



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
22347 CEDAR POINT ROAD, UNIT 8
PATUXENT RIVER, MARYLAND 20670-1161

Canc frp: Sep 2005

NAVAIRWARCENACDIVNOTE 5215
781700A
SEP 08 2004

NAVAIRWARCENACDIV NOTICE 5215

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: LISTINGS OF EFFECTIVE NAVAIRWARCENACDIV INSTRUCTIONS
AND NOTICES

Ref: (a) SECNAVINST 5215.1C, Department of Navy Directives
Issuance System

Encl: (1) Numerical Listing of Effective NAVAIRWARCENACDIV
Instructions
(2) Numerical Listing of Effective
NAVAIRWARCENACDIV/NASPAXRIV Instructions
(3) Numerical Listing of Effective
NAVAIRWARCENACDIV/NAVAIRWARCENWPNDIV Instructions
(4) Numerical Listing of Effective NAVAIRWARCENACDIV
Notices
(5) Guidelines for Conducting Directive Reviews

1. Purpose. To issue numerical listings of effective instructions and notices under the cognizance of the Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) per reference (a).

2. Cancellation. NAVAIRWARCENACDIVNOTE 5215 of 9 October 2002.

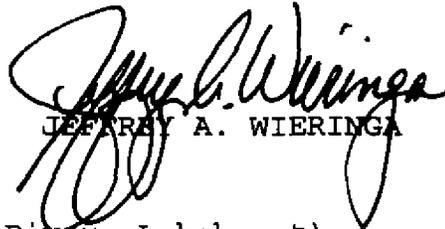
3. Action

a. Responsible codes will continually review the need for and currency of their applicable instructions and notices listed in enclosures (1) through (4) while using the guidelines provided in enclosure (5). Reviews will be conducted on the anniversary date of an instruction and submitted to the Directives Management Officer (DMO) at Commander, NAVAIRWARCENACDIV, ATTN: Glenda Hill, 781700A, Bldg 405 Suite 1, 22133 Arnold Circle, Patuxent River, MD 20670-1551 for revision or cancellation, as appropriate. All instructions to be cancelled require written approval (competency level) and the reason for cancellation (i.e., the instruction has served its purpose or was superseded by another instruction) and shall be provided to the DMO.

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b. The DMO will periodically conduct a separate review of instructions 7 or more years old to ensure overall currency of effective instructions under the cognizance of the NAVAIRWARCENACDIV.

4. Cancellation Contingency. This notice will remain in effect until it is superseded, or for record purposes, 30 September 2005



JEFFREY A. WIERINGA

Distribution:

NAVAIRWARCENACDIV (Patuxent River, Lakehurst)
NAVAIRWARCENWPNDIV
NAVAIRWARCENTRASYS DIV Orlando
CONAS Patuxent River

NUMERICAL LISTING OF
EFFECTIVE NAVAIRWARCENACDIV INSTRUCTIONS

INST. NO.	CODE	DATE	SUBJECT
1301.2C	550006A	26-Mar-91	POLICY FOR ASSIGNMENT TO AVIATION SAFETY OFFICER BILLETS
1306.1A	80010DA	21-Jun-00	NAVAIRWARCENACDIV/NAS, PATUXENT RIVER/NAVTESTWINGLANT COMMAND MASTER CHIEF
1330.2	090000A	15-Mar-96	POLICIES FOR MILITARY PERSONNEL ASSIGNMENT AND PERFORMANCE EVALUATION
1650.1B CH-1	8000D1A	10-Feb-00 15-Mar-00	LETTERS OF COMMENDATION AND APPRECIATION FOR MILITARY PERSONNEL
1700.1A CH-1	8000D1A	25-Feb-99 2-May-00	SAILOR OF THE YEAR PROGRAM
2100.1	721100A	31-Oct-94	NAVAIRWARCENACDIV DEFENSE MESSAGE SYSTEM
2319.1	721100A	26-Jul-99	AUTHORITY TO RELEASE MESSAGES
2400.1A	511300A	11-Jun-01	RADIO FREQUENCY MANAGEMENT
3120.1	4K3000A	30-May-95	SHIPBOARD AND OFF-SITE SHORE BASED AIRCRAFT TEST OPERATIONS
3432.1A	744000A	15-Jul-02	OPERATIONS SECURITY
3700.2A	51000JA	2-Nov-00	RANGE SAFETY POLICY
3710.1	51J000A	24-Jan-01	RANGE SAFETY MANUAL
3800.1	7450000A	18-Apr-95	SPECIAL SECURITY OFFICE (SSO)
3880.1	4J0000A	21-Dec-92	INTELLIGENCE SUPPORT PROGRAM
3900.1	464700A	5-Mar-02	PROTECTION OF HUMAN SUBJECTS

