



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

USNAINST 5215.2L
28/FlagSec
23 Oct 2020

USNA INSTRUCTION 5215.2L

From: Superintendent, U.S. Naval Academy

Subj: MANAGEMENT AND CONTROL OF U.S. NAVAL ACADEMY DIRECTIVES
SYSTEM

Ref: (a) OPNAVINST 5215.1
(b) OPNAV M-5215.1
(c) SECNAV M-5216.5
(d) USNAINST 5213.2G
(e) USNAINST 5720.3F
(f) SECNAVINST 5510.36B

Encl: (1) Sample USNA Instruction
(2) Sample USNA Notice
(3) Sample Page Change Transmittal
(4) Sample Designation Letter

1. Purpose. To publish policies, responsibilities, and standards for the administration and control of the Navy Directives Issuance System for the U.S. Naval Academy (USNA) and subordinate commands, per references (a) and (b).

2. Cancellation. USNAINST 5215.2K. This instruction is a complete revision, and should be reviewed in its entirety.

3. Scope and Applicability. This instruction applies to USNA and the Naval Academy Preparatory School (NAPS).

4. Policy. Navy 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 or when mandated by a higher level directive.

a. USNA directives, shall consist of instructions, notices and change transmittals. Authorized USNA directives consist of USNA Instructions (USNAINST), USNA Notices (USNANOTE), NAPS Instructions (NAPSINST), NAPS Notices (NAPSNOTE), and cost center issued instructions and notices not meeting the requirements for a USNA Instruction or notice per paragraph 4(b). No directives below the cost center level are authorized at USNA.

b. Issuance of a USNA-level (or higher) directive (USNAINST or USNANOTE) is required when one or more of the following criteria apply:

(1) The directive establishes USNA-wide policy and procedures, policies effecting more than one cost center, or applies to a command or organization outside of USNA.

(2) The directive affects members of the public or establishes or pertains to a public collection of information.

(3) The directive delegates Superintendent authority (note: the Superintendent will sign all directives delegating this authority), clarifies a Superintendent's delegation of authority, or assigns command-wide responsibility.

(4) The instruction is required by a higher authority.

c. Matters which are temporary in nature (1 year or less) or have limited scope, applicability, or need-to-know should be covered by a notice.

d. A change of command does not affect previously issued directives. The Superintendent and subordinate issuing authorities will not issue a directive stating that previous directives remain in effect.

e. The Superintendent or Chief of Staff will sign all USNA Instructions and USNA Notices. Subordinate issuing authorities, authorized per paragraph 4a, shall sign all their respective directives unless signature authority has been delegated in writing by the respective USNA issuing authority.

f. The first page of all USNA directives shall be printed on high resolution, color, electronic or hard-copy format Department of the Navy (DON) letterhead. Subordinate USNA directive issuing authorities must use their respective specific USNA DON letterhead. Electronic letterheads shall conform to the standards set forth in reference (c).

g. Links to all active USNA directives shall be available on the USNA Instructions and Notices page found at <https://intranet.usna.edu/instructions.php>. If an instruction is not posted on this website, it is not considered valid nor authorized or it has been cancelled. All instructions and notices cleared for public release per paragraph 6h(5) shall be published publicly (via the USNA internet). All USNA directives not cleared for public release per paragraph 6h(5) shall be available only internally (via the USNA intranet). Newly posted directives will be announced via email using the "NONMIDS" distribution list via a link to the directive. Directive shall not be sent as an attachment to the announcement email. In addition to the "NONMIDS" distribution list, directives affecting the Brigade of Midshipmen shall be posted to the "BRIGADE" distribution list.

h. To avoid outdated directives being posted throughout various locations on the USNA domain, copies of directives shall not be published to any USNA webpage other than the issuing authority's official directives issuance page. If it is necessary to list a directive on a USNA webpage as a reference, a link should be created directly to the issuing authority's directives issuance page (i.e. DoD, DON, USNA, Provost, Commandant, etc).

i. The official font for USNA directives is Times New Roman, font size 12.

