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SECNAV M-5215.1
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DEPARTMENT OF THE NAVY

DIRECTIVES

MANAGEMENT

MANUAL



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FOREWORD

This manual implements the policy established in Secretary of the Navy Instruction (SECNAVINST) 5215.1E, Secretary of the Navy Directives Policy.

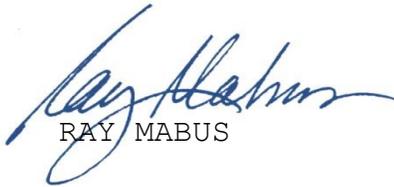
This manual specifies procedures for developing and maintaining Secretary of the Navy (SECNAV) directives. These procedures support the ability to issue policy directives that are accessible and easily understood.

This manual, which is effective immediately, is applicable to the offices of the Secretary of the Navy, the Chief of Naval Operations, the Commandant of the Marine Corps and all Navy and Marine Corps activities, installations, commands, ships and stations.

This manual may be accessed through the Department of the Navy (DON) Issuances Web site: <http://doni.documentervices.dla.mil/>. Contact information is provided below for assistance or to offer comments.

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RAY MABUS

**Department of the Navy
Directives Management Manual**

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Chapter 1: Directives Management and Responsibilities

1. General. This manual specifies the processes, procedures, and formatting for developing and maintaining Secretary of the Navy (SECNAV) directives, established by the policy contained in SECNAVINST 5215.1E.

2. Roles and Responsibilities

a. SECNAV is the principal approval authority for all SECNAV directives, including policy and guidance. The SECNAV shall ensure the implementation of the provisions of this manual, grant any exceptions needed, and oversee improvements and other appropriate changes. The SECNAV shall also direct reviews as needed, to ensure the following:

(1) Directives management requirements and standards are met; and

(2) All SECNAV directives are periodically reviewed with a view toward canceling, updating, revising, or consolidating, as appropriate.

b. The Deputy Under Secretary of the Navy (Management) (DUSN (M)), Department of the Navy/Assistant for Administration, Directives and Records Management Division (DON/AA DRMD) acts on behalf of the SECNAV to provide guidance and execute the administrative and procedural process of approval, electronic dissemination, and record disposition of SECNAV directives to include:

(1) Coordinating, monitoring and, where appropriate, tasking directives for currency reviews, revisions, or cancellations.

(2) Establishing format.

(3) Reviewing proposed directives before 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.

(4) Identifying deficiencies and making recommendations as to what is appropriate for signature and release.

(5) Maintaining continual contact with action officers (AOs) during directive review process.

(6) Assigning instruction numbers for new directives and maintaining the master lists of current, canceled, and superseded directives.

(7) Maintaining the master directives library. The library of active directives is found at the Department of Navy Issuances (DONI) Web site:
<http://doni.documentservices.dla.mil/default.aspx>.

c. Directives Sponsor (Issuing Authority) shall:

(1) 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. Do not issue a directive solely for the purpose of changing the sponsor designation, e.g. Navy Personnel Command directives are changed to Assistant Secretary of the Navy (Manpower and Reserve Affairs) directives.

(2) Ensure that directives conform to SECNAV policies, regulations, statutory, and other requirements.

(3) Conduct a review of directives (as stated in SECNAVINST 5215.1E, paragraph 4e) with emphasis on:

(a) Reducing the number of directives by cancellation and consolidation.

(b) Reducing reporting requirements by eliminating, reducing frequency, or combining with other reports.

(4) Assign an AO to be point of contact to DON/AA DRMD through the directives review process.

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

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d. AOs shall maintain continual contact with DON/AA DRMD regarding status updates, concerns, and questions about the directives review process.

Chapter 2: Directives Standards and Practices

1. General: Chapter 2 establishes uniform standards and practices for managing and developing directives within the Secretariat. Directives are formal written guidance that communicate SECNAV policy and procedures to be followed by DON personnel in the performance of their duties. Depending on the purpose and use, a directive may be issued in the form of an instruction, notice, ALNAV message or change transmittal (see chapters 3 through 6 for guidance on each).

2. Procedure for Issuing SECNAV Directives (See Appendix C: Directives Review Workflow):

a. Step 1: Sponsor shall identify the need. References (a), §700.0105 and (b) authorize officials of the Secretariat to issue directives concerning matters in which they exercise command, control, or supervision.

(1) The need for a new policy directive may only arise from the following criteria:

(a) Establishes SECNAV policy or emphasis in a complex area or an area of strategic importance to the SECNAV.

(b) Delegates authority, clarifies a delegation of authority, or assigns responsibility.

(c) Ensures consistency in a specific matter or area of responsibility between and within the Secretariat, the Navy and/or Marine Corps.

(d) Is required by law, regulation, or policy; or to implement, interpret, combine or provide guidance on law, regulation, or policy.

(2) Memos and letters shall not be used to establish SECNAV policy.

(3) In keeping with reference (c), the sponsor shall consider the following:

(a) Directives shall be issued with regard for the anticipated burden of resulting workload and benefits or advantages to be gained.

