

# CHAPTER 1

## ADMINISTRATIVE FUNCTIONS

### LEARNING OBJECTIVES

Upon completing this chapter, you should be able to do the following:

1. Describe the types of naval correspondence used within the Navy and the Mine Force.
2. Describe the use of instructions and notices, and describe the use of the directives issuance system used within the Navy and the Mine Force.
3. Describe the different types of messages used within the Navy and the Mine Force.
4. Describe the different security classifications, the purpose of marking classified material, the degree of protection required, and the means of declassification used within the Navy and the Mine Force.
5. Describe the procedures followed within the Mine Force for the routing, handling, and filing of Navy correspondence.
6. Describe automatic data processing and how it is used within the Mine Force.
7. Describe the procedures of maintaining and requesting changes to mine publications.

As a Mineman, you will find that, from time to time, you will be assigned various jobs, including administrative functions. Many of these assignments will include reports and other paperwork that you must complete and file or submit to another activity before the job is complete.

To help you successfully learn how these items are accomplished, this chapter discusses naval correspondence; instructions, notices, and the Directives Issuance System; naval messages; security classifications; the standard Navy filing system; automatic data processing; and basic administrative functions.

### NAVAL CORRESPONDENCE

Naval correspondence covers a broad spectrum of material, including standard naval letters, multiple-address letters, joint letters, endorsements, and memorandums. Official naval correspondence

includes all recorded communications sent or received in the Navy in the execution of official duties. Some of the more common types of communications are directives outlining policies and procedures, naval letters requesting and furnishing procedural information and authority, and letters and memorandums assigning duties and individual responsibilities.

This chapter is primarily concerned with the correct format of official correspondence. The samples shown are based on the general instructions contained in the *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5. When you are assigned to a billet requiring the preparation of correspondence, you must consult local command instructions outlining the specific details pertaining to the preparation of official correspondence in that command. For basic procedures to follow when drafting or typing naval correspondence, consult SECNAVINST 5216.5.

## STANDARD NAVAL LETTERS

Official letters are usually prepared in naval format when communicating with naval commands. However, this format is also used when you are writing to certain other agencies of the U.S. Government, especially those within other branches of the Department of Defense or the Coast Guard. Some civilian firms that deal extensively with the Navy have also adopted the naval format. The various components of a naval letter are discussed in the following paragraphs and are illustrated in figure 1-1.

### Stationery

Letterhead stationery of the activity responsible for signing the correspondence is used for the first page of a naval letter. If printed letterhead stationery is not available, the letterhead is typed or stamped in the center of the page, four lines from the top of the page.

Second and subsequent pages are typed on plain bond paper similar to letterhead paper in size, color, and quality. *Official Letterhead Stationery*, SECNAVINST 5602.6, gives standardized instructions for format and style when you are using letterhead stationery.

### Margins

The left and right margins on the first page of all naval letters are 1 inch, and the bottom margin is at least 1 inch. The second and succeeding pages have a top margin of 1 inch. The other margins remain the same as on the first page.

### Writing Styles

Correspondence formats are important; however, writing is more important. As an administrative assistant or a supervisor, you may be required to compose letters from brief notes or even from oral instructions. Write with clarity and conciseness. Use simple, plain language. Avoid cumbersome wording.

### Identification Symbols

The types of identification symbols maybe used on correspondence for reference purposes. Located in the upper-right comer and blocked one below the other, they include the standard subject identification code, the originator's code with or without the serial number, and the date.

1. Standard Subject Identification Code (SSIC). The SSIC is a four- or five-digit number that represents a letter's subject, and helps in the filing, retrieving, and eventual disposition of correspondence. The SSIC should be typed in the upper-right comer, two lines below the printed letterhead. To find the SSIC that represents the subject of your letter, refer to the *Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes*, SECNAVINST 5210.11.

2. Originator's Code and Serial Number. The originator's code is the office symbol of the drafter. Commands may decide the makeup of an originator's code that is typed on all letters, either alone or as part of a serial number. A serial number is required on all classified correspondence. Whether your unclassified correspondence is serialized depends on local practice. When a serial number is used, it starts a new sequence of consecutive numbers at the beginning of each new calendar year. Serial numbers for classified letters begin with a C for Confidential, an S for Secret, and a T for Top Secret.

Example:           8550  
                          Ser N31/C0023

3. Date. The date should be typed or stamped on all copies of a letter the same day it is signed. Never type or stamp the date on correspondence that will be signed at a later date. When material is dated, use a day-month-year order, using only the first three letters of the month and the last two digits of the year.

### Heading Format

The heading of official naval correspondence includes six blocks: from, to, via, subject, reference, and enclosure.

1. From Block. The **from** block identifies, by title, the official in charge of the activity originating the letter. When a reply is required, this is the official to whom the reply is directed. When an originating official has more than one title (such as commander of a naval base or commandant of a naval district), normally only one of the titles is used in the from line of a letter, depending on the placement of responsibility for the subject matter involved. The precise wording of this block is established in one of the following publications:

a. *Stanard Navy Distribution List (SNDL), Part 1 (Operating Forces)*, OPNAV P09B2-107.



1  
2  
3  
4

\*DEPARTMENT OF THE NAVY  
\*Name of Activity  
\*Address

1  
2

SSIC  
Code/\*Serial  
\*Date

1  
2

From: Title of activity head, name of activity, location when needed  
To: Title of activity head, name of activity, location when needed (Code)  
Via: (1) Title of activity head, name of activity, location when needed (not numbered if only one)  
(2) Pattern of (1) repeated for next endorser

1  
2

Subj: NORMAL WORD ORDER, ALL LETTERS CAPITALIZED

1  
2

Ref: (a) Earlier communication that bears directly on subject at hand

1  
2

Encl: (1) Material enclosed with letter identified in same way as reference, single enclosure numbered  
(2) Notation added for material sent separately (sep cover)

1  
2

1. This example shows all the elements that might appear on the original of a one-page standard letter.
2. If you omit the date when you type the letter, start the from block on the fourth line below the code/serial to allow for an oversized date stamp.
3. Other full-page examples in this chapter and later ones show the spacing to follow for correspondence that variously omits via, reference, and enclosure blocks.

1  
2  
3  
4

\*NAME OF SIGNER  
\*By direction

1  
2

Copy to:  
Short title of information addressee (see SNDL)  
Short title of second information addressee

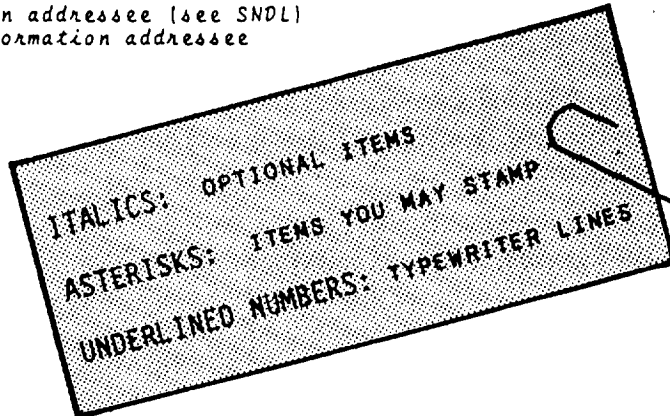


Figure 1-1.-Standard naval letter.

b. *Standard Navy Distribution List (SNDL), Part 2, and Catalog of Naval Shore Activities (SNDL CAT)*, OPNAV P09B2-105.

c. *List of Marine Corps Activities*, MCO P5400.6.

2. **To Block.** The **to** block on official correspondence is used to address the chief official of the bureau, office, command, or activity having responsibility for the subject matter. Give a complete mailing address, including the ZIP Code, and, whenever practical, the office that will act on your letter. The latter is done by including a code or a person's title in parentheses following the activity's name.

3. **Via Block.** The **via** block is used when one or more activities outside your command should review the communication or should provide an endorsement on it before it reaches its ultimate addressee. The via block is placed on the line below the **to** line. When there is more than one via addressee, each is numbered with Arabic numerals enclosed in parentheses; for example, (1), (2), (3). These numerals indicate the order in which the correspondence is to be sent. A via addressee may alter the list of the other via addressees, but the endorsement should include the reason for the alteration. A copy of the letter, together with a copy of each endorsement, is provided for each addressee. Follow your chain of command when corresponding on substantive matters, such as command decisions, policy issues, and official recommendations. Correspondence should be routed through intermediate commands to keep them informed, and allow them to comment on or approve the basic communication. You may list any interested addressees in this block when you want them to see a letter before it reaches the action addressee. Sometimes, there is not enough time for a letter to progress through all the via addressees before action by the addressee is required. In that case, you may elect to take one of the following actions:

a. Route the original communication through the via addresses as usual, but send an advance copy to the action addressee. To alert all activities involved, repeat the action addressee's SNDL short title in the **copy-to** block. Include the word *advance* in parentheses.

b. Route the original communication to the action addressee and, at the same time, send copies to all the via addressees. Include in the text a statement that copies have been mailed to all addressees simultaneously and that via addressees should forward endorsements directly to the action addressee. Then

repeat the SNDL short titles of the via addressees in the **copy-to** block.

