



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO  
P.O. BOX 3990  
COLUMBUS, OHIO 43218-3990

NAVCRUITDISTOHIOINST 5215.1L

10

17 JUN 2014

NAVCRUITDISTOHIO INSTRUCTION 5215.1L

Subj: ANNUAL REVIEW OF COMMAND DIRECTIVES

Ref: (a) SECNAVINST 5210.2  
(b) SECNAVINST 5215.1D  
(c) OPNAVINST 5215.17

Encl: (1) NRD Ohio Directive Review Memorandum

1. Purpose. To update the annual review policy for Navy Recruiting District Ohio directives per references (a) through (c).

2. Cancellation. NAVCRUITDISTOHIOINST 5215.1K.

3. Policy. Directives issued by this command shall be reviewed annually using the anniversary month by the originator with the following objectives:

a. Ensuring compliance with existing directives from higher authority and the necessity for issuing a command directive to amplify the referenced directive.

b. Ensuring currency and clarity of an existing command directive.

c. Recommending changes, revisions, consolidation or cancellation to command directives will use enclosure (1) for forwarding recommended action.

Note: During the directives review process, the originator shall verify all references cited for accuracy.

4. Action

a. The Administrative Officer is the Directives Review Officer. He/she shall:

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(1) Distribute command directives for review by the originating department on the first day of the anniversary date month as indicated, attaching enclosure (1) as appropriate to each directive.

b. Originating departments:

(1) Will submit to the Executive Officer a copy of the directives reviewed with enclosure (1).

(2) Will ensure uniformity of command directives are maintained per references (a) through (c) and this directive.

(3) Complete the review not later than 15 days from the date established by the Administrative Officer.



JOHN L. NGUYEN

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1 7 JUN 2014

\_\_\_\_\_  
(Date)

MEMORANDUM

From: Administrative Officer  
To:

Subj: NAVY RECRUITING DISTRICT OHIO DIRECTIVE REVIEW

Ref: (a) SECNAVINST 5210.2  
(b) SECNAVINST 5215.1D  
(c) OPNAVINST 5215.17  
(d) NAVCRUITDISTOHIOINST 5215.1L

Encl: (1) \_\_\_\_\_ (Command Directive to be reviewed)

1. To meet annual review requirements of references (a) through (d), enclosure (1) is forwarded for action. Review directive for accuracy, completeness and applicability. Upon review, determine whether the directive should remain in effect, be updated, cancelled or consolidated with another published directive, as appropriate and return to the Administrative Officer not later than \_\_\_\_\_. When review has been completed, please check the applicable item below and return this memorandum to the Administrative Officer for filing.

I. M. ADMIN

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\_\_\_\_\_  
(Date)

FIRST ENDORSEMENT

From:  
To: Administrative Officer

1. Enclosure (1) has been reviewed and I recommend the following action:

- ( ) Effective Instruction/Notice
- ( ) Extend Instruction/Notice one year (CO's signature required)
- ( ) Cancel Instruction/Notice
- ( ) Under revision - expected completion date \_\_\_\_\_.
- ( ) Consolidate with \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

Enclosure (1)