



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
716 SICARD STREET, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 5215.1A
N00
MAR 31 2011

CNIC INSTRUCTION 5215.1A

From: Commander, Navy Installations Command

Subj: PROCEDURES FOR DRAFTING, ROUTING, AND RELEASING A
COMMANDER, NAVY INSTALLATIONS COMMAND DIRECTIVE

Ref: (a) SECNAVINST 5215.1D
(b) OPNAVINST 5215.17
(c) SECNAV M-5216.5
(d) CNICINST 5216.1B
(e) SECNAVINST M-5210.2

Encl: (1) Directive Types
(2) Sample CNIC Instruction
(3) Sample CNIC Notice
(4) Sample CNIC Change Transmittal

1. Purpose. To implement policy outlined in references (a) through (d), and to provide guidelines and procedures for drafting, routing, and releasing a Commander, Navy Installations Command (CNIC) directive.

2. Cancellation. CNI Instruction 5215.1 dated 17 January 2006.

3. Policy. As established in references (a) through (d):

a. To promulgate initiatives or futures topics requiring the drafting, releasing, and posting of CNIC directives.

b. This instruction will be used for all CNIC Headquarters (HQ) directives. Enclosure (1) defines specific types of directives used within CNIC HQ. Enclosures (2), (3), and (4) provide sample formats to be utilized in preparing instructions, notices, and change transmittals.

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4. Responsibilities

a. Directive Originators/Action Officers (N-Code) are responsible for:

(1) Utilizing HQWEB Taskers Correspondence Management System (Taskers) as the official method for routing directives within CNIC in accordance with reference (d).

(2) Ensuring that directives are drafted in accordance with this instruction, and references (a) through (c).

(3) Ensuring mandatory review through the Public Affairs Office (PAO) and Force Judge Advocate (FJA) and/or Office of General Counsel (OGC) prior to forwarding to Directives Manager (Command & Staff (C&S)) for chop, as outlined in paragraph 5(a)(4).

(4) Canceling directives when no longer required by issuing a cancellation notice to the Directives Manager. The cancellation notice must include the following:

(a) N-Code.

(b) Directive Number.

(c) Date of Issue.

(d) Subject.

(e) Reason for cancellation.

(5) Providing PAO with required information for Strategic Communication (STRATCOM) Plan, when applicable and assisting PAO until final product is complete.

b. Directives Manager (C&S) is responsible for:

(1) Managing the CNIC Directives Program.

(2) Ensuring that directives are in compliance with this instruction and references (a) through (c).

(3) Ensuring that directives do not conflict with directives from a higher authority.

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(4) Maintaining directives case files. Each file will contain:

(a) The original version of the directive.

(b) The final signed original directive.

(c) All significant working papers and any other records that will document the directive from its conception to its publication.

(5) Updating CNICNOTE 5215, List of Effective CNIC Directives, annually.

(6) Initiating a periodic review on all directives.

(7) Providing appropriate training for all personnel involved with drafting, preparing, and reviewing directives.

5. Action

a. Directive Originators/Action Officers (N-Code) shall:

(1) Draft directives in accordance with this instruction and references (a) through (c).

(2) Draft a STRATCOM package or NAVSHORE message in coordination with PAO if necessary. If sending a NAVSHORE message, draft all Flag Officer/SES email to include talking points from the communication strategy as well as highlights from the instruction.

(3) Upload draft directive and supporting documents into Taskers using the guidance established by reference (d). Supporting documents include, but are not limited to references, action memo, communication plan, draft NAVSHORE message, and draft Flag Officer/SES email.

(4) Ensure draft directive is vetted through applicable HQ staff and/or regions using Taskers, as required in accordance with reference (c). The following outlines the vetting process:

(a) C&S - Initial Coordination

(b) PAO

(c) FJA/OGC

(d) C&S - Final Chop

(e) CNIC Flag Admin

(f) CNIC Front Office

(5) Ensure all comments/recommendations are addressed prior to forwarding Tasker package to PAO/FJA/C&S for final chop.

b. PAO shall:

(1) Draft communication plan and supporting products (for example, news story if the nature of the subject warrants additional communication to the Fleet).