4. **Subject Block.** The **subject** block of an outgoing letter tells the reader what the letter is about in approximately 10 words or less. In response to incoming correspondence, the subject block of the reply should be the same as that of the incoming letter, unless a change is essential for clarity. The subject line starts two lines below the previous line. Every letter after the colon should be capitalized.

5. **Reference Block.** The **reference** block includes all references in the order in which they are mentioned in the text of the letter. References are designated by small letters enclosed in parentheses; for example, (a), (b), (c). Only those references that contribute to the understanding of the letter should be listed. References include not only written communications, publications, and documents that are available to the addressee, but also telephone conversations, meetings, and other applicable communications. References should not be used if they are not referred to in the body of the letter. When you cite a letter in the reference block, include the following information:

- a. The SNDL short title of the originator
- b. The type of correspondence (letter, memorandum, message)
- c. The SSIC
- d. The originator's code (alone or combined with a serial number as shown in the referenced document)
- e. The date

6. **Enclosure Block.** Enclosures are listed in the **enclosure** block in the order of appearance in the text of the letter. They are preceded by Arabic numerals in parentheses and are identified in the same manner as a reference; for example, (1), (2), (3). When enclosures must be sent under separate cover, add the designation *SEP COV* (separate cover) in parentheses after the enclosure's entry in this block. Either a copy of the letter is sent with the material being transmitted under separate cover or the complete identification of the letter is included on the enclosure, if possible. A communication should never be listed as both a reference and an enclosure in the same letter.

### **Text Block**

The text (body of the correspondence) is the principal part of the letter and contains the thoughts

the writer desires to communicate. It is the reason for all of the other parts of the letter. The text must be worded so that it unmistakably conveys the desired message.

### **Signature Block**

The **signature** block is typed or stamped in block style on the fourth line below the last line of the text, starting at the center of the page. All signature names are typed in capitals at the end of a letter. The format of the signature should be that which is preferred by the signer. Neither the grade nor the functional title of the signing official is shown on the signature line itself, as a general role. Enter nothing below the name of the commanding officer. Enter the word *Acting* below the name of a person who has formally been appointed to temporarily replace the commanding officer. Enter the words *By direction* under the name of a subordinate who may sign official correspondence but not by title.

A commanding officer may authorize others to use facsimile stamps that duplicate their signatures whenever the personal signing of correspondence causes hardship or is impractical. If you are authorized to use a facsimile stamp of someone's signature, pen your initials next to each signature you stamp to authenticate the facsimile.

### **Copy-to Block**

The **copy-to** block is placed at the left margin, on the second line below the last line of the signature information. The words *Copy to:* are typed in full and followed by a colon. Activities receiving copies are listed preferably by abbreviated titles, beginning on the line below the words *Copy to*. List addressees in any order, though internal offices of an activity should be grouped for ease of distribution.

A blind copy-to block is used to show the distribution of copies within your activity. Do not show this distribution on copies that are sent outside your activity. However, show the internal distribution on the copies that stay within your activity. To do this, type *Blind copy to:* at the left margin on the second line below the previous block (the copy-to block, if you have one, or the signature block). Never type *Blind copy to:* on the original document.

### **Page Identification**

The first page of a letter is not normally numbered. Second and succeeding pages are numbered consecutively with Arabic numerals, beginning with the number 2, centered 1/2 inch from the bottom of the page. No punctuation accompanies a page number. The subject shown on the first page is repeated on the sixth line from the top on all succeeding pages.

### **MULTIPLE-ADDRESS LETTER**

A multiple-address letter is a naval letter that is used when you have more than one action addressee. The addressees are either individually identified in the address block or are addressed as a distribution group at the bottom left of the letter.

A multiple-address letter may be typed if the number of addressees is small enough so that one or two typings will provide sufficient copies. Otherwise, use a duplicating process, such as a photocopier.

Every action addressee must receive a letter that has a letterhead and a signature. The letterhead may be printed, typed, stamped, or photocopied. The signature must be original or photocopied.

The format of the multiple-address letter is basically the same as the naval letter. See figures 1-2 and 1-3.

### **JOINT LETTER**

A joint letter is a naval letter signed by officials of two or more activities. It deals with a subject or an administrative problem common to those activities. The dates entered on the joint letter are the signing dates for each signature. Figure 1-4 shows the format for a joint letter.

### **ENDORSEMENT**

An endorsement is used to approve, disapprove, or comment on the content of a letter that is forwarded through one or more addressees before reaching its final destination. When there is adequate space remaining on the page, the first and subsequent endorsements may be placed on the same page containing the basic letter or a previous endorsement. Letterhead paper is used for the original of an endorsement. An endorsement must be attached to the basic letter, as one is an integral part of the other. Figures 1-5 and 1-6 illustrate same-page and new-page endorsements.



DEPARTMENT OF THE NAVY  
 COMMANDER IN CHIEF  
 UNITED STATES PACIFIC FLEET  
 PEARL HARBOR, HAWAII 96860

1  
2

5216  
 Ser N43/2735  
 31 DEC 93

1  
2

From: Commander in Chief, U.S. Pacific Fleet  
 To: Commander, Third Fleet  
 Commander, Naval Air Force, U.S. Pacific Fleet  
 Commander, Naval Surface Force, U.S. Pacific Fleet  
 Commander, Submarine Force, U.S. Pacific Fleet

1  
2  
1  
2

Subj: WHEN TO USE THE TO BLOCK BY ITSELF

1. If you have four addressees or less, list all of them in a to block. If you have more than four addressees, list all of them in a distribution block as shown on the next page.

2. Use only long titles in the to block.

1  
2  
3  
4

W. J. BEERMAN  
 By direction

1  
2

Copy to:  
 CHNAVMAT (MAT-05)  
 COMNAVSEASYS COM (SEA-06)

Figure 1-2.-Multiple-address letter with to block.



DEPARTMENT OF THE NAVY  
 COMMANDER NAVAL AIR FORCE  
 UNITED STATES PACIFIC FLEET  
 NAVAL AIR STATION, NORTH ISLAND  
 SAN DIEGO, CALIFORNIA 92138

1  
 2  
 5216  
 Ser N31/2406  
 31 DEC 93

1  
 2  
 1  
 2

From: Commander, Naval Air Force, U.S. Pacific Fleet

Subj: WHEN TO USE THE DISTRIBUTION BLOCK BY ITSELF

1. Drop the to block and add a distribution block if you have more than four individual action addressees or if you vary the number of copies to any of the addressees. You may list addressees in the distribution block by SNDL short titles or collective titles or both.

2. Like addressees shown in a to block, those shown in a distribution block are action addressees.

3. Arrange distribution and copy-to addressees in columns if doing so will keep a letter from going to another page.

1  
 2  
 3  
 4

C. SHERMAN  
 By direction

1  
 2

Distribution:  
 SNDL  
 42J2 (COMCARAIRWING PAC) (4 copies)  
 42K2 (ATKRON PAC)  
 42L2 (FITRON PAC) (less NAVFITWEPSOL)  
 USS ENTERPRISE (CVN 68)

1  
 2

Copy to:  
 CINCPACFLT (N35)  
 COMSEVENTHFLT (N3)

Figure 1-3. Multiple-address letter with distribution block.

1		
2		
3		
4		
	DEPARTMENT OF THE NAVY Naval Sea Systems Command (20362) Naval Supply Systems Command (20376) Washington, DC	
1		
2	NAVSUP 5216 Ser 02/318 31 DEC 93	NAVSEA 5216 Ser 07/207 5 JAN 94
1		
2		
3		
I		
2	JOINT LETTER	
	From: Commander, Naval Sea Systems Command Commander, Naval Supply Systems Command	
	To: Chief of Naval Material	
1		
2	Subj: HOW TO PREPARE A JOINT LETTER	
I		
2	1. <u>Use.</u> A joint letter may be used to establish an agreement between two or more commands or for other matters of mutual concern.	
	2. <u>Letterhead.</u> On plain bond, type command titles so the senior is at the top. If the activities are in different cities or states, follow each title with its address.	
	3. <u>Signatures.</u> Arrange signature blocks so the senior is at the right. Place the signature block of a third cosigner in the middle of the page.	
	4. <u>Copies.</u> If your command is the last to sign, send copies of the signed letter to all cosigners.	
1		
2		
3		
4	J. J. SMITH Acting	M. L. JONES Deputy

Figure 1-4.-Joint letter.