j. All USNA directives will be reviewed annually on the anniversary date of its issuance to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. Instructions shall be in effect for a maximum of 10 years, unless revised or cancelled in the interim, and shall be reissued by the 10-year anniversary date if still required, or cancelled by that date if no longer required. A change transmittal is not considered a revision.

k. USNA instruction type directives numbers can only be used once. If an instruction was cancelled and its continued use is required, a "new" instruction with the next available point number shall be issued.

l. USNA notice type directive are self-cancelling and cannot be in effect for more than one year. If a contingency has not been met within the contingency period (no more than 1 year), a new notice with a new date and signature must be reissued. Issuing authorities may also or consider issuing an instruction instead of issuing annual notices.

m. Do not use alphabetic suffices "I" and "O" (for example: USNAINST 5215.2H is updated with USNAINST 5215.2J).

5. Responsibilities

a. The Superintendent's Flag Secretary is designated as the USNA Directives Manager. The USNA Directives Manager is responsible for the USNA directives management program and shall:

(1) Ensure USNA compliance with references (a) and (b), and publish internal procedures as necessary for establishing and administering the USNA directives management program.

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

(3) Provide guidance to local USNA directive managers, personnel drafting and reviewing USNA directives, and clerical personnel preparing and maintaining local cost center directives.

(4) Review each USNA Instruction and USNA Notice prior to signature for compliance with directive standards including preparation, classification, format, identification, editorial standards and references currency, and ensuring all relevant reviews are complete by signing the OPNAV 5215/9.

(5) Ensure all USNA instructions and notices are posted to the appropriate USNA official directives issuance web page and inform all applicable USNA personnel when a new directive has been issued or updated per paragraph 4g of this instruction. Ensure the final version of the editable document is provided to the originator/sponsor for their records.

(6) Maintain master files of all active and cancelled USNA instructions and notices, including electronic copies of both the signed Portable Document Format (PDF) and final Microsoft Word document, OPNAV 5215/9s, OPNAV 5215/40s, summary of changes, and USNA 5216/3 Briefing Sheets.

(7) Establish the controls, checkpoints or procedures necessary to ensure the adequacy of USNA instructions and notices issued and compliance with those directives. Ensure any overlap or conflict with other directives is avoided. Ensure all USNA instructions are reviewed annually using OPNAV 5215/40.

(8) Facilitate the handling of all USNA instructions and notices through the Superintendent's Cost Center for approval and editing, prior to finalization.

(9) Ensure the list of USNA instructions published at <https://www.usna.edu/AdminSupport/Inst/> and list of USNA notices found at <https://intranet.usna.edu/AdminSupport/Note/> are both accurate and updated with new publications or cancellations in a timely manner. Per reference (b), these will be USNA's authoritative electronic lists of current USNA instructions and notices.

(10) Maintain a master list of active and cancelled USNA instruction and notices and assign consecutive numbers to new USNA instructions accordingly.

b. USNA Subordinate Directives Issuing Authorities shall:

(1) Designate a local directives manager in writing using the template in enclosure (4) for the authority's area or responsibility to ensure locally issued directives comply with this instruction and applicable references . A copy of the designation letter shall be sent to the USNA Directives Manager.

(2) Ensure that local directive are issued only concerning matters which they exercise authority and do not conflict with or duplicate directives from higher authority or duplicate other U.S. Government, DoD, DON, or USNA instructions or notices.

c. USNA Local Directive Mangers shall

(1) Complete a local directives management self assessment using OPNAV 5215/41 Navy Directives Management Self-Assessment Checklist upon appointment and submit a copy to the USNA Directives Manager with a copy of the appointment letter.

(2) Complete DON or local directives management training upon appointment.

(3) Review each local instruction and notice prior to signature for compliance with directive standards including preparation, classification, format, identification, editorial standards and references, currency, and ensuring all relevant reviews are complete by signing the OPNAV 5215/9.

(4) Maintain master local directive files. Files should include all revisions of the signed Portable Document Format (PDF) directive, most recent edition of the final Microsoft Word document, and all supporting documents to include but not limited to the annual reviews using OPNAV 5215/40, summary of changes, local route sheet (if applicable), and OPNAV 5215/9s.

