

CHAPTER 3

ADMINISTRATION

INTRODUCTION

As an Aerographer's Mate, you must be able to locate various information in files, directives, and publications. You may be tasked to maintain a set of files or to update publications or directives. In this chapter, we begin with a discussion of some administrative terminology. We then cover a few basic procedures you must use to maintain files, directives, and publications. Finally, we discuss methods for obtaining information.

GENERAL ADMINISTRATION TERMINOLOGY

LEARNING OBJECTIVE: Define the terms *file, record, directive, instruction, notice, change transmittal, publication, chart, and form.*

Before we discuss techniques on locating information and maintaining informational resources, we must define a few general terms used in administration.

- *File.* A file is a collection of information, usually organized by subject, which includes information or material about the subject. Information may be original written material or reproduced copies, and may be in the form of notes, rough drafts, final print, or published information. A file may also contain material such as art, drawings, photographs, magnetic media (tapes, floppy disk, hard disk, etc.), light media (films, transparencies, etc.), samples, models, prototypes, or evidence. A file may also contain records.

- *Record.* As officially defined by the United States Government, records include "all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business, and preserved, or appropriate for preservation, by that agency or its legitimate successor, as evidence of the organization, functions, policies, decisions, procedures,

operations, or other activities of the Government, or because of the informational value of the data in them. Library and museum material made or acquired or preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included."

- *Directive.* A directive is a written statement that officially prescribes or establishes policy, methods, or procedures. It may require action or simply provide information for an activity's administration or operation. A directive has the effect of orders issued by the signing authority. Directives are issued as instructions, notices, and change transmittals.

- *Instruction.* An instruction is a directive containing authority or having a continuing reference value, or requiring continuing action. It remains in effect until superseded or canceled by the originator or higher authority. In the Marine Corps, instructions are referred to as *orders*.

- *Notice.* A notice is a directive of a one-time or brief nature that contains a self-canceling provision. Notices have the same force as instructions. Notices usually remain in effect less than 6 months, and, by definition, should not be effective for longer than 1 year. Notices are called *bulletins* in the Marine Corps.

- *Change Transmittal.* A change transmittal is a written set of directions used to correct, update, or modify an existing instruction. Although not normally done, change transmittals may also be used to correct notices. Each change transmittal describes the nature of the changes it transmits, and gives directions for completing them.

- *Publication.* Publications include any pamphlet, book, or collection of information, other than a directive, reproduced by mechanical methods by the Government or a private agency for distribution within the Government or to the public.

- *Chart.* A chart includes any map, drawing, or diagram depicting information. In this chapter, we will be referring to weather plotting charts (printed maps used to plot weather data), computer-produced printouts, facsimile charts (facsimile reproductions of

plotted and analyzed weather products), and recorder charts (machine plotted traces of record information).

- *Form.* These are preprinted paper documents that use blank lines or spaces for the entry of information.

REVIEW QUESTIONS

- Q1. *How are files normally organized?*
- Q2. *What term is used to describe a written statement that officially prescribes or establishes policy, methods, or procedures?*
- Q3. *By definition, notices are only effective for what maximum period of time?*

ORGANIZATION OF FILES, DIRECTIVES, AND RECORDS

LEARNING OBJECTIVES: Describe how files, directives, and records are organized. Identify the basic format of the Standard Subject Identification Code (SSIC). Identify the directive that contains instructions for assigning SSICs. Identify the directive that lists effective instructions for major naval commands.

In the Navy, both files (which may contain official records) and directives are organized according to the Standard Subject Identification Code (SSIC) system. The reference manual used to assign codes for specific subjects is SECNAVINST 5210.11, *Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes* (SSIC), often referred to as the SSIC manual. Instructions are provided to help you assign a code for any subject. The instruction states that all Navy and Marine Corps letters, messages, directives, forms, records, and reports should be assigned an SSIC by the originator. The SSICs are used as the basis for filing all information received or originated as letters, messages, directives, etc.

There are thirteen major subject groups in the SSIC system, each designated by the thousands digit(s) in a four- or five-number code, as shown in table 3-1.

