



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

SECNAVINST 5215.1D

AAUSN

29 October 2004

SECNAV INSTRUCTION 5215.1D

From: Secretary of the Navy  
To: All Ships and Stations

Subj: SECRETARY OF THE NAVY DIRECTIVES POLICY

Ref: (a) U.S. Navy Regulations, Article 0105  
(b) U.S. Navy Regulations, Article 0106

1. Purpose. This instruction provides revised policy on directives from the Secretary of the Navy (SECNAV).

2. Cancellation. SECNAVINST 5215.1C upon promulgation of procedural guidance in an appropriate Chief of Naval Operations (CNO) instruction and Commandant of the Marine Corps Order (CMC). See paragraph 6c.

3. Scope. The provisions of this instruction are applicable throughout the Department of the Navy (DON). The Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) shall provide separate guidance for issuance of internal service policy that conforms with this policy.

4. Guiding Principles. Secretary of the Navy (SECNAV) directives include both notices and instructions that provide policy, guidance and governance for the DON. A notice has only temporary applicability and is in effect for a short duration of time, typically less than one year. Reference (a) authorizes officials of the Department of the Navy to issue directives concerning matters in which they exercise command, control or supervision. SECNAV directives shall be structured to delegate authorities to the appropriate official in DON, providing essential policy

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and guidance to achieve the desired outcome, without over-specification. Such officials may adopt more detailed rules consistent with applicable directives. Reference (b) requires that:

a. Directives will be issued with due regard for the imposition of resulting workload and benefits or advantages to be gained. Issuance of new directives will be per the following:

(1) Directives that implement or amplify directives from higher authority will not be issued unless absolutely essential.

(2) Administrative reporting requirements will not be imposed unless the expected value of the information to be gained is significantly greater than the cumulative burden imposed.

b. Each official issuing a directive or imposing a reporting requirement, will periodically, review such directive or report with a view toward the following:

(1) Reduction of directives by cancellation or consolidation; or

(2) Reduction of reporting requirements by elimination of the report, reduction in the frequency of the report, or in combination with other reports.

5. Responsibilities. All DON organizations shall comply with applicable laws, Executive Orders, and Department of Defense (DoD) directives and instructions, whether or not expressly incorporated in U.S. Navy Regulations or other DON directives.

a. Under Secretary of the Navy (UNSECNAV) is the principal approval authority for all SECNAV directives, including policy and guidance. The UNSECNAV shall ensure the implementation of the provisions of this instruction,

grant any exceptions needed, and oversee improvements and other appropriate changes. The UNSECNAV shall also direct reviews as needed, to ensure the following:

(1) The system's requirements and standards are being met; and

(2) All SECNAV directives are periodically reviewed with a view toward canceling, updating, revising or consolidating, as appropriate.

b. Assistant for Administration for the Under Secretary of the Navy (AAUSN) acts on behalf of the UNSECNAV to direct the process, the reviews and the approval of proposed SECNAV directives or changes.

c. Chief of Naval Operations (CNO)

(1) Provides policy and guidance in matters delegated to the CNO for the Navy as established by statute and in Federal, DoD, and DON policy.

(2) Executes the administrative and procedural process of approval and electronic dissemination of SECNAV directives, providing an organization and information technology systems.

(3) Recommends improvements in the system of directives.

(4) Coordinates with AAUSN for changes in directives, policies, standards, and procedures.

d. Commandant of the Marine Corps (CMC)

(1) Provides policy and guidance in matters delegated to the CMC for the United States Marine Corps (USMC) as established by statute and in Federal, DoD, and DON policy.

(2) Coordinates with CNO in the implementation of the SECNAV system of directives.

(3) Recommends improvements in the system of directives.

6. Issuance Policy. SECNAV directives refer to both notices and instructions, and associated forms and reports.

a. Notices and instructions use the same criteria for approval. Any exceptions to these established criteria shall be made on a case-by-case basis and only to promote better governance.

b. Issuance of a SECNAV directive is appropriate only when one or more of the following criteria apply:

(1) Establishes SECNAV policy or emphasis in a complex area or an area of strategic importance to the Secretary of the Navy.

(2) Delegates authority, clarifies a delegation of authority, or assigns responsibility.

(3) Ensures consistency in a specific matter or area of responsibility within the Secretariat and/or between the Navy and Marine Corps.

(4) Is expressly required by statute or higher authority regulation; or to implement, interpret, or provide guidance on law or higher authority regulation.

(5) Combines, consolidates or clarifies related statutes and/or regulations.

(6) Contains authority or information having continuing reference value, or requiring continuing action, and is not redundant with higher authority regulation.

(7) Establishes necessary civilian oversight in specific DON activities.

c. Sponsors for all SECNAV directives shall use OPNAV guidance for formatting. Directives shall be staffed for approval using procedures delineated by AAUSN.

7. Administration and Maintenance

a. AAUSN shall establish a review process. Sponsors for all SECNAV directives shall apply this established process to conduct a periodic review to ensure a directive's requirements and standards remain up-to-date and pertinent. Results of reviews shall be reported to the AAUSN.

b. SECNAV directives are published electronically. They can be accessed online and are considered official in that form without further publication.

8. Delegation of Signatory Authority. The following principal subordinates are authorized to sign and issue directives by title, concerning matters over which they exercise responsibility and supervision:

Under Secretary of the Navy  
Assistant Secretary of the Navy - (Research Development and Acquisition)  
Assistant Secretary of the Navy - (Manpower and Reserve Affairs)  
Assistant Secretary of the Navy - (Financial Management and Comptroller)  
Assistant Secretary of the Navy - (Installations and Environment)  
General Counsel of the Department of the Navy  
Judge Advocate General of the Navy  
Naval Inspector General  
Auditor General  
Department of the Navy Chief Information Officer  
Chief of Information  
Chief of Legislative Affairs

9. Reports. The reporting requirement contained in paragraph 7.a of this instruction is exempt from reports control by SECNAVINST 5214.2B.

Gordon England

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