

OPNAVINST 5215.17A and M-5215.1
Navy Directives Management Program

NCR TRAINING
STAND-DOWN

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OBJECTIVES

- To explain the uniform standards and practices of the Navy Directives Management Program.
- To understand responsibilities and administrative procedures to include record retention standards.
- To review different types of directives, processes, formatting, and approving authorities.

Responsibilities

- Chief of Naval Operations: Exercises **overall management** of the Navy Directives Management Program and provides for the implementation and administration of the program within the Navy.
- Issuing Authorities: Establish and implement a directives management program to organize and improve effectiveness and quality and prevent duplication of directives.
- Directives Control Point:
 - a. Reviews proposed directives prior to signature for compliance with established formatting standards;
 - b. Assigns consecutive point numbers;
 - c. Assists originators with annual reviews; and
 - d. Maintains original signed directives.

Criteria

- Directives are formal written guidance that informs and instructs Navy personnel by communicating policy and procedures used in the performance of duties.

- Two Types of Directives in Terms of Policy: **Internal and External**

- Criteria in Terms of Directives

Instructions: Establishes, implements, or revises policy; delegates authority or assigns responsibility or action; assigns a mission, function, or task. (Long term)

Notices: Meets criteria of instruction but are of a short-term nature. (1 year or less)


Instruction Age Requirement, Cancellations, and Revisions

- Lifetime of an Instruction: **Five years from the date of issuance**, an instruction that has not been revised requires a revision or cancellation. If not revised or cancelled by the 5-year anniversary date, the instruction will be **automatically cancelled**. Utilize **OPNAV 5215/40 Review of Instructions** to annually review of instructions.

- Exceptions to Instruction 5-Year Age Requirement
 - Joint Inter-Service Instructions: If Navy is the lead Service and the joint instruction has not been revised or cancelled by its **10-year anniversary** date, it will be **automatically cancelled**. If Navy is not the lead Service, the instruction will follow the lead Service's age requirements.

 - Manual-Type Instructions: If not revised or cancelled by the **10-year anniversary** date, the instruction will be **automatically cancelled**.

Instruction Format



For OPNAV, use the official CNO e-letterhead

Header margin - 0.5 inch when using e-letterhead

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

"DEPARTMENT OF THE NAVY" in Times New Roman 10

Address in Times New Roman 8

Designation line
OPNAV INSTRUCTION SSIC.XX (Refer to OPNAVINST 5215.17A and OPNAV M-5215.1 for the Navy Directives Management Program policies, procedures, and responsibilities. The SSIC number should reflect the most important subject covered in the instruction and must be a current, valid SSIC – refer to SECNAV M-5210.)

References

Enclosures

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

Page 1 not numbered

OPNAV M-5215.1
May 2016

OPNAVINST SSIC.XX
Originator/Sponsor Code
DD Mmm YYYY

Identification symbols. SSIC and point number (alphabetical suffix when applicable). Originator and sponsor org code as applicable. Date, once signed, is in "DD Mmm YYYY" format. Longest line is flushed to the right margin with the other lines in alignment.

Required paragraph

Required paragraph

3 blank lines (4 returns) from the body of the text to the signature block

1 blank line (2 returns) from the signature block to the releasability and distribution block

Releasability and distribution block (Required)

Footer margin - 0.5 inch

OPNAV M-5215.1
May 2016

OPNAVINST SSIC.XX
DD Mmm YYYY

b. Subparagraph 2

(1) Subparagraph 1

(2) Subparagraph 2

(a) Subparagraph 1

(b) Subparagraph 2

4. Records Management. This paragraph is a CNO requirement, and should read similar to: "Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012."

5. Review and Effective Date. Per OPNAVINST 5215.17A, (organization title) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, D6D, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

6. Forms or Information Management Control. When a directive mandates the use of a form or contains an information collection requirement (reports), the form number and title of the form or the report control symbol and title of the information collection requirement, or both, must be identified in the last paragraph of the instruction. Also state where the forms may be obtained and how information should be submitted.

SIGNATURE BLOCK
(Name in all CAPS per SECNAV M-5216.5. If not the CNO or CO, also include position title, not in all caps; do not include ranks or organization codes.)

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

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Exhibit 2-1 Template of Letter-type Instruction

Instruction Format

Refer to exhibit 2-1 for more information

For OPNAV, use the official CNO e-letterhead

Header - 0.5 inch when using e-letterhead

OPNAV M-5215.1
May 2016

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

DEPARTMENT OF THE NAVY
in Times New Roman 10

Address in Times New Roman 8

(Ensure that the "Show All" button (¶) is on from the Standard Toolbar in order to view the format properly)

General Page Margins - 1 inch top, bottom, left and right

Cancellation Date

Canc: Mmm YYYY

OPNAVNOTE SSIC
Org./Sponsor Code/Ser#
DD Mmm YYYY

Identification symbols

Designation line

OPNAV NOTICE SSIC (Refer to OPNAVINST 5215.17A and OPNAV M-5215.1 for the Navy Directives Management Program policies, procedures, and responsibilities. The SSIC number should reflect the most important subject covered in the notice and must be a current, valid SSIC - refer to SECNAV M-5210.2.)

