DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5215.2H
28/AO
MAY 13 2008

USNA INSTRUCTION 5215.2H

From: Superintendent

Subj: MANAGEMENT AND CONTROL OF UNITED STATES NAVAL ACADEMY DIRECTIVES SYSTEM

Ref: (a) SECNAVINST 5215.1D

Encl: (1) Sample USNA Instruction
(2) Sample Continuation Page
(3) Sample USNA Notice
(4) Sample **Page Change** Transmittal (Instruction)
(5) Sample **Pen and Ink Change** Transmittal (Notice)
(6) Yellow File Copy
(7) Blue Outgoing Document Sheet

1. Purpose. To publish policies, responsibilities, and standards for administering and controlling the Navy Directives Issuance System for the U.S. Naval Academy (USNA) per reference (a).

2. Cancellation. USNA Instruction 5215.2G

3. Information

a. No special markings appear because the directive is a complete revision. Specifically note the change in requirements when preparing change transmittals.

b. The provisions of this instruction apply to the administration of USNA instructions and notices. Division Directors/Department Heads should comply with directives standards contained in reference (a) and this instruction in administering their internal directives system.

4. Responsibilities

a. The Superintendent's Administrative Officer (AO) is designated the Command Directives Control Point. The AO is responsible for:

(1) Complying with reference (a) and publishing any internal procedures necessary for establishing and administering the USNA directive system.

(2) Ensure directives are issued to adequately document programs, functions, organization, policies, and procedures for which the Superintendent is responsible and there are no policy or procedural gaps or overlaps.

(3) Providing quality control of Naval Academy directives and establishing controls, checkpoints, or procedures necessary to ensure the adequacy of directives issued and compliance with those directives.

(4) Conducting an annual review. All effective directives are reviewed for the purpose of canceling, updating, revising, or consolidating, as appropriate. Instructions should be updated every five years. The recommended schedule is to review instructions on their respective anniversary dates, thus spreading the workload over the year.

(5) Providing guidance for personnel drafting and reviewing directives and for clerical personnel preparing and maintaining them.

(6) Reviewing each directive prior to signature for compliance with directive standards including preparation, classification, format, identification, editorial standards, references; ascertaining currency, need, completeness, and possible overlap of or conflict with other directives; and assigning consecutive numbers to new instructions.

(7) Posting directives to the USNA homepage and informing the yard when a new directive has been issued or updated.

(8) Maintaining a master, up-to-date set of directives.

(9) Issuing an annual numerical checklist and alphabetical list of all current effective instructions the Academy has issued, and a subject cross-reference index.

(10) Ensuring area coordination applicability is considered and specified when not self-evident.

b. A change of command does not affect previously issued directives. The Superintendent will not issue a directive stating that previous directives remain in effect.

c. Originators of instructions and notices are responsible for ensuring appropriate coordination and clearance of each directive originated. Originators will bear in mind that the volume of instructions calls for stringent control measures. Matters which are short lived, have limited scope, applicability, and need-to-know should be covered by a notice, multiple-addressee letter or memoranda. CNO policy is to issue directives that are written in clear language with sufficient detail and clarity to eliminate the necessity for subordinate commands to issue amplifying directives. Local directives should be issued only when it is absolutely essential to provide updated information.

5. Procedures

a. The originator of an instruction, notice, or change transmittal should obtain a number from Central Files, x31577. A sample instruction, notice, page change transmittal, and pen and ink change transmittal are included as enclosures (1)-(5).

b. For a revised instruction:

(1) Assign number, using the next letter sequence. Do not use alphabetic suffices "I" and "O."

(2) Use Department of Defense (DOD) USNA letterhead for the first page. 1" left and right margins, ½" top and bottom margins. Use 10-point Arial font for directives that are more than two pages in length, including enclosures, and 12 point Arial font for directives that are two pages or less in length, including enclosures.

(3) Instruction/Notice number and originating information will be typed in **upper right** hand corner on all pages as shown below:

1st Page	2nd and Succeeding Pages
USNAINST 0000.0 28/AO	USNAINST 0000.0

c. The yellow file copy contains all information down to the 1st paragraph, plus signature block, distribution list, subject cross reference, list of abbreviations and originating information as shown in enclosure (6). Coordinate chops through appropriate Divisions/Departments using a blue Outgoing Document Briefing Sheet, enclosure (7). Initialing the Outgoing Document Briefing Sheet states you agree with its contents.

d. Include a disk or thumb drive clearly marked with your office name and Yard Mail Stop number so they can be returned after signature. Assemble package using binder clips, not paper clips. All directives

must be routed through the Administrative Officer, stop 1e, as the Directives Command Control Point. Submit in a blue pocket folder as follows:

(1) On outside of folder, place a label in the upper right hand corner showing the instruction/notice number and subject.