Each major subject category is broken down into *primary subjects*, as identified by the hundreds digit of the code. The primary subjects are then broken down into *secondary subjects*, as identified by the tens digit in

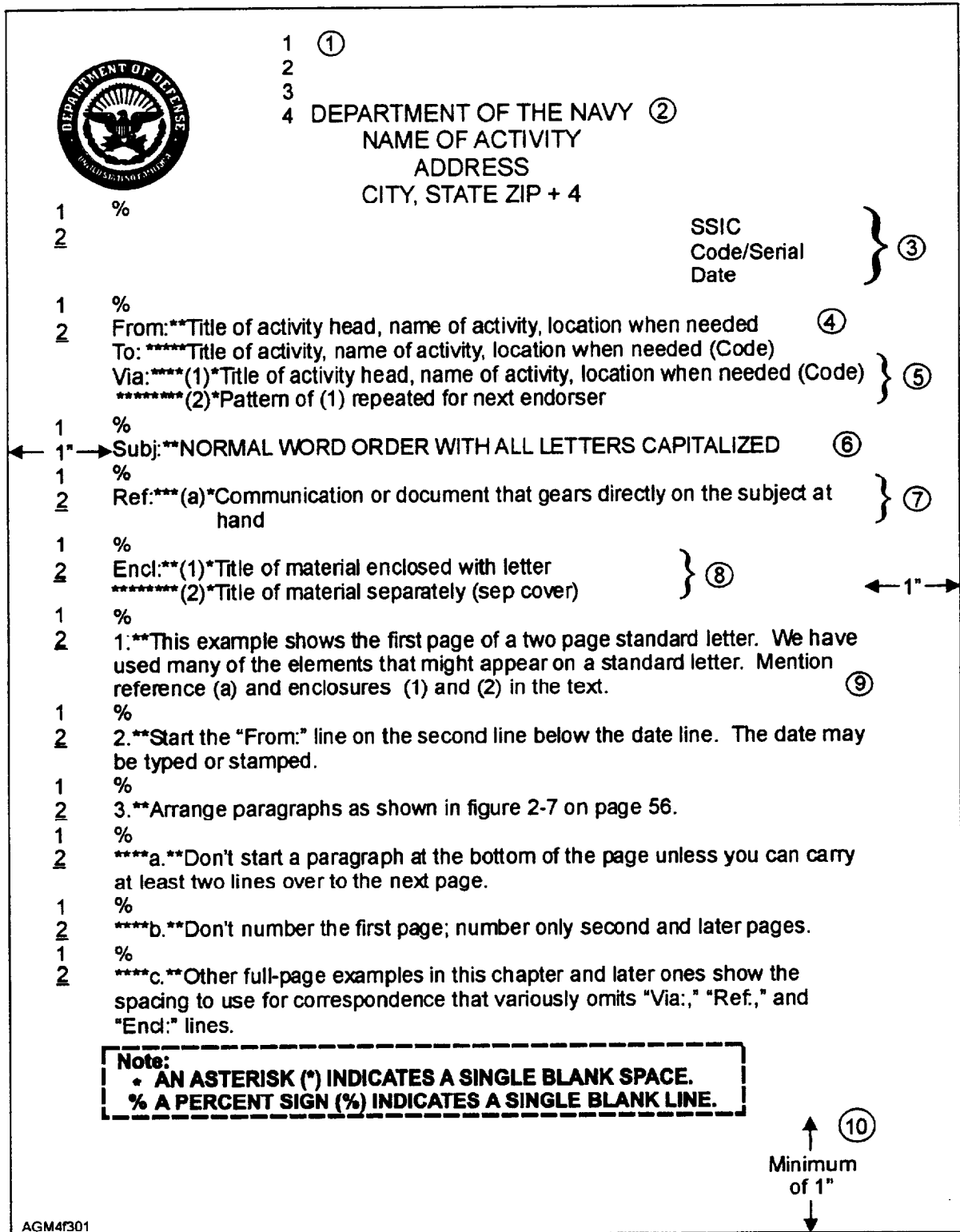
Table 3-1.—Major Subject Groups of the SSIC

CODES	MAJOR SUBJECT GROUP
1000 to 1999	Military Personnel
2000 to 2999	Telecommunications
3000 to 3999	Operations and Readiness
4000 to 4999	Logistics
5000 to 5999	General Administration and Management
6000 to 6999	Medicine and Dentistry
7000 to 7999	Financial Management
8000 to 8999	Ordnance Material
9000 to 9999	Ships Design and Material
10000 to 10999	General Material
11000 to 11999	Facilities and Activities Ashore
12000 to 12999	Civilian Personnel
13000 to 13999	Aeronautical and Astronautical Material

the code. The last digit in *the code* reflects a *tertiary* (third) subject. The SSIC manual assigns codes through the secondary subjects in all cases, and through the tertiary subjects in many cases. Codes may be assigned locally by using numbers following a decimal point to further break down or classify a subject. As an example, the code used for NAVMETOCCOMINST 3142.1 represents the major subject group 3000, for *Operations and Readiness*; the primary subject 100, *Operations*; the secondary subject 40, for *Geophysical and Hydrographic or Mapping, Charting, and Geodesy Support, General*; and the tertiary subject 2, for *data collection*. NAVMETOCCOM assigned the decimal .1 to identify Pilot Weather Reports (PIREPS). Letters following the last digit, such as 3142.1A, are used to indicate periodic revisions of instructions. The letters are used in sequential order.

