



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

JBP HHINST 5215.1

JB00

4 Oct 11

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 5215.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: DIRECTIVES ISSUANCE SYSTEM

Ref: (a) OPNAVINST 5215.17, Navy Directives Issuance System
(b) SECNAV M-5216.5, DON Correspondence Manual
(c) Government Printing Office Style Manual 2008
(d) AFI 33-360, Publications and Forms Management

Encl: (1) Annual Review Tasker
(2) Directives (Private Site) Access Request Process

1. Purpose. This instruction provides guidance for developing and processing Joint Base Pearl Harbor-Hickam (JBPHH) directives based on requirements of references (a) through (d). This instruction should be used in conjunction with referenced guidance to develop and maintain comprehensive new JBPHH instructions, and to combine best practices of previously published Hickam Air Force Base and Naval Station Pearl Harbor policies.

2. Scope. This instruction applies to the processing of both new and revised JBPHH Instructions and Notices.

3. Applicability. This instruction applies to all JBPHH military, civilian and contractor personnel responsible for creating, coordinating, or publishing JBPHH directives.

4. Responsibilities. Commanders, Department Heads (DH) and Special Staff Leads (SSL) are responsible for ensuring local directives are created and maintained as needed to disseminate JBPHH policies specific to their respective functional areas. These responsibilities include:

a. Timely policy creation and updates to implement higher headquarters mandates and to address new local requirements not currently covered by higher headquarters or local directives.

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b. Timely response to policy reviews required by reference (a) to maintain currency of JBPHH directives.

(1) The JBPHH Admin Officer shall send an annual review tasker, enclosure (1), to the Action Officer (AO) sixty (60) days prior to the directive's anniversary date.

(2) The AO shall complete all actions required by the tasker, including any required changes or revision, no later than the directive's anniversary date.

c. Prompt notification to JBPHH Admin Officer, when any JBPHH directive requires update or rescission.

5. Actions. Guidance below provides local procedures for ensuring proper creation, coordination and maintenance of JBPHH directives. These procedures are presented to facilitate implementation of references (a) through (c), and do not replace policies set forth in these or any other higher headquarters directives.

a. Creating or Revising JBPHH Directives. Existing JBPHH directives should be revised/updated as required to reflect changes in policies, operations or established procedures. New JBPHH directives should be created when needed to address local requirements not adequately covered by higher headquarters of existing local directives. Consider the following when determining the need for a new JBPHH directive:

- Is the function/sub-function an installation support function?
- Will an instruction or notice be useful to new employees? Consider employees transferring from Air Force (AF) to Navy, employees new to government service, or existing Navy employees transitioning from another position or location.
- Does the function have applicability to a large number of stakeholders on the installation?
- Is the function complex or does it require a level of standardization such that an installation level instruction would be required?

If most of the above apply, a new JBPHH directive should be created using the following procedures:

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(1) Initial research. Separate local AF and Navy directives shall be replaced by and/or combined into JBPHH directives to support integrated JBPHH AF and Navy functions. JBPHH directives should be based primarily on DoD and Navy policies and directives. However, some AF mandates or customs may require continuation of practices that differ from Navy practices.

(a) Since JBPHH directives affect both AF and Navy personnel, DHs, SSLs and Action Officers (AO) must ensure directives and mandates of both services, as well as DoD issuances, are considered during development or revision of JBPHH directives. The AO should begin by researching DoD, AF and Navy directives applicable to the JBPHH directive's topic. The AO should also coordinate with process owners and subject matter experts (SME) familiar with the topic. The focus of this research should be to identify common AF and Navy application of DoD policies and any differences between the service policies that must be reconciled to meet JBPHH requirements. The AO shall advise the DH or SSL of any AF/Navy differences that require reconciliation, and when necessary, the DH or SSL will elevate the issue to the Chief Staff Officer (CSO) or Joint Base Commander (JBC), as applicable, for resolution.

(b) To the extent possible, the JBPHH instruction should be written to cover the entire Joint Base. If any AF and Navy differences must remain in place, they should be specifically addressed within the JBPHH instruction, and all DoD, AF, and Navy directives that apply should be listed as references in the JBPHH directive.

(c) When five or fewer paragraphs are required to address differences between AF and Navy policies, these should be included in the body of the instruction with specific reference to which branch of service they apply. Anything beyond five paragraphs should normally be placed in separate enclosures referenced within the JBPHH instruction.

(d) All JBPHH directives that involve or impact AF activities shall be coordinated with the 747th Communications Squadron, AF Field Publishing Management Office (747 CS/SCOKP) at 747cs.pubsforms@hickam.af.mil, to reduce risk of duplicative or conflicting policies.

