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FILING MANUAL

APRIL 1950



CG-219

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

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17 April 1950

INTRODUCTION

This manual is adapted from the Navy filing system and is designed to meet the needs of all units. It supersedes the "Rules for Handling Mail and Files," which publication is canceled. The latter shall be destroyed; however, units required to store inactive records filed in accordance with its system should retain copies thereof for reference purposes.

The manual provides a classification plan for the arrangement of subjects found in general correspondence files. It reflects the functions of the Coast Guard and permits the establishment of a simplified filing system. Its provisions properly applied can be adapted to any activity and a standard filing system for the Coast Guard will result.

The application of the files system outlined herein by all Coast Guard units is mandatory.

No attempt should be made to install this system without first becoming familiar with the instructions and index as well as with the subject and name title groups. Parenthetical notes are provided, as necessary, to explain the use of a "subject." The lists of subordinate subjects in parentheses are examples only and are not to be considered inclusive.

Additions and deletions to this manual will be issued as consecutively numbered amendments.

Commanding officers will designate one copy as the official unit copy and will insure that it is maintained and corrected to date. Additional copies furnished will be distributed at the discretion of the commanding officer.



*Vice Admiral, U. S. Coast Guard
Commandant.*

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TABLE OF CONTENTS

	<i>Page</i>
PART I. INSTRUCTIONS FOR USING THIS MANUAL:	
SECTION 1. SUBJECT AND NAME TITLE GROUPS.....	1
1-1. Subject Groups.....	1
1-1-1. Major Subjects.....	1
1-1-2. Primary Subjects.....	1
1-1-3. Secondary Subjects.....	1
1-2. Name Title Groups.....	1
1-2-1. General.....	1
1-2-2. Selection.....	1
1-2-3. Identification.....	2
1-2-4. Secondary Break-down.....	2
SECTION 2. FILE SYMBOLS.....	3
2-1. Structure of Symbols.....	3
2-1-1. File Symbols.....	3
2-1-2. Name Titles.....	3
2-2. Subdivision of File Symbols.....	3
2-3. Subdivision of Name Titles.....	3
2-4. Combination of File Symbols.....	4
2-5. Arbitrary Symbols.....	4
2-6. Combination and Arbitrary Subdivision.....	4
SECTION 3. INSTALLING OF FILES.....	5
3-1. General.....	5
3-2. Methods.....	5
3-2-1. Base Folder Method.....	5
3-2-2. Inclusive Folder Method.....	5
3-2-3. Subject/Subdivision Method.....	5
3-2-4. Arbitrary Application Method.....	6
3-3. Arrangement of Material or Folders.....	6
SECTION 4. HOW TO CLASSIFY.....	7
4-1. General.....	7
4-2. Suggested Applications of Specific Subjects.....	7
4-2-1. Abstract Subjects.....	7
4-2-2. Concrete Subjects.....	7
4-2-3. Material Groups.....	7
4-3. Coding.....	7
4-4. Cross Referencing.....	8
4-5. Unclassifiable Communications.....	8
SECTION 5. FILING.....	9
5-1. General.....	9
5-2. Organizing File Activities.....	9
5-2-1. Centralized Files.....	9
5-2-2. Decentralized Files.....	9
5-3. Preparing Material for Filing.....	9

PART I. INSTRUCTIONS FOR USING THIS MANUAL—Con.

SECTION 5. FILING—Continued		<i>Page</i>
5-4.	Placing Papers in Folders	9
5-5.	Sorting	9
5-6.	Case Filing	9
5-7.	Classified Matter	10
5-8.	Charging Out Records	10
5-9.	Facilitating The Disposition of Records	10

PART II. SUBJECT GROUPS.

PART III. NAME TITLE GROUPS.

PART IV. ALPHABETICAL INDEX.

INSTRUCTIONS



SECTION 1. SUBJECT AND NAME TITLE GROUPS

1-1 Subject Groups

1-1-1 *Major Subjects*—there are ten major subject groups, each identified by a single letter of the alphabet:

A *ADMINISTRATION*—includes those administrative and management subjects used in establishing, organizing, and operating the Coast Guard.

F *AIRCRAFT DESIGN, CONSTRUCTION, AND SPECIALIZED MATERIAL*—includes aeronautical subjects in connection with the design and construction of aircraft, including specialized materials.

H *NAVIGATION AND NATURAL AND PHYSICAL SCIENCES*—includes navigational subjects, natural and physical sciences, and related matter.

J *GENERAL MATERIAL*—includes those material items not included in other groups in the manual, such as aircraft, ships, and ordnance. The material items in the “J” group are common to most activities in the Coast Guard. Activities having a need for types of material by classes may use the “JJ” symbol with the appropriate class number taken from the “Index of General Stores Section, Catalog of Naval Material.”

L *LOGISTICS AND FISCAL MATTERS*—includes the various budget and accounting subjects, the supply system, disbursing, and logistics processes as applied to material.

M *MEDICINE, SURGERY, AND DENTISTRY*—includes treatment, equipment and supplies, and related subjects.

N *SHORE ESTABLISHMENT DESIGN, CONSTRUCTION, AND RELATED MATERIAL*—includes grounds, highways, railways, buildings and other structures, plants, and distribution systems.

P *PERSONNEL*—includes the various subjects relating to personnel administration. This group includes both civilian and military personnel subjects.

S *SHIPS DESIGN, CONSTRUCTION, AND SPECIALIZED MATERIAL*—includes subjects in connection with the design and construction of ships, including specialized materials.

X *ORDNANCE DESIGN, CONSTRUCTION, AND SPECIALIZED MATERIAL*—includes subjects in connection with the design and construction of all ordnance items, including specialized materials.

1-1-2 *Primary Subjects*—Major subjects are divided into primary subjects by adding an Arabic numeral to the single letter.

Example: A1 Plans, projects, and developments

1-1-3 *Secondary Subjects*—Primary subjects are divided into secondary subjects by adding a dash (—) and another Arabic numeral to the primary subjects.

Example: A1-1 Programs

1-2 Name Title Groups

1-2-1 *General*—name title groups consist of names and titles as distinguished from subjects. The name title groups include classes of materials, classes and types of vessels and aircraft, shore establishments, foreign governments, U. S. Government departments and agencies, commercial firms and enterprises, and classifications of civilian and military personnel.

1-2-2 *Selection*—the selection of letter symbols parallels the Navy file system. Navy symbols for name titles are used for items applicable to the Coast Guard. Symbols selected for purely Coast Guard items do not conflict with Navy symbols.

1-2-3 *Identification*—a name title is identified by two capital letters of the alphabet. The first letter represents the group and the second letter indicates a primary subdivision.

Examples: OT.....MERCHANT
MARINE OFFICERS
("O" for officers; "T" for
Merchant Marine)
GD.....COAST
GUARD DISTRICTS
("G" for Coast Guard;
"D" for Districts)

A common symbol for the entire group is indicated by repeating the group letter.

Examples: OO.....OFFICER
PERSONNEL
GG.....U. S. COAST
GUARD

The official symbols for types of aircraft, vessels and guided missiles are not file symbols, but for convenience they are included and are authorized for use as file symbols. These symbols in many instances consist of more than two letters of the alphabet.

Examples: WPC.....P A T R O L
CRAFT, LARGE
WAVP.....SEAPLANE
TENDERS, SMALL

1-2-4 *Secondary Breakdown* — the secondary breakdowns of name titles are indicated by an Arabic numeral added to the double letters.

Example: "EE5 DEPARTMENT OF
JUSTICE," under
"EE E X E C U T I V E
BRANCH."

SECTION 2. FILE SYMBOLS

2-1 Structure of File Symbols

2-1-1 *File Symbols*—formed as follows:

A major subject	-----	A ADMINIS- TRATION
Primary subdivision	..	A6 Communi- cations
Secondary subdivi- sion.		A6-6 Files and Records

2-1-2 *Name Titles*—formed as follows:

A name title	..	GH COAST GUARD H E A D Q U A R - T E R S
Primary sub- division		GH3 Office of Engi- neering
Secondary subdivision		GH3-4 Naval Engi- neering Div.

2-2 Subdivision of File Symbols

File symbols which appear in this manual may be further subdivided by combination of file symbols or arbitrary assignment of Arabic numerals to meet individual requirements of activities. Such subdivisions should be made in a logical and systematic manner. The following types of subdivisions by the method indicated are appropriate:

<i>Subjects</i>	<i>Subdivide by</i>
Boards, committees, firms, in- dividuals, government or- ganizations-----	Name
Contracts, purchase orders, etc-----	Number
Cities, towns, Area Com- mands, warfare operations	Location
Programs, reports, claims, de- cisions-----	Subject
Appropriations, budget esti- mates-----	Date (fis- cal year)

2-3 Subdivision of Name Titles

Since specific symbols are not provided for all names, activities desiring to subdivide name titles may do so by adding a slant and assigning an arbitrary symbol or adding the name or initials and arranging alphabetically.

For example the Atomic Energy Com-
mission may be indicated in one of
the following ways:

EH/1

EH/AEC

EH/Atomic Energy Commission

The types of shore establishments may
be subdivided by geographical location.

Examples:

“GB/Boston” for “Coast Guard
Base, Boston, Mass.”

“GA3/Salem” for “Coast Guard
Air Station, Salem, Mass.”

Vessel symbols may be found in the
“Register of Vessels of the U. S. Coast
Guard” (CG-197). Vessel identification
numbers should be used with the symbols
without the slant (e. g. WPG 31 and not
WPG/31). If the name of the vessel is
used, it should be preceded by the slant
(e. g. WPG/BIBB). Activities may use
the personnel name title symbols (LL,
MM, OO) to segregate personnel sub-
jects. All correspondence on civilian
personnel subjects may be brought to-
gether by using the “LL” symbol to
precede the subject symbol, as LL/P18-1.
If desired, the subject may be subdivided
by the personnel name title symbol, as
P18-1/LL.

2-4 Combination of File Symbols

A combination of file symbols, either sub-
ject or name title in any order, separated
by a slant (/) represents a further sub-
division of the first symbol indicated.
Such combination will be used only to indi-
cate the subdivision of a file number and
not to indicate cross-references.

Examples: Subject and name title:
A3/CG or CG/A3 Organi-
zation of Coast Guard

Two subjects: J6/L8-5 or L8-5/J6
Sale of Automobiles

Two name titles: 00/QR or QR/00
Naval Reserve
Officers

*File symbols are not joined with serial num-
bers or originator's codes..*

A third symbol may be added after another slant (/) where the volume of material in a file warrants further subdivision. It is recommended, however, that not more than two symbols be used in combination.

2-5 Arbitrary Symbols

Since arbitrary symbols are not preceded by a letter of the alphabet they are readily distinguished from the file symbols appearing in the manual. Arbitrary symbols may be used by an activity for its own convenience and should mean nothing to another activity. Arbitrary symbols, however, must follow a standard file symbol separated therefrom by a slant (/). Arbitrary symbols may be added to any file symbols or combination of file symbols. Subdivision of file symbols may be indicated by the assignment of an Arabic numeral, a name, or an abbreviation, in lieu of combination of file symbols.

Examples:

A6	Communications
A6-6	Files and Records
A6-6/1	Records Disposal
A6-6/1-1	Disposal Schedules
A4	Operations & Status of Vessel
A4-3	Ship and aircraft movements
A4-3/1	Operation orders
A4-3/1-1	Movement orders

2-6 Combination and Arbitrary Subdivision

Filing requirements should govern the system to be used in combining file symbols and assigning arbitrary numerals. For example, the average activity will find "J22-2 Office Supplies" sufficient. Specialized supply activities will need additional subdivisions which are made by either adding arbitrary numerals or combining the basic symbol with other file symbols as follows:

Example No. 1:

J22-2	Office Supplies
J22-2/1	Utilization of Supplies
J22-2/1-1	Control systems
J22-2/2	Surplus Supplies
J22-2/2-1	Reallocation

J22-2/2-2	Reimbursement
J22-2/3	Obsolete Supplies
J22-2/3-1	Transfer or Disposal

Example No. 2:

J22-2	Office Supplies
J22-2/L8-5	Disposition of Supplies
J22-2/L8-5/1	Destruction of Supplies
J22-2/L8-5/2	Loss of Supplies
J22-2/L8-6	Custody of Supplies
J22-2/L8-6/1	Inventory of Supplies

In making such subdivision, care must be taken to avoid overlapping of subjects. If the basis of subdivision is not consistent there will be confusion as to which symbol should be used. In the following "wrong" example, for instance, would a letter on Federal Income Taxes be filed L14/1 or L14/2? In either of the "right" arrangements there would be no question—L14/1-1 in both cases.

Examples:

Wrong

L14	Taxes
L14/1	Federal
L14/2	Income
L14/3	State

Right

L14	Taxes
L14/1	Federal
L14/1-1	Income
L14/1-2	Tobacco
L14/2	State
L14/2-1	Income
L14/2-2	Tobacco

Right

L14	Taxes
L14/1	Income
L14/1-1	Federal
L14/1-2	State
L14/2	Tobacco
L14/2-1	Federal
L14/2-2	State

SECTION 3. INSTALLING OF FILES

3-1 General

Small activities can adapt this manual to their needs by maintaining a minimum number of folders and arranging material within these folders according to file symbols assigned. Files may then be expanded by establishing additional file folders as required without the necessity of changing the file symbols originally assigned to the correspondence. Large central files and specialized activities can adapt this manual to their needs by establishing file folders for major, primary, and secondary subjects as required and by subdividing such subjects where needed. While additions of new subjects to the manual will be made only by Headquarters, arbitrary subdivisions may be made by individual activities as needs dictate, as provided in Sections 2-5 and 2-6. Lists of such arbitrary subdivisions may be added to the manual in proper places or additional pages may be added.

3-2 Methods

3-2-1 *Base Folder Method*—Establish a “base folder” for each of the ten major subjects “A”, “F”, “S”, etc. Assign the proper file symbol to all correspondence and arrange the correspondence within the “base folders” according to file number assigned. As these “base folders” expand, prepare additional folders for the particular subject or subjects causing the expansion. In this manner the number of file folders is kept to a minimum and standard file symbols are used. As files expand it is not necessary to change the original file numbers when establishing additional file folders. This system is recommended for small activities requiring files for correspondence of a general nature.

3-2-2 *Inclusive Folder Method*—Establish file folders for subjects within a given group,

i. e., “A1 to A6,” “S1 to S15,” etc. Assign the proper file symbol to all correspondence and arrange the correspondence within the folder in the proper place according to file symbol assigned. Files may then be expanded as follows:

“A1 to A6” becomes voluminous. Determine the subject causing the expansion, establish an additional folder, and relabel affected folders. For example if “A1” requires a separate folder, remove all “A1” material from the inclusive folder, place in a new folder labeled “A1”, and relabel original folder “A2 to A6.” If “A3” is causing the expansion, remove all “A1 to A3” material from the inclusive folder, place in a new folder labeled “A1 to A3,” and relabel original folder “A4 to A6.”

This system is recommended for large central files containing correspondence of a general nature, the requirements of which are not definitely known at the time of establishing the files. The number of folders required is reduced to a minimum, and a place is provided for correspondence on any subject. Standard file symbols are used; therefore, files can readily be expanded.

3-2-3 *Subject/Subdivision Method*—Establish file folders for subjects, arbitrarily subdivided as required. For example, the files of a Recruiting Station may require only one folder for all subjects in “A” group or one folder for “P19”. In other files a great amount of detail may be required and many additional file folders will need be established. (See Section 2-5 and 2-6.) If the requirements for a particular subject are not known, the “base folder” method for determining the requirements is suggested. This system is recommended only for specialized activities.

3-2-4 *Arbitrary Application Method*—Certain specialized types of material, other than correspondence, such as blueprints, catalogs, photographs, and publications, may be set up as separate files without the assignment of a file symbol for each record, when the volume of such material warrants. For example, a Test Station may file all test reports on a given project under any arbitrary symbol, arranged to meet the needs of the particular Test Station, Photographic Laboratories, Public Information Offices and other activities, where necessary, may code, catalog, and file photographs as required. Blueprints may be indexed, cataloged, and filed according to print number.

3-3 Arrangement of Material or Folders

The arrangement of material or folders in a file drawer is determined by the file symbols appearing thereon. The file folders should be arranged in the same order in which the symbols appear in the manual. To eliminate confusion as to the arrangement of combined symbols where arbitrary numeral or other file symbols have been added and to standardize their arrange-

ment, it is necessary that the order of each be established. The arrangements outlined below should be followed:

(a) A major subject symbol to which a slant has been added precedes the primary subject symbols appearing in the manual. For example, A/1 and A/2 precede A1.

(b) A primary subject symbol to which a slant has been added precedes the same symbol when followed by a dash. For example, A1/1 and A1/2 precede A1-1.

(c) When one symbol is subdivided by more than one of the methods authorized (see Section 2) the following order is established:

(1) Arbitrary numerals precede subject file symbols. For example, A1/9 precedes A1/A6.

(2) Subject file symbols precede name title file symbols or initials. For example, A1/S11 precedes A1/FS.

(3) Name title file symbols precede names or abbreviations. For example, A6/FS precedes A6/A1 Navs.

SECTION 4. HOW TO CLASSIFY

4-1 General

"Classifying," as used herein, is the mental process of determining the correct subject under which a record should be filed and any subordinate subjects which should be cross-referenced. It does not refer to security classifications such as Confidential or Secret. *Classifying is the most important filing operation* since it determines where papers are to be filed so that they may be found quickly. To classify a document properly, it is necessary to read and analyze it carefully. The following factors should be considered:

- (a) The most important, definite, or concrete subject mentioned.
- (b) The purpose or general significance of the document.
- (c) The manner in which similar documents are asked for.
- (d) The file symbol under which previous documents of a similar nature are filed.

4-2 Suggested Applications of Specific Subjects

4-2-1 *Abstract Subjects*—If additional subdivisions are needed under an abstract subject such as "Scientific Research and Development," it is appropriate to subdivide it by concrete subjects such as "J2-5 Plastics" (e. g., A11/J2-5). In other instances better subdivision may be made by using well-known designations, such as research project numbers.

4-2-2 *Concrete Subject*—While the subject groups reflect the functions of Coast Guard, some overlapping and duplication exist in the "Administrative—function-material" groups. For example, A4-3 represents the administrative details in connection with ship and aircraft movements, even though such movements constitute drills, exercises, or practices. A5 represents the administrative details

concerning drills, exercises, and practices. A16 represents the technical and administrative details concerning actual or simulated warfare operations. *Material groups are to be used for both administrative and technical details concerning material.*

For example:

An operation order for a mixed force to conduct certain exercises.....	A4-3
Arranging for, and reporting on, depth charge exercises.....	A5-4
Arranging for, and reporting on bomb exercises.....	A5-5
A report on design and performance of depth charges.....	X8
Recommendation for further exercises.....	A5
Recommendation for conducting actual or simulated warfare operations involving combined forces.....	A16-9

4-2-3 *Material Groups*—It is suggested that activities having a need for types of material by classes use the "JJ" symbol with the appropriate class number taken from the "Index of Naval Stores, Catalog of Naval Materials" or, as pertains to merchant vessels, the "Equipment Lists for Merchant Vessels."

4-3 Coding

Coding is the simple process of writing the file symbols on the papers to be filed. File symbols under which a paper will be filed should be written by the classifier in the upper right corner of the paper. Cross-reference symbols, if any, should be listed under the file symbol of papers to be filed. *The classifier should not be misled by a file symbol which might appear on an incoming letter or the subject line thereon* as either may be inappropriate for his own use. When a previously assigned file symbol is found inappropriate, the classifier should line out

the inappropriate symbol and write an appropriate symbol in the upper right corner of the paper to be filed. Appropriate changes in symbols should also be noted on cross-references (if any), parts, accessories, attachments, and components of material items should be filed with the material item to which they belong, unless the activity concerned has sufficient volume of material to warrant further subdivision.

4-4 Cross-Referencing

A cross-reference is a record filed under a name or another subject to indicate where the basic record to which it refers is filed. The cross-reference may be in the form of a cross-reference sheet (form CG-10128) or an extra copy of a letter. A copy of a letter used as a cross-reference should show any changes made to the basic letter or a notation should be made thereon referring to the corrected letter in the files. Cross-references serve a useful purpose in locating material but should be resorted to infrequently. It is neither necessary nor desirable that every folder where a paper might be located contain a cross-reference to it. Ordinarily endorsements should be cross-referenced only when subjects not covered by the basic correspondence are intro-

duced. *Cross-references should not be indicated on outgoing copies of correspondence.*

4-5 Unclassifiable Communications

Inasmuch as new subjects such as developments, materials, and operations are constantly appearing in correspondence, and because of the impossibility of predicting such subject "A27 UNCLASSIFIABLE COMMUNICATIONS" is provided for handling correspondence in connection therewith. When correspondence is believed unclassifiable under a subject in the manual, it will be filed temporarily under "A27." A copy or brief of the correspondence in question will be forwarded to the Commandant for decision as to the proper classification and for the addition of a suitable subject in the next change to the manual. "A27" may be subdivided by the addition of arbitrary symbols in the manner prescribed for other groups. For example, a new subject may be subdivided as follows:

Example: A27/New Subject

Then, when the new subject is included in the manual, it is only necessary to change the label on the file folder and put the folder in the proper place in the file arrangement.

SECTION 5. FILING

5-1 General

File drawers should be labeled to describe their contents. Each folder should be clearly labeled. Folders and drawer should not be allowed to become too full. Files should be "broken" periodically, usually to correspond with disposal instructions, to facilitate transfer and destruction (see Section 5-9, "Facilitating the Disposition of Records").

5-2 Organizing File Activities

The method of establishing and controlling files should be uniform within each unit. Coordination of records at each unit will prevent duplication of effort, will prevent the accumulation of incomplete files, will conserve space and materials, and will result in better and more efficient files operations. A definite plan should be decided upon by the commanding officer as to which system would best suit the needs of his activity. In either of the following systems all records should be under the central control of one official.

5-2-1 *Centralized Files System*—a strictly centralized file includes all the official files of an activity housed in one location and under the cognizance of one official. A central file has greatest advantage when several offices have need for the same record, and such offices are placed near the file or adequate messenger service is available. Classified files are usually centralized for security purposes rather than for the other factors mentioned.

5-2-2 *Decentralized Files*—because of reference requirement many activities require decentralized files. In decentralized files, records are located in the office having primary need for them.

5-3 Preparing Material for Filing

File only one copy of each paper in a folder. Route sheets should not be filed with correspondence unless they contain essential

information. The initialing or signing of correspondence, instead of the route sheets, provides a record as to who has seen or handled the communication. Chronologically arranged reading or day files should not be filed with official records. They may, however, for convenience of reference, be maintained separately. A serial number file and reading file should not be maintained where one would serve both purposes.

5-4 Placing Papers in Folders

Papers to be filed should have no pins or clips attached. Papers belonging together should be securely stapled in the upper left-hand corner. Before placing a paper in a folder, the file symbol on the paper and on the folder label should be checked to see that they agree. Unnumbered papers within a folder should be filed in chronological order, with the latest date to the front. Serially numbered papers within a folder should be filed in number sequence. Where practicable, papers should be filed loose instead of bound. If it is considered desirable to bind papers to folders, standard fasteners should be used rather than staples. To preserve the neatness of papers and to prevent them from being torn, care should be taken that their edges do not protrude beyond the edges of the folder.

5-5 Sorting

The sorting operation is the process of arranging the papers to be filed in the order in which they will be placed in the folders as determined by the file symbols and dates on the papers. Sorting should be done continuously so that the papers will always be in order and can be located readily.

5-6 Case Filing

In many instances, the simplest method of filing and the one most useful for reference purposes is that of placing together related papers on a particular person, place, or

thing. Examples of this "case" method of filing are:

- (a) Personnel files in which all papers concerning a specific person are kept together under the name of that person.
- (b) Contract files in which all papers concerning a specific contract are kept together by contract number or by name of the contractor.

A form of "case" filing may be adapted to the general subject folders by fastening together within such folders papers related to each other so that a complete story of a transaction is kept together.

5-7 Classified Matter

The security of classified matter should be maintained in accordance with Regulations, U. S. Coast Guard and the "United States Navy Security Manual for Classified Matter" (OpNav-32-P-1100).

5-8 Charging Out Records

A charge-out record (CG form-2807) should be maintained for all material removed from a file. Where material is filed loose, the usual practice is to bind the material to a backing board when it is charged out and then to remove it when refiled. All charge-outs should be checked periodically in a follow-up procedure. These procedures are necessary to insure

control of the records and to prevent their misplacement. Files personnel should be kept informed as to the location of all records charged out of the files so that they may be found when needed. Care must be taken that records are not released to unauthorized persons.

5-9 Facilitating The Disposition of Records

All records accumulated and filed by an activity are the property of the United States Government and cannot be disposed of except as provided for by law and Coast Guard regulations. Responsibility for records disposal rests with the Commandant. The detailed instructions for such disposal are contained in the General Administration Circular and General Administration Memorandum series in accordance with procedure established by the Commandant. Files personnel should be familiar with the disposal instructions issued for their particular activity. Disposal of inactive records is made easier if files are "broken" periodically, usually to correspond with retention periods set forth in instructions or on a calendar or fiscal year basis. Detailed instruction regarding the management and disposition of records may be obtained from Headquarters.

SUBJECT GROUPS

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A. ADMINISTRATION

- | | |
|---|---|
| <p>A1 PLANS, PROJECTS, AND DEVELOPMENTS
(Policies, precedents)</p> <p style="padding-left: 20px;">A1-1 Programs
(Aircraft building, shipbuilding)</p> <p style="padding-left: 20px;">A1-2 Public works</p> <p>A2 REGULATIONS, ORDERS, AND DIRECTIVES</p> <p style="padding-left: 20px;">A2-1 Navy Regulations</p> <p style="padding-left: 20px;">A2-2 Manuals and pamphlets</p> <p style="padding-left: 20px;">A2-3 Uniform Regulations</p> <p style="padding-left: 20px;">A2-4 General Orders</p> <p style="padding-left: 20px;">A2-6 Circular letters and memoranda</p> <p style="padding-left: 20px;">A2-7 Regulations other than Navy or Coast Guard (Customs, dock, harbor, police)</p> <p style="padding-left: 20px;">A2-8 Executive Orders, Presidential Proclamations</p> <p style="padding-left: 20px;">A2-9 Permits, licenses, and passes; visits of individuals</p> <p style="padding-left: 20px;">A2-10 Decisions and opinions</p> <p style="padding-left: 20px;">A2-11 Coast Guard Regulations</p> <p>A3 ORGANIZATION AND MANAGEMENT
(Authority, cognizance, command, control, cooperation, coordination)</p> <p style="padding-left: 20px;">A3-1 Strength and distribution
(Deployment, organization charts, assignment of vessels in the administrative organization, home yards and home ports)</p> <p>A4 OPERATIONS AND STATUS OF VESSELS, AIRCRAFT AND SHORE STATIONS</p> <p style="padding-left: 20px;">A4-1 Status of vessels and aircraft
(Commissioning, decommissioning, fitting out, placing in reserve, striking from Coast Guard List)</p> <p style="padding-left: 20px;">A4-2 Status of shore stations
(Activation, disestablishment, establishment, inactivation)</p> | <p>A4 OPERATION AND STATUS OF VESSELS, AIRCRAFT AND SHORE STATIONS—Continued</p> <p style="padding-left: 20px;">A4-3 Ship and Aircraft movements
(Arrivals, cruises, departures, employment, flights, operation plans and orders, pilotage)</p> <p style="padding-left: 20px;">A4-4 Routine
(Boat guard, medical guard, military guard, ship's guard)</p> <p style="padding-left: 20px;">A4-5 Visits of ships and aircraft</p> <p>A5 DRILLS, EXERCISES, PRACTICES, AND COMPETITIONS</p> <p style="padding-left: 20px;">A5-1 Gunnery exercises
(Battle practices)</p> <p style="padding-left: 20px;">A5-4 Depth charge exercises</p> <p style="padding-left: 20px;">A5-5 Bomb exercises</p> <p style="padding-left: 20px;">A5-6 Field and boat guns and small arms exercises
(Marksmanship, rifle matches)</p> <p style="padding-left: 20px;">A5-7 Engineering performance
(Engineering competitions)</p> <p style="padding-left: 20px;">A5-8 Battle efficiency competitions</p> <p style="padding-left: 20px;">A5-9 Drills
(Abandon ship, boat, collision, fire)</p> <p style="padding-left: 20px;">A5-10 Command Information Center (CIC) exercises</p> <p style="padding-left: 20px;">A5-11 Communications competitions
(Radio, visual)</p> <p style="padding-left: 20px;">A5-12 Damage control practices</p> <p style="padding-left: 20px;">A5-13 Simulated war patrols</p> <p style="padding-left: 20px;">A5-14 Seamanship exercises</p> <p>A6 COMMUNICATIONS</p> <p style="padding-left: 20px;">A6-1 Traffic
(Dispatches, mailgrams, messages)</p> <p style="padding-left: 20px;">A6-2 Operations of communication devices
(Radio, teletype, television, time signals)</p> <p style="padding-left: 20px;">A6-3 Codes and signals
(Call signs, signaling)</p> |
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| <p>A6 COMMUNICATIONS—Continued</p> <p>A6-4 Mail and messenger service
(Courier, parcel post, postage, registered mail)</p> <p>A6-5 Correspondence practices
(Letter writing, routing systems)</p> <p>A6-6 Files and records
(Correction, disposal, preservation, systems)</p> <p>A7 PUBLIC RELATIONS; INFORMATION</p> <p>A7-1 Public press, publicity, articles</p> <p>A7-2 Radio and television</p> <p>A7-3 Speeches and lectures</p> <p>A7-4 Movies and still pictures</p> <p>A7-5 Exhibits and graphic displays
(Exhibitions, fairs)</p> <p>A8 INTELLIGENCE AND SECURITY</p> <p>A8-1 Intelligence systems</p> <p>A8-2 Information, collection of
(Military information other than own)</p> <p>A8-3 Information, dissemination of</p> <p>A8-4 Information, source of
(Informants)</p> <p>A8-5 Sabotage, espionage, and counter-intelligence</p> <p>A8-6 Security methods</p> <p>A8-7 Investigations
(Loyalty information, name checks)</p> <p>A8-8 Censorship</p> <p>A9 REPORTS AND STATISTICS</p> <p>A9-1 Annual reports</p> <p>A9-2 Semiannual reports</p> <p>A9-3 Quarterly reports</p> <p>A9-4 Monthly reports</p> <p>A9-5 Semimonthly reports</p> <p>A9-6 Weekly reports</p> <p>A9-7 Daily reports</p> <p>A9-8 Occasional reports</p> <p>A9-9 Administrative reports</p> <p>A9-10 Statistics</p> <p>A10 PUBLICATIONS</p> <p>A10-1 Books, magazines, newspapers, and periodicals</p> <p>A10-2 Charts and maps</p> | <p>A10 PUBLICATIONS—Continued</p> <p>A10-3 Registered publications and devices
(Corrections, custody, handling, loss)</p> <p>A11 SCIENTIFIC RESEARCH AND DEVELOPMENT
(Expeditions, explorations)</p> <p>A12 HISTORICAL MATTERS
(Chronicles, diaries, histories, logs, mementos, relics)</p> <p>A13 INVENTIONS, PATENTS AND BENEFICIAL SUGGESTIONS
(Infringements, royalties, trademarks)</p> <p>A14 FOREIGN AFFAIRS, INTERNATIONAL RELATIONS, FOREIGN POLICY, DIPLOMATIC INTERCOURSE</p> <p>A14-1 Commercial intercourse
(Convoying, embargo)</p> <p>A14-2 Property rights, international
(Confiscation of property, internment of property or ships, prizes of war, protection of property in foreign countries)</p> <p>A14-3 Personal rights, non-combatants international
(Internment of individuals, safe conduct)</p> <p>A14-4 International relations
(Foreign interference, intervention, non-intervention, spheres of influence)</p> <p>A14-5 Diplomatic relations, international
(Arbitration, controversies, disputes, mediation, negotiations, overt acts)</p> <p>A14-6 Status of nations
(Declaration and termination of war, neutrality)</p> <p>A14-7 International agreements, awards, protocols
(Alliances, amnesty, indemnities, preserving the peace, reparations, treaties)</p> <p>A15 HONORS AND CEREMONIES
(Celebrations, holidays, parades, salutes)</p> |
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| <p>A16 WAR, PREPARATION FOR, CONDUCT OF, TERMINATION OF</p> <p>A16-1 Military preparation
(Arming of merchant vessels, mobilization, national defense, preparedness, universal military training, war games)</p> <p>A16-2 Belligerents, combatants
(Hostages, prisoners of war)</p> <p>A16-3 Aerial warfare operations
(Aerial reconnaissance, bombing operations)</p> <p>A16-4 Surface warfare operations
(Bombardment, naval warfare)</p> <p>A16-5 Mine warfare operations</p> <p>A16-6 Submarine warfare operations</p> <p>A16-7 Amphibious warfare operations
(Landing operations)</p> <p>A16-8 Antisubmarine warfare operations</p> <p>A16-9 Combined warfare operations</p> <p>A16-10 Atomic warfare operations</p> <p>A16-11 Biological, bacteriological, and psychological warfare operations</p> <p>A16-12 War Plans</p> <p>A16-13 Reports of action</p> <p>A16-14 Terminating military operations
(Armistice, demobilization, disarmament)</p> <p>A17 LAW AND LEGAL MATTERS</p> <p>A17-1 General courts</p> <p>A17-2 Summary courts</p> <p>A17-3 Deck courts</p> <p>A17-4 Courts of inquiry</p> <p>A17-5 Boards of investigations</p> <p>A17-6 Investigations</p> <p>A17-7 Military Government; martial law
(Military courts)</p> | <p>A18 CONGRESSIONAL ACTION
(Hearings, investigations, proposed legislation, resolutions)</p> <p>A19 MEETINGS, CONFERENCES, AND CONVENTIONS</p> <p>A20 BOARDS, COMMITTEES, AND COMMISSIONS</p> <p>A21 AVIATION SERVICES
(Commercial, military)</p> <p>A22 COUNTERMEASURES</p> <p>A23 ADMINISTRATIVE INSPECTIONS</p> <p>A24 CONTRIBUTIONS
(Charity, donations)</p> <p>A25 MATERIAL CASUALTIES, ACCIDENTS, AND COLLISIONS
(Damage, disappearances, groundings, explosions, fires, sinkings)</p> <p>A26 OPERATION OF POST OFFICE AND PRINT SHOP</p> <p>A27 UNCLASSIFIABLE COMMUNICATIONS
(Correspondence which is believed unclassifiable under the other standard titles will be handled temporarily under this title. A copy or brief of the correspondence in question will be forwarded to the Commandant (GH2-1) for decision as to proper classification and for inclusion, if appropriate, a suitable title in the next change to the Filing Manual.)</p> |
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F. AIRCRAFT DESIGN, CONSTRUCTION, AND SPECIALIZED MATERIAL