Enclosure (1)

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INST. NO.	CODE	DATE	SUBJECT
3960.1 CH-1	514000A	26-Feb-01 22-Apr-04	OPERATION, USE, AND SCHEDULING OF THE AIRCRAFT TEST AND EVALUATION FACILITY
3960.2A CH-1	511400A	16-Nov-99 24-Aug-01	GENERAL OPERATING PROCEDURES FOR THE AIRCRAFT TEST AND EVALUATION FACILITY
4220.1M	820000A	10-Oct-90	PROCUREMENT OF MATERIAL AND SERVICES ON EXTENDED FLIGHTS
4630.1J	090000A	21-Dec-90	PROCEDURES FOR OBTAINING LOGISTICS SUPPORT AIRLIFT
4860.1C	70000XA	28-Sep-88	COMMERCIAL ACTIVITIES (CA) PROGRAM
5100.5B	800000A	4-May-87	SYSTEMS SAFETY ENGINEERING POLICY AND PROCEDURES
5200.1	80000DA	21-Jun-00	NAVAIRWARCENACDIV MANAGEMENT CONTROL PROGRAM
5200.2	80000DA	30-May-00	COMMAND EVALUATION PROGRAM
5200.4A CH-1	721200A	27-Jun-90 10-Jan-91	NAVAIRTESTCEN TECHNICAL INFORMATION PROGRAM
5211.1 CH-1	770000A	30-Nov-00 15-Nov-02	IMPLEMENTATION OF THE PRIVACY ACT OF 1974
5213.1	4K0000A/550000A	1-Mar-94	DEVELOPMENTAL TEST/OPERATIONAL TEST TRANSITION REPORT
5213.19B	721200A	1-Feb-91	FORMS MANAGEMENT FOR THE NAVAL AIR TEST CENTER/NAVAL AIR STATION
5214.1A	4K0000A	1-Mar-94	REPORT POLICY
5215.1A	781700A	1-Aug-01	NAVAIRWARCENACDIV DIRECTIVES ISSUANCE SYSTEM
5216.1 CH-1	725000A	8-Jun-99 28-Feb-03	NAVAIRWARCENACDIV SIGNATURE AUTHORITY

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INST. NO.	CODE	DATE	SUBJECT
5230.1A	740000A	25-Feb-99	VISITS AND ASSIGNMENTS OF FOREIGN REPRESENTATIVES
5230.7	72000AA	13-Jan-86	DATA ADMINISTRATION FUNCTION
5230.8	72000BA	29-Dec-86	GENERAL OPERATING PROCEDURES FOR THE CENTRAL SCIENTIFIC COMPUTER COMMUNICATIONS NETWORK (CSCCN)
5239.1	742000R	3-Aug-95	NAVAIRWARCENACDIV INFORMATION SYSTEMS SECURITY (INFOSYSSEC) PROGRAM
5270.1	720000A	8-Jun-00	CORPORATE E-MAIL POLICY ON MESSAGE SIZES
5270.2	720000A	26-Jun-00	CORPORATE POLICY ON E-MAIL STORAGE
5290.1A CH-2	721200A	26-Jul-88 12-Dec-88	AUDIOVISUAL (AV) MANAGEMENT AND OPERATIONS
5300.1A	734000A	6-Jan-98	PREVENTION OF SEXUAL HARASSMENT
5350.1	8000D1A	18-Jun-92	PERSONAL EXCELLENCE PROGRAM
5350.4A	HOSPITAL	8-Jun-88	SUBSTANCE ABUSE PREVENTION AND CONTROL
5355.1A CH-1	811100A/I-2	8-Aug-01 23-Apr-03	DRUG AND ALCOHOL PREVENTIVE EDUCATION
5355.2 CH-1	811100A/I-3	23-May-00 23-Apr-03	DRUG AND ALCOHOL ADVISOR PROGRAM
5400.2	480000B	7-Oct-99	FLEET TECHNICAL SERVICE SUPPORT OF NAVAL AIR SYSTEMS COMMAND COGNIZANT SHIP AND SHORE INSTALLATION EQUIPMENT
5400.3A	J00000A	8-Sep-03	DESIGNATION OF REQUIREMENTS ANALYSIS ENTERPRISE TEAM
5420.2B	000000A	1-Jul-98	EXECUTIVE MANAGEMENT STRUCTURE