DEPARTMENT OF THE NAVY  
 NAVAL AIR STATION  
 CECIL FIELD, FLORIDA 32215

1  
2 5216  
 Ser 11/352  
 31 DEC 93

1  
2

From: Commanding Officer, Naval Air Station, Cecil Field  
 To: Commander in Chief, U.S. Atlantic Fleet  
 Via: (1) Commander, Sea Based ASW Wings, Atlantic  
 (2) Commander, Naval Air Force, U.S. Atlantic Fleet

1  
2

Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (1) Orientation Schedule for Newcomers

1. Same-page endorsements may be added to a basic letter, like this one, or to a previous endorsement. This sentence cites enclosure (1).

1  
2  
3  
4  
1  
2  
1  
2

*J. M. Shuttleworth*  
 J. M. SHUTTLEWORTH

Ser 019/870  
 5 Jan 94

1  
2  
1  
2

FIRST ENDORSEMENT

From: Commander, Sea Based ASW Wings, Atlantic  
 To: Commander in Chief, U.S. Atlantic Fleet  
 Via: Commander, Naval Air Force, U.S. Atlantic Fleet

1  
2

1. Start an endorsement on the same page as the latest communication if the answer to all three questions is yes:

- a. Is the latest communication less than a page?
- b. Will all of the endorsement fit on that page?
- c. Is the endorsement sure to be signed without revision?

2. A same-page endorsement may omit the SSIC, subject, and basic-letter's identification as long as the entire page will be photo-copied. However, all three elements are required if you make carbon copies. These elements also are required on all new-page endorsements, such as the one on the next page.

1  
2  
3  
4  
1  
2

W. J. WALLISCH

Copy to:  
 NAS Cecil Field (Code 11)

Figure 1-5-Same-page endorsement.



DEPARTMENT OF THE NAVY  
 COMMANDER NAVAL AIR FORCE  
 UNITED STATES ATLANTIC FLEET  
 NORFOLK, VIRGINIA 23511

1  
2

5216  
 Ser N72/4201  
 31 DEC 93

1  
2  
1  
2  
1  
2  
1  
2  
1  
2

SECOND ENDORSEMENT on NAS Cecil Field ltr 5216 Ser 11/352 of  
 10 DEC 93

From: Commander, Naval Air Force, U.S. Atlantic Fleet  
 To: Commander in Chief, U.S. Atlantic Fleet

Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (2) SECNAVINST 5216.5C

1. Start an endorsement on a new page if the answer to one or more of these questions is no:

- a. Is the latest communication less than a page?
- b. Will all of the endorsement fit on that page?
- c. Is the endorsement sure to be signed without revision?

2. Number every page; continue the sequence of numbers from the previous communication, as explained in enclosure (2).

3. Like a same-page endorsement prepared with carbon copies, every new-page endorsement must--

- a. Repeat the basic letter's SSIC.
- b. Identify the basic letter in the endorsement-number block.
- c. Use the basic letter's subject as its own.

1  
2  
3  
4

H. H. MILLER  
 By direction

1  
2

Copy to:  
 NAS Cecil Field (Code 11)  
 \*COMSEABASEDASWWINGLANT (Code 019)

\*Prior endorser appears because second endorsement is significant.

Figure 1-6.-New-page endorsement.

The original of your endorsement with the original letter is forwarded to the next activity listed in the via block. Copies of your endorsement are forwarded to any via addressees and any earlier copy-to addressees only if your endorsement is significant. Routine endorsements include “Forwarded,” “Forwarded for your consideration,” and “Forwarded, recommending approval.”

References are not repeated if they were referenced in the basic letter or in any previous endorsement to the basic letter. Any references you add are assigned a letter, continuing any sequence with the letters begun in the earlier correspondence.

As with references, enclosures shown in the basic letter or in previous endorsements are not repeated. Instead, show only the enclosures you add. Assign numbers to all enclosures you add, even a single one, by continuing the sequence of the numbers begun in the earlier correspondence, if any.

## **MEMORANDUM**

A memorandum is used for informal communications within and between activities or between subordinates. It may be directed to one or more addressees. It is never used to issue directives.

A memorandum may be prepared on plain bond paper or on the preprinted form, Department of the Navy Memorandum (OPNAV 5216/144A). Informal communications within an office may be written on the memorandum form by hand. A memorandum may also be prepared on letterhead stationery or on plain bond paper, but the word *MEMORANDUM* is typed in capital letters at the left margin, below the last line of the address in the letterhead (or the equivalent vertical spacing) or below any security classification.

If the subject of an informal memorandum is not significant, there is no need to keep a file copy. Endorsements for informal memorandums that do not require comments may consist of the endorser’s initials and date next to the via line at the top of the page. Figures 1-7 through 1-9 give various choices of memorandum formats.

A memorandum-for is the most formal of all memorandum styles. Its use and style are illustrated in figure 1-10.

## **DIRECTIVES ISSUANCE SYSTEM**

The purpose of the Directives Issuance System is to promulgate policy, procedures, and informational

releases within the Department of the Navy. *Department of the Navy Directives Issuance System*, SECNAVINST 5215.1, establishes this system and gives detailed instructions on the formats for writing directives.

This section discusses directive criteria, directive types, directive identification symbols, and directive distribution.

## **DIRECTIVE CRITERIA**

A document, generally speaking and regardless of its physical characteristics, is issued in the Directives Issuance System as an instruction when it has one of the following effects:

- Regulates, or is essential to, effective administration.
- Establishes policy.
- Delegates authority or assigns responsibility.
- Establishes an organizational structure.
- Assigns a mission, a function, or a task.
- Initiates or governs a course of action or conduct.
- Establishes a reporting requirement.
- Changes, supersedes, or cancels another directive.

Material falling outside the scope of these criteria may be issued in the Directives Issuance System as notices to obtain quick and controlled dissemination. These notice directives may include the following actions:

- Requests for comments, approval, or information.
- Directions for routinely carrying out established operations, such as matters pertaining to individual personnel actions or special shipments of material.
- Informative announcements, such as education or promotion opportunities, recreation activities, work improvement plans, suggestions for morale building, or changes in office locations or telephone extensions.

The following types of documents are required to be exempted from the Directives Issuance System:

- Navy Regulations

## Memorandum

DATE: 31 DEC 93  
FROM: OP-09BR (77256)  
TO: OP-09B

SUBJ: PRINTED MEMORANDUM FORM

Ref: (a) SECNAVINST 5216.5C

Encl: (1) Personnel Roster

1. This printed form is the most informal memorandum. Use it among individuals and offices of the same activity.
2. The memorandum form comes in three sizes.
  - a. OPNAV 5216/144A (8-1/2 by 11 inches):
  - b. OPNAV 5216/144B (8-1/2 by 5-1/2 inches):
  - c. OPNAV 5216/144C (5-1/2 by 8-1/2 inches):
3. Except for the date, no sender's symbols are necessary.
4. Use names, titles, or codes in the from block and to block.
5. Allow a 1-inch left margin.
6. Type reference and enclosure headings under the printed headings. Note the headings for reference (a) and enclosure (1).
7. The writer signs his or her name without an authority line.
8. Very informal memorandums may be penned.
9. No file copy is necessary when the matter is insignificant or short lived.

*M. D. Hartburg*

Figure 1-7. Department of the Navy Memorandum (OPNAV 5216/144A).

1  
2  
3  
4  
5  
6

31 DEC 93

1  
2  
I

**MEMORANDUM**

2

**From:** Head, Organization and Directives Branch (Code 211)  
**To:** Head, Technical Library Branch (Code 111)  
Head, Mail and Files Branch (Code 112)  
**Via:** Head, Office Services Division (Code 110)

1  
2

**Subj:** PLAIN-PAPER MEMORANDUM

1. The plain-paper memorandum may be used within your activity.
2. It is no more formal than the memorandum form, but it is more flexible when there are multiple addressees, via addressees, or both.
3. Prepare a plain-paper memorandum on white bond.

1  
2  
3  
4

M. ROY

Figure 1-8. Plain-paper memorandum.