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| F1 | DESIGN | F11 | PROPULSION |
| F2 | TESTS
(Fatigue, static) | F11-1 | Reciprocating engines |
| F3 | PERFORMANCE AND TRIALS | F11-2 | Turbo-jet and turbo-prop engines |
| F4 | IDENTIFICATION
(Designations, insignia, marking) | F11-3 | Pulsejets |
| F5 | ENGINE SECTION AND NA-
CELLE GROUP
(Cowling, mounts) | F11-4 | Ramjets |
| F6 | WING GROUP | F11-5 | Rocket engines |
| F7 | TAIL GROUP | F11-6 | Jet assisted take off (JATO) |
| F8 | BODY GROUP | F12 | POWER PLANT ACCESSORIES |
| F8-1 | Fuselage
(Cockpits, cowling, longerons) | F13 | AUXILIARY POWER PLANT |
| F8-2 | Hull (Seaplane)
(Frames, keels, longitudinals,
plating) | F14 | PROPELLERS |
| F9 | ALIGHTING GEAR | F15 | PARACHUTES AND ASSOCIATED
EQUIPMENT |
| F9-1 | Land type
(Ski, wheel) | F16 | ANTI-ICING, ANTI-FOGGING,
AND DE-ICING EQUIPMENT |
| F9-2 | Water type
(Floats) | F17 | STARTING SYSTEM
(Primers, starters) |
| F10 | ARRESTING AND LAUNCHING,
PROVISIONS FOR | F18 | COOLING SYSTEM
(Air scoops) |
| F10-1 | Arresting and barrier crash pro-
visions | F19 | LUBRICATING SYSTEM |
| F10-2 | Catapulting provisions | F20 | FUEL SYSTEM |
| F10-3 | Jet assisted take off provisions | F21 | WATER INJECTION SYSTEM |
| | | F22 | SURFACE CONTROLS SYSTEM
(Pedals, steering wheels) |
| | | F23 | HYDRAULIC SYSTEM |
| | | F24 | AIRSHIP MATERIAL |
| | | F25 | NUCLEAR REACTORS |
| | | F26 | NUCLEAR SHIELDING |

H. NAVIGATION AND NATURAL AND PHYSICAL SCIENCES

H1	HYDROGRAPHY AND OCEANOGRAPHY (Anchorages, chartered positions, currents, distances, harbors, pollutions, routes soundings, surface conditions, surveys, tides)	H3	OBSTRUCTIONS TO NAVIGATION (Derelicts, floating mines, floating objects, fog, icebergs, reefs, rocks, shoals, smoke, wrecks)
H2	AIDS TO NAVIGATION (Beacons, buoys, electronic aids, fog signal stations, lighthouses, lights, lightships, magnetic ranges, positions fixed by electronic and celestial aids, seamanship, trial ranges)	H4	METEOROLOGY, AEROLOGY, AND CLIMATOLOGY (Floods, meteors, storms, weather forecasts and observations)
H2-1	Air/Sea rescue and search	H5	ASTRONOMY AND ASTRONOMICAL OBSERVATIONS
		H6	PHYSICS
		H6-1	Nuclear science (Atomic energy)
		H7	TIME AND TIME ZONES

J. GENERAL MATERIALS

(Use "JJ" for material which should be filed by *class title*)

<p>J1 METALS (Alloys, aluminum, brass, iron, ores, steel)</p> <p>J2 NON-METALLIC MATERIALS</p> <p>J2-1 Glass</p> <p>J2-2 Leather</p> <p>J2-3 Paper</p> <p>J2-4 Petroleum (Shale oil)</p> <p>J2-5 Plastics (Lucite, phenolics, plexiglass)</p> <p>J2-6 Rubber</p> <p>J2-7 Textiles (Cotton, canvas, duck, linen, nylon, rayon, silk, tentage, wool)</p> <p>J2-8 Wood</p> <p>J3 CHEMICALS AND GASES (Acids, alcohol, chlorine, helium, hydrogen, oxygen)</p> <p>J4 FUEL</p> <p>J4-1 Coal</p> <p>J4-2 Fuel Oil (Diesel oil, kerosene)</p> <p>J4-3 Gasoline</p> <p>J4-4 Special Fuels (Hydrogen, peroxide, synthetic)</p> <p>J5 LUBRICANTS (Graphite, greases, lubricating oils)</p> <p>J6 VEHICLES AND ACCESSORIES (Automobiles, bicycles, trucks)</p> <p>J7 MACHINERY AND TOOLS</p> <p>J7-1 Agricultural and lawn implements and machinery</p> <p>J7-2 Air compressors and pumps (except ships)</p> <p>J7-3 Air conditioning and ventilation equipment (Blowers, fans)</p> <p>J7-4 Bearings (Ball, roller, sleeve)</p>	<p>J7-5 Conveying and hoisting equipment (Conveyors, cranes, derricks, hoists)</p> <p>J7-6 Electric motors and generators</p> <p>J7-7 Engines (except ships' and aircraft) (Diesel, internal combustion, steam, turbines)</p> <p>J7-8 Gears (except ships')</p> <p>J7-9 Tools (hand and machine) (Drills, lathes, wrenches)</p> <p>J8 MOLD, DIES, AND JIGS</p> <p>J9 HARDWARE (Bolts, brackets, hinges, hooks, keys, locks, nails, nuts, rivets, screws)</p> <p>J10 HOSE, GASKETS, AND PACKING</p> <p>J11 INSTRUMENTS (Aerological, navigational, optical, time indicating)</p> <p>J12 PHOTOGRAPHIC EQUIPMENT AND ACCESSORIES (Cameras, film, microfilming equipment, projectors)</p> <p>J13 WELFARE AND RECREATIONAL EQUIPMENT</p> <p>J13-1 Athletic equipment</p> <p>J13-2 Musical instruments</p> <p>J14 SHIP'S STORE AND EXCHANGE ITEMS (Jewelry, tobacco products, toilet articles)</p> <p>J15 ELECTRONIC, COMMUNICATION, AND DETECTION EQUIPMENT</p> <p>J15-1 Audible signal equipment (Bells, buzzers, gongs, sirens, whistles)</p> <p>J15-2 Electronic navigational aids (Loran, racon)</p>
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- J15 **ELECTRONIC, COMMUNICATION, AND DETECTION EQUIPMENT—Continued**
 - J15-3 Identification and recognition (IFF)
 - J15-4 Infra-red and ultra-violet (Communication, detection, guidance and homing, heat radiation, invisible light)
 - J15-5 Instrumentation and measurements (Field strength measurements, signal generators, telemetering)
 - J15-6 Magnetic detection services (MAD)
 - J15-7 Radar (Fire control, search)
 - J15-8 Radio communication (Facsimile, television)
 - J15-9 Radiological (Betatron, Geiger counters, radiac)
 - J15-10 Sound recording and communication (Disc recorders, public address systems, wire recorders)
 - J15-11 Underwater sound (Fathometers, sonar)
 - J15-12 Wire connected communication equipment (Telegraph, telephone, teletype, interphone)
- J16 **ELECTRICAL AND ELECTRONIC EQUIPMENT COMPONENTS**
(Antennae, batteries, electronic tubes, lights, wiring)
- J17 **BUILDING MATERIALS**
 - J17-1 Brick, cement, stone, etc. (Asphalt, gravel, lime, mortar, sand, tar, tiling)
 - J17-2 Insulation and soundproofing materials (Asbestos, cork, fibrous glass, firebrick, lagging, refractories)
 - J17-3 Lumber
- J18 **METAL PIPES, TUBES, AND PLUMBING FIXTURES**
(Drains, faucets, lavatories, pipe fittings, showers, sinks, tubing, valves)
- J19 **SANITARY AND CLEANING EQUIPMENT**
(Brooms, brushes, cleaning compounds, incinerators, ironers, laundry and dry cleaning equipment, mops, vacuum cleaners, washers, wringers)
- J20 **PRESERVATIVE COATINGS AND RUST PREVENTIVE COMPOUNDS**
 - J20-1 Paints and varnishes (Enamels, lacquers, primers, shellacs, stains, thinners)
 - J20-2 Sealers and waxes (Adhesives, beeswax, calking compounds, glue, paraffin, putty)
- J21 **FURNISHINGS**
 - J21-1 Dry goods (Beddings, curtains, draperies, tapestries)
 - J21-2 Floor and deck coverings (Carpets, linoleum, rugs)
 - J21-3 Furniture (Beds, chairs, desks, tables)
 - J21-4 Galley equipment and mess gear (Cooking stoves and ranges, refrigerators, tableware)
 - J21-5 Space heating equipment (Furnaces, heaters, radiators, stoves)
- J22 **OFFICE EQUIPMENT AND SUPPLIES**
 - J22-1 Office equipment (except furniture) (Adding machines, duplicating machines, filing cabinets, typewriters)
 - J22-2 Office supplies (Blank forms, paper clips, pencils, stationery)
- J23 **CORDAGE AND WIRE ROPE**
(Hemp, jute, oakum, rope, twine, manila)
- J24 **NAVIGATIONAL AND MOORING AIDS (Non-electronic)**
 - J24-1 Anchors, grapnels, and ground tackle
 - J24-2 Buoys and shore markers
 - J24-3 Towing and beaching gear

J25	PROVISIONS (Dairy products, dry stores, ice, meat, water)	J28	SAFETY EQUIPMENT AND DEVICES (See J26-2 for safety apparel)
J26	CLOTHING (Footwear, headgear, wearing apparel)	J28-1	Breathing apparatus
J26-1	Small stores (Belts, gloves, handkerchiefs, socks, underwear)	J28-2	Fire fighting equipment (Fire extinguishers, sprinklers)
J26-2	Special protective clothing (Flight clothing, helmets, safety apparel, submarine clothing, winter clothing)	J28-3	Lifesaving and rescue equipment (Life buoys, life preservers, life rafts)
J26-3	Uniforms, badges and insignia	J29	INSTRUCTION AND TRAINING EQUIPMENT (Link trainers, targets, training aids)
J27	FLAGS AND PENNANTS (Bunting, flagstaffs, signal shapes, speed cones)	J30	CONTAINERS (Boxes, cylinders, drums, reels)
		J31	FORAGE, SEEDS, BULBS, AND PLANTS (Flowers, shrubbery, trees)
		J32	ANIMALS, FOWL, AND LIVESTOCK

L. LOGISTICS AND FISCAL MATTERS

Files such as L1 may be subdivided if necessary by adding a slant and the fiscal year or the appropriation number.

- L1 **BUDGET ESTIMATES AND APPROPRIATIONS**
- L1-1 Appropriations
 (Budgets, estimates)
- L1-2 Allotments
 (Allocation of funds, project orders)
- L2 **RESALE SERVICES**
- L2-1 Navy Exchange
- L2-2 Marine Corps Exchange
- L2-3 Ship's Stores
- L2-4 Commissary Stores
- L2-5 Profits
- L3 **MESS AND MESS SYSTEMS**
 (General mess, officers' mess)
- L4 **PURCHASING AND PROCUREMENT**
 (Correspondence on a schedule, proposal, individual contract, etc., may be classified under the particular schedule, proposal, individual contract, etc., in question)
- L4-1 Firms and prospective contractors
 (Acceptable list, debarment of bidders, mailing lists)
- L4-2 Schedules, proposals, bids, and awards
 (Advertising, preparation, samples)
- L4-3 Contracts and other orders
 (Adjustments, contingent fees, foreign purchases, leases, purchase orders)
- L4-4 Other methods of procurement
 (Bumboating, commandeering, manufacturing requests, suiting)
- L5 **INSPECTION AND TESTS OF MATERIAL**
- L6 **PAYMENTS, CONTRACTUAL AND PUBLIC**
 (Advance of money, bills, collections, disbursements, discounts, vouchers)

- L6 **PAYMENTS, CONTRACTUAL AND PUBLIC—Continued**
- L6-1 Claims and damages
 (Estimate of amount of damage, replacement, settlement)
- L7 **RESOURCES AND FACILITIES**
 (Capacity and output of manufacturing establishments, national resources, natural resources, potential resources)
- L7-1 Critical and strategic material
- L8 **SUPPLY OPERATIONS**
- L8-1 Supply systems
 (Afloat, ashore)
- L8-2 Requisitions
- L8-3 Allowance and allowance lists
- L8-4 Specifications
 (Blueprints, description, design, drawings, plans, sizes)
- L8-5 Disposition
 (Destruction, excess and surplus stock, garbage disposal, loss, sale, scrapping)
- L8-6 Custody
 (Custody receipts, inventories, survey of material, turning material into store)
- L8-8 Standard stock and non-standard stock
 (Standard Stock Catalog)
- L8-9 Appropriation Purchases Account Material
- L8-10 Navy Stock Account Material
- L8-11 Classification of material
- L8-12 Spare parts
- L9 **CARE AND PRESERVATION**
- L9-1 Climatic
 (Climatization, moisture and fungus proofing, special treatment for tropical use, winterization)
- L9-2 Alterations
 (Alteration requests, conversion)
- L9-3 Maintenance, repairs and overhaul (Cleaning, painting, renovating, work requests)

- L10 ACCOUNTING**
- L10-1 Supply accounting
 - L10-2 Commercial radio and wire traffic accounts
 - L10-3 Industrial accounting
(Charges, costs, expenses, job orders, overhead, plant inventory, power)
 - L10-4 Cost inspection
 - L10-5 General accounts, reports, returns, and audits
(Accounts, bookkeeping, financial statements, rendition of)
- L11 LOANS, AID, AND TRANSFERS**
(between Coast Guard and:)
- L11-1 United States Government Departments, States, and Territories
 - L11-2 United States private parties or concerns
(Associations, colleges, museums, organizations, schools)
 - L11-3 Foreign Governments; concerns or private parties
(Foreign aid)
- L12 INVESTMENT, DEPOSITS, AND MONIES**
- L12-1 Banks and banking
(Cash, checks, depositories, deposits, drafts, money orders)
 - L12-2 Investments
(Savings bonds)
 - L12-3 Bills of exchange
(Payment, rates, value)
- L13 INSURANCE AND BONDING**
(Bonds, guaranties, liability acts, power of attorney, premiums, workmen's compensation)
- L14 TAXATION, TARIFF, AND ASSESSMENTS**
(Dues, duties, fees, free entry, revenue, social security, taxes, tolls)
- L15 GIFTS TO COAST GUARD**
(Donations, plaques, silver service)
- L16 PAY, SALARIES, WAGES, AND ALLOWANCES**
- L16-1 Salaries and wages for civilian employees
(Overtime pay, schedules of wages)
- L16 PAY, SALARIES, WAGES, AND ALLOWANCES—Continued**
- L16-2 Money allowances to personnel
(Bonuses, gratuities, pensions, prize money)
 - L16-3 Ration and subsistence allowances
 - L16-4 Pay for military personnel
(Advance, base, checkage of, drill, longevity, retainer, retirement, special duty, stoppage of)
 - L16-5 Quarters allowances
(Heat and light allowances, rental allowances)
 - L16-6 Allotments of pay, salaries, and wages
(Family allowances)
- L17 SHIPMENTS**
- L17-1 Conveyance facilities
(Air, express, freight, methods of shipment, rail, water)
 - L17-2 Shipment rates and charges
(Demurrage, drayage, storage, wharfage)
 - L17-3 Preparation of shipments
(Marking, packaging, packing, routing)
 - L17-4 Bills of Lading and cargo reports
(Manifest, shipment orders, shipping documents)
 - L17-5 Shipments in transit
(Delay in, damage to, diverting, expediting, loss of, tracing of)
 - L17-6 Loading and unloading shipments
(Stevedoring)
 - L17-7 Naval Shipping Guide
- L18 PROCESSES**
(Construction and finishing)
- L19 PERSONAL EFFECTS**
(Baggage, household effects)
- L20 TRAVEL AND TRANSPORTATION OF PERSONNEL**
(Accommodations for, methods of, passports, visas)
- L20-1 Travel rates and schedules
(Distance tables, passenger tariffs)
 - L20-2 Transportation requests and meal tickets

M. MEDICINE, SURGERY, AND DENTISTRY

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| <p>M1 PHYSICAL EXAMINATIONS
 (Autopsies, cultures, medical surveys, physical standards and tests, specimens, temperature, X-ray examinations)</p> <p>M2 PREVENTIVE MEDICINE</p> <p style="padding-left: 20px;">M2-1 Quarantine
 (Bills of health, pratique, quarantinable diseases)</p> <p style="padding-left: 20px;">M2-2 Communicable diseases
 (Contagious diseases, epidemics, transmission of diseases, tuberculosis, venereal diseases)</p> <p style="padding-left: 20px;">M2-3 Prophylaxis
 (Immunization, inoculation, prevention of disease, serum-therapy, vaccination)</p> <p style="padding-left: 20px;">M2-4 Hygiene and sanitation
 (Air pollution, cleanliness, deodorization, disinfection, fumigation, physiology, sterilization, ventilation)</p> <p style="padding-left: 20px;">M2-5 Insect and rodent control
 (Insect, rodent, pest and vermin extermination and control)</p> <p>M3 GENERAL MEDICINE</p> <p style="padding-left: 20px;">M3-1 Diseases and injuries</p> <p style="padding-left: 20px;">M3-2 Treatment
 (Anesthesia, diagnosis, diabetics, first aid, malpractice, nursing, pharmacy, therapy)</p> <p style="padding-left: 20px;">M3-3 Rehabilitation
 (Convalescents, occupational and physical therapy)</p> | <p>M2 GENERAL MEDICINE—Con.</p> <p style="padding-left: 20px;">M3-4 Medical aspects of special weapons</p> <p>M4 MEDICAL EQUIPMENT AND SUPPLIES
 (Drugs, hospital and medical laboratory equipment, medicines, surgical instruments, X-ray medical equipment and films)</p> <p>M5 AVIATION MEDICINE</p> <p>M6 SUBMARINE MEDICINE</p> <p>M7 TROPICAL MEDICINE
 (Dengue fever, malaria)</p> <p>M8 MEDICAL SPECIALTIES
 (Dermatology, gynecology, neurology, orthopedics, ophthalmology, psychiatry, radiology, urology)</p> <p>M9 SURGERY</p> <p style="padding-left: 20px;">M9-1 Surgical operations
 (Appendectomies, general surgery, plastic surgery, tonsillectomies)</p> <p style="padding-left: 20px;">M9-2 Prosthetic devices
 (Artificial eyes, artificial limbs, orthopedic appliances)</p> <p>M10 DENTISTRY</p> <p style="padding-left: 20px;">M10-1 Dental treatment</p> <p style="padding-left: 20px;">M10-2 Dental equipment and supplies</p> <p style="padding-left: 20px;">M10-3 Prosthetic dentistry
 (Artificial teeth, plates)</p> <p>M11 HEALTH RECORDS</p> |
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N. SHORE ESTABLISHMENTS DESIGN, CONSTRUCTION, AND RELATED MATERIAL

<p>N1 GROUNDS (Athletic fields, drainage, landing fields, landscaping, metes and bounds, surveys)</p> <p> N1-1 Lands (Abstract of title, acquisition and disposition, easements)</p> <p>N2 HIGHWAYS, ROADS AND STREETWALKS (Sidewalks, streets)</p> <p>N3 ADMINISTRATION BUILDINGS (Office space)</p> <p> N3-1 Police buildings and post office buildings</p> <p>N4 PERSONNEL STRUCTURES</p> <p> N4-1 Housing (Barracks, quarters)</p> <p> N4-2 Detention buildings (Brigs, guard houses)</p> <p> N4-3 School and training buildings (Armories, drill halls, libraries, rifle ranges)</p> <p> N4-4 Buildings for preparation and serving of food (Bakery, galley, mess hall)</p> <p> N4-5 Washing, laundry, toilet, and locker buildings</p> <p> N4-6 Buildings and spaces for the issue of small stores (Commissary stores, ship's store)</p> <p> N4-7 Religious buildings (Chapels)</p> <p> N4-8 Recreational, physical instruction, and amusement buildings (Club houses, gymnasiums, swimming pools, theaters)</p> <p>N5 SHOP STRUCTURES (Carpenter, machine, sail loft, ship fitter)</p>	<p>N6 STORAGE STRUCTURES (Bins, magazines, reservoirs, sheds, storehouses, tanks)</p> <p> N6-1 Open storage (Dumps, storage yards)</p> <p>N7 SPECIAL PURPOSE STRUCTURES</p> <p>N8 EXPERIMENTAL AND LABORATORY STRUCTURES (Model basins, observatories, wind tunnels)</p> <p>N9 HOSPITAL STRUCTURES (Dental offices, dispensaries, prophylactic stations)</p> <p>N10 AVIATION STRUCTURES (Control towers, hangers, runways)</p> <p>N11 ELECTRONIC AND COMMUNICATION STRUCTURES (Radar buildings, radio towers, signal towers)</p> <p>N12 MILITARY STRUCTURES (Bomb shelters, gun emplacements, harbor defense structures)</p> <p>N13 TRANSPORTATION STRUCTURES (Garages, locomotive houses, roundhouses, railroad turntables)</p> <p>N14 BRIDGE STRUCTURES (Overpasses, pontoons, trestles, underpasses)</p> <p>N15 WATERFRONT STRUCTURES</p> <p> N15-1 Docks, piers, and wharves</p> <p> N15-2 Piles and piling</p> <p> N15-3 Quarry walls and sea walls</p> <p> N15-4 Breakwaters, bulkheads, cofferdams, dikes, and levees</p> <p> N15-5 Fixed moorings</p> <p>N16 DRYDOCKS (Floating and graving docks)</p>
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| N17 | MARINE RAILWAYS | N24 | RAILWAYS AND ROLLING STOCK
(Box cars, flat cars, locomotives, tank cars, tracks) |
| N18 | SHIPWAYS | N25 | WATER SUPPLY PURIFICATION, AND REFRIGERATING PLANTS
(Chlorinators, filtration plants) |
| N19 | BUILDING DESIGN AND CONSTRUCTION | N26 | DISTRIBUTION SYSTEMS |
| N19-1 | Specifications | N26-1 | Air conditioning systems |
| N19-2 | Designation
(Labeling, marking, numbering) | N26-2 | Oil heating systems |
| N20 | WEIGHT HANDLING STRUCTURES
(Derricks, elevators, land cranes) | N26-3 | Steam and hot water systems |
| N21 | HEAVY CONSTRUCTION EQUIPMENT
(Concrete mixers, road scrapers, steam shovels) | N26-4 | Gas heating systems |
| N22 | DREDGING | N26-5 | Electrical systems |
| N23 | GENERATING POWER, AND GAS PLANTS AND STRUCTURES
(Boiler plants, electric power plants, heating plants, pumping plants) | N26-6 | Water systems |
| | | N26-7 | Sewers and sewerage systems |
| | | N26-8 | Fuel distribution systems |
| | | N27 | FIRE PROTECTION |
| | | N28 | COMMUNICATIONS SYSTEMS
(Landlines, telegraph, telephone) |

P. PERSONNEL

- P1 GENEALOGY AND IDENTIFICATION
(Age, citizenship, fingerprints, identification cards, name, race, residence)
- P2 PERSONNEL ACCOUNTING
- P3 CLASSIFICATION DESIGNATION
- P6 DEATH, CASUALTIES, AND SURVIVORS
- P6-1 Casualties in action
(Captured, killed, missing, wounded)
- P6-2 Death other than in action
- P6-3 Remains
(Burial, disposal, funerals)
- P6-4 Memorials, graves, markers
(Cemetery plots, monuments, tombstones)
- P6-5 Condolences
- P6-6 Survivors
- P7 DOMESTIC RELATIONS
(Alimony, dependency, dependents, divorce, marriage)
- P8 INDUSTRIAL AND SOCIAL RELATIONS
(Complaints, discrimination, grievances, petitions)
- P8-1 Labor relations
(Labor unions, strikes)
- P8-2 Associations and organizations
(Clubs, fraternal, naval, patriotic, veterans)
- P8-3 Social affairs
(Receptions)
- P9 POLITICAL RELATIONS
(Political parties, politics)
- P9-1 Voting
(Absentee, balloting, elections)
- P10 AMUSEMENT AND RECREATION
- P10-1 Athletics and games
(Baseball, boxing, card games, sports)
- P10 AMUSEMENT AND RECREATION—Continued
- P10-2 Dances and entertainments
(Concerts, music, smokers, theatrical performances)
- P10-3 Hobby crafts
(Leather craft, woodwork)
- P11 EDUCATION AND TRAINING
- P11-1 Standards and curricula
(Courses, requirements)
- P11-2 Libraries
- P11-3 Educational services
- P11-4 Training programs
- P12 RELIGION
(Denominations, Divine services, Sabbath)
- P13 MISCONDUCT AND DISCIPLINE
- P13-1 Offenses
(Crimes, delinquencies, desertion, felonies, straggling, thefts)
- P13-2 Deserters and stragglers
- P13-3 Prisoners and convicts
- P13-4 Discipline and punishment
(Confinement, fines, reprimand)
- P13-5 Shore Patrol
- P13-6 Indebtedness
- P14 ENTRY AND APPOINTMENT
- P14-1 Application
(Experience, qualifications)
- P14-2 Employment
(Recruiting, reemployment, reinstatement)
- P14-3 Conscription and mobilization
(Draft, selective service)
- P14-4 Enlistment and enrollment
(Recruiting, reenlistment)
- P14-5 Commissions and warrants
- P14-6 Licensing and Certificating (Merchant Marine)
- P14-7 Shipping Articles (Merchant vessels)
(Shipping and discharge personnel)

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| <p>P15 COMMENDATIONS, CITATIONS,
AND MEDALS
(Awards, lapel buttons)</p> <p>P16 ASSIGNMENT AND DETAIL</p> <p> P16-1 Personnel strength and distribu-
 tion
 (Allowances, complements, in-
 crease or decrease in force,
 personnel ceilings)</p> <p> P16-2 War slate
 (Mobilization roster)</p> <p> P16-3 Duty and detail
 (Assignments, transfers)</p> <p> P16-4 Orders to personnel
 (Flight orders, travel orders)</p> <p> P16-5 Roster of officers</p> <p>P17 RANK, PRECEDENCE, AND PRO-
MOTION</p> <p> P17-1 Rank and precedence
 (Relative rank)</p> <p> P17-2 Promotion and demotion
 (Disrating, rating)</p> <p>P18 ATTENDANCE AND ABSENCE</p> <p> P18-1 Leave, liberty and absence
 (Annual and sick leave, fur-
 lough, unauthorized absence,
 vacation)</p> | <p>P18 ATTENDANCE AND ABSENCE—
Continued</p> <p> P18-2 Hours of labor
 (Attendance, overtime, Sunday
 and holiday work, tardiness)</p> <p>P19 SEPARATION</p> <p> P19-1 Discharge
 (D dismissal)</p> <p> P19-2 Retirement</p> <p> P19-3 Resignations</p> <p> P19-4 Demobilization</p> <p> P19-5 Separation for other causes</p> <p>P20 PERFORMANCE</p> <p> P20-1 Manner of performance
 (Efficiency, fitness, incompe-
 tence, inefficiency, proficiency)</p> <p> P20-2 Personnel records
 (Service records)</p> <p> P20-3 Special qualifications</p> <p>P21 WELFARE AND MORALE</p> <p>P22 SAFETY AND ACCIDENT PRE-
VENTION
(Bulletins, orders, placards, precau-
tions)</p> |
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S. SHIPS DESIGN, CONSTRUCTION, AND SPECIALIZED MATERIAL

S1	DESIGN OF VESSEL (Ship application only)	S24	SHIP CONTROL
S3	SHIP READINESS	S25	TOWING AND TOWING EQUIPMENT
S4	SERVICE TO SHIPS (Berthing, staging, scaffolding)	S26	MOORING AND MOORING EQUIPMENT (Shipboard use only)
S5	LAYING OUT (Patterns, molds)	S28	NOMENCLATURE AND MARKING
S6	LAUNCHING (File correspondence on launching ceremonies under A15)	S29	SEAWORTHINESS
S7	DOCKING	S30	STOREROOMS AND MISCELLANEOUS STOWAGE (Aboard ship)
S8	TRIALS (Builders, preliminary and final acceptance, post repair—also tactical data and trial instruments)	S31	REPAIR PARTS
S11	HULL STRUCTURE	S32	OFFICE SPACES ABOARD SHIP (Administrative, printing, post office, communication, etc.)
S12	HULL FITTINGS	S33	LIVING AND BERTHING SPACES (Aboard ship)
S13	ARMOR PROTECTION, INSTALLATION OF	S34	COMMISSARY SPACES (Aboard ship)
S14	DECK COVERINGS FOR SHIPBOARD USE	S35	LAUNDRY SPACES (Aboard ship)
S15	AIRCRAFT FUEL CARGO STOWAGE AND EQUIPMENT	S36	SANITATION SPACES (Aboard ship)
S16	ACCESS OPENINGS	S37	MEDICAL AND DENTAL SPACES (Aboard ship)
S17	MASTS, BOOMS, AND SPARS	S38	VENTILATING, HEATING, AND AIR CONDITIONING
S18	RIGGING, SAILS, AND AWNINGS	S39	INSULATION AND LAGGING
S19	PROTECTIVE AND PRESERVATIVE COATINGS PECULIAR TO SHIPBOARD USE	S40	MACHINERY PLANT AND SYSTEMS
S20	WINCHES, CAPSTANS, CRANES, AND DERRICKS	S41	MAIN PROPELLING MACHINERY
S21	HYDRAULIC SPEED MACHINERY	S42	REDUCTION GEARS (Main Propelling Machinery)
S22	STEERING MACHINERY (Includes diving machinery)	S43	SHAFTING AND BEARINGS
S23	INDUSTRIAL GASES AND GAS PRODUCING EQUIPMENT AND STOWAGE (Used aboard ship)	S44	PROPELLERS
		S45	LUBRICATION SYSTEMS (Separators, purifiers, independent systems)
		S46	CONDENSERS AND AIR EJECTORS
		S47	PUMPS