(b) Administrative reporting requirements shall not be imposed unless the expected value of the information to be gained is significantly greater than the cumulative burden imposed.

(4) Exclusions. Do not issue the following by directive:

(a) Navy or U.S. Marine Corps Regulations.

(b) Top Secret documents.

(c) Registered publications.

b. Step 2: Sponsor shall assign an AO. Commands that sponsor SECNAV directives shall select, in writing, a person to act as the directive AO. The information shall be sent to the DON/AA DRMD. The AO is the sole point of contact to the DON/AA DRMD for issuing advance instruction numbers and status of drafts being prepared for signature. The AO will maintain continual contact with DON/AA DRMD regarding the status of pending directives. The AO is solely responsible for ensuring that only signature ready drafts are submitted for final compliance review and signature.

c. Step 3: Sponsor shall contact DON/AA DRMD for initial assessment.

(1) The AO shall contact DON/AA DRMD with a summary statement including the following:

(a) Statement of the need for a new directive or revision of active directive.

(b) Points of contact for all individuals or offices which sponsor, own, or will contribute to the drafting of the proposed directive.

(2) DON/AA DRMD will review the proposal and consult with the AO to determine whether a directive is necessary. DON/AA DRMD shall coordinate the following reviews:

- (a) Personally Identifiable Information (PII)/Freedom of Information Act (FOIA);
- (b) Forms and Reports requirements;
- (c) Records Management requirements;
- (d) Deconfliction with other guidance; and
- (e) Authorities.

(3) DON/AA DRMD shall provide procedures and templates to the AO to guide the directives review process.

d. Step 4: Brief-out with sponsor. The sponsor shall make a final decision on how to proceed with the proposed directive, with input from DON/AA DRMD and the AO.

(1) If sponsor decides to proceed with the new directive then DON/AA DRMD will provide an expected suspense of 15, 30 or 45 days in which the sponsor shall submit the draft directive to DON/AA DRMD. Suspense will be determined based upon the anticipated level of difficulty.

(2) If sponsor decides to terminate the directive proposal after initial review determines the proposed directive is redundant, unnecessary, or inappropriate for issuance as a directive.

e. Step 5: Sponsor writes the directive.

(1) Before writing a directive, the AO shall review and understand references (a) through (l) in Appendix A and ensure directives are drafted accordingly. Sponsors shall ensure the directives are drafted per the current format described in this manual.

(2) Write the directive following the guidance provided in this manual (chapters 3 through 6, Table 1 and Exhibits 1 through 7).

(3) All SECNAV instructions and notices (not including enclosures) are restricted to no more than five pages of text, including signature block. This does not apply to joint service instructions where the lead service is not the DON, e.g. Army.

(4) SECNAV directives shall be structured to delegate authorities to the appropriate officials in the DON, providing essential policy and guidance to achieve the desired outcome without over-specification. Such officials may adopt more detailed processes or procedures consistent with applicable directives, through a manual.

(5) References to commands and organizations shall reflect current and established guidance.

(6) Include others to assist in the drafting of the directive as necessary.

(7) Submit to DON/AA DRMD for format review before stakeholder coordination.

f. Step 6: The sponsor shall present the directive to principal stakeholders and mandatory clearance officials for coordination. To ensure there is no break in the chain of command, the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) shall be included in coordination on SECNAV directives. The Office of the General Counsel shall also be included in all stakeholder coordination. DON/AA DRMD will provide an expected suspense of 15, 30, or 45 days to receive clearances and incorporate necessary revisions. The suspense will be determined based upon the anticipated level of difficulty. Joint Service instructions shall be coordinated for content in the same manner as all other SECNAV instructions. Failure to respond to the coordination shall be considered as "concur with no comment."

(1) The SD Form 818 comment matrix will be used to receive comments from stakeholders as identified by the sponsor as well as the following mandatory clearance officials:

(a) SECNAV privacy officer;

(b) SECNAV FOIA officer;

(c) DON/AA DRMD for records management, forms and reports, and directives formatting;

(d) Office of the Judge Advocate General; and

(e) Office of the General Counsel.

(2) A non-concur response shall be submitted with approval from an Assistant Secretary of the Navy, or General Counsel of the Navy, Flag Officer, General Officer, or civilian senior executive.

(a) The sponsor shall attempt to resolve all critical comments, substantive comments, and non-concur responses from stakeholders and mandatory clearance officials.

(b) If resolution is not possible, the directive may go forward with the SD Form 818 comments and contact information of the non-concurring official and sponsor justification noted for SECNAV awareness.

(3) The identified mandatory clearance officials shall have final clearance of directives.

(4) Sponsor shall incorporate any required revisions into the directive with DON/AA DRMD verifying all comments were addressed.