(5) Maintain a master list of all active and cancelled locally issued directives, and assign local directives numbers as appropriate in accordance with paragraph 4k.

(6) Maintain the local official directives issuance page. Ensure local directives are posted to the appropriate domain per paragraph 4g. Provide the final version of the editable word document to the originator for their records.

(7) Establish the controls, checkpoints or procedures necessary to ensure the adequacy of local instructions and notices issued and compliance with those directives. Avoid any overlap or conflict with other directives. Ensure all locally issued instructions are reviewed annually using OPNAV 5215/40.

d. Information Technology Services shall:

(1) Act as webmaster for the master list of all USNA issued instructions and notices located at <https://intranet.usna.edu/instructions.php>.

(2) Post links to all USNA official directives issuances web sites authorized per paragraph 4b.

(3) Do not post links to directives not authorized per paragraph 4b to include unauthorized department level directives

(4) Post a link to the Naval Station Annapolis official directive issuances site for ease of access to base issued directives affecting USNA.

e. Originators/Sponsors of directives shall:

(1) Follow the procedures in paragraph 6 for drafting directives.

(2) Conduct an annual review of directives using OPNAV 5215/40 for the purpose of cancelling, updating, revising or consolidating, as appropriate, unless this responsibility is otherwise assigned by a Cost Center Head on the anniversary of the directive issuance or otherwise directed by the appropriate directives manager.

6. Initial Directive Procedures For Originators. The originator of a directive shall prepare the draft directive as follows:

a. Use Times New Roman size 12 font.

b. Prepare the first page of the directive using 1" left, right and top margins, and a ½" bottom margin. Begin text two lines from the top margin to accommodate letterhead. Indent subsequent subparagraphs by 0.25 inches using "tab" functions. See enclosures (1) and (2). Do not print draft directives on letterhead.

c. Include directive number and originating information on the top right portion of the first page. The directive number will be included on each subsequent page as shown in enclosure (1).

d. Use neutral language which cannot be construed as discriminatory on the basis of gender. 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.

e. Spell out all abbreviations followed by the abbreviation in parenthesis. Example: Enlisted Personnel Office (EPO). After the initial definition of its meaning, the abbreviation may be used without explanation.

f. Ensure all listed references and enclosures are current. References and enclosures should appear in the order they appear in the body of the directive.

g. Follow guidance in reference (d) for forms.

h. Mandatory Reviews. Coordinate editorial reviews through the appropriate Divisions/Departments using USNA 5216/3. Initialing USNA 5216/3 signifies agreement with the content of the directive, unless otherwise expressly noted. Use OPNAV 5215/9 for mandatory reviews coordination and concurrence. If subject matter experts are not available in the originator's chain of command, these reviews shall be conducted by USNA command staff. In addition to the originator's chain of command, the following reviews are required for all directives:

(1) Legal. Mandatory review for all directives in order to ensure legal sufficiency and no legal objections. If a local directive needs a legal review conducted by the Superintendent's legal office, send it directly to the legal office. Do not send a local directive to the USNA Directives Manager or the Superintendent's admin for routing.

(2) Privacy Act (to include personal identifiable information (PII)). This review is required if the directive requires the collection of personal information (e.g. date of birth, social security number) in a directive or maintenance of a Privacy Act covered system of records. Send directive and OPNAV 5215/9 directly to privacy@usna.edu.

(3) Forms Management. This review is required when the use of forms or another type of information collection is mandated. All USNA official forms must be prescribed in a USNA directive per reference (d). Send directive, forms, and OPNAV 5215/9 directly to forms@usna.edu.

(4) Records Management. This is a mandatory review for all directives in order to ensure appropriate SSIC and correct records disposition and retention. Directive sponsor records custodian, issuing authority records custodian, or the USNA records manager can sign for this mandatory review.

(5) Releasability. This is a mandatory review for all directives. All directives will be either "cleared for public release" or "not cleared for public release." Reference (e) contains the guidelines for releasability including those authorized to clear a USNA directive for public release.