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| S48 | PIPING SYSTEMS | S75 | TORPEDO HANDLING AND STOWAGE (Shipboard) |
| S49 | COMPRESSED AIR PLANT | S76 | STOWAGE OF DEPTH CHARGES, WRECKING CHARGES, AND MINES (Shipboard) |
| S50 | AUXILIARY MACHINERY | S77 | CHEMICAL DEFENSE EQUIPMENT, INSTALLATION OF |
| S51 | BOILERS | S78 | AMMUNITION, BOMB, AND ROCKET HANDLING AND STOWAGE (Shipboard) |
| S52 | UPTAKES AND SMOKEPIPES | S79 | SMALL ARMS AND LANDING FORCE EQUIPMENT, HANDLING AND STOWAGE (Shipboard) |
| S53 | BLOWERS, FORCED-DRAFT | S81 | MINE, TORPEDO, AND BOMB PROTECTION OF SHIPS (Other than structural) |
| S55 | SHIP FUEL, HANDLING, STOWAGE, AND EQUIPMENT | S82 | SMALL BOATS |
| S56 | BOILER FEED-WATER EQUIPMENT | S83 | AIRCRAFT STOWAGE ON SHIPS |
| S58 | DISTILLING PLANTS (Ship application only) | S85 | MOTION PICTURE PROJECTION FOR SHIPBOARD USE |
| S59 | REFRIGERATING PLANTS | S86 | TRAINING APPARATUS (Shipboard) |
| S60 | ELECTRIC PLANTS | S87 | INDICATING AND RECORDING INSTRUMENTS (Shipboard) |
| S61 | ELECTRIC POWER GENERATION | S88 | DAMAGE CONTROL |
| S62 | ELECTRIC POWER DISTRIBUTION | S89 | NUCLEAR REACTORS |
| S63 | ELECTRIC POWER APPLICATION | S90 | NUCLEAR PROTECTION (Shielding and radiological safety) |
| S64 | LIGHTING SYSTEMS (Aboard ship) | S91 | WORKSHOP EQUIPMENT ON SHIPS |
| S65 | INTERIOR COMMUNICATIONS SYSTEMS AND APPARATUS (Aboard ship) | S92 | TOOLS AND EQUIPMENT, PORTABLE (Peculiar to shipboard use) |
| S66 | SHIPS SEARCHLIGHTS | S93 | FIRE FIGHTING (Ship) |
| S67 | ELECTRONICS (Aboard ship) (Material improvement plan, military characteristics of communication equipment) | S94 | SHIP SALVAGE, MARINE RESCUE, AND RELATED EQUIPMENT |
| S69 | ELECTRICAL INSTRUMENTS (Shipboard) | S96 | TRACK AND SUSPENSION SYSTEMS (Amphibious) |
| S70 | SIGNALING APPARATUS (Shipboard) (Flags, whistles, sirens, signal shapes) | S97 | HEAT TRANSFER EQUIPMENT (General) |
| S71 | FIRE CONTROL INSTALLATION (Shipboard) | | |
| S72 | TURRETS, INSTALLATION OF | | |
| S73 | ARMAMENT OF SHIPS, INSTALLATION OF (Includes gun battery installation) | | |
| S74 | ANTIAIRCRAFT AND DUAL-PURPOSE GUN MOUNTS, INSTALLATION OF | | |

X. ORDNANCE DESIGN, CONSTRUCTION, AND SPECIALIZED MATERIAL

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| <p>X1 AMMUNITION
 (Demolition charges and equipment)</p> <p> X1-1 Ammunition components
 (Cartridges, fuses, primers, projectiles)</p> <p> X1-2 Types of ammunition
 (Blank, bomb, catapult, chemical, dummy drill, fixed, impulse, pyrotechnic, semifixed (Separate case), separate loading (bag), trench warfare, small arms)</p> <p>X2 ARMOR</p> <p>X3 AVIATION ORDNANCE
 (General only. File by type of material involved)</p> <p>X4 BALLISTICS
 (Computations, erosion, data, range tables)</p> <p>X5 BOMBS AND EQUIPMENT
 (Aircraft, antiaircraft, armor-piercing, atomic, chemical, dummy, depth, general purpose, incendiary, bomb racks, bomb shackles)</p> <p>X6 CHEMICAL AND SMOKE WARFARE EQUIPMENT
 (Smoke generators, smoke pots, flame throwers)</p> <p>X7 DEGAUSSING AND DEPERMING</p> <p>X8 DEPTH CHARGES AND EQUIPMENT
 (Release gear and track, arbors, boosters, pistols)</p> <p>X9 EXPLOSIVES
 (Torpex, trinitrotoluol (TNT), tetryl, lead axide, ammonium picrate, petn, totoul, HBX)</p> <p>X10 FIRE CONTROL
 (Gun and torpedo directors, gun sights, indicators, synchro units)</p> <p>X11 GUIDED MISSILES</p> | <p>X12 GUNS AND WEAPONS
 (Catapult, line throwing, mortars)</p> <p> X12-1 Antiaircraft</p> <p> X12-2 Machine, automatic</p> <p> X12-3 Small arms, infantry equipment, and landing force weapons
 (Grenades, pistols, revolvers, rifles, riot guns, shotguns)</p> <p> X12-4 Turret</p> <p>X13 GUN AND WEAPON ACCESSORIES AND COMPONENTS
 (Barrels, breech mechanisms, fuse setters, gun liners, gun tubes, mushrooms)</p> <p>X14 GUN BATTERIES
 (Antiaircraft, main, saluting, secondary)</p> <p>X15 GUN MOUNTS AND TURRETS
 (Carriages, recoil and counter recoil system, roller path bearings, slides, stands)</p> <p>X16 LAUNCHERS AND PROJECTORS</p> <p>X17 MINES
 (Mine devices and mechanisms)</p> <p>X18 NETS AND BOOMS</p> <p>X19 ORDNANCE DETECTORS</p> <p>X20 POWER DRIVES</p> <p>X21 PROPELLANTS
 (Powder)</p> <p>X22 PYROTECHNICS</p> <p>X23 ROCKETS
 (Bodies, heads, motors)</p> <p>X24 SPECIAL AND EXPERIMENTAL WEAPONS</p> <p>X25 TORPEDOES AND EQUIPMENT
 (Afterbodies, air flasks, exercise heads, torpedo tubes and racks, war heads)</p> <p>X26 UNDERWATER ORDNANCE
 (General only. File by type of material involved)</p> <p>X27 VEHICLES, TRACKED, COMBAT
 (Tanks and amphibious vehicles)</p> |
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NAME TITLES

NAME TITLE GROUPS

<p>EE EXECUTIVE BRANCH</p> <p>EE1 Executive Office of the President (The President, Vice President, White House Office, Bureau of the Budget, Emergency Agencies)</p> <p>EE2 Agriculture Department</p> <p>EE3 Commerce Department (Coast and Geodetic Survey, Weather Bureau, Civil Aero- nautics Administration)</p> <p>EE4 Interior Department (National Park Service, Fish and Wildlife Service)</p> <p>EE5 Justice Department (Attorney General, Federal Bureau of Investigation)</p> <p>EE6 Labor Department</p> <p>EE7 Post Office Department</p> <p>EE8 State Department (United States Embassies, Legations and Consulates)</p> <p>EE9 Treasury Department (See "GG" for separate U. S. Coast Guard subdivision) (Secret Service, Treasurer of the United States, Bureau of In- ternal Revenue)</p> <p>EE10 Public International Organiza- tions (International Monetary Fund, United Nations)</p> <p>EF FOREIGN COUNTRIES AND GOVERNMENTS</p> <p>EG THE UNITED STATES OF AMERICA (States, Territories, Dependencies, cities, towns, counties)</p>	<p>EH INDEPENDENT OFFICES AND ESTABLISHMENTS (Atomic Energy Commission, Civil Service Commission, General Serv- ices Administration, Maritime Com- mission, Veterans' Administration, National Security Council, National Security Resources Board, Federal Security Agency)</p> <p>EJ JUDICIAL BRANCH (Supreme Court, Court of Claims, District Courts)</p> <p>EL LEGISLATIVE BRANCH (The Congress, General Accounting Office, Government Printing Office, Library of Congress)</p> <p>EM DEPARTMENT OF DEFENSE</p> <p>EM1 Office of the Secretary of Defense</p> <p>EM2 War Council</p> <p>EM3 Joint Chiefs of Staff (Joint Staff)</p> <p>EM4 Munitions Board</p> <p>EM5 Research and Development Board</p> <p>EN DEPARTMENT OF THE NAVY</p> <p>EN1 Executive Office of the Secretary of the Navy (Secretary of the Navy, Under Secretary of the Navy, Assist- ant Secretaries of the Navy, Office of Naval Material, Ad- ministrative Office, Office of Industrial Relations, Office of Naval Research)</p> <p>EN2 General Board</p> <p>EN3 Office of the Chief of Naval Operations</p> <p>EN4 Bureau of Naval Personnel</p> <p>EN5 Bureau of Yards and Docks</p>
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EN	DEPARTMENT OF THE NAVY— Continued	GH	COAST GUARD HEADQUAR- TERS—Continued
EN6	Bureau of Ordnance	GH2-2	Budget Division
EN7	Headquarters, U. S. Marine Corps	GH2-3	Program Planning Division
EN8	Bureau of Ships	GH3	OFFICE OF ENGINEERING
EN9	Bureau of Supplies and Accounts	GH3-1	Aeronautical Engineering Divi- sion
EN10	Bureau of Medicine and Surgery	GH3-2	Civil Engineering Division
EN11	Bureau of Aeronautics	GH3-3	Electronics Engineering Division
EN12	Office of the Judge Advocate General	GH3-4	Naval Engineering Division
ER	DEPARTMENT OF THE ARMY	GH3-5	Testing and Development Divi- sion
ES	DEPARTMENT OF THE AIR FORCE	GH4	OFFICE OF FINANCE & SUP- PLY
FS	VESSELS	GH4-1	Accounting Division
GA	COAST GUARD AIR ACTIVITIES	GH4-2	Supply Division
GA1	Air Detachments	GH5	OFFICE OF MERCHANT MARINE SAFETY
GA2	Air Facilities	GH5-1	Merchant Marine Technical Divi- sion
GA3	Air Stations	GH5-2	Merchant Vessel Inspection Divi- sion
GB	COAST GUARD BASES	GH5-3	Merchant Vessel Personnel Divi- sion
GC	COAST GUARD MOORINGS	GH6	OFFICE OF OPERATIONS
GD	COAST GUARD DISTRICTS (Subdivide as necessary by adding the Coast Guard District number. Example: GD1 First Coast Guard District, GD2 Second Coast Guard District, etc.)	GH6-1	Aids to Navigation Division
GE	COAST GUARD EXAMINER'S OFFICE	GH6-2	Aviation Division
GF	COAST GUARD SHORE ESTAB- LISHMENT	GH6-3	Communication Division
GG	UNITED STATES COAST GUARD	GH6-4	Floating Units Division
GH	COAST GUARD HEADQUARTERS	GH6-5	Ordnance, Gunnery, & Readiness Division
GH1	IMMEDIATE OFFICE OF THE COMMANDANT	GH6-6	Shore Units Division
GH1-1	Assistant Commandant	GH6-7	Intelligence & Law Enforcement Division
GH1-2	Board of Awards	GH7	OFFICE OF PERSONNEL
GH1-3	Board of Review, Discharges, and Dismissals	GH7-1	Civilian Personnel Division
GH1-4	Physical Review Council	GH7-2	Enlisted Personnel Division
GH1-5	Coordinator of Interdepartmental & International Affairs	GH7-3	Medical Division
GH1-6	Merchant Marine Council	GH7-4	Military Morale Division
GH1-7	Reserve Vessel Board	GH7-5	Officer Personnel Division
GH1-8	Search and Rescue Agency	HG7-6	Reserve & Auxiliary Division
GH1-9	Physical Disability Review Board	GH7-7	Training & Procurement Division
GH2	PLANNING AND CONTROL STAFF	GH8	INDEPENDENT HEAD- QUARTERS DIVISIONS
GH2-1	Administrative Management Di- vision	GH8-1	Headquarters Administration Di- vision
		GH8-2	Inspection Division
		GH8-3	Legal Division
		GH8-4	Public Information Division

GI	COAST GUARD INSPECTION OFFICES (Eastern, Western, Northern, and Southern)	GR	COAST GUARD RESERVE ACTIVITIES
GJ	COAST GUARD TESTING & DEVELOPMENT ACTIVITIES	GS	COAST GUARD SPECIAL COMMANDS (Subdivide as necessary by adding the abbreviation. Example: GS/IIP International Ice Patrol, GS/BSP Bering Sea Patrol, GS/Task Groups, etc.)
GJ1	Rotary Wing Development Unit	GT	COAST GUARD TRAINING ACTIVITIES
GJ2	Field Testing & Development Unit	GT1	Academy
GJ3	Electronic Test Station	GT2	Institute
GJ4	Oceanographical Unit	GT3	Rifle Range
GK	COAST GUARD SUPPLY ACTIVITIES	GT4	Training Detachment
GK1	Graphic Unit	GT5	Training Station
GK2	Motion Picture Unit	GU	COAST GUARD AREA OFFICES
GK3	Supply Depots	GV	COAST GUARD GROUP OFFICES
GK4	Supply Centers	GW	COAST GUARD SECTION OFFICES
GL	COAST GUARD LIFEBOAT STATIONS	GY	COAST GUARD YARD
GM	COAST GUARD MAINTENANCE & REPAIR ACTIVITIES	GZ	COAST GUARD MISCELLANEOUS ACTIVITIES
GM1	Aircraft Repair & Supply Base	HH	SEARCH AND RESCUE AIRCRAFT, HEAVIER-THAN-AIR (ROTARY WING)
GM2	Boat and Engine Repair Shop	HO	OBSERVATION AIRCRAFT, HEAVIER-THAN-AIR (ROTARY WING)
GM3	Depots	HR	TRANSPORT AIRCRAFT, HEAVIER-THAN-AIR (ROTARY WING)
GM4	Electronic Laboratory & Repair Shop	HT	TRAINING AIRCRAFT, HEAVIER-THAN-AIR (ROTARY WING)
GM5	Electronic Repair Shops (General, landline, or radio)	HU	UTILITY AIRCRAFT, HEAVIER-THAN-AIR (ROTARY WING)
GM6	Maintenance and Repair Detachments	HZ	HEAVIER-THAN-AIR AIRCRAFT (ROTARY WING)
GM7	Photo and Projection Equipment Repair Shop	JJ	CLASS TITLES OF GENERAL STORES (Subdivide as necessary by adding the class title number indicated in the "Index of General Stores Section, Catalog of Navy Material")
GM8	Small Arms Repair Shop	KK	UNITED STATES MARINE CORPS
GN	COAST GUARD MARINE INSPECTION OFFICES AND MERCHANT MARINE DETAILS		
GO	COAST GUARD AIDS TO NAVIGATION UNITS		
GO1	Fog Signal Stations		
GO2	Light Stations		
GO3	Radarbeacon Stations		
GO4	Radiobeacon Stations		
GO5	Radio Direction Finder Stations		
GO6	Unmanned Aids to Navigation		
GO7	Loran Monitor Stations		
GO8	Loran Transmitter Stations		
GP	COAST GUARD PORT SECURITY UNITS		
GQ	COAST GUARD RADIO STATIONS		

LC	LANDING CRAFT	VP	PATROL AIRCRAFT, HEAVIER-THAN-AIR (FIXED WING)
LL	CIVILIAN PERSONNEL	VR	TRANSPORT AIRCRAFT, HEAVIER-THAN-AIR (FIXED WING)
LV	VETERANS	VT	TRAINING AIRCRAFT, HEAVIER-THAN-AIR (FIXED WING)
MM	ENLISTED PERSONNEL	VU	UTILITY AIRCRAFT, HEAVIER-THAN-AIR (FIXED WING)
MR	RETIRED ENLISTED PERSONNEL	VV	AIRCRAFT TYPES (GENERAL)
MS	MERCHANT SEAMEN	VZ	HEAVIER-THAN-AIR AIRCRAFT (FIXED WING)
OC	CADETS	WAVP	SEAPLANE TENDERS (SMALL)
OO	OFFICER PERSONNEL	WPG	GUNBOATS
OQ	FOREIGN MILITARY PERSONNEL	WAG	MISCELLANEOUS AUXILIARY
OR	RETIRED OFFICERS	WAGB	ICEBREAKERS
OT	MERCHANT MARINE OFFICERS	WPC	PATROL CRAFT, LARGE
OW	WARRANT OFFICERS	WSC	PATROL CRAFT, SMALL
QG	GRAND DIVISIONS, LAND (Continents, Hemispheres, Regions)	WAT	OCEAN GOING TUGS
QM	COMMERCIAL ENTERPRISES, INDUSTRIES, FIRMS AND MANUFACTURERS	WAK	CARGO SHIPS
QN	NAVY	WAGL	BUOY TENDERS
QQ	INDIVIDUALS (To be used as name file for persons of prominence, public officials)	WARC	CABLE LAYERS
VO	OBSERVATION AIRCRAFT, HEAVIER-THAN-AIR (FIXED WING)	WYT	HARBOR TUGS
		WPB	PATROL BOATS
		WD	BUOY BOATS
		WAL	LIGHTSHIPS
		WIX	SPECIAL VESSELS

ALPHABETICAL INDEX

Abandon ship, drill.....	A5-9	Accounts—Continued	
Abandoned vessels (obstruction).....	H3	Disallowances.....	L10-5
Abatement of sentences (punishment).....	P13-4	General.....	L10-5
Abbreviations and codes.....	A6-3	Money.....	L10-5
Ability (personnel).....	P20-1	Pay.....	L16-4
Absence, leave of.....	P18-1	Property.....	L8-6
Absentee voting.....	P9-1	Rendition of.....	L10-5
Absentees.....	P18-1	Settlement of.....	L10-5
Abstracts:		Suspension of.....	L10-5
Proposals, bids and awards.....	L4-2	Accrued leave.....	P18-1
Title, land.....	N1-1	Acetone.....	J3
Vouchers.....	L10-5	Acetylene.....	J3
Abuses (offenses).....	P13-1	Plants.....	N23
Abutments, bridge.....	N14	Torches.....	J7-9
Academy:		Acety-ducey.....	P10-1
Coast Guard.....	GT1	Acid.....	J3
Of Sciences, National.....	EH	Plants.....	N23
Accelerometers.....	J11	Sheds.....	N6
Acceptable list of firms.....	L4-1	Acoustic:	
Acceptance:		Materials.....	J17-2
Appointments, Civil Service.....	P14-2	Mines.....	X17
Commissions and warrants.....	P14-5	Minesweeping.....	A16-5
Proposals and bids.....	L4-2	Acquisitions:	
Trials:		Citizenship.....	P1
Aircraft.....	F3	Land or real property.....	N1-1
Vessel.....	S8	Materials (procurement).....	L4
Access openings, vessel.....	S16	Acreege, land.....	N1
Accessories. (See type of material involved.)		Activation of shore stations.....	A4-2
Accidents:		Active duty.....	P16-3
Aircraft.....	A25	Activities:	
Automobile.....	A25	Of foreigners (SEC).....	A8-5
Deaths caused by.....	P6-2	Political.....	P9
Injuries to personnel.....	M3-1	Social.....	P8-3
Material casualties.....	A25	Warfare.....	A16
Prevention of.....	P22	Acts:	
Vessels.....	A25	Of Congress (public laws).....	A17
Accommodations, living and berthing:		Of God.....	H4
Ashore.....	N4-1	Damage resulting from.....	A25
On vessels.....	S33	Heroic or distinguished.....	P15
Accounting.....	L10	Liability.....	L13
Cost.....	L10-3	Overt (international relations).....	A14-5
Division of.....	GH4-1	Addition and addicts, drug.....	M3-1
For funds.....	L10	Adding machines.....	J22-1
Industrial.....	L10-3	Addresses:	
Office, General.....	EL	Of firms.....	L4-1
Personnel.....	P2	Mail.....	A6-4
Supply.....	L10-1	Of personnel.....	P1
Accounts:		Speeches.....	A7-3
Administrative, examinations.....	L10-5	Addressograph machines.....	J22-1
Auditing.....	L10-5	Adhesives.....	J20-2
Claims.....	L6-1	Adjustments under contracts.....	L4-3
Commercial radio and wire traffic.....	L10-2	Admeasurement, Certificates of (vessels).....	S29
Cost.....	L10-3		

Administration.....	A	Agencies—Continued	
Buildings.....	N3	Selling (firms).....	QM
Business.....	A3	Catalogs of.....	L4-1
Division, Headquarters.....	GH8-1	Agency, Search and Rescue.....	GH1-8
General Services.....	EH	Agents:	
Personnel.....	P	Federal Bureau of Investigation.....	EE5
Administrations (Independent Government Agencies).	EH	Foreign (spies).....	A8-5
Administrative:		Press.....	A7-1
Examination of accounts.....	L10-5	Secret Service.....	EE9
Inspections.....	A23	Aggregates.....	J17-1
Management, Division of.....	GH2-1	Aggression.....	A14-5
Office, Navy Department.....	EN1	Agreements:	
Organization, assignment of vessels in the.....	A3-1	Contractual (procurement).....	L4-3
Reports.....	A9-9	International.....	A14-7
Admiralty law.....	A17	Agricultural tools and implements.....	J7-1
Admission:		Agriculture, Department of.....	EE2
To hospitals for treatment.....	M3-2	Aid:	
To ships and stations.....	A2-9	Foreign.....	L11-3
Admonition (punishment).....	P13-4	To injured or wounded.....	M3-2
Advancement in rating.....	P17-2	Aides, Admirals', duty as.....	P16-3
Advertising and advertisements.....	L4-2	Aiding another to commit an offense.....	P13-1
Advisory Committee for Aeronautics, National.	EH	Aids, Navigational:	
Aerial:		Buoys and shore markers.....	J24-2
Bomb exercises.....	A5-5	Electronic (loran, etc.).....	J15-2
Bombardment.....	A16-3	Position of.....	H2
Bombs.....	X5	Aids to Navigation, Division of.....	GH6-1
Flights.....	A4-3	Aileron controls.....	F22
Gunnery (practices).....	A5-1	Ailerons.....	F6
Navigation.....	H	Aiming devices, fire control.....	X10
Photographs and photography.....	J12	Air:	
Reconnaissance.....	A16-3	Activities.....	GA
Targets (training).....	J29	Compressors.....	J7-2
Torpedoes.....	X25	Vessels.....	S49
Warfare Operations.....	A16-3	Conditioning.....	M2-4
Aerodynamics.....	F1	Equipment.....	J7-3
Aerographic huts.....	N10	Systems:	
Aerological:		Buildings.....	N26-1
Buildings.....	N10	Vessels.....	S38
Instruments.....	J11	Detachments.....	GA1
Aerology.....	H4	Ejectors (vessels).....	S46
Aeronautical Engineering, Division of.....	GH3-1	Facilities.....	GA2
Aeronautics:		Flasks, torpedo.....	X25
Administration, Civil.....	EE3	Force, Department of the.....	ES
Authority, Civil.....	EE3	Mail.....	A6-4
Board, Civil.....	EH	Navigation.....	H
Bureau of (Navy).....	EN11	Plant, compressed (vessels).....	S49
National Advisory, Committee for.....	EH	Pollution.....	M2-4
Affidavits.....	A17	Pressure gages.....	J11
Affiliations:		Pumps.....	J7-2
Political.....	P9	Vessels.....	S47
Religious.....	P12	Raids (warfare).....	A16-3
Afflictions.....	M3-1	Routes and distances.....	H1
Affray (misconduct).....	P13-1	Safety.....	P22
Affront.....	P13-1	Scoops (aircraft).....	F18
Afterbodies, torpedo.....	X25	Shipments by.....	L17-1
Age (personnel).....	P1	Space reservations.....	H1
Agencies:		Speed indicators.....	J11
Emergency Government.....	EE1	Stations.....	GA3
Independent Government.....	EH	Traffic control towers.....	N10
		Transportation (travel).....	L20
		Air-borne early warning equipment.....	J15-7

Aircraft.....	VV	Allowances—Continued	
Accidents.....	A25	Quarters.....	L16-5
Bombs.....	X5	Rations.....	L16-3
Building program.....	A1-1	Rental.....	L16-5
Construction.....	F	Subsistence.....	L16-3
Design.....	F1	Travel expenses.....	L20
Ferrying of.....	A4-3	Alloys.....	J1
Fixed Wing.....	VZ	Almanacs.....	A10-1
Fuel cargo stowage and equipment on		AlNav, AlCoast, and AlDist messages.....	A6-1
vessels.....	S15	Alterations.....	L9-2
Furnishings.....	J21	Altered checks.....	L12-1
Guns.....	X12	Alternators.....	J7-6
Movements and operations.....	A4-3	Altimeters.....	J11
Repair and Supply Base.....	GM1	Aluminum.....	J1
Rotary Wing.....	HZ	Amalgamation (organization).....	A3
Specialized material.....	F	Ambassadors:	
Status of.....	A4-1	Foreign.....	EF
Stowage on ships.....	S83	United States.....	EE8
Types of.....	VV	Ambition.....	P1
Visits of.....	A4-5	Ambulances (vehicles).....	J6
Airplanes. (See Aircraft.)		American:	
Airs, musical.....	P10-2	Legion.....	P8-2
Air/Sea rescue and search.....	H2-1	National Red Cross.....	EH
Airship:		Ammeters.....	J11
Hangars.....	N10	Ammonia.....	J3
Material.....	F24	Ammonium picrate.....	X9
Airways and air routes.....	H1	Ammunition.....	X1
Airworthiness.....	F3	Components.....	X1-1
Alabama (State).....	EG	Dummy, drill.....	X1-2
Alarms (fire, police, etc.).....	J15-1	Handling and stowage on ships.....	S78
Alaska.....	EG	Hoists.....	J7-5
Alcohol.....	J3	Types of.....	X1-2
Illegal use or possession.....	P13-1	Amnesty (international).....	A14-7
Withdrawing from bond.....	L14	Amphibious:	
Alcoholic beverages.....	J14	Track and suspension systems.....	S96
Alcoholism.....	M3-1	Training.....	P11-4
Aliases (assumed names).....	P1	Vehicles.....	X27
Alidades.....	J11	Warfare operations.....	A16-7
Alien Property, Office of.....	EE5	Amplifiers.....	J16
Aliens.....	P1	Amputations (surgery).....	M9-1
Employment of.....	P14-2	Amusement.....	P10
Enemy.....	A8-5	Buildings.....	N4-8
Enlistment of.....	P14-4	Tax.....	L14
Alighting gear (aircraft).....	F9	Analysis:	
Alimony.....	P7	Accounts.....	L10-5
Alleys:		Materials.....	L5
Bowling.....	N4-8	Sea water.....	H1
Shaft (vessels).....	S43	Soil.....	N1
Alliances.....	A14-7	Anarchy and anarchists.....	P9
Allocations of funds.....	L1-2	Anatomy.....	M9
Allotments:		Ancestry.....	P1
Appropriations.....	L1-2	Anchor:	
Pay, salaries, and wages.....	L16-6	Balls.....	J27
Allowance lists, material.....	L8-3	Buoys.....	J24-2
Allowances:		Cable or chain.....	J24-1
Family.....	L16-6	Vessel.....	S26
Heat and light.....	L16-6	Engine (vessels).....	S26
Material.....	L8-3	Grapnels.....	J24-1
Money, to personnel.....	L16-2	Lights.....	J16
Per diem for travel.....	L20	Shackles.....	J24-1
Personnel.....	P16-1	Anchorages.....	H1

Anchors.....	J24-1	Appointment—Continued	
Mooring, vessel.....	S26	Commissions.....	P14-5
Anemometers.....	J11	Termination of.....	P19-5
Aneroid barometers and manometers.....	J11	Warrants.....	P14-5
Anesthesia.....	M3-2	Apportionment of funds.....	L1-2
Animals.....	J32	Appraisals:	
Mistreatment of.....	P13-1	Amount of damage.....	L6-1
Annexation:		Land or real property.....	N1-1
Land.....	N1-1	Materials.....	L8-6
Territory.....	A14-7	Appreciation:	
Anniversaries.....	A15	Letters and expressions of.....	P15
Announcements, publicity.....	A7-1	Value of materials.....	L8-6
Annual:		Apprehension of deserters.....	P13-2
Leave.....	P18-1	Appropriation Purchases Account (APA)	
Reports.....	A9-1	material.....	L8-9
Annuities.....	L13	Appropriations.....	L1-1
Annulment:		Allotments of.....	L1-2
Of contracts.....	L4-3	Aprons, airfield.....	N10
Of personnel contracts.....	P19-5	Aptitude.....	P20-1
Annunciators.....	J15-1	Aqueducts.....	N14
Anonymous mail.....	A6-4	Arbitration:	
Antarctic regions.....	QG	International relations.....	A14-5
Antennae.....	J16	Labor disputes.....	P8-1
Anthem, National.....	A15	Arbors, depth charge.....	X8
Anthracite coal.....	J4-1	Archery.....	P10-1
Antiaircraft:		Architecture.....	N19
Batteries.....	X14	Archives:	
Installation of aboard ships.....	S74	National.....	EH
Bombs.....	X5	Records.....	A6-6
Exercises.....	A5-1	Arctic regions.....	QG
Guns.....	X12-1	Area Offices, Coast Guard.....	GU
Antifogging:		Areas:	
Compounds.....	J3	Anchorage.....	H1
Equipment, aircraft.....	F16	Defensive sea.....	H1
Antifouling paints.....	J20-1	Grounds.....	N1
Antifreeze compounds.....	J3	Open storage.....	N6-1
Antifriction bearings.....	J7-4	"Out of bounds".....	P13-4
Anti-icing:		Parking.....	N1
Compounds.....	J3	Arizona (State).....	EG
Equipment, aircraft.....	F16	Arkansas (State).....	EG
Antiquities.....	A12	Armament:	
Antiseptics.....	M4	Limitation of.....	A16-14
Antisubmarine:		Of ships, installation of.....	S73
Nets.....	X18	Armatures.....	J7-6
Warfare:		Armed guards (details).....	P16-3
Operations.....	A16-8	Arming of merchant vessels.....	A16-1
Antitorpedo nets.....	X18	Armistice.....	A16-14
Antitoxins.....	M4	Armor.....	X2
Apartments (housing).....	N4-1	Protection installation of (vessels).....	S13
Apparatus. (See type of material involved.)		Armor-piercing bombs.....	X5
Apparel:		Armored cars.....	J6
Safety.....	J26-2	Armories (structures).....	N4-9
Wearing.....	J26	Arms:	
Appendectomies.....	M9-1	Artificial (limbs).....	M9-2
Appendicitis.....	M3-1	Small (weapons).....	X12-3
Application:		Army, Department of the.....	ER
For appointment.....	P14-1	Arresting provisions of aircraft.....	F10-1
Electric power, vessel.....	S63	Arrests.....	P13-4
Appointment.....	P14	Arrivals:	
Application for.....	P14-1	Aircraft and vessels.....	A4-3
Civilian personnel.....	P14-2	Personnel for duty.....	P16-3