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(e) Air Force-only JBPHH publications (e.g., supplements [SUP], instructions [I], visual aids [VA], etc.) that only apply to Air Force personnel at different locations under the control of the commander of JBPHH, shall be issued using an Air Force distinct "JBPHH" designator (e.g., AFI XX-XXX JBPHHSUP, JPBHHI XX-XXX, JBPHHVA XX-XXX, etc.). The publication shall comply with the AF series and control number, content, and formatting requirements in reference (d). The approving authority for AF-only JBPHH publications is the JBPHH Deputy Commander (senior AF).

(2) Preparing the draft. All JPBHH directives shall comply with content and formatting requirements presented in references (a) through (c). JBPHH directives shall not violate provisions of higher headquarters directives or unnecessarily duplicate content provided in those directives. The following additional guidance is provided to assist those who are tasked with creating or revising JBPHH directives:

(a) Format. Sample formats for unclassified and classified Navy directives are presented in reference (a), enclosure (1), exhibits 1-7. Unclassified JBPHH instructions shall follow formatting demonstrated in exhibits 1 and 2. Paragraph formatting and indentation shall follow reference (b), Figure 7-8.

(b) Content:

1. References. Policies originate from Secretary of Defense, Chief of Naval Operations and Secretary of the Air Force. JBPHH instructions and notices institute and outline policies at the installation level. List all higher headquarters policies implemented by the JBPHH directive in the heading section.

2. Enclosures. List any supplemental content included as enclosures to the JBPHH directive directly below the references, as explained in reference (a), enclosure (1), exhibit 1.

3. Major Paragraph Headings. Some major paragraph headings commonly used in JBPHH directives include Purpose, Background, Scope, Applicability and Action. These headings normally make up the opening section of the directive. Additional major paragraph

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headings may be added as content dictates. If the JBPHH directive replaces/cancels any previously published JBPHH, Hickam (AF) or Pearl Harbor (Navy) publication(s), identify these in the Cancellations paragraph which shall be paragraph (2) of the JBPHH directive. The applicability statement shall clearly define which service(s) the directive applies to (e.g., "applies to Navy" or "applies to Navy and Air Force"). Additional guidance specific to Notices, is provided in reference (a), enclosure (1), chapter 5.

4. Writing Style. In general, writing style should follow guidance provided in reference (c). Navy-specific writing requirements are addressed in reference (b), and specific requirements related to capitalization can be found in reference (a), enclosure (3), paragraph 2c.

b. JBPHH Directives Coordination and Approval Process. DHs and SSLs shall oversee creation and coordination of JBPHH directives within their respective functional areas. Joint Base Administrative Office (JB00AD) will provide advice and assistance to DH, SSL and appointed AO, as needed, during directives development. Once drafted or updated, the directive shall be delivered to JB00AD. The deliverable shall contain hard copy, soft copy, and all applicable references (i.e. instructions, notices, chain of command endorsement, etc). Once received in the administration office, JB00AD shall take the following actions to manage coordination, publishing and maintenance of the directive as follows:

(1) Assign a control number and issue a routing form to the directive for administrative tracking and route to applicable departments for review, revision, and/or action. JBPHH directives requiring AF mandatory, functional, or technical review shall be delivered to 747 CS/SCOKP. 747 CS/SCOKP will route to applicable AF organizations for coordination.

(2) Upon completion of review(s) and/or revision(s), as applicable, deliver directive to CSO and/or JBC for final action.

(3) Distribute approved directive and, with CSO/JBC approval, post on CNIC web portal. Additionally, with CSO/JBC approval, JB00AD shall provide electronic "read-

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only" copies of non-sensitive, unclassified directives to 747 CS/SCOKP for posting on the AF e-Publishing site.

(4) Maintain master library and file copies of signed directive and background materials.

c. JBPHH Directives Maintenance Procedures. JBPHH JB00AD shall maintain directives case files IAW reference (a), chapter 2, paragraph 7 and initiate periodic reviews required by reference (a), chapter 1. A master reference set of current directives will be maintained in binders in JB00AD. Electronic "read-only" copies of non-sensitive, unclassified current directives (as determined by CSO) will be posted on the JBPHH Directives (Private Site), at the Distribution link below, for authorized access by JBPHH assigned or attached personnel. Portal access instructions are provided in enclosure (2).



