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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON 25, D. C.

OPNAV 5602.1A
Op-09B2B
Ser 66P09B2
19 October 1960

OPNAV INSTRUCTION 5602.1A

From: Chief of Naval Operations
To: Distribution List

Subj: Joint Documents; processing of

Ref: (a) OPNAVINST 5216.10 of 18 Dec 1958 (Guidebook for
Joint Action)

Encl: (1) SECNAVINST 5602.5 of 27 Apr 1960
(2) SECNAVINST 5602.1A of 27 Apr 1960

1. Purpose. This Instruction establishes procedures in the Office of the Chief of Naval Operations for the implementation of enclosure (1). Enclosure (2) is related and is distributed for information and compliance.

2. Cancellation. OPNAV Instruction 5602.1 of 20 May 1960 is hereby cancelled and superseded.

3. Background. Prior to the promulgation of enclosure (1), the Assistant Vice Chief of Naval Operations/Director of Naval Administration (Op-09B) authenticated all joint documents, regardless of the cognizant Bureau or Office. Under the revised procedures authentication is not required on joint documents other than those to be printed in the Federal Register, which the Office of the Judge Advocate General will authenticate. Joint documents will be signed by the Chief of the cognizant Bureau or Office, or by the appropriate Civilian Executive Assistant to the Secretary of the Navy.

4. Procedures in OPNAV. In those cases where OPNAV is the cognizant Office of a Navy-sponsored joint document, distribution to the other Departments for official processing will be effected through Op-09B1S (Directives Control) and the Administrative Officer, Navy Department (Publications Division). For joint documents sponsored by other Departments on which OPNAV is the cognizant Navy Office, processing will be coordinated by Op-09B1S (Directives Control). Op-09B has been designated to sign appropriate joint documents for the Chief of Naval Operations.

OPNAVINST 5602.1A

5. Coordination with Joint Staff. Joint Service agreements and regulations which contain directives to commanders of unified or specified commands must be approved by the Joint Chiefs of Staff prior to promulgation. When Navy is the sponsoring service, the cognizant OPNAV office is required to insure that such proposed directives are coordinated with the appropriate element of the Joint Staff during the formative stages of the individual agreement. Liaison with the Joint Staff will be effected through the appropriate OPNAV Service Representative listed in Part I of reference (a). After interservice agreement has been reached, the document must be officially forwarded by the sponsoring service to the Joint Chiefs of Staff for approval. Prior to forwarding a joint document to Op-09B for signature, the cognizant OP will include one of the two following statements in the covering memorandum:

"This joint regulation contains no directive to a Unified or Specified Commander", or

"This joint regulation does apply to Unified and/or Specified Commanders and will be forwarded by this office (or the Army or Air Force, as appropriate) to the Joint Chiefs of Staff for approval, prior to its promulgation."

6. Action. All offices in OPNAV will process joint documents in accordance with the provisions of enclosure (1) and paragraphs 4. and 5. above.



G. R. DONAHO

Assistant Vice Chief of Naval Operations/
Director of Naval Administration

Distribution:

Op-09B (5)
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Op-007 (1)
Op-01 (3)
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Copy to:

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DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

SECNAV 5602.5
SO-4:RSH
27 April 1960

SECNAV INSTRUCTION 5602.5

From: Secretary of the Navy
To: Distribution List

Subj: Processing of joint documents

Ref: (a) SECNAVINST 5602.1A of 27 Apr 1960
Subj: Authentication of official documents
except for courts-martial and other court
or legal proceedings
(b) NMOINST 5215.3 of 20 Jan 1956, Subj: Guide
for Administration of the Navy Directives
System

Encl: (1) Sample signature sheet, when not authenticated
(2) Sample signature sheet, when authenticated

1. Purpose. The purpose of this Instruction is to establish the standards for processing joint documents.

2. Background. Documents requiring agreement or community action with one or more of the military departments or with civilian departments or agencies, if not the subject of a DOD Directive or Instruction, will generally be promulgated by each of those departments or agencies in its own version and system. When uniformity is mandatory, such documents will be promulgated jointly. These joint documents will be processed in accordance with this Instruction, and issued in the Navy and/or Marine Corps directives system(s) or as manuals or technical publications.

