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DIRECTIVES

MANAGEMENT

MANUAL



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List of Major Changes

1. Chapter 2: Directives Standards and Practices
 - Department of the Navy Tasking, Records and Consolidated Knowledge Enterprise Repository (DON TRACKER) added as the official DON tasking system, paragraph 2g.
 - Deputy Under Secretary of the Navy (DUSN) was added as a mandatory reviewer, paragraph 2g.
 - Clarification of non-concurrence guidance, paragraph 2g(2) through (5).
2. Chapter 4: Manuals
 - Guidance for preparing a manual. (new chapter)
3. Appendix C: Directives Review Workflow
 - Updated to the new process due dates

FOREWORD

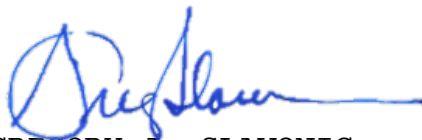
This manual implements the policy established in Secretary of the Navy Instruction (SECNAVINST) 5215.1F, Secretary of the Navy Directives Policy.

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 Department of the Navy (DON).

This manual may be accessed through the DON Issuances website: <https://www.secnav.navy.mil/doni/default.aspx>. Contact information is provided below for assistance or to offer comments or feedback.

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TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
TABLE OF ISSUANCES AND CHANGES	i
LIST OF MAJOR CHANGES	ii
FOREWORD	iii
TABLE OF CONTENTS	iv
CHAPTER 1 - DIRECTIVES MANAGEMENT AND RESPONSIBILITIES	1-1
1. General	1-1
2. Roles and Responsibilities	1-1
CHAPTER 2 - DIRECTIVES STANDARDS AND PRACTICES	2-1
1. General	2-1
2. Procedures for Issuing SECNAV Directives	2-1
3. Canceling Directives	2-7
4. Maintenance	2-8
5. Directives Availability	2-9
CHAPTER 3 - INSTRUCTIONS	3-1
1. General	3-1
2. Appearance	3-1
3. Preparation of Instructions	3-1
4. Classified Instructions	3-2
CHAPTER 4 - MANUALS	4-1
1. General	4-1
2. Preparation of Manuals	4-1
3. Change to a Manual (Size Limitations)	4-4
4. Classified Manuals	4-4
CHAPTER 5 - NOTICES	5-1
1. General	5-1
2. Appearance	5-1
3. Cancellation Date	5-1
4. Classified Notices	5-1

<u>TITLE</u>	<u>PAGE</u>
CHAPTER 6 - ALL-NAVY MESSAGES	6-1
1. General	6-1
2. Cancellation	6-1
CHAPTER 7 - CHANGE TRANSMITTALS	7-1
1. General	7-1
2. Page Changes	7-1
3. Change Transmittals to Classified Directives	7-2
4. Change to an Instruction (Size Limitations)	7-3
APPENDIX A - References	A-1
APPENDIX B - Glossary	B-1
1. Action officer (AO)	B-1
2. All Navy Message (ALNAV)	B-1
3. Change Transmittal	B-1
4. Classified Information	B-1
5. Directive	B-1
6. Guidance	B-1
7. Instruction	B-1
8. Issuing Authority	B-1
9. Joint Service Instructions	B-2
10. Manual	B-2
11. Message	B-2
12. Notice	B-2
13. Page Change	B-2
14. Policy	B-2
15. Revision	B-2
16. Sponsor	B-2
17. Stakeholder	B-2
18. Time-Sensitive	B-2
APPENDIX C - Directives Review Workflow	C-1
APPENDIX D - Table 1: Preparation of Directives	D-1
Table 1: Preparation of Directives (Cont.)	D-2
Table 1: Preparation of Directives (Cont.)	D-3
Table 1: Preparation of Directives (Cont.)	D-4
Table 1: Preparation of Directives (Cont.)	D-5
Table 1: Preparation of Directives (Cont.)	D-6

<u>TITLE</u>	<u>PAGE</u>
Table 1: Preparation of Directives (Cont.)	D-7
Table 1: Preparation of Directives (Cont.)	D-8
Table 1: Preparation of Directives (Cont.)	D-9
Table 1: Preparation of Directives (Cont.)	D-10
Table 1: Preparation of Directives (Cont.)	D-11
Table 1: Preparation of Directives (Cont.)	D-12
APPENDIX E - Exhibit 1: Sample Unclassified Instruction	E-1
Exhibit 2: Sample Continuation Page of an Unclassified Instruction	E-2
Exhibit 3: Sample of Classified Instruction	E-3
Exhibit 4: Sample Continuation of a Classified Instruction	E-4
Exhibit 5: Sample Notice	E-5
Exhibit 6: Sample Change Transmittal	E-6
Exhibit 7: Sample Message	E-7

CHAPTER 1: DIRECTIVES MANAGEMENT AND RESPONSIBILITIES

1. General. This manual specifies the processes, procedures, and formatting for developing and maintaining SECNAV directives, established by the policy contained in references (a) through (1).