You will rarely be required to assign an SSIC to a subject. All incoming naval message traffic and most naval correspondence will contain an SSIC. In message traffic, the SSIC is the five-digit number within double slants following the message classification. You may have seen observations before that have contained the classification line **U N C L A S //N03141//**. The N means a U.S. Navy SSIC follows, and the 3141 is the SSIC. In naval messages, the code is always expressed as a five-digit number, and only codes down to the tertiary subject-level are used.

All naval letters and some memoranda will contain SSICs. Naval letters will contain a four or five-digit SSIC as the first entry in the identification information on the top right side of the page following the letterhead. Figure 3-1 is an example of the standard naval letter format.



- | | | | | |
|----------------------|---------------------------|---------------------|-------------------|-------------|
| 1. Typewriter Lines | 3. Identification Symbols | 5. To and Via Lines | 7. Reference Line | 9. Text |
| 2. Letterhead Format | 4. From Line | 6. Subject Line | 8. Enclosure Line | 10. Margins |

Figure 3-1.-Standard naval letter format (first page).

REVIEW QUESTIONS

- Q4. *What would be the major subject group of an instruction with an SSIC of 5510?*
- Q5. *In reference to the SSIC 3140.IJ what does the letter J indicate?*
- Q6. *What reference provides a detailed listing of effective instructions for major naval commands?*

GENERAL RECORD MAINTENANCE

LEARNING OBJECTIVES: Identify the tasks involved with the maintenance of records. Define the terms *permanent record*, *temporary record*, *cutoff date*, and *retention period*. Identify basic storage procedures for records. Identify the instruction that provides guidance for the disposition of records.

Many of the files at your command are classified as official records. These records include such things as command history, surface weather observation data, upper air observation data, and bathythermograph data. When you are given the job of maintaining a set of records, more is involved in the job than just stuffing paperwork into drawers of a filing cabinet. In this section, we will describe the different types of records, and then discuss storage and disposal procedures.

TYPES OF RECORDS

Records are normally contained in file folders that are designed to hold information accessible for reference. The length of time that material is held is determined by the type of information. The Secretary of the Navy has defined two basic types of informational material based upon the importance of the information for future applications. These two informational types, *permanent records* and *temporary records*, are explained in the following text.

Permanent Records

Permanent records are informational material and records necessary to protect the Navy's interest and to insure proper documentation of the Navy's significant experiences, primary missions, functions, and responsibilities. Permanent records may be of research legal, historical, or scientific value. In the

Of the seven naval memorandum formats, the two formats that are routinely used for intercommand memoranda are the *letterhead memorandum*, printed on the command's letterhead paper (fig. 3-2), and the *memorandum* for, also printed on the command's letterhead. Both of these formal memoranda formats must contain a SSIC in the same manner as the naval letter. You may use assigned SSICs as the basis for tiling the material, if tiling is required.

The two informal memoranda formats, used only for intracommand (interoffice) memos, normally do not contain SSICs. Often, the informal memoranda contain information of little continuing value, and rarely require filing. Usually, informal memoranda are hung on clipboards or placed in binders until the event listed in the memo passes, and then the memo is destroyed. Instructions for composing naval letters and memorandums are contained in SECNAVINST 5216.5D, *Department of the Navy Correspondence Manual*.

The SSIC manual should be used as the basic guide for assigning codes to subjects when SSICs have not previously been assigned. For convenience of use, the SSIC manual is broken down into a numerical, code-to-subject section as well as an alphabetical, subject-to-code section. However, the manual often does not assign codes in sufficient detail to cover every subject. By using the group, primary subject, secondary subject, and (if provided) tertiary subject codes as guidance, refer to your commands instruction index to locate instructions with the same SSIC code for the subject you are attempting to classify. You will often find a notice or an instruction dealing with the subject, and these directives will have a subject-specific SSIC. Keep in mind that it is not uncommon to find many subdivisions of a tertiary code using decimal codes from .11 to .99.