(5) Submit the directive and all material documenting the creation of the directive (including a coordination page) to DON/AA DRMD for final clearance for signature.

g. Step 7: Final clearance for signature. DON/AA shall submit the final copy of the directive to the SECNAV for signature. Clearances are in effect for 3 months from the date DON/AA submits the final copy to SECNAV. If the proposed instruction is not signed within that time, and/or if changes are made, DON/AA DRMD shall be required to review and clear the proposed instruction again.

h. Step 8: Distribution. DON/AA DRMD shall collect the signed directive, along with all accompanying documentation for distribution and posting. SECNAV directives are published

electronically. They can be accessed online (DONI Web site: <http://doni.documentservices.dla.mil/default.aspx>) and are considered official in that form without further publication.

3. Content and Format. Refer to chapters 3 through 6, Table 1 and Exhibits 1 through 7 for content and formatting standards for specific types of directives.

4. Canceling Directives

a. Directives can only be canceled by SECNAV.

b. To cancel a directive, in the case where it is superseded by a revision, the AO shall insert the cancellation paragraph in the updated directive.

c. Directives may also be canceled by action memo with coordination by all users and stakeholders of the directive(s) to be canceled and approval by the SECNAV.

d. When the sponsoring organization cancels several directives, it shall issue a consolidated list of the canceled directives in one notice rather than issuing individual cancellation notices. The consolidated list shall include the following for each canceled directive:

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

(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..."

e. Per reference (c), an instruction reaching its 6 year anniversary shall be revised. If the instruction is not in the revision process upon its 7 year anniversary, it shall be canceled. SECNAV notices that do not have a cancellation paragraph are self-canceling on the 1 year anniversary.

Extensions to SECNAV instructions and notices beyond the cancellation date shall be requested through DON/AA and approved by SECNAV.

5. Maintenance

a. DON/AA DRMD shall maintain electronic documentation to track actions taken on directives and which shall be maintained on the directives record card in the DON electronic records management system.

b. Directives Case File

(1) DON/AA DRMD shall maintain a directives case file for each SECNAV 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) Significant working papers and notations of regulatory sources materials.
- (f) Any other records that document the directive from its inception to its publication.
- (g) Any change transmittals.
- (h) Upon cancellation, a copy of the canceled directive, cancellation action memo, and other documentation pertinent to the cancellation.

(2) DON/AA DRMD shall retain or dispose of directive case files following the guidance contained in references (d) and (e).

c. Master Set of Current Directives. DON/AA DRMD shall maintain a complete set of current directives.

(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 shall be maintained in a manner that 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 reference (f).

6. Directives Availability

a. Unclassified instructions are available electronically via DONI Web site:

<http://doni.documentservices.dla.mil/default.aspx>.

b. Classified instructions are available electronically from a SIPRNET account via DONCI (DON Classified Issuances) Web site: <http://hqweb.cno.navy.smil.mil/donci>.

Chapter 3: Instructions

1. General. An instruction is a type of directive that is prepared in naval letter format and establishes policy or orders specific action. It remains in effect until canceled by the originator, a higher authority or upon the 7-year self-cancellation date. Table 1 provides guidance for format and content of an instruction. Exhibits 1 and 2 provide examples of unclassified instructions and Exhibits 3 and 4 provide examples for classified instructions.

2. Appearance

a. Stationery. Use standard (8 1/2" x 11") size paper for both directives and enclosures. Final, signed directive will be formatted with letterhead before signature.

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

c. Capitalization

(1) Do not capitalize the words "instruction," "notice," "change transmittal," "manual," 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 5215.1D.

(2) Commanding officer, officer in charge, command master chief, and ranks and/or rates, e.g., captain, commander, chief petty officer, etc., shall 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 Instructions. The elements of an instruction, both as to content and format, generally in the order that they appear, are contained in Table 1, Preparation of Directives. Unless otherwise indicated, each procedure applies to instructions and notices.

4. Classified Instructions. Instructions may be classified SECRET or CONFIDENTIAL. TOP SECRET and Communication Security (COMSEC) material cannot be issued by SECNAV directive.

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Reference (f) contains specific guidance for the issuance of classified information, and it is essential that the sponsor complies with that instruction.

Chapter 4: Notices

1. General. A notice is a type of directive that has a one-time or brief nature, has a self-canceling provision, and 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.

2. Appearance. The appearance of a notice should follow the same guidelines as an instruction as detailed in chapter 3 with the exception of cancellation date as detailed below. Table 1 and Exhibit 5 provide additional guidance.

3. Cancellation Date

a. SECNAV Notices are self-canceling on the 1 year anniversary date unless the "Canc" date is for a shorter period.

b. Cancellation Paragraph. 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.

c. 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, satisfies 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 shall contain a brief description of the contingency. Once the action or event has been completed, the notice may be canceled without waiting for the cancellation date.

4. 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, before the SSIC in the identification symbol block and in the designation line. NOTE: Refer to reference (f) when preparing classified notices.

Chapter 5: All-Navy Messages

1. General

a. A message is a type of directive transmitted via the Defense Messaging System (DMS).

b. ALNAVs issued to set or change SECNAV policy shall be issued only for time-sensitive actions and only when time constraints prevent publishing a new directive or a change to an existing directive.