2. Roles and Responsibilities

a. The 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.

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

b. Sponsors for all SECNAV directives shall follow SECNAV M-5215.1 for writing and clearing directives for signature. Directives shall be staffed for approval using procedures delineated by the DON/AA.

c. The Under Secretary of the Navy (UNSECNAV) is delegated signature authority to sign for the SECNAV, as follows:

(1) SECNAV Directives.

(2) Department of Defense (DoD) Issuances submitted for DON coordination.

d. The DON/AA DRMD acts on behalf of the SECNAV to provide guidance and execute the administrative and procedural process for approval, electronic dissemination, and record disposition of SECNAV directives to include:

(1) Providing oversight and program management, 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, 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 located at the Department of the Navy Issuances (DONI) website:
<https://www.secnav.navy.mil/doni>.

(8) Maintain the master case file.

e. 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, statutes, and other requirements.

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

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

(b) Reducing reporting requirements by eliminating, reducing the frequency of, or combining with other information collections.

(4) Assign an AO to be a 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.

f. 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, manual, notice, All Navy Message (ALNAV), or change transmittal (see chapters 3 through 7 for guidance on each).

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

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

(1) The need for a new policy directive may arise only for one or more of the following purposes:

(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 Regulations.
- (b) Top Secret documents.
- (c) Registered publications.

b. 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. 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.

Additionally, DON/AA DRMD will review to see if the directive can be incorporated in pre-existing policy of the same subject matter.

d. DON/AA DRMD will convey its recommendation to the 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, the AO shall begin writing the directive.

(2) If sponsor decides to terminate the directive proposal after initial review determines the proposed directive is redundant, unnecessary, or inappropriate for issuance, the process ends. The AO will notify DON/AA DRMD.

e. DON/AA DRMD shall ensure the AO is provided with all procedures and templates needed to draft the directive and to complete the directives review process.

f. 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 in accordance with the current format described in this manual.

(2) Content and Format. Refer to chapters 3 through 7, Table 1 and Exhibits 1 through 7 of this manual for content and formatting standards for specific types of directives.

(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 when the lead service is not the DON (e.g. Army) or SECNAV manuals.

(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 policy 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) Before routing in DON TRACKER, the sponsor shall pre-coordinate the directive with other stakeholders. Stakeholders shall include their assigned Office of General Counsel (OGC), Judge Advocate General, or Judge Advocate Division attorney in that pre-coordination review.

g. Step 1: The sponsor shall present the directive to principals of mandatory clearance officials and all stakeholders for coordination via the DON TRACKER. In order to ensure there is no break in the chain of command, Director, Navy Staff (DNS), Director of the Marine Corps Staff (DMCS), DUSN, DON/AA Counsel, Office of Judge Advocate General (OJAG), Assistant General Counsel or Command/Activity Counsel (AGC), and OGC shall be included in all stakeholder coordination as the mandatory clearance officials. OGC receives the directive for information only at this stage of the process. The sponsor must allow a suspense of 15 to 30 calendar days to receive clearances. The suspense will be determined based upon the anticipated level of difficulty to review. Joint Service instructions shall be coordinated for content in the same manner as all other SECNAV instructions. With the exception of legal review by the DON GC, any failure to respond to the coordination within the allowed period of suspense for clearances shall be considered as a "concur without comment". Sponsor will record the date and the method of each attempt to coordinate with the command to obtain a response on the coordination sheet (e.g., "notified by DON TRACKER").

(1) The DD Form 818, "Issuance Coordination and Response" will be used to receive comments from stakeholders as identified by the sponsor as well as the following mandatory clearance officials:

(a) DNS. DNS reviews as a stakeholder and obtains the SECNAV/Office of the Chief of Naval Operations Privacy Officer's review and comments.

(b) DMCS.

(c) DON/AA DRMD for records management, forms, information collections, directives format, deconfliction with other guidance, and governing authorities.