Arson.....	P13-1	Attempted desertion or other offense.....	P13-1
Art, National Gallery of.....	EH	Attendance.....	P18-2
Artesian wells.....	N25	Attorney:	
Articles:		General.....	EE5
Newspaper and magazine.....	A7-1	Power of (agents).....	L13
Personal effects.....	L19	Attorneys, United States.....	EE5
Shipping (merchant vessels).....	P14-7	Auction sales.....	L8-5
Toilet.....	J14	Audible signal equipment.....	J15-1
Artificial:		Auditing accounts.....	L10-5
Eyes and limbs.....	M9-2	Auditoriums.....	N4-8
Horizons (aircraft instruments).....	J11	Audits.....	L10-5
Ice.....	J25	Aurora australis and borealis.....	H4
Teeth.....	M10-3	Australasia.....	QG
Arts, Commission of Fine.....	EH	Authentication of records.....	A6-6
Asbestos.....	J17-2	Authority.....	A3
Clothing.....	J26-2	To convene general courts martial.....	A17-1
Asdics (sonar).....	J15-11	Offenses against.....	P13-1
Asepsis.....	M2-4	To purchase.....	L4
Ashes (refuse).....	L8-5	Tennessee Valley.....	EH
Asia.....	QG	Authorizations:	
Asphalt and asphaltum.....	J20-2	Permits, licenses, and passes.....	A2-9
Asphyxiation.....	M3-1	Power of attorney.....	L13
Assault.....	P13-1	Autogiros.....	HZ
Assessments.....	L14	Automatic:	
Assignments:		Machine guns.....	X12-2
Burial lots.....	P6-4	Pilots (aircraft instruments).....	J11
Duty, personnel.....	P16-3	Sprinkler systems:	
Home yards and home ports.....	A3-1	Buildings.....	N27
Office space.....	N3	Vessels.....	S48
Ships and aircraft.....	A4-3	Sprinklers.....	J28-2
Of vessels in the Administrative organiza- tion.....	A3-1	Automobile:	
Assistant Secretaries of the Navy.....	EN1	Accessories.....	J6
Associations and societies.....	P8-2	Accidents and collisions.....	A25
Loans, aid and transfers between Coast Guard and.....	L11-2	Insurance.....	L13
Assumed names (personnel).....	P1	Parking spaces.....	N1
Astronomical observations.....	H5	Automobiles.....	J6
Astronomy.....	H5	Automotive equipment.....	J6
Asylum, Rights of.....	A14-3	Autopsies.....	M1
Athletic:		Auxiliary:	
Buildings.....	N4-8	Coast Guard.....	GZ
Competitions.....	P10-1	Division, Reserve and.....	GH7-6
Courts.....	N1	Engines.....	J7-7
Equipment (gear, outfits).....	J13-1	Aircraft.....	F13
Fields.....	N1	Vessels.....	S50
Games.....	P10-1	Machinery (vessels).....	S50
Athletics.....	P10-1	Power plant (aircraft).....	F13
Atlantic Ocean.....	QH	Availability for repair or overhaul.....	L9-3
Atlases.....	A10-1	Aviation.....	A21
Atomic:		Clothing.....	J26-2
Bombs.....	X5	Division of.....	GH6-2
Energy.....	H6-1	Medicine.....	M5
Commission.....	EH	Officers.....	OV
Warfare operations.....	A16	Ordnance.....	X3
Atrocities (war crimes).....	A14-3	Services.....	A21
Atrophy.....	M3-1	Structures.....	N10
Attachés:		Supply System.....	L8-1
Foreign.....	EF	Aviators:	
United States.....	EE8	Enlisted.....	MM
Attack teachers, directors, and plotters.....	X8	Officers.....	OV
		Awards:	
		Beneficial suggestion.....	A13

Awards—Continued	
Board of.....	GH1-2
Decorations, medals.....	P15
International.....	A14-7
Schedules, proposals, bids.....	L4-2
Scholarships.....	P11-1
Awnings.....	J2-7
For shipboard use.....	S18
Azide, lead.....	X9
Azimuth instruments.....	J11
B	
Babbitt metal.....	J1
Bachelor officers' quarters (BOQ).....	N4-1
Back pay:	
Civilian personnel.....	L16-1
Military personnel.....	L16-4
Bacteriological:	
Bombs.....	X5
Warfare operations.....	A16-11
Bacteriology.....	M8
Bad conduct.....	P13-1
Discharges.....	P19-1
Badges:	
Decorations.....	P15
Identification.....	P1
Bag gun ammunition.....	X1-2
Baggage (personal effects).....	L19
Bags (containers).....	J30
Bake:	
Ovens.....	J21-4
Shops:	
Ashore.....	N4-4
On vessels.....	S34
Bakelite.....	J17-2
Bakery:	
Buildings.....	N4-4
Equipment.....	J2-14
On vessels.....	S34
Balancers, static.....	J7-9
Ball:	
Bearings.....	J7-4
Games.....	P10-1
Shapes (signal).....	J27
Ballast (vessel stability).....	S29
Ballistics.....	X4
Ballots and balloting.....	P9-1
Balls:	
Anchor.....	J27
Athletic equipment.....	J13-1
Time.....	J27
Balsa wood.....	J2-8
Band instruments.....	J13-2
Bandages.....	M4
Bands and orchestras.....	P10-2
Bandstands.....	N4-8
Bank and turn indicators.....	J11
Bankruptcy proceedings.....	A17
Banks and banking.....	L12-1
Banners.....	J27
Barber Shop:	
Equipment.....	J21
Spaces:	
Ashore.....	N4-6
On vessels.....	S33
Barbettes.....	X16
Barometers.....	J11
Barracks.....	N4-1
Detention.....	N4-2
Quarantine.....	N9
Barred areas:	
Discipline.....	P13-4
Warfare.....	A16
Barrels:	
Containers.....	J30
Gun.....	X13
Barricades (military).....	N12
Barrier crash provisions on aircraft.....	F10-1
Base pay:	
Civilian personnel.....	L16-1
Military personnel.....	L16-4
Baseball.....	P10-1
Equipment.....	J13-1
Fields.....	N1
Bases:	
Aircraft Repair and Supply.....	GM1
Coast Guard.....	GB
Basins:	
Marine.....	N15-1
Model.....	N8
Wash.....	J19
Basketball.....	P10-1
Courts.....	N1
Equipment.....	J13-1
Bathhouses.....	N4-5
Bathtubs.....	J18
Bathythermographs.....	J11
Batteries:	
Dry cell.....	J16
Gun.....	X14
Installations aboard ships.....	S73
Storage (wet cell).....	J16
Battle:	
Efficiency competition.....	A5-8
Lighting (vessels).....	S64
Practice.....	A5-1
Stations, designation of.....	A3
Battles (warfare).....	A16
Bayonets.....	X12-3
Bays and gulfs.....	QH
Beach:	
Erosion.....	H1
Party equipment.....	X12-3
Beaches, landing (aircraft).....	N10
Beaching gear.....	J24-3
Beacons:	
As aids to navigation.....	H2
IFF.....	J15-3
Light.....	J16
Radar.....	J15-7

Beacons—Continued			
Radio.....	J15-2	Binding and printing.....	A10
Structures (towers, etc).....	N28	Machinery and equipment.....	J22-1
Bearings:		Binnacles.....	J11
Ball and roller.....	J7-4	Binoculars.....	J11
Roller path (gun turrets).....	X15	Bins, storage (shore).....	N6
Vessels.....	S43	Biography.....	P1
Bedding.....	J21-1	Biological warfare operations.....	A16-11
Beds.....	J21-3	Birds.....	J32
Bedspreads.....	J21-1	Birth:	
Beef.....	J25	Certificates.....	P1
Beer.....	J14	Date of.....	P1
Beeswax.....	J20-2	Vital statistics.....	A9-10
Belligerents.....	A16-2	Birthplace.....	P1
Bells.....	J15-1	Bituminous:	
Diving.....	J28-3	Coal.....	J4-1
Belts:		Paint.....	J20-1
Cartridge.....	X12-3	Black:	
Clothing.....	J26-1	Ball shapes.....	J27
Life.....	J28-3	Powder.....	X21
Safety.....	J28-3	Blacklisted firms.....	L4-1
Beneficial suggestions.....	A13	Blackmail.....	P13-1
Beneficiaries.....	P7	Blackouts (warfare).....	A16-1
Insurance.....	L13	Blacksmith:	
Benzene.....	J3	Shops.....	N5
Benzol.....	J3	Tools.....	J7-9
Bering Sea Patrol.....	GS	Blank:	
Berthing:		Ammunition.....	X1-2
Area for vessels.....	H1	Books and forms.....	J22-2
Facilities.....	L7	Checks.....	L12-1
Of ships.....	S-4	Blankets.....	J21-1
Spaces:		Bleachers.....	N4-8
Ashore.....	N4-1	Blind:	
On vessels.....	S33	Flying instruments.....	J11
Berths:		Landing equipment.....	J15-2
Bunks.....	J21-3	Blindness.....	M3-1
Structures in water.....	N15-1	Blinker lights.....	J16
Beryllium.....	J1	Blisters (vessel structure).....	S11
Betatron.....	J15-9	Blizzards.....	H4
Beverages.....	J14	Blockades.....	A16
Bicycles.....	J6	Blocks and falls.....	J7-5
Bidders.....	L4-1	On vessels.....	S18
Awards to.....	L4-2	Blood:	
Debarment of.....	L4-1	Banks.....	M4
Lists of.....	L4-1	Diseases.....	M3-1
Bids (procurement).....	L4-2	Plasma.....	M4
Bigamy.....	P13-1	Transfusions.....	M3-2
Bilge:		Blowers:	
Pumps, vessel.....	S47	Forced draft (vessel).....	S53
Walls, vessel.....	S11	Ventilating fans.....	J7-3
Billeting:		Blueprint machines.....	J22-1
Ashore.....	N4-1	Blueprints:	
On vessels.....	S33	Aircraft.....	F1
Billets (duty and detail).....	P16-3	Buildings.....	N19
Billiards.....	P10-1	Materials.....	L8-4
Bills:		Vessels.....	S1
Dealers.....	L6	Boards.....	A20
Of exchange.....	L12-3	Awards.....	GH1-2
Of health.....	M2-1	Civil Aeronautics.....	EH
Of lading.....	L17-4	Examining.....	A20
Proposed legislation.....	A18	Federal Board of Hospitalization.....	EH
		General (Navy Department).....	EN2

Boards—Continued			
Inspection and Survey.....	A20		
Investigation.....	A17-5		
Medical.....	A20		
Munitions.....	EM4		
National:			
Labor Relations.....	EH		
Mediation.....	EH		
Security Resources.....	EH		
Railroad Retirement.....	EH		
Research and Development.....	EM5		
Reserve Vessel.....	GH1-7		
Retiring.....	A20		
Review, discharges and dismissals.....	GH1-3		
Review, Officer Retirement.....	GH1-4		
Selection.....	A20		
Boat:			
Booms.....	S17		
Drills.....	A5-9		
Guard.....	A4-4		
Gun exercises.....	A5-6		
Landings (structures).....	N15-1		
Shops.....	N5		
Boathouses.....	N6		
Boats:			
Buoy.....	WD		
Motor.....	S82		
Patrol.....	WPB		
Bodies:			
Remains.....	P6-3		
Rocket.....	X23		
Body group; aircraft.....	F8		
Boiler:			
Compounds.....	J3		
Feed-water equipment (vessels).....	S56		
Plants (shore).....	N23		
Shops (shore).....	N5		
Boilers.....	J7		
Coffee.....	J21-4		
On vessels.....	S51		
Bolides.....	H4		
Bollards:			
Ashore.....	N15-5		
On vessels.....	S26		
Bolometers.....	J11		
Bolshevism.....	P9		
Bolts (hardware).....	J9		
Bomb:			
Ammunition.....	X1-2		
Exercises.....	A5-5		
Hoists.....	J7-5		
Protection of ships (other than structural).....	S81		
Racks.....	X5		
Shackles.....	X5		
Shelters.....	N12		
Sights.....	X10		
Type ammunition.....	X1-2		
Bombardments.....	A16		
Aerial.....	A16-3		
Surface.....	A16-4		
Bombing:			
Operations, warfare.....	A16-3		
Practice.....	A5-5		
Ranges.....	N1		
Targets (training).....	J29		
Bombproof shelters.....	N12		
Bombs.....	X5		
Handling and stowage aboard ships.....	S78		
Tear gas.....	X12-3		
Bombsights.....	X10		
Bonding.....	L13		
Bonds.....	L13		
Savings.....	L12-2		
Bonuses.....	L16-2		
Bookcases.....	J21-3		
Bookkeeping.....	L10-5		
Booklets.....	A10-1		
Books.....	A10-1		
Blank.....	J22-2		
Check.....	L12-1		
Damage control, vessel.....	S88		
Library.....	P11-2		
School (textbooks).....	J29		
Signal and code.....	A6-3		
Booms:			
Net.....	X18		
Shipboard.....	S17		
Boosters, depth charge.....	X8		
"Boot" training.....	P11-4		
Boots (footwear).....	J26		
Boot-topping paint.....	J20-1		
Borings, test of soil.....	N1		
Borrowing money (personnel).....	P13-6		
Bottles (containers).....	J30		
Boundaries:			
Coast Guard Districts.....	GD		
International.....	A14-7		
Boundary lights, air field.....	J16		
Bounties.....	L16-2		
Bow:			
Airship structure.....	F24-1		
Ramp, vessel.....	S16		
Bowling.....	P10-1		
Alleys.....	N4-8		
Equipment.....	J13-1		
Box cars.....	N24		
Boxes:			
Containers.....	J30		
Fire alarm.....	J28-2		
Ice.....	J21-4		
Mail.....	A6-4		
Sentry.....	N3-1		
Boxing.....	P10-1		
Arenas.....	N4-8		
Gloves and equipment.....	J13-1		
Boy Scouts of America.....	P8-2		
Brackets (hardware).....	J9		
Brass.....	J1		
Brassards, shore patrol.....	J26-3		
Bravery, awards for.....	P15		

Brazing.....	L18	Buoyancy, vessel.....	S29
Outfits.....	J7-9	Buoy:	
Breach:		Boats.....	WD
Of contract.....	L4-3	Tenders.....	WAGL
Of promise.....	P7	Buoys.....	J24-2
Bread.....	J25	Adrift.....	H3
And water punishment.....	P13-4	Aids to navigation (position).....	H2
Slicers, toasters, etc.....	J21-4	Breeches.....	J28-3
Breakers, circuit.....	J16	Life.....	J28-3
Breaking arrest.....	P13-1	Mooring.....	J24-2
Breakwaters.....	N15-4	Bureaus:	
Breathing apparatus, oxygen.....	J28-1	Aeronautics (Navy).....	EN11
Breech mechanisms.....	X13	Budget.....	EE1
Breeches buoys.....	J28-3	Census.....	EE3
Brevet rank.....	P17-1	Employees' Compensation.....	EH
Bribery.....	P13-1	Investigation, Federal.....	EE5
Bricks and tiles.....	J17-1	Medicine and Surgery (Navy).....	EN10
Bridges:		Naval Personnel.....	EN4
Ship control.....	S24	Ordnance (Navy).....	EN6
Structures.....	N14	Pan American Sanitary.....	EE10
Clearance above navigable waters.....	H3	Ships (Navy).....	EN8
Brigs:		Standards, National.....	EE3
Ashore.....	N4-2	Supplies and Accounts (Navy).....	EE9
On vessels.....	S33	Weather.....	EE3
Broadcasts, radio.....	A6-2	Yards and Docks (Navy).....	EN5
Publicity.....	A7-2	Burglary.....	P13-1
Bronze.....	J1	Burial lots.....	P6-4
Brooms and brushes.....	J19	Burials.....	P6-3
Bubonic plague.....	M3-1	Burlap.....	J2-7
Buckets (containers).....	J30	Buses.....	J6
Budget:		Business methods.....	A3
Bureau of the.....	EE1	Butane.....	J3
Division, Coast Guard.....	GH2-2	Butcher shops:	
Budgets and estimates.....	L1-1	Ashore.....	N4-4
Bugle calls.....	A6-3	On vessels.....	S34
Bugles.....	J13-2	Butter.....	J25
Builder's trials:		Buttons:	
Aircraft.....	F3	Lapel.....	P15
Vessels.....	S8	Push, electrical.....	J16
Building:		Uniform.....	J26-3
Codes.....	N19	Buzzers.....	J15-1
Design and construction.....	N19		
Materials.....	J17		
Programs.....	A1-1		
Ways (ship).....	N18		
Buildings. (See type.)			
Bulbs, electric.....	J16		
Bulkheads:			
Vessel.....	S11		
Waterfront structures.....	N15-4		
Bulldozers.....	N21		
Bulletins.....	A10-1		
Coast Guard.....	A2-6		
Safety.....	P22		
Bullets.....	X1-1		
Bulwarks:			
Structures (shore).....	N12		
Vessels.....	S11		
Bumboating.....	L4-4		
Bunks.....	J21-3		
Bunting.....	J27		

C

Cabinets:	
Filing.....	J22-1
Furniture.....	J21-3
Medicine.....	M4
Cable:	
Anchor.....	J24-1
Electric.....	J16
Wire rope.....	J23
Cablegrams.....	A6-1
Cadets (Coast Guard).....	OC
Cafeterias (shore).....	N4-4
Caisson disease.....	M3-1
Calamities.....	A25
Calcimine.....	J20-1
Calculating machines.....	J22-1
Calendars.....	A10-1
Calibrations, radio.....	A6-2
California (State).....	EG

Calipers.....	J7-9	Cargo—Continued	
Calking compounds.....	J20-2	Spaces, vessel.....	S30
Call:		Carloading.....	L17-6
Signs and letters.....	A6-3	Carpets.....	J21-2
To active duty.....	P16-3	Carriages, gun.....	X15
Camels (structures).....	N15-1	Carriers:	
Cameras.....	J12	Mail.....	A6-4
Camouflage.....	A16	Mechanical conveyors.....	J7-5
Paint.....	J20-1	Cars:	
Campaign medals and ribbons.....	P15	Armored.....	J6
Campaigns:		Railway.....	N24
Political.....	P9	Unloading of.....	L17-6
Warfare.....	A16	Cartons (containers).....	J30
Canal:		Cartridge:	
Tolls.....	L14	Belts.....	X12-3
Zone.....	EG	Cases.....	X1-1
Canals.....	QH	Cartridges.....	X1-1
Cancer.....	M3-1	Carts (vehicles).....	J6
Candy.....	J14	Cases:	
Canned goods.....	J25	Cartridge.....	X1-1
Canoes.....	S82	Containers.....	J30
Canopies.....	J2-7	Cash.....	L12-1
Cans (containers).....	J30	Advances.....	L6
Canteens.....	N4-6	Discounts.....	L6
Canvas.....	J2-7	Registers.....	J22-1
Canvassing (soliciting funds).....	A24	Caskets.....	P6-3
Capacitors.....	J16	Cast iron.....	J1
Capacity of manufacturing establishments.....	L7	Casting (process).....	L18
Capitulation.....	A16-14	Castings (see material item concerned)	
Caps, uniform.....	J26-3	Casualties:	
Capstans:		Material.....	A25
Ashore.....	J7-5	Personnel in action.....	P6-1
On vessels.....	S20	Catalogs.....	A10-1
Captured:		Firms (purchasing).....	L4-1
Personnel.....	P6-1	Standard Stock.....	L8-7
Prisoners of war.....	A16-2	Catapult:	
Property.....	A14-2	Ammunition.....	X1-2
Car seals.....	L17-3	Guns.....	X12
Carbines.....	X12-3	Catapulting provisions on aircraft.....	F10-2
Carbolic acid.....	J3	Catapults.....	S83
Carbon:		Caterpillar tractors.....	N21
Dioxide.....	J3	Cathode ray tubes.....	J16
Paper.....	J22-2	Caulking compounds.....	J20-2
Tetrachloride.....	J3	Causeways.....	N14
Card games.....	P10-1	Ceilings, personnel.....	P16-1
Card-index systems.....	A6-6	Celebrations.....	A15
Cards:		Celestial:	
Identification.....	P1	Aids, positions fixed by.....	H2
Office supplies.....	J22-2	Navigation trainers.....	J29
Playing.....	J13	Cellophane.....	J2
Postal.....	A6-4	Cement.....	J17-1
Care and preservation:		Cemeteries.....	P6-6
Health.....	M2-4	Censorship.....	A8-8
Materials.....	L9	Censure.....	P13-4
Safety precautions.....	P22	Census.....	A9-10
Careless handling of firearms.....	P13-1	Bureau of the.....	EE3
Caretaker status (shore stations).....	A4-2	Central:	
Cargo:		America.....	QG
Booms, vessel.....	S17	Heating plants.....	N23
Methods of shipment.....	L17-1	Intelligence Agency.....	EH
Reports and lists.....	L17-4	Centralization.....	A3

Centrifugal pumps.....	J7-2	Cheating.....	P13-1
Ceremonies.....	A15	Checkage of pay, military personnel.....	L16-4
Launching.....	A15	Checkers.....	P10-1
Religious.....	P12	Checks:	
Certificates. (See subject.)		Bank.....	L12-1
Certificating (merchant marine personnel)....	P14-6	Loyalty name.....	A8-7
Certification:		Chemical:	
For appointment.....	P14-2	Ammunition.....	X1-2
Of records.....	A6-6	Bombs.....	X5
Certified:		Defense equipment.....	X6
Bills.....	L6	Installation of, aboard ships.....	S77
Checks.....	L12-1	Fire extinguishers.....	J28-2
Copies of correspondence.....	A6-5	Warfare:	
Cessation of hostilities.....	A16-14	Equipment.....	X6
Cesspools.....	N26-7	Operations.....	A16
Chain.....	J9	Chemicals.....	J3
Anchor.....	J24-1	Chess.....	P10-1
On vessels.....	S26	Chests:	
Of command.....	A3	Community.....	P8-2
Chairs.....	J21-3	Furniture.....	J21-3
Barber.....	J21-3	Medicine.....	M4
Boatswain's.....	J28-3	Sea (vessels).....	S48
Dental.....	M4	Chevrons.....	J26-3
Chamois skin.....	J2-2	Chiefs of Staff, Joint.....	EM3
Chancroid.....	M2-2	Chief of Naval Operations.....	EN3
Change-of-duty orders.....	P16-4	Chief of Staff, U. S. Air Force.....	ES
Channels:		Chief of Staff, U. S. Army.....	ER
Correspondence.....	A6-5	Chiefs of Bureaus and Offices. (See Bureau	
Official.....	A3	or Office concerned.)	
Waterways.....	QH	Chinaware.....	J21-4
Chapels.....	N4-7	Chiropody.....	M8
Character.....	P1	Chiropractic.....	M8
Characteristics:		Chisels.....	J7-9
Aircraft.....	F3	Chloride.....	J3
Physical.....	P1	Chlorinators.....	N25
Ship.....	S1	Chlorine.....	J3
Charcoal.....	J4	Cholera.....	M2-1
Charges:		Christmas:	
Demolition.....	X1	Boxes and packages, mailing of.....	A6-4
Depth.....	X8	Greetings.....	A15
Docking.....	L14	Holiday.....	A15
Fire extinguisher.....	J28-2	Religious observances.....	P12
General court martial.....	A17-1	Work on.....	P18-2
Industrial accounting.....	L10-3	Chromium.....	J1
Powder.....	X1-2	Finish (plating).....	L18
Shipment.....	L17-2	Chronicles.....	A12
Travel.....	L20-1	Chronometers.....	J11
Wrecking.....	X1	Church structures.....	N4-7
Charitable organizations.....	P8-2	Cigarettes.....	J14
Donations to.....	A24	Cigars.....	J14
Loans of material to.....	L11-2	Cipher codes and letters.....	A6-3
Charity.....	A24	Ciphering machines.....	J22-1
Chartered positions.....	H1	Circuit breakers.....	J16
Charter of commercial vessels.....	L4-3	Circulars:	
Charts.....	A10-2	Advertising.....	L4-2
Dental.....	M11	Letters.....	A2-6
Fingerprint.....	P1	Press releases.....	A7-1
Hydrographic.....	A10-2	Recruiting.....	P14-4
Identification.....	P1	Safety.....	P22
Organization.....	A3-1	Circulatory system, diseases of.....	M3-1

Cisterns.....	N25	Clips—Continued	
Citations.....	P15	Hardware.....	J9
Cities and towns.....	EG	Paper.....	J22-2
Citizenship.....	P1	Clocks.....	J11
Civil:		Cloth.....	J2-7
Aeronautics:		Clothing.....	J26
Administration.....	EE3	Flight.....	J26-2
Authority.....	EE3	Lockers.....	J21-3
Board.....	EH	Small stores.....	J26-1
Authorities, delivery of personnel to.....	P13-4	Special protective.....	J26-2
Aviation.....	A21	Uniform.....	J26-3
Defense.....	A16-1	Winter.....	J26-2
Engineering Division.....	GH3-2	Cloths, cleaning.....	J19
Personnel.....	LL	Club houses.....	N4-8
Rights.....	P8	Clubs (associations).....	P8-2
Service Commission.....	EH	Coal.....	J4-1
Civilian:		Gas.....	J3
Clothing, wearing of by personnel.....	A2-3	Oil (kerosene).....	J4-2
Defense.....	A16-1	Coast Guard (<i>see also subject</i>):	
Employees.....	LL	United States.....	GG
Personnel.....	LL	Regulations.....	A2-11
Division.....	GH7-1	Coatings, preservative.....	J20
Civilians:		Coats of arms.....	A12
Employees.....	LL	Coaxial cable.....	J16
Individuals.....	QQ	Cobbler shops:	
Visits of to ships and stations.....	A2-9	Ashore.....	N4-6
Claims.....	L6-1	On vessels.....	S33
Damage.....	L6-1	Cocaine.....	M4
Travel.....	L20	Cockpits, aircraft.....	F8-1
U. S. Court of.....	EJ	Cocoa.....	J25
Clasps, award of.....	P15	Codes:	
Class:		Building.....	N19
Aircraft.....	F4	Communication.....	A6-3
Titles of general stores.....	JJ	Legal.....	A17
Vessel.....	S28	Codifications of laws.....	A17
Classification:		Coding machines.....	J22-1
Freight.....	L17-3	Coffee.....	J25
Job.....	P3	Grinders.....	J21-4
Materials.....	L8-11	Makers.....	J21-4
Personnel.....	P3	Cofferdams:	
Records.....	A6-6	Hull structure (vessels).....	S11
Security.....	A8-6	Ship repair.....	S91
Clay pigeons.....	J29	Waterfront structures.....	N15-4
Cleaning.....	L9-3	Coffins.....	P6-3
Compounds and equipment.....	J19	Cognizance.....	A3
Cleanliness.....	M2-4	Coins (money).....	L12-1
Clearance:		Coke.....	J4
Customs.....	L14	Cold:	
Structures over navigable waters.....	H3	Storage plants.....	N25
Vessels and aircraft (movements).....	A4-3	Water paint.....	J20-1
Clemency.....	P13-4	Weather clothing.....	J26-2
Clerks:		Colds.....	M2-2
Civil employees.....	LL	Collection of information, intelligence.....	A8-2
Climatic care and preservation of material (climatization).....	L9-1	Collections:	
Climatology.....	H4	Contributions.....	A24
Climbing shafts, airship.....	F24-2	Disbursing.....	L6
Clinometers.....	J11	Museum.....	A7-5
Clippings, press.....	A7-1	Souvenirs.....	A12
Clips:		Collective bargaining (labor).....	P8-1
Cartridge.....	X1-1	Colleges:	
		Private, loans, aid and transfers to.....	L11-2

Collisions.....	A25	Commissions—Continued	
Claims for damage resulting from.....	L6-1	Officers, appointment.....	P14-5
Color blindness.....	M3-1	Securities and Exchange.....	EH
Colorado (State).....	EG	U. S. Tariff.....	EH
Colors (national flag).....	J27	Committees.....	A20
Display of.....	A15	Congressional.....	EL
Combat:		Hearings, investigations.....	A18
Operations (war).....	A16	National Advisory, for Aeronautics.....	EH
Vehicles, tracked.....	X27	Shop.....	P8-1
Combatants.....	A16-2	Common Law.....	A17
Combined warfare operations.....	A16-9	Wife.....	P7
Command.....	A3	Communicable diseases.....	M2-2
Assuming and relieving.....	A3	Communication:	
Chain of.....	A3	Competition.....	A5-11
Operation Center (COC):		Devices, operations of.....	A6-2
Exercises.....	A5-10	Division of.....	GH6-3
On vessels.....	S65	Equipment.....	J15
Relationships.....	A3	Radio.....	J15-8
Succession of.....	A3	Wire connected.....	J15-12
Commandant:		Exercises.....	A5-11
Assistant (office of).....	GH1-1	Structures, shore.....	N11
Immediate office of.....	GH1	Systems:	
Commandeering.....	L4-4	Interior, vessel.....	S65
Commands:		Shore.....	N28
Special Coast Guard.....	GS	Communications.....	A6
Commendations.....	P15	Censorship of.....	A8-8
Commerce:		Correspondence.....	A6-5
Commission, Interstate.....	EH	Dispatches.....	A6-1
Department.....	EE3	Office of Naval.....	EN3
Commercial:		Unclassifiable.....	A27
Aviation.....	A21	Communism.....	P9
Facilities.....	L7	Community chests.....	P8-2
Firms and enterprises.....	QM	Contributions to.....	A24
Intercourse.....	A14-1	Commutation:	
Law.....	A17	Pay and allowance (military personnel).....	L16-4
Radio and wire traffic accounts.....	L10-2	Sentences (punishment).....	P13-4
Resources.....	L7	Commutated ration allowances.....	L16-3
Shipments by.....	L17-1	Companies (firms).....	QM
Commissary:		Compasses.....	J11
Buildings (ashore).....	N4-6	Compensation:	
Equipment.....	J21-4	Bureau of Employees'.....	EH
Spaces:		Pay (Civilian Personnel).....	L16-1
Ashore.....	N4-6	Workmen's.....	L13
On vessels.....	S34	Compensatory leave.....	P18-1
Stores:		Competitions.....	A5
Buildings.....	N4-6	Athletic.....	P10-1
Provisions (food).....	J25	Battle efficiency.....	A5-8
Service.....	L2-4	Communication.....	A5-11
Commissioned officers.....	OO	Engineering.....	A5-7
Commissioning:		Small arms.....	A5-6
Allowances.....	L8-3	Competitive drills.....	A5-9
Ships and aircraft.....	A4-1	Complaints.....	P8
Trials (vessels).....	S8	Complements (personnel strength).....	P16-1
Commissions.....	A20	Components. (See type of material.)	
Atomic Energy.....	EH	Compounds. (See type.)	
Civil Service.....	EH	Compressed:	
Federal Communications.....	EH	Air plant, vessel.....	S49
Federal Power.....	EH	Gases.....	J3
Federal Trade.....	EH	Compressors, air.....	J7-2
Interstate Commerce.....	EH	On vessels.....	S49
Maritime.....	EH	Comptometers.....	J22-1