The directive, *OPNAV NOTE 5215*, updated semiannually, lists not only effective Naval Meteorology and Oceanography Command instructions, but instructions for all of the major naval commands. It contains four sections of listings: Part I, an alphabetical listing of instructions, by command; Part II, a numerical listing of instructions, by command; Part III, a cancellation listing, by command; and Part IV, a DOD implementation listing. The numerical listing under "METOCCOM" provides a complete list of effective Naval Meteorology and Oceanography Command instructions.



DEPARTMENT OF THE NAVY
NAVAL AIR FACILITY
DETROIT, MI 48045-5008

5216
Memo 28/83
5 Jan 99

1
2

1
2

MEMORANDUM

1
2

From: Head, Management Services Department, Naval Air Facility, Detroit
To: Operations Officer, Navy Regional Data Automation Center, San Francisco

1
2

Subj: LETTERHEAD MEMORANDUM

1
2

1. When used within an activity, the letterhead memorandum provides more formality than the printed memorandum form of the plain-paper memorandum.

1
2

2. A letterhead memorandum may be sent outside your activity if:

- a. Direct liaison is authorized.
- b. The matter is routine.
- c. The memo neither makes a commitment nor takes an official stand.

1
2

3. Generally follow the standard letter format, but type "MEMORANDUM" as shown here.

1
2
3
4

E. F. GEE

AGM41302

Figure 3-2.—Letterhead memorandum format.

meteorological and oceanographic (METOC) community, most of the data collection information falls into this category. This includes surface weather, upper-air, and bathythermograph observation record sheets, and also includes any data diskettes and recordings taken by observers. Just as important are research and program development files, and the trip

reports filed by returning Mobile Environmental Team (MET) members. Many operation and exercise support files and command history files also contain permanent record information. Usually, permanent record material is original material produced by the personnel at your command, but not all original material is permanent record material.

Temporary Records

This is informational material that has little long-term value or significance but is necessary for routine or short-term use. A few examples of temporary material frequently found in the METOC community are training reports, inventories, and general correspondence. Most material you file that is a *copy* of other material (copies of charts, messages, letters, technical information or magazine articles, and publications or pamphlets) may be considered temporary material.

Files for a specific subject may contain mixed material, both permanent-record information and temporary-record information. Files that contain predominately permanent-record information are permanent files. Permanent files may contain copies of temporary information that directly relates to the information in the file, or supports the work or research. Temporary files should contain mostly temporary-record information. Any information of permanent value in a temporary file must be separated from the file when the temporary information is destroyed.

STORAGE OF RECORDS

Files are normally held in drawers of filing cabinets or safes, and separate file folders are used to contain each subject (record) file. Use of a specific type of file folder may be designated by the command or left to the user's choice. For ease of finding and retrieving material, however, similar size folders should be used in each set of files.

Most shipboard and shore-based METOC activities receive computer-produced charts, AUTODIN message reports of ship observations, National Weather Service (NWS) products and bulletins, and facsimile charts. They also produce original (outgoing) meteorological and oceanographic support products. Few of these products are routinely stored in what is typically thought of as a set of files. Most likely, the smaller size paper products are sorted by type and date and stored in expandable envelopes, and the larger size original charts and facsimile charts are stored in map drawers or chart cabinets. Many of these products, regardless of the method or location of storage, are *official records* and must be properly maintained, just as any other material kept in file folders in safes and filing cabinets is properly maintained.

DISPOSAL OF FILES/RECORDS

Most files and/or records are maintained on an annual basis. A separate set of file folders is used for each year's files. Usually, file subject titles and SSICs are duplicated on the new file folders. While most files start at the beginning of the calendar year (January 1) and are closed out at the end of the calendar year (December 31), fiscal files (or files dealing with budgeting, supply, or other money matters) are opened at the beginning of the fiscal year (1 October) and are closed at the end of each fiscal year (September 30). The date that files *are* closed is known as the *cutoff date*. No new material dated after the cutoff date should be placed in a file after the cutoff date. Material originated after the cutoff date should be placed in the next year's set of files.

After the cutoff date, files must be held for a prescribed period of time based on the type of information they hold. This period of time is known as the *retention period*. Most material held in files at METOC activities have retention periods of 1 or 2 years. To determine the proper retention period for material in your files, you must consult SECNAVINST 5212.5, *Navy and Marine Corps Records Disposition Manual*.

