



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
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WASHINGTON NAVY YARD DC 20374-5064

IN REPLY REFER TO

NAVFACINST 5215.1A
FAC ERG
6 May 2003

NAVFAC INSTRUCTION 5215.1A

From: Commander, Naval Facilities Engineering Command
To: Distribution

Subj: PREPARING AND PUBLISHING POLICY AND INFORMATIONAL
DOCUMENTS

Ref: (a) MIL-STD 3007B, Standard Practice for Unified Facilities Criteria and
Unified Facilities Guide Specifications
(b) SECNAVINST 5215.1C, Directives Issuance System
(c) SECNAVINST 5210.11D, Standard Subject Identification Codes
(d) NAVFAC Form 5720/6 (Rev. 10/01)
(e) Publication 346, Publications Standards

Encl: (1) Documents Suitable for Release to the Internet
(2) Preparation and Maintenance of Policy and Informational Documents,
Flow Chart
(3) Sample Naval Facilities Engineering Command Instruction
(4) DD Form 282

1. Purpose. To set forth the policies and procedures governing the preparation, publication and dissemination of the policy and informational documents of the Naval Facilities Engineering Command (NAVFACENGCOM) and its field activities.

2. Cancellation

a. NAVFACINST 5215.1 of 12 Nov 2002.

3. Policy.

a. A policy document shall be issued when it does one or more of the following:

- i) Contains authority or information that must be promulgated formally.
- ii) Regulates or is essential to effective administrative.
- iii) Establishes policy or organizational structure.
- iv) Delegates authority or assigns responsibility.

v) Assigns missions or tasks.

vi) Establishes procedures, standards, guides or methods of performing duties, functions or operations.

vii) Establishes reporting requirements, either one-time or recurring.

b. An informational document may be issued when it contains general information or elaboration of existing non-technical policies, strategies or criteria that is recommended for use or reference.

c. Documents that promulgate policy are "Directives". Directives that have continuing reference value or require continuing action for more than one year are "instructions". Directives that have a temporary reference value of one year or less "notices". When applicable, (NAVFACENGCOM) instructions and notices are issued to implement policy to all Navy commands and the Marine Corps concerning subjects within (NAVFACENGCOM) authority.

d. A few documents will be issued for information only; these documents are called "Publications".

e. Technical documents, documents offering planning, design, engineering, construction and operations and maintenance criteria standards, specifications and guidance will be prepared in accordance with reference (a). These technical documents are published through the (NAVFACENGCOM) Engineering Innovation and Criteria office (EICO); and they are not within the scope of this instruction.

f. All previously published policy documents authored by (NAVFACENGCOM) and not issued, as directives shall be converted to instructions and notices. All informational documents authored by (NAVFACENGCOM) and not previously issued, as publications will now be converted to publications. All technical documents not authored or published in conformance to reference (a) will be converted and published in accordance with reference (a).

4. Implementing Requirements.

a. Instructions and notices will conform to the requirements of reference (b) except as otherwise noted in this instruction.

b. Any (NAVFACENGCOM) directorate may sponsor a policy instruction, notice or informational publication pursuant to its mission. Once a document is approved and published, any updates of the document shall be the responsibility of the sponsoring directorate. Updates shall occur within four months of the date(s) the requirements and references change. If no change has occurred after the mandatory life of the document has expired, then the sponsoring directorate will verify the need for the document and take appropriate action.

c. The maximum life of a document is as follows: seven years for instructions, one year for notices and five years for publication-series documents.

d. Documents will only be published on the (NAVFACENGCOM) corporate Intranet (<http://navfacilitator.navfac.navy.mil>) if their intended audience is limited to (NAVFACENGCOM) and its field activities. Documents intended for an audience beyond (NAVFACENGCOM) shall be published both on the (NAVFACENGCOM) corporate Intranet and on the (NAVFACENGCOM) Internet site (<http://www.navfac.navy.mil>), unless security considerations preclude public release.

e. The Public Affairs Officer (PAO) of the issuing command provides final command clearance on materials, including directives and publication-series documents, before their release to the public on the Internet.

f. Unclassified directives cannot contain material of a classified nature, as prescribed by the security and public affairs officers of the issuing command. Additional guidance is contained in enclosure (1).

g. Commands other than (NAVFACENGCOM) and subordinate (NAVFACENGCOM) units may issue related instructions to assign specific tasking, but the practice is strongly discouraged. Instead, commands should rely on the current instructions.

