



DEPARTMENT OF THE NAVY

NAVAL RESERVE OFFICERS TRAINING CORPS
THE TULANE UNIVERSITY OF LOUISIANA
NEW ORLEANS, LA 70118

IN REPLY REFER TO:

NROTCTUINST 5216A
05 October 2012

Navy Reserve Officer Training Corps UNIT TULANE UNIVERSITY INSTRUCTION
5216.1A

Subj: PROCEDURES FOR PREPARATION AND DISTRIBUTION OF NROTCU TULANE
UNIVERSITY DIRECTIVES

Ref: (a) SECNAVINST 5215.1D
(b) NSTCINST 5216.1B

Encl: (1) NROTCU Tulane University Directive Distribution List
(2) Directive Review Memorandum

1. Purpose. To delineate the preparation of directives issued by this Unit and to establish the distribution lists to be utilized in the dissemination of directives.
2. Creation. 5216.1A
3. Action. All directives issued by this Unit will be categorized and administered in accordance with reference (a).
4. Preparation. Originators of all NROTCU Tulane directives shall prepare a rough draft in accordance with reference (a) to be submitted via the Administrative Officer for approval by the Commanding Officer.
5. Distribution Policy. The Administrative Office will distribute copies of all directives per enclosure (1).
6. Maintaining Directives. A master set of original directives shall be maintained by the Administrative Officer. An electronic file copy of all signed instructions and notices will be posted in the Staff Directory folder located on the Unit's LAN server.
7. Revisions/Changes to Directives. Revisions or changes to directives may be made at any time. To ensure periodic revision of current directives and the elimination of excess and obsolete directives, the Administrative Officer will distribute a monthly listing of instructions due for annual review utilizing enclosure (2). Action Officers will ensure the review of all directives under their cognizance in order to maintain current and up-to-date directives. The directives review will function as follows:
 - a. Enclosure (2) will be distributed to the cognizant Action Officer. This endorsement will be returned to the Administrative Officer no later than 14 days after receipt.
 - b. Should a substantial revision be required, the directive shall be revised and a rough draft of the revision submitted to the Administrative Officer.

c. The Administrative Officer will maintain the Directive Review memorandum on file with the master directives.

8. Numerical Check List. The Administrative Officer Shall prepare and issue a numerical check list of all effective directives annually (NROTCTUINST Tulane Univercity 5215).


A. P. CHATHAM

Distribution:
List I

NROTCU TULANE UNIVERSITY DIRECTIVE DISTRIBUTION LISTNumber of CopiesList I. ASSIGNED STAFF

a. Commanding Officer/Executive Officer	1
b. Marine Officer Advisor	1
c. Senior Advisor	1
d. Junior Advisor	1
e. Sophomore Advisor	1
f. Freshman Advisor	1
g. Assistant Marine Officer Advisor	1
h. Storekeeper	1
i. OPMIS Coordinator	1
j. Tulane Secretary	1

List II. ISIC COMMANDS

a. Commander, Naval Education and Training Command	1
b. Commander, Naval Service Training Command	1

(Date)

MEMORANDUM

From: Admin Officer, NROTC Unit, Tulane University
 To: _____, NROTC Unit, Tulane University

Subj: ANNUAL REVIEW OF COMMAND DIRECTIVES

Encl: (1) NROTCUTU Instruction XXXX.XX

1. Enclosure (1) is due for annual review.
2. Request first endorsement must be completed and returned to the Admin Officer no later than _____.

Very respectfully,

FIRST ENDORSEMENT

From: _____, NROTC Unit, Tulane University
 To: Admin Officer, NROTC Unit, Tulane University

1. Enclosure (1) has been reviewed and the following action is recommended.

- _____ a. Directive is still current and requires no revisions.
- _____ b. Directive is not up-to-date, revisions attached.
- _____ c. Cancel directive.
- _____ d. Incorporate into unit SORM.

(Signature)

Enclosure (2)