(d) DON/AA Counsel.

(e) OJAG.

(f) DUSN.

(g) AGC of the sponsoring activity or command.

(h) OGC. The directive is coordinated with OGC for information only at this stage of the directives process.

(2) A concur or non-concur response shall be submitted with approval from a principal/deputy principal official, Senior Executive Service (SES) or military equivalent.

(a) Non-concur with comment. For a non-concur, coordinators must specify the reason for non-concurring in a memorandum or attached supplement based on the following criteria:

1. A violation of the law or regulation; conflicts with controlling authorities, such as Executive Orders, Executive Agency policies, and DoD issuances; or disagreements with proposed policies or changes to existing policies. The coordinator must cite the violation of law or policy issue as the basis for non-concurrence.

2. An unnecessary risk of safety, life, limb, or DoD materiel; Fraud, Waste or Abuse (FWA) of DoD appropriations; unreasonable burden on DoD Component's resources, or other business-based reason. The coordinator must provide a detailed explanation/justification for the objection with potential evidence that may substantiate a finding of unnecessary risk of safety of personnel or government property for FWA, or other business-based reason. The coordinator must provide sufficient information to allow the AO to conduct a risk analysis.

(b) AOs shall resolve disagreements about non-essential wording or recommendations, or lack of response from a coordinating office to avoid delaying the action.

(3) The identified mandatory clearance officials shall have final review for their organization for clearance of directives.

h. Step 2: Sponsor shall incorporate any required revisions into the directive and obtain their AGC/legal counsel approval within eight to ten days.

i. Step 3: Sponsor shall submit the final version to DON/AA Counsel.

(1) DON/AA Counsel will ensure the conduct or coordination of a legal review. If a legal review has been conducted by counsel from stakeholder organizations with differing legal opinions, DON/AA Counsel may advise and assist the AO or appropriate legal office in the adjudication of all legal comments, recommendations or courses of action prior to requesting clearance review by OGC.

(2) DON/AA legal counsel should review and provide the legal position and comments within three days for most directives.

j. Step 4: Sponsor shall submit the draft to OGC for final review within two days. Tasker will include the final version, track changes version, the sponsor's legal counsel's adjudicated DD 818s with Flag/General Officer/SES Level signature approval, coordination page, and synopsis of significant changes.

k. Step 5: OGC shall make every effort to complete review and provide the legal position and comments to AO within five days. Sponsor must incorporate OGC's comments, if applicable and obtain OGC concurrence.

l. Step 6: Sponsor shall submit the directive to DON/AA DRMD, for final clearance review and signature within three days. All material documenting the creation of the directive, synopsis indicating the significant changes and revisions to the directive (including a coordination page) must be included in the submission.

m. Step 7: Final clearance review for signature. DON/AA DRMD shall review and submit the final copy of the directive to DON/AA Front Office for review within three days.

n. Step 8: DON/AA Front Office will send the final directive to SECNAV Administrative Office (SECNAV Admin) for review. SECNAV Admin shall submit to the UNSECNAV within two days. Clearances are in effect for three months from the date DON/AA submits the final copy to SECNAV/UNSECNAV for signature. 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.

o. Step 9: The UNSECNAV office shall sign or return the directive within five days. SECNAV Admin sends an email to DON/AA DRMD to provide notification that the directive has been signed.

p. Step 10: Publishing. DON/AA DRMD shall collect the signed directive, with all accompanying documentation for publishing. SECNAV directives are published electronically. They can be accessed online (DONI DON/AA: <https://www.secnav.navy.mil/doni>) and are considered official in that form without further publication. DON/AA DRMD must publish the directive within two days of receipt of the signed directive.

3. Canceling Directives

a. Directives can only be canceled by SECNAV or UNSECNAV.

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

c. When the sponsoring organization requests cancellation of a single directive without the issuance of a new directive, the sponsor shall prepare a SECNAV Notice. When the sponsoring organization requests cancellation of several directives, a consolidated list of the canceled directives will be issued in one SECNAV notice rather than issuing individual cancellation SECNAV notices. The single notice or notice which cancels more than one directive shall include:

- (1) Directive number, e.g., SECNAVINST 5215.1E.
- (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 information collections.
- (5) Reason for cancellation, e.g. "Information contained in...", "Served its purpose" or "Canceled by..."
- (6) If several directives are cancelled by the SECNAV Notice it shall also include a consolidated list of all the directives that are cancelled.

e. In accordance with reference (c), 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.

