USNA INSTRUCTION 5215.2J

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 USNA Notice
     (3) Sample Page Change Transmittal (Instruction)
     (4) Sample Pen and Ink Change Transmittal (Notice)
     (5) Blue Outgoing Document Sheet
     (6) Directive Cancellation/Merge Request
     (7) Directive Cancellation Notice

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

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

3. Discussion. The provisions of this instruction apply to the administration of USNA instructions and notices. A list of current USNA instructions is published in the most recent version of USNANOTE 5215, which can be found at http://www.usna.edu/AdminSupport/Note/.

   a. 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.

   b. Matters which are temporary in nature, have limited scope, applicability or need-to-know should be covered by a notice, multiple-addressee letter or memoranda.

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

   d. The Superintendent or Chief of Staff will sign all USNA instructions and notices. Cost Center Heads are authorized to issue local Cost Center directives.

   e. The first page of instructions and notices for internal use at USNA shall be printed on high resolution, color, electronic format Department of the Navy (DON) letterhead.

   f. All instructions/notices will be posted on the USNA web site and newly posted directives will be announced via email to all via the "Non Mids" collective address.
4. **Responsibilities.** The Superintendent’s Administrative Officer (AO) is designated as the Command Directives Control Point. The AO shall:

a. Ensure USNA compliance with reference (a), and publish any internal procedures necessary for establishing and administering the USNA directive system.

b. 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.

c. Conduct an annual review of all effective directives for the purpose of canceling, updating, revising or consolidating, as appropriate. At a minimum, instructions should be updated every five years.

d. Provide guidance for personnel drafting and reviewing directives and for clerical personnel preparing and maintaining local cost center directives.

e. Review each USNA directive prior to signature for compliance with directive standards, including preparation, classification, format, identification, editorial standards and references; ascertaining currency, completeness and assignment of consecutive numbers to new instructions.

f. Post directives to the USNA Instructions/Notices intranet page, and inform all applicable USNA personnel when a new directive has been issued or updated. Provide the final version of the editable document to the originator for their records.

g. Maintain a master, up-to-date set of directives, including electronic copies of both the signed PDF and final MS Word document.

h. Establish the controls, checkpoints or procedures necessary to ensure the adequacy of directives issued and compliance with those directives. Ensure any overlap and/or conflict with other directives is avoided.

i. Facilitate the handling of all directives through the Superintendent’s Cost Center for approval and editing, prior to finalization.

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

a. Prepare the directive using Courier New font. For directives that are more than two pages in length, including enclosures, 10-point font should be used. 12-point font should be used for directives that are two pages or less in length, including enclosures.

b. Prepare the first page of the directive using 1" left, right and top margins, and a ¼” bottom margin. Begin text two lines from the top margin to accommodate letterhead. 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. Coordinate editorial chops through the appropriate
Divisions/Departments using a blue Outgoing Document Briefing Sheet,
enclosure (5). Initialing the Outgoing Document Briefing Sheet signifies
agreement with the content of the directive.

h. Send one email to admin-routing@lists.usna.edu with the electronic
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) PDF Blue Outgoing Document Briefing Sheet with required chops.
This brief sheet will include an explanation of the need for the new
directive.

(2) Applicable references with labeled tabs.

(3) A copy of the draft directive being submitted for signature.
After review by the Superintendent's staff, if the directive requires
additional signatures from outside the Superintendent's Cost Center, then 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 AO.

should be done by direction from the Administrative Officer 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 an instruction or
notice, the originator of the directive should:

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

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

c. If the directive is to be updated, assign the update using the next
letter sequence. Do not use alphabetic suffices "I" and "O" (for example:
USNAINST 5215.2H is updated with USNAINST 5215.2J).
d. Updated directives will follow the procedures outlined in paragraph 5a through 5h, with the following additions:

(1) The Outgoing Document Briefing Sheet should include a summary of all changes made to an existing USNA directive.

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

e. If the directive is to be canceled or merged/combined with another directive, the cost center head should prepare the directive cancellation request and directive cancellation notice as shown in enclosures (6) and (7).