(2) Assist directive originators/action officers with drafting all Flag officer/SES email and NAVSHORE message.

c. FJA/OGC shall ensure directives have no legal objections.

d. Directives Manager (C&S) shall:

(1) Provide guidance and technical assistance to directive originators/action officers.

(2) Review draft directives prior to signature to ensure compliance with established formatting standards, security, appropriate standard subject identification code (reference (e)), currency of references, forms guidance, reporting requirements, and overlap or conflict with other directives.

(3) Assign consecutive numbers (instructions only) and date new directives after signature.

(4) Forward final draft directives to CNIC Front Office for signature. Changes should not be made to a directive once it has been cleared by the Directives Manager.

(5) Convert signed directives to a portable document format.

(6) Upload signed directive to Final Response in Taskers and Gateway 2.0.

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e. Flag Secretary (CNIC Flag Admin) shall:

(1) Assemble the directives package for signature. The package will include:

(a) Draft Directive.

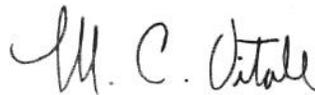
(b) Action Memo.

(c) References.

(d) Draft STRATCOM and NAVSHORE message, if applicable.

(e) All other supporting documentation.

(2) Return hard copy directives package to Directives Manager for final processing after signature.



M. C. VITALE
Vice Admiral, U. S. Navy

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Directive Types

Directive: An instruction, notice or change transmittal. It prescribes or establishes policy, organization, conduct, method, or procedures; requires action or sets forth information essential to the effective administration or operations of activities concerned; or contains authority or information that must be promulgated formally.

Instruction: A directive containing authority or information having continuing references value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority.

Notice: A directive of one-time or brief nature which has a self-canceling provision, and which has the same force and effect as an instruction. Usually, it will remain in effect for less than 6 months, but it is not permitted to remain in effect for longer than 1 year. Any requirement for continuing action contained in a notice, such as the submission of a report, use of a form, or following a specified procedure, is considered to be canceled when the notice is canceled, unless the requirement canceled when the notice is canceled.

Change Transmittal: The medium used to transmit changes to an instruction. Each transmittal describes the nature of the changes it transmits and gives directions for making them, e.g., page change, pen change.

Sample CNIC Instruction



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
716 SICARD STREET, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5140

CNICINST SSIC.X
N-Code

CNIC INSTRUCTION SSIC.X *The SSIC number should reflect the most important subject covered in the instruction - refer to SECNAV M-5210.2. If this is a new instruction, contact the Directives Manager for the point number.*

From: Commander, Navy Installations Command

Subj: TITLE OF INSTRUCTION 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 in the text
(c) Keep references to a minimum

Encl: (1) All enclosures must be identified here exactly as the title appears on the actual enclosure
(2) They must be listed numerically as they appear in the text
(3) All enclosures must be legible and reproducible

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. Where practicable, 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.

2. Cancellation. The second paragraph shall contain the statement(s) of cancellation or supersession when the instruction cancels/supersedes another directive (s) or other document (s), where applicable. When the instruction cancels another directive or document which requires a report or form,

CNICINST SSIC.X

the report symbol of the cancelled report and the form number of the cancelled form must be indicated in the cancellation.

