DEPARTMENT OF THE NAVY
COMMANDING OFFICER TRARON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA, FLORIDA 32508-5510

TRARONFOURINST 5210.1A
N1
01 Jun 2014

TRAINING SQUADRON FOUR INSTRUCTION 5210.1A

Subj: PERIODIC DIRECTIVES REVIEW SYSTEM

Encl: (1) Directives Review Worksheet

1. Purpose. To efficiently manage squadron directives, it is necessary to establish a specific process by which they will be periodically reviewed and rewritten as necessary.

2. Cancellation. TRARONFOURINST 5210.1

3. Discussion. To efficiently manage squadron directives, it is necessary to establish a specific process by which they will be periodically reviewed and rewritten as necessary.

4. Procedures.

a. On the first working day of each month, all instructions and notices with an anniversary date or a cancellation date during that month will be removed from the squadron directives file.

b. For each of these directives, two copies of enclosure (1), the directives review worksheet, will be prepared. One copy will be routed with the directive to the department head review tickler file with a due date no later than the last working day of that month. One copy will be retained in Admin.

c. Upon receipt of the directive and the review worksheet, the department head shall fill out the review worksheet and proceed as follows:

(1) If the directive no longer serves a useful purpose, the department head will indicate a cancellation date in the "Cancellation" block, sign the form, and return it to the Administrative Officer.

(2) If the directive is still functional and correct as it stands, the department head will indicate this in the "No Action" block, sign the form, and return it to the Administrative Office.

(3) If revisions, change transmittals, or consolidations are necessary, the department head will note this in the appropriate block. A legible, double spaced rough will be submitted to the Administrative Office for typing.

(4) In the case of consolidations, the original versions of all directives involved will be submitted along with the new directive and the review form.

(5) In any case, the directive and review worksheet will be returned to the Administrative Office by the last working day of the month.

d. Upon receipt of the review worksheet and the directive, the Administrative Officer shall take appropriate action as follows:

(1) Directives marked for cancellation will be cancelled as of the date indicated on the worksheet.

(2) If "No Action", is indicated, file the review worksheet with the directive to retain in master files.

(3) If "Revision", "Change Transmittal" or "Consolidation" is indicated, the new directive will be processed as necessary for the commanding officer's signature, then published.

5. Exceptions. Although the administrative office will automatically request cancellation, retention, or revision of directives during their anniversary or cancellation month, department heads may recommend cancellation or revision of any directives under their cognizance whenever appropriate. All directives will be revised or cancelled every seven years in accordance with Directives Issuance System (SECNAVINST 5215.1D).

6. Responsibilities.

a. The Administrative Officer shall ensure the strict adherence to the outlined procedures.

b. Individual department heads shall take action upon receipt of directives and review forms.

S. White

S. S. WHITE

Distribution:
TRARONFOURINST 5216.2
List I

DIRECTIVES REVIEW WORSHEET

The Instruction listed below was originated within your Dept/Div and was released the month of _____. Please review the instruction and initial the applicable "action to be taken" block, i.e. Cancellation, Revision, Change Transmittal or No Action. Fill in the date the review was completed and return this form with folder and all of it's contents to Admin.

Subj:

FROM	TO

INSTRUCTION NUMBER	DATE OF INSTRUCTION BEING REVIEWED	ACTION TO BE TAKEN				DATE REVIEW COMPLETED
		CANCEL INSTRUCTION	REVISE INSTRUCTION	CHANGE TRANSMITTAL REQUIRED	NO ACTION REQUIRED	

REMARKS (Instructions over seven years old should be revised or cancelled)

REVIEW INSTRUCTION - RETURN TO ADMIN WITH ACTION ANNOTATED ABOVE -

SIGNATURE		*DATE*		*SIGNATURE (Dept/Div Head)*	*DATE*

Enclosure (1)