

**INTEGRATED AIR & MISSILE DEFENCE
CENTRE OF EXCELLENCE**

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IAMD COE DIRECTIVE 30-01 Revision 1

PREPARATION OF IAMD COE DIRECTIVES

- REFERENCES:
- A. ACO Directive (AD) 030-001, Preparation of ACO Directives, ACO Manuals, Local Supplements to ACC Directives, local Directives and BI -SC Directives;
 - B. IAMD COE DIR 35-01 Preparation of Correspondence.
 - C. IAMD COE DIR 30-01 Preparation of IAMD COE Directives, 17 Aug 2020

1. **Status.**

This is ~~a new~~ Directive's **Revision 1 and supersedes ref. C. .**

2. **Purpose.**

To provide guidance on the standardization, co-ordination, format and publication of IAMD COE Directives.

3. **Applicability.**

This Directive applies to the IAMD COE Staff.

4. **Publication Updates.**

Updates are authorized when approved by the SC.

5. **Proponent.**

The proponent for this directive is the Director.

6. **Officer of Primary Responsibility**

The Support Branch Head.

FOR THE IAMD COE:

Col Evangelos Tzikas GRC (AF)
Director

DISTRIBUTION:

Internal:

IKM

IAMD COE Staff [via NU Intranet e-Library ("Pittacus LAN")]

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- A. Serial Numbering System

1. Policy.

1.1 A Directive is the first level in the hierarchy of IAMD COE documents. Directives prescribe the policy on a certain topic. If the policy provided by the Directive needs more details or a set of explicit instructions to successfully accomplish a specific goal, the Officer of Primary Responsibility (OPR) has to lay down a document that describes in a step-by-step approach, how to perform a particular task or operation. This document, called Standing Operating Procedure (SOP), represents the second level of IAMD COE documents. It provides all the required details to perform a given procedure. The rules of a SOP are to be followed without deviation unless concurred by the Directorate.

1.2 Each IAMD COE Staff member, can be appointed as **Officer of Primary Responsibility** to draft ~~or can be the proponent of~~ an IAMD COE Directive . Every initiative has to be authorized by the CoS.

1.3 All members appointed to prepare IAMD COE Directives are responsible for adhering to the guidance given in this Directive.

1.4 The proponent's arrangements for proofing, reproduction and distribution of Directives are part of the procedure and are to be included in the lay out of the document. Background information and data contained in existing Directives are to be referenced by the related title in the Reference section.

1.5 Minor changes such as updates and corrections and major changes such as changes in organization, functions, procedures and terminology, are to be published as revision of the Directive and staffed in the same manner as the original document. Any revision has to ~~be updated with a new version number~~ **numbered accordingly.**

1.6 An accurate inventory of all IAMD COE Directives has to be maintained and a complete Directives list has to be published in order to keep the Staff informed.

2. Responsibilities.

2.1 The Director :

2.1.1 Signs the hardcopy of IAMD COE Directives;

2.1.2 Is the Directive's Proponent to the SC .

2.2 The CoS is responsible for:

2.2.1 Determining the distribution requirements IAMD COE Directives;

2.2.2 Authorizing the drafting and assigning number and title to IAMD COE Directives in accordance with Annex B;

2.2.3 Proofing the draft of IAMD COE Directives, changes and revisions thereto, in coordination with the OPR;

~~2.2.4 Signing the hardcopy of IAMD COE Directives;~~

~~2.2.5 Arranging for reproduction and distribution of all IAMD COE Directives after authentication in accordance with Reference A;~~

2.2.6 Reviewing annually all IAMD COE Directives and checking the validity of their current status.

2.2 ~~Information and Knowledge Management (IKM) Officer~~ **The Registry Assistant** is responsible for:

2.2.1 Safeguarding the storage of original paperwork, current and voided signed hard copy, of all classified and unclassified IAMD COE Directives;

2.2.2 Keeping an accurate inventory and managing all classified and unclassified electronic files, in PDF, pertinent to the agreed final copy of all IAMD COE Directives, uploading new version and removing rescinded version to/from the IAMD COE e-Libraries;

2.2.3 Informing all IAMD COE personnel, by email, when a change to a Directive occurs.

2.2.4 Safeguarding the storage of all classified and unclassified electronic files, in Microsoft Word format or any other compatible editable format, pertinent to the agreed final copy of all IAMD COE Directives, for future changes.

