

CHAPTER 7
INTERIM MESSAGE CHANGES

1. General. Interim message changes may be issued to directives when information changing the basic directive must be promulgated urgently. Changes must be followed by a change transmittal or revision to the basic instruction within a reasonable period of time not to exceed 90 days. Table 2, exhibit 7 provides guidance and example.

2. Format. Interim message changes are issued through the Defense Messaging System (DMS) through your local message center and must conform to the standards of that system. Additionally, the following are items required by the Directives Issuance System:

a. From Line. Short title of the issuing authority.

b. To Line. Short title of the addressees. If an interim message change is issued by SECNAV, it is directed to the collective title All Navy (ALNAV). CNO issued directives are normally addressed to Naval Administrative (NAVADMIN) or Naval Operations (NAVOP).

c. Classification and SSIC. The classification level of the interim message change, followed by the SSIC of the directive to be changed.

d. Special Category Marking. The abbreviation ALNAV, NAVOP, or NAVADMIN, as appropriate, shall appear on this line as indicated.

e. Subject. The subject shall be the same as the subject of the directive being changed. Immediately following the subject, separated by a slant, shall be interim change and number, the word "TO" and title of directive, e.g., SUBJ/INTERIM CHANGE 1 TO SECRETARY OF THE NAVY DIRECTIVES ISSUANCE//

f. Text

(1) The First Paragraph. The first paragraph of an interim message change should be titled "purpose" and contain a brief summary of the reason for the change.

(2) The Body. Following the "purpose" paragraph will be specifics of the interim change.

(3) Cancellation Paragraph. A paragraph must contain cancellation instructions. These may be a specific date, or direct retention of the interim message change with the basic directive until the changes have been incorporated in the directive through change transmittal or revision. This paragraph always precedes the "Released By" paragraph.

(4) Released By Paragraph. Contains name and title of the releasing official.

NOTE: Interim Message Changes must be coordinated with the directives control point (or similar unit) to ensure that the case file and master set of directives are updated.