(2) With folder opened, assemble left side of folder as follows:

(a) Disk/Thumb drive containing directive. Attach to the outside of pocket with a binder clip or plastic diskette holder. **Do not place inside pocket**.

(b) Blue Outgoing Document Briefing Sheet (USNA MMA 5216/3), with required chops.

(c) References, tabbed. (If too bulky, include applicable portion only, or indicate same and where reference is available).

(d) Copy of directive being revised or changed.

(3) With folder opened assemble right side of folder as follows:

(a) Original directive to be signed.

(b) Yellow file copy.

e. Use neutral language which cannot be construed to discriminate on the basis of gender whenever practicable. Terminology such as "member," "student," "spouse," "officer," "chairperson," "personnel," "applicant," or similar terms will be used in written communications which pertain to both male and female personnel. Abbreviations are acceptable; however, the word or phrase is to be spelled out first, followed by the abbreviation in parenthesis. Example: Department of Defense (DOD). After the initial definition of its meaning, the abbreviation may be used without explanation. All references listed must be current and mentioned in the text in the same order shown on cover page. Do not reference canceled notices.

f. Change Transmittals. All instructions/notices are posted on the USNA web site at http://intranet.usna.edu/instructions.htm. As a result the requirements for preparing a change transmittal is shown below:

(1) Page Changes. Enclosure (4) shows and explains the correct format for submitting page changes. After signature the pages will be inserted directly into original instruction/notice before being posted onto web page. Pages changed will be indicated when identifying the instruction/notice in the upper right hand corner: USNAINST 0000.0A CH-1. After corrected pages have been replaced in original instruction/notice the whole change transmittal will be added to the end of instruction/notice so viewer can see what changes were made in that particular change transmittal.

(2) Pen and Ink Changes. Enclosure (5) shows and explains the correct format for submitting pen and ink changes. In addition to the change transmittal you will need to provide the whole corrected page so it can be inserted into original instruction/notice. Change will be identified in the upper right hand corner of instruction/notice as USNANOTE 0000 CH-1.

6. Signature. The Superintendent will sign all instructions, notices and special orders.

7. Distribution. Since all instructions/notices are posted on the USNA web site and all personnel are notified via email, the distribution will be, "All Non-Mids (electronically)" or any other group address in the Outlook address book.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)

DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

* USNAINST 0000.1A
28/A0
(Blank space for date)

USNA INSTRUCTION 0000.1A (Start typing 2 spaces from date line)

From: Superintendent

Subj: SAMPLE USNA INSTRUCTION

Ref: (a) (Describe)

Encl: (1) (Describe)
(2) (Describe)

1. Purpose. (Text)

2. Cancellation. USNAINST 0000.1

3. Title. (Note: If no text follows a title, do not use a period after title.)

4. Title. (Text)

5. Title. (Text)

a. Title (optional). (Text)

(1) If a subparagraph contains more than one line in length, double spaced between paragraphs. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

(2) (optional) (Text)

b. Title (optional) (Text)

(1) (optional) (Text)

(a) If subparagraphs are one line in length, they are single spaced between paragraphs.
(b) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

1 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

2
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

* Get instruction number from the Management Assistant, x31577. Type instruction/notice number and originating office information in upper right hand corner on **all** pages.

Type enclosure line at the right margin on **all** pages, ½ " from bottom of page.

MAY 13 2008
USNAINST 0000.1A
* (Blank space for date)

6. Title. (Start typing 2 spaces from date line.)

7. Title. (Text)

   a. (Text)
   b. (Text)

(Start typing 4 spaces from last line.) J. L. FOWLER

Distribution:
All Non-Mids (electronically)
(Add any other distribution list from Outlook Directory you may need.)

* Type instruction/notice number on 2nd and succeeding pages in **upper right hand corner** ½" from top of page.

Type enclosure in lower right hand corner, on all pages.

@ Page number is typed ½" from bottom of page.

SAMPLE CONTINUATION PAGE OF AN INSTRUCTION

Enclosure (2)

DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

*Canc: Jun 08
USNANOTE 0000
28/AO
(Blank space for date)

<u>USNA NOTICE 0000</u> (Start typing 2 spaces from date line)

From: Superintendent

Subj: SAMPLE USNA NOTICE

1. <u>Purpose</u>. To provide a sample notice format.

2. <u>Background or Information</u>. (Text)

3. <u>Action</u>

a. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

b. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

4. <u>Cancellation</u>. This notice remains in effect until superseded. (Do not add this paragraph if a cancellation date is entered in upper right hand corner.)