4. 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 must contain:

- (a) Tracked change version.
- (b) DD 818 or signed action memo approved by principal/deputy principal.
- (c) The final signed original directive.

(d) Significant working papers and notations of regulatory sources materials.

(e) Any other records that document the directive from its inception to publication.

(f) Any change transmittals.

(g) Upon cancellation, a copy of the canceled directive, cancellation SECNAV notice, and other documentation pertinent to the cancellation.

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

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

(1) Instructions. File instructions together, regardless of issuing authority, according to:

(a) SSIC number.

(b) Consecutive number.

(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 in accordance with reference (f).

5. Directives Availability

a. Unclassified instructions are available electronically via DONI: <https://www.secnav.navy.mil/doni>.

b. Classified instructions are available electronically from a SIPRNET account via DONCI (DON Classified Issuances): <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 or by higher authority. 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 5215.1F.

(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 Commander Jones or Petty Officer Smith. The words Sailor and Marine will be capitalized.

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.

a. Revisions or Reissuances. Revisions or reissuances of instructions, use the next available alphabetical suffix. Do not use "I" and "O" (can be construed as the number one ("1") and zero ("0"), respectively); instead, skip them and use "J" and "P." After "Z", the instruction must receive a new consecutive point number. The new point number can only be assigned by DON/AA DRMD.

b. Point Number. Consecutive point numbers for new instructions are assigned only by the DON/AA DRMD as the directives control point for all SECNAV directives. For records management purposes, consecutive point numbers can never be reused, even if previously canceled.

4. Classified Instructions. Instructions may be classified SECRET or CONFIDENTIAL. TOP SECRET and Communication Security (COMSEC) material cannot be issued by SECNAV directive. Reference (f) contains specific guidance for the issuance of classified information, and it is essential that the sponsor comply with that instruction.

CHAPTER 4: MANUALS

1. General. A manual has the same authority as a letter-type instruction; however, the size and content is best suited to a format used for directives consisting of parts, chapters, or sections.

2. Preparation of Manuals

a. Cover. The manual cover must include the appropriate abbreviation of the issuing authority, the SSIC followed by the consecutive point number, the date of the issue and the subject of the manual. DON/AA DRMD will add the cover page prior to publishing manual.

b. Table of Issuances and Changes. The Table of Issuances and Changes is the first page of the manual after the cover and starts with the Roman numeral "i" as the first page of the manual and centered in the footer of the page. List the manual number and point number, e.g. M-5215.1 or change number, e.g. Change 1 in the first column as applicable. In the second column, list the date that the manual or change is signed. Use the Table of Issuances and Changes, page i of this manual as an example.

c. List of Major Changes. The List of Major Changes is optional. The List of Major Changes is the second page of the manual after the cover and follows the Table of Issuances and Changes page, if applicable. Major content and procedural changes may be listed here and is identified as page Roman numeral "ii" and centered in the footer of the page. Use the List of Major Changes, page ii of this manual as an example.

d. Foreword. The Foreword page follows the List of Major Changes, if applicable or the Table of Issuances and Changes, identified as Roman numeral "ii" or "iii", if there is a List of Major Changes page and centered in the footer of the page. The first paragraph of the Foreword page identifies the SECNAV instruction that the manual is implementing. The second paragraph specifies the additional information regarding the subject matter of the guidance and procedures. The third paragraph identifies the applicability and scope to which the manual applies. The fourth paragraph identifies how and/or where the manual may be accessed or obtained. The fifth paragraph identifies who in the organization should be contacted or provide

comments or input. Use the Foreword, page iii of this manual as an example.

e. Table of Contents. A table of contents follows the Foreword page and is identified with Roman numerals, following the next sequence e.g., "iii" or "iv". Use the Table of Contents, page iv of this manual as an example.

f. Body. The body of the manual follows the table of contents. The body of the manual is numbered in Arabic numbers. It may be numbered consecutively or if the manual is divided into parts, sections, or chapters, numbering indicates the part, section or chapter number. The first page should always start with the odd number, e.g., 1-1, 1-2, 1-3, 2-1, 2-2, and centered in the footer of each page. Refer to reference (k), chapter 11, figure 11-1, when formatting the paragraphs within the body of a manual.

g. Appendices

(1) Appendices are optional. Appendices contain material which supports the manual, but is not readily incorporated into the text of a manual. It may include such things as a list of references, diagrams, charts, list of forms, checklists, questionnaires, photographs, tabular data, completed "sample" information collections, exhibits, or illustrations. Attach appendices at the end of the body, but before all other back sections such as a glossary, or an index. Like references and enclosures, appendices must be cited sequentially within the body of the text and listed in the same order in the table of contents.