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INST. NO.	CODE	DATE	SUBJECT
5420.3A	110000A	9-Aug-02	INVENTION EVALUATION BOARD
5420.12A	700000A	17-Jul-90	ESTABLISHMENT OF COMMAND MANAGEMENT BOARDS
5430.1	80000DA	23-May-00	INTEGRITY AND EFFICIENCY
5450.5C	511100A	30-Jul-04	PATUXENT CENTRAL SCHEDULING OFFICE
5451.3A	800000A	12-Mar-03	NAVAIRWARCENACDIV SITE MANAGEMENT
5451.20	800D16A	28-Jun-85	ESTABLISHMENT OF PROTOCOL OFFICE
5510.1A	741000A	13-Jun-96	NAVAIRWARCENACDIV INFORMATION, PERSONNEL AND INDUSTRIAL SECURITY PROGRAM MANUAL
5512.1B	80000DA	28-Jun-99	MILITARY PERSONNEL IDENTIFICATION NAME TAGS
5720.1 CH-1	K00000A	30-Nov-00 15-Nov-02	RESPONSIBILITIES OF NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION UNDER THE FREEDOM OF INFORMATION ACT
5720.2	000000A	3-Jun-02	INTERNAL/EXTERNAL PUBLIC AFFAIRS, COMMUNITY RELATIONS, AND CONGRESSIONAL LIAISON
5728.1	750000A	15-Mar-96	POLICY FOR RELEASE OF INFORMATION ON WORLD WIDE WEB SERVERS
5740.1	80000DA	21-Jun-00	RELATIONS WITH EXTERNAL AUDIT AGENCY AUDITORS
5750.1	721200A	13-Oct-98	NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION COMMAND HISTORY
6600.1	CLINIC	31-Mar-99	ANNUAL PREVENTIVE DENTISTRY RECALL PROGRAM
6620.1 CH-1	CLINIC	31-Mar-99 29-Apr-00	DENTAL EXAMINATION, TREATMENT, AND APPOINTMENT PROCEDURES
7000.1B	J15000A	15-Jan-02	CAPITAL PURCHASES PROGRAM (CPP)

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INST. NO.	CODE	DATE	SUBJECT
7000.2	760000A	11-Jun-01	COST ESTIMATES, REIMBURSEMENTS, AND FINANCIAL STATUS REPORTS FOR COMMERCIAL SERVICE AGREEMENTS
7000.3	500000A	1-May-02	SIGNATURE AUTHORITY FOR COMMERCIAL SERVICE AGREEMENTS REQUIRING ADMINISTRATIVE MODIFICATIONS
7000.4	110000A	30-Jul-02	PROCEDURES FOR DISTRIBUTION OF PATENT ROYALTIES
7110.1A	J10000A	4-Oct-02	BUSINESS FOCUS GROUP INVESTMENT FUNDNG AND BUSINESS CASE ANALYSIS GUIDANCE
7300.2G	J10000A	3-Jun-02	PROCESSING ADJUSTMENT OF ERRONEOUS CHARGES
7320.1A	829000A	27-Feb-02	NAVAIRWARCENACDIV PROPERTY MANAGEMENT PROCEDURES FOR MINOR PROPERTY AND CLASS 3 AND 4 PLANT PROPERTY
7400.3B	765000A	4-Jan-79	WEEKLY LABOR DISTRIBUTION FOR NON-FLEET MILITARY PERSONNEL; PROCEDURES FOR
12315.1B	731000A	24-Jun-88	PROBATION ON INITIAL APPOINTMENT TO A SUPERVISORY OR MANAGERIAL POSITION
12334.1	110000A	13-Nov-03	PROCEDURES FOR THE INITIATION AND MANAGEMENT OF INTERGOVERNMENTAL PERSONNEL ACT (IPA) AGREEMENTS
12410.1	732000A	3-Mar-94	TRAINING AND DEVELOPMENT OF CIVILIAN EMPLOYEES
12410.2 CH-1	733000A	16-Jan-97 29-Apr-02	STUDENT CAREER EXPERIENCE EMPLOYMENT PROGRAM
12410.3	732000A	6-Jan-98	EXECUTIVE, MANAGEMENT AND SUPERVISORY DEVELOPMENT PROGRAMS
12430.1	732000A	13-Jun-96	FEEDBACK PROCESS GUIDANCE
12451.3A	732000A	10-Oct-03	AWARDS AND RECOGNITION PROGRAM