5. Processes. Preparing and maintaining policy and informational documents entails five phases (start, intermediate review, final approval, publish and update/cancel) as indicated by the flowchart in enclosure (2).

a. Start

i) The sponsoring directorate responsible for preparation of a document shall determine the intended audience of that document by including a distribution and a Copy To list at the end of the directive. The distribution list is for activities who have action. The Copy To addressees are for activities who receive a copy for information only.

ii) Instructions and notices will be identified with standard subject identification codes assigned by (AHS) in accordance with reference (c).

iii) Revised instructions and notices will be assigned letters after the directive number. Each subsequent revision is assigned the next letter in the alphabet.

b. Intermediate review

i) After an initial draft is prepared an intermediate review is conducted by subject matter experts and those who review specific portions of the document for compliance to regulations and processes not directly related to the actual subject matter. If the intended audience for the document extends beyond those with access to the (NAVFACENGCOM) corporate Intranet, then the Security Office and Public Affairs Office must also be part of the review process.

c. Final approval

i) Before the final draft of the document is signed, the sponsor provides a draft copy to (AHS) for review. If the document is to be published on the Internet then reference (d) is included with the package.

ii) The Commander, Vice Commander, Group Captains, Directors, Comptroller, Counsel, Inspector General and Chief Engineer of (NAVFACENGCOM) all have signature authority for (NAVFACENGCOM) instructions, notices and publication-series documents. With the exception of the Commander, authorized signature identification includes the name and functional title of the signer.

iii) If the document is to be published on the Internet the sponsor submits the signed copy to (PAO) for clearance and includes reference (d).

iv) The sponsor submits the document to (AHS) for issuance.

d. Publish

i) (AHS) will publish all instructions, notices and publications-series documents in Adobe Portable Document Format (PDF) on the Intranet and Internet; publication is authorized by a completed NAVFAC Form 5720/6. When policy and informational documents are signed the sponsor will furnish an electronic (PDF) to (AHS). For instructions, notices and publications-series documents which have a distribution within the (NAVFACENGCOM) claimancy, (AHS) will notify all appropriate individuals within the NAVFAC claimancy of each issuance, revision and cancellation of policy and informational documents. Notification is made to points of contact named by the respective directors, unit commanders and commanding officers identified on a list maintained by (AHS). Points of contact will communicate the action on the document to the respective organizations with details. For distribution outside of the NAVFACENGCOM claimancy, AHS will send paper copies to all addressees or notify each activity via Naval message where the informational document can be found on the NAVFAC Internet.

ii) If paper copy distribution is required within NAVFAC, the sponsoring code will complete enclosure (4) and provide it to Code (AHS). (AHS) will coordinate paper copy distribution to activities outside of NAVFAC through the Defense Printing Service (DAPS).

iii) (AHS) will retain the electronic copy of published documents and the related NAVFAC Form 5720/6 associated with each document.

e. Update or cancel

i) An issue of an instruction, notice or publication is terminated by one of three actions:

(1) Update. Some part of the document is revised and the altered text is published with a new date.

(2) Re-date. No changes are made but the document is reissued with a new date.

(3) Cancel. The document is removed from the inventory.

ii) An issue of an instruction has a maximum life of seven years. Six months before an instruction reaches its expiration date (AHS) will notify the sponsoring directorate to terminate that issue of the instruction. If the sponsoring directorate has not completed the action at the end of six months, (AHS) will cancel the instruction.

iii) An issue of a notice has a one-year maximum life. The notice is cancelled without administrative action when the date of cancellation identified in the notice is reached.

iv) When changes to directives are critical they should be made promptly without waiting for the formal revision. In the interim, critical changes can be made by disseminating them via E-mail, Naval message or other rapid communication methods.

v) An issue of a publication has a maximum life of five years. One year before a publication reaches its expiration date (AHS) will notify the sponsoring directorate to terminate that issue of the publication. If the sponsoring directorate has not completed the action at the end of one year, (AHS) will cancel the publication.

vi) To cancel a document when there is a replacement for it, use the replacement clause in the revision of the document. A document can be cancelled without a replacement at the request of the sponsoring directorate or at the end of the update cycle. The method used to cancel a document without a replacement is the issuance of a NAVFACNOTE 5215; (AHS) will issue the NAVFACNOTE 5215 listing the current document(s) to be cancelled.

f. Archive

i) (AHS) will maintain an electronic copy of cancelled directives and publication-series documents. Except as noted below, cancelled directives and publications-series documents will be removed from the web sites on which they reside.

ii) In the past some P-series documents have been technical in nature. If a P-series document is cancelled without update and (EICO) determines that those documents have residual value, then: these particular documents may be made available as "inactive documents for new design". The cancellation notice issued by (AHS) will mention the documents' availability as "Inactive for New Design". The NAVFAC Intranet and Internet web sites list active P-series documents. Inactive P-series documents maintained for residual value will be shown as "Inactive" on the web sites along with a link to the "Inactive for New Design" listing.