Permanent records, with the exception of observation records, should be transferred to the Federal Records Center after the retention period has passed. Specific instructions for handling the transfer of meteorological and oceanographic observations are provided in NAVMETOCCOMINST 3140.1, *United States Navy Meteorological and Oceanographic Support System Manual*. All temporary records and files should be properly disposed of or destroyed after the retention period has elapsed.

REVIEW QUESTIONS

- Q7. *Records that contain information of research, legal, historical, or scientific value are classified as what type of records?*
- Q8. *Inventory records are classified as what type of records?*
- Q9. *What would most likely be the cutoff date for a file containing budgetary information?*
- Q10. *Where would you find information pertaining to the retention period of weather maps and charts?*

MAINTENANCE OF FILES AND DIRECTIVES

LEARNING OBJECTIVES: Identify the tasks involved with the maintenance of files and directives. Identify methods for obtaining directives. Explain the use of Change Transmittals.

In this section, we will explain how to maintain files and directives, how to obtain directives, and finally, how to process change transmittals.

MAINTAINING FILES

The following are some of the most important tasks involved with proper filing system maintenance:

- Inventory the current filing system to ensure the index of your files is up to date. For each file you maintain, the index should contain the file subject title, the SSIC, a specific cutoff date, the retention period, and the transfer or disposal date. Do not include unnecessary working papers, early drafts, extra copies, or information material as part of the file material.

- Obtain some type of receipt from all personnel removing files from the filing cabinet. This will simplify locating files that later turn up missing. The receipt should document the name of the person removing the file, their office or phone number, and an approximate length of time the file will be absent from the storage container. You may use a computer file, a logbook, 3 × 5 cards, or slips of paper for the receipt, as long as you can keep track of the location of all of the files.

Ensure all files in your filing system are properly marked on the outside with the subject title, SSIC, cutoff date, retention period, and the transfer or destroy date.

- Establish new files as necessary.
- Arrange file folders in SSIC order.

- Place incoming information in proper subject files in date/time order, oldest on the bottom. Most people maintaining files in the METOC community prefer to use paper prongs to hold papers securely in each file, although this practice is not required.

- Close out files at the cutoff date and replace with new file folders (properly labeled) as necessary.

- Keep closed out files together in a safe, weatherproof location. Normally, closed-out files are maintained in the original office if space permits. Maintain closed-out files for the required retention period.

- Destroy temporary material at the end of the retention period. Keep in mind security considerations. Shred, pulp, or burn classified and "For Official Use Only" material.

- Transfer permanent records in accordance with instructions in SECNAVINST 5212.5 and NAVMETOCCOMINST 3140.1 at the end of the retention period.

MAINTAINING DIRECTIVES

All Naval Meteorology and Oceanography Command activities and all naval ships staffed with Aerographer's Mates are required to maintain directives issued by the Commander, Naval Meteorology and Oceanography Command. Aboard ships, the instructions are sometimes maintained in the ship's administration office, but more often than not, they are maintained in the geophysics office.

You will also need to maintain selected instructions from the Office of the Secretary of the Navy (SECNAV), Bureau of Naval Personnel (BUPERS), Office of the Chief of Naval Operations (OPNAV), and the Commander in Chief, Atlantic/Pacific Fleet (CINCLANTFLT/CINCPACFLT). At the Naval Meteorology and Oceanography Command centers and facilities, you will also maintain a set of your center's or facility's directives.

Most of the instructions and notices your office maintains are only a few pages long. Others may be 1- or 2-inch thick manuals. Usually, all but the thickest directives are placed in standard, government-issue, three-ring binders, and stored in some type of bookcase. With the exception of certain classified instructions, which must be stored in a secure container, all instructions from a series should be kept together. The binders should be labeled so that the other people you work with can find the instructions easily. All directives within a set are arranged in SSIC order, from the lowest number to the highest number. Recently, most SECNAV, OPNAV, and BUPERS instructions have been made available on CD-ROM, and only the directives you require need to be printed. However, these CD-ROM disks should be maintained in a similar fashion.

The first task you must do when you are assigned the job of maintaining any set of directives is to inventory the instructions and notices currently on board, and make note of any that are missing. As previously discussed, OPNAV NOTE 5215 lists effective instructions. A quick look around the spaces may turn up frequently used instructions that are missing. Also check that overflowing incoming basket on your desk (or the LPO's desk) to insure that the missing directives are not in-house, awaiting filing.