3. Background. If applicable, provide background which supports the purpose of the purpose.

4. Policy. If applicable, provide policy which supports the purpose of the instruction.

5. Responsibilities. All titles/groups/organizations having responsibility are identified in this paragraph. The highest order of responsibility is usually listed first.

a. The only authorized font for instructions is Courier New, 12 pitch. The following is the correct formatting for subparagraphs. In an instruction, 2 spaces ALWAYS follow a period, ".", and a colon, ":", and 1 space ALWAYS follows end parenthesis, ")" and a semi-colon, ";". Never have a paragraph "1" unless there is a paragraph "2" and never have a subparagraph "a" unless there is also a subparagraph "b".

b. Example: N-Code Director is responsible for ensuring ... (each responsibility will start with a verb ending in "ing")

(1) Sub-paragraph 1

(2) Sub-paragraph 2

(a) Sub-paragraph 1

(b) Sub-paragraph 2

1. Sub-paragraph 1

2. Sub-paragraph 2

a. Sub-paragraph 1

b. Sub-paragraph 2

(1) Sub-paragraph 1

(2) Sub-paragraph 2

(a) Sub-paragraph 1

(b) Sub-paragraph 2

CNICINST SSIC.X

4. Action. All titles/groups/organizations having action are identified in this paragraph. The highest order of action is usually listed first.

(a) N-Code Director will/shall provide ... (each action starts with a singular verb).

(b) Sub-paragraph 2

5. Forms and Reports. When an instruction requires a report or the use of a form, the report symbol, form number and title of the report or form shall be identified in the last paragraph. Also state where the forms may be obtained and how information should be submitted.

M.C. VITALE
Vice Admiral, U.S. Navy

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Sample CNIC Notice



DEPARTMENT OF THE NAVY
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CANC: MMM YY
CNICNOTE SSIC
N-Code

CNIC NOTICE SSIC *The SSIC number should reflect the most important subject covered in the instruction - refer to SECNAV M-5210.2.*

From: Commander, Navy Installations Command

Subj: TITLE OF NOTICE IN ALL CAPS

Ref: (a) Any applicable references are inserted here
(b) References must be current and listed alphabetically
In order as they are cited in the text
(c) Keep references to a minimum

Encl: (1) All enclosures must be identified here exactly as
the title appears on the actual enclosure
(2) They must be listed numerically as they appear in the
text
(3) All enclosures must be legible and reproducible

1. Purpose. The first paragraph of a notice must state the purpose of the notice.

2. Title.

3. 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 1st 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."

M.C. VITALE
Vice Admiral, U.S. Navy

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**Sample CNIC Change
Transmittal**



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WASHINGTON NAVY YARD, DC 20374-5140

CNICINST SSIC.X CH-X
N-Code

CNIC INSTRUCTION SSIC.X CHANGE TRANSMITTAL X

From: Commander, Navy Installations Command

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

Ref: (a) only list references that have to do with the change
itself (you may not have any)

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

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 provides clarification of training requirements." Change transmittals are used to issue changes to instructions and, under some circumstances, notices. Change transmittals are numbered consecutively. The first change transmittal to an instruction is "Change Transmittal 1", the second "2", and so on.

2. Action. The specific action(s) to be taken are identified in this paragraph. Pen and ink changes are no longer allowed. If a change transmittal contains revisions to any pages of an existing directive, the change transmittal must consist of a cover letter forwarding the changed or additional pages to a directive as an enclosure. However, the enclosures are not marked as an "Enclosure" since they bear the marking of the directive 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 as follows: "Remove pages 3 and 10 of the basic instruction and insert enclosures (1) and (2), respectively." When the first page of a directive is changed, the date of the change shall be shown in the upper flush right margin, two spaces above the identification symbols of the basic directives.

CNICINST SSIC.X CH-1

The date line of the identification symbols must show the original date of issue. For example:

CH-1 of DD MMM YYYY

OPNAVINST SSIC.XX CH-X
Sponsor Code
(original) DD MMM YYYY

When a revision to a signature page is made, the signature block remains as the original signing official, and a new signature on the change page is not required. For example:

/s/
J. J. JONES
(Name in all CAPS with first
initial, middle initial and last
name)

M.C. VITALE
Vice Admiral, U.S. Navy

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