Compulsory retirement.....	P19-2	Construction—Continued	
Computations (ballistics).....	X4	Processes.....	L18
Computers (instruments).....	J11	Ships.....	S
Computing machines.....	J22-1	Shore establishments.....	N
Concealed weapons, carrying of.....	P13-1	Consulates:	
Concerts and music.....	P10-2	Foreign.....	EF
Concessions:		United States.....	EE8
International.....	A14-7	Consumption of materials.....	L8-5
Selling agencies.....	QM	Contagious diseases.....	M2-2
Concrete.....	J17-1	Containers.....	J30
Mixers.....	N21	Contamination:	
Condensers:		Hygiene and sanitation.....	M2-4
Distilling, vessel.....	S58	Pollution of navigable water.....	H1
Electrical.....	J16	Contempt of court (offense).....	P18-1
Steam, vessel.....	S46	Contests, athletic.....	P10-1
Condolences.....	P6-5	Continents.....	QG
Conduct:		Contingent:	
Bad.....	P13-1	Expenses.....	L10-3
Discharge for.....	P19-1	Fees (contracts).....	L4-3
Good, awards for.....	P15	Funds (allotments).....	L1-2
Heroic or distinguished.....	P15	Contraband of war.....	A14-1
Of war.....	A16	Contractors.....	L4-3
Conduits:		Advance of money to.....	L6
Aqueducts.....	N14	Defaulting.....	L4-1
Electric wire.....	J16	Prospective.....	L4-1
Piping.....	J18	Contracts.....	L4-3
Cones, speed.....	J27	Contractual payments.....	L6
Conferences.....	A19	Contributions.....	A24
Confidential matter, handling of.....	A8-6	Control:	
Confinement (punishment).....	P13-4	Administrative.....	A3
Confiscation of property, international relations.....	A14-2	Damage, vessel.....	S88
Conflagrations.....	A25	Fire.....	X10
Conflict of authority.....	A3	Shipboard.....	S71
Conflicts (warfare).....	A16	Insect, rodent and pest.....	M2-5
Congratulations.....	P15	Inventory.....	L8-6
Congress of the United States.....	EL	Ship.....	S24
Congressional:		Staff, Planning and.....	GH2
Action (hearings, etc.).....	A18	Surfaces (airship).....	F24-3
Directory.....	A10-1	System, surface (aircraft).....	F22
Medals.....	P15	Towers, aircraft.....	N10
Record.....	A10-1	Units, remote.....	J16
Connecticut (State).....	EG	Controversies:	
Conning towers.....	S24	International relations.....	A14-5
Conscience fund.....	L12-1	Labor disputes.....	P8-1
Conscientious objectors.....	P14-3	Convalescents.....	M3-3
Conscription for military service.....	P14-3	Convening general courts martial.....	A17-1
Conservation:		Conventions.....	A19
Care and preservation.....	L9	Political.....	P9-1
Natural resources.....	L7	Conversion.....	L9-3
Strategic and critical materials.....	L7-1	Conveyance facilities.....	L17-1
Fire.....	J4	Conveying machinery and equipment.....	J7-5
Consolidation:		Conveyors.....	J7-5
Organization.....	A3	Convicts.....	P13-3
Purchases.....	L4-3	Convoying of merchant vessels.....	A14-1
Shipments.....	L17-3	Cooking stoves, ranges and utensils.....	J21-4
Conspiracy.....	P13-1	Coolers, water.....	J21-4
Construction:		Cooling systems:	
Aircraft.....	F	Aircraft.....	F18
Building.....	N19	Buildings.....	N26-1
Equipment, heavy.....	N21	Vessels.....	S38-3
Ordnance.....	X		

Cooperation.....	A3	Courier service.....	A6-4
Administration, Economic.....	EH	Courses:	
Cooperative stores.....	P8-2	Correspondence.....	P11-1
Coordination.....	A3	Golf.....	N1
Coordinator of Interdepartmental and Inter- national Affairs.....	GH1-5	Training.....	P11-1
Copper.....	J1	Trial and speed.....	H2
Copyrights.....	A13	Court of Claims, U. S.....	EJ
Cord:		Courtesy, military.....	A15
Cotton.....	J23	Courts:	
Electric.....	J16	Athletic (tennis, etc.).....	N1
Cordage.....	J23	Deck.....	A17-3
Cordite.....	X21	Federal.....	EJ
Cork.....	J17-2	Of inquiry.....	A17-4
Corporal punishment.....	P13-4	Martial:	
Corporations:		General.....	A17-1
Federal Deposit Insurance.....	EH	Summary.....	A17-2
Firms.....	QM	Military.....	A17-8
Reconstruction Finance.....	EH	Production of records in.....	A6-6
War Damage.....	EH	Coverings, floor and deck.....	J21-2
Corpses.....	P6-3	For shipboard use.....	S14
Correction:		Cowling, aircraft:	
Courts martial proceedings.....	A17	Engine.....	F5
Discipline.....	P13-4	Fuselage.....	F8-1
Records.....	A6-6	Craft:	
Registered publications.....	A10-3	Large.....	WPL
Correspondence.....	A6-5	Small.....	WSC
Channels of.....	A6-5	Crafts, hobby.....	P10-3
Circular letters.....	A2-6	Cranes.....	J7-5
Courses.....	P11-1	Land.....	N31
Practices.....	A6-5	Shipboard.....	S20
Routing.....	A6-5	Crash:	
Correspondents, press.....	A7-1	Landings (aircraft).....	A25
Corridors, airship.....	F24-2	Trucks.....	J6
Corrosion preventive compounds.....	J20	Crates, packing.....	J30
Corrugated:		Credentials.....	P1
Metal.....	J1	Credits, payments.....	L6
Paper.....	J2-3	Credit unions.....	P8-2
Cosmetics.....	J14	Creeds.....	P12
Cost.....	L10-3	Cremation of remains.....	P6-3
Accounting.....	L10-3	Crematories.....	N9
Inspection.....	L10-4	Creosote.....	J20
Cost-plus contracts.....	L4-3	Crew's quarters on vessels.....	S33
Cots.....	J21-3	Crimes.....	P13-1
Cotton.....	J2-7	War.....	A14-3
Waste.....	J19	Critical and strategic materials.....	L7-1
Councils.....	A20	Criticisms and complaints.....	P8
Federal Personnel.....	EH	Crude oil.....	J2-4
Merchant Marine.....	GH1-6	Cruelty.....	P13-1
National Research.....	EH	Cruises.....	A4-3
National Security.....	EH	Cryptograms.....	A6-1
War.....	EM2	Cryptographic security.....	A8-6
Counsel for accused, general courts martial.....	A17-1	Crystals, quartz.....	J16
Counterfeiting.....	P13-1	Cultures, Medical.....	M1
Counter-intelligence.....	A8-5	Culverts.....	N1
Countermeasures.....	A22	Cumulative leave.....	P18-1
Counterrecoil system.....	X15	Currency.....	L12-1
Counters, Geiger.....	J15-9	Foreign (exchange rates, etc.).....	L12-3
Counties.....	EG	Currents, ocean.....	H1
Countries, foreign.....	EF	Curricula.....	P11-1
		Curtains.....	J21-1

Custody.....	L8-6	Decks—Continued	
Receipts.....	L8-6	Coverings.....	J21-2
Registered publications.....	A10-3	For shipboard use.....	S14
Customs:		Paint.....	J20-1
Court, U. S.....	EJ	Structure (vessel).....	S11
Duty, tariff, and tax.....	L14	Treads (vessel).....	S11
And usages, Naval.....	A17	Decks, vessel.....	S11
Cutlasses.....	X12-3	Declarations:	
Cutouts, electrical.....	J16	Customs.....	L14
Cyclones.....	H4	Shipments.....	L17-4
Cylinders:		Surplus stocks and materials.....	L8-5
Containers for gases.....	J30	War.....	A14-6
Recoil.....	X15	Decoding machines.....	J22-1
		Decommissioning vessels and aircraft.....	A4-1
		Decorations and awards.....	P15
		Decoys (war).....	A16
		Decrease in force, personnel.....	P16-1
		Demobilization.....	P19-4
		Decrees, Presidential.....	A2-8
		Deductions, retirement.....	L16-1
		Deeds.....	N1-1
		Deep-sea soundings.....	H1
		Defaulting contractors.....	L4-1
		Defects, physical.....	M3-1
		Defense:	
		Civilian.....	A16-1
		Department of.....	EM
		National.....	A16-1
		Office of the Secretary of.....	EM1
		Structures, harbor.....	N12
		Defensive:	
		Nets and booms.....	X18
		Sea areas.....	H1
		Deferment from military service.....	P14-3
		Deficiency:	
		Appropriations.....	L1-1
		Personnel.....	P20-1
		Deformities.....	M3-1
		Degaussing.....	X7
		Equipment.....	X7
		Ranges.....	X7
		Dehumidification.....	L9-1
		Systems, vessels.....	S38
		De-icing:	
		Compounds.....	J3
		Equipment (aircraft).....	F16
		Delaware (State).....	EG
		Delay in shipments.....	L17-5
		Delegation of authority.....	A3
		Delinquencies (offense).....	P13-1
		Deliveries of materials.....	L8-6
		Delivery of personnel to civil authorities.....	P13-4
		Demobilization:	
		Personnel (separation).....	P19-4
		Ships and stations.....	A16-14
		Demolition:	
		Of buildings and structures.....	L8-5
		Charges and equipment.....	X1
		Demotion.....	P17-2
		Demurrage.....	L17-2
		Denatured alcohol.....	J3
Daily:			
Diaries (personnel).....	P2		
Reports.....	A9-7		
Dairy products.....	J25		
Damage control, vessel.....	S88		
Practices.....	A5-12		
Damages.....	A25		
Claims resulting from.....	L6-1		
Liquidated.....	L6		
Shipments in transit.....	L17-5		
Dams.....	N6		
Dances.....	P10-2		
Data:			
Erosion (ballistics).....	X4		
Plates, historical (vessels).....	S28		
Statistics.....	A9-10		
Tactical (vessel trials).....	S8		
Date of birth.....	P1		
Davits, vessel.....	S20		
Daylight saving time.....	H7		
Deactivation of shore stations.....	A4-2		
Dead, recovery of.....	P6-3		
Deafness.....	M3-1		
Dealer's bills.....	L6		
Death.....	P6		
In action.....	P6-1		
Other than in action.....	P6-2		
Causes of.....	M3-1		
Certificates.....	P6-2		
Gratuity.....	L16-2		
In line of duty.....	P6-2		
Punishment by.....	P13-4		
Separation because of.....	P19-5		
Vital statistics.....	A9-10		
Debarking passengers or troops.....	L20		
Debarment:			
Of bidders.....	L4-1		
From employment.....	P14-2		
Debris (obstruction).....	H3		
Debts of personnel.....	P13-6		
Deceased personnel.....	P6-3		
Decentralization.....	A3		
Deciphering machines.....	J22-1		
Decisions and opinions.....	A2-10		
Deck:			
Courts.....	A17-3		

Dengue fever.....	M7	Design:	
Denominations, religious.....	P12	Aircraft.....	F1
Dental:		Building.....	N19
Equipment and supplies.....	M10-2	Material.....	L8-4
Offices and spaces:		Ordnance.....	X
Ashore.....	N9	Ships.....	S1
On vessels.....	S37	Shore establishments.....	N
Surgery.....	M9	Vessel.....	S1
Treatment.....	M10-1	Designation:	
Dentistry.....	M10	Aircraft.....	F4
Prosthetic.....	M10-3	Beneficiaries.....	P7
Deodorization.....	M2-4	Buildings.....	N19-2
Departments, U. S. Government.....	EE	Personnel.....	P3
Agriculture.....	EE2	Vessels.....	S28
Air Force.....	ES	Desks.....	J21-3
Army.....	ER	Dispatches (messages).....	A6-1
Commerce.....	EE3	Destroyed checks.....	L12-1
Defense.....	EM	Destruction:	
Interior.....	EE4	Materials.....	L8-5
Justice.....	EE5	Records.....	A6-6
Labor.....	EE6	Wilful (offense).....	P13-1
Navy.....	EN	Detached duty.....	P16-3
Post Office.....	EE7	Detachments:	
State.....	EE8	Air.....	GA1
Treasury.....	EE9	Maintenance & Repair.....	GM6
Departures, aircraft and vessels.....	A4-3	Details:	
Dependability (personnel).....	P1	Merchant Marine.....	GN
Dependencies.....	EG	Personnel.....	P16-3
Dependents.....	P7	Ships and aircraft.....	A4-3
Transportation of.....	L20	Detection equipment.....	J15
Deperming.....	X7	Magnetic devices (MAD).....	J15-6
Deployment (strength and distribution).....	A3-1	Ordnance detectors.....	X19
Deposit Insurance Corporation, Federal.....	EH	Sonar.....	J15-11
Depositions.....	A17	Detention buildings.....	N4-15
Depositories:		Deterioration (climatic).....	L9-1
Funds.....	L12-1	Detonators, ammunition.....	X1-1
Records.....	GZ	Development:	
Deposits (funds).....	L12-1	Coast Guard Research.....	GJ
Depots.....	GM3	Scientific.....	A11
Depreciation of material.....	L8-5	Units:	
Deprivation of liberty (punishment).....	P13-4	Field Testing.....	GJ2
Depth:		Rotary Wing.....	GJ1
Bombs.....	X5	Developments.....	A1
Charge:		Devices:	
Exercises.....	A5-4	Cap.....	J26-3
Projectors and release gear.....	X8	Communication, operations of.....	A6-2
Charges and equipment.....	X8	Labor-saving (office).....	J22-6
Stowage aboard ship.....	S76	Magnetic detection.....	J15-6
Rivers, harbors, and waterways.....	H1	Mine.....	X17
Derelicts (obstructions).....	H3	Prosthetic.....	M9-2
Dermatitis.....	M3-1	Registered publication.....	A10-3
Dermatology.....	M3-3	Safety.....	J28
Derricks.....	J7-5	Special training.....	J29
Land.....	N20	Diabetes.....	M3-1
Shipboard.....	S20	Diagnosis.....	M3-2
Description:		Diagrams (drawings):	
Materials.....	L8-4	Aircraft.....	F1
Physical (identification).....	P1	Materials.....	L8-4
Position (personnel).....	P3	Vessels.....	S1
Deserters.....	P13-2	Diaries:	
Desertion.....	P13-1	Daily (personnel).....	P2

Diaries—Continued			Diseases—Continued		
Personal.....	P1		Quarantinable.....	M2-1	
War.....	A12		Prevention of.....	M2-3	
Dictaphones.....	J22-1		Transmission of.....	M2-2	
Dies.....	J8		Treatment of.....	M3-2	
Diesel:			Tropical.....	M7	
Engines.....	J7-7		Venereal.....	M2-2	
Vessels:			Disembarking passengers.....	L20	
Auxiliary.....	S50		Disestablishment of shore stations.....	A4-2	
Main propelling.....	S41		Dishonorable discharges.....	P19-1	
Oil.....	J4-2		Dishwashing machines.....	J21-4	
Dietetics.....	M3-2		Disinfectants.....	M4	
Dikes.....	N15-4		Disinfection.....	M2-4	
Dimensions (measurements):			Disinsectization.....	M2-5	
Aircraft.....	F1		Disc recorders.....	J15-10	
Materials.....	L8-4		Disloyalty.....	P1	
Vessels.....	S1		Dismissals.....	P19-1	
Dinghies.....	S82		Board of (Coast Guard).....	GH1-3	
Dining:			Disobedience.....	P13-1	
Car service.....	L20		Disorderly conduct.....	P13-1	
Rooms.....	N4-4		Dispatches (messages).....	A6-1	
Dinners, social.....	P8-3		Dispensaries, buildings.....	N9	
Diphtheria.....	M2-2		Dispersal:		
Antitoxin.....	M4		Aircraft.....	A4-3	
Diplomatic relations.....	A14-5		Fog.....	H3	
Dipping of colors.....	A15		Displacement of vessels.....	S29	
Direction finders, radio.....	J15-2		Displays:		
Directives, orders, and regulations.....	A2		Exhibits.....	A7-5	
Directories (publications).....	A10-1		Flags and colors.....	A15	
Directors, gun and torpedo.....	X10		Graphic.....	A7-5	
Disability:			Disposal and disposition:		
Discharge because of.....	P19-1		Garbage and refuse.....	L8-5	
Physical and mental.....	M3-1		Land or real property.....	N1-1	
Retirement because of.....	P19-2		Materials.....	L8-5	
Disabled, employment of.....	P14-2		Records.....	A6-6	
Disallowances (accounts).....	L10-5		Remains.....	P6-3	
Disappearance:			Disputes:		
Personnel.....	P19-5		International.....	A14-5	
Ships and aircraft.....	A25		Labor.....	P8-1	
Disarmament.....	A16-14		Disrating.....	P17-2	
Disarming merchant vessels.....	A16-14		Disrespect.....	P13-1	
Disasters.....	A25		Dissemination of information:		
Disbursements.....	L6		Intelligence.....	A8-3	
Disbursing.....	L6		Publicity.....	A7-1	
Disc recorders.....	J15-1		Distance tables (travel).....	L20-1	
Discharges, personnel:			Distances, air and ocean.....	H1	
Board of.....	GH1-3		Distilling:		
From hospitals.....	M3-2		Plants:		
From Service (separation).....	P19-1		Ashore.....	N25	
Travel allowance on.....	L20		On vessels.....	S58	
Discharging:			Distinguished service, awards for.....	P15	
Cargo.....	L17-6		Aircraft.....	F4	
Passengers.....	L20		Uniforms.....	J26-3	
Disciplinary action.....	P13-4		Vessels.....	S28	
Discipline.....	P13-4		Distress:		
Discounts.....	L6		Ships or aircraft in.....	A25	
Discrimination.....	P8		Signals.....	A6-3	
Diseases.....	M3-1		Distribution:		
Communicable.....	M2-2		Electric power:		
Contagious.....	M2-2		Shore.....	N26-5	
Diagnosis of.....	M3-2		Vessels.....	S62	

Distribution—Continued			
Organizational	-----	A3-1	
Personnel	-----	P16-1	
Points, standard stock	-----	L8-1	
Systems (shore)	-----	N26	
District:			
Attorneys	-----	EE5	
Of Columbia	-----	EG	
Courts, U. S.	-----	EJ	
Orders	-----	A2-5	
Districts, Coast Guard	-----	GD	
Disturbances:			
International	-----	A14-4	
Labor	-----	P8-1	
Misconduct	-----	P13-1	
Political	-----	P9	
Ditches	-----	N1	
Diverting:			
Shipments	-----	L17-5	
Ships and aircraft	-----	A4-3	
Divine services	-----	P12	
Divisions:			
Headquarters.	(See name of.)		
Land	-----	QG	
Water	-----	QH	
Divorce	-----	P7	
Dock:			
Facilities	-----	L7	
Regulations	-----	A2-7	
Trials (vessels)	-----	S8	
Docking (vessels)	-----	S7	
Charges	-----	L14	
Docks:			
Floating dry	-----	N16	
Graving	-----	N16	
Waterfront structures	-----	N15-1	
Doctrines of State	-----	A14	
Documents:			
Files and records	-----	A6-6	
Publications	-----	A10	
Shipping	-----	L17-4	
Dolly trucks	-----	J6	
Dolphins	-----	N15-2	
Domestic:			
Animals	-----	J32	
Relations	-----	P7	
Servants	-----	P7	
Domicile	-----	P1	
Dominoes	-----	P10-1	
Donations:			
Contributions	-----	A24	
Gifts to (silver service, etc.)	-----	L15	
Doors:			
Buldings	-----	J17	
Vessels	-----	S16	
Dope	-----	J20-1	
Shops	-----	N5	
Dories	-----	S82	
Dormitories	-----	N4-1	
Dough mixers	-----	J21-4	
Draft:			
Animals	-----	J32	
Blowers, forced (vessels)	-----	S53	
Dodgers	-----	P14-3	
Evasion	-----	P13-1	
Marks and gauges (vessels)	-----	S28	
Selective Service	-----	P14-3	
Vessel	-----	S29	
Drafting instruments	-----	J22-1	
Drafts, bank	-----	L12-1	
Drainage:			
Grounds	-----	N1	
Systems, vessel	-----	S48	
Drains, plumbing	-----	J18	
Vessel	-----	S48	
Dramatics	-----	P10-2	
Draperies	-----	J21-1	
Drawing instruments	-----	J22-1	
Drawings:			
Aircraft	-----	F1	
Architectural	-----	N19	
Materials	-----	L8-4	
Vessels	-----	S1	
Drayage	-----	L17-2	
Dredging	-----	N22	
Dress ship	-----	A15	
Dressings and bandages	-----	M4	
Driftwood	-----	H3	
Drill:			
Ammunition, dummy	-----	X1-2	
Cloth	-----	J7-9	
Fields	-----	N1	
Halls	-----	N4-3	
Pay	-----	L16-4	
Presses	-----	J7-9	
Drills:			
Exercises and practices	-----	A5-9	
Tools	-----	J7-9	
Drinking water	-----	J25	
Drinks, beverages	-----	J14	
Drivers, pile	-----	N21	
Drives, power (ordnance)	-----	X20	
Drowning	-----	P6-2	
Drug:			
Addiction	-----	M3-1	
Administration, Food and	-----	EH	
Drugs and medicines	-----	M4	
Drums:			
Containers	-----	J30	
Musical instruments	-----	J13-2	
Drunkenness	-----	P13-1	
Dry:			
Batteries	-----	J16	
Cleaning equipment	-----	J19	
Goods	-----	J21-1	
Ice	-----	J3	
Provisions	-----	J25	
Stores	-----	J25	
Drydocks	-----	N16	
Floating	-----	N16	

Dryers, laundry	J19
Dual compensation:	
Civilian personnel	L16-1
Military personnel	L16-4
Dual purpose gun mounts, installation of aboard ships	S74
Duck and canvas	J2-7
Dues	L14
Dumb-waiters	J7-5
Dummy:	
Bombs	X5
Drill ammunition	X1-2
Dumps	N6-1
Dunnage and baggage	L19
Duplicate checks	L12-1
Duplicating machines	J22-1
Dust:	
Air pollution	M2-4
Cloths	J19
Duties:	
Assignment of to personnel	P16-3
Customs	L14
Functions of organizations	A3
Duty:	
Absence from	P18-1
Active	P16-3
Assignments	P16-3
Death in line of	P6-2
Dwellings. (See residence.)	
Dyes	J3
Dykes	N15-4
Dynamite	X9
Dynamometers	J11
Dynamos	J7-6
Dynamotors	J7-6
Dysentery	M3-1

E

Ear diseases	M3-1
Earthquakes	H1
Earthwork	N1
Easements	N1-1
Eastern:	
Hemisphere	QG
Inspector (Coast Guard)	GI
Echo ranging and sounding equipment (sonar)	J15-11
Economic Cooperation Administration	EH
Economy	A3
Eczema	M3-1
Editing publications	A10
Education	P11
Educational, services	P11-3
Effects (personal household)	L19
Efficiency	P20-1
Competition, battles	A5-8
Reports	P20-2
Ejectors, air (vessels)	S46
Elections, political	P9

Electric:	
Distribution systems:	
Ashore	N26-5
Vessels	S62
Equipment and components	J16
Instruments (shipboard)	S69
Lighting systems:	
Ashore	N26-5
Vessels	S62
Measuring instruments	J11
Motors and generators	J7-6
Plants, shipboard	S60
Power:	
Application, vessels	S63
Distribution:	
Ashore	N26-5
Vessels	S62
Generation, vessel	S61
Generators	J7-6
Signaling devices	J15-1
Electrical. (See Electric.)	
Electron tubes	J16
Electronic:	
Aids to navigation	H2
Equipment	J15
Components	J16
Navigational aids	J15-2
Repair shops	GM5
Laboratory	GM4
Structures	N11
Test Station	GJ3
Electronics:	
Engineering Division	GH3-3
Supply system	L8-1
Aboard ship	S67
Electroplating	L18
Elevating gear, guns	X13
Elevators:	
Aircraft	F7
Ashore	N20
On vessels	S16
Elimination of unnecessary papers work	A6-5
Embalming	P6-3
Embargo:	
Countries	A14-1
Shipments	L17-3
Embarking passengers or troops	L20
Embassies:	
Foreign	EF
United States	EE8
Embezzlement	P13-1
Emergencies (accidents, catastrophies)	A25
Emergency:	
Agencies, U. S. Government	EE1
Appropriations	L1-1
Equipment, life-saving and rescue	J28-3
National, state of	A16-1
Rations	J25
Emigrants	P1
Emplacements, gun	N12

Employee, relations.....	P8	Escorts, funeral.....	P6-3
Employees (civilian personnel).....	LL	Espionage.....	A8-5
Employees' Compensation, Bureau of.....	EH	Esprit de corps.....	P21
Employment:		Establishment:	
Aircraft and vessels.....	A4-3	Coast Guard Shore.....	GF
Personnel.....	P14-2	Of shore stations.....	A4-2
Schedules (aircraft and vessels).....	A4-3	Establishments:	
Service, United States.....	EH	Independent Offices and U. S. Govern- ment.....	EH
Enactment of laws.....	A18	Manufacturing.....	QM
Enamels.....	J20-1	Capacity and output of.....	L7
Endorsements:		Estimates:	
Checks.....	L12-1	Budget.....	L1-1
Correspondence.....	A6-5	Damage.....	L6-1
Enemy:		Ether.....	J3
Aliens.....	A8-5	Etiquette.....	A15
Energy, atomic.....	H6-1	Evacuation (war).....	A16
Enforcement:		Evaporators, distilling plant, vessel.....	S58
Division of, Intelligence and Law.....	GH7-6	Evasion, draft.....	P13-1
Of contracts.....	L4-3	Evidence:	
Of laws.....	A17	Claims.....	L6-1
Engine Repair Shop (boat).....	GM2	General courts martial.....	A17-1
Engine section, aircraft.....	F5	Examinations:	
Engineer Corps, Civil.....	OE	Accounts.....	L10-5
Engineering:		Appointment.....	P14-2
Competitions.....	A5-7	Physical.....	M1
Office of (Coast Guard).....	GH3	Promotion.....	P17-2
Performances.....	A5-7	Schools and colleges.....	P11-1
Engines.....	J7-7	Examiners Office.....	GE
Aircraft.....	F11	Examining boards.....	A20
Reciprocating.....	F11-1	Excavating.....	N1
Rocket.....	F11-5	Machinery.....	N21
Turbo-jet and turbo-prop.....	F11-2	Exceptions, accounts.....	L10-5
Anchor (vessels).....	S26	Excess:	
Auxiliary, vessel.....	S50	Baggage rates.....	L20-1
Main propelling, vessel.....	S41	Stock of material.....	L8-5
Enlisted personnel.....	MM	Exchange:	
Division of.....	GH7-2	Bills of.....	L12-3
Retired.....	MR	Commission, Securities and.....	EH
Enlistment.....	P14-4	Items.....	J14
Enrollment.....	P14-4	Exchanges:	
Enterprises, commercial.....	QM	Marine Corps.....	L2-2
Entertainments.....	P10	Navy.....	L2-1
Athletics and games.....	P10-1	Excise taxes.....	L14
Dances, shows, music.....	P10-2	Executive:	
Entry into service.....	P14	Action.....	A2
Civilian personnel.....	P14-2	Branch, U. S. Government.....	EE
Enlisted personnel.....	P14-4	Departments, U. S. Government.....	EE
Officers.....	P14-5	Orders.....	A2-8
Envelopes (stationery).....	J22-2	Office of the President.....	EE1
Epidemics.....	M2-2	Office of the Secretary of the Navy.....	EN1
Epidemiology.....	M8	Exemption:	
Equipment. (See type.)		From selective service.....	P14-3
Erosion:		Income tax.....	L14
Beach.....	H1	Exercise:	
Data, fire control.....	X10	Of authority.....	A3
Soil.....	N1	Heads, torpedo.....	X25
Escalators:		Physical.....	P10-1
Buildings.....	N20	Exercises and practices.....	A5
Vessels.....	S16	Bomb.....	A5-5
Escape of prisoners.....	P13-3	Combat Information Center.....	A5-10
Escapes, fire.....	N27		

Exercises and Practices—Continued

Communication	A5-11
Damage control	A5-12
Depth charge	A5-4
Field and boat guns	A5-6
Gunnery	A5-1
Seamanship	A5-14
Small arms	A5-6
Exhaust fans and blowers	J7-3
Exhibits and exhibitions	A7-5
Expatriation	P1
Expediting shipments	L17-5
Expeditions:	
Scientific	A11
Warfare	A16
Expenditures	L6
Expenses:	
Burial and funeral	P6-3
Industrial costs	L10-3
Travel	L20
Experimental:	
Structures (shore)	N8
Weapons	X24
Experiments:	
Inclining (vessels)	S29
Scientific research	A11
Tests of material	L4-5
Expiration of enlistment (discharge)	P19-1
Explorations, scientific	A11
Explosions	A25
Explosives	X9
Ammunition	S1
Powder	X22
Shipment of	L17-3
Export declarations, permits and tariff	L14
Expositions	A7-5
Exposure:	
Indecent	P13-1
Sickness from	M3-1
Express shipments	L17-1
Extension of enlistment	P14-4
Extirmination of insects, rodents, and pests	M2-5
Extinguishers, fire	J28-2
Extortion	P13-1
Extra duty punishment	P13-4
Eyeglasses	J11
Eyes, artificial	M9-2

F

Fabrics	J2-7
Facilities:	
Conveyance:	
For shipment	L17-1
For travel	L20
Housing	N4-1
Port	H1
Projects	A1-2
Resources and	L7
Facsimile:	
Electronic equipment	J15-8
Signatures, use of	A6-5

Factories:

Commercial	QM
Fairs (expositions)	A7-5
Falls, blocks and	J7-5
False muster	P13-1
Family:	
Allowances	L16-6
Matters	P7
Quarters	N4-1
Fan marker equipment	J15-2
Fans, ventilating	J7-3
Fares, travel and transportation	L20-1
Farm:	
Implements and machinery	J7-1
Products	J25
Fascism	P9
Fathometers	J15-11
Fatigue:	
Mental and physical	M3-1
Testing (aircraft)	F2
Faucets	J18
Federal:	
Board of Hospitalization	EH
Bureau of Investigation	EE5
Communications Commission	EH
Deposit Insurance Corporation	EH
Income taxes	L14
Loan agency	EH
Personnel Council	EH
Power Commission	EH
Reserve System	EH
Security Agency	EH
Standard Stock Catalog	L8-7
Supply Service	EH
Feed water equipment, boiler (vessels)	S56
Fees	L14
Contingent (contracts)	L4-3
Fellatio	P13-1
Felonies	P13-1
Felt	J2-7
Fences, boundary	N1
Ferro-alloys	J1
Ferrying of aircraft	A4-3
Fever	M3-1
Dengue	M7
Yellow	M2-1
Fibrous glass	J17-2
Fidelity Bonds	L13
Field:	
Glasses	J11
Gun exercises	A5-6
Guns	X12-3
Strength measurements	J15-5
Testing & Development Unit	GJ2
Fields (athletic, drill, landing)	N1
Filariasis	M7
File numbers, officers'	P1
Files and records	A6-6
Filing equipment	J22-1
Filling (grounds)	N1

Film:		First aid:	
Photographic.....	J12	Kits.....	M4
Training.....	J29	Treatment.....	M3-2
X-ray.....	M4	Fiscal matters.....	L
Filters:		Fish.....	J32
Electrical or electronic.....	J16	As food.....	J25
Photographic.....	J12	Nets and stakes (location).....	H3
Filtration plants, water.....	N25	And Wildlife Service.....	EE4
Final acceptance trials:		Fitness:	
Aircraft.....	F3	Moral and professional.....	P20-1
Vessels.....	S8	Physical.....	M1
Finance:		Reports.....	P20-2
Corporation, Reconstruction.....	EH	Fitting-out (vessels and aircraft).....	A4-1
Office of (and Supply).....	GH4	Periods.....	A4-1
Finances.....	L12	Yards, assignment of.....	A4-3
Financial:		Fittings, hull (vessels).....	S12
Dealings.....	L12	Fixed:	
Indebtedness.....	P13-6	Ammunition.....	X1-2
Responsibility (personnel).....	P1	Fee contracts.....	L4-3
Statements.....	L10-5	Moorings.....	N15-5
Finders, range.....	X10	Obstructions to navigation.....	H3
Fine Arts, Commission of.....	EH	Positions.....	H2
Fines (punishment).....	P13-4	Fixtures:	
Fingerprints.....	P1	Electrical.....	J16
Finishing processes.....	L18	Plumbing.....	J18
Fins, airplanes.....	F7	Flag:	
Fire:		Lofts.....	N5
Alarms.....	J15-1	Poles and masts.....	J27
Boats.....	S82	Signals and signaling.....	A6-3
Control.....	X10	Flags, signal.....	J27
Installation (shipboard).....	S71	Shipboard.....	S70
Instruments.....	J11	Flagstaffs.....	J27
Radar.....	J15-7	Flame throwers.....	X6
Drills.....	A5-9	Flaps, aircraft wing.....	F6
Engines (trucks).....	J6	Flares, pyrotechnic.....	X22
Escapes.....	N27	Flashlights.....	J16
Extinguishers.....	J28-2	Flasks, air (torpedo).....	X25
Fighting:		Flat cars.....	N24
Ashore.....	N27	Flight:	
Equipment.....	J28-2	Certificates.....	P20-2
On vessels.....	S93	Clothing.....	J26-2
Hose.....	J10	Decks (vessels).....	S11
Hydrants.....	N26-2	Instruments.....	J11
Insurance.....	L13	Orders.....	P16-4
Mains:		Pay.....	L16-4
Ashore.....	N26-6	Performance, aircraft.....	F3
Vessels.....	S48	Ration, allowances.....	L16-3
Prevention and protection (shore).....	N27	Records.....	P20-2
Pumps.....	J7-2	Test instruments.....	J11
Stations.....	N27	Training.....	P11-4
Firearms.....	X12-3	Flights, aircraft.....	A4-3
Offenses in connection with.....	P13-1	Float lights.....	J16
Firebrick.....	J17-2	Floating:	
Fires.....	A25	Dry docks.....	N16
Firewalls:		Obstructions to navigation.....	H3
Aircraft.....	F5	Floats:	
Buildings.....	N27	Landing:	
Firing keys, fire control.....	X10	Aircraft.....	F9-2
Firms.....	QM	Waterfront structures.....	N15-1
Catalogs and mailing lists of.....	L4-1	Life.....	J28-
		Work.....	N15