3. Definition. Joint documents are directives, regulations, and publications issued in a single version by two or more departments or services of the Government on occasions when a requirement for interdepartmental uniformity necessitates identical language, form, or timing.

4. Standards and procedure. The originating or cognizant bureau or office will be responsible for processing joint documents in accordance with the following standards and procedure. Changes, corrections, or revisions to existing joint documents are handled in the same manner.

a. Coordination at Working Level

(1) Preliminary work is usually accomplished by a joint working group which resolves problems and details to mutual satisfaction and assigns coordination responsibility to one of the participating departments.

(2) A preliminary draft manuscript is prepared by the coordinating department for working level review by each department concerned.

(3) Any divergencies among naval activities concerning the preliminary draft will be resolved and any necessary changes embodied in a manuscript setting forth the Department of the Navy's proposal. If one of the other departments has accepted responsibility for coordination, the Department of the Navy's proposal will be forwarded to the coordinating department.

b. Routing for Clearance and Signature

(1) When a bureau or office of the Navy Department has coordination responsibility, it will be responsible for the following:

(a) Preparing the final manuscript and an appropriate signature page. The signature page will be prepared as illustrated by enclosure (1) or, if authentication is required pursuant to subparagraph 4b of reference (a), will be prepared as illustrated by enclosure (2). Whenever responsibility for the subject matter is so equally divided among two or more bureaus or offices that no bureau or office can be considered to have primary responsibility, the signature page will be prepared for signature by the appropriate Civilian Executive Assistant to the Secretary of the Navy.

(b) Preparing the document in the following manner for signature by the chief of the cognizant bureau or office or by the appropriate Civilian Executive Assistant:

1. A Navy identification number will be assigned (i.e., Instruction number, publication number, or other identification number).

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2. A brief, addressed to the chief of the cognizant bureau or office or to the appropriate Civilian Executive Assistant, will be attached to the manuscript and signature page and will include:

a. Background information.

b. Basic content and scope of the document.

c. A summary of the reciprocal action taken by the departments involved in the preparation of the document.

d. Information as to the method by which Department of the Navy copies are to be procured and distributed, including the share of the cost of be borne by each interested component of the Department if cognizance of the publication is divided.

(c). Routing the complete document for signature via all interested bureaus and offices and, if appropriate, Headquarters, U.S. Marine Corps. Transmitting the document, after signature by the cognizant Department of the Navy official(s), to the Administrative Officer, Navy Department (Publications Division), who will obtain Army and/or Air Force concurrence and return to the Navy originator. The forwarding document will include information concerning the publication number assigned, the Navy distribution information to be shown on the joint document, and the method by which Navy copies are to be procured and distributed. If the Marine Corps is a co-signer, it will also assign to the document an appropriate Marine Corps identifying number and will furnish, by endorsement to the forwarding document, its distribution information and information as to how its copies are to be procured and distributed.

(2) When one of the other departments has coordination responsibility, the Administrative Officer, Navy Department (Publications Division), will effect proper routing within the Navy Department, and the cognizant Navy bureau or office and the Marine Corps, if appropriate, will furnish the same information as in the case of a Navy-originated joint document. Upon completion of all necessary approval actions, the document will be returned, via the Administrative Officer, Navy Department (Publications Division), to the originating department.

(3) The Departments of the Army and the Air Force do not require the signatures of their approving officials on the signature page. Instead, those officials have delegated authority to certify their concurrence by letter of approval.

c. Distribution and Promulgation. Prior to forwarding a manuscript to the chief of the cognizant bureau or office or to a Civilian Executive Assistant for signature, the originator should determine the method by which the joint document is to be procured and distributed for the Department of the Navy. When a Civilian Executive Assistant signs the document because of divided cognizance, the cognizant bureaus and offices and Headquarters, U.S. Marine Corps, will mutually agree upon the share each will bear of the cost of financing the requirements of the Department of the Navy. The date of the joint document will be a date on which concurrence of all participating departments is received and will be the same for all departments, with concurrent issuance where possible. Promulgation may be effected by use of one of the following options:

