



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 5215.3E
SPAWAR 08-44
7 Nov 00

SPAWAR INSTRUCTION 5215.3E CHANGE TRANSMITTAL 1

Commander, Space and Naval Warfare Systems Command

Subj: SPAWAR DIRECTIVES SYSTEM

- (1) Processing Procedures in Preparation and Review of Directives
- (2) Directives Checklist

Purpose. To revise the basic instruction

2. Action. Addressees are requested to replace enclosures (1) and (2) of basic instruction with revised enclosures.

3. Cancellation. This change transmittal is cancelled when prescribed action is completed, but should be attached to the basic instruction to indicate authority for making changes.

Distribution:
SPAWAR List 6


K. D. SLAGHT
Vice Commander

SNDL Part II:
FKQ (SPAWAR Activities)

PROCESSING PROCEDURES IN PREPARATION AND REVIEW OF DIRECTIVES

Task	Originator	Program Dir/Mgr, Directorate Head and Head of Staff Office	SPAWAR 08-44	SPAWAR 00/09 Signature
1. a. Prepares single spaced draft in standard format. Includes necessary references, comments and brief sheet. b. Forwards to Program Director/Manager, Directorate Head or Head of Staff Office for Preliminary approval with necessary references.	①			
2. Disapproves/Approves draft and returns originator.		②		
3. a. Draft is distributed for review and comments. b. Submit draft copy via e-mail to francep@spawar.navy.mil for review and final format.	③			
4. a. Performs review. b. Returns draft copy with comments to Originator.		④		
5. a. Performs final review before submitting for signature. b. Signature authority is defined in SPAWARINST 5402.1P c. Submits to Commander/Vice Commander for signature via 08-44.	⑤			
6. a. Signs and returns to 08-44 b. If action other than signature is decided upon SPAWAR 08-44 is informed.		⑥		

7 November 2000

DIRECTIVES CHECKLIST

		Yes	No
1	Program Directors/Managers, Directorate Heads and Heads of Staff Offices concurrence?		
2	Format O.K.? Type of directive, paragraphing, major grammatical errors?		
3	Possible conflict with or duplication of another directive?		
4	Proper codes listed for staffing?		
5	Time allotted for procurement of forms?		
6	Forms and/or reports cleared through SPAWAR 08-44?		
7	Time allotted for staffing reasonable?		
8	Adequate distribution (internal and external)?		
9	SPAWAR activities or other SNDL codes involved?		
10	Correct security markings? (numbers, downgrading info, espionage paragraphs)		
11	Reasonable cancellation date for notices?		
12	Does directive contain cancellation paragraph concerning previous instructions and notices?		
After Staffing			
1	All staffing codes reply?		
2	Comments pertinent to directive resolved?		
3	Copy of comments retained when forwarded to originator?		
Ready For Signature			
1	Proofread for errors?		
2	Have comments from other codes been included or is explanatory note attached?		
3	Copy of reference attached?		
4	Stocking point typed on directive (if required)?		
5	Brief sheet required and/or attached?		
6	Can directive be signed functionally rather than SPAWAR 00/09?		
Remarks			