DEPARTMENT OF THE NAVY  
NAVAL AIR REWORK FACILITY  
ALAMEDA, CALIFORNIA 94501

1  
2

5216  
Memo 28/83  
31 DEC 93

1  
2 MEMORANDUM

1  
2 From: Head, Management Services Department  
To: Operations Officer, Navy Regional Data Automation Center,  
San Francisco

1  
2 Subj: LETTERHEAD MEMORANDUM

1. When direct liaison is authorized and the matter is routine, a memorandum (on letterhead paper) may be sent outside your activity.
2. When used within an activity, the letterhead memorandum provides more formality than the printed memorandum form.

1  
2  
3  
4

C. R. DOUGLAS

Figure 1-9.-Letterhead memorandum.



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20390

IN REPLY REFER TO  
5216  
Ser 943D/345507  
31 DEC 93

1  
2 MEMORANDUM FOR THE DEPUTY CHIEF OF NAVAL OPERATIONS (SURFACE  
WARFARE) (OP-03)  
DIRECTOR, NAVAL WARFARE (OP-095)

1  
2 Subj: THE MEMORANDUM-FOR

1. The memorandum-for is the most formal memorandum. It may be used in writing to senior officials who traditionally have used it. Among them are the Secretary of Defense and the Secretary of the Navy.

2. Because the memorandum-for lacks a from block, show the signer's title below the typed name.

3. Multiple addressees are listed as shown above.

1  
2  
3  
4

H. A. JONES  
Director, Navy Space  
Systems Division

Figure 1-10.-Memorandum-for.

- Top Secret documents
- Registered publications
- Operational plans and orders

It is optional for the following types of documents to be included in, or exempted from, the Directives Issuance System:

- Technical and regulatory manuals and publications and their changes.
- Issuances with fewer than six addressees, including copy-to addressees.

## DIRECTIVE TYPES

Commands use directives to communicate plans and policies to subordinates. The Directives Issuance System has two types of directives: instructions and notices.

### Instruction

An instruction contains authority or information that is of a continuing reference value or requires continuing action. It remains in effect until it is superseded by another instruction or is canceled either by the originator or by higher authority.

### Notice

A notice has a one-time or brief nature and contains a self-canceling provision. Although it has the same authority and effect as an instruction, it usually remains in effect for less than 6 months. It is not permitted to remain in effect for longer than 1 year.

## DIRECTIVE IDENTIFICATION SYMBOLS

The directive identification symbols include the type of directive, the issuing authority, and the identification number. The primary purpose for the directive identification symbols is to give naval activities the following specific advantages in directives maintenance:

- Group directives by subject and combine related subjects
- Distinguish between directives of continuing and brief durations
- Obtain complete sets of instructions when an activity is commissioned or activated

- Determine the current status and completeness of directives by using checklists

- File directives and describe them as references by one easy method

- Use the same numbering system for correspondence files and directives

Since this system serves many useful purposes, it is important that you become well acquainted with it.

The following comments explain the directive identification symbols identified as SECNAVINST 5212.1C.

- **SECNAV** is the abbreviation of the Secretary of the Navy, who is the issuing authority of this particular directive.

- **INST** identifies the type of directive.

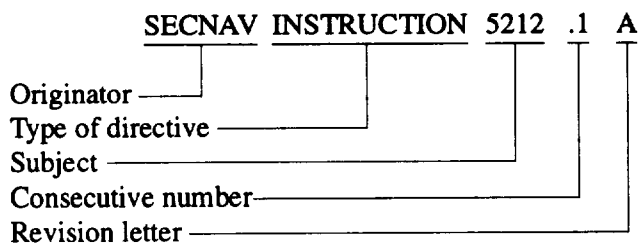
- **5212** is the identification code or the file number. (*Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes*, SECNAVINST 5210.11, contains a list of appropriate code numbers to be used with directives. In accordance with that instruction, the identification code 5212 indicates that the subject matter of the directive is Records Disposal System. If a letter precedes the identification number, it indicates the security classification of a classified directive; for example, C indicates Confidential and S indicates Secret [C5212.1 or S5212.1]. Top Secret material is excluded from this system.)

- **.1** is the consecutive number of the instruction. (In this case, .1 is the first directive to be issued under this subject by this command. The issuing authority assigns a consecutive number, in numerical sequence, to each instruction issued under the same subject identification code, regardless of its security classification. The consecutive numbers that are later canceled are not reused. The consecutive number always follows the identification code, separated by a period. (NOTE: Notices are not assigned consecutive numbers; they are identified by an issuing date.) When an instruction is revised, the same subject identification code and consecutive number contained on the directive being revised remain the same.)

- **C** is the revision of this particular instruction. (A capital letter [beginning with the letter A] is added after the consecutive number to indicate the revision. For example, the first revision is A; the second revision is B, etc.)



The following example is given to show an identifying symbol assigned to a directive:



### DIRECTIVE DISTRIBUTION

The drafter of a directive has the primary responsibility to determine the distribution requirement. Since it is essential that policy and procedural directives receive proper distribution, the drafter must check the appropriate distribution list to ensure proper dissemination.

The distribution list is a list of the action and information addressees of a directive. These addressees are selected on the basis of a **need to act** or a **need to know**. Each activity preparing directives is required to prepare a distribution list.

The distribution list normally consists of specific lists for internal distribution, distribution to higher authority, and distribution to activities of the same type. The distribution list may also indicate the

number of copies that should be forwarded to an activity, a department, or a division.

### NAVAL MESSAGES

A naval message is an official communication transmitted by rapid means, such as radio or telegraph. It is used for urgent communications where speed is of primary importance. A message should not be used when the necessary information can reach its destination by letter in time for proper action.

As a drafter of messages, you must prepare messages in the proper format and follow basic procedures. As a reader of messages, you must understand message format and content.

This section discusses message types, message responsibilities, message format, message readdressal, and MINIMIZE condition.

### MESSAGE TYPES

There are four types of narrative messages: single address, multiple address, book, and general. These may be either classified or unclassified. Table 1-1 shows how these messages are used.

As a Mineman, you normally come in contact only with single-address, multiple-address, and

Table 1-1.-Message Types

Type of Message	Addresses Used
Single address	Has only one addressee, either action (TO addressee) or information (INFO addressee).
Multiple address	Has two or more addressees, action or information or both, and the drafter deems that each addressee should know of the other addressees.
Book	Has two or more addressees but the drafter deems that no addressee needs to know of the other addressees (i.e., a commercial contract bid).
General	Is designed to meet recurring requirements for disseminating information to a wide, predetermined standard distribution. Because the title (i.e., ALCOM, ALMILACT, NAVOP) indicates the distribution, it serves as the address designation in the address line of the message heading. To attain uniformity of format with Joint procedures, a title line is assigned. A consecutive three-digit serial number, followed by a single slant and the last two digits of the calendar year, is typed immediately after the message title (i.e., ALCOM 012/93). The general message title, the number, and the year stand alone on the line after the classification line but before the subject line.

general messages. When you draft messages, they will usually be in single- or multiple-address form.

## MESSAGE RESPONSIBILITIES

As a Mineman, your specific responsibilities concerning messages will depend on your involvement with each message. You may be the originator, the drafter, the releaser, or the addressee (receiver) of the message. These responsibilities are described in the following paragraphs.

### Originator

The message originator is the authority (command or activity) in whose name a message is sent. The originator is responsible for the functions of the drafter and the releaser.

### Drafter

The drafter composes the message. Among all personnel involved with message management, the drafter is the key to an effective program. Required to have the most detailed knowledge and understanding of basic message procedures, the drafter is responsible for the following message elements:

- Ensuring the proper addressees.
- Composing a clear and concise text.
- Applying the proper security classification, special-handling, and declassification markings required by OPNAVINST 5510.1.
- Selecting the appropriate precedence.
- Coordinating message staffing.
- Ensuring that the message is correctly formatted and is error free.
- Ensuring the proper use and selection of appropriate message-handling instructions.

### Releaser

The message releaser is authorized to release a message for transmission in the name of the originator. In addition to validating the contents of the message, the releaser's signature affirms compliance with message-drafting instructions contained in *Telecommunications Users Manual*, NTP 3, and related publications. It is the releaser's signature that authorizes transmission of the message.

### Addressee

The addressee's responsibilities depend on whether the addressee is an action or information addressee. For an action addressee, the message may require an immediate response or action. For an information addressee, the message will not normally require any action. In either case, the message may need to be readdressed to another activity, which is discussed later.

## MESSAGE FORMAT

Naval messages are now being prepared on diskettes, using the MTF Editor software. The greatest difference between diskette message preparation and the previous methods is the use of a personal computer and the medium (diskette) for storing and delivering the message.

Diskettes containing messages must be compatible with formats cited in MIL-STD 1832, as applicable to Navy users. Any diskette received at a naval telecommunications center (NTCC) or an AUTODIN gateway terminal (Gateguard System) that cannot be read because of incompatible media or diskette file format will be rejected.

