



DEPARTMENT OF THE NAVY

TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA FL 32508-5502

TRARONTENINST 5210.1G

11000

17 May 2013

TRAINING SQUADRON TEN INSTRUCTION 5210.1G

Subj: PERIODIC DIRECTIVES REVIEW

Encl: (1) Directives Review Worksheet

1. Purpose. To efficiently manage squadron directives, it is necessary to establish a specific process by which directives will be periodically reviewed and rewritten as necessary.
2. Cancellation. TRARONTENINST 5210.1F
3. Discussion. This is a process to establish procedures to assist originators in the periodic review of directives under their purview. The process is intended to review proposed directives prior to signature for compliance with established formatting standards, security, appropriate standard subject identification code (SSIC), currency of references, editorial standards, reporting requirements, and overlap or conflict with other directives. Furthermore, the process will establish a way to identify deficiencies and make recommendations or determinations as to what is appropriate for signature and release.
4. Procedures
 - a. A yearly review of command directives will be conducted 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. Two copies of enclosure (1), the Directives Review Worksheet, will be prepared for each directive. One copy will be retained in Admin for the tickler file with a due date no later than the last working day of that month. The second copy will be routed with the directive to the responsible department head for review.
 - c. Upon receipt of the directive and the Directives Review Worksheet, the department head shall fill out the Directives 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 "Cancel Instruction" block, sign at the bottom of the form, and return the complete package to the Administrative Supervisor.

(2) If the directive is still functional and correct as it stands, the department head will indicate this in the "No Action Required" block, sign at the bottom of the form, and return the complete package to the Administrative Supervisor.

(3) If revisions, change transmittals, or consolidations are necessary, the department head will annotate this in the "Revise Instruction", "Change Transmittal Required" or "No Action Required" block on the Directives Review Worksheet. A legible, double spaced rough draft of the changes will be submitted to the Administrative Office for typing with an electronic copy forwarded to the Administrative Supervisor.

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

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

d. Upon receipt of the Directives Review Worksheet and the directive, the Administrative Supervisor 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 Required" is indicated, file the Directives Review Worksheet with the directive in the Administrative master files.

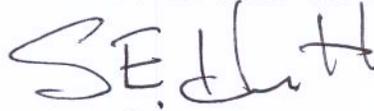
(3) If "Revise Instruction", "Change Transmittal Required" or "No Action Required" is indicated, the new directive will be processed as necessary for the Commanding Officer's signature, than published on the VT-10 Wildcats website.

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 Navy Directives Issuance System (OPNAVINST 5215.17).

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 Directives Review Worksheet.



S. E. HNATT

Distribution:
TRARONTENINST 5216.2AA
List I