2. Cancellation. ALNAVs shall be effective for no more than 180 days from the date signed, unless an extension is approved by the SECNAV. The 180-day window shall be used to incorporate information into a new or an existing SECNAVINST, SECNAV notice or SECNAV manual.

3. Interim Message Changes

a. Interim message changes may be issued to directives when information changing the basic directive must be issued urgently. Changes shall be followed by a change transmittal or revision to the basic instruction within a reasonable period of time not to exceed 180 days. Exhibit 7 provides an example of an interim message change.

b. Interim message changes shall be coordinated with DON/AA DRMD to ensure that the case file and the master set of directives are updated. The changes must be followed by a change transmittal or revision to the basic instruction submitted to the DON/AA DRMD within 180 days of the message issuance date.

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 shall also be used on change transmittals.

a. Change transmittals shall 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, "Change Transmittal 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 is published, the revised pages shall be incorporated. 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., SECNAVINST 5215.1E CH-1.

b. Designation Line - Instruction. Contains the same designation line as the directive to be changed, followed by a space, "CHANGE TRANSMITTAL," the appropriate 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., SECNAVNOTE 5215 OF 6 JUN 2014 CHANGE TRANSMITTAL 1.

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

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 Jun 2014

SECNAVINST 5215.1E
DUSN (M)
29 Oct 2013

f. Signature Page

(1) When a revision to a signature page is made the signature block remains as the original signing official, e.g.,

/s/
RAY MABUS

(2) The date of the change shall be shown in the upper right margin, two spaces above the identification symbol of the basic directive. The date line of the identification symbols must show the original date of issue, e.g.,

CH-1 of 6 Jun 2014

SECNAVINST 5215.1E
29 Oct 2013

g. Other Pages. In the upper right margin, the identification symbol of the basic directive followed by "CH-" and the number of the change transmittal shall be shown on the first line. The date of the change shall be shown on the second line in the upper right margin, e.g.,

SECNAVINST 5215.1E CH-1
6 Jun 2014

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 and/or Downgrading of Classified Directives Through Change Transmittals. The upgrading or downgrading of classified directives by change transmittal is not authorized. Please see reference (f), for further guidance on classification changes.

Appendix A: References

- (a) 32 C.F.R. Part 700, United States Navy Regulations and Official Records
- (b) SECNAVINST 5430.7Q
- (c) SECNAVINST 5215.1E
- (d) SECNAV M-5210.1, Department of the Navy Records Management Program Records Management Manual of January 2012
- (e) SECNAV M-5210.2, Department of the Navy Standard Subject Identification Code Manual of July 2012
- (f) SECNAV M-5510.36, Department of the Navy Information Security Program of June 2006
- (g) E.O. 13526
- (h) SECNAVINST 5211.5E
- (i) SECNAV M-5214.1, Department of the Navy Information Requirements (Reports) Manual of December 2005
- (j) SECNAV M-5213.1, Department of the Navy Forms Management Manual of December 2005
- (k) SECNAV M-5216.5, Department of the Navy Correspondence Manual of March 2010
- (l) U.S. Government Printing Office Style Manual

Appendix B: Glossary

1. Action Officer (AO). A principal of an activity or component who has initiated or has been assigned the task of preparing a directive.
2. All Navy Message (ALNAV). A directive issued to the DON to set or change policy for time-sensitive actions and only when time constraints prevent publishing a new directive or a change to an existing directive.
3. 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.
4. Classified Information. Any official information that has been determined under reference (g), or any predecessor order to require protection against unauthorized disclosure and is so designated. The designations "Secret" and "Confidential" are used to identify such information and are usually referred to as "classified information."
5. Directive. An instruction, notice, ALNAV 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 issued formally.
6. Guidance. Clarification, interpretation, implementation, or amplification of law, regulation, or policy.
7. Instruction. A directive containing authority or information having continuing reference value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority. If the instruction is not in the revision process upon its 7 year anniversary, it shall be canceled.
8. Issuing Authority. The principal of an established, independent component, by whose authority and under whose title a directive is issued. Also known as the sponsor.

9. Joint Service Instruction. A directive issued jointly by the Navy and one or more other military services.
10. Manual. A document which sets forth requirements and procedures for the implementation of policy. It usually contains examples for performing specific tasks.
11. Message. A directive transmitted via the Defense Messaging System (DMS).
12. 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 SECNAV directive.
13. Page Change. An additional or replacement page for an instruction or notice transmitted under cover of a change transmittal.
14. Policy. A set of written principles and associated guidelines to direct DON decision-makers at all levels, and to authorize actions in pursuit of objectives, operations, and plans.
15. Revision. A reissuance of an existing instruction in completely rewritten form.
16. Sponsor. Principal of an activity or component who has initiated or has been assigned the task of preparing a directive.
17. Stakeholder. All DON organizations outside of the sponsor's organization whose activities are defined in part or modified by the proposed instruction.
18. Time-Sensitive Action. Action that includes but is not limited to:
 - a. Direction by Executive Order.