(6) Security. This review, if the directive contains classified information or matters affecting personnel or information security, is required in order to ensure appropriate classification and markings per reference (f) (not required for routine, unclassified instructions).

i. If drafting a new USNA instruction or notice, send one email to admin-routing@lists.usna.edu with the Microsoft Word file(s) attached. The subject line of the email should match the subject of the file being sent. No text is required in the body of the email other than the contact information of the sender. The email should include the following:

(1) USNA 5216/3 with required initials from reviewers. This brief sheet will include an explanation of the need for a new directive.

(2) OPNAV 5215/9 with required signatures from mandatory reviewers.

(3) Applicable references with labeled tabs.

(4) A copy of the draft directive being submitted for signature. After review by the Superintendent's staff, the final draft will be returned to the originating cost center for final

preparation and printing. The finalized version with any required signatures should be returned to the USNA Directives Manager.

7. Updating or Canceling Directive Procedures. Updating or canceling directives should be done by direction from the cognizant Directives Manager or when the Cost Center Head determines that the instruction is no longer applicable in its current form. Issuance of a local cost center directive does not cancel or replace a Superintendent's directive. In order to update a USNA instruction or notice, the originator of the directive should:

a. Confirm the current directive version on file with the USNA Directives Manger, using the admin-routing@lists.usna.edu email address.

b. Confirm the proper course of action regarding the current directive (cancel/update/merge).

c. If the directive is to be updated, assign the update using the next letter sequence.

d. Updating directives will follow the procedures outlined in paragraph 6.a through 6.i, with the following additions:

(1) Summary of the Changes from the previous instruction (if any). This can be pen-and-ink changes on the previous instruction, a bulleted list, and a word document with "track changes." Minor editing changes do not need to be included on the summary of changes.

(2) Provide a copy of the previous directive being revised or changed.

8. Change Transmittal Procedures.

a. Changes. Changes to an instruction that require minor changes should be submitted for review to the Directives Manager using a Change Transmittal, enclosure (3). After signature, the changed pages will be inserted directly into the original directive before being posted onto the web page. Pages that are changed will be indicated when identifying the instruction/notice in the upper right hand corner, as shown in enclosure (3). After corrected pages have been replaced in the original instruction/notice, the whole change transmittal will be added to the end of the instruction/notice so that the viewer may see what changes were made in that particular change transmittal. Additional guidance on change transmittals can be found in reference (b) and enclosure (3).

b. If changes to a directive are deemed to be extensive, greater than 25% of pages affected, consideration should be given to updating the entire instruction with the next sequential directive number.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the U.S. Naval Academy Records Manager or the DON/AA DRMD program office.

10. Review and Effective Date. The USNA Directives Sponsor will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40.

11. Forms. The forms listed below are available for download via Naval Forms Online, <https://navalforms.documentservices.dla.mil/web/public/home>.

(1) OPNAV 5215/9 Request for Clearance of Proposed Directive (Submit to USNA issuing authority directives manager)

(2) OPNAV 5215/40 Review of Instruction (submit to USNA issuing authority directives manager)

(3) OPNAV 5215/41 Navy Directives Management Self-Assessment Checklist (submit to USNA Directives Manager via admin-routing@lists.usna.edu)

USNA 5216/3 Briefing Sheet is available for download at the USNA official forms site at <https://www.usna.edu/AdminSupport/Formsprogram/UANAOfficialFormsList.php>. Submit to USNA Directives Manager via admin-routing@lists.usna.edu).



J. S. BATES
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA Issuance Website, <https://www.usna.edu/AdminSupport/Inst/>



Use the appropriate USNA authorizing official letterhead

Header margin - 0.5 inch when using e-letterhead

USNAINST 5215.2L
23 Oct 2020

“DEPARTMENT OF THE NAVY” in Times New Roman 10

DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 Blake Road
ANNAPOLIS MD 21402-1300

Address in Times New Roman 8

Issuing Authority
Short Title
(PROVOSTINST,
COMDTMIDNINST)

USNAINST SSIC.XX
28/Supe
DD Mmm YYYY

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

Designation line

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

From: Superintendent, U.S. Naval Academy (Authorizing Official. Should match letterhead.)