J. W. JAMES

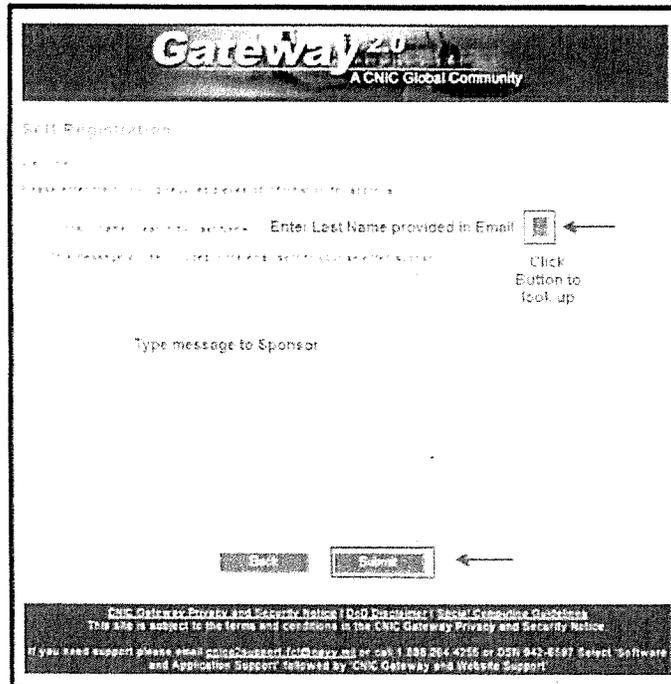
Distribution:

JBPHH Department Heads

<https://g2.cnid.navy.mil/TSCNRH/JOINTBASEPEARLHARBOR-HICKAMHI/J00/Directives/Private/default.aspx>

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5. Enter the Last Name of the Sponsor (David Allard is Sponsor for the Directives Portal)
6. Click Button to look up Sponsor
7. Select Sponsor
8. Type Message to Sponsor – EXAMPLE: “I require access to the JBPHH Directives and Policies (Private Site) for performance of assigned duties.”
9. Click Submit



Accessing the JBPHH Directives and Policies (Private Site):

It takes up to 4 hours once the account is approved for it to be created. You will have access to a My Workspace Area the following business day after 10am EST.

Once you have been notified and it has been 4 hours, you can access the JBPHH Home Page at <https://g2.cnic.navy.mil/JOINTBASEPEARLHARBOR-HICKAMHI/Pages/Default.aspx>. Under Announcements, click on “Policies and Directives Link” to access Joint Base Directives and JBC Policy Statements, or go directly to <https://g2.cnic.navy.mil/TSCNRH/JOINTBASEPEARLHARBOR-HICKAMHI/J00/Directives/Private/default.aspx>.

If you are prompted for username and password, you will need to make adjustments to your Internet Explorer Options as follows:

1. Open Internet Explorer
2. Click Tools > Internet Options

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3. Select Security Tab
4. Click Trusted Sites Icon
5. Click Sites Button
6. Enter <https://g2.cnic.navy.mil> in the box
7. Click Add
8. Click Close
9. Click Custom Level
10. Scroll to the last choice Logon and Select third option "Automatic logon with current username and password"
11. Click Ok
12. Click OK
13. Close all Internet Browsers and try accessing the CNIC Gateway again

If this does not work or you have any other issues or questions with the Registration Process, please contact the CNIC Support Center

Email: cnicg2support.fct@navy.mil

Phone: 1.888.264.4255 or DSN 942-6597 Select 'Software and Application Support' followed by 'CNIC Gateway and Website Support'

Gateway2 Frequently Asked Questions (FAQ):

<https://g2.cnic.navy.mil/cnichome/Pages/HelpCentral.aspx>

Additional G2 Training Resources:

<https://g2.cnic.navy.mil/activities/service/html/mainpage#activitypage,254GCD46683B7C9CE9478E706E15760001A5>

Gateway2 homepage:

<https://g2.cnic.navy.mil/cnichome/pages/cnichome.aspx>



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL STATION
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

NAVSTAPEARLINST 5420.1C

US2:EFF:nrn

15 MAR 2002

NAVSTA PEARL INSTRUCTION 5420.1C

Subj: ORGANIZATION AND RESPONSIBILITIES OF NAVAL STATION
SUB-BOARD OF INSPECTION AND SURVEY FOR ACTIVE SMALL
BOATS AND SERVICE CRAFT

Ref: (a) SECNAVINST 5030.1 (Series), Classification of
Naval Ships and Craft
(b) COMNAVBASEPEARLINST 5420.4 (Series), Organization and
Responsibilities of Service Craft Material Inspection
Board, Naval Base Pearl Harbor
(c) OPNAVINST 4780.6 (Series), Policy for Administering
Service Craft and Boats in the U.S. Navy
(d) INSURVINST 4730.8 (Series), Reports of Trials,
Material Inspection and Surveys conducted by the
Board of Inspection and Survey