- b. Direction by the Secretary of Defense or Deputy Secretary of Defense.
- c. Direction by the SECNAV or UNSECNAV.
- d. A matter of urgent national security.
- e. A requirement by a recent (within 90 days) change in law, statute, or Government-wide regulation.
- f. A necessity to prevent loss of life or limb.

Appendix C: Directives Review Workflow

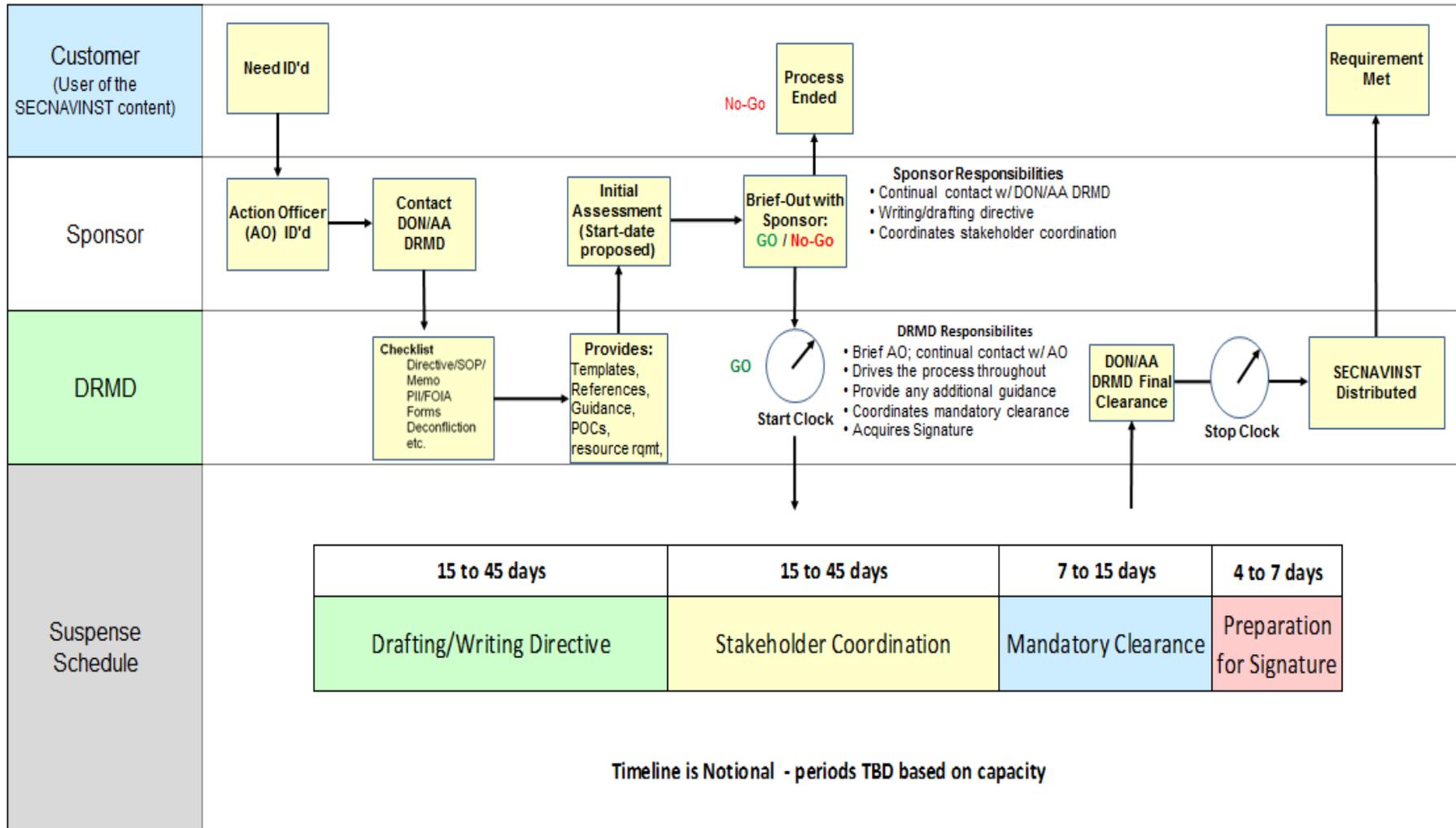


Table 1: Preparation of Directives

ITEM	Directions
1. Stationery & Printing	
a. Preparation	An instruction is prepared on plain bond paper. Letterhead will be added prior to signature.
b. Reproduction	Directives shall be reproduced locally at the expense of each activity. Directives can be downloaded via the Department of Navy Issuances Web site (http://doni.documentservices.dla.mil/default.aspx). Classified and For Official Use Only directives can be downloaded via the Department of Navy Classified Issuances Web site (http://hqweb.cno.navy.smil.mil/donci).
c. Format and/or 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. Length	All SECNAV directives (minus enclosures) are restricted to no more than five pages of text, including signature block.
3. Margins	Margins shall be the same as for a naval letter, i.e., top, bottom, left, right and header shall be 1 inch and bottom header will be 1/2 inch. Page number shall 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.
4. Classification Markings	Refer to chapter 6 of reference (f).
a. Classifying Directives	Directives containing classified information shall be assigned the appropriate classification level and marked per reference (f).
(1) First Page	Refer to chapter 6 of reference (f).
(2) Continuation Page	Refer to chapter 6 of reference (f).
b. Downgrading and Declassification Information	Refer to chapter 4 and 6 of reference (f).