(2) Titling an Appendix. 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. Do not underline or bold. Center the title either at the top of the first page of the appendix or on a preceding title page, the first page of should always start with letter of the appendix and page number, e.g., A-1, A-2, A-3, B-1, B-2, and centered in the footer of each page. See example of titling the first page of an appendix below:

APPENDIX C
DIRECTIVES REVIEW WORKFLOW

(3) Footer of an Appendix. Individually number pages with a capital (corresponding) alphabetic designator, a hyphen, and an Arabic number (e.g., B-2 and B-3) centered in the footer of each page of the respective appendix. In addition, as in the enclosures, the appendix identification is flush with the right margin following the (centered) page number on the same line. Do not include any returns prior to or following the appendix identification in the footer. It will cause too much space between the body of the text and the information in the footer and cause the appendix information in the footer to be above the .5 inch margin. See footer example of an appendix:

A-2

Appendix A

h. Index

(1) An index is optional. An index is a detailed alphabetical listing of names, subjects, or topics that lists the corresponding page numbers on which they are mentioned or discussed. An index may be included in lengthy manuals to assist the reader in identifying where to quickly find information in the manual. Individually number pages with an "Index" for index, a hyphen, and an Arabic number; (e.g., Index-1 and Index-2) centered in the footer of each of the respective index. The index should be the last section in the manual, if applicable.

(2) Titling an Index. Designate the index by the term "INDEX" in capital letters. Do not underline or bold. Center the title at the top of the first page of the index. See example of titling the first page of an Index below:

INDEX

(3) Footer of an Index. Individually number pages with "Index", hyphen, and an Arabic number (e.g., Index-1, Index-2, and Index-3) centered in the footer of each page. See footer example of an index:

Index-1

3. Change to a Manual (Size Limitations). A change to a manual may be used to update a manual when 25% or less of the total number of pages are changing within the manual. If the change affects more than 25% of the total number of pages, the manual must be completely revised and promulgated under a new issuance date. See chapter 7 of this manual for guidance to prepare a change to an instruction or manual.

4. Classified Manuals. Manuals may be classified SECRET or CONFIDENTIAL. TOP SECRET and COMSEC material cannot be issued using a SECNAV directive. Reference (f) contains specific guidance for the issuance of classified information, and it is essential that the sponsor comply with that instruction.

CHAPTER 5: 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 six months and is not permitted to remain in effect for longer than one 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 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 6: 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.

c. Director, SECNAV Admin acts on behalf of the SECNAV to provide guidance and execute the administrative and procedural process of approval, electronic dissemination, and record disposition of ALNAVs that are SECNAV directives.

d. Exhibit 7 provides an example of an ALNAV.

e. DON/AA DRMD must be provided a copy of the ALNAV to post with the associated SECNAV 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.

CHAPTER 7: CHANGE TRANSMITTALS

1. General. Change transmittals are used to issue changes to instructions, manuals, 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. 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 5215.1E CHANGE TRANSMITTAL 2.

c. Enclosure(s). Enclosures to change transmittals are marked according to the pages that they are changing in the basic instruction, notice or manual. For example if the enclosure is changing page 3 of the basic instruction it will not be marked as an enclosure. However, if it is changing page 3 to enclosure (1) of the basic instruction, notice or manual it will be marked enclosure (1) page 3 regardless of what the enclosure number is on the change transmittal page.

SECNAV M-5215.1
29 Sep 20

d. 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
DON/AA
29 Oct 2013

e. Signature Page

(1) When a revision to a signature page is made the signature block remains as the original signing official, e.g., (not applicable to manuals)

/s/
John S. Doe

(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., (not applicable to manuals)

CH-1 of 6 Jun 2014

SECNAVINST 5215.1E
29 Oct 2013

f. 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.

4. Change to an Instruction (Size Limitations). A change transmittal may be used to update an instruction when 25% or less of the total number of pages are changing within the instruction. If the change affects more than 25% of the total number of pages, the instruction must be completely revised and promulgated under a new issuance with the next letter of the alphabet and date.