7. Change Transmittal Procedures

a. Page Changes. Changes to a directive that require an entire page to be edited should be submitted for review to the AO using a Page Change Transmittal, enclosure (3). After signature, the pages will be inserted directly into the original instruction/notice 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.

b. Pen and Ink Changes. Pen and ink changes should be submitted for review to the AO using a Pen and Ink change transmittal, enclosure (4). In addition to the change transmittal, the entire corrected page must be provided so it can be inserted into the original instruction/notice. Pages that contain pen and ink changes will be identified in the upper right hand corner of the instruction/notice.

c. If changes to a directive are deemed to be extensive, consideration should be given to updating the entire directive with the next sequential directive number.

S. S. VAHSEN
Chief of Staff
USNA INSTRUCTION 0000.1A

From: **Superintendent

Subj: **SAMPLE USNA INSTRUCTION

Ref: **(a)*(Description - Instruction, Notice, etc.)

Encl: **(1)*(Description - Instruction, Notice, etc.)

1. **Purpose**(Text)

2. **Cancellation**. **USNAINST 000.1

3. **Title**. **If no text follows a title, do not use a period after title. **Two spaces follow a period.

4. **Title

   ****a. **Title**(Text)

   ********(1)*(Text)

   ********(2)*(Text)

* Signifies spacing.

Enclosure (1)
Distribution:
All Non-Mids (electronically)
(All other distribution addressees)

* Signifies spacing.
USNA NOTICE 0000

From:**Superintendent

Subj:**SAMPLE USNA NOTICE

1.**Purpose.**(Text)

2.**Background or Information.**(Text)

3.**Action

****a.**(Text)

****b.**(Text)

4.**Cancellation.**This notice remains in effect until cancelled or superseded. (Do not addt his paragraph if a cancellation date is entered in the upper right hand corner)

M. H. MILLER

* Signifies spacing.

Enclosure (2)
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 the original instruction.

M. H. MILLER

Distribution:
All Non-Mids (electronically)

* Signifies spacing.

Use the exact wording as shown above.
USNA/USNNOTE 0000 OF DD MONTH YYYY 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 the original notice and posted on the USNA Instructions/Notices web site:

   ****a.** (Describe)

   ****b.** (Describe)

   M. H. MILLER

Distribution:
All Non-Mids (electronically)

* Signifies spacing.

Use the exact wording as shown above.

Enclosure (4)
**OUTGOING DOCUMENT BRIEFING SHEET**

<table>
<thead>
<tr>
<th>ORIGINATORS NAME &amp; PHONE NUMBER:</th>
<th>ADDRESSER(S):</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE:</td>
<td>SSIC:</td>
</tr>
</tbody>
</table>

**SUBJECT:**

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

**SEE USNAINST 5216.1 N FOR ADDITIONAL INSTRUCTIONS**
MEMORANDUM

From: **[Department Head Governing Instruction to be Canceled]**
To: ****Superintendent, United States Naval Academy

Subj:** CANCELLATION / MERGE OF USNAINST XXXX.XX ]

1. **After careful review, it is requested that the following instruction be [cancelled] (if merged, [merged with USNAINST XXXX.XX]).

****a.**[Instruction (USNAINST XXXX.XX), Title]

****b.**Date of Instruction

****c.** Originating Department

2. **[Give brief description of merge or reason to cancel said instruction].

3. **Respectfully request approval of this [cancellation/merge].

F. M. LAST

DECISION:

__________ Approved

__________ Disapproved

__________ Other

* Signifies spaces
USNA NOTICE 5215

From: **Superintendent

Subj: **CANCELLATION OF USNA INSTRUCTION(S)

1. **Purpose.** To cancel the following instruction(s) from active files and the United States Naval Academy intranet web page, http://www.usna.edu/AdminSupport/Inst/.

   ****Instruction********subject
   ****USNAINST 1100.1********POLICY AND PROCEDURES FOR CANDIDATE GUIDANCE CONTINGENCY FUND
   ****USNAINST 5605.1Q********STANDARD DISTRIBUTION LISTS

2. **Reason for Cancellation.** The above instruction(s) are no longer required due to policy and procedural changes.

   S. S. VAHSEN
   Chief of Staff

Distribution:
All Non-Mids (electronically)

* Signifies spaces