Table 1: Preparation of Directives (Cont.)

ITEM	Directions
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.
5. Cancellation Date for Notices	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. SECNAV Notices are self-canceling on the 1 year anniversary date unless the "Canc" date is for a shorter period.
a. 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. Once the action or event has been completed, the notice may be canceled without waiting for the cancellation date.
b. Cancellation with no Contingency	If the notice is canceled on a given date, the cancellation date is shown as above prefixed only by the abbreviation "Canc:". Example: "Canc: Jun 2014". In such cases, there is no cancellation paragraph.

Table 1: Preparation of Directives (Cont.)

ITEM	Directions
6. Identification Symbols	
a. First Page	<p>Located at the top right corner, beginning on the line below the last line of the header 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 header, it should either be typed on the second line below the last line of the header, 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".</p>
b. Continuation Pages	<p>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.</p>
c. Page Change	
(1) Revised First Page or Signature Page	<p>When a revised first page or signature page of a directive is issued as a page replacement, the date of the change, e.g., "CH-1 of 6 Jun 2014" shall be shown, in the upper flush right margin, two spaces above the identification symbols of the basic directive.</p> <p>Example:</p> <p style="text-align: right;">CH-1 of 6 Jun 2014</p> <p style="text-align: right;">SECNAVINST 5000.26 DUSN (M) 16 Mar 2013</p>
(2) Other Pages	<p>When a change is being made to a page other than the first page or signature page, the change transmittal number and its date are shown on the flush right margin.</p> <p>Example:</p> <p style="text-align: right;">SECNAVINST 5000.25 CH-1 6 Jun 2014</p> <p>The unchanged pages retain the same identification as when previously issued.</p>

Table 1: Preparation of Directives (Cont.)

ITEM	Directions
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.
7. Designation	Each directive shall be identified as follows on the designation line:
a. Issuing Authority Identification	Directives issued by the Secretary of the Navy are identified as "SECNAV" directives. The abbreviation location of the issuing authority shall be included in the designation line and underlined.
b. Type of Directive	"INSTRUCTION" or "NOTICE", as appropriate, follows the abbreviation of the issuing authority.
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.)
(2) Subject or Code Number	
(a) Source	Each instruction and notice issued shall be assigned a SSIC number from reference (e).
(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:

Table 1: Preparation of Directives (Cont.)

ITEM	Directions
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.
3. 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 DON/AA DRMD. It is not assigned to a notice. The DON/AA DRMD 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.
(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 shall 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: Preparation of Directives (Cont.)

ITEM	Directions
(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 "SECNAV NOTICE 5000 OF 6 JUN 2014 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. The designaton line is 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>SECNAV NOTICE 11000 OF 6 JUN 2014 CHANGE TRANSMITTAL 1 _____</p> <p>SECNAV 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>
8. "From" Line	The title of the issuing authority is shown on the "from" line.
9. Subject	
a. General	The same procedure used for a naval letter is followed. The subject line consists of a sentence fragment that tells readers what the directive is about. Use normal word order and capitalize every letter after the colon.
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.

Table 1: Preparation of Directives (Cont.)

ITEM	Directions
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.
10. 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 SECNAV M-5210.1. Listing as a reference a directive that is being canceled or previously has been canceled, or any draft documents is not authorized.
b. Length	Reference list shall be moved to enclosure if necessary to preserve the five page maximum for directive policy content.
c. 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.
d. Citing Directives	When a directive is referenced in another document, information should be adequate to ensure accurate identification.
e. 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) and/or enclosure(s) shall include the identification of the issuing authority, the abbreviation "INST," the SSIC, and the consecutive number, e.g., SECNAVINST 5215.1E. The date is not required unless it is a DoD issuance or a notice (See reference (k), chapter 7, paragraph 9 on how to cite various references).

Table 1: Preparation of Directives (Cont.)

ITEM	Directions
(a) Revised Instruction	<p>(1) If a revised instruction is being referenced, the latest suffix letter should be shown, e.g., "SECNAVINST 5215.1E". Terms such as "current edition," "latest edition," and "series" are redundant and therefore shall not be used.</p> <p>(2) The reference(s) and/or enclosure(s) of a directive do not become obsolete merely because a revision has been issued, and no change to a directive shall be issued merely to update such a reference.</p>
(b) Status of Instruction	<p>Regardless of how an instruction is cited, it is the responsibility of the sponsor 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.</p>
(2) Notices	<p>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.</p>
11. Enclosure(s)	
a. Enclosure Line(s)	<p>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 in enclosures unless a lower font size is required.</p>
b. Identification	<p>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.</p>
c. Exception	<p>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.</p>

Table 1: Preparation of Directives (Cont.)