6. Format.

a. The sponsoring directorate will create all directives and publications-series documents in Microsoft Office software for consistent archiving.

b. The format for a NAVFAC instruction follows the requirements of reference (b). Enclosure (3) provides a template of these requirements.

c. The format for a NAVFACNOTE follows the requirements of reference (b).

d. The format requirements for (NAVFACENGCOM) publication-series documents are contained in reference (e).

e. Bookmarks can be included in documents published as (PDF) files to permit the reader to jump to a related section of the document. For example, if a word is defined in a glossary, occurrences of that word can be linked to that definition. In order to help the reader access related information authors of documents are encouraged to include hyperlinks to related information on the World Wide Web.



PHILIP DALBY

Assistant Commander for Engineering Resources

Distribution:

COMLANTNAVFACENGCOM
COMPACNAVFACENGCOM
COMSOUTHNAVFACENGCOM
COMSOUTHWESTNAVFACENGCOM
CO ENGFLDACT NE
CO ENGFLDACT NW
CO ENGFLDACT WEST
CO ENGFLDACT MW/CO PWC GREAT LAKES
CO ENGFLDACT CHES
CO ENGFLDACT MED
CO ENGFLDACT SE/CO PWC JACKSONVILLE
CO PWC GUAM
CO PWC NORFOLK
CO PWC PEARL HARBOR
CO PWC PENSACOLA
CO PWC SAN DIEGO
CO PWC WASHINGTON
CO PWC YOKOSUKA
CO CBC PORT HUENEME
CO NFESC
DIRECTOR NCC
DIRECTOR NFI
OICC MARIANAS
OICC FAR EAST

Distribution (con't)
NAVFAC HQ DIRECTORS

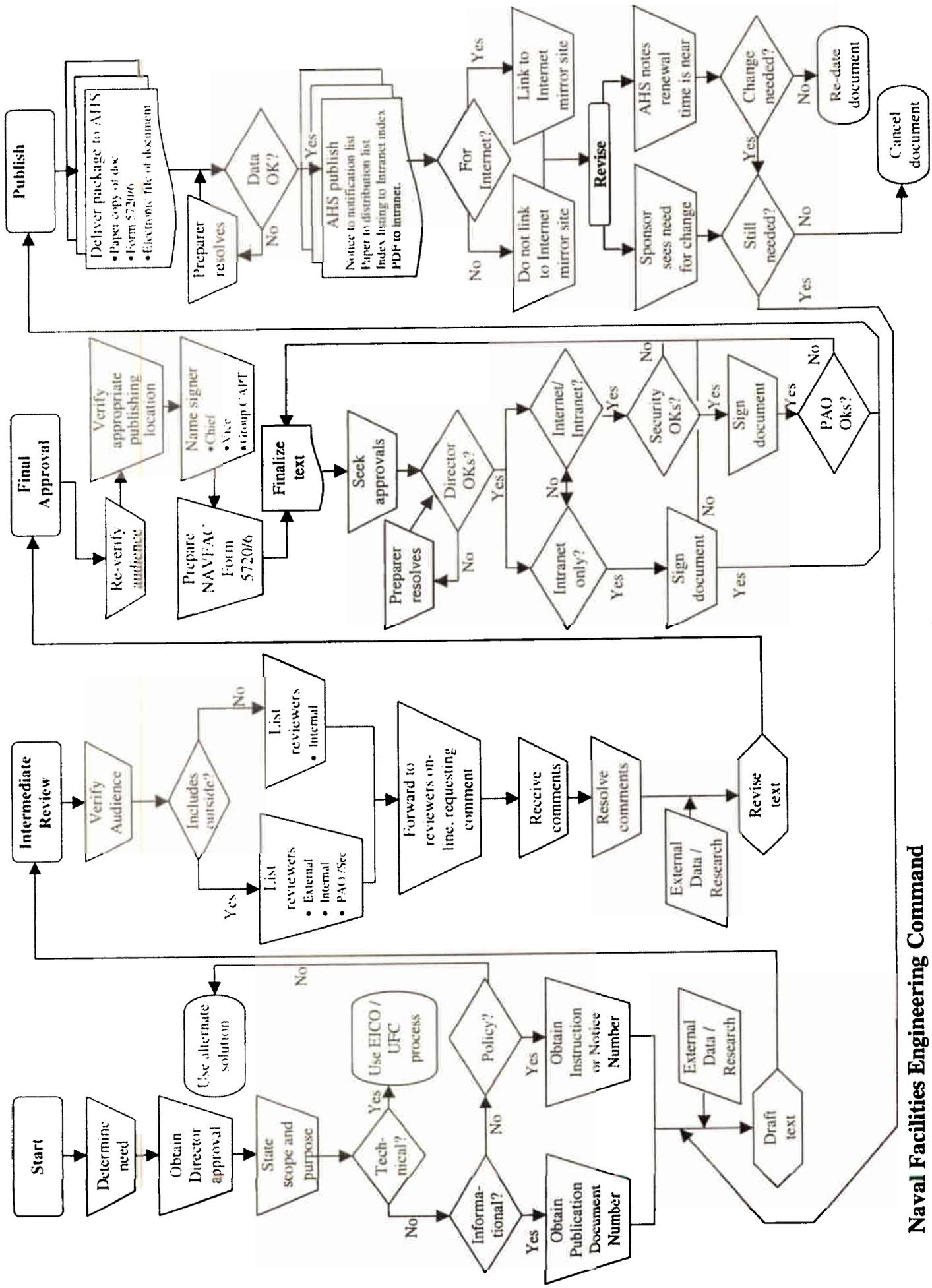
Distribution made via:
<http://navfacilitator.navfac.navy.mil>
<http://navfac.navy.mil>