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

Ref: (a) Any applicable references are inserted here

References

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

Encl: (1) All enclosures must be identified here exactly as the title appears on the actual enclosure

Enclosures

- (2) They must be listed numerically in the order they are cited in the text, and all enclosures must first be cited in the instruction letter
- (3) All enclosures must be legible and reproducible

SSIC and point number (alphabetical suffix when applicable). Originator Code per USNAINST 5216.1Q / sponsor of the instruction. Date, once signed, is in “DD Mmm YYYY” format. Longest line is flushed to the right margin with the other lines in alignment

1. Purpose

a. The first paragraph of an instruction must state the purpose of the instruction, which tells why the instruction is being issued. It is used to indicate the issuance of policies, guidelines, procedures, and responsibilities.

b. The first portion of the purpose paragraph of a revised instruction states the purpose of the series, and not of the particular revision. Provide a separate paragraph, or a subparagraph, summarizing the change(s) which made the revision. 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 instruction, need not be summarized.

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

Page 1 not numbered

Footer margin - 0.5 inch

Whenever possible, have at least two full lines of text at the top and bottom of each page. And do not separate paragraph headers from their text.

USNAINST 5215.2L
23 Oct 2020

Header - 1 inch margin

USNAINST SSIC.XX
DD Mmm YYYY

Required paragraph when applicable only

2. Cancellation. The second paragraph must contain the statement(s) of cancellation or supersession when the instruction cancels or supersedes, or both, another directive(s) or other document(s), where applicable. When the instruction cancels another directive or document which requires a report or form, the report control symbol of the canceled report and the form number of the canceled form must be indicated in the cancellation. However, if no documents are canceled, do NOT include this paragraph.

Not necessary and not common to have both a "Responsibilities" and an "Action" paragraph

3. Responsibilities. All titles, groups, and organizations that have responsibilities should be listed here. The order of responsibilities is listed from highest to lowest authority.

4. Action. Any titles, groups, and organizations that have action are identified in this paragraph.

a. The only authorized font for Navy directives is Times New Roman, font size 12. Subparagraph 4b contains the correct formatting for subparagraphs. In an instruction, 2 spaces ALWAYS follow a period (".") and a colon (":"), and 1 space ALWAYS follows end (right) parenthesis (")") and a semi-colon (";"). When using tabs in the outline format for the proportional Times New Roman font, ensure tabs are equivalent to 2 spaces and 1 space, as appropriate, following periods, colons, end (right) parentheses and semi-colons. Each additional subparagraph is tabbed equivalent to 4 spaces. Set default "left" tab stops at 0.25 inches (.25, .5, .75, 1, 1.25, 1.5, 1.75, 2, and 2.25). Never have a paragraph "1" unless there is, at a minimum, also a paragraph "2," and never have a subparagraph "2a" unless there is also, at a minimum, a subparagraph "2b," etc.

b. Subparagraph 2

(1) Subparagraph 1

(2) Subparagraph 2

(a) Subparagraph 1

(b) Subparagraph 2

1. Subparagraph 1

2. Subparagraph 2

a. Subparagraph 1

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

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

2

Footer - 0.5 inch margin

2

Enclosure (1)

- b. Subparagraph 2
 - (1) Subparagraph 1
 - (2) Subparagraph 2
 - (a) Subparagraph 1
 - (b) Subparagraph 2

4. Records Management. This paragraph is a CNO requirement, and should read similar to:

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/ Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact USNA records manager or the DON/AA DRMD program office.

5. Review and Effective Date. Per OPNAVINST 5215.17A, the (USNA Directive Sponsor) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

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

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA Official Issuances Web site, <https://www.usna.edu/AdminSupport/Inst/>. (A clearance review is mandatory using OPNAV 5215/9. It should either be cleared for public release or not cleared for public release. Post instructions according to releasability on either the public (cleared) or intranet (not cleared) issuing authority official directives web site.)