3. **Procedures.**

3.1 General

3.1.1 Content.

An OPR responsible for drafting a Directive is to ensure that the highest standard of clarity is achieved. Subject matter is to be accurate and fully covered. Avoid phrases such as "current Directives", "similar documents" or "existing regulations", etc., and specify which Directive or regulation is referred to. Moreover, Directives have to be written in the present tense (even in Active or Passive Voice). Future tense has to be avoided in order to be more clear, concise and compelling.

3.1.2 Layout.

Text layout is to follow:

3.1.2.1 Guidelines as laid down in Reference B;

3.1.2.2 This Directive as a Directives template;

3.1.2.3 Electronic template as template for characters type, size and indentation.

3.1.3 Numbering.

Directives are numbered according to a serial numbering system (see Annex B) plus a unique identification number. Format to be followed is: "IAMD COE Directive" + serial number + id number+ **Revision Number** (i.e. IAMD COE Directive 30-01 **Revision 1**). ~~Version number and publication date have to be part of the numbering string.~~

3.1.4 Title Name.

A succinct title refer to the content is to be shown below the numbering string (i.e. Preparation of IAMD COE Directives).

3.1.5 Workflow.

To draw up a Directive and to make it valid, steps to be followed are:

3.1.5.1 OPR has to write the first draft of the document;

3.1.5.2 Draft has to be coordinated with all SMEs/Branch Heads dealing with the related matter and the CoS, in order to get the final version;

3.1.5.3 The final draft is approved by the SC.

3.1.5.3 CoS Director has to sign the agreed final version to make it valid. and forward it to IKM Officer;

3.1.5.4 IKM Officer has to scan the signed hardcopy into a PDF file and upload to the related IAMD COE e-Library (classified or unclassified);

3.1.5.4 IKM Officer The Registry Assistant has to update the IAMD COE Directives list published on the IAMD COE Intranet unclassified website. and distributes the .pdf copy to the IAMD COE e-library, informing accordingly the IAMD COE personnel. Each item is to contain number, title name and version of a Directive (i.e. IAMD COE Directive 30-01, Preparation of IAMD COE Directives, Version 2.2). If a Directive is classified, it has to be followed by the notice in brackets "(NATO classified)" without reference to the level of classification.

3.1.6 Changes Revisions.

All changes Revisions are to be made electronically, by the OPR, on the softcopy maintained by the CoS. Consequently, the Directive has to get a new version revision number as stated at par.3.1.3. of the form "x.x". If only minor changes occurred, the second numeral has to be incremented, otherwise the first numeral has to be incremented and the second one has to be set to zero.

3.1.7 Storage.

Electronic files are to be stored within the IAMD COE proper e-Libraries depending the classification and, in particular:

3.1.7.1 Editable version (in Microsoft Word or any other compatible format) of the agreed final version of a Directive, in the Directorate Area on the related IAMD COE e-Library (classified or unclassified);

3.1.7.2 Non-editable version (in PDF) of a Directive, in the Directives in the Directorate Area on the related IAMD COE e-Library (classified or unclassified);

3.1.8 Hardcopies.

All hard copies of rescinded and current Directives are to be stored within the IKM Office IAMD COE Registry.

3.1.9 Rescission.

The Registry Assistant applies a stamp SUPERSEDED to the previous Directive's edition and removes the relevant .pdf file from the e-Library. ~~To rescind a Directive, a stamp "VERSION - VOIDED" has to be applied to the hardcopy and CoS has to sign and date the change. Electronic PDF file has to be removed from the related IAMD COE e-Library (classified or unclassified) by the IKM Officer.~~

3.2 Title Page.

Directives are to contain the following 5 mandatory paragraphs, in order, in the title page:

3.2.1 Status.

This paragraph indicates whether the Directive is new, supersedes another Directive of the same or different number, or is a complete rewrite of the original.