APPENDIX A
REFERENCES

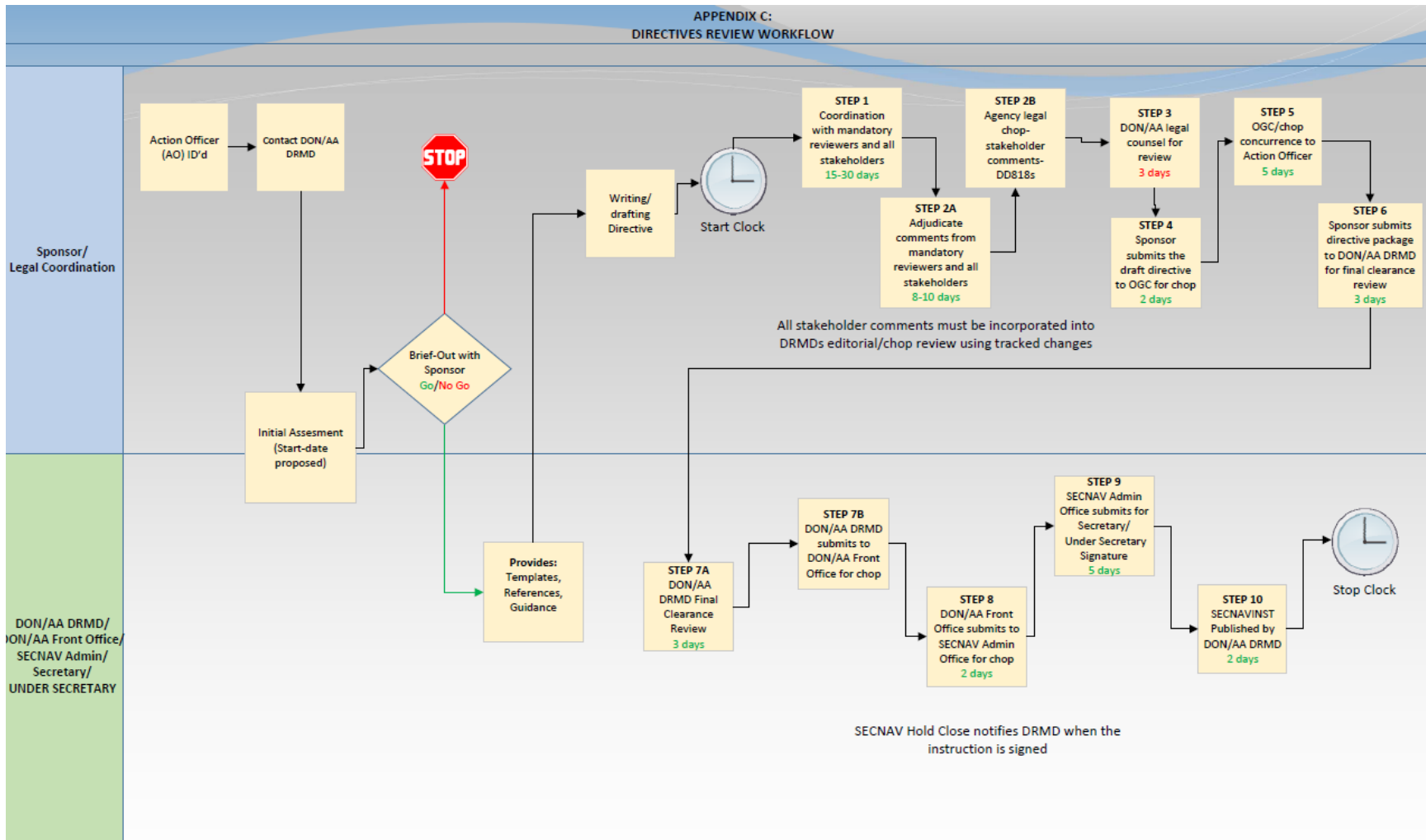
- (a) 32 CFR 700
- (b) SECNAVINST 5430.7R
- (c) SECNAVINST 5215.1F
- (d) SECNAV M-5210.1
- (e) SECNAV M-5210.2
- (f) SECNAVINST 5510.36B
- (g) E.O. 13526
- (h) SECNAVINST 5211.5F
- (i) SECNAV M-5214.1
- (j) SECNAV M-5213.1
- (k) SECNAV M-5216.5
- (l) U.S. Government Printing Office Style Manual