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INST. NO.	CODE	DATE	SUBJECT
12620.1 CH-1	732000A	14-Sep-95 28-Mar-96	COMPRESSED WORK SCHEDULE (CWS)
12630.2A	732000A	25-Feb-04	FAMILY AND MEDICAL LEAVE
12711.1	731300A	4-Mar-97	JOB ACTION CONTINGENCY PLAN
12713.1	733000A	28-Feb-00	EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
12720.2	734000A	6-Jan-98	UPWARD MOBILITY PROGRAM
12752.1 CH-2	732000A	12-Jul-94 10-Oct-03	FURLOUGH OF CIVIL SERVICE EMPLOYEES
12792.1 CH-1	730000A	25-Apr-95 18-Feb-99	CIVILIAN DRUG-FREE WORKPLACE PROGRAM
12810.1 CH-2	732000A	04-Mar-97 30-Jun-00	INJURY COMPENSATION PROGRAM
13000.1	432600A	24-Feb-93	POLICY AND PROCEDURES FOR DIGITAL FLIGHT CONTROL SYSTEM PRODUCTION SOFTWARE DEVELOPMENTAL TEST AND EVALUATION
13050.1B	55TW3AA	25-Jan-02	AIRCRAFT MODIFICATION/CONFIGURATION CONTROL POLICY, PROCEDURES AND RESPONSIBILITIES
13050.2 CH-1	4K3000A	27-May-92 6-Jun-94	ESTABLISHMENT OF STRUCTURAL AND FUNCTIONAL TESTS OF NEW OR MODIFIED EQUIPMENT OR SYSTEMS IN CARRIER-BASED AIRCRAFT
13050.3	541000A	20-Mar-02	PROCEDURES FOR PLANNING AND COORDINATION OF AIRCRAFT MODIFICATIONS
13640.1	540000A/550000A	16-Apr-02	METROLOGY CALIBRATION (METCAL) PROGRAM
13900.1	542900A	21-Jan-99	SPECIAL FLIGHT TEST INSTRUMENTATION POOL

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INST. NO.	CODE	DATE	SUBJECT
13900.2	542800A	2-Jun-99	PROCUREMENT, CALIBRATION, AND REPAIR OF GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT AND CALIBRATION STANDARDS

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INST. NO.	CODE	DATE	SUBJECT
4650.1	765000A	30-Jun-93	TEMPORARY ADDITIONAL DUTY (TAD) AND RELATED TRAVEL
7410.1	762000A	9-Aug-93	TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES FOR CIVIL SERVICE EMPLOYEES

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NUMERICAL LISTING OF
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INST. NO.	CODE	DATE	SUBJECT
3750.1 CH-1	AD55TW6AA/ WD56V000D	10-Mar-99 28-Jun-00	NAVAL AIR WARFARE CENTER AVIATION SAFETY PROGRAM

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Enclosure (3)

NUMERICAL LISTING OF
EFFECTIVE NAVAIRWARCENACDIV NOTICES

NOTICE NO.	CODE	DATE	SUBJECT
5215	781700A	27-Feb-04	CANCELLATION OF EFFECTIVE NAVAIRWARCENACDIV INSTRUCTIONS
5215	781700A	22-Apr-04	CANCELLATION OF EFFECTIVE NAVAIRWARCENACDIV INSTRUCTIONS
5215	781700A	21-Jul-04	CANCELLATION OF EFFECTIVE NAVAIRWARCENACDIV INSTRUCTIONS
12300	731000A	14-Jan-02	DEPARTMENT OF DEFENSE CIVILIAN EMPLOYMENT STABILITY PROGRAM

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GUIDELINES FOR CONDUCTING DIRECTIVE REVIEWS

1. When reviewing directives under their cognizance, originators shall:

a. Determine if the "Cognizance" of the directive is still correct. Does it belong to another competency or organization?

b. Determine if the directive is still required. Should it be cancelled because it has served its purpose? Has it been replaced by another higher authority directive? If the directive should be cancelled, notify the Directives Management Officer and give the reason for cancellation (in writing).

c. Review the Standard Subject Identification Code (SSIC) (refer to SECNAV Instruction 5210.11D). Is the SSIC number still correct and cover the intended subject matter?

d. Review the references. Are they still current? If the references have been revised, does the current directive need to be revised to comply with the references?

e. Review forms and reporting requirements. If forms and/or reports are mentioned in the directive, are they still current? Are they still required? Are the form and/or report numbers correct? Does a new form or report need to be cited?

f. Ensure the writing style conforms to the SECNAV Correspondence Manual (SECNAV Instruction 5216.5D).

g. Review the directive against other directives with similar subject matter. Can the current directive be combined with any other existing directive to avoid duplication of information?

2. If the review indicates that a directive needs to be revised, can the revision be made through a "Change Transmittal" versus reissuing the directive in its entirety?

3. When drafting a revised directive:

a. Follow the guidance in NAVAIRWARCENACDIV Instruction 5215.1A.

b. Remember to indicate the major revisions in no more than a one-paragraph statement. This statement should appear in a

"Summary of Changes" paragraph immediately following the "Purpose" paragraph.

4. In light of any new higher authority policy or guidelines, does a new (no existing NAVAIRWARCENACDIV directive) directive need to be issued?

5. When submitting a draft directive to the Directives Management Officer for processing, remember to include a route sheet containing the signatures/initials of all reviewers and their comments.