If a directive is normally held in some location other than the directives binder, a locator cross-reference sheet should be filled in and filed in the location the directive would normally occupy in the binder. Most manual-like directives contain a preprinted locator cross-reference sheet immediately following the distribution list in the front of the instruction. Sign-out cards or some similar system should be used when directives are temporarily removed from the binders for any reason.

Make note of any instructions that are obsolete. If the manual lists 3143.1F as the current instruction and you have 3143.1E, you will need to obtain 3143.1F. Identify the 3143.1E edition in the binder as being obsolete by writing *superseded by 3143.1F* across the top of the first page in red ink. Do not destroy the old instruction until you have received the updated version. Many times, much of the information in the old instruction will still be valid.

Obtaining Directives

Order any instructions that you are missing. OPNAV NOTE 5215 marks all instructions that are available directly from the originator with an asterisk (*). All others must be ordered from the Naval Inventory Control Point (NAVICP) in Philadelphia. The Naval Supply Systems Command issues the *Naval Logistics Library (NLL) User Guide* (NAVSUP Publication 600) as a four CD-ROM set. The first CD contains NAVSUP Publications P2002, which lists stock numbers for all instructions stocked at the Naval Inventory Control Point. These CD-ROMs can also be ordered via the Internet at the NLL web address: <http://www.nll.navsup.navy.mil>.

In addition, the Office of the Secretary of the Navy and the Office of the Chief of Naval Operations have developed an Internet website called the "Navy Electronic Directives System." This website provides the quickest method for obtaining most unclassified SECNAV and OPNAV directives. The site contains

listings of new and canceled directives, as well as directions for ordering complete CD-ROM sets of directives. You may also download several SECNAV and OPNAV forms. The website is actually maintained by the Defense Automated Printing Service Office in Philadelphia, and can be reached by using the URL: <http://neds.nebt.daps.mil>.

As you receive new or updated directives, file the directives in their proper locations in the binder by SSIC. Remove and destroy the outdated directives.

Processing Change Transmittals

Many instructions are updated with change transmittals. Change transmittals provide a simple method to make small changes to directives as they occur. Each change transmittal identifies the instruction to which it applies, and lists several types of changes that must be made to the instruction to update it.

Many times, change transmittals will contain replacement pages, which must be inserted in the place of the old same-numbered pages in the instruction. These are *page* changes. Change transmittals may also list words or passages that must be entered in pen in specified places. These are called *pen changes*. Occasionally, a change transmittal will contain a printed paragraph and will call for the new paragraph to be cut out of the change and taped or pasted over an existing paragraph in the instruction. This is called a *paste-in change*. Yet another type of change that may be used is a *repetitive change*. This type of change is usually a blanket statement, such as "replace the words Naval Oceanography with Naval Meteorology and Oceanography throughout this instruction." This type of change does not specify the location of the required changes. Unless specifically stated otherwise, repetitive changes are not actually made throughout the instruction. The change transmittal containing the repetitive change is filed at the beginning of the basic instruction; the repetitive change statement may be highlighted to catch the reader's eye.

Regardless of the number of changes specified, you must follow the list of change instructions exactly as described. You should check off each change instruction as you complete the change. Changes should be entered in the appropriate instructions as soon as change transmittals are received, and should not be shunted to a hold basket to collect dust. Changes should be made to all copies of the instructions held, not just the copy normally held in the binder. Usually, the changes

listed in change transmittals are effective as of the publishing date (the date listed on the transmittal), and will have been in effect for several weeks by the time you receive the change transmittal.

After the necessary changes have been made to the instruction, you must enter the change information on the *Record of Changes* page, located in the front of most instructions. This page, ruled in columns and lines, requires entries of (1) the change number (change 1 or CH1, for example), (2) the date the change was issued, (3) the date the change was actually entered, and (4) the name (not initials) and rate of the person entering the change.

In summary, to properly maintain a set of directives, you must accomplish the following tasks:

- **INVENTORY** all directives, making note of missing or out-of-date directives.
- **ORDER** replacements for missing or obsolete directives.
- **FILE** new and revised directives as they are received.
- **ENTER CHANGES** documented in change transmittals, as they are received.
- **COMPLETE** locator cross-reference sheets for all directives held in locations other than the proper directives binder.
- Use a **SIGN-OUT** system for all borrowed directives.

