



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
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IN REPLY REFER TO

NAVAIRINST 5200  
AIR-7.5

12 Feb 2004

NAVAIR NOTICE 5200

From: Commander, Naval Air Systems Command

Subj: NAVAL AIR SYSTEMS COMMAND INTERNAL COMMUNICATIONS

1. **Purpose.** To establish the Naval Air Systems Command (NAVAIR) Plan of the Day (POD) and provide policy for its use as an internal communications tool for the command.
2. **Scope.** This notice applies to the NAVAIR Headquarters, business units and competencies and to each of the Naval Aviation Program Executive Offices.
3. **Policy.** The policy for NAVAIR internal communications centers on supervisory responsibility to ensure all members of the command are aware of essential information needed to perform their duties. Individual members are also accountable for remaining aware of such essential information. One tool for communicating essential command information is the NAVAIR's POD which will contain essential information pertinent to the entire NAVAIR workforce.
4. **POD.** Beginning 17 February 2004, the NAVAIR POD will be published electronically, in a printable format, on the command's internal website at: <https://mynavair.navair.navy.mil>, which is available to NAVAIR military, civil service employees and contractor support services personnel. MyNAVAIR requires users to establish an account with password. Instructions for establishing an account are available at the MyNAVAIR website. For those units and organizational elements in which members do not have regular Internet access, supervisors will ensure that the contents of the POD are communicated in the most efficient manner possible, to include face-to-face communication and hard copy posting.
5. **Responsibility.** The NAVAIR Public Affairs Officer (AIR 7.5) is responsible for publishing the POD, ensuring its contents are current and relevant, and for communicating the process for submitting information for inclusion in the POD. Directions for coordinating and submitting information for the POD will be available on the Web site.
6. **Cancellation.** The contents of this notice will be incorporated into the next revision of the Command Public Affairs instruction.

A handwritten signature in black ink, appearing to read "W. B. Massenbourg".

W. B. MASSENBURG

NAVAIR Directives website: <https://directives.navair.navy.mil>