ITEM	Directions
12. 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.
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.
(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 shall be indicated in the cancellation paragraph.
Notices	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, and where the report and or form can be accessed 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. Contact DON/AA DRMD for forms guidance.

Table 1: Preparation of Directives (Cont.)

ITEM	Directions
(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."
(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. 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.
c. Special Provisions	

Table 1: Preparation of Directives (Cont.)

ITEM	Directions
(1) Upgrading or Downgrading Change Transmittals	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.
(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, shall not be summarized.
13. Signature	
a. Location	The signature begins at or approximately at the center of the page on directives issued by SECNAV.

Table 1: Preparation of Directives (Cont.)

ITEM	Directions
<p>b. Requirements</p>	<p>(1) Signature requirements are the same as those specified for naval correspondence in reference (k), except that SECNAV directives shall be signed per reference (c). When a revision to a signature page is made the signature block remains the same as the original signing official, e.g.,</p> <p style="text-align: center;">/s/ RAY MABUS</p> <p>(2) In those cases where the signature page is revised, the page shall reflect the date of change, e.g., "CH-1 of 6 JUN 2014" shall be shown, in the upper flush right margin, two spaces above the identification symbols of the basic directive. Example:</p> <p style="text-align: right;">CH-1 of 6 JUN 02</p> <p style="text-align: right;">SECNAVINST 5000.26 DUSN (M) 16 Mar 2012</p>
<p>14. Page Numbers</p>	<p>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 4a, 4b, and 4c. 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.)</p>

Exhibit 1: Sample Unclassified Instruction

Letterhead

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 and/or numbers.

DEPARTMENT OF THE NAVY
OFFICE OF THE Secretary of the Navy
1000 NAVY PENTAGON
WASHINGTON, DC 20350

SECNAVINST 5000.0
Sponsor
1 Feb 2014

SECNAV INSTRUCTION 5000.0

From: Secretary of the Navy

Subj: SAMPLE OF FIRST PAGE OF AN INSTRUCTION

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 2: Sample Continuation Page of an Unclassified Instruction

SECNAVINST 5000.0
1 Feb 2014

5. Records Management. (Text)

6. Forms and Reports. (Text)

a. Title. (Text)

b. Title. (Text)

RAY MABUS

Distribution:
Electronic only, via Department of the Navy Issuance Web
site <http://doni.documentservices.dla.mil/>

2

Identification

Pages are all flush right margin and 1 inch from top of page.

Signature

Name in capitals typed on 4th line below preceding line of typing, beginning at center of page

Page Number

Pages are numbered consecutively, beginning with 2 and 1/2 inch from bottom of page, centered.

Distribution
2 lines below last line of signature.
Electronic Web sites are authorized. NOTE: This is a sample Web site address.

Exhibit 3: Sample of Classified Instruction

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

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 and/or numbers. Each paragraph and subparagraph shall be portion marked with the appropriate classification level.

CONFIDENTIAL

DEPARTMENT OF THE NAVY
OFFICE OF THE Secretary of the Navy
1000 NAVY PENTAGON
WASHINGTON, DC 20350

SECNAVINST C5000.1
DUSN (M)
1 Feb 2014

CONFIDENTIAL (Unclassified upon removal of enclosure)

SECNAV INSTRUCTION C5000.1

From: Secretary of the Navy

Subj: SAMPLE OF FIRST PAGE OF A CLASSIFIED INSTRUCTION (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. (U) Title (optional) (Text)
 - b. (C) Title (optional) (Text)

Derived from: SECNAVINST S5000.1G
Declassify on: 1 Feb 2018

CONFIDENTIAL

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.

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.