I. M. SUPE
(FI. MI. LAST NAME (in all CAPS) per SECNAV M-5216.5. If not the authorizing official, also include By direction (position title if authorized), not in all caps; do not include ranks or organization codes.)

Required paragraph

Required paragraph

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

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

Releasability and distribution block (Required)

Refer to exhibit 2-1 for more information

Use the appropriate USNA authorizing official letterhead

Header - 0.5 inch when using e-letterhead

USNAINST 5215.2L
23 Oct 2020



“DEPARTMENT OF THE NAVY” in Times New Roman 10

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

Cancellation Date

Address in Times New Roman 8

Canc: Mmm YYYY

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

USNANOTE SSIC
28/Supe
DD Mmm YYYY

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

Designation line

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

Identification symbols. Notices do not have point numbers. Originator Code per USNAINST 5216.1Q / sponsor of the instruction

From: Superintendent, U.S. Naval Academy (Authorizing Official. Should match letterhead.)

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

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

References

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

Enclosures

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

1. Purpose. The first paragraph of a notice must state the purpose of the notice, which tells why the notice is being issued.
2. Title.
3. Title.
4. Title.
5. Records Management. This paragraph is a CNO requirement, and should read similar to:

Records Management paragraph - required

Page 1 not numbered

Footer -0.5 inch

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

USNAINST 5215.2L
23 Oct 2020

Header – 1 inch margin

USNANOTE SSIC
DD Mmm YYYY

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact USNA records manager or the DON/AA DRMD program office

6. Cancellation Contingency. If a cancellation date is not known by the sponsor, a contingency paragraph is added as the last paragraph of the notice. This paragraph states the action or events that must occur prior to cancellation of the notice. In addition, in lieu of “Canc:” at the top of the first page, indicate “Canc frp:”, for record purposes. If “Canc frp,” as an example, this paragraph could read: “This notice is in effect for 1 year or until it is superseded by another notice, whichever occurs first.”

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

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

**I. M. SUPERINTENDENT
SIGNATURE BLOCK**

(Name in all CAPS per SECNAV M-5216.5. If not the authorizing official, also by Direction (position title if authorized), not in all caps; do not include ranks or organization codes.)

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

Releasability and distribution:

This notice is cleared for public release and is available electronically only via USNA Issuances Web site, <https://www.usna.edu/AdminSupport/index.php>. *(A clearance review is mandatory using OPNAV 5215/9. It should either be cleared for release or not cleared for public release. Post notices according releasability on either the public (cleared) or intranet (not cleared) issuing authority official directives web site.)*

Releasability and distribution block (Required)

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

2

Footer - 0.5 inch margin



“DEPARTMENT OF THE NAVY” in Times New Roman 10

Use the appropriate USNA authorizing official letterhead

USNAINST 5215.2L
23 Oct 2020

Address in Times New Roman 8

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

Header margin - 0.5 inch when using e-letterhead

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

USNAINST SSIC.XX CH-X
28/Sup
DD Mmm YYYY

Designation line

USNA INSTRUCTION SSIC.XX CHANGE TRANSMITTAL X

Identification Symbols. These should match original instruction. Date of Change

From: Superintendent, U.S. Naval Academy (*Authorizing Official. Should match letterhead.*)

Subj: TITLE OF THE BASIC INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

Subject of instruction being changed

References

Ref: (a) Only list references that have to do with the change itself (in most cases, there are none)

Enclosures

Encl: (1) (For example) Revised Page 3
(2) (For example) Revised Page 10

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

1. Purpose. The first paragraph of a change transmittal must state the purpose and the nature of the change transmittal, which tells why the change transmittal is being issued. As an example, “To transmit new pages 3 and 10, which provide clarification of training requirements.” Change transmittals are used to issue changes to instructions. Change transmittals are numbered consecutively. The first change transmittal to an instruction is “Change Transmittal 1”, the second “2”, and so on.

