

CANCELING AN OPNAV INSTRUCTION

Canceling Directives

Directives cannot be canceled by issuing authorities subordinate to the signature authority of the directive.

To cancel a directive, because it is superseded by a revision, use the cancellation paragraph in the superseding instruction.

If no supersession, OPNAV instructions are canceled via an action memo or an OPNAV notice and needs to be processed via the OPNAV Tasker System. The action memo/notice is from the originator/sponsor of the instruction, it must include the justification(s) of the cancellation and must be signed (not just initialed) by the appropriate issuing signature authority of the instruction. Once the action memo/notice has been signed, upload an OCR'd PDF of the signed action memo/notice to the tasker, and ensure it is forwarded to "DNS-15 Directives Review" in the tasker chop. DNS-15 will then officially cancel the instruction.

Exhibit A provides the process to cancel an instruction via an action memo. Exhibit B is a sample cancellation action memo. Exhibit C is a sample cancellation OPNAVNOTE 5215.

Please note: Instructions not being superseded and are canceled via an action memo or a notice, must be completely vetted to all the stakeholders of the instruction being canceled for concurrence, and the required compliance adjudications are received (legal, forms, information collections (reports), etc.) via the OPNAV Tasker System.

Canceling an OPNAV Instruction

OPNAV INSTRUCTION CANCELLATION PROCESS VIA ACTION MEMO

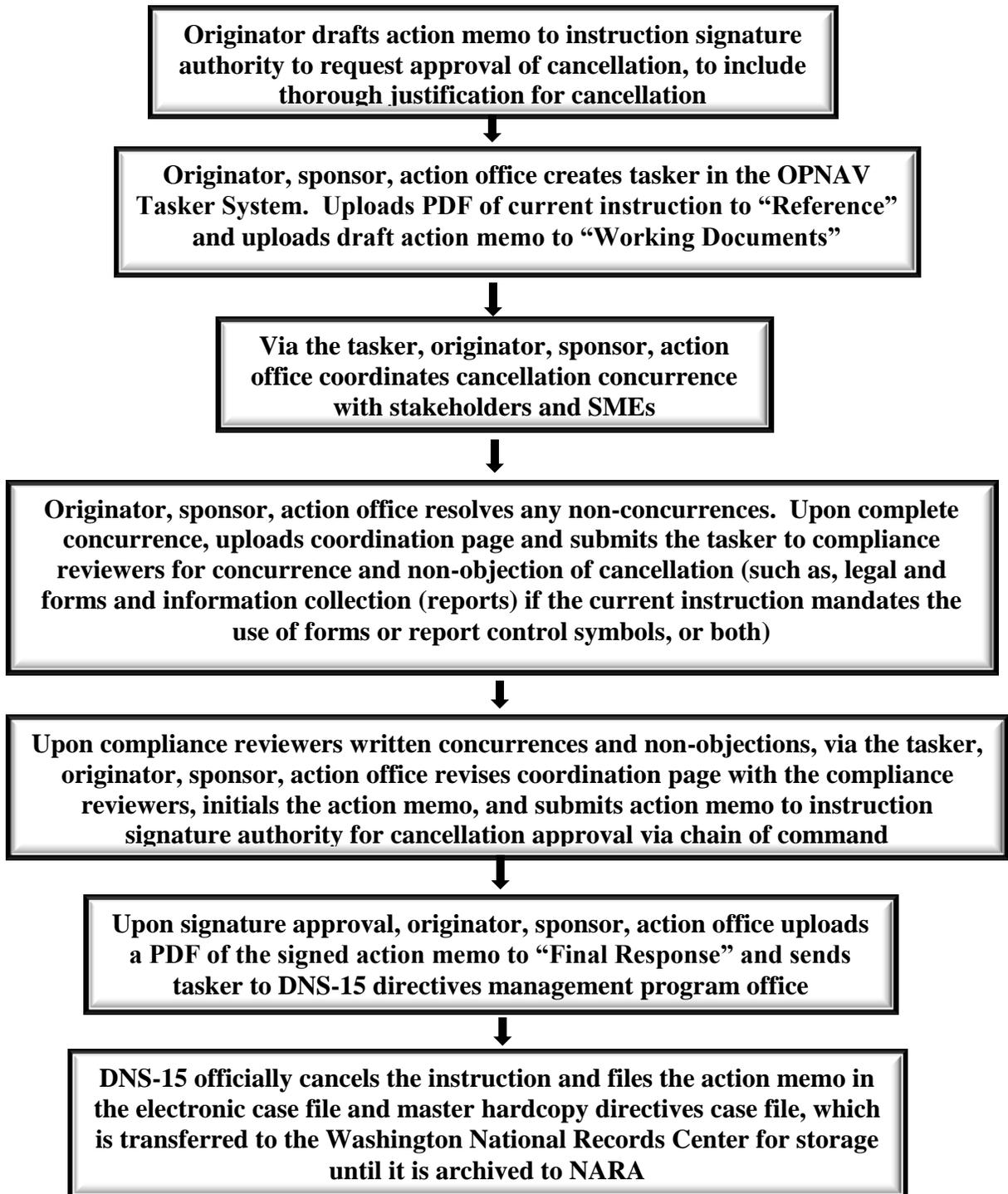


Exhibit A

Cancelling an OPNAV Instruction

24 May 2016

FOR: DEPUTY CHIEF OF NAVAL OPERATIONS, SYSTEMS (CNO N7)

FROM: DIRECTOR, SYSTEMS BRANCH (OPNAV N73)

SUBJECT: CANCELLATION OF OPNAVINST 7891.11A

- Request approval for the cancellation of OPNAVINST 7891.11A, Title of Instruction Here (TAB A).
- Give a brief history of the instruction here. Include why the instruction was created and the background of the subject matter the instruction covers.
- Provide explanation as to why the instruction is no longer necessary. Possible reasons include the instruction has served its purpose or is now obsolete. Reasons can include: a board is disestablished, a program has completed its goals, responsibilities are realigned, or subject is now covered by a higher authority.
- Provide a summary and conclusion for the recommendation for cancellation from originator or sponsor to the signature authority.

RECOMMENDATION: Request signature authority approve cancellation of TAB A by signing below.

Approve _____ Disapprove _____

COORDINATION: The coordination page must include everyone who reviewed and concurred TAB A for cancellation, to include legal.

ATTACHMENTS: All TABs that were referenced in the action memorandum must be included.

Prepared By: LT John Doe, N73, (703) 555-1234 (Full Name, Organization, Phone.
This line is placed on the very last line of the page 1 inch from the bottom)

Exhibit B – Sample Cancellation Action Memorandum

Cancelling an OPNAV Instruction



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

Canc: Jul 2016

OPNAVNOTE 5215
N35/Ser 16U12345
2 Apr 2016

OPNAV NOTICE 5215

From: Chief of Naval Operations

Subj: CANCELLATION OF OFFICE OF THE CHIEF OF NAVAL OPERATIONS
INSTRUCTIONS

Encl: (1) List of Canceled OPNAV Instructions

1. Purpose. To publish a list of canceled Office of the Chief of Naval Operations (OPNAV) instructions, per enclosure (1), which, for each instruction, contains the instruction number, subject of instruction, cancellation date, and reason for cancellation.

2. Action. The instructions listed in enclosure (1) are hereby canceled. Please cease and desist distribution of these instructions and remove them from publication.

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

I.M. ADMIRAL
Director, Navy Staff

Releasability and distribution:

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

Exhibit C – Sample Cancellation 5215 Notice