

Admin Officer Guide: Directives Management

INTRODUCTION

This guide is designed to provide Administrative Officers (AO) with the knowledge and tools necessary to effectively manage directives at your command. Directives are the cornerstone of Commander's/Commanding Officer's philosophy, organizational communication, policy implementation, and operational effectiveness. As an AO, you play an important role in ensuring your command's directives are current, accessible, and understood by all command personnel. This guide provides AOs with standardized guidance for managing directives per SECNAV M-5215.1, OPNAV M-5215.1 and OPNAVINST 5215.17A, which outlines roles, responsibilities, and procedures necessary to ensure compliance with the SECNAV and OPNAV directives management program.

OVERVIEW

Directives are formal written communications that establish policy, assign responsibilities, and prescribe procedures. They include instructions, notices, and changes, each serving distinct purposes. The age requirement for all types of instructions (to include letter-type, manual-type, and joints in which the Navy command is the lead Service or component) is 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in as detailed in OPNAVINST 5215.17A. All commands must maintain a current directives control point (DCP) and adhere to the formatting, approval, and distribution processes outlined in SECNAV and OPNAV guidance. Additionally, directives ensure all personnel are informed of their responsibilities, understand the standards expected of them, and have access to the information needed to perform their duties effectively. A well-managed directives program fosters consistency, accountability, and operational efficiency, while also mitigating risk and ensuring compliance with applicable laws, regulations, and organizational policies.

Key components of directives management include:

- **Creation and Issuance.** The process of drafting, reviewing, approving, and officially publishing new directives or revisions to existing ones. This includes assigning appropriate directive numbers, effective dates, and distribution lists.
- **Maintenance.** Regularly reviewing and updating directives to ensure they remain current, accurate, and relevant. This includes incorporating changes in policy, regulations, or operational procedures.
- **Accessibility.** Ensuring all personnel have easy and reliable access to current directives. This typically involves maintaining a centralized repository (electronic or physical) and providing clear instructions on how to locate specific directives.
- **Compliance.** Ensuring the creation, issuance, and maintenance of directives adheres to all SECNAV and OPNAV regulations, and organizational policies.
- **Archival.** Establishing and maintaining a system for archiving outdated or superseded directives, while ensuring their accessibility for historical or legal purposes.
- **Training and Awareness.** Providing training and resources to command personnel on the importance of directives management and how to utilize directives in their daily work.

ADMIN OFFICER ACTION

As an AO, you are the primary point of contact for directives management at your command. Your responsibilities encompass a wide range of tasks, including:

- Serve as the Directives Control Point (DCP) for the command or coordinate with the designated DCP.
- Maintain a current inventory of command directives, including OPNAV and SECNAV instructions applicable to your unit.
- Ensure all locally generated instructions and notices are properly formatted using standard templates, routed for review and signature, and submitted to the command DCP for numbering and publishing.
- Conduct annual reviews around the anniversary of its signature of all command directives and coordinate with stakeholders to validate, revise, or cancel outdated documents. Ensure review is documented using OPNAV 5215/40 and retained.
- Conduct reviews of directives approaching 10 years of the signature date for applicability, currency, and consistency with current DOD, SECNAV and OPNAV policy and the command's mission.
- Update your local 5215 notice biannually and monitor expiration dates and initiate renewal or cancellation actions for notices and instructions as required.
- Ensure directives are uploaded to appropriate portals (e.g., command SharePoint or SECNAV DCP) and accessible to personnel.
- Provide training and assistance to program managers and department points of contact on directives procedures.
- Review and archive cancelled directives per records disposition schedules.

AOs (or designated DCP) have complete oversight and responsibility over the effective and efficient implementation of the objectives, policies, standards, and practices of the command's Directives Management Program. Familiarize yourself with the provisions and requirements as detailed in the references below to ensure your command's Directives Management Program is in line with SECNAV and OPNAV regulations.

REFERENCES

SECNAV M-5215.1 DIRECTIVES MANAGEMENT MANUAL

[https://www.secnav.navy.mil/doni/SECNAV%20Manuals1/5215.1%20\(OPNAV\).pdf](https://www.secnav.navy.mil/doni/SECNAV%20Manuals1/5215.1%20(OPNAV).pdf)

OPNAV M-5215.1 NAVY DIRECTIVES MANAGEMENT PROGRAM MANUAL

<https://www.secnav.navy.mil/doni/SECNAV%20Manuals1/5215.1.pdf>

OPNAVINST 5215.17A NAVY DIRECTIVES MANAGEMENT PROGRAM

[https://www.secnav.navy.mil/doni/SECNAV%20Manuals1/5215.1%20\(OPNAV\).pdf](https://www.secnav.navy.mil/doni/SECNAV%20Manuals1/5215.1%20(OPNAV).pdf)