Flood lights.....	J16	Foundations, mooring (vessels).....	S26
Flooding systems, vessel.....	S48	Fountains, drinking water.....	J21-4
Floods.....	H4	Fowl (animals).....	J32
Damage caused by.....	A25	Fractures.....	M3-1
Floor coverings.....	J21-2	Frames and framing, hull:	
Flooring.....	J17-3	Seaplane.....	F8-2
Florida (State).....	EG	Vessel.....	S11
Flotsam and Jetsam.....	H3	Franking privilege (mail).....	A6-4
Flowers.....	J31	Fraternal organizations.....	P8-2
Fluorescent lamps.....	J16	Fraud.....	P13-1
Fluoroscopes.....	M4	Free:	
Flushing system (vessels).....	S48	Entry of goods (customs).....	L14
Foam fire extinguishers.....	J28-2	Postage.....	A6-4
Fog.....	H3	Freeboard.....	S29
Dispersion.....	H3	Freedom of speech and press.....	A7-1
Signal Stations (Coast Guard).....	GO1	Freezers, ice cream.....	J21-4
Signals.....	A6-3	Freight:	
Foghorns.....	J15-1	Cars.....	N24
"Fogies".....	L16-4	Rates.....	L17-2
Food.....	J25	Sheds.....	N6
And Drug Administration.....	EH	Shipments.....	L17-1
Poisoning.....	M3-1	Freon gas.....	J3
Football.....	P10-1	Frequencies, radio.....	A6-2
Equipment.....	J13-1	Frequency meters.....	J11
Fields.....	N1	Frozen food cabinets.....	J21-4
Footing, war.....	A16-1	Fruits.....	J25
Footstones, grave.....	P6-4	Fuel.....	J4
Footwear.....	J26	Aircraft, cargo storage and equipment on	
Forage.....	J31	vessels.....	S15
Forced-draft blowers, vessel.....	S53	Consumption (engineering performance).....	A5-7
Forecasts, weather.....	H4	Distribution systems (shore).....	N26-8
Foreign:		Dumps.....	N6
Affairs.....	A14	Handling, stowage and equipment (ship-	
Agents.....	A8-5	board).....	S55
Aid.....	L11-3	Oil.....	J4-2
Claims.....	L6-1	Ship handling, stowage and equipment.....	S55
Countries and governments.....	EF	Special.....	J4-4
Transfers, loans, and aid to.....	L11-3	Storage plants.....	N6
Currency.....	L12-3	Synthetic.....	J4-4
Decorations.....	P15	System, aircraft.....	F20
Duty.....	P16-3	Fueling-at-sea gear.....	S55
Interference.....	A14-4	Full-power trials (vessels).....	S8
Military personnel.....	OQ	Fumigants.....	M4
Policy.....	A14	Fumigation.....	M2-4
Purchases.....	L4-3	Funds:	
Relations.....	A14	Apportionment of.....	L1-2
Foreigners.....	P1	Appropriations.....	L1-1
Activities of.....	A8-5	Disbursement of.....	L6
Award of decorations to.....	P15	Misappropriation.....	P13-1
Employment of.....	P14-2	Money.....	L12-1
Subversive activities.....	A8-5	Safekeeping of.....	L12-1
Forge Shops.....	N5	Funerals.....	P6-3
Forgery.....	P13-1	Fungicides.....	M4
Forgings, hull structure (vessels).....	S11	Fungus proofing.....	L9-1
Fork trucks.....	J6	Funnel marks.....	S28
Formaldehyde.....	J3	Furlough.....	P18-1
Formation, ice (obstructions).....	H3	Furnaces.....	J21-5
Forms, blank.....	J22-2	Furnishings.....	J21
Forts and fortifications.....	N12	Furniture.....	J21-3
Foul weather clothing.....	J26-2	Fuse setters.....	X13
Foundaries.....	N5	Fuselage, aircraft.....	F8-1

Fuses:	
Electric.....	J16
Ordnance.....	X1-1
	G
Gages.....	J11
Gallery of Art, National.....	EH
Galley:	
Equipment.....	J21-4
Structures (shore).....	N4-4
On vessels.....	S34
Galvanizing.....	L18
Gambling.....	P13-1
Games:	
Amusement.....	P10-1
Athletic.....	P10-1
War.....	A16-1
Gangplanks.....	N15-1
Gangrene.....	M3-1
Gangways.....	N15-1
Gantry cranes.....	J7-5
Garages.....	N13
Garbage disposal.....	L8-5
Gardens.....	N1
Garrison caps.....	J26-3
Gas:	
Cylinders.....	J30
Defense drills.....	A5-9
Heating systems (shore).....	N26-4
Masks.....	J28-1
Plants and structures.....	N23
Producing equipment and stowage (shipboard).....	S23
Warfare:	
Equipment.....	X6
Operations.....	A16
Gases.....	J3
Industrial, and gas producing equipment and stowage (shipboard).....	S23
Gaskets.....	J10
Gasoline.....	J4-3
Engines.....	J7-7
Gates and fences.....	N1
Gauges.....	J11
Draft (vessels).....	S28
Gear:	
Alighting (aircraft).....	F9
Land type.....	F9-1
Water type.....	F9-2
Steering (vessels).....	S24
Gears.....	J7-8
Reduction, vessels.....	S42
Geiger counters.....	J15-9
Genealogy.....	P1
General:	
Accounting Office.....	EL
Accounts.....	L10-5
Board, Navy Department.....	EN2
Courts Martial.....	A17-1
Materials.....	J
Medicine.....	M3

General—Continued	
Mess.....	L3
Messages.....	A6-1
Purpose bombs.....	X5
Services Administration.....	EH
Stores:	
Class titles of.....	JJ
Surgery.....	M9-1
Generating plants and structures.....	N23
Generation, electric power (vessels).....	S61
Generators:	
Electric power.....	J7-6
Signal.....	J15-5
Smoke.....	X6
Genitourinary diseases.....	M3-1
Geographical:	
Divisions:	
Land.....	QG
Water.....	QH
Names and positions.....	H1
Georgia (State).....	EG
Germicides.....	M4
Gifts:	
Contributions.....	A24
To Coast Guard (silver service, etc.).....	L15
Glass.....	J2-1
Fibrous (insulation).....	J17-2
Glasses:	
Eye.....	J11
Field.....	J11
Magnifying.....	J11
Tableware.....	J21-4
Glassware, table.....	J21-4
Glider Aircraft, heavier-than-air (Fixed wing).....	VG
Gloves.....	J26-1
Glue.....	J20-2
Glycerin.....	J3
Goggles.....	J26-2
Gold.....	J1
Golf.....	P10-1
Balls and equipment.....	J13-1
Courses.....	N1
Gongs.....	J15-1
Goneometers.....	J11
Gonorrhea.....	M2-2
Good conduct.....	P20-1
Marks.....	P20-2
Medals and awards.....	P15
Ribbons.....	P15
Goods, dry.....	J21-1
Government:	
Agencies:	
Emergency.....	EE1
Independent.....	EH
Departments.....	EE
Military.....	A17-8
Policies.....	A1
Printing Office.....	EL
Governments:	
Foreign.....	EF
Loans, aid and transfers between.....	L11-3

Governments—Continued		Guided missiles.....	X22
State and local.....	EG	Guidons.....	J27
United States of America.....	EG	Gulfs and bays.....	QH
Grades:		Gun:	
Pay.....	L16-4	Accessories.....	X13
Rank and precedence.....	P17-1	Batteries.....	X14
Grading:		Installation of aboard ships.....	S73
Grounds.....	N1	Carriages.....	X15
Machines.....	N21	Components.....	X13
Personnel.....	P17-1	Crews.....	P16-3
Graft.....	P13-1	Directors.....	X10
Grand divisions:		Emplacements.....	X12
Land.....	QG	Liners.....	X13
Water.....	QH	Mounts.....	X15
Grandstands.....	N4-8	Installation of aboard vessels.....	S74
Granite.....	J17-1	Powder.....	X21
Grants, land.....	N1-1	Salutes.....	A15
Graphic:		Sights.....	X10
Displays.....	A7-5	Tubes.....	X13
Units.....	GK1	Turrets.....	X15
Graphite.....	J5	Installation of aboard ships.....	S72
Grapnels.....	J24-1	Gunnery:	
Grass.....	J31	Division, Ordnance and Readiness (Coast	
Gratuities.....	L16-2	Guard).....	GH6-5
Grave markers.....	P6-4	Exercises.....	A5-1
Gravel.....	J17-1	Guns.....	X12
Pits.....	N1	Antiaircraft.....	X12-1
Graves and markers.....	P6-4	Catapult.....	X12
Graving docks.....	N16	Machine, automatic.....	X12-2
Greases.....	J5	Mortars.....	X12
Great Britain.....	EF	Riot.....	X12-3
Great Lakes.....	QH	Small arms.....	X12-3
Greenhouses.....	N1	Spray, paint.....	J7-9
Greetings.....	A15	Turret.....	X12-4
Grenades.....	X12-3	Gutters:	
Grievances.....	P8	Drainage, land.....	N1
Grinders, food.....	J21-4	Street.....	N2
Groceries.....	J25	Gymnasiums.....	N4-8
Ground:		Equipment for.....	J13-1
Areas.....	N1	Gymnastics.....	P10-1
Controlled approach (GCA) equipment.....	J15-2	Gynecology.....	M8
Speed indicators.....	J11	Gypsum.....	J17-1
Tackle.....	J24-1	Gyrocompasses.....	J11
Warfare.....	A16	Gyroscopes.....	J11
Grounding of vessels.....	A25		
Grounds.....	N1	H	
Group:		Habits:	
Insurance.....	L13	Character.....	P1
Offices, Coast Guard.....	GV	Drug.....	M3-1
Guaranties.....	L13	Smoking.....	M3-1
Guard:		Halls:	
Boat, medical, military, and ship's.....	A4-4	Amusement.....	N4-8
Coast, United States.....	GG	Drill.....	N4-3
Duty, personnel.....	P16-3	Mess.....	N4-4
Mail.....	A6-4	Hammers.....	J7-9
Guardhouses.....	N4-2	Hammocks.....	J21-3
Guards.....	P16-3	Hand:	
Guerilla warfare.....	A16	Grenades.....	X12-3
Guest houses.....	N4-8	Pumps.....	J7-2
Guidance and homing equipment.....	J15-4	Tools.....	J7-9
Guide, Naval Shipping.....	L17-7	Trucks.....	J6

Handball.....	P10-1	Heating—Continued	
Courts.....	N1	Systems—Continued	
Equipment.....	J13-1	Ashore—Continued	
Handbooks.....	A10-1	Hot water and steam.....	N26-3
Handguns.....	X12-3	Gas.....	N26-4
Handicrafts.....	P10-3	On vessels.....	S38
Handkerchiefs.....	J26-1	Heavy construction equipment.....	N21
Handsets.....	J16	Height:	
Handy-billy pumps.....	S47	Personnel.....	P1
Hangars, aircraft.....	N10	Structures (obstructions).....	H3
Hanger decks (vessels).....	S11	Helicopters.....	HZ
Harbor:		Helium.....	J3
Defense.....	A16-1	Plants.....	M23
Nets and booms.....	X18	Helix buildings.....	N11
Structures.....	N12	Helmets.....	J26-2
Regulations.....	A2-7	Hemispheres.....	QG
Harbors.....	H1	Hemp.....	J23
Hard labor (punishment).....	P13-4	Hernia.....	M3-1
Hardware.....	J9	Heroic acts, awards and citations for.....	P15
Harness, parachute.....	F15	High:	
Hatchets and hatchways, vessel.....	S16	Explosives.....	X9
Hats.....	J26	Highways.....	N2
Hauling out (vessels).....	S7	Hinges (hardware).....	J9
Hawaii, Territory of.....	EG	Historical:	
Hawsers.....	J23	Data plates (vessels).....	S28
Hazards:		Matters.....	A12
Navigational.....	H3	Histories.....	A12
Personnel.....	P22	Medical.....	M11
Hazing.....	P13-1	Personal.....	P1
HBX explosive.....	X9	War.....	A12
Headgear.....	J26	Hobbies and hobby crafts.....	P10-3
Headphones.....	J16	Hockey.....	P10-1
Headquarters:		Hogging (ship).....	S29
Buildings.....	N3	Hoisting equipment and machinery.....	J7-5
Coast Guard.....	GH	Hoists.....	J7-5
Heads:		Holidays.....	A15
Crew's (vessels).....	S36	Work on.....	P18-2
Rocket.....	X23	Pay for.....	L16-1
Torpedo exercises.....	X25	Home:	
War (torpedo).....	X25	Address of personnel.....	P1
Headsets.....	J16	Yards and ports.....	A3-1
Headstones, grave.....	P6-4	Homicide.....	P13-1
Health.....	M2-4	Homing equipment.....	J15-4
Bills of.....	M2-1	Homosexual practices.....	P13-1
Records.....	M11	Homosexuality.....	M3-1
Service, Public.....	EH	Honor, Medals of.....	P15
Hearings, Congressional.....	A18	Honorable discharge.....	P19-1
Hearses.....	J6	Buttons.....	P15
Heart diseases.....	M3-1	Honors.....	A15
Heat:		Hooks:	
Allowances for quarters.....	L16-5	Aircraft trailing.....	F10-1
Insulation materials.....	J17-2	Hardware.....	J9
Radiation equipment (communication).....	J15-4	Horizons, artificial.....	J11
Transfer equipment, vessel.....	S97	Horns:	
Heaters.....	J21-5	Fog and signal.....	J15-1
Heating:		Musical instruments.....	J13-2
Equipment.....	J21-5	Horses.....	J32
Plants (shore).....	N23	Hose.....	J10
Systems:		Hospital:	
Ashore:		Equipment and supplies.....	M4
Oil.....	N26-2		

Hospital—Continued

Structures.....	N9
Treatment.....	M3-2
Hospitalization:	
Federal Board of.....	EH
Of personnel.....	M3-2
Hospitals:	
Admission to and discharge from.....	M3-2
Hostages.....	A16-2
Hostess houses.....	N4-8
Hostilities.....	A16
Termination of.....	A16-14
Hot water systems (shore).....	M26-3
Hotels.....	N4-1
Hours of work.....	P18-2
House:	
Cleaning equipment.....	J19
Of Representatives.....	EL
Household:	
Effects.....	L19
Furniture.....	J21-3
Houses. (See type.)	
Housing.....	N4-1
Hull:	
Fittings, vessel.....	S12
Seaplane.....	F8-2
Structure:	
Airships:	
Primary.....	F24-1
Secondary.....	F24-2
Vessels.....	S11
Strength of.....	S29
Hurricanes.....	H4
Damage caused by.....	A25
Huts:	
Aerographic.....	N10
Quonset.....	N7
Hydrants, fire.....	N26-6
Hydraulic:	
Fluids and oils.....	J3
Jacks.....	J7-5
Speed machinery, vessel.....	S21
System, aircraft.....	F23
Hydrocele.....	M3-1
Hydrogen.....	J3
Peroxide.....	J3
Fuel.....	J4-4
Plants.....	N23
Hydrographic:	
Charts.....	A10-2
Surveys.....	H1
Hydrography.....	H1
Hydrometers.....	J11
Hydrophones.....	J15-11
Hydrotherapy.....	M3-2
Hygiene.....	M2-4

I

Ice.....	J25
Artificial.....	J25

Ice—Continued

Cream.....	J25
Freezers.....	J21-4
Dry.....	J3
Plants (shore).....	N25
Icebergs and ice formations (obstructions).....	H3
Iceboxes.....	J21-4
Icehouses.....	N6
Idaho (State).....	EG
Identification:	
Aircraft.....	F4
Cards.....	P1
Electronic equipment (IFF).....	J15-3
Lights.....	J16
Numbers:	
Aircraft.....	F4
Vessel.....	S28
Personnel.....	P1
Tags.....	P1
Vessel.....	S28
IFF equipment.....	J15-3
Igniters, ammunition.....	X1-1
Illegal actions (offenses).....	P13-1
Illicit traffic.....	P13-1
Illinois (State).....	EG
Illiteracy.....	P1
Illiterates:	
Discharge of.....	P19-1
Training of.....	P11-1
Illness.....	M3-1
Illuminating gas.....	J3
Immigrants.....	P1
Immoral practices.....	P13-1
Immunity, diplomatic.....	A14
Immunization.....	M2-3
Impersonating an officer.....	P13-1
Implements, agricultural and lawn.....	J7-1
Import duties and tariff.....	L14
Imprisonment.....	P13-4
Improvements to terrain.....	N1
Impulse ammunition.....	X1-2
Inactivation of shore stations.....	A4-2
Inactive duty.....	P16-3
Inaptitude.....	P20-1
Discharges for.....	P19-1
Incandescent lamps.....	J16
Incendiary bombs.....	X5
Incentives:	
Beneficial suggestion program.....	A13
Medals and wards.....	P15
Pensions and bonuses.....	L16-2
Incinerators.....	J19
Inclining experiment, vessel.....	S29
Income taxes.....	L14
Incompetence.....	P20-1
Discharge because of.....	P19-1
Increase in force (personnel).....	P16-1
Indecent conduct.....	P13-1
Indemnities, international.....	A14-7
Indemnity bonds.....	L13

Independent:		Inland waterways.....	QH
Duty (personnel).....	P16-3	Inoculation.....	M2-3
Lubrication systems (vessels).....	S45	Inquiry, Courts of.....	A17-4
Offices and Establishments, U. S. Gov- ernment.....	EH	Insanity.....	M3-1
Indexes (files and records).....	A6-6	Insect:	
Indiana (State).....	EG	Extermination and control.....	M2-5
Indicating instruments, shipboard.....	S87	Nets and netting.....	J21-1
Indicators:		Repellent.....	M4
Audible signal devices.....	J15-1	Insecticides.....	M4
Fire control.....	X10	In-service training.....	P11-4
Instruments.....	J11	Insignia:	
Individuals.....	QQ	Aircraft.....	F4
Noncombatants.....	A14-3	Uniform.....	J26-3
Visits of.....	A2-9	Vessel.....	S28
Indoctrination of personnel.....	P11-1	Inspection and Survey, Boards of.....	A20
Indorsements:		Inspection:	
Checks.....	L12-1	Administrative.....	A23
Correspondence.....	A6-5	Cost.....	L10-4
Induction into service.....	P14-3	Disbursing.....	A23
Industrial:		Division (Coast Guard).....	GH8-2
Accounting.....	L10-3	Material, vessel.....	S3
Gases and gas producing equipment and stowage (shipboard).....	S23	Merchant Vessel, Division of.....	GH5-2
Mobilization.....	A16-1	Medical.....	A23
Relations.....	P8	Military.....	A23
Office of, Navy Department.....	EN1	Of materials.....	L5
Resources.....	L7	Offices:	
Survey, Office of (Navy).....	EN1	Coast Guard:	
Surveys.....	A3	Eastern.....	GI
Trucks.....	J6	Northern.....	GI
Industries.....	QM	Southern.....	GI
Inefficiency.....	P20-1	Western.....	GI
Discharge because of.....	P19-1	Marine.....	GN
Infantile paralysis.....	M2-2	Operational readiness.....	A23
Infantry equipment.....	X12-3	Of personnel.....	A23
Infectious diseases.....	M3-1	Sanitary.....	A23
Infirmaries.....	N9	Supply.....	A23
Inflation gases.....	J3	Inspectors, Coast Guard.....	GI
Influence of nations.....	A14-4	Installation of:	
Influenza.....	M2-2	Antiaircraft and dual purpose gun mounts aboard ships.....	S74
Informal bids.....	L4-2	Armament of ships.....	S73
Informants (intelligence).....	A8-4	Armor protection (vessels).....	S13
Information.....	A7	Chemical defense equipment aboard ships.....	S77
Intelligence:		Gun battery aboard ships.....	S73
Collection of.....	A8-2	Turrets aboard ships.....	S72
Dissemination of.....	A8-3	Institute Coast Guard.....	GT2
Safeguarding of.....	A8-6	Institutions:	
Source of.....	A8-4	Banks.....	L12-1
Loyalty.....	A8-7	Commercial firms.....	QM
Military, other than own.....	A8-2	Smithsonian Institution.....	EH
Public.....	A7	Societies and associations.....	P8-2
Infrared equipment.....	J15-4	Instruction.....	P11
Infringements, patent.....	A13	Buildings.....	N4-3
Ingredients:		Courses of.....	P11-1
Paint.....	J20-1	Duty.....	P16-3
Powder.....	X21	Equipment.....	J29
Injection system, water (aircraft).....	F21	Programs.....	P11-4
Injuries.....	M3-1	Instructions.....	A2
Claims.....	L6-1	Bidders.....	L4-2
Compensation for.....	L13	Communication.....	A6

Instructions—Continued			
Senior Officer Present Afloat	-----	A2-5	
Shipping	-----	L17-3	
Instrumentation	-----	J15-5	
Instruments	-----	J11	
Dental	-----	M10-2	
Drawing	-----	J22-1	
Electrical	-----	S69	
Indicating (shipboard)	-----	S87	
Musical	-----	J13-2	
Negotiable	-----	L12-1	
Recording (shipboard)	-----	S87	
Surgical	-----	M4	
Telephone and telegraph	-----	J15-12	
Insubordination	-----	P13-1	
Insular:			
Forces	-----	M1	
Possessions, United States	-----	EG	
Insulating materials	-----	J17-2	
Insulation and lagging, vessel	-----	S39	
Insulators, electric	-----	J16	
Insurance	-----	L13	
Corporation, Federal Deposit	-----	EH	
Parcel post	-----	A6-4	
Insurrections	-----	P9	
Integrity:			
Aircraft	-----	F3	
Personnel	-----	P1	
Vessel	-----	S29	
Intelligence	-----	A8	
Agency, Central	-----	EH	
Division (and Law Enforcement) Coast Guard	-----	GH6-7	
Investigations	-----	A8-7	
Systems	-----	A8-1	
Intercommunication equipment	-----	J15-12	
Intercourse:			
Commercial	-----	A14-1	
Diplomatic	-----	A14-5	
Interdepartmental:			
Boards and committees	-----	A20	
Coordinator of (and International) Affairs	-----	GH1-5	
Interest	-----	L12-1	
Interference:			
Foreign	-----	A14-4	
Radio	-----	A6-2	
Interior:			
Communication:			
Equipment	-----	J15-12	
System, vessel	-----	S65	
Department of the	-----	EE4	
Lights	-----	J16	
Interments	-----	P6-3	
Intermittent employment	-----	P14-2	
Internal:			
Revenue:			
Bureau of	-----	EE9	
Taxes	-----	L14	
Security	-----	A8-6	
Internal-combustion:			
Engine	-----	J7-7	
Aircraft	-----	F11-1	
Vessel	-----	S41	
International:			
Affairs, Coordinator of Interdepartmental and	-----	GH1-5	
Agreements	-----	A14-7	
Law	-----	A17	
Monetary Fund	-----	EE10	
Organizations, Public	-----	EE10	
Personal rights (noncombatants)	-----	A14-3	
Property rights	-----	A14-2	
Protocols	-----	A14-7	
Relations	-----	A14-4	
Interned persons	-----	A14-3	
Internment:			
Individuals	-----	A14-3	
Property or ships	-----	A14-2	
Interoffice communication devices	-----	J15-12	
Interphone equipment	-----	J15-12	
Interrogators (IFF equipment)	-----	J15-3	
Interstate Commerce Commission	-----	EH	
Intervention (International relations)	-----	A14-4	
Interviews, press	-----	A7-1	
Intracoastal waterways	-----	QH	
Introduction, letters of	-----	P1	
Invasions (warfare)	-----	A16	
Inventions	-----	A13	
Inventories	-----	L8-6	
Plant	-----	L10-3	
Inventory control	-----	L8-6	
Investigation:			
Boards of	-----	A17-5	
Federal Bureau of	-----	EE5	
Investigations:			
Congressional	-----	A18	
Intelligence	-----	A8-7	
Legal	-----	A17-6	
Loyalty	-----	A8-7	
Investments	-----	L12-2	
Invisible light equipment	-----	J15-4	
Invitations:			
Honors and ceremonies	-----	A15	
Social	-----	P8-3	
Invoices, custody	-----	L8-6	
Iowa (State)	-----	EG	
Iron	-----	J1	
Ironers	-----	J19	
Island possessions, U. S.	-----	EG	
Islands, position of	-----	H1	
Isolation wards:			
Ashore	-----	N9	
On vessels	-----	S37	
Itineraries:			
Aircraft and vessels	-----	A4-3	
Personnel (travel)	-----	L20	
J			
Jackets, uniform	-----	J26-3	
Jacks, lifting	-----	J7-5	

Jacob's ladders..... S16
 JATO, aircraft propulsion..... F11-6
 Jaundice..... M3-1
 "Jeeps" (vehicles)..... J6
 Jet assisted take off:
 Power units (aircraft)..... F11-6
 Provisions on aircraft..... F10-3
 Jetties..... N15-4
 Jewelry..... J14
 Jigs..... J8
 Job:
 Classification..... P3
 Orders..... L10-3
 Joiner shops..... N5
 Joint:
 Chiefs of Staff..... EM3
 Operations (warfare)..... A16-9
 Staff..... EM3
 Judge Advocate General, Office of the (Navy)..... EN12
 Judicial Branch, U. S. Government..... EJ
 Jujitsu..... P10-1
 Jurisdiction..... A3
 General Courts Martial..... A17-1
 Legal..... A17
 Jury duty, leave for..... P18-1
 Justice, Department of..... EE5
 Jute..... J23

K

Kalsomine..... J20-1
 Kansas (State)..... EG
 Kapok..... J2-7
 Life preservers..... J28-3
 Keels:
 Seaplane..... F8-2
 Vessel..... S11
 Kegs (containers)..... J30
 Kentucky (State)..... EG
 Kerosene..... J4-2
 Kettles, galley..... J21-4
 Key-punch machines..... J22-1
 Killed in action, personnel..... P6-1
 Kilns..... N5
 Kitchen:
 Car service..... L20
 Utensils..... J21-4
 Kitchens (shore)..... N4-4
 Kites, target..... J29
 Kits:
 First aid..... M4
 Tool..... J7-9
 Knives:
 Combat..... X12-3
 Galley..... J21-4

L

Labeling:
 Aircraft..... F4
 Buildings..... N19-2
 Shipments..... L17-3
 Vessels..... S28

Labor:
 Department of..... EE6
 Disputes..... P8-1
 Hours of..... P18-2
 Relations..... P8-1
 Board, National..... EH
 Unions..... P8-1
 Laboratory:
 Electronic Repair Shop..... GM4
 Equipment and supplies medical..... M4
 Structures..... N8
 Labor-saving devices (office)..... J22-1
 Lacquers..... J20-1
 Ladders..... J7-9
 On vessels..... S16
 Lagoons..... QH
 Lakes..... QH
 Lampblack..... J20-1
 Lamps..... J16
 Land:
 Acquisition and disposal..... N1-1
 Cranes..... N20
 Grand Divisions..... QG
 Grants..... N1-1
 Lines (communications)..... N28
 Mines..... X17
 Surveys..... N1
 Titles..... N1-1
 Landing:
 Beaches for aircraft..... N10
 Craft..... LC
 Exercises..... A5
 Fields..... N1
 Floats..... N15-1
 Force:
 Weapons..... X12-3
 Handling and storage aboard
 ships..... S79
 Gear, aircraft..... F9
 Land type..... F9-1
 Water type..... F9-2
 Lights..... J16
 Mats..... N10
 Operations..... A16-7
 Landings, boat..... N15-1
 Landlines (communications)..... N28
 Landmarks:
 Historical..... A12
 Navigational aids..... H2
 Lands..... N1-1
 Landscaping..... N1
 Language:
 Foreign, instruction in..... P11-1
 Obscene, use of..... P13-1
 Lanterns, electric..... J16
 Lanyards..... J23
 Lapel buttons..... P15
 Larceny..... P13-1
 Latex (rubber)..... J2-6
 Lathes..... J7-9
 Latitude and longitude at sea..... H1

Latrines.....	N4-5	Letters—Continued	
Launchers.....	X16	Condolence.....	P6-5
Launches.....	S82	Introduction.....	P1
Launching:		Reprimand.....	P13-4
Ceremonies.....	A15	Levees.....	N15-4
Provisions for an aircraft.....	F10	Levels:	
Racks, torpedo.....	X25	Survey instruments.....	J11
Vessels.....	S6	Tide.....	H1
Ways.....	N18	Lewd conduct.....	P13-1
Laundry:		Liability acts and insurance.....	L13
Bags.....	J19	Liaison.....	A3
Buildings.....	N4-5	Duty.....	P16-3
Equipment.....	J19	Liberty.....	P18-1
Spaces:		Libraries.....	P11-2
Ashore.....	N4-5	Library:	
On vessels.....	S35	Books.....	P11-2
Supplies.....	J19	Buildings.....	N4-3
Tubs.....	J19	Of Congress.....	EL
Lavatories.....	J18	Service.....	P11-2
Law.....	A17	Licenses.....	A2-9
Martial.....	A17-8	Licensing (Merchant Marine personnel).....	P14-6
Lawn tools and implements.....	J7-1	Life:	
Lawns.....	N1	Belts.....	J28-3
Laws.....	A17	Buoys.....	J28-3
Lawsuits.....	A17	Floats.....	J28-3
Laying out (vessel patterns, molds).....	S5	Insurance.....	L13
Lead.....	J1	Nets, vessel.....	S18
Azide.....	X9	Preservers.....	J28-3
Leadership.....	P1	Rafts.....	J28-3
Leaks of classified information.....	A8-6	Lifeboat Stations.....	GL
Leases.....	L4-3	Lifeboats.....	S82
Leather.....	J2-2	Lifesaving:	
Craft (hobby).....	P10-3	Equipment.....	J28-3
Leave:		Medals.....	P15
Of absence.....	P18-1	Light:	
Ration allowances.....	L16-3	Allowances for quarters.....	L16-5
Lectures.....	A7-3	Attendant stations.....	GM3
Educational.....	P11-1	Fixtures.....	J16
Legal:		Invisible.....	J15-4
Division, Headquarters.....	GH8-4	Load line, vessel.....	S28
Holidays.....	A15	Openings, vessel.....	S12
Matters.....	A17	Signals and signaling.....	A6-3
Residence.....	P1	Stations.....	GO2
Legation guard duty.....	P16-3	Lighthouses, location of.....	H2
Legations:		Lighting systems:	
Foreign.....	EF	Ashore.....	N26-5
United States.....	EES	Vessels.....	S64
Leggings.....	J26-3	Lights:	
Legislation:		Aids to navigation (position).....	H2
Approved by Congress (laws).....	A17	Electric.....	J16
Proposed (bills).....	A18	Lightships, position of.....	H2
Legislative Branch, U. S. Government.....	EL	Limbs, artificial.....	M9-2
Lend-lease (foreign aid).....	L11-3	Lime.....	J17-1
Lenses.....	J11	Limestone.....	J17-1
Photographic.....	J12	Limitation of armament.....	A16-14
Leprosy.....	M3-1	Lineal position or rank (officers).....	P17-1
Letter writing.....	A6-5	Linen.....	J2-7
Letterheads.....	J22-2	Bedding.....	J21-1
Letters:		Liners, gun.....	X13
Call.....	A6-3	Lines, mooring.....	J24-1
Circular.....	A2-6	Line-throwing guns.....	X12

