

## FAQs

### Directives

- Q1. What are the five types of Issuances commands can establish?  
A1. Instructions, Notices, Change Transmittals, Publications, and Manuals.
- Q2. What is an instruction?  
A2. A directive containing authority or information having continuing reference value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority.
- Q3. What is a notice?  
A3. A directive of a one-time or brief nature, which has a self-canceling provision, and which has the same force and effect as an instruction.
- Q4. What is a Change Transmittal?  
A4. The medium used to transmit changes to an instruction or manual and, under extenuating circumstances, a notice.
- Q5. What is a manual?  
A5. An instruction whose size and content is best suited to a format other than that allowed for an instruction consisting of parts, chapters, or sections. Manuals are “reference or guidebook” in nature, giving detailed instructions.
- Q6. Can a command establish a mission, function, or task via a letter?  
A6. No, they must be established by an instruction, notice, publication or manual.
- Q7. Can a command establish a requirement to perform a duty via a Standard Operating Procedure (SOP)?  
A7. No, the requirement to perform a duty must be established by an instruction, notice, publication or manual. The details on how the duty is performed can be in an SOP.
- Q8. Can issuances be posted to a command’s intranet/internet Web site?  
A8. Yes, however, all commands who must use the issuance must have access to the Web site.
- Q 9. Can commands host or place frequently used forms/issuances on their local servers?  
A 9. No, they cannot host the forms on the local server, but may provide links from the local Web site to the server hosting the form.
- Q 10. Should every page of an issuance be numbered?  
A 10. No, the first page of the basic issuance and each enclosure do not have a page number.

Q 11. Where are enclosure markings placed?

A 11. Enclosure markings are on the lower right of each page of the enclosure, at the ½ inch bottom margin or on the same line as the page number.

Q 12. Where is the signature line placed on an issuance?

A 12. The signature line is 3 blank lines (typed on the 4<sup>th</sup> line) below the last line of text and begins at the center.

Q 13. Can the default Microsoft Office settings for indents and paragraph formatting be used for any issuance?

A 13. No, Microsoft formatting does not satisfy the formatting requirements set forth by the Navy Directives Issuance System and the Navy Correspondence Manual.

Q 14. Is the forms/reports paragraph optional, and where should it be placed in an issuance?

A 14. The forms/reports paragraph is required for all issuances referencing a form/report. It is always the last paragraph before the signature, except on notices when a cancellation contingency is used, then it is the next to last paragraph.

Q 15. How should references be listed?

A 15. References must be listed in the order they are used or appear in the document.

Q 16. Do references have to be directly related to the issuance and can they be unsigned documents?

A 16. References must be directly related to the issuance and they must be signed.

Q 17. Can blank forms be used as enclosures?

A 17. No, blank forms are never enclosures.

Q 18. How are enclosures listed?

A 18. Enclosures are listed numerically: Enclosure (1), Enclosure (2), etc.

Q 19. Does the acronym MTF mean military treatment facility?

A 19. No, MTF stands for medical treatment facility.

Q 20. Can an acronym be defined once in an issuance?

A 20. No, an acronym must be defined when it is first used and redefined if used in separate enclosures.

Q 21. When is an acronym enclosure required?

A 21. When there are ten or more acronyms used within the issuance.

Q 22. When referencing a form in an issuance, it is referenced by its title?

A 22. No, the first reference to a form must be by number and title. Each additional reference is by number. For example: NAVMED 5350/1 Command Responsibilities is used to document..." The second time you mention a form, you use just the form number -- "In addition, NAVMED 5350/1 is also used to...." The use of each form should be

mentioned at least one time in the instruction.

Q 23. What do the points (periods), dashes and slashes mean within an issuance?

A 23. An instruction has a Standard Subject Identification Code (SSIC) and a point (period (.)), then the next available consecutive number. A form has an SSIC and a slash (/), then the next available consecutive number. A report has an SSIC and a dash (-), then the next available consecutive number.

## Reports/Surveys

Q 24. What is a report control symbol and how long are report control symbols valid?

A 24. A report control symbol is the authority used to capture data. Report control symbols are valid for 3 years from the date of the issuance.

Q 25. Do reporting requirements require a signed issuance?

A 25. Reporting requires a sponsor, signed issuance, and either a report control symbol or an exemption; exemptions are listed in SECNAV M-5215.1.

Q 26. Does each command have the authority to issue surveys?

Q 26. No, surveys require written approval via the chain of command from the Navy Survey Approval Manager.

Q 27. Do surveys require a report control symbol?

A 27. Yes.

Q 28. Do surveys require a privacy act statement?

A 28. Yes, surveys must clearly display a privacy act statement.

## Medical/Dental Forms

Q 29. Can medical/dental records contain local forms?

A 29. No, medical/dental records can only contain NAVMED or higher forms.

Q 30. When must commands use the Document Automation and Production Service (DAPS) for printing of specialty forms?

A 30. Commands are required to use DAPS when more than 100 specialty forms must be printed.

Q 31. Are existing SF, OF, DD, SECNAV, and NAVMED forms required forms?

A 31. Yes, existing higher authority forms are required forms, and they must be used as prescribed.

Q 32. A command's medical/dental forms committee contains representatives from which offices?

A 32. At a minimum, patient admin, legal, records management, nursing, surgery, emergency department, and medical/dental.

Q 33. Does concurrence on a form design/use have to be documented on the DD Form 67?

A 33. Yes, and commands can use NAVMED 5210/1 to supplement the DD Form 67.

Q 34. Once a form is approved, must future overprints/exceptions need to be approved?

A 34. Yes, all overprints/exceptions require formal approval prior to their use and must be reapproved if the base form is changed.

Q 35. If an approved form already has a number, do local overprints/exceptions require an additional number?

A 35. Yes, all overprints/exceptions require a local form number.

Q 36. Do overprints/exceptions to an approved form with a Social Security Number (SSN) field require additional SSN approval?

A 36. No, overprints/exceptions to approved forms with an SSN do not require additional SSN approval.

Q 37. Does the subject matter expert (SME) sponsoring a NAVMED 6000/5 overprint/exception provide the final approval for a form's design?

A 37. No, the commands forms management officer has final approval for all form design.