J. L. FOWLER

Distribution:
All Non-Mids (electronically)

* Must contain a cancellation date here or a cancellation contingency in last paragraph.

DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

MAY 13 2008

USNAINST 0000.0 CH-1
28/AO
(Blank space for date)

USNA INSTRUCTION 0000.0 CHANGE TRANSMITTAL 1

From: Superintendent

Subj: SAMPLE FORMAT FOR PAGE CHANGE TRANSMITTAL

Encl: (1) Replacement Pages xx and xx

1. Purpose. To publish change 1 to subject instruction.

2. Action. Enclosure (1) has been incorporated into original instruction and posted on the USNA Instructions/Notices web site. The complete change transmittal can be viewed at the end of original instruction.

(Start typing signature block at 4th space from last line.)

J. L. FOWLER

Distribution:
All Non Mids (electronically)

(Use exact wording.)

DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNANOTE 0000 CH-1
28/AO
(Blank space for date)

USNA NOTICE 0000 OF 1 APRIL 2008 CHANGE TRANSMITTAL 1

From: Superintendent

Subj: SAMPLE FORMAT FOR PEN AND INK CHANGE TRANSMITTAL

1. Purpose. To publish change 1 to subject notice.

2. Action . The following pen and ink changes have been incorporated into original notice and posted on the USNA Instructions/Notices web site:

a. (Describe)

b. (Describe)

J. L. FOWLER

Distribution:
All Non Mids (electronically)

(Use exact wording.)

MAY 13 2008
USNAINST 5215.2H
4/AO

USNA INSTRUCTION 5215.2H

From: Superintendent

Subj: MANAGEMENT AND CONTROL OF UNITED STATES NAVAL ACADEMY (USNA) DIRECTIVES SYSTEM

Ref: (a) SECNAVINST 5215.1D

Encl: (1) Sample USNA Instruction
(2) Sample Continuation Page
(3) Sample USNA Notice
(4) Sample **Page Change** Transmittal (Instruction)
(5) Sample **Pen and Ink Change** Transmittal (Notice)
(6) Sample Special Order
(7) Yellow File Copy
(8) Blue Outgoing Document Sheet

J. L. FOWLER
Superintendent

Distribution:
All Non Mids (electronically)

Subject Cross Reference Index
Directives
Instruction
Notice
Change Transmittal
Special Order
Yellow File Copy
Outgoing Document Briefing Sheet

Abbreviations
USNA
AO
DON
CNO
DOD

Prepared by: John Doe, Admin, x31550, 28 Apr 08, stop 1e

SAMPLE YELLOW FILE COPY

OUTGOING DOCUMENT BRIEFING SHEET

USNAINST 5215.2H

MAY 13 2008

	ROUTING ORDER	INITIALS	DATE
Executive Assistant to Supt			
Flag Secretary			
CMC			
Speech Writer			
Flag Supply			
Flag LT			
Protocol			
Administrative Officer			
SJA			
Director, Special Events			
External Affairs Assistant			
Dir, Diversity & Govern Affairs			
PAO			
Director, SAVI			
Personnel Officer			
Command Evaluation			
Alumni Hall Manager			
Director, Institutional Research			
Deputy Equal Opportunity (DEOO)			
Commandant of Midshipmen			
Deputy Commandant			
Director, Div of Professional Dev			
Director, Officer Development			
Head, Midn Supply			
Senior Chaplain			
Academic Dean & Provost			
Vice Academic Dean			
Associate Dean Faculty			
Assoc Dean for Academic Affairs			
Director, Research			
Executive Assistant, AD&P			
Dir, Div of Engineering & Wpns			
Dir, Div of Hums / SS			
Dir, Div of Math & Science			
Librarian			
Archivist			
Registrar			
Director, MSC			
Director, USNA Museum			
Director, International Programs			
Deputy for Finance & CFO			
Comptroller			
Dir, USNA Business Services Div			
Dir, Human Resources Division			
Director, Gifts & Projects			
Director of Athletics			
Dean of Admissions			
Vice Dean of Admissions			
Nominations & Appointments			
Candidate Guidance Officer			
Dean, Cent for Ethical Leadership			
Deputy for IT and CIO			
CO Naval Support Activity			
CO Naval Health Clinic			
Public Works Officer			

ORIGINATING OFC CHOP	

USNA MMA 5216/3 (Rev. 9/2007)

NAME & PHONE # OF INDIVIDUAL ORIGINATING DOCUMENT:		ADDRESSEES:
OFFICE:	SSIC:	

SUBJECT:

BRIEFING: Provide background, discussion, and recommendation on attached correspondence.

SEE USNAINST 5216.1M FOR ADDITIONAL INSTRUCTIONS