Link instrument trainers..... J29
 Links, golf..... N1
 Linoleum..... J21-2
 Linseed oil..... J20-1
 Liquid fuels..... J4
 Fuel oil..... J4-2
 Gasoline..... J4-3
 Liquidated damages..... L6
 Liquor..... J14
 Unauthorized use or possession..... P13-1
 Lists:
 Allowance..... L8-3
 Bidders..... L4-1
 Mailing..... A6-4
 Firms..... L4-1
 Passenger..... L20
 Price..... L4-2
 Litigation..... A17
 Litters..... M4
 Livestock..... J32
 Living and berthing, spaces:
 Ashore..... N4-1
 On vessels..... S33
 Load line marks (vessels)..... S28
 Loading:
 Cargo..... L17-6
 Machines (instruction apparatus)..... J29
 Passengers or troops..... L20
 Shipments..... L17-6
 Loafing..... P20-1
 Loan Agency, Federal..... EH
 Loans..... L11
 Foreign governments, concerns or parties..... L11-3
 U. S. Government Departments..... L11-1
 U. S. private parties or concerns..... L11-2
 Locations:
 Aids to navigation..... H2
 Geographical..... QG
 Locker buildings..... N4-5
 Lockers, clothes..... J21-3
 Locks and keys (hardware)..... J9
 Locomotive:
 Cranes..... N20
 Houses..... N13
 Locomotives..... N24
 Lofts:
 Flag..... N5
 Pigeon..... N11
 Sail and rigging..... N5
 Logistics..... L
 Logs:
 Floating (obstruction)..... H3
 Ship and station..... A12
 Timber..... J17-3
 Longerons, aircraft..... F8-1
 Longevity pay..... L16-4
 Longitude and latitude at sea..... H1
 Longitudinals, hull:
 Seaplane..... F8-2
 Vessel..... S11
 Looting..... P13-1

Loran:
 Equipment..... J15-2
 Stations:
 Monitor..... G07
 Transmitter..... G08
 Lost:
 Baggage..... L19
 Bills of lading..... L17-4
 Checks..... L12-1
 Materials..... L8-5
 Personal effects..... L19
 Registered publications and devices..... A10-3
 Shipments..... L17-5
 Lots, burial..... P6-4
 Loudspeakers..... J16
 Louisiana (State)..... EG
 Loyalty..... P1
 Investigations and name checks..... A8-7
 Lubricants..... J5
 Lubricating:
 Oils..... J5
 Systems:
 Aircraft..... F19
 Vessels..... S45
 Lucite..... J2-5
 Lucky bags..... L19
 Lumber..... J17-3
 Sheds..... N6
 Yards..... N6-1
 Luncheons, social..... P8-3
 Lunchrooms..... N4-4

M

Machine:
 Guns, automatic..... X12-2
 Shops (shore)..... N5
 Tools..... J7-9
 Machinery..... J7
 Agricultural..... J7-1
 Auxiliary, vessel..... S50
 Diving, vessel..... S22
 Drilling..... J7-9
 Electrical..... J7-6
 Hydraulic speed, vessel..... S21
 Main propelling, vessel..... S41
 Mooring, vessel..... S26
 Plant, vessel..... S40
 Steering, vessel..... S22
 Machines:
 Galley..... J21-4
 Office..... J22-1
 Magazines:
 Publications..... A10-1
 Storage structures (shore)..... N6
 On vessels..... S30
 Magnetic:
 Detection..... J15-6
 Disturbances and variations..... H1
 Mines..... X17
 Ranges..... H2
 Magnetrons..... J16

Magnets, lifting	N21	Marking:	
Magnifying glasses	J11	Aids to navigation	H2
Mail	A6-4	Aircraft	F4
Addresses	A6-4	Buildings	N19-2
Service	A6-4	Shipments	L17-3
Mailgrams	A6-1	Vessels	S28
Mailing lists	A6-4	Marks:	
Firms	L4-1	Distinguishing (aircraft)	F4
Main:		Draft (vessels)	S28
Batteries (gun)	X14	Good conduct	P20-2
Body, airship	F24-1	Quarterly (personnel)	P20-2
Condensers, vessel	S46	Tattoo	P1
Propelling machinery, vessel	S41	Marksmanship	A5-6
Maine (State)	EG	Marriage	P7
Maintenance:		Marshals, United States	EE5
Care and preservation	L9-3	Martial law	A17-8
Detachments (and repair)	GM6	Maryland (State)	EG
Shops (shore)	N5	Masks, gas	X6
Support of family	P7	Masonry materials	J17-1
Malaria	M7	Massachusetts (State)	EG
Malfeasance	P13-1	Massage	M3-2
Malicious acts	P13-1	Masts:	
Malingering	P13-1	Flag	N12
Malpractice, medical	M3-2	Mooring	N10
Maltreatment	P13-1	Ship	S17
Management	A3	Matches, rifle	A5-6
Mandates (international relations)	A14-4	Materia medica	M3-5
Maneuvers	A16-1	Material:	
Manifests (cargo)	L17-4	Allowances	L8-3
Manila rope	J23	Casualties	A25
Manner of performance (personnel)	P20-1	Classification of	L8-11
Manometers, aneroid	J11	Inspection of	L5
Manpower	P16-1	Inspections, ship	S3
Manslaughter	P13-1	Navy Stock Account	L8-10
Manual of arms	A5-6	Office of Naval	EN1
Manuals:		Preservation of	L9
Publications	A10-1	Survey of	L8-6
Regulations, orders, and directives	A2-2	Test of	L5
Manufacturers	QM	Materials:	
Manufacturing:		Aircraft, specialized	F
Capacity and output	L7	Airship	F24
Orders and requests	L4-4	Appropriation Purchases Account	L8-9
Resources and facilities	L7	Building	J17
Maps and charts	A10-2	Critical	L7-1
Marble	J17-1	General	J
Marching drill	A5-9	Insulating	J17-2
Marihuana, illegal use of	P13-1	Medical, specialized	M4
Marine:		Non-metallic	J2
Corps, United States	KK	Ordnance, specialized	X
Council, Merchant	GH1-6	Refuse	L8-5
Railways	N17	Ships, specialized	S
Rescue and related equipment	S94	Special	L8-8
Marital status (personnel)	P7	Strategic	L7-1
Maritime:		Reserve	L8-8
Commission	EH	Mats:	
Law	A17	Collision (vessel)	S18
Markers:		Floor coverings	J21-2
Channel	J24-2	Landing	N10
Grave	P6-4	Mattresses	J21-1
Shore	J24-2	Mayhem	P13-1
		Meal tickets	L20-2

Measurements, field strength.....	J15-5	Meritorious services, awards.....	P15
Measuring instruments.....	J11	Mess.....	L3
Meat.....	J25	Gear.....	J21-4
Blocks, choppers, grinders.....	J21-4	Halls (shore).....	N4-4
Mechanisms. (See type.)		Kits.....	J21-4
Medals and awards.....	P15	Space on vessels.....	S34
Mediation:		Messages.....	A6-1
Board, National.....	EH	Messenger service.....	A6-4
International relations.....	A14-5	Messes and messing systems.....	L3
Labor relations.....	P8-1	Metals.....	J1
Medical:		Scrap.....	L8-5
Aspects:		Meteorological:	
Of radioactive materials.....	M3-4	Instruments.....	J11
Of special weapons.....	M3-5	Observations.....	H4
Boards.....	A20	Meteorology.....	H4
Division.....	GH7-3	Meteors and meteorites.....	H4
Equipment.....	M4	Meters (instruments).....	J11
Examinations.....	M1	Metes and bounds (grounds).....	N1
Guard (aircraft and vessels).....	A4-4	Michigan (State).....	EG
Records.....	A6-6	Microfilm machines and equipment.....	J12
Spaces:		Micrometers.....	J11
Ashore.....	N9	Microphones.....	J16
On vessels.....	S37	Microscopes.....	J11
Specialties.....	M8	Mileage (travel).....	L20
Structures (shore).....	N9	Military:	
Supplies.....	M4	Air Transport Service.....	ES
Surveys.....	M1	Aviation.....	A21
Treatment.....	M3-2	Courtesy.....	A15
Medicine.....	M	Courts.....	A17-8
Aviation.....	M5	Government.....	A17-8
General.....	M3	Guard.....	A4-4
Preventive.....	M2	Information other than own.....	A8-2
And Surgery, Bureau of.....	EN10	Inspections.....	A23
Tropical.....	M7	Law.....	A17
Medicines and drugs.....	M4	Leave.....	P18-1
Mediterranean Area.....	QH	Morale, Division of.....	GH7-4
Meetings and conferences.....	A19	Operations, terminating of.....	A16-14
Megaphones.....	J15-1	Orders (Presidential).....	A2-8
Mementos.....	A12	Preference (appointment).....	P14-2
Memoranda.....	A2-6	Preparation and preparedness.....	A16-1
Memorial services.....	A15	Structures.....	N12
Memorials, graves, and markers.....	P6-4	Training, universal.....	A16-1
Mental diseases.....	M3-1	Milk.....	J25
Menus.....	L3	Milling machines.....	J7-9
Merchant:		Mimeograph machines.....	J22-1
Marine:		Mine:	
Council.....	GH1-6	Devices and mechanisms.....	X17
Certification and licensing (personnel).....	P14-6	Equipment.....	X17
Officers.....	OT	Exercises.....	A5-3
Safety, Office of.....	GH5	Protection of ships (other than structural).....	S81
Technical Division.....	GH5-1	Warfare operations.....	A16-5
Vessel:		Minelaying operations.....	A16-5
Inspection Division.....	GH5-2	Mineral resources.....	L7
Personnel Division.....	GH5-3	Minerals and ores.....	J1
Vessels.....	FS	Mines.....	X17
Arming of.....	A16-1	Floating menace to navigation.....	H3
Convoying of.....	A14-1	Stowage aboard ships.....	S76
Disarming of.....	A16-14	Minesweeping:	
Routing of.....	A14-1	Gear.....	S81
Mercury.....	J3	Operations.....	A16-5

National—Continued		Nets:	
Anthem.....	A15	Antisubmarine.....	X18
Archives.....	EH	Antitorpedo.....	X18
Bureau of Standards.....	EE3	Insect.....	J21-1
Defense.....	A16-1	Life.....	J28-3
Emergency, state of.....	A16-1	Mosquito.....	J21-1
Gallery of Art.....	EH	Neurology.....	M8
Labor Relations Board.....	EH	Neutrality.....	A14-6
Mediation Board.....	EH	Nevada (State).....	EG
Museum.....	EH	New Caledonia.....	EF
Park Service.....	EE4	New Guinea (British).....	EF
Red Cross, American.....	EH	New Hampshire (State).....	EG
Research Council.....	EH	New Hebrides.....	EF
Resources.....	L7	New Jersey (State).....	EG
Security.....	A16-1	New York (State).....	EG
Council.....	EH	Newfoundland.....	EF
Resources Board.....	EH	Newspapers.....	A10-1
Zoological Park.....	EH	Next of kin.....	P7
Nationality.....	P1	Nicaragua.....	EF
Natural:		Nickel.....	J1
Death.....	P6-2	Night shift pay.....	L16-1
Gas.....	J3	Nitric acid.....	J3
Resources.....	L7	Nitrogen.....	J3
Sciences.....	H	Plants.....	N23
Naturalization.....	P1	Nitroglycerine.....	X9
Naval. (See subject.)		Nomenclature:	
Engineering Division.....	GH3-4	Aircraft.....	F4
Navigable waters.....	QH	Diseases and injuries.....	M3-1
Clearance of structures above.....	H3	Vessels.....	S28
Pollution of.....	H1	Non-alcoholic beverages.....	J14
Navigation.....	H	Noncombatants.....	A14-3
Aids to (position).....	H2	Noncommissioned officers.....	MM
Division, (Coast Guard).....	GH6-1	Non-intervention.....	A14-4
Units.....	GO	Non-metallic materials.....	J2
Obstructions to.....	H3	Non-standard stock.....	L8-7
Navigational:		Nonsupport of family.....	P7
Aids:		North America.....	QG
Electronic (loran, etc.).....	J15-2	North Carolina (State).....	EG
Nonelectronic (buoys, etc.).....	J24-2	North Dakota (State).....	EG
Instruments.....	J11	Northern Inspector's Office.....	GI
Lights.....	J16	Notaries public:	
Navy (see subject)		Administration of oaths by.....	A17
Department of the.....	EN	Fees.....	L14
Exchange.....	L2-1	Nozzles:	
League of the United States.....	P8-2	Fire hose.....	J28-2
Regulations.....	A2-1	Variable area, aircraft propulsion.....	F11-2
Nazism.....	P9	Nuclear:	
Nebraska (State).....	EG	Protection, vessel.....	S90
Neckties and neckerchiefs.....	J26-1	Reactors:	
Negatives, photographic.....	J12	Aircraft.....	F25
Negligence (offense).....	P13-1	Vessel.....	S89
Negotiable instruments.....	L12-1	Science (physics).....	H6-1
Negotiations:		Shielding:	
Contract.....	L4-3	Aircraft.....	F26
International.....	A14-5	Vessel.....	S90
Negro race.....	P1	Numbering machines.....	J22-1
Discrimination against.....	P8	Numbers, identifications:	
Neon.....	J3	Aircraft.....	F4
Lamps and tubes.....	J16	Buildings.....	N19-2
Nervous system, diseases of.....	M3-1	Personnel.....	P1
		Vessels.....	S28

Nursing	M3-2	Officers':	
Nuts and bolts (hardware)	J9	Clubs	P8-2
Nylon	J2-7	File or jacket numbers	P1
		Mess	L3
O		Qualification record jackets	P20-2
Oakum	J23	Quarters:	
Oaths of office	P14-2	Ashore	N4-1
Obscenity	P13-1	Vessels	S33
Observance of Sabbath	P12	Ohio (State)	EG
Observation; towers	N8	Ohmmeters	J11
Observations:		Oil:	
Astronomical	H5	Diesel (fuel)	J4-2
Meteorological	H4	Heating systems (shore)	N26-2
Military	A16-1	Linseed	J20-1
Scientific	A11	Lubricating	J5
Weather	H4	Pressure gages	J11
Observatories (structures)	N8	Shale	J2-4
Obsolete materials, disposal of	L8-5	Stop compound	J20-2
Obstructions to navigation	H3	Oilcloth	J2-7
Occasional reports	A9-8	Oiling-at-sea gear	S55
Occupational:		Ointments	M4
Diseases	M3-1	Oklahoma (State)	EG
Therapy	M3-3	Oleomargarine	J25
Ocean:		Olympic games	P10-1
Currents	H1	On-the-job training	P11-1
Distances	H1	Open:	
Oceanographical Unit	GJ4	Mounts (gun)	X15
Oceanography	H1	Storage	N6-1
Oceans	QH	Openings, access vessel	S16
"Off limits" restrictions	P13-4	Operating:	
Offenses	P13-1	Expenses (industrial accounting)	L10-3
Office:		Rooms (surgical):	
Buildings	N3	Ashore	N9
Equipment	J22-1	Vessels	S37
Furniture	J21-3	Operation:	
Headquarters (Coast Guard):		Orders	A4-3
Commandant's	GH1	Plans	A4-3
Engineering	GH3	Of post office and print shop	A26
Finance & Supply	GH4	Operational:	
Merchant Marine Safety	GH5	Intelligence	A8-1
Operations	GH6	Readiness inspections	A23
Personnel	GH7	Operations:	
Hours	P18-2	Aircraft and vessels	A4-3
Machines	J22-1	Chief of Naval, Office of	EN3
Methods and procedures	A3	Communication devices	A6-2
Space:		Military, termination of	A16-14
Ashore	N3	Minesweeping	A16-5
Vessels	S32	Supply	L8
Supplies	J22-2	Surgical	M9-1
Officer:		Warfare	A16
Messenger mail	A6-4	Ophthalmology	M8
Personnel	OO	Opinions	A2-10
Procurement	P14-5	Opium	M4
Officers	OO	Habit	M3-1
Commissioned	OO	Optical instruments	J11
Foreign	OQ	Optometry	M8
Merchant Marine	OT	Oral surgery	M9
Retired	OR	Orchestras	P10-2
Rosters of	P16-5	Orders	A2
Warrant	OW	Court Martial	A17-1
		District	A2-5

Orders—Continued

Executive.....	A2-8
Flight.....	P16-4
General, Navy Department.....	A2-4
Job.....	L10-3
Manufacturing.....	L-4-4
Military (Presidential).....	A2-8
Movement.....	A4-3
Operation.....	A4-2
To personnel.....	P16-4
Project.....	L1-2
Purchase.....	L4-3
Safety.....	P22
Shipment.....	L17-3
Ship's.....	A2-5
Ordnance:	
Aviation.....	X3
Bureau of (Navy).....	EN6
Construction.....	X
Design.....	X
Detectors.....	X19
Division (Gunnery and Readiness)	
(Coast Guard).....	GH6-5
Specialized material.....	X
Underwater.....	X26
Units.....	GZ
Oregon (State).....	EG
Ores.....	J1
Organization.....	A3
Administrative, assignment of vessels in	
the.....	A3-1
Charts.....	A3-1
Organizations:	
Charitable.....	P8-2
Commercial firms.....	QM
Fraternal.....	P8-2
Labor.....	P8-1
Loans to.....	L8-2
Patriotic.....	P8-2
Political.....	P9
Public International.....	EE10
Religious.....	P12
Social.....	P8-2
Transfers to.....	L11-2
Organs (musical instruments).....	J13-2
Orthopedic appliances.....	M9-2
Orthopedics.....	M8
Oscillations, vessel.....	S29
Oscillators.....	J16
"Out of bounds" restrictions.....	P13-4
Outfits, athletic.....	J13-1
Outings (recreation).....	P10-2
Outlets, electric wiring.....	J16
Output of manufacturing establishments.....	L7
Ovens, galley.....	J21-4
Overhaul.....	L9-3
Overhead expense (industrial accounting).....	L10-3
Overpasses.....	N14
Overt acts (international relations).....	A14-5
Overtime:	
Pay.....	L16-1

Overtime—Continued

Work.....	P18-2
Oxyacetylene.....	J3
Oxygen.....	J3
Breathing apparatus.....	J28-1
Plants.....	N23
P	
Pacific Ocean.....	QH
Packaging.....	L17-3
Packing:	
Boxes and crates (containers).....	J30
For shipment.....	L17-3
Paint:	
Brushes.....	J7-9
Driers.....	J20-1
Ingredients.....	J20-1
Removers.....	J20-1
Shops (shore).....	N5
Sprayers.....	J7-9
Thinners.....	J20-1
Painting.....	L9-3
Paintings, historical.....	A12
Paints and varnishes.....	J20-1
Pallbearers.....	P6-3
Palletization.....	L17-3
Pallets.....	J7-5
Pamphlets:	
Publications.....	A10-1
Regulations, orders, and directives.....	A2-2
Pan American:	
Sanitary Bureau.....	EE10
Union.....	EE10
Panama:	
Canal.....	QH
Zone.....	EG
Paper.....	J2-3
Buildings.....	J17
Photographic.....	J12
Work, elimination of unnecessary.....	A6-5
Parachute:	
Harness.....	F15
Jumping towers.....	N10
Parachutes.....	F15
Parade grounds.....	N1
Parades.....	A15
Paraffin.....	J20-2
Paraphrasing of communications.....	A6-3
Paravanes.....	S81
Parcel post.....	A6-4
Pardons.....	P13-4
Parking spaces for automobiles.....	N1
Parks.....	N1
National Zoological Park.....	EH
Parole.....	P13-4
Parties:	
Political.....	P9
Social.....	P8-3
Part-time employment.....	P14-2
Passage on Naval vessels and aircraft, permits	
for.....	A2-9

Passenger:		Peloruses	J11
Automobiles	J6	Penalty mail	A6-4
Lists	L20	Pencils	J22-2
Rates (travel)	L20-1	Penicillin	M4
Tariffs	L20-1	Pennants	J27
Passengers:		Pennsylvania (State)	EG
Embarking and debarking	L20	Pensions	L16-2
Permits for passage	A2-9	Per diem:	
Passes	A2-9	Allowances for travel	L20
Passing honors	A15	Employees	LL
Passive defense	A16-1	Percussion:	
Passports and visas	L20	Caps	X1-1
Patent Office, United States	EE3	Instruments (musical)	J13-2
Patents	A13	Performance:	
Pathology	M8	Aircraft	F3
Patients	M3-2	Engineering	A5-7
Patriotic organizations	P8-2	Personnel	P20
Patrol:		Manner of	P20-1
Aircraft:		Records of	P20-2
Heavier-than-air	VP	Performances, theatrical	P10-2
Lighter-than-air	ZP	Periodic reports	A9
Bering Sea	GS	Periodicals	A10-1
Craft:		Periscopes	J11
Large	WPC	Perjury	P13-1
Small	WSC	Permits	A2-9
Duty	A4-3	Personal:	
International Ice	GS	Belongings	L19
Shore	P13-5	Effects	L19
Patrols, simulated war	A5-13	History	P1
Patterns:		Hygiene	M2-4
Aircraft	F1	Property	L19
Materials	L8-4	Taxes	L14
Vessels	S5	Records	P20-2
Paulins	J2-7	Rights, noncombatants	A14-3
Pavements:		Personality	P1
Athletic courts	N1	Personnel. (<i>See also</i> subject concerned.)	P
Open storage	N6-1	Accounting	P2
Roads and streets	N2	Administration	P
Runways, aircraft	N10	Allowances	P16-1
Sidewalks	N2	Bureau of Naval	EN4
Paving materials	J17-1	Ceilings	P16-1
Pay	L16	Civilian	LL
Accounts	L16-4	Council, Federal	EH
Allotments of	L16-6	Enlisted	MM
Allowances	L16-2	Division (Coast Guard)	GH7-2
Civilian personnel	L16-1	Foreign military	OQ
Grades	L16-4	Inspections	A23
Military personnel	L16-4	Merchant Vessel Division (Coast Guard)	GH5-3
Money allowances	L16-2	Officer	OO
Night shift	L16-1	Division (Coast Guard)	GH7-5
Overtime	L16-1	Records	P20-2
Records (military)	L16-4	Relations	P8
Rolls:		Retired, enlisted	MR
Civilian	L16-1	Strength and distribution	P16-1
Military	L16-4	Structures	N4
Paymaster General of the Navy	EN9	Warrant	OW
Payments:		Perversion, sexual	P13-1
Of bills of exchange	L12-3	Pestilence	M2-2
To suppliers	L6	Pests, extermination and control	M2-5
Peace, preserving	A14-7	Petitions	P8
Pedals, aircraft control	F22	Petr	X9

Petroleum.....	J2-4	Piping systems, vessel.....	S48
Reserves.....	L7	Pistols:	
Pharmacy.....	M3-2	Depth charge.....	X8
Phenol.....	J3	Pyrotechnic.....	X22
Phenolics.....	J2-5	Small arms.....	X12-3
Phenomena, weather.....	H4	Very's signal.....	X22
Phonograph records.....	J13-2	Pitch (tar).....	J20-2
Phonographs.....	J13-2	Pitching and rolling, vessel.....	S29
Photo and Projection Equipment Repair Shop (Coast Guard).....	GM7	Pitometer.....	J11
Photofluoroscopic equipment.....	M4	Pits, sand and gravel.....	N1
Photographic:		Placards, safety.....	P22
Equipment and accessories.....	J12	Placement of personnel.....	P16-3
Interpretation Center.....	NP	Plague.....	M2-1
Services.....	J12	Plainmeters.....	J11
Photographs.....	J12	Planks and planking:	
Identification.....	P1	Building material.....	J17-3
Permission to take.....	A2-9	Hull structure:	
Publicity.....	A7-4	Seaplane.....	F8-2
Photography.....	J12	Vessel.....	S11
Photostat machines.....	J22-1	Planning.....	A1
Physical:		Control Staff.....	GH2
Defects.....	M3-1	Program Division (Coast Guard).....	GH2-3
Description (identification).....	P1	Plans:	
Examinations.....	M1	Administrative.....	A1
Fitness.....	M1	Aircraft.....	F1
Instruction.....	P11-4	Buildings.....	N19-1
Buildings.....	N4-8	Materials.....	L8-4
Medicine.....	M3-2	Operation.....	A4-3
Sciences.....	H	Vessels.....	S1
Standards.....	M1	War.....	A16-12
Therapy.....	M3-2	Plant:	
Training.....	P11-4	Equipment.....	J7
Physics.....	H6	Facilities.....	L7
Nuclear.....	H6-1	Inventory.....	L10-3
Physiology.....	N2-4	Plants. (See type.)	
Physiotherapy.....	M3-2	Plaques (gifts to).....	L15
Pianos.....	J13-2	Plasma, blood.....	M4
Picket boats.....	S82	Plaster.....	J17-1
Pickling (finish process).....	L18	Plastic surgery.....	M9-1
Pickup trucks.....	J6	Plastics.....	J2-5
Picrate, ammonium.....	X9	Plates:	
Picric acid.....	X9	Armor.....	X2
Pictures.....	J12	Dental.....	M10-3
Personnel, identification.....	P1	Historical data (vessels).....	S28
Publicity.....	A7-4	Photographic.....	J12
Piers.....	N15-1	Tableware.....	J21-4
Pig iron.....	J1	Platform trucks.....	J6
Pigeon lofts.....	N11	Plating:	
Pigeons.....	J32	Armor.....	X2
Clay.....	J29	Finish process.....	L18
Pigments.....	J20-1	Hull:	
Pile drivers (land).....	N21	Seaplane.....	F8-2
Piles and piling:		Vessels.....	S11
Building material.....	J17-3	Platinum.....	J1
Obstruction to navigation.....	H3	Playgrounds.....	N1
Waterfront structures.....	N15-2	Plexiglas.....	J2-5
Pilferage.....	P13-1	Plimsoll marks (vessels).....	S28
Pilot rules.....	A2-7	Plots, cemetery.....	P6-4
Pilotage of vessels.....	A4-3	Plotting instruments.....	J11
Pipes, tubes and fittings, metal.....	J18	Plows, snow.....	N21

Plumbing drains and fixtures.....	J18	Post—Continued	
On vessels.....	S48	Office:	
Plywood.....	J2-8	Buildings.....	N3-1
Pneumatic:		Department.....	EE7
Tools.....	J7-9	Operation of.....	A26
Tubes (on vessels).....	S65	Space on vessels.....	S30-2
Pneumonia.....	M3-1	Offices.....	A26
Poisoning.....	M3-1	Repair trials (vessels).....	S8
Poisons.....	M4	Postage.....	A6-4
Poles.....	J17-3	Posters:	
Flag.....	J27	Advertising.....	L4-2
Police:		Recruiting.....	P14-4
Alarms.....	J15-1	Safety.....	P22
Buildings.....	N3-1	Postmaster General.....	EE6
Regulations.....	A2-7	Postwar planning and adjustment.....	A16-14
Policies:		Potable water.....	J25
Administrative.....	A1	Potato-peeling machines.....	J21-4
Foreign.....	A14	Potatoes.....	J25
Insurance.....	L13	Potential resources.....	L7
Poliomyelitis.....	M3-1	Pots:	
Polishes.....	J19	Cooking.....	J21-4
Polishing:		Smoke.....	X6
Care and preservation.....	L9-3	Poultry (food).....	J25
Materials.....	J19	Powder.....	X21
Process.....	L18	Houses.....	N6
Political:		Power:	
Parties.....	P9	Accounting for.....	L10-3
Relations.....	P9	Of attorney.....	L13
Politics.....	P9	Commission, Federal.....	EH
Pollution:		Drives (ordnance).....	X20
Air (hygiene).....	M2-4	Plant accessories (aircraft).....	F12
Navigable waters.....	H1	Plants:	
Water supply.....	M2-4	Auxiliary (aircraft).....	F13
Polo.....	P10-1	Ashore.....	N23
Grounds.....	N1	Practice of medicine.....	M3-2
Ponches.....	X12-3	Practices. (See Exercises.)	
Pool.....	P10-1	Pratique.....	M2-1
Pools, swimming.....	N4-8	Precautions, safety.....	P22
Pork.....	J25	Precedence and rank.....	P17-1
Port:		Precedents.....	A1
Charges and dues.....	L14	Precious metals.....	J1
Facilities.....	H1	Preliminary trials, vessel.....	S8
Routine.....	A4-4	Premiums, insurance.....	L13
Security units.....	GP	Preparation:	
Portable:		Correspondence.....	A6-5
Buildings.....	N7	Military.....	A16-1
Lights.....	J16	Publications.....	A10
Tools.....	J7-9	Schedules, proposals, bids.....	L4-2
Portland cement.....	J17-1	Shipments.....	L17-3
Position description.....	P3	War.....	A16-1
Position-finding instruments.....	J11	Preparedness for war.....	A16-1
Positions:		Prescriptions.....	M3-2
Aids to navigation.....	H2	Presentation sets (silver service, etc.).....	L15
Chartered.....	H1	Presents (gifts to).....	L15
Fixed by electronic and celestial aids.....	H2	Preservation:	
Possessions:		Of materials.....	L9
Insular, United States.....	EG	Of records.....	A6-6
Personal effects.....	L19	Preservative coatings.....	J20
Post:		Paints and varnishes.....	J20-1
Mortem.....	M1	Sealers and waxes.....	J20-2
		Shipboard use.....	S19

Preservers, life.....	J28-3	Production:	
Preserving the peace.....	A14-7	Output of plants.....	L7
Presidential decrees.....	A2-8	Of records in courts.....	A6-6
President of the United States.....	EE1	Productiveness of personnel.....	P20-1
Press:		Proficiency of personnel.....	P20-1
Public.....	A7-1	Profiteering.....	P13-1
Releases.....	A7-1	Profits.....	L2-5
Presses:		Prognosis.....	M3-2
Drill.....	J7-9	Program Planning Division (Coast Guard)...	GH2-3
Laundry.....	J19	Programs:	
Printing.....	J22-1	Administrative.....	A1-1
Pressure:		Building.....	A1-1
Cookers.....	J21-4	Safety.....	P22
Gages.....	J11	Training.....	P11-4
Prevention:		Project orders.....	L1-2
Accident.....	P22	Projectiles.....	X1-1
Disease.....	M2-3	Projectors:	
Fire (shore).....	N27	Depth charge.....	X8
Preventive medicine.....	M2	Ordnance.....	X16
Price:		Photographic.....	J12
Control.....	L4-2	Pyrotechnic.....	X22
Lists.....	L4-2	Projects.....	A1
Primary hull structure, airship.....	F24-1	Facilities, public works.....	A1-2
Primers:		Projection equipment repair shop (and photo)...	GM7
Aircraft starting.....	F17	Promotion.....	P17-2
Ammunition.....	X1-1	Propaganda (international).....	A14-4
Paint.....	J20-1	Propane.....	J3
Print shops:		Propellants.....	X21
Ashore.....	N5	Propellers:	
Operation of.....	A26	Aircraft.....	F14
Printed matter.....	A10-1	Vessel.....	S44
Printing:		Propelling machinery, main (vessels).....	S41
Machinery.....	J22-1	Property:	
Office, Government.....	EL	Accounting.....	L8-6
Offices (vessel).....	S32	Passes.....	A2-9
Presses.....	J22-1	Personal.....	L19
Processes.....	A10	Real estate.....	N1
Priority:		Returns.....	L10-5
Communications.....	A6-1	Rights (international).....	A14-2
To purchase.....	L7-1	Taxes.....	L14
Travel.....	L20	Prophylactic stations.....	N9
Prison buildings.....	N4-2	Prophylactics.....	M4
Prisoners:		Prophylaxis.....	M2-3
Casualties in action.....	P6-1	Proposals (procurement).....	L4-2
Gratuities to.....	L16-2	Propulsion, aircraft.....	F11
Naval.....	P13-3	Prospective contractors.....	L4-1
Pardoning of.....	P13-4	Prosthetic:	
Of war.....	A16-2	Dentistry.....	M10-3
Private parties, transfer and loans to.....	L11-2	Devices.....	M9-2
Prize:		Prostitution.....	P13-1
Fighting.....	P10-1	Protection:	
Money.....	L16-2	Armor, installation of (vessels).....	S13
Prizes of war.....	A14-2	Commercial plants.....	A8-6
Probation.....	P13-4	Fire (shore).....	N27
Probational appointments:		Nuclear:	
Civilian personnel.....	P14-2	Aircraft.....	F26
Officer personnel.....	P14-5	Vessels.....	S90
Processes, construction and finishing.....	L18	Ship (other than structural).....	S81
Proclamations, Presidential.....	A2-8	Protective:	
Procurement.....	L4	Clothing.....	J26-2

Protective—Continued

Coatings peculiar to shipboard use.....	S19
Protests.....	P8
Protocol.....	A14-7
Protractors.....	J22-1
Provisions (food).....	J25
Psychiatry.....	M8
Psychological warfare operations.....	A16-11
Public:	
Address systems.....	J15-10
Buildings Service.....	EH
Health Service.....	EH
Information.....	A7
Division (Coast Guard).....	GH8-5
International organizations.....	EE10
Laws.....	A17
Opinion.....	A7-1
Press.....	A7-1
Quarters.....	N4-1
Relations.....	A7
Office of (Navy).....	EN1
Roads Administration.....	EH
Utilities.....	A1-2
Vouchers.....	L6
Works.....	A1-2
Projects.....	A1-2
Shops.....	N5
Publications.....	A10
Charts and maps.....	A10-2
Registered.....	A10-3
Types of.....	A10-1
Publicity.....	A7-1
Advertising.....	A4-2
Pulleys.....	J9
Pulling boats.....	S82
Pulsejets (aircraft propulsion).....	F11-3
Pumping:	
Machinery.....	J7-2
Plants.....	N23
Pumps.....	J7-2
On vessels.....	S47
Punches (tools).....	J7-9
Punishment.....	P13-4
Punts.....	S82
Purchase orders.....	L4-3
Purchases, foreign.....	L4-3
Purchasing.....	L4
Purification plants, water (shore).....	N25
Purple Heart medals and ribbons.....	P15
Push buttons, electrical.....	J16
Pushcarts.....	J6
Putty.....	J20-2
Pyrotechnic:	
Ammunition.....	X1-2
Projectors.....	X22
Signals and signaling.....	A6-3
Pyrotechnics.....	X22

Q

Qualifications:	
Appointment.....	P14-1

Qualifications—Continued

Educational.....	P11-1
Promotion.....	P17-2
Special.....	P20-3
Voting.....	P9-1
Quarantine and quarantinable diseases.....	M2-1
Quarterly:	
Marks (personnel).....	P20-2
Reports.....	A9-3
Quarters:	
Allowances.....	L16-5
Ashore.....	N4-1
Bachelor officers' (BOQ).....	N4-1
On vessels.....	S33
Quartz crystals.....	J16
Quay walls.....	N15-3
Quinine.....	M4
Quonset huts.....	N7
Quotas. (See subject.)	