From: Chief of Naval Operations

Subj: TITLE OF NOTICE IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

Ref: (a) Any applicable references are inserted here
(b) References must be current and listed alphabetically in order as they are cited individually in the text
(c) Keep references to a minimum; only documents that have a direct bearing on the subject matter should be a reference

References

Encl: (1) All enclosures must be identified here exactly as the title appears on the actual enclosure
(2) They must be listed numerically in the order they are cited in the text, and all enclosures must first be cited in the notice letter
(3) All enclosures must be legible and reproducible

Enclosures

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

1. Purpose. The first paragraph of a notice must state the purpose of the notice, which tells why the notice is being issued.

2. Title.

3. Title.

4. Title.

Records Management paragraph - required

5. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

Page 1 not numbered

3-3

Footer -0.5 inch

If forms or information management control paragraph, or both, is needed, it must be prior to a cancellation contingency paragraph and after records management paragraph

Header - 1 inch margin

OPNAV M-5215.1
May 2016

OPNAVNOTE SSIC
DD Mmm YYYY

Required only if cancellation date is not known ("Canc frp" used on page 1)

6. Cancellation Contingency. If a cancellation date is not known by the sponsor, a contingency 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. In addition, in lieu of "Canc:" at the top of the first page, indicate "Canc frp:" for record purposes. If "Canc frp:" as an example, this paragraph could read: "This notice is in effect for 1 year or until it is superseded by another notice, whichever occurs first."

1 blank line (2 returns) from the signature block to the releasability and distribution block

SIGNATURE BLOCK
(Name in all CAPS per SECNAV M-5216.5. If not the CNO or CO, also include position title, not in all caps; do not include ranks or organization codes.)

Releasability and distribution:
This notice is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

Releasability and distribution block (Required)

3 blank lines (4 returns) from the body of the text to the signature block

Page numbers start on the second page and are centered. Do not add a return prior to or after the page number.

2

Footer - 0.5 inch margin

3-4

Exhibit 3-1 Template of Notice

Change Transmittals

- Change Transmittals: Used to issue minor changes to instructions (**less than 25%** of total pages affected). Must consist of a cover letter forwarding changed or additional pages to an instruction as an enclosure(s).

- First line of Identification Symbol of Cover Letter: OPNAVINST 5215.17A CH-1

- Designation Line of Cover Letter:
OPNAV INSTRUCTION 5215.17A CHANGE TRANSMITTAL 1

➤ <u>First Page Changed</u> CH-1 of 31 Jan 2019 OPNAVINST 5215.17A N72 20 Nov 2018	<u>Signature Page Changed</u> CH-1 of 31 Jan 2019 OPNAVINST 5215.17A 20 Nov 2018	<u>Other Page Changed</u> OPNAVINST 5215.17A CH-1 31 Jan 2019
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Manual-Type Instructions

- An instruction whose size and content is best suited to a format used for instructions consisting of parts, chapters, or sections. It has the same authority as a letter-type instruction, only different in format.
- Format: Manual-type instructions consists of a cover, cover letter (1-2 pages in the format of a letter-type instruction with required paragraphs), table of contents, and body. **Appendices and Indexes are optional.**
- Page Numbers (centered in the footer of each page):
Cover Letter: Only second page will have a page number, if applicable.
Table of Contents: Number with small roman numerals. Example: i, ii, iii, iv.
Body: **All pages are numbered**, consecutively or may indicate part, section or chapter. Example: 1, 2, 3, 4, 5; or 1-1, 1-2, 1-3, 2-1, 2-2, 2-3.

Joint Directives

- Joint directives are directives issued jointly by two or more Navy or DoD authorities. Two types: **Intra-Navy** and **Inter-Service**.
 - Intra-Navy: A directive issued by two or three components of the Navy. Navy components must be at the same echelon level.
 - Inter-Service: A directive issues jointly by the Navy and one or more of the other Military Services.
- Format: Intra-Navy directives will follow Navy format. Inter-Service directives will follow the sponsoring or lead Service's format.
- Signatures: First co-signer and highest authority signature is flushed with the right margin. Second co-signer signature begins at the left margin. Third co-signer signature or lowest authority signature is at the center.

Interim Message Changes

- Interim message changes must be coordinated with the directives control point to ensure that the case file and master set of instructions are updated.
- Changes must be followed by an official change transmittal or revision to the basic instruction within **90 days** of the message.
- Required information for interim message changes are the first paragraph (purpose), the body, cancellation paragraph, and “released by” paragraph.

Technical Standards and Practices

➤ Date Format:

Identification Block: 31 Jan 2019

Within Text: 31 January 2019

Versions: For revisions or reissuances of instructions use the next available alphabetical suffix. DO NOT use “I” or “O;” instead, skip them and use “J” and “P.”

- Required Paragraphs: Purpose, **Cancellation**, Scope and Applicability, **Policy**, Records Management, Review and Effective Date, and **Forms or Information Management Control (if applicable)**.
- Optional Paragraphs: Background, Discussion, Definitions, Procedures, Responsibilities, and Action.

Technical Standards and Practices

- Navy directions must be written in the third person, for example, “him or her,” “it,” “they,” “their,” “Sailor,” “Marine,” Service Member.”
- Do not use “In accordance with” and “promulgate.”
- Do not use “shall.”
- For additional writing style for Navy directives , you can use the U.S. Government Printing Office (GPO) Style Manual.

Thank you/Questions?