

**CHAPTER 1**  
**DIRECTIVES MANAGEMENT**  
**OBJECTIVES AND RESPONSIBILITIES**

1. General. Chapter 1 establishes objectives and assigns responsibilities for the Department of the Navy (DON) Directives Issuance System.

2. Objectives. To issue policy and procedural directives that are easily understood, organized, and eliminate directive pyramiding.

3. Responsibilities

a. Chief of Naval Operations (CNO) exercises overall management of the DON Directives Issuance System and provides for the implementation and administration of the system within the Navy.

(1) Manage the DON directives system and coordinate proposed improvements and changes to this manual.

(2) Provide guidance and technical assistance to DON activities in developing, establishing, managing, and improving the system.

(3) Coordinate recommendations for changes in policy, standards, procedures and practices to the system within DON.

b. Issuing Authority shall:

(1) Establish a directives issuance system to organize, improve effectiveness and quality and prevent pyramiding of directives.

(2) Designate a directives control point (or similar unit) to ensure compliance with this instruction and administer the directives issuance system.

(3) 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. Additionally, do not issue a directive changing the designation, e.g. NMPC directives are changed to BUPERS directives.

(4) Ensure that directives conform to DON policies, regulations, statutory, and other requirements.

(5) Conduct a periodic (recommended schedule is annually, on the anniversary date of the directive) review of directives with emphasis on:

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

(b) Ensuring that directives are in compliance with standards and procedures.

(c) Reducing reporting requirements by elimination, reduced frequency of the report, or combining with other reports.

(6) Provide appropriate training for personnel involved with drafting, preparing, reviewing, and maintaining directives.

c. Directives Control Point (or similar unit) shall:

(1) Coordinate reviews of proposed directives.

(2) Maintain the original directive and all background and supporting material in case files.

(3) Review proposed directives prior to signature for compliance with established formatting standards, security, appropriate standard subject identification code (SSIC), currency of references, editorial standards, reporting requirements, and overlap or conflict with other directives. Identify deficiencies and make recommendations or determinations as to what is appropriate for signature and release.

(4) Assign consecutive numbers and date new directives after signature.

(5) Arrange for printing, distribution, and stocking of classified directives only.

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(6) Ensure that directives include adequate ordering and stocking information, and that prescribed forms or other materials are readily available to users.

(7) Assist originators in the periodic review of directives.