REVIEW QUESTIONS

- Q11. *What type of information should be contained on the outside of each file folder?*
- Q12. *What is the first task you must do when maintaining a set of directives?*
- Q13. *What is the purpose of a cross-reference sheet?*
- Q14. *What is the fastest way to obtain unclassified SECNAV and OPNAV directives and instructions?*
- Q15. *What is the purpose of change transmittals?*

MAINTENANCE OF METEOROLOGICAL AND OCEANOGRAPHIC PUBLICATIONS AND FORMS

LEARNING OBJECTIVE: Identify the tasks involved with maintenance of meteorological and oceanographic publications and forms.

So far, we have discussed the maintenance of tiles and directives. Two other administrative functions you may be asked to do are to maintain meteorological and oceanographic reference publications, and to maintain meteorological and oceanographic forms.

TYPES OF PUBLICATIONS

As you have probably discovered, every METOC office, whether aboard ship or ashore, has many different reference publications available for use. Some offices receive and maintain specialized magazines dealing with the sciences of meteorology and oceanography, such as *Weather-wise* or *Bulletin of the American Meteorological Society*. Nearly every METOC activity has been issued several different NAVAIR publications. These are books published by the government or civilian publishing companies that the Naval Air Systems Command determined to be useful for reference. Other publications you might have in your office are equipment technical manuals and operator manuals that were issued with various pieces of equipment.

Required Publications

Required publications are the hard- or soft-covered books that you must have on hand, as directed by proper authority. *Required* publications for Navy and Marine Corps METOC support activities are defined in the *Master Publications Allowance List*, published by the Naval Oceanographic Office. This listing contains detailed information on all publications that are required for each type of METOC activity, such as centers, detachments, aircraft carrier OA divisions, and so forth. The Master Publications Allowance List contains information on the source of each of the publications listed, the agency responsible for updating the publication, and the agency that publishes and distributes the publication. It also lists the issue date, the revision date, classification, and the national stock number (NSN). Publications applicable to specific

warfare areas, such as Undersea Warfare or Amphibious Warfare are also provided. The Master Publications Allowance List is available from the Naval Oceanographic Office on CD-ROM. It can also be downloaded via the Secure Internet Protocol Routing Network (SIPRNET).

Useful Publications

Useful publications include those publications that, although useful, are not required for inspection purposes. These publications include climatology studies, National Weather Service publications, and certain classified publications. Appendix III of NAVMETOCCOMINST 3140.1, U.S. Navy *Oceanographic and Meteorological Support System Manual*, lists several pertinent references for oceanographic and meteorological support. These consist of different instructions and publications that contain information especially useful for different METOC-related tasks. However, the appendix stresses that the list is not a list of required publications.

Unclassified Naval Oceanographic Office publications are listed in the NAVOCEANO RP-50, *Catalog of Naval Oceanographic Office Publications*. Classified Naval Oceanographic Office publications are listed in the NAVOCEANO RP-51(S), *Catalog of Classified Naval Oceanographic Office Publications*. Source listings for NAVAIR publications, airfield summaries, and observation summaries are discussed in the following text.

Climatic Publications

The National Weather Service, the Air Force, and the Navy all produce various types of climatic studies and climatic summaries. Many of these products are routinely distributed to your command via CD-ROM as they are produced. Some products must be specially ordered. The best place to find out what type of climatic information is available for a specific location or region is the Fleet Numerical Meteorology and Oceanography Detachment (FNMOD), Asheville Internet website at: <http://waves.ncdc.noaa.gov>. This site contains information on climatic reference publications and studies available on CD-ROM as well as in book form. It also provides a listing of several climatic studies that are currently available for issue on different types of media-paper, microfiche, microfilm, or compact disk. It does not list any classified studies that may have been made for any particular location. The FNMOD website also provides a listing of available *Worldwide Airfield*

Summaries (WWAS) and *Summary of Synoptic Meteorological Observations (SSMOs)*.

MAINTENANCE OF PUBLICATIONS

So far, we have discussed several sources that list publications that may be found in your office. Now we will discuss how to take care of the publications that you have.

The Naval Meteorology and Oceanography Command centers and facilities may have rooms that are designated as a library, but for most detachments and ships, this is a luxury because of space limitations. Undoubtedly, you have some bookcase space available, whether aboard ship, in a detachment, or at a center or facility. If your command has an established system for filing and retrieving publications, and the system generally works, then the best thing you can do is to learn that system and work with it.

If no workable system has been established, the simplest system for office-size book collections is the alphabetical filing system. File the publications on shelves in alphabetical order by the title. A computer listing (or index cards) should be made up for each book, listing the title, publication number, and subject(s) covered.