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. Also known as the sponsor.
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, manual or change transmittal, or ALNAV. 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.
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 manual has the same authority as a letter-type instruction; however, the size and content is best suited to a format used for directives consisting of parts, chapters, or sections.
11. Notice. A directive of a onetime 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.
12. Page Change. An additional or replacement page for an instruction or notice transmitted under cover of a change transmittal.
13. 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.
14. Revision. A reissuance of an existing instruction in completely rewritten form.
15. Sponsor. Principal of an activity or component who has initiated or has been assigned the task of preparing a directive. Also known as the AO.
16. Stakeholder. All DON organizations outside of the sponsor's organization whose activities are defined in part or modified by the proposed instruction.
17. 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 D
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 website: https://www.secnav.navy.mil/doni). Classified and For Official Use Only directives can be downloaded via the Department of Navy Classified Issuances website: (http://hwweb.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 instructions to include notices (minus enclosures and manuals) 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., bottom, left, right and header shall be 1 inch and the footer will be 1/2 inch. Page number shall be centered in the 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 enclosure (4) of reference (f).
a. Classifying Directives	Directives containing classified information shall be assigned the appropriate classification level and marked in accordance with reference (f).
(1) First Page	Refer to enclosure (4) of reference (f).
(2) Continuation Page	Refer to enclosure (4) of reference (f).
b. Downgrading and Declassification	Refer to enclosure (2) and (4) 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.)

	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. 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 with the right margin, except that the originator's identification is omitted.</p>
c. Page Change	
(1) 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 2020" 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 DON/AA 16 Mar 2019</p>
(2) Other Pages to include signature page	<p>When a change is being made to a page other than the first 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 2020</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.

29 Sep 20

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 designation 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). Do not reference the changes to those directives, only list the basic directive. 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 reference (d). Listing as a reference a directive that is being canceled or previously has been canceled, or any draft documents is not authorized. The references must be listed in the order that they are listed in the body.
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 10 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	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.
(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.
11. 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 in enclosures unless a lower font size is required. The enclosures must be listed in the order that they are referenced in the body.
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, one 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.

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, Information collections, 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).
(3) Notices	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. If the sole purpose of a notice is to cancel another document(s), the cancellation statement may be made in the purpose paragraph.
(4) Information Management Control/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 shall 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 information collections 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.
(5) Self-Canceling (Expiration Provisions)	
(6) 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 or UNSECNAV.

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 in accordance with 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/ JOHN S. DOE</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 DON/AA 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>

APPENDIX E
EXHIBIT 1: SAMPLE UNCLASSIFIED INSTRUCTION

DEPARTMENT OF THE NAVY
OFFICE OF THE Secretary
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)

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

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

Enclosure(s)

Two 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 information collections, if any, and includes their titles and symbols and/or numbers.

Identification Symbols

Designation abbreviation, drafter's code (or other identification, if employed locally), serial number, if any (required, if classified) and date. 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