(1) OPTION I. Participation by interested departments in a single printing by "riding" the printing requisition of the originating department. This method should be used when the size of the document is such that this method would be the most economical as to printing costs, size, and storage factors. If the document is to be issued in the Navy or Marine Corps Directives System and printed in a size different from the 8" x 10½" size normally used in Navy, a cross-reference (locator) sheet, as prescribed by reference (b), should be attached to the joint document when distributed, for use in directives binders. Further, whenever under this option Navy will "ride" an Army or Air Force requisition, the following will be furnished to the Administrative Officer (Publications Division) at the same time that the final manuscript and signed signature sheet are forwarded to that Office:

(a) The Department of the Navy distribution to be shown on the joint document.

(b) A completed Standard Form 1, Printing and Binding Requisition (less requisition number) prepared to "ride" the Army or Air Force requisitions.

(2) OPTION II. Concurrent promulgation within its own issuance system by each of the interested departments. When the final manuscript has been signed by all departments concerned and one of the other departments is the cognizant authority, the cognizant Navy activity should request that it be furnished a copy of the approved, edited and dated manuscript for concurrent promulgation. When the Army or the Air Force is the sponsoring department, the copy of the manuscript may be obtained from the Administrative Officer, Navy Department (Publications Division),

5. Documents to be Printed in the Federal Register. If the Department of the Navy is the coordinating agent, the cognizant activity shall be responsible for determining whether the joint document is required, by law or otherwise, to be printed in the Federal Register. If such printing is required, the document will be prepared in accordance with Regulations, Administrative Committee of the Federal Register, 1 CFR 1.0-40.15, 24 F.R. 2343.



JOHN H. DILLON
Administrative Assistant to the
Secretary of the Navy

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DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON 25, D.C.

SECNAV 5602.5 SUP-1
SO-4:RSH
31 October 1960

SECNAV INSTRUCTION 5602.5 SUP-1

From: Secretary of the Navy
To: Distribution List

Subj: Coordination of joint documents with the Joint Staff

1. Purpose. This Supplement promulgates procedures for coordinating certain joint documents with the Joint Staff.

2. General. The Joint Chiefs of Staff have requested that Joint Service agreements and regulations which contain directives to commanders of unified or specified commands be cleared by the Joint Chiefs of Staff prior to promulgation.

3. Action. When a bureau or office of the Navy Department or the Headquarters, U.S. Marine Corps has coordination responsibility on a joint document which contains directives to commanders of unified or specified commands, the document should be forwarded, prior to promulgation, to the Chief of Naval Operations or the Commandant of the Marine Corps, as appropriate, for coordination with the Joint Staff.

A handwritten signature in black ink, appearing to read "John H. Dillon", is positioned above the typed name.

JOHN H. DILLON
Administrative Assistant to the
Secretary of the Navy

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Enclosure (1)

OFFICE OF THE SECRETARY

SECNAVINST 5602. 5
27 April 1960

BY ORDER OF THE SECRETARIES OF THE ARMY, THE NAVY, AND
THE AIR FORCE:

OFFICIAL:

JOHN B. DOE,
General, United States Army,
Chief of Staff.

H. I. JAY,
Major General, United States Army,
The Adjutant General.

A. B. SEA,
Cognizant Navy Official.
(Civilian Executive Assistant to SECNAV,
CNO or his designee, Bureau or Office Chief)

OFFICIAL:

G. H. EYE,
Chief of Staff,
United States Air Force.

J. K. ELL,
Colonel, United States Air Force,
Director of Administrative Services.

K. L. EMM,
General, U.S. Marine Corps,
Commandant of the Marine Corps.
(or Deputy Chief of Staff (Plans)
or Delegated General Officer)
(Appears only when Marine Corps is co-signer)

Enclosure (1)

22150

Enclosure (2)

OFFICE OF THE SECRETARY

SECNAVINST 5602.5
27 April 1960

BY ORDER OF THE SECRETARIES OF THE ARMY, THE NAVY, AND
THE AIR FORCE:

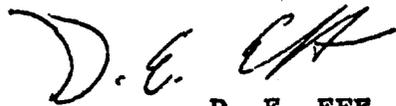
OFFICIAL:

JOHN B. DOE,
General, United States Army,
Chief of Staff.