For slightly larger collections of publications, you may wish to divide the bookcase shelves into sections for each series of publications, such as NAVAIR publications (all publications with NAVAIR numbers), National Weather Service publications, Naval Oceanographic Office publications, Naval Environmental Prediction Research Facility publications, and so forth. Publications within each group may be arranged alphabetically. The same type of title and subject computer listing (or index card listing) may be maintained, but each entry should also include a listing of the bookcase section in which the publication is located.

Your title index and subject index are the key to your library. Keep the index current. Let the other people you work with know how the publications are arranged and how the index is maintained. If the index is maintained on the office computer, let them know how to access the information, or be available to access the information for them.

Some sort of checkout system or log must be used to keep track of publications that are removed from the area. The most useful reference publications, if not controlled properly, tend to "disappear" from libraries.

These publications may sometimes be located on someone's desk; but without a checkout system, larger commands must reorder publications frequently.

As for the publications themselves, all books should be kept in a dry, low-humidity environment. High humidity and moisture promote mold growth, which destroys the paper. Books should not be exposed to strong or direct sunlight. Sunlight yellows the edges of the pages and accelerates paper decomposition. It also makes the binding brittle.

Aboard ship, it is common practice to box up and store publications that are not expected to be especially useful during an upcoming cruise, in an out-of-the-way location. The computer listing or index cards of books stored in this manner should be annotated with the storage location.

MAINTENANCE OF CHARTS AND FORMS

The use of Department of Defense weather plotting charts has been on a steady decline since the introduction of computers into the weather field. Most ships staffed with Aerographer's Mates are still required to maintain these charts. During predeployment, chart inventories are taken aboard ship and a count of the type and quantity of plotting charts is made. Based upon past usage of each chart, the monthly usage of each type of chart should be calculated. Shipboard personnel must not only estimate the monthly usage of each type of chart, but also consider the types of charts that may be necessary for various contingencies. Charts not normally used in routine operations may suddenly become important in different operational scenarios. Check with your LPO or LCPO for guidance.

Keep in mind that all ships and stations should still keep a 90-day supply of weather plotting charts. Weather plotting charts (WPCs) are supplied by the National Imagery and Mapping Agency (NIMA). Detailed instructions for completing one-time orders or establishing automatic distribution are contained in the

Department of Defense, National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Part I-Aerospace Products. Information concerning NIMA products can be obtained via the Internet at: <http://www.nima.mil>.

Most METOC forms are now locally produced, and you should make sure there is a ready supply. Some forms, such as weather observation forms, must still be ordered via normal supply channels using national stock numbers. Details for ordering these forms are contained in NAVMETOCCOMINST 3140.1. Certain forms, such as the Station Information File (SIF), can be downloaded from the FNMOD website.

REVIEW QUESTIONS

- Q16. Where can you find information regarding publications that are required at your command?*
- Q17. Where can you find information pertaining to classified Naval Oceanographic Publications?*
- Q18. Where is the best place to find out what climatological information is available for a specific region?*
- Q19. Weather plotting charts are supplied by what agency?*

SUMMARY

In this chapter, we have discussed some of the basic terminology associated with administration and explained the basic organization of files, directives, and records. We also discussed general record maintenance and the maintenance of files and directives, including how to obtain directives and how to process change transmittals. We completed the chapter with a discussion of the maintenance of meteorological and oceanographic publications and forms.

ANSWERS TO REVIEW QUESTIONS

- A1. *According to subject.*
- A2. *A directive.*
- A3. *1 year.*
- A4. *General Administration and Management.*
- A5. *A revision of the instruction.*
- A6. *OPNAV NOTE 5215.*
- A7. *Permanent records.*
- A8. *Temporary records.*
- A9. *30 September.*
- A10. *SECNAVINST 5212.5.*
- A11. *Each file should contain the file subject title, the SSIC, a specific cutoff date, the retention period, and the transfer or disposal date.*
- A12. *Inventory the instructions and notices currently on board, making note of any that are missing.*
- A13. *Cross-reference sheets are used to indicate the location of directives, that for whatever reason, are not held in the directives binder.*
- A14. *The "Navy Electronic Directives System" on the Internet.*
- A15. *Change transmittals provide a simple method to make small changes to directives as they occur.*
- A16. *The "Master Publications Allowance List" published by the Naval Oceanographic Office.*
- A17. *The Catalog of Classified Naval Oceanographic Office Publications, RP-51(S).*
- A18. *FNMOD Asheville Internet website.*
- A19. *The National Imagery and Mapping Agency (NIMA).*