Gateguard is a backside AUTODIN terminal that provides a command's automated information system (AIS) with both an on-line communication gateway to AUTODIN and a guard device that provides security isolation protection between networks. This circuit is used to move a command's outgoing AUTODIN messages from a connected AIS to Gateguard for onward routing to AUTODIN. When so directed by the operator, Gateguard attempts to establish a logical connection with the attached AIS. Once the link is established, messages are transferred to the AIS as soon as they become available.

### Office Codes

Office codes will be used with all Navy shore activity plain-language addressees (PLAs), including those in the From line. An office code will immediately follow the PLA and will be enclosed by double slants. See figure 1-11. There is no limit on the number of office codes that can be used with a PLA.

### Message Precedence

The message precedence indicates a desired writer-to-reader time. To the telecommunications

```

291936Z JUN 93
FM CNO WASHINGTON DC//NN//
TO COMINWARCOM CHARLESTON SC//00//
INFO COMOMAG CHARLESTON SC//00//
BT
UNCLAS//N02300//
MSGID/GENADMIN/CNO//
SUBJ/UNDERWATER MINES//
REF/A/MSG/COMOMAG CHARLESTON SC/201311DEC92//
REF/B/DOC/CNO/01JUL91//
REF/C/TEL/OPNAV 85/20DEC92//
NARR/ REF A REQ ASSISTANCE IN DRAFTING GENADMIN MSG. REF B IS ACP 121, US
SUPP-1(F). REF C IS TELCON BETWEEN OPNAV/LT PISTOL AND COMOMAG/ENS BOAT.//
POC/MR. DOOR/-/DSN 229-0547/-N311B/202-282-0547.//
RMKS/1. THE UNIQUE MESSAGE IDENTIFIER GENADMIN DISTINGUISHES THIS MESSAGE
FORMAT FROM ALL OTHER FORMATTED MESSAGES.//

```

Figure 1-11.-GENADMIN message format.

center, the precedence indicates the relative order of processing and delivery. The precedence of an in-coming message has no direct effect on the time in which a reply must be sent or on the precedence assigned to that reply.

There are four precedence categories: ROUTINE, PRIORITY, IMMEDIATE, and FLASH. The drafter is responsible for determining the precedence, although the releaser may change the precedence assignment. For the precedence system to work properly, precedence assignment must be based on the urgency

rather than on the importance of the subject. The time element involved, including the time difference between widely separated geographical areas must also be considered. Complete information and examples of each type of precedence are contained in NTP 3. The four precedence categories are shown in table 1-2.

**Speed-of-Service Objectives**

The goal of the speed-of-service (SOS) objectives is to provide the most rapid communications support

Table 1-2.-Message Precedence Categories

Precedence Category	Purpose
ROUTINE	Assigned to all types of traffic that justify electrical transmission, but are not of sufficient urgency to require a higher precedence. Identified by the prosign <b>R</b> .
PRIORITY	Reserved for messages that require expeditious action by the addressees and/or that furnish essential information for the conduct of operations in progress when ROUTINE will not suffice. Highest precedence normally authorized for administrative messages. Identified by the prosign <b>P</b> .
IMMEDIATE	Reserved for messages relating to situations that gravely affect the national forces or populace and that require immediate delivery to addressees. Identified by the prosign <b>O</b> .
FLASH	Reserved for initial enemy contact messages or operational combat messages of extreme urgency. Brevity is mandatory. Identified by the prosign <b>Z</b> .

possible. These objectives apply to the total elapsed communications-handling time from the time of file at the message originator's telecommunications center to the time of receipt at the addressee's telecommunications center. SOS objectives are shown in table 1-3.

### Message Date-Time-Group

The message date-time-group (DTG) is assigned for identification and file purposes only. The numerical portion has six digits: the first two are the day, the second two are the hour, and the third two are the minutes. This portion is followed by the zone suffix, the month, and the year (i.e., 291936ZJUN93).

- The zone suffix ZULU (Z) stands for Greenwich Mean Time. It is used as the universal time for all messages, except where theater or area commanders prescribe the use of local time for local tactical situations. (NOTE: The times 2400Z and 0000Z are not used to indicate a particular time; instead, either 2359Z or 0001Z is used, as appropriate.)

- The month is expressed by its first three letters.

- The year is expressed by its last two digits.

### MESSAGE READDRESSAL

A message readdressal is a message that is transmitted to an activity that was not an original addressee. This is a frequent occurrence. The originator or the action addressee of a message may readdress a message for action or information to another activity; however, an information addressee may readdress a message for information purposes only.

### MINIMIZE CONDITION

When an actual or simulated emergency arises or is anticipated, it may become necessary to reduce the volume of record and/or voice communications ordinarily transmitted over U.S. military-owned or -leased telecommunications facilities. This action, known as MINIMIZE, is designed to clear communications networks of all traffic whose urgency does not require transmission by electrical means during MINIMIZE. Only traffic of a precedence that concerns mission accomplishment or safety of life is considered essential and, therefore, requires electronic transmission.

Commanders at any level have the authority to impose MINIMIZE within their command or area of command responsibility. The authority to impose MINIMIZE is further discussed in *Allied Communications Publication*, ACP 121, U.S. Supplement 1.

When MINIMIZE is in effect, the releasing officer shall review all record traffic that has not been released or has been released but not yet received at the serving telecommunications center to ensure that the words *MINIMIZE CONSIDERED* are included in the Special Instructions block at the bottom of DD Form 173/2 or DD Form 173/3. These words are not included as part of the text.

### CLASSIFIED INFORMATION

Proper security classification of correspondence is a serious problem in the Navy, largely because of overclassification. You, as the writer, should ensure that any assigned classification is justified by a genuine need. There are no simple rules for security. You

Table 1-3. Speed-of-Service Objectives

Precedence	Prosign	Objective
FLASH	Z	As rapidly as possible, with an objective of less than 10 minutes
IMMEDIATE	O	30 minutes
PRIORITY	P	3 hours
ROUTINE	R	6 hours

must digest the various policy directives and then apply common sense.

Correspondence does not need to be classified according to the classification of its references unless it reveals a significant part of the content of the references. If the correspondence is classified, the classification is indicated on the rough draft, and the draft is handled as required by that classification.

Each piece of correspondence should be assigned the lowest classification consistent with the proper protection of the defense information contained in it. Correspondence and documents should be classified according to their relationship to other documents. This procedure is particularly important when documents are part of a series. Different paragraphs or actions of a single document may contain different classifications. However, the document must bear the highest overall classification it contains.

This section discusses classified material categories and classified material markings.

### CLASSIFIED MATERIAL CATEGORIES

Information that requires protection against unauthorized disclosure in the interest of national security must be classified with one of only three designations: Top Secret, Secret, or Confidential. The handling markings For Official Use Only (FOUO) and Limited Official Use (LOU) cannot be used to identify classified information, nor can modifying terms be used with authorized classification designations, such as Secret Sensitive. Table 1-4 shows these classifications and for which kind of information they are used.

Table 1-4.-Classification Parameters

Classification	Use
Top Secret	Information or material that with unauthorized disclosure could result in <b>exceptionally grave damage</b> to the national security.
Secret	Information or material that with unauthorized disclosure could result in <b>serious damage</b> to the national security.
Confidential	Information or material that with unauthorized disclosure could reasonably be expected to cause <b>damage</b> to the national security.

Regulations and guidance for classifying and safeguarding information are contained in *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1. Guidelines concerning classifying and safeguarding mine warfare information and material are contained in *Department of the Navy Security Classification Guidance for Mine Warfare Programs*, OPNAVINST S55 13.7.

### CLASSIFIED MATERIAL MARKING

The purpose of marking classified material is to inform the holder of the classification level and the degree of protection required of the material and to assist in extracting, paraphrasing, downgrading, and declassifying actions. Therefore, all classified material must be marked in a manner that leaves no doubt about the level of classification assigned to the material, which parts contain or reveal classified information, how long the material must remain classified, and any additional measures necessary to protect the material.

#### Basic Markings

The basic markings are placed on the first page of classified correspondence. The overall classification is typed at the upper left of the first page. It is stamped at both top and bottom centers of the page. The classification authority, downgrading, and declassification instructions are placed at the lower left of the page.

On the second and succeeding pages, the classification is stamped at both top and bottom

centers of the page. The classification may be the overall classification of the document or the highest classification of the information on the page. Examples of correspondence marking are shown in figure 1-12.