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

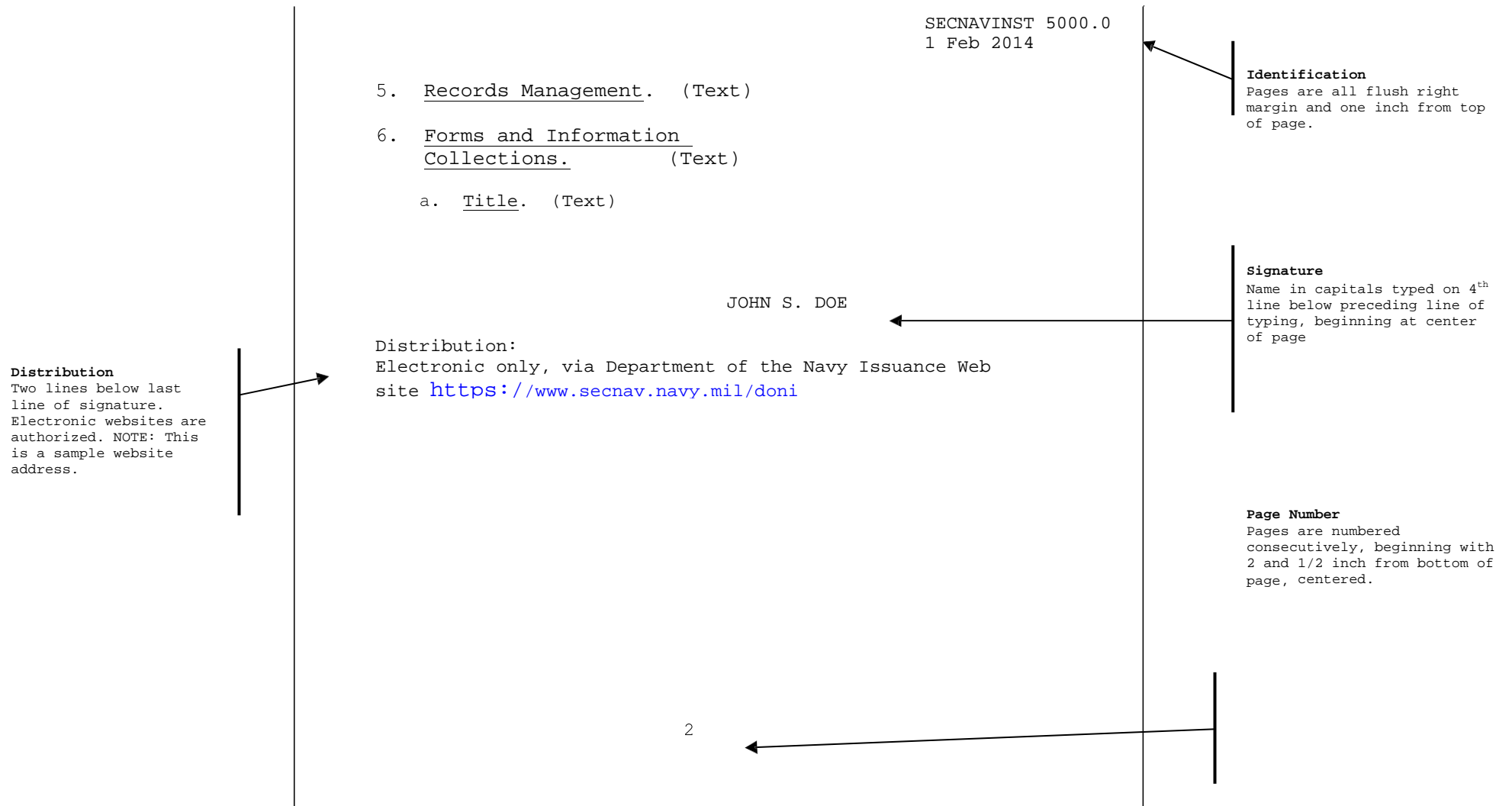
Reference(s)

Two 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



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 overlap) 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

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

Enclosure(s)

Two 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 information collections, if any, and includes their titles and symbols and/or numbers. Each paragraph and subparagraph shall 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

CONFIDENTIAL

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

SECNAVINST C5000.1
DON/AA (DRMD)
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. 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 two lines, broken after "INST" or "NOTE."

Subject

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

Reference(s)

Two 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

CONFIDENTIAL

SECNAVINST C5000.1
1 Feb 2014

- 5. (U) Records Management. (Text)
- 6. (U) Forms and Information Collections. (Text)
 - a. (U) Title. (Text)

JOHN S. DOE

Distribution:
Electronic only, via Department of the Navy Classified
Issuance Web site <http://hqweb.cno.navy.smil.mil/donci>

CONFIDENTIAL

2

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

Identification
For all continuation pages, one inch from top of page (two 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.

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 websites are authorized. NOTE: This is a sample website address.

EXHIBIT 5: SAMPLE NOTICE

Designation

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

Subject

Two 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
1000 NAVY PENTAGON
WASHINGTON, DC 20350

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.

JOHN S. DOE

Distribution:
Electronic only, via Department of the Navy
Issuance DON/AA <https://www.secnav.navy.mil/doni>

CANC FRP Feb 2014

SECNAVNOTE 5000
DON/AA (DRMD)
1 Feb 2013

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.

2

NOTE: This is a sample website address.

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

SECNAVINST 5000.1 CH-1
DON/AA (DRMD)
1 Feb 2014

SECNAV INSTRUCTION 5000.1 CHANGE TRANSMITTAL 1

From:Secretary of the Navy

Subj: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.

JOHN S. DOE

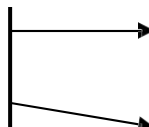
Distribution:

Electronic only, via Department of the Navy Issuance DON/AA
<https://www.secnav.navy.mil/doni>

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 in accordance with standard instructions for regular messages in accordance with DMS/NTP 3.