1. Purpose. To establish an inspection board for the purpose
of inspecting small boats assigned to Naval Station, Pearl
Harbor (NAVSTA PH), in accordance with references (a) and (b).
The board will consist of:

<u>Rank</u>	<u>NAVSTA Source</u>	<u>Capacity</u>
1 Officer	Port Operations	Senior Member
1 Officer	Port Operations	Technical Expert
1 EN CPO	Port Operations	Structural/Damage Control
1 BM CPO	Port Operations	Habitability
Port Engineer	Port Operations	Technical Assistance

2. Cancellation. NAVSTAPEARLINST 5420.1B.

3. Discussion. As per reference (c), boats are self-propelled
waterborne craft capable of limited independent operation in
protected waters. Examples are:

- a. Workboat/pusher boats.
- b. Utility Boats.
- c. Outboard/motor boats.

NAVSTAPEARLINST 5420.1C

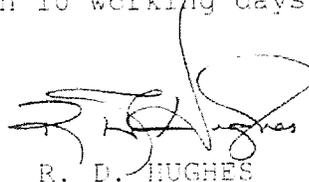
15 MAR 2002

d. Self-propelled craft not falling under the classification of service craft.

4. Action. The Repair Officer will assign qualified board members. The Operations Officer will confirm board members in April each year and whenever replacements are required. The senior board member may assign additional board members as individual circumstances may dictate. Additionally, the senior board member may excuse an individual member, if his area of expertise is not required. Inspections are to be scheduled and accomplished annually during the first week in May or as directed by the Commanding Officer.

5. Conduct of Inspection. Board members will conduct inspections in accordance with procedures described in references (b) and (c). Particular emphasis shall be placed on safety, material condition and adherence to configuration standards, as set forth in applicable technical manuals.

6. Reports. Written inspection results shall be prepared in accordance with reference (d) and forwarded to the Commanding Officer, via the Repair Officer, Operations Officer and Executive Officer no later than 10 working days after completion of the inspection.



R. D. HUGHES

Distribution:

NAVSTAPEARLINST 5605.2F

List 1, Case 1 - (NAVSTA Pearl depts/offices)

Stocked:

Commanding Officer

880 Ticonderoga Street, Suite 100

Pearl Harbor, HI 96866

NAVSTA PEARL HARBOR HAWAII ROUTE SHEET

SUBJECT
NAVSTAPEARLINST 5420.1C

DRAFTER NAME/CODE LT Covardill / N32	DUE DATE	TELEPHONE 473-1093
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BACKGROUND/DISCUSSION

SIGNED - HOWEVER I
 Change on first page

SIGN / APPR-APPROVE / RLS-RELEASE / COORD-COORDINATE / INFO (COPY PROVIDED)

CODE	ACTION	INITIAL/ DATE	COMMENTS
CO			
XO		[Signature]	
CMC (N012)			
N1			
N13A MILPERS REG			Awards-N13B; REQ CHITS-N13B2; LEAVE REQ-N13B3 Cost-MAD/Sponsor Pgm-N13B4; Evals-N13B5
			Date Rcv'd / Time
30	[Signature]	10/29/01	
31	[Signature]	10/10/01	(info risk) reviewed via email.
30A	[Signature]		

XO, THAT IS AFFIRMATIVE. V/R/TE

Has it. Evident
 Received? [Signature]



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL STATION
650 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-6502

NAVSTAPEARLINST 5420.1C CH-1
N30
07 APR 2003

NAVSTA PEARL INSTRUCTION 5420.1C CHANGE TRANSMITTAL 1

Subj: ORGANIZATION AND RESPONSIBILITIES OF NAVAL STATION
SUB-BOARD OF INSPECTION AND SURVEY FOR ACTIVE SMALL
BOATS AND SERVICE CRAFT

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Make the following pen and ink changes to the basic instruction.
 - a. Page 1 para 1, line 7 delete "1 Officer, Port Operations, Technical Expert".
 - b. Page 2 para 4, line 1 change "Repair Officer" to "Waterfront Operations Officer".
 - c. Page 2 para 6, line 3, delete "Repair Officer".
3. Cancellation. This change transmittal is canceled upon completion of required action.


RONALD R. COX

Distribution:
NAVSTAPEARLINST 5605.2F
List 1, Case 1 - (NAVSTA Pearl Departments/Offices)

Stocked:
CO NAVSTA PEARL
Admin Office
Pearl Harbor, HI 96860-6000