### Portion Marking

Each portion of a classified document (section, part, paragraph, or subparagraph) is marked to show its level of classification or nonclassification. This requirement eliminates any doubt as to which portions of a document contain or reveal information requiring protection. The appropriate symbol is placed immediately following the portion letter or number, or in the absence of letters or numbers, immediately before the beginning of the portion. The symbols are (TS) for Top Secret, (S) for Secret, (C) for Confidential, and (U) for Unclassified. The handling marking (FOUO) is used to denote information that is For Official Use Only. Examples of portion marking are shown in figure 1-12.

### Subjects and Titles

Subjects and titles of documents are unclassified whenever possible to simplify referencing them in unclassified documents or indexes. A subject or a title is marked with the appropriate symbol immediately following the subject or the title. An example of marking a subject is shown in figure 1-12.

### Upgrading, Downgrading, or Declassifying

Upon notification that information has been upgraded or that downgrading or declassification instructions have been changed, the holder must promptly and conspicuously mark the material containing the information. This annotation must indicate the change, the authority for the action, the date of the action, and the identity of the person making the change. Old markings should be canceled, if practicable; however, as a minimum, the new classification, including Unclassified, is placed on the cover and on the first page.

The standard classification, downgrading, and declassification markings that are placed on all classified material are as follows:

Classified by \_\_\_\_\_ (Note 1)

Declassify by \_\_\_\_\_ (Note 2)

Downgrade to \_\_\_\_\_ (Note 3)

U.S. documents containing foreign government information are marked as follows:

Classified by \_\_\_\_\_ (Note 4)

Declassify on \_\_\_\_\_ (Note 5)

**NOTE 1.** If it is the original classification, the identification of the original classification authority is inserted. If more than one source is applicable, the words **Multiple Sources** are inserted.

**NOTE 2.** The specific date or event certain to occur is inserted. If a specific date or event cannot be determined, the notation **Originating Agency's Determination Required** or **OADR** is used.

**NOTE 3.** This marking is used only when downgrading is applicable. For example, a particular Secret document should be downgraded to Confidential on 31 December 1993. Therefore, this block will state **Downgrade to Confidential on 31 Dec 1993**.

**NOTE 4.** The identity of the foreign government or the international organization, the source document, the memorandum of understanding, or the classification guide is inserted.

**NOTE 5.** The notation **Originating Agency's Determination Required** or **OADR** is inserted.

For further instructions on classified information procedures, refer to OPNAVINST 5510.1.

### ROUTING AND HANDLING OF OFFICIAL CORRESPONDENCE

The fact that official correspondence is originated implies that information is being requested or furnished. It follows that unless this information is properly disseminated, the mere origination of the correspondence accomplishes very little. Correspondence that requests a report does not produce the report unless the person responsible for its preparation receives the request.

The responsibility for the dissemination and proper handling of official correspondence is assigned to the administrative department of a mine shop. In many instances, an MN3 or an MN2 is assigned to this department. In the case of a small mine shop, the MN2 or the MN1 may even be the head of the administrative department. For that reason, it is essential that you, as



**SECRET**  
DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, D.C. 20330

IN REPLY REFER TO

5510  
Ser XXX/S123456  
31 DEC 93

SECRET

From: Chief of Naval Operations  
To: Recipients

Subj: PORTION MARKING (U)

1. (U) This is a sample of a fairly complex letter with multiple parts (paragraphs, subparagraphs, and a chart). It has been created for the purpose of demonstrating the proper method of applying portion classification markings in accordance with the requirements of OPNAVINST 5510.1. In this sample, paragraph 1 in its totality contains Secret information, but the lines of the opening paragraph do not, as indicated by "U" precursory marking.

a. (S) In continuing the graphic illustration of the proper techniques of applying portion classification markings, this subparagraph of the sample document contains information classified Secret as indicated by the "S" precursory marking.

(1) (S) Again, this subparagraph contains information classified Secret.

(a) (C) Every part of a classified document is to have portion classification markings applied. The text in this subparagraph contains information classified Confidential.

1. (S) The text in this subparagraph contains information that is Secret. Bear in mind that the objective of portion classification marking is to eliminate doubt as to which portions of a document contain or reveal classified information.

a. (U) This part of the sample document is unclassified as indicated by the "U" precursory marking.

b. (C) This part of the sample document is classified Confidential as indicated by the "C" precursory marking.

2. (U) This part contains no classified information.

Classified by OPNAVINST C5513.3A-17  
Declassify on OADR

**SECRET**

NOTE: SECRET FOR TRAINING, OTHERWISE UNCLASSIFIED

Figure 1-12.-Correspondence marking.

**UNCLASSIFIED MAIL CONTROL RECORD**  
CNET-GEN 5216/3 (3-74) S/N 0197-NP2-N40

FROM	DATE OF CORRESPONDENCE
ORIGINATOR'S IDENTIFICATION DATA	DATE RECEIVED
SUBJECT	COPIES RECEIVED
	REG. NO./FILE NO. ENCL
	ACTION DUE DATE

INTER-DEPARTMENTAL				INTRA-DEPARTMENTAL			
ACTION	INFO	INITIALS	DATE OUT	ACTION	INFO	INITIALS	DATE OUT

REMARKS (ACTION OFFICE indicate action taken) (Use reverse, if needed)

**INSTRUCTIONS**

1. Primary responsibility for preparing reply, continuing cognizance or compliance is assigned to the officer indicated in the ACTION column. Reply is required prior to the action due date.
2. When appropriate, the following codes will be inserted in the Info. column: R-Retain copy, RE-Retain enclosure, X-Advance copy furnished.
3. Departments retain yellow copy during intra-departmental routing and attach to back of correspondence for onward routing.
4. Inform the Administrative Office if extension to action due date is needed; also when changes, additions or deletions to the assigned routing is warranted.
5. This mail control form will accompany the correspondence at all times during routing.

Figure 1-13.-Unclassified Mail Control Record (CNET-GEN 5216/3).



a Mineman, understand how to handle incoming and outgoing correspondence.

This section discusses incoming and outgoing correspondence and the Navy filing system.

### INCOMING CORRESPONDENCE

Official correspondence received by the administrative department should ultimately become a part of the permanent records of the command. The routing required between the receipt and the filing of the correspondence depends on the type of information furnished and any action required. Local procedures usually prescribe a standard routing for all incoming correspondence in addition to those individuals primarily concerned with the correspondence.

A route sheet, similar to that shown in figure 1-13, is normally used to ensure the proper routing of correspondence that requires action. (It is often used for all correspondence, including information only as well as action.) This form is prepared in duplicate, with the original route sheet attached to the correspondence to be routed and the duplicate route sheet retained in the administrative office. As the correspondence progresses through the routing indicated, appropriate action is taken and the routing sheet is initialed by the responsible individuals. When the routing is complete, the correspondence, with the original route sheet, is returned to the administrative department for filing.

The routing may be placed on the correspondence itself if the correspondence is only for information. This may be accomplished by the use of a route stamp similar to that shown in figure 1-14.

SYMBOL	INITIALS	DATE
00		
01		
02		
03		
04		
41		
42		
FILE		

Figure 1-14. Route stamp example.

### OUTGOING CORRESPONDENCE

Outgoing correspondence is prepared by the correspondence organizational component by using a rough draft prepared by the originator. The correspondence file that accompanies the letter to be signed is arranged according to the instructions of the signing official.

The letter is then presented to the appropriate official for signature. After the correspondence is signed, it is dated with the date on which it is signed, the file copies are removed for filing, and the correspondence is forwarded to the appropriate addressees.

### FILING SYSTEM

The size and complexity of the Navy demands standard methods for filing paperwork. Standardization within the Navy also enables administrative personnel to leave one duty station and report to another without having to learn a different filing system. (The same principle applies to the Mine Force: personnel may leave one mine shop and report to another without having to learn a different filing system.) For these reasons, the Navy has established a coding system—the *Department of the Navy Standard Subject Identification Codes*, SECNAV - INST 5210.11. These codes are required on all Navy and Marine Corps letters, messages, directives, forms, and reports.

A standard subject identification code (SSIC) is a four- or five-digit number that represents the document's subject. The use of SSICs provides a tested method for filing documents consistently and retrieving them quickly. SSICs are broken down into 13 major groups as shown in table 1-5.