Exhibit 4: Sample Continuation Page of a Classified Instruction

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

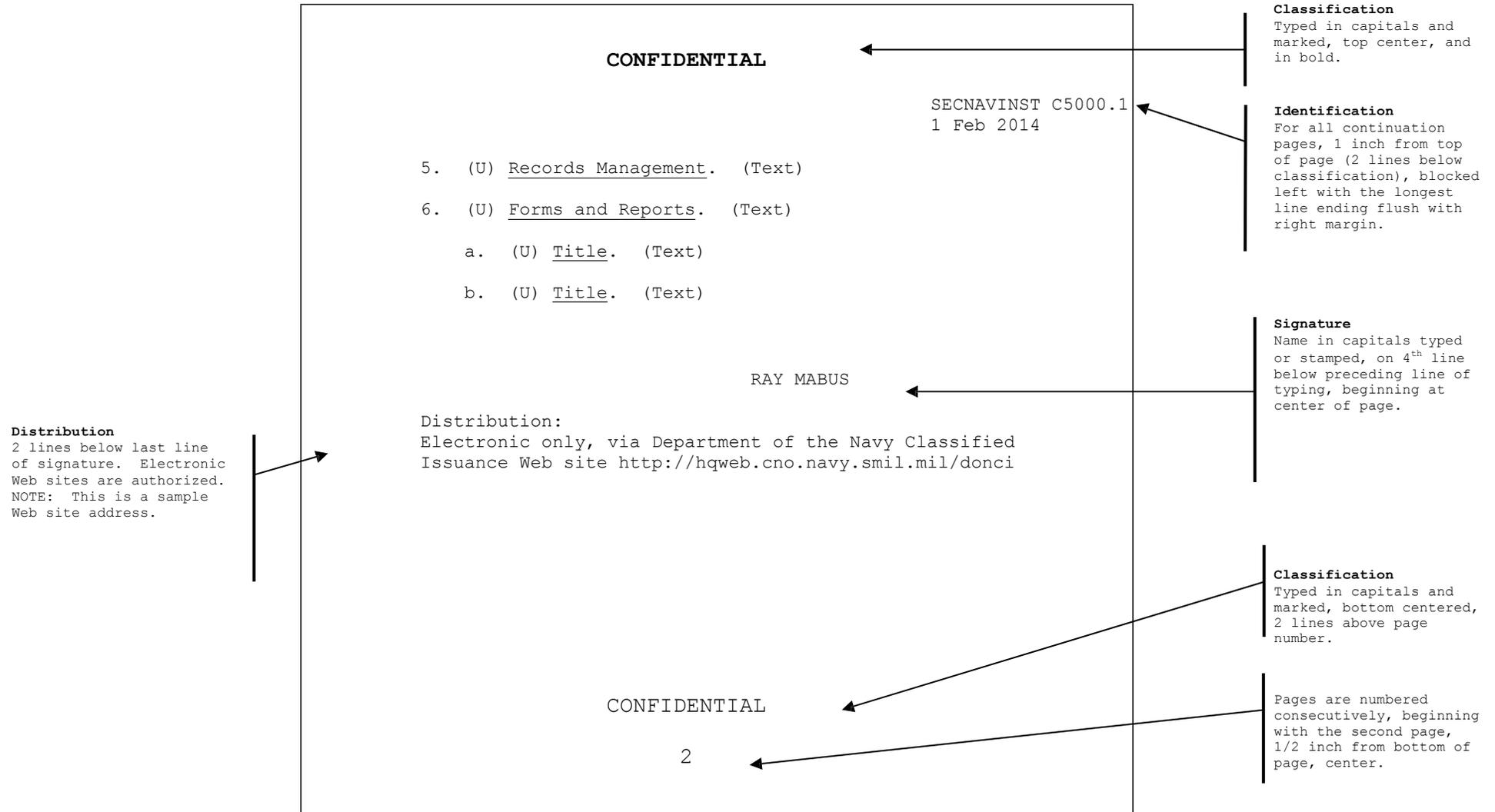


Exhibit 5: Sample Notice

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 SECRETARY OF THE NAVY
1000 NAVY PENTAGON
WASHINGTON, DC 20350

CANC FRP: Feb 2014

SECNAVNOTE 5000
DUSN (M)
1 Feb 2013

SECNAV NOTICE 5000

From: Secretary of the Navy

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.

RAY MABUS

Distribution:
Electronic only, via Department of the Navy Issuance Web site
<http://doni.documentservices.dla.mil/>

Cancellation
See chapter 4 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.

Exhibit 6: Sample Change Transmittal

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.

DEPARTMENT OF THE NAVY
OFFICE OF THE Secretary of the Navy
1000 NAVY PENTAGON
WASHINGTON, DC 20350

SECNAVINST 5000.1 CH-1
DUSN (M)
1 Feb 2014

SECNAV INSTRUCTION 5000.1 CHANGE TRANSMITTAL 1

From: Secretary of the Navy

Subject: SECRETARY OF THE NAVY DIRECTIVES ISSUANCE SYSTEM

Encl: (1) Revised page 4

1. Purpose. To transmit new page 4, which revises procedures for preparing a change transmittal.

2. Action. Remove page 4 of the basic instruction and replace with enclosure (1) of this change transmittal.

RAY MABUS

Distribution:
Electronic only, via Department of the Navy Issuance Web site
<http://doni.documentservices.dla.mil/>

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

Exhibit 7: Sample Message

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



```
R 112002Z JAN 13 PSN 576957H39
FM SECNAV WASHINGTON DC
TO ALNAV
SUBJ: 2012 ADMIRAL ELMO R. ZUMWALT AWARD WINNERS
UNCLASSIFIED/ FM SECNAV
WASHINGTON DC TO ALNAV INFO SECNAV WASHINGTON DC
ZEN/CNO WASHINGTON DC
ZEN/CMC WASHINGTON DC
BT
UNCLAS
ALNAV 005/13
MSGID/GENADMIN/SECNAV WASHINGTON DC/--/JAN//

RMKS/1. (PURPOSE)

2. (TEXT)

3. (TEXT)

4. (CANCELLATION INFO)

5. RELEASED BY//

BT
```

NOTE

Message directives are automatically canceled 180 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.