Action paragraph (required) in change transmittals

2. Action. The specific action(s) to be taken is (are) identified in this paragraph. Pen and ink changes are not allowed. If a change transmittal contains revisions to any pages of a current instruction, the change transmittal must consist of a cover letter forwarding the changed or additional pages to an instruction as an enclosure(s). However, the enclosures are not marked as an “Enclosure” since they bear the marking of the instruction being changed (these enclosures are “replacements” of pages in the original instruction and should not be marked as enclosures). As an example, when a change transmittal contains revised pages, the “Action” could read: “Remove pages 3 and 10 of the basic instruction and insert enclosures (1) and (2), respectively.”

Page 1 not numbered

Footer - 0.5 inch margin

**Header – 1 inch
margin**

USNAINST SSIC.XX CH-X
DD Mmm YYYY

3. First Page Changed. When the first page of an instruction is changed, the change number and the date of the change must be shown in the upper flush right margin, two spaces above the identification symbols of the basic instruction. The identification symbols must show the original date of issue. For example:

"CH-2 of 24 Oct 2021
USNAINST 5215.2L
23 Oct 2020"

4. Changed Signature Page. When a revision to a signature page is made:

a. The date of the change must be shown in the upper right margin of the header, two spaces above the identification symbols of the basic instruction. The date line of the identification symbols must show the original date of issue. For example:

"CH-2 of 24 Oct 2021
USNAINST 5215.2L
23 Oct 2020"

b. The signature block remains as the original signing official, even if they are not currently with the command (the change transmittal cover letter signature suffices). Therefore, do not have the changed signature page re-signed. For example:

" /s/
I. M. COS
Chief of Staff"

5. Other Page Change. When a change is being made to one page, other than the first page and the signature page, the instruction number, the change transmittal number and its date are shown in the right margin of the header of that changed page. For example:

"USNAINST 5215.2L CH-2
24 Oct 2021"

**Page numbers start
with page 2 and are
centered. Do not
add a return before
or after page
numbers.**

2

**Footer margin -0.5
inch**

USNAINST SSIC,XX CH-X
DD Mmm YYYY

Required paragraph

6. Records Management. This paragraph is a CNO requirement, and should read similar to:

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact USNA records manager or the DON/AA DRMD program office.

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

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

I. M. SUPE
SIGNATURE BLOCK

(Name in all CAPS per SECNAV M-5216.5. If not the authorizing official, also include By direction (position title if authorized), not in all caps; do not include ranks or organization codes.)

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA Official Issuances Web site, <https://www.usna.edu/AdminSupport/Inst/>. *(A clearance review is mandatory using OPNAV 5215/9. It should either be cleared for public release or not cleared for public release. Post instructions according to releasability on either the public (cleared) or intranet (not cleared) issuing authority official directives web site.)*

**Releasability
and
distribution
block
(Required)**

USNAINST 5215.2L
23 Oct 2020

5215
Ser 28/XX
23 Oct 20

From: Provost, U.S. Naval Academy (*USNA Issuing Authority*)
To: Captain Jane A. Doe, U.S. Marine Corps

Subj: APPOINTMENT OF PROVOST DIRECTIVES CONTROL POINT (DIRECTIVES
MANAGER) ICO CAPTAIN JANE DOE, USMC

Ref: (a) USNAINST 5215.2L
(b) OPNAVINST 5215.17A
(c) OPNAV Manual 5215.1 of Mar 2016

1. Effective March 27, 2020, Captain Jane Doe, USMC is assigned as the directives control point (directives manager) for the U.S. Naval Academy (USNA) Provost directives, per reference (a).
2. Captain Doe is thoroughly familiar with the provisions in references (a) through (c) and their respective references and resources. As Provost directives control point (directives manager), Captain Doe is responsible for effectively and efficiently implementing the objectives, policies, standards, and practices of the USNA Directives Management Program in respect to Provost issued directives. She has oversight responsibility to maintain, manage, and administer the directives program for the U.S. Naval Academy Provost in regards to Provost issued directives.
3. Captain Doe will complete OPNAV 5215/41 Navy Directives Management Self-Assessment Checklist and submit it to the USNA Directives Manager within 30 days of this appointment.
4. This appointment will remain in effect until canceled or revoked.

I. M. ISSUING AUTHORITY

Enclosure (4)