See reverse for instructions - Complete necessary blocks, only

OUTGOING DOCUMENT CLEARANCE/ BRIEFING SHEET

OPNAV 5210/4 (Rev 8-88) S/N 0107-LF-004-8700

CLASSIFICATION OF ATTACHED MATERIAL *(Stamp)*

CLASSIFICATION OF THIS SHEET ONLY *(Stamp)*

ROUTE TO
Number desired sequence of chops. Use initials and date for clearances.

SEQ NO.	INIT./DATE
	OP-00
	OP-09
	OP-09B
	OP-00N
	OP-09C
	OP-09F
	OP-09G
	OP-09J
	OP-09L
	OP-09N
	OP-092
	OP-093
	OP-094
	OP-095
	OP-096
	OP-097
	OP-098
	OP-01
	OP-02
	OP-03
	OP-04
	OP-05
	OP-06
	OP-07
	OP-08

PRIORITY *(Stamp, If document has deadline, give date.)*

RECOMMENDED SIGNER

RETURN TO

OP- ROOM AFTER: ☐ EACH CLEARANCE ☐ LAST CLEARANCE ☐ SIGNATURE

ATTACHED OUTGOING DOCUMENT	TYPE	ADDRESSEE(S)	SERIAL

SUBJECT

BACKGROUND/BRIEFING *(If required, list references and enclosures immediately below, in naval letter format. It is not necessary to list references and enclosures to the basic incoming and outgoing documents. Avoid duplication of information contained int the attached incoming or outgoing document or that inserted elsewhere on this sheet.)*

☐ CONTINUED ON PAGE 2

SIGNATURE	OFFICE CODE AND OR TITLE	DATE

This sheet is unclassified when removed from described material, unless entry of classified information requires classification of this sheet.

CLASSIFICATION OF THIS SHEET. ONLY (*Stamp)*

INSTRUCTIONS

General Information

1. Use for clearing any type of document (letter, memorandum, instruction, notice, change transmittal, etc.) or for briefing when there is no proposed outgoing document.

2. Complete only those portions of the form which are necessary. Do not duplicate unless there is a need to summarize long documents.

3. Using this form eliminates the need for a cover sheet, direction slip, briefing memorandum, and priority and "classified material attached" tags.

4. Classification. Mark security classification in top and bottom blocks only if the sheet, itself, is classified. If the sheet is unclassified, but classified material is attached, stamp the appropriate security classification marking in the box labeled "Classification of Attached Material."

5. Routing/Clearances. Indicate by arabic numerals in the "Route to" boxes the order of the routing. If there is no preferred order of routing, insert and "X" in place of a number. Each official on the routing list will initial and date next to the appropriated designation when the package is released, in addition to initialing the clearance ladder on the yellow file copy. Mail rooms handling clearances through regular mail channels will use this portion of the sheet as a route sheet.

6. Priority. If there is need for expeditious clearance of the document, fill in the "Priority" block. Papers stamped include "urgent," "Congressional," etc. If the attached document is to meet a specified dead-line, fill in the date the reply is due to the addressee.

7. Recommended Signer. Do not fill in unless there are reasons for recommending which official should sign the attached document. Cite reference supporting recommendation, if there is one (e.g., a directive requiring signature of a designated official for certain types of documents).

8. References/Enclosures. If there are additional references or enclosures to the sheet, list the references and enclosures, in that order, as they are listed in a naval letter, beginning immediately below the caption, "Background/Briefing." Double space after the last line of the reference/enclosure listing, and begin the text, using numbered paragraphs as in a naval letter.

9. Continuation Pages. If more space is required for the text, use plain white paper for continuation sheet(s). Put the authorized signature on front page even when the text is continued on additional pages. If you use continuation pages, type the notation, "Continued on page_____" on the bottom of each preceding page (see block on form).