FAQs

Directives

Q1. What are the five types of Issuances commands can establish?

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 It remains in effect until superseded or otherwise canceled by the originator or higher authority.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.

Q9. Can commands host or place frequently used forms/issuances on their local servers?
A9. 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.

Q10. Should every page of an issuance be numbered?
A10. 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 4th 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
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.