**(Ensure that the "Show All" button (¶)
is on from the Standard Toolbar in order
to view the format properly)**

OPNAVINST SSIC.XX
Originator/Sponsor Code
DD Mmm YYYY

<u>OPNAV INSTRUCTION SSIC.XX</u> *(Refer to OPNAVINST 5215.17A and OPNAV M-5215.1 for the Navy Directives Management Program policies, procedures, and responsibilities. The SSIC number should reflect the most important subject covered in the instruction and must be a current, valid SSIC – refer to SECNAV M-5210.2.)*

From: Chief of Naval Operations

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 individually in the text
     (c) Keep references to a minimum; only documents that have a direct bearing on
         the subject matter should be references

Encl: (1) All enclosures must be identified here exactly as the title appears on the
         actual enclosure
     (2) They must be listed numerically in the order they are cited in the text, and all
         enclosures must first be cited in the instruction letter
     (3) All enclosures must be legible and reproducible

1. <u>Purpose</u>

    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. 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. <u>Cancellation</u>. The second paragraph must contain the statement(s) of cancellation or supersession when the instruction cancels or supersedes, or both, another directive(s) or other document(s), where applicable. When the instruction cancels another directive or document which requires a report or form, the report control symbol of the canceled report and the form number of the canceled form must be indicated in the cancellation. However, if no documents are canceled, do NOT include this paragraph.

3. <u>Applicability</u>. This paragraph identifies those entities which fall under the scope of the instruction. Since instructions do not have a "To:" line and the distribution of instructions points to an official directives repository, this lets users know which instructions apply to them.

4. <u>Responsibilities</u>. All titles, groups, and organizations that have responsibilities should be listed here. The order of responsibilities is listed from highest to lowest authority.

    a. The only authorized font for Navy directives is Times New Roman, font size 12. Subparagraph 4b contains the correct outline formatting for subparagraphs. Within this instruction outline (e.g., "1."; "a."; "(1)"; "(a)"; "<u>1</u>."; "<u>a</u>."; "(<u>1</u>)"; : (<u>a</u>)"), tabs must be used. Please ensure the "Show All" button (¶) is on so that the correct tabbing and spacing can be viewed. Set default "left" tab stops at 0.25 inches (.25, .5, .75, 1, 1.25, 1.5, 1.75, 2, and 2.25). Within the body of the text of each paragraph of an instruction, 2 spaces follow a period (".") and a colon (":"), and 1 space follows a comma and a semi-colon (";"). Never have a paragraph "1" unless there is, at a minimum, also a paragraph "2," and never have a subparagraph "2a" unless there is also, at a minimum, a subparagraph "2b," etc.

    b. Subparagraph 2

      (1) Subparagraph 1

      (2) Subparagraph 2

        (a) Subparagraph 1

        (b) Subparagraph 2

          <u>1</u>. Subparagraph 1

          <u>2</u>. Subparagraph 2

            <u>a</u>. Subparagraph 1

            <u>b</u>. Subparagraph 2

              (<u>1</u>) Subparagraph 1

              (<u>2</u>) Subparagraph 2

                (<u>a</u>) Subparagraph 1

                (<u>b</u>) Subparagraph 2

5. Records Management

    a. Records created as a result of this instruction [notice, change transmittal], regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

    b. For questions concerning the management of records related to this instruction [notice, change transmittal] or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, (the responsible OPNAV organization) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

7. Forms or Information Management Control. When a directive mandates the use of a form or contains an information collection requirement (reports), the form number and title of the form or the report control symbol and title of the information collection requirement, or both, must be identified in the last paragraph of the instruction. Also state where the forms may be obtained and how information should be submitted.

SIGNATURE BLOCK
(Name in all CAPS per SECNAV M-5216.5. If not the CNO or CO, also include position title, not in all caps; do not include ranks or organization codes.)

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, https://www.secnav.navy.mil/doni/default.aspx