These 13 major groups are broken down into primary, secondary, and tertiary subdivisions. For example:

- 8000 – Ordnance Material (major group)
- 8500 – Underwater Ordnance, General primary group)
- 8510 – Torpedoes (secondary group)
- 8550 – Mines (secondary group)
- 8551 – Aircraft Laid (tertiary group)
- 8553 – Submarine Laid (tertiary group)

The file arrangement within any office depends on the mission of the command and the volume of its

**Table 1-5.-Standard Subject Identification Code Groupings**

<b>SSIC</b>	<b>Subject</b>
1000-1999	Military Personnel
2000-2999	Telecommunications
3000-3999	Operations and Readiness
4000-4999	Logistics
5000-5999	General Administration and Management
6000-6999	Medicine and Dentistry
7000-7999	Financial Management
8000-8999	Ordnance Material
9000-9999	Ships Design and Material
10000 – 10999	General Material
11000-11999	Facilities and Activities Ashore
12000-12999	Civilian Personnel
13000-13999	Aeronautical and Astronautical Material

official correspondence. General correspondence is normally stored in metal file cabinets. This includes letters and memorandums received or originated by the command. Messages are also kept in these files.

Folders are used to keep correspondence orderly in the files. Standard file folders are available in two sizes: letter size and legal size. The total number of folders and the appropriate primary, secondary, and tertiary subject identification numbers (or the name-title symbols) to be used are determined by the volume of written matter in each category to be filed. There may be no need to establish any folders on some major series groups, while other groups may require several folders broken down to primary, secondary, and tertiary subgroupings.

For further information on setting up and using correspondence files, consult SECNAVINST 5210.11.

### **AUTOMATED DATA-PROCESSING EQUIPMENT**

The use of computers for office information systems has grown tremendously within the last 10 years. They can be used to perform many tasks that would normally consume hours of work each time a document or a page needed to be retyped.

By using word-processing equipment, you can create letters, memorandums, forms, and other documents that once had to be typed on a typewriter. Once the information has been created, you can save it on a disk for future use-you do not have to recreate it at a later date if you need it again. If any information needs to be changed, you can make corrections, rearrange paragraphs, or change the document in any manner, depending on the action required.

Never before has technology reached the point where whole instructions, letters, and large quantities of classified information could be placed in so small an area. The possibility that information can be lost or stolen because of improper safeguards and misuse is an ever-present danger. Automated data-processing (ADP) equipment is an invaluable asset in time savings. It is up to you to ensure that it is properly used and protected.

This section discusses proper use, care and maintenance, protection, and security of ADP equipment.

### **ADP EQUIPMENT USE**

The first and foremost thing to remember is that word-processing systems are to be used for official business only. They are not for your own personal use

or for playing games during your breaks. It is your responsibility to ensure that there is no unauthorized use of the equipment. The unauthorized use of computer disks can possibly result in computer viruses, which are destructive program intrusions that can destroy, modify, disclose, or deny use of the equipment.

The systems you will work with are microcomputers. They can be programmed, but it is not a necessity. Primarily, you will use packaged or off-the-shelf programs designed for specific applications. You will use three basic programs: word processing, data management, and spreadsheets.

### **Word-Processing Programs**

You can use word-processing programs for any function that involves text, such as letters, memorandums, forms, etc. You can also edit, store, retrieve, and print the text. Using these functions, you can delete lines, sentences, and paragraphs. You can move paragraphs from one part of the text to another or to a completely different document. Word processing is particularly useful for text documents that are repetitive or that require many revisions. It saves much document retyping.

### **Data-Management Programs**

Data-management programs allow you to enter and retrieve data in a variety of ways. You enter the data into the computer, where it is stored on a disk. Once the file is stored on the disk, you can retrieve it by searching the records. Also, you can print specific fields from the file. For example, you can print a command roster with name, rank, and social security number, or you can print the names in alphabetical order. You can also generate reports by specifying what records you want to use, what data you want from those records, and whether you want data from more than one record to be combined with other records. This program is extremely useful in the administrative and supply areas.

### **Spreadsheet Programs**

Spreadsheet programs are tables of rows and columns of numbers that allow you to specify needed calculations. You enter the basic information into the appropriate row or column, and the program does all the calculations automatically.

## **ADP EQUIPMENT CARE AND MAINTENANCE**

ADP equipment is normally covered by a maintenance contract to ensure that any system that fails is corrected only by authorized maintenance personnel. Do not, under any circumstances, try to repair the system yourself.

ADP equipment is well designed and does not require a lot of maintenance. Periodically, you should clean, dust, and wipe fingerprints from the monitor screen and the cabinet. When you clean the equipment, use the following procedures:

1. Ensure that the power is turned off before you start to clean the equipment.
2. Use a cloth that is lightly dampened with water or a specified cleaning solution.
3. Do NOT use spray liquids or soaking-wet cloths.
4. Do NOT attempt to clean the storage disks.
5. Use only the authorized cleaning kit to clean the disk drives.
6. Ensure that all equipment is completely dry before reapplying power to the system.

The most common problem experienced with computer systems is the buildup of dust over a period of time. To avoid this problem, keep the keyboard, the computer, and the monitor covered when they are not in use.

## **ADP EQUIPMENT PROTECTION**

Two things your ADP system requires protection from are people and environmental threats. People pose threats to your system through unauthorized use by untrained personnel or by smoking, drinking, or eating around the computer. The proper training of personnel who use the equipment is mandatory. Environmental threats are dust, dirt, power surges, power failures, heat, humidity, etc.

As a computer operator, you are responsible for the protection of your hardware and software from misuse and improper handling. Without proper protective measures, many hours of work and research can be lost in an instant. The following paragraphs discuss some of the steps necessary to ensure that your hardware and software are properly protected.

## Hardware Protection

The term *computer hardware* refers to the components of your computer system. They include a display monitor, a keyboard, a computer processing unit (CPU), and one or more printers. Proper precautions for your ADP equipment is essential for protection against catastrophes or mishaps. The use of the following steps will help to stop some problems before they become mishaps:

- Always operate the equipment in the temperature range the manufacturer specifies.
- Always use a voltage regulator or a power line filter in areas where there are frequent power fluctuations.
- Always cover equipment, when it is not in use, with plastic covers to protect against dust accumulation and water damage.
- Always put equipment on a secure, stable surface—never on a flimsy table.
- NEVER place equipment under overhead plumbing or sprinkler systems.
- NEVER eat, smoke, or drink around the equipment.

## Software Protection

The term *computer software* refers to the floppy disks on which you store your information. The disk can store large amounts of data, but it can easily be destroyed or distorted through mishandling or misuse. The use of the following steps will help to reduce the chances of losing stored data:

- Always ensure that all disks are properly labeled as to their contents.
- Always make a backup copy of a disk that contains information of continuing importance.
- NEVER write on the label once it is placed on a disk.
- NEVER store disks in direct sunlight or in high-temperature areas.
- NEVER place disks near magnetic sources (such as a radio) or recording devices.
- NEVER allow eating, drinking, or smoking around disk-storage areas.

- NEVER touch the exposed surface of a disk.

- NEVER fold, bend, staple, paper clip, or band disks together.

Eventually, all disks wear out. However, with proper care and handling, your disks will normally last many hours, and any information stored on them will be accessible when needed.

## ADP EQUIPMENT SECURITY

Security has been, is, and always will be a major concern in the Navy. Security is everyone's responsibility. You play an important part in your command's security program by protecting and safeguarding your computer hardware and software.

### Hardware Security

Your workspace normally provides sufficient physical security to protect against unauthorized access and theft of material. Where possible, access to spaces where computer hardware is stored and operated is restricted to authorized personnel only. If, at any time, unauthorized personnel require access to the area, ensure that proper safeguards are used to protect your equipment. At the completion of a normal workday or when your activity is not manned, ensure that all computer hardware is stored in a secure area to prevent access by unauthorized personnel.

### Software Security

The primary storage location for information is the floppy disk. The disks that you normally use are not much more than 5 inches in diameter. Their small size makes them easily hidden. It is also easy for anyone to make copies of disks. All computer software must be given proper safeguard to prevent theft, loss, or destruction. The following actions are a partial list of security requirements:

- Always attach an external label to all disks to reflect the security classification of the material on individual disks. See figure 1-15.
- Always, to limit access, store all disks in a classified container when they are not in use.
- Always keep disks not in use in their protective envelopes and ensure that they are stored vertically in their storage boxes.