H. I. JAY,
Major General, United States Army,
The Adjutant General.

OFFICIAL:

A. B. SEA,
Cognizant Navy Official.
(Civilian Executive Assistant to SECNAV,
CNO or his designee, Bureau or Office Chief)


D. E. EFF,
Rear Admiral, United States Navy,
Judge Advocate General.
(Or Deputy, Judge Advocate General)

OFFICIAL:

G. H. EYE,
Chief of Staff,
United States Air Force.

J. K. ELL,
Colonel, United States Air Force,
Director of Administrative Services.

OFFICIAL:


P. Q. ARE,
Major General, U. S. Marine Corps,
Deputy Chief of Staff (Plans).
(Appears only when Marine Corps is co-signer)

K. L. EMM,
General, U. S. Marine Corps,
Commandant of the Marine Corps.
(Appears only when Marine Corps
is co-signer)

Enclosure (2)



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON 25, D.C.

SECNAV 5602.1A
SO-4:RSH

27 APR 1960

SECNAV INSTRUCTION 5602.1A

From: Secretary of the Navy
To: Distribution List

Subj: Authentication of official documents except for courts-martial and other court or legal proceedings

Ref: (a) Article 1251, U.S. Navy Regulations, and Article 54, UCMJ
(b) SECNAVINST 5800.4A of 24 Sep 1959, Subj: Publication of Department of the Navy material in the Federal Register
(c) SECNAVINST 5602.5 of 27 Apr 1960 Subj: Processing of joint documents

1. Purpose. This Instruction prescribes procedures and delegates authority for Department of the Navy authentication as may be necessary on official documents other than those pertaining to courts-martial and other court or legal proceedings as prescribed by reference (a).

2. Cancellation. SECNAV Instruction 5602.1 of 31 August 1953, Subj: Authentication of correspondence and directives reproduced for multiple distribution, and OPNAV Instruction 5216.5A of 26 March 1956, Subj: Processing and authentication of joint documents, are superseded and canceled by this Instruction.

3. Definition. For purposes of this Instruction, authentication is the certification by a duly authorized person that a document has been validly prepared, signed, and issued, and is official.

4. Delegations and Procedures. Authentication will be required, and authority therefor is delegated, as follows:

a. After signing of a letter or directive, any additional action copies for addressees of individually distributed Department of the Navy letters or directives must bear the original or reproduced signature of either the signing official or a subordinate authorized to authenticate for him.

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OFFICE OF THE SECRETARY

b. Material required to be published in the Federal Register will be forwarded to the Judge Advocate General for the Department of the Navy authentication and submission to the Division of the Federal Register, General Services Administration, pursuant to reference (b).

c. Unless prescribed otherwise (e.g., reference (a)), copies of records or documents furnished by their custodian in response to a legitimate request will be authenticated or certified, when necessary, by the custodian or his designee.

d. The Judge Advocate General and/or the Deputy Judge Advocate General are authorized to authenticate such other documents signed by Department of the Navy officials as may be required for purposes of validation and departmental identification external to the Department of Defense.

5. Publications and Officially Transmitted Directives. Letters or directives which are printed as integral parts of properly promulgated official publications, and directives which are distributed to all Ships and Stations under cover of Administrative Office, Navy Department, Transmittal Sheets are verified prior to printing. Therefore, reproductions of signatures may be omitted, and the verified names of the signing officials may be inserted by the same method of composition employed for the text.

6. Joint Documents. Any document issued jointly with other departments (regulations, directives, publications, etc.) will be signed on behalf of the Department of the Navy by the official(s) who would normally promulgate it in the Department. Authentication is not necessary except where paragraph 4 applies, and reproduction of signatures may be omitted under the provisions of paragraph 5. Joint documents will be processed in accordance with reference (c).

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F. A. BANTZ
Under Secretary of the Navy