two or three components of the Navy

Components must be at the same echelon level

SSICs must be the same or similar

Joint Directives

Issued jointly by the Navy and one or more of the other Military Services.

- **Inter-Service:**

Format follows the sponsoring or lead Service's format.

Must carry the authorized abbreviation of the cognizant Navy component.

If text is to be changed, coordination with other issuing authorities must be effected.

Issuing authorities are cautioned against use of the joint directive, except when essential to obtain necessary jurisdictional coverage.

Interim Message Changes

Interim message (e.g., NAVADMINs) changes must be coordinated with the directives control point (command or activity's directives manager) to ensure that the case file and master set of instructions are updated.

Interim message changes may be issued to instructions when information changing the basic instruction must be issued urgently. Changes must then be followed by an official change transmittal or revision to the basic instruction submitted to the directives control point (command or activity's directives manager) for signature clearance within 90 days of the message.

Interim message changes are issued through the Navy Interface for Command E-mail (NICE) through the command's local message center and must conform to the standards of that system.

Classified and Sensitive Directives

Not releasable to foreign national (NOFORN)

Naval nuclear propulsion information (NNPI)

For official use only (FOUO)

Communication security (COMSEC)

Confidential (C)

Secret (S)

Directives Technical Standards and Practices

Margins one inch for top, left, right, and bottom.

Header and footer margin is 0.5

Alignment is “left”; outline level is “body text”

Left/right is “0” inches; special is “none”

Two spaces after a period and colon, one after semicolons, commas, and right, end parentheses.

Due to proportionally-spaced Times New Roman font, use the “tab” button to ensure alignment.

Reference Standards and Practices

References are not required in directives. However, if a document(s) will significantly facilitate the understanding of a directive or have a direct bearing on the subject matter, references are used. In this case, per SECNAV Manual 5216.5, keep references to a bare minimum.

Any document that has been previously canceled, or is in draft, must not be used as a reference. References must be considered current and in effect.

Enclosure Standards and Practices

Like references, enclosures are not required in directives. However, when more detailed and specific information is needed that does not belong in the directive cover letter, enclosures will be used.

All enclosures must have a title. The title in the enclosure section must be identified exactly as the title appears on the actual enclosure.

Enclosures must be listed numerically, enclosed in parentheses, (i.e., (1), (2), (3). . . .) in the order in which they are cited individually within the text of the directive cover letter.

As with references, all enclosures must be first cited in the cover letter of the directive before they can be cited in any enclosures.

Acronyms, Abbreviations, and Capitalization Standards and Practices

Per SECNAV M-5216.5, “Established abbreviations are acceptable in all but the most formal writing (e.g., directives) where every abbreviation and acronym must be identified no matter how well known.”

As a reference and guidance, utilize the approved terms and acronyms established for DoD and DON doctrine: the JP 1-02, the NTRP 1-02, and the MCRP 5-12c.

Per the Plain Writing Act of 2010, consider limiting use of acronyms if they are used infrequently; consider not using an acronym if it is not cited more than three times throughout the directive.

In manual-type instructions, acronyms may be defined in each chapter due to the size of the instruction.

Thank you/Questions?