3.2.2 Purpose.

This paragraph states the general purpose of the Directive.

3.2.3 Applicability.

This paragraph identifies to whom the Directive applies.

3.2.4 Publication Updates.

This paragraph notifies ~~the user~~ that the Authenticating Authority must approve all ~~Directive's revisions~~ ~~changes to the Directive~~ in order to become effective.

3.2.5 Proponent.

The Director is the Directive's proponent to the SC.

3.2.6 Officer of Primary Responsibility

This paragraph informs ~~the user that this~~ the IAMD COE ~~post duty position~~ (i .e. Public Affairs Officer - PAO) ~~that~~ has the responsibility to review and recommend edits to this IAMD COE Directive on an annual basis.

3.2.7 Signature Block.

IAMD COE Directives must contain the authority line "FOR THE DIRECTOR IAMD COE" one space after the last line of text and left justified, followed by the signature block placed two spaces below the authority line and left justified, using the following format:

Rank¹, First Name²& Last³ NameNationality⁴ with Service
Duties

3.2.8 Distribution.

¹ Abbreviation + NATO Rank Code in brackets

² Small letters

³ Capital letters

⁴ NATO Trigram Country Code

This paragraph lists the distribution requirements and is to be rational and brief. It has to include both an internal and external distribution.

3.3 Table of Contents (TOC) Page.

This page follows Title Page and lists the contents of the Directive, organized in chapters and articles.

3.4 ANNEXES.

This paragraph lists examples and offers additional information to best explain what already written in the main text, for better understanding of the main document.

ANNEX A TO
IAMD COE DIR 30-01
DATED 17 AUG 20

~~EXPLANATION OF TERMS, ACRONYMS AND ABBREVIATIONS~~

1. ~~**Authentication.** The term Authentication means the signing of a directive validating it as official policy or guidance.~~
2. ~~**Change.** The term Change means a change of a previously issued directive. These can be minor changes or substantive changes which affects the directive version number.~~
3. ~~**Distribution.** The term Distribution means the manner and the goal by which directives are sent, and/or the identification of various agencies that require them. No description means hardcopy.~~
4. ~~**CoS.** Chief of Staff.~~
5. ~~**IAMD COE Directive.** The term IAMD COE Directive means a Directive which conveys policy or guidance of permanent or continuing applicability to all or a large part of IAMD COE.~~
6. ~~**MOSS.** Microsoft Office SharePoint Server.~~
7. ~~**OPR.** This Officer of Primary Responsibility (OPR) lists the IAMD COE duty position which is the proponent of the IAMD COE Directive.~~
8. ~~**PDF.** Portable Document Format.~~
9. ~~**Reference.** The term Reference means documents that must be referred for further information or clarification.~~
10. ~~**Rescission.** The term Rescission means the cancellation of a directive or part of a directive~~
11. ~~**SME.** This Subject Matter Experts (SME) is a person who exhibits the highest level of expertise in a particular area or topic.~~
12. ~~**Supersession.** The term Supersession means a directive issued to replace a previously issued directive.~~

ANNEX **A B** TO
IAMD COE DIR 30-01
DATED 17 AUG 20

SERIAL NUMBERING SYSTEM

<u>Serial Number</u>	<u>General Subject</u>
00	INDICES
05	MISCELLANEOUS
10	ORGANISATIONS, BOARDS AND COMMITTEES
15	ADMINISTRATIVE PRACTICES
20	PROGRAMMES
25	INFORMATION & KNOWLEDGE MANAGEMENT, RECORDS POLICY
30	PUBLICATIONS AND FORMS
35	DOCUMENTS, CORRESPONDENCE AND MESSAGES
40	PERSONNEL
45	CIVIL MILITARY CO-OPERATION
50	MILITARY CO-OPERATION
55	TRAVEL AND TRANSPORTATION
60	FINANCE AND PROCUREMENT
65	INTELLIGENCE
70	SECURITY
75	TRAINING
80	PLANS AND OPERATIONS
85	LOGISTICS AND SUPPLY
90	COMMUNICATIONS
95	PUBLIC AFFAIRS/ INFORMATION
100	INSTALLATION