



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN

P.O. DRAWER 160

YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 5330.1H

02

18 APR 2001

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 5330.1H

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: "PLAN OF THE WEEK"

1. Purpose. To establish procedures and assign responsibilities for the "Plan of the Week."
2. Cancellation. WPNSTA YORKTOWNINST 5330.1G
3. Information. The "Plan of the Week" is an official document published weekly for the guidance of all personnel at Naval Weapons Station Yorktown (WPNSTA Yorktown). In addition to publishing times for sunrise, sunset, and watch lists, the "Plan of the Week" is an instrument for the dissemination of orders and/or instructions of a specific or general nature. The "Plan of the Week" is also intended to be a vehicle for the conveyance of management items of interest and information to all members of the WPNSTA Yorktown work force, storefronts, and tenant commands. All items in the "Plan of the Week" will carry the same force and effect as though they had been issued by the Commanding Officer.
4. Procedure. The "Plan of the Week" is prepared in the Administrative (Admin) Office and is distributed to departments and activities via electronic mail. The "Plan of the Week" is designed for the widest distribution possible. All items to be included in the "Plan of the Week" will be in writing and signed by the author or submitted via E-mail. The Administrative Officer will review all articles before they are published. Publication day for the "Plan of the Week" is each Thursday for the following week. Items must be in the Admin Office by 1530 on the Tuesday prior to the release of the "Plan of the Week" on Thursday. "Plan of the Week" items pertaining to fund-raising efforts for any cause including charitable events must have prior approval of the Executive Officer. All such requests will be forwarded to the Executive Officer via electronic mail 5 days before the desired publication date stating the event, purpose, and recipient of any funds raised.
5. Action. All personnel at WPNSTA Yorktown are responsible for complying with items contained in the "Plan of the Week." Division Officers will pass pertinent items contained therein at quarters. Military personnel are personally responsible for ensuring that policies and items stated in the "Plan of the Week" are made known to their family members.
6. Directive Review. The Administrative Officer is responsible for the annual review and update of this instruction.


K. L. STUDEN

Distribution: (WPNSTA YORKTOWNINST 5216.2X)
List I, II, III (Case A)