Documents Suitable for Release to the Internet

SECNAVINST 5720.47, Department Of The Navy Policy For Content Of Publicly Accessible World Wide Web Sites, applies to placing documents on publicly accessible Internet sites such as <http://www.navfac.navy.mil/>

By certifying that a policy document or informational document is suitable for publication on the Internet, and therefore made available to the general public, the preparer is certifying that:

1. The document does not contain proprietary information, disclose trade secrets, or imply a product endorsement. It defines proprietary products by salient performance requirements, even in cases where they are named and allow "or equal" competition.
2. The document does not suggest private concerns communicated to the Command in confidence.
3. The document does not contain inappropriate material, i.e., material which is contrary to the policy of the Navy or does not pertain to the mission and is outside the scope of interest of the Command.
4. The document does not contain classified material or information closely related to classified material.
5. The document does not discuss or allude to detailed force protection measures. Such material is classified "For Official Use Only".



**Naval Facilities Engineering Command
Preparation and Maintenance of Policy and Informational Documents**

NAVFAC INSTRUCTION xxxxx.xx

From: Commander, Naval Facilities Engineering Command
To: [Omit only if instruction applies only internally]

Subj: [SAMPLE FORMAT FOR INSTRUCTIONS]

Ref: (a) SECNAVINST 5215.1C, Directives Issuance System
(b)

Encl: (1)
(2)

1. Purpose. [Summarizes the policy being promulgated.]
2. Cancellation. [Lists instruction or other document to be canceled or superceded by the publishing of the new instruction. Always included; say, "None." if that is the case.]
3. Policy. ["Policy" is a recommended paragraph title]
 - a. Indents. If there is text at this level of paragraph, begin text 4 spaces after the period following the header. At all tiers, begin the first line 0.25 inch to the right of the outline number. Indent the outline designators of each tier by successive 0.25-inch increments, aligning with the beginning of the header or text of the prior level.]
 - b. Margins. Left and right margins are one inch and top and bottom margins are one inch.]
 - c. Fonts. Text is 12 point Times-New Roman, except that the page headers and footers are 10-point Western Ariel. Use a 12-point space after "subject," "references," and "enclosures." Use a 9-point space after each paragraph or sub paragraph in the body of the instruction.]
4. Other Title. [Option: begin text here.]
 - a. [Option, begin text here, with or without title.] [Possible other titles:]:
 - i) Scope: The realm of activities that are to be affected by the instruction.
 - ii) Policy: Statements of the guidelines or rules set forth in the instruction.
 - iii) Background: Pertinent information that will assist the reader in better understanding of the instruction. Note: "Discussion" is a discouraged alternative term.
 - iv) Procedures: Steps to be followed in order for subject instruction to be implemented properly. Note: "Action" is a discouraged alternative term.
5. Other Title

NAVFACINST xxxx.xx
dd MMM yyyy

6. [Other Title]
7. Reports. [Optional; last if used.]