Remember, once you lose the information on a disk, it is unlikely that it can be retrieved. It usually

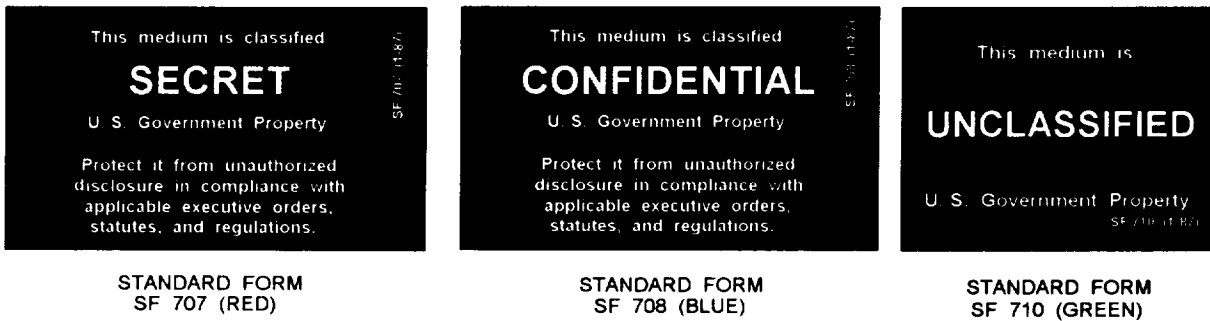


Figure 1-15.-Security classification labels.

must be retyped. It is up to you to ensure the proper care and maintenance of all disks that you use to preclude any unwarranted problems.

For further information regarding ADP procedures, consult *Utilization of Automated Data-Processing (ADP) Systems*, COMOMAGINST 5230.1.

### PUBLICATIONS MAINTENANCE

You, as a Mineman, use many different publications that apply to your job. Now it is your job to ensure that these publications are properly maintained and updated and that a full allowance is on board in accordance with the mine bill of material (MBOM).

A publication may contain anything from the description of a weapons system to test procedures to a parts breakdown to information on ordering needed parts. Without proper maintenance of these publications, erroneous or outdated information could be used.

This section discusses publication changes and technical manual reports.

### PUBLICATION CHANGES

Publications are updated by the issuance of changes and revisions. These modifications ensure that the publication is technically correct, accurate, and adequate for its intended use. Publication changes include advance change notices, permanent changes, and revisions.

#### Advance Change Notice

An advance change notice (ACN) permits rapid response to technical difficulties encountered in the

fleet's use of a publication. Its incorporation into the publication is mandatory.

An ACN is prepared by the activity that has the responsibility for the publication. It is sent by letter or naval message, depending on the urgency and the amount of information involved. The ACN directs you to a specific chapter, section, part, page, paragraph, sentence, figure, or table and provides the exact information that must be added, substituted, or deleted.

An ACN is identified by a number and a letter, separated by a diagonal (i.e., ACN 4/C). As exemplified, the number before the diagonal (4) indicates the fourth ACN released since the last permanent change. The letter after the diagonal (C) indicates the next permanent change which, in this example, is the third.

When you receive an ACN, ensure that the title and the number are the same as those on the publication. ACN action maybe made by pen and ink, cut-and-tape insertions, or page changes. After you have completed the change, record the entry in the front of the publication on the Record of Changes page. The ACN will be incorporated into the publication's next permanent change or revision.

#### Permanent Change

A permanent change is prepared by the activity having cognizance of the publication. It is used to correct reported deficiencies, incorporate ACNs, add new procedures, or change existing procedures. A permanent change is a package that contains one or more complete page replacements or additions, the instructions for making the changes, a new title page, and a list of effective pages.

(Insert Classif. of TMDER Here and At Bottom of Page) **CLASSIFICATION:**

NAVSEA (USER) TECHNICAL MANUAL DEFICIENCY/EVALUATION REPORT (TMDER) (NAVSEA S0005-AA-GYD-030/TMMP & NAVSEAINST 4160.3)						
<i>INSTRUCTIONS: Insert classification at top and bottom of page. Read the following before completing this form. Continue on 8½" x 11" paper if additional space is needed.</i>						
1. USE THIS REPORT TO INDICATE DEFICIENCIES, USER REMARKS, AND RECOMMENDATIONS RELATING TO PUBLICATION 2. BLOCKS MARKED WITH "*" ARE TO BE FILLED IN BY THE CONTRACTOR BEFORE PRINTING 3. FOR UNCLASSIFIED TMDER'S, FILL IN YOUR RETURN ADDRESS IN SPACE PROVIDED ON THE BACK, FOLD AND TAPE WHERE INDICATED, AND MAIL (SEE OPNAVINST 5510.1E FOR MAILING CLASSIFIED TMDER'S) 4. FOR ADDITIONAL INFORMATION, CALL AUTOVON 360-4805/5084 OR COMMERCIAL 805-982-4805/5084						
1. NAVSEA NO. *			2. VOL. PART *	3. TITLE *		
4. REV. DATE OR TM CH. DATE		5. SYSTEM/EQUIPMENT		6. IDENTIFICATION/NOMENCLATURE (MK/MOD/AN)		
7. USER'S EVALUATION OF MANUAL (Check Appropriate blocks)						
A. EXCEL- LENT	B. GOOD	C. FAIR	D. POOR	E. COM- PLETE	F. INCOM- PLETE	
8. GENERAL COMMENTS						
9. RECOMMENDED CHANGES TO PUBLICATION						
PAGE NO. A.	PARA GRAPH B.	LINE NO. C.	FIG. NO. D.	TABLE E.	F. RECOMMENDED CHANGES AND REASONS	
10. ORIGINATOR AND WORK CENTER (PRINT)			11. ORIGINATOR'S RANK, RATE OR GRADE, AND TITLE		12. DATE SIGNED	
13. SIGNATURE OF WORK CENTER HEAD			14. SIGNATURE OF DEPARTMENT OFFICER		15. AUTOVON/COMM. NO.	
16. SHIP HULL NO. AND/OR STATION ADDRESS (DO NOT ABBREVIATE)						
17. THIS SPACE ONLY FOR NSDSA						
A. CONTROL NO.	B. COG ISEA	C. DATE			D. PRIORITY	E. TRANSMITTED TO
		RECEIVED	FORWARDED	DUE		

NAVSEA 9086/10 (REV. 6-85) S/N 0116-LF-090-8651 **CLASSIFICATION:**  
 (REPLACES 4-84 EDITION & NAVSEA 4160/1 -  
 DESTROY STOCK)

**Figure 1-16.-NAVSEA (User) Technical Manual Deficiency/Evaluation Report (NAVSEA 9086/10).**

When you receive a permanent change, ensure that it is complete. Follow the instructions on the change sheet and remove and/or replace the affected pages. After you have made the change to the publication, record the change on the Record of Changes page and then destroy all the removed pages by following local disposal instructions.

### **Revision**

A revision supersedes an existing edition of a publication. It is usually published when an existing publication has several permanent changes already issued and/or when an additional change would reduce the publication's usability. A revision is issued as a complete publication, or a volume of a publication, and supersedes all previous issues, ACNs, and permanent changes. When you receive a revision, the superseded publication may then be destroyed according to local disposal procedures.

### **TECHNICAL MANUAL DEFICIENCY/ EVALUATION REPORT**

The NAVSEA (User) Technical Manual Deficiency/Evaluation Report (NAVSEA 9086/10) is used to report problems in the various publications that you use. See figure 1-16.

Naval messages may also be used to report an emergency technical manual (TM) deficiency. Such a case may be where a TM deficiency could possibly lead to personal harm or serious equipment damage, or it could possibly adversely affect the ship's mission. There is no set format for reporting by naval messages; however, you should include the information listed on a NAVSEA 9086/10 form.

Naval Sea Data Support Activity, Port Hueneme, California, records and monitors all TM deficiency reports to ensure timely response. Never hesitate to

report a TM deficiency. This will ensure that the next issue of the TM is correct and that the next person using the TM will be working with the best information available.

### **RECOMMENDED READING LIST**

**NOTE:** Although the following references were current when this TRAMAN was published, their continued currency cannot be assured. Therefore, you need to ensure that you are studying the latest revision.

*Department of the Navy Correspondence Manual, SECNAVINST 5216.5C, Secretary of the Navy, Washington, D.C., 1983.*

*Department of the Navy Directives Issuance System, SECNAVINST 5215.1C, Secretary of the Navy, Washington, D.C., 1970.*

*Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes, SECNAVINST 5210.11D, Secretary of the Navy, Washington, D.C., 1987.*

*Department of the Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1H, Chief of Naval Operations, Washington, D.C., 1988.*

*Technical Manual for Underwater Mine Maintenance System, SW550-FO-PMS-101, Naval Mine Warfare Engineering Activity, Yorktown, Vs., 1990.*

*Telecommunications Users Manual, NTP 3(I), Naval Computer and Telecommunications Command, Washington, D.C., 1993.*

*Utilization of Automated Data-Processing (ADP) Systems, COMOMAG/MOMAGINST 5230.1B, Mobile Mine Assembly Group, Charleston, S.C., 1990.*