FIRST M. LAST [after 3.75 lines]
By direction

Distribution:

DOD PRINTING REQUISITION/ORDER		CLASSIFICATION <small>(Requisition automatically becomes "UNCL" when detached from classified material.)</small>		FOR PLANT USE					
REQUISITION NO.	DATE OF	REQUESTED DELY	EST. COST		(PLANT JOB NUMBER)				
FOR REFERENCE CONSULT			PHONE		SCHEDULED COMPLETION DATE	ESTIMATED COST			
ACCOUNTING DATA									
FORM/PUBLICATION NO. AND TITLE <i>(In that order)</i>									
QTY. <small>(Specify shts, sets, etc.)</small>	PAGES	QTY. WILL LAST MOS.	JOB TO BE REPRINTED <input type="checkbox"/> YES <input type="checkbox"/> NO	JOB IS <input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> A REPRINT	LAST JOB NO.				
ENCLOSURE \$ <small>(Submit clean, well protected copy)</small>		<small>(If other, specify)</small>		PROOFS <small>(Specify only if necessary)</small> <input type="checkbox"/> NOT REQ'D <input type="checkbox"/> SEND TO:					
SPECIFICATIONS	FINISHED SIZE	MARGINS <small>(Top)</small> <small>(Left/Bind)</small>		INK <small>(If not black)</small>		GRADE OF PAPER*	WEIGHT*	COLOR*	
	FOLD TO <small>(Size)</small>	PRINT		OTHER <small>(SEE COPY ATTACHED)</small>		1.			
	ASSEMBLE	WIRE STITCH <small>(Staple)</small>		OTHER <small>(Specify)</small>		2.			
	<input type="checkbox"/> IN SETS <input type="checkbox"/> PAGE SEQ.	Number Stitches: <input type="checkbox"/> UPPER LEFT <input type="checkbox"/> TOP				3.			
	STANDARD PUNCH <small>(Drill)</small>	OTHER <small>(Diameter)</small> <small>(Ctr. to ctr.)</small>		<small>(Location)</small>		4.			
	<input type="checkbox"/> 2-HOLE TOP <input type="checkbox"/> 3-HOLE LEFT					5.			
	PERFORATE/SCORE	PAD <small>(Location)</small>		PRONG FASTENERS		6.			
<input type="checkbox"/> SEE COPY	SHTS SETS <input type="checkbox"/> TOP <input type="checkbox"/> LEFT		<input type="checkbox"/> YES <input type="checkbox"/> NO		7.				
COMPOSING/PROCESSING <small>(Prepare/alter copy, fotolist, offset, etc.)</small>				WRAP <small>(No. per pkg.)</small>		*NOTE: Grades and weight of paper will be in accordance with specifications issued by the Congressional Joint Committee on Printing. No deviations permitted unless justified.			
					DISPOSITION OF NEGS. _____ ORIG. _____ H-HOLD D-DESTROY R-RETURN				
FOR PLANT USE ONLY					SPECIAL INSTRUCTIONS/REMARKS				
NUMBER ORIG.	LINE H.T.				SERIAL NUMBERING, REGISTRATION, ETC.				
IMAGE SIZE									
X									
PRESS	PLATES								IMP
PRESS SHEET SIZE									
TRIM SIZE									
PLANNED BY									
ORDERING OFFICE <small>(If other than delivery address)</small>					DELIVER TO <small>(Complete address)</small>				
LIAISON OFFICE APPROVAL <small>(Signature and date)</small>									
APPROVING OFFICE <small>(Signature and date)</small>									
SEND CONFIRMATION/BILLING COPY TO <small>(Insert complete mailing address)</small>									
					DISTRIBUTION REQUIRED <input type="checkbox"/> LIST / <input type="checkbox"/> LABELS ATTACHED				
					WILL PICK UP - PLEASE NOTIFY: <small>(Ext.)</small>				
					<input type="checkbox"/> HOLD				
					MATERIAL RECEIVED <small>(Signature and date)</small>				