R

Race.....	P1
Discrimination because of.....	P8
Racks, torpedo.....	X25
Racon.....	J15-2
Radar:	
Buildings.....	N11
Equipment.....	J15-7
Radar Beacon Stations.....	GO3
Radiac equipment.....	J15-9
Radiation equipment, heat.....	J15-4
Radiators.....	J21-5
Radio:	
Beacons.....	H2
Broadcasts.....	A6-2
Call signs and letters.....	A6-3
Communication equipment.....	J15-8
Competitions.....	A5-11
Direction finders.....	J15-2
Stations.....	GO7
Frequencies.....	A6-2
Operation of.....	A6-2
Publicity.....	A7-2
Stations.....	GQ
Towers.....	N11
Traffic accounts, commercial.....	L10-2
Radioactive materials, medical aspects of.....	M3-4
Radiobeacon Stations.....	GO4
Radiograms.....	A6-1
Radiological:	
Equipment.....	J15-9
Safety.....	P22
Vessels.....	S90
Radiology.....	M8
Radios.....	J15-8
Radiosonde instruments.....	J11
Radiotelegraphs.....	J15-8
Radiotelephones.....	J15-8
Radioteletypewriters.....	J15-8
Radium.....	J1
Rafts, life.....	J28-3

Rags (wiping cloths).....	J19	Reclassification of personnel.....	P3
Raids, air.....	A16-3	Recognition lights.....	J16
Railroad:		Recoil system.....	X15
Cars and equipment.....	N24	Recommissioning ships and aircraft.....	A4-1
Retirement Board.....	EH	Reconnaissance, aerial.....	A16-3
Shipments.....	L17-1	Reconstruction Finance Corporation.....	EH
Turntables.....	N13	Recorders, sound.....	J15-10
Rails, vessel (hull fittings).....	S12	Recording instruments.....	J11
Railways.....	N24	Shipboard.....	S87
Marine.....	N17	Records.....	A6-6
Ramjets (aircraft propulsion).....	F11-4	Flight (personnel).....	P20-2
Rammers, gun.....	X13	Health.....	M11
Ramps:		Historical.....	A12
Bow, vessel.....	S16	Pay (military).....	L16-4
Seaplane.....	N10	Personnel.....	P20-2
Range tables (ballistics).....	X4	Phonograph.....	J13-2
Rangefinders.....	X10	Service.....	P20-2
Ranges:		Recreation.....	P10
Degaussing.....	X7	Recreational:	
Galley.....	J21-4	Buildings.....	N4-8
Magnetic.....	H2	Equipment.....	J13
Navigational aids.....	H2	Grounds.....	N1
Rifle.....	N1	Recruit training program.....	P11-4
Coast Guard.....	GT3	Recruiting:	
Skeet.....	N1	Civilian employees.....	P14-2
Rank and precedence.....	P17-1	Enlisted personnel.....	P14-4
Rape.....	P13-1	Rectifiers.....	J16
Rat guards, use of.....	M2-5	Red Cross, American National.....	EH
Rates:		Reduction:	
Exchange (foreign currency).....	L12-3	In force (personnel).....	P16-1
Insurance.....	L13	Demobilization.....	P19-4
Pay:		Gears, vessel.....	S42
Civilian personnel.....	L16-1	Of paper work.....	A6-5
Military personnel.....	L16-4	In rank or grade.....	P17-2
Postage.....	A6-4	Reefs (obstruction).....	H3
Shipment.....	L17-2	Reels (empty containers).....	J30
Travel.....	L20-1	Reemployment.....	P14-2
Rating.....	P17-2	Reenlistment.....	P14-4
Ratings, efficiency.....	P20-1	Allowances.....	L16-2
Ration allowances.....	L16-3	Refractory materials.....	J17-2
Rationing of materials.....	L7-1	Refrigerating plants:	
Rations.....	J25	Ashore.....	N25
Rats, extermination of.....	M2-5	On vessels.....	S59
Rayon.....	J2-7	Refrigerators.....	J21-4
Reactors, nuclear:		Refugees:	
Aircraft.....	F25	Political.....	P9
Vessel.....	S89	War.....	A14-3
Readiness:		Refuse materials.....	L8-5
Division (Ordnance and Gunnery).....	GH6-5	Regattas.....	A5
Inspection, operational.....	A23	Registered:	
Ship.....	S3	Mail.....	A6-4
For war.....	A16-1	Publications and devices.....	A10-3
Real estate, acquisition and disposition of.....	N1-1	Registers (publications).....	A10-1
Reassignment of personnel.....	P16-3	Registration, draft.....	P14-3
Receipts, custody.....	L8-6	Regulations.....	A2
Receivers (electronic).....	J16	Shore establishment.....	A2-5
Receptions, social.....	P8-3	Uniform.....	A2-3
Reciprocating engines.....	J7-7	Regulators, electrical.....	J16
Aircraft.....	F11-1	Rehabilitation.....	M3-3
Steam, vessel (main propelling).....	S41	Reimbursement for travel.....	L20
Reckless driving.....	P13-1		

Reinstatement:		Reports—Continued	
Insurance.....	L13	Efficiency.....	P20-2
Personnel.....	P14-2	Fitness.....	P20-2
Relative rank.....	P17-1	Monthly.....	A9-4
Relatives.....	P7	Occasional.....	A9-8
Release:		Periodic.....	A9
From active duty.....	P16-3	Progress.....	A9
From confinement.....	P13-4	Quarterly.....	A9-3
From contract.....	L4-3	Semiannual.....	A9-2
Gear, depth charge.....	X8	Semimonthly.....	A9-5
Tracks, depth charge.....	X8	Weather.....	H4
Relics, historical.....	A12	Weekly.....	A9-6
Relief:		Reprimand.....	P13-4
Bills of exchange.....	L12-3	Reproducers, sound.....	J15-10
Of destitute.....	A24	Reptiles.....	J32
From duty (personnel).....	P16-3	Requests:	
Relieving command.....	A3	Alteration.....	L9-2
Religion.....	P12	Manufacturing.....	L4-4
Religious:		Transportation.....	L20-2
Buildings.....	N4-7	Work.....	L9-3
Holidays, work on.....	P18-2	Requisitions.....	L8-2
Organizations.....	P12	Resale:	
Services.....	P12	Items.....	J14
Remains (corpses).....	P6-3	Services.....	L2
Remission of sentences.....	P13-4	Rescue:	
Remonstrances (protests).....	P8	Agency, search and.....	GH1-8
Remote control units.....	J16	Air/sea search and.....	H2-1
Removers, paint.....	J20-1	Equipment.....	J28-3
Rendition of accounts.....	L10-5	Marine and related equipment.....	S94
Renewal:		Rerating of personnel.....	P17-2
Bonds.....	L13	Research:	
Contracts.....	L4-3	Council, National.....	EH
Renovating.....	L9-3	Development Activities.....	GJ
Rental allowance.....	L16-5	Units:	
Rentals and leases.....	L4-3	Field testing.....	GJ2
Reorganization.....	A3	Rotary wing.....	GJ1
Repair:		And Development Board.....	EM5
Activities, Coast Guard.....	GM	Office of Naval.....	EN1
Base, Aircraft Supply &.....	GM1	Scientific.....	A11
Detachments.....	GM6	Reservations, air space.....	H1
Cofferdams.....	S91	Reserve:	
Posts, vessel.....	S31	Division, Auxiliary.....	GH7-6
Shops.....	N5	Materials.....	L8-8
Repairs:		Pay.....	L16-4
Boat and engine.....	GM2	Status of vessels.....	A4-1
Electronic.....	GM5	System, Federal.....	EH
Photo and projection equipment.....	GM7	Training:	
Small arms.....	GM8	Activities, Coast Guard.....	GT
Reparations, war.....	A14-7	Academy.....	GT1
Repatriation of prisoners of war.....	A16-2	Detachment.....	GT4
Repeated travel orders.....	P16-4	Institute.....	GT2
Repellent, insect.....	M4	Rifle Range.....	GT3
Replacement of property damaged.....	L6-1	Station.....	GT5
Reporters, newspaper.....	A7-1	Program.....	P11-4
Reporting for duty.....	P16-3	Vessel Board.....	GH1-7
Reports.....	A9	Reserves, Coast Guard.....	GR
Accounting.....	L10-5	Reservoirs.....	N6
Action.....	A16-13	Residence.....	P1
Administrative.....	A9-9	Resignations.....	P19-3
Annual.....	A9-1	Resistors, electric.....	J16
Daily.....	A9-7	Resolutions, Congressional.....	A18

Resources.....	L7	Riveting.....	L18
Board, National Security.....	EH	Machines.....	J7-9
Respiratory system, diseases of.....	M3-1	Rivets.....	J9
Responsibility:		Roaches, extermination of.....	M2-5
Organization.....	A3	Road scrapers.....	N21
Personnel.....	P1	Roads.....	N2
Restaurants.....	N4-4	Administration, Public.....	EH
Restoration to duty.....	P16-3	Robbery.....	P13-1
Restraint of prisoners.....	P13-3	Rock wool insulation.....	J17-2
Restricted:		Rocket:	
Areas, discipline.....	P13-4	Bodies.....	X23
Zones, warfare.....	A16	Engines, aircraft.....	F11-5
Resuscitation.....	M3-2	Heads.....	X23
Retainer pay.....	L16-4	Launchers.....	X16
Retaining walls (waterfront structures).....	M15-3	Rockets.....	X23
Retired:		Handling and stowage aboard ships.....	S78
Civilian employees.....	LL	Rocks and shoals (obstructions).....	H3
Enlisted personnel.....	MR	Rodents, extermination and control of.....	M2-5
Officers.....	OR	Roentgenographic emanations.....	M1
Retirement.....	P19-2	Roller:	
Board of Officer.....	GH1-4	Bearings.....	J7-4
Board, Railroad.....	EH	Path bearings (gun Turrets).....	X15
Deductions (civilian personnel).....	L16-1	Rolling:	
Pay (military personnel).....	L16-4	Stock (railroad).....	N24
Retiring boards.....	A20	Vessel.....	S29
Returns (accounts).....	L10-5	Roofing.....	J17
Revenue.....	L14	Rope.....	J23
Bureau of Internal.....	EE9	Rosin.....	J20-2
Revetments:		Rosters:	
Aircraft.....	N10	Mobilization.....	P16-2
Waterfront.....	N15-3	Of officers.....	P16-5
Review Boards:		Roundhouses, locomotive.....	N13
Discharges and dismissals.....	GH1-3	Routes, air and ocean.....	H1
Officer retirements.....	GH1-4	Routine, ships.....	A4-4
Reviews (ceremonies).....	A15	Routing:	
Revolvers.....	X12-3	Convoys.....	A14-1
Rewards, money.....	L16-2	Correspondence.....	A6-5
Rheostats.....	J16	Merchant vessels.....	A14-1
Rheumatic fever.....	M3-1	Personnel drafts.....	L20
Rhode Island (State).....	EG	Shipments.....	L17-3
Rhodes scholarships.....	P11-1	Vessels.....	A4-3
Ribbons, medals and awards.....	P15	Rowboats.....	S82
Rifle:		Royalties, patent or copyright.....	A13
Grenades.....	X12-3	Rubber.....	J2-6
Matches.....	A5-6	Bands.....	J22-2
Range.....	GT3	Stamps.....	J22-2
Ranges.....	N1	Tires and tubes.....	J6
Rifles.....	X12-3	Rudder control:	
Rigging:		Aircraft.....	F22
Lofts.....	N5	Vessel.....	S24
On vessels.....	S18	Rudders:	
Right of way:		Airplane.....	F7
Land.....	N1-1	Airship.....	F24-3
Navigation.....	H	Vessel.....	S24-1
Rights, land.....	N1-1	Rugs.....	J21-2
Riot guns.....	X12-3	Ruins, historical.....	A12
Rioting.....	P13-1	Rules.....	A2
Riparian rights, land.....	N1-1	Of the road.....	A2-1
Riprap.....	N15-4	Safety.....	P22
Rips and tide rips.....	H1	Rum.....	J14
Rivers.....	QH	Running lights.....	J16

Runways.....	N10	Sanitation.....	M2-4
Rust-preventive compounds.....	J20	Spaces (vessels).....	S36
		Structures (shore).....	N9
		Sashes, door and window.....	J17
		Savings bonds.....	L12-2
		Sawmills.....	N5
		Saws.....	J7-9
		Scabbards.....	X12-3
		Scaffolding, vessel.....	S4
		Scaffolds.....	N21
		Scales:	
		Platform.....	N20
		Truck.....	N20
		Wage.....	L16-1
		Weighing instruments.....	J11
		Scandalous conduct.....	P13-1
		Schedules:	
		Employment (aircraft and vessels).....	A4-3
		Purchase.....	L4-2
		Travel.....	L20-1
		Wage.....	L16-1
		Scholarships.....	P11-1
		School buildings.....	N4-3
		Sciences:	
		National Academy of.....	EH
		Natural and physical.....	H
		Scientific research and development.....	A11
		Scoops, air (aircraft).....	F18
		Scooters, motor.....	J6
		Scotland.....	EF
		Scouring compounds.....	J19
		Scout organizations.....	P8-2
		Scrap materials.....	L8-5
		Scrapers, road.....	N21
		Scraping of material.....	L8-5
		Screens:	
		Building material.....	J17
		Target.....	J29
		Screws (hardware).....	J9
		Scrub houses.....	N4-5
		Sculleries:	
		Ashore.....	N4-4
		On vessels.....	S34
		Scuppers.....	S48
		Scuttle butts.....	J21-4
		Sea:	
		Areas, defense.....	H1
		Bags.....	J2-7
		Chests.....	S48
		Duty.....	P16-3
		Pay.....	L16-4
		Power.....	A16-1
		Walls.....	N15-3
		Warfare.....	A16-4
		Water.....	H1
		Seacoast, protection of.....	A16-1
		Seadrome lights.....	J16
		Seadromes.....	N10
		Sealed orders (ship and aircraft).....	A4-3
		Sealers and waxes.....	J20-2
Sabers.....	X12-3		
Sabbath.....	P12		
Sabotage.....	A8-5		
Safe conduct (international relations).....	A14-3		
Safekeeping of funds.....	L12-1		
Safes and vaults.....	J22-1		
Safety.....	P22		
Apparel.....	J26-2		
Belts.....	J28-3		
Bulletins.....	P22		
Clothing.....	J26-2		
Devices and equipment.....	J28		
Measures.....	P22		
Orders and pamphlets.....	P22		
Precautions.....	P22		
Programs.....	P22		
Radiological, ships.....	S90		
Treads, deck (vessels).....	S11		
Sail lofts.....	N5		
Sailboats.....	S82		
Sailing:			
Boats.....	S82		
Orders.....	A4-3		
Sailings, vessel.....	A4-3		
Sails.....	S18		
Saint Elizabeths Hospital.....	EH		
Salaries and wages.....	L16-1		
Sales.....	L8-5		
Taxes.....	L14		
Salinity of sea water.....	H1		
Salt water.....	H1		
Flushing system (vessels).....	S48		
Piping systems:			
Ashore.....	N26-6		
On vessels.....	S48		
Salutes.....	A15		
Saluting:			
Batteries.....	X14		
Charges (ammunition).....	X1-2		
Guns.....	X12		
Salvage:			
Of aircraft.....	L7-1		
Equipment, vessel.....	S94		
Of materials.....	L7-1		
Of vessels.....	S94		
Salvation Army.....	P8-2		
Samples (bids, purchasing).....	L4-2		
Sand.....	J17-1		
Blasting.....	L18		
Pits.....	N1		
Sandstone.....	J17-1		
Sanitary:			
Bureau, Pan American.....	EE10		
Conditions.....	M2-4		
Equipment.....	J19		
Inspections.....	A23		

Seals:		Selling agencies.....	QM
Car.....	L17-3	Catalogs of.....	L4-1
Official (ship and station).....	J22-1	Semiannual reports.....	A9-2
Seamanship.....	H2	Semifixed ammunition.....	X1-2
Exercises.....	A5-14	Semimonthly reports.....	A9-5
Seaplanes:		Semitrailers.....	J6
Hull.....	F8-2	Senate, United States.....	EL
Ramps.....	N10	Seniority.....	P17-1
Search:		Sentences (punishment).....	P13-4
Agency, and Rescue.....	GH1-8	Sentry:	
Aircraft:		Buildings.....	N4-2
Air/sea, and rescue.....	H2-1	Duty.....	P16-3
Radar.....	J15-7	Separate loading ammunition.....	X1-2
Searchlights.....	J16	Separation (personnel).....	P19
Ships.....	S66	Death.....	P19-5
Seas.....	QH	Demobilization.....	P19-4
Seasickness.....	M3-1	Discharge.....	P19-1
Seaworthiness.....	S29	Dismissal.....	P19-1
Secondary:		Other cause.....	P19-5
Batteries (gun).....	X14	Resignation.....	P19-3
Hull structure (airship).....	F24-2	Retirement.....	P19-2
Secret:		Transfer.....	P19-5
Codes.....	A6-3	Septic tanks.....	N26-7
Matter, handling of.....	A8-6	Serial numbers (personnel).....	P1
Service.....	EE9	Serums.....	M4
Secretary of the Air Force.....	EO	Serumtherapy.....	M2-3
Secretary of the Army.....	ER	Servants, domestic.....	P7
Secretary of Defense.....	EM1	Quarters for.....	N4-1
Secretary of the Navy.....	EN1	Service:	
Section Offices (Coast Guard).....	GW	Certificates.....	P20-2
Sects, religious.....	P12	Medals.....	P15
Securities.....	L12-1	Military Air Transport.....	ES
And Exchange Commission.....	EH	Numbers, personnel.....	P1
Security.....	A8	Organizations, United (USO).....	P8-2
Administration, Social.....	EH	Public Health.....	EH
Agency, Federal.....	EH	Records, personnel.....	P20-2
Classification.....	A8-6	Ribbons.....	P15
Council, National.....	EH	Selective.....	P14-3
Port Units (Coast Guard).....	GP	To ships.....	S4
Cryptographic.....	A8-6	Services:	
Guards, duty as.....	P16-3	Administration, General.....	EH
Methods.....	A8-6	Aviation.....	A21
National.....	A16-1	Devine.....	P12
Sedatives.....	M4	Educational.....	P11-3
Sedimentation.....	H1	Memorial.....	A15
Sedition.....	P13-1	Photographic.....	J12
Seduction.....	P13-1	Pilotage.....	A4-3
Seeding.....	N1	Printing.....	A27
Seeds.....	J31	Religious.....	P12
Segregation:		Resale.....	L2
Of communicable disease.....	M2-1	Sanitary.....	M2-4
Racial.....	P8	Servo amplifiers.....	J16
Seismic disturbances.....	H1	Setters, fuse.....	X13
Seizure:		Settlements:	
Prisoners of war.....	A16-2	Accounts.....	L10-5
Prizes of war.....	A14-2	Claims.....	L6-1
Selectees.....	P14-3	Contracts.....	L4-3
Selection:		Sewage disposal.....	N26-7
Boards.....	A20	Sewers and sewerage systems.....	N26-7
For promotion.....	P17-2	Sewing machines.....	J7-9
Selective service.....	P14-3		

Sex:		Shipping—Continued	
Hygiene.....	M2-4	Boxes and crates.....	J30
Offenses.....	P13-1	Documents.....	L17-4
Sextants.....	J11	Guide, Naval.....	L17-7
Sexual perversion.....	P13-1	Tags.....	L17-3
Shackles, bomb.....	X5	Ships:	
Shades, window.....	J21-1	Bureau of (Navy).....	EN8
Shaft tunnels (vessel).....	S11	Service to.....	S4
Shafting, vessel.....	S43	Ship's:	
Shafts:		Orders.....	A2-5
Airships.....	F24-2	Stores.....	L2-3
Vessels.....	S43	Buildings.....	N4-6
Shake-down cruises (vessels).....	A4-3	Items.....	J14
Shale oil.....	J2-4	Profits.....	L2-5
Shapes, signal.....	J27	Services.....	L2-3
Shipboard.....	S70	Shipways.....	N18
Sharpshooters' medals.....	P15	Shipwrecks.....	H3
Sheathing.....	J17	Shoals.....	H3
Sheds, freight and stowage.....	N6	Shock absorbers (aircraft).....	F9
Sheet:		Shoes.....	J26
Metal.....	J1	Shop:	
Music.....	J13-2	Committees.....	P8-1
Sheets, bed.....	J21-2	Equipment.....	J7
Shellacs and varnishes.....	J20-1	Structures (shore).....	N5
Shells (projectiles).....	X1-1	Shops. (See type.)	
Shelters:		Shore:	
Air raid.....	N12	Duty.....	P16-3
Bomb.....	N12	Establishment, Coast Guard.....	GF
Storage.....	N6	Regulations.....	A2-5
Shielding, nuclear:		Markers.....	J24-2
Aircraft.....	F26	Patrol.....	P13-5
Vessel.....	S90	Stations, status of.....	A4-2
Shields, gun.....	X2	Shortages:	
Shingles, roofing.....	J17	Misconduct.....	P13-1
Ship (see also Vessel):		Personnel.....	P16-1
Control.....	S24	Shipments.....	L17-5
Fuel handling, stowage, and equipment.....	S55	Shotguns.....	X12-3
Guard.....	A4-4	Shovels.....	J7-9
Movements.....	A4-3	Steam.....	N21
Protection, other than structural.....	S81	Showers.....	J18
Readiness.....	S3	Space:	
Salvage and related equipment.....	S94	Ashore.....	N4-5
Status.....	A4-1	On vessels.....	S36
Towers, masts, and spars.....	S17	Shows.....	P10-2
Ways.....	N18	Shrapnel.....	X1-1
Shipbuilding:		Shrouds, rigging.....	S18
Program.....	A1-1	Shrubs and shrubbery.....	J31
Ways.....	N18	Sick bays:	
Shipment:		Ashore.....	N9
Of explosives.....	L17-3	On vessels.....	S37
Methods of.....	L17-1	Sick leave.....	P18-1
Orders.....	L17-4	Side arms.....	X12-3
Rates and charges.....	L17-2	Sidewalks.....	N2
Shipments.....	L17	Sight signals and signaling.....	A6-3
Loading and unloading.....	L17-5	Sights, gun.....	X10
Preparation of.....	L17-3	Sightseeing tours.....	P10-2
Routing.....	L17-3	Sign on, sign off (merchant vessel crews).....	P14-7
Tracing.....	L17-5	Signal:	
In transit.....	L17-5	Equipment, audible.....	J15-1
Shipping:		Flags.....	J27
Articles (merchant vessel crews).....	P14-7	Shipboard.....	S70

Signal—Continued		Small—Continued	
Generators.....	J15-5	Stores.....	J26-1
Horns.....	J15-1	Buildings and spaces for the issue of	N4-6
Lights.....	J16	Smallpox.....	M2-1
Pistols, pyrotechnic.....	X22	Smithsonian Institution.....	EH
Shapes.....	J27	Smoke:	
Shipboard.....	S70	Air pollution.....	M2-4
Towers.....	N11	Bombs.....	X5
Signaling apparatus (shipboard).....	S70	Generators.....	X6
Signals and signaling.....	A6-3	Obstructing navigation.....	H3
Time signals.....	A6-2	Pots.....	X6
Signatures.....	P1	Screens.....	A16
Silhouettes, aircraft and vessel.....	J29	Warfare equipment.....	X6
Silica gel.....	J3	Smokeless powder.....	X21
Silk.....	J2-7	Smokepipes, vessel.....	S52
Silt.....	H1	Smokers.....	P10-2
Silver.....	J1	Smoking habit.....	M3-1
Plating.....	L18	Smuggling.....	P13-1
Service (gifts).....	L15	Sniping.....	A16
Silverware.....	J21-4	Snow removal equipment.....	N21
Simulated war patrols.....	A5-13	Soap.....	J19
Sinkings of vessels.....	A25	Social:	
Sinks.....	J18	Affairs.....	P8-3
Sirens.....	J15-1	Relations.....	P8
Shipboard.....	S70	Security:	
Sisal.....	J23	Administration.....	EH
Sites:		Tax.....	L14
Burial.....	P6-4	Socialism.....	P9
Historic.....	A12	Societies.....	P8-2
Sizes of materials (specifications).....	L8-4	Sodding and seeding.....	N1
Skeet.....	P10-1	Sodomy.....	P13-1
Ranges.....	N1	Sofas.....	J21-3
Sketches and drawings:		Soft drinks.....	J14
Aircraft.....	F1	Soil.....	N1
Materials.....	L8-4	Erosion.....	N1
Vessels.....	S1	Tests of.....	N1
Ski type alighting gear, aircraft.....	F9-1	Solenoids.....	J16
Skiffs.....	S82	Solemnities.....	P12
Skin diseases.....	M3-1	Soliciting contributions.....	A24
Skirmishes.....	A16	Solid fuels.....	J4
Skylights.....	J17	Coal.....	J4-1
Sleeping:		Solvents.....	J3
Bags.....	J21-1	Cleaning fluid.....	J19
On duty.....	P13-1	Sonar equipment.....	J15-11
Quarters:		Songs.....	P10-2
Ashore.....	N4-1	Patriotic.....	A15
On vessels.....	S33	Sound:	
Sleeve bearings.....	J7-4	In air electronic equipment.....	J15-10
Vessel.....	S43	Photography.....	J12
Slides, gun mount or turret.....	X15	Recorders and reproducers.....	J15-10
Slings, materials handling.....	J7-5	Signals and signaling.....	A6-3
Slips and basins.....	N15-1	Underwater.....	H1
Slot machines.....	J13	Equipment.....	J15-11
Slots, aircraft wing.....	F6	Sounding equipment, echo.....	J15-11
Small:		Soundings, deep sea.....	H1
Arms.....	X12-3	Soundproofing material.....	J17-2
Ammunition.....	X1-2	Source of information (intelligence).....	A8-4
Exercises.....	A5-6	South Carolina (State).....	EG
Handling and stowage aboard ships.....	S79	South Dakota (State).....	EG
Boats.....	S82	Southern Inspector's Office (Coast Guard).....	GI

Souvenirs.....	A12	Stability:	
Space heating equipment.....	J21-5	Aircraft.....	F3
Spaces. (See type).		Vessel.....	S29
Spans and bridges.....	N14	Stabilizer control, aircraft.....	F7
Spare parts.....	L8-12	Stabilizers:	
Spars:		Aircraft.....	F7
Aids to navigation.....	H2	Vessel.....	S29
On vessels.....	S17	Stadimeters.....	J11
Speakers, requests for.....	A7-3	Stadiums.....	N4-8
Special:		Staff, Planning and Control (Coast Guard) ..	GH2
Commands (Coast Guard).....	GS	Stages:	
Delivery mail.....	A6-4	Ashore.....	N21
Details (personnel).....	P16-3	On vessels.....	S16
Duty.....	P16-3	Staging and scaffolding, vessels.....	S4
Pay (military personnel).....	L16-4	Stainless steel.....	J1
Fuels.....	J4-4	Stains and varnishes.....	J20-1
Material.....	L8-8	Stamps:	
Protective clothing.....	J26-2	Postage.....	A6-4
Purpose structures.....	N7	Rubber.....	J22-2
Qualifications (personnel).....	P20-3	Savings.....	L12-2
Training devices.....	J29	Stanchions (on vessels).....	S12
Weapons.....	X24	Standard:	
Medical aspects of.....	M3-5	Stock.....	L8-7
Specialized materials:		Catalog.....	L8-7
Aircraft.....	F	Time.....	H7
Medical.....	M	Standardization of materials.....	L8-4
Ordnance.....	X	Standards:	
Ships.....	S	Educational.....	P11-1
Specialties, medical.....	M8	Physical.....	M1
Specie.....	L12-1	Weights and measures.....	L8-4
Specifications:		Starters, aircraft.....	F17
Aircraft.....	F1	State:	
Buildings.....	N19-1	Department.....	EE8
General courts martial.....	A17-1	Governments.....	EG
Materials.....	L8-4	Taxes.....	L14
Vessels.....	S1	Statement of service (personnel).....	P20-2
Specimens (medical examinations).....	M1	Statements, financial.....	L10-5
Spectacles.....	J11	Staterooms.....	S33
Spectroscopes.....	J11	States.....	EG
Speeches.....	A7-3	Static:	
Speed:		Balancers.....	J7-9
Brakes (aircraft).....	F6	Radio interference.....	A6-2
Cones.....	J27	Testing, aircraft.....	F2
Indicators (instruments).....	J11	Stations:	
Lights.....	J16	Battle, designation of.....	A3
Trials:		Coast Guard:	
Aircraft.....	F3	Air.....	GA3
Vessel.....	S8	Electronic Test.....	GJ3
Spies.....	A8-5	Fog Signal.....	GO1
Splints, surgical.....	M4	Lifeboat.....	GL
Sponges.....	J19	Light.....	GO2
Sponsors, launching (aircraft and vessels) ..	A15	Light attendant.....	GM3
Spontaneous combustion.....	A25	Loran:	
Sports and games.....	P10-1	Monitor.....	GO7
"Spot" promotions.....	P17-2	Transmitter.....	GO8
Spray guns, paint.....	J7-9	Radarbeacon.....	GO3
Sprinkler systems:		Radio.....	GQ
Ashore.....	N27	Direction finder.....	GO5
On vessels.....	S48	Radiobeacon.....	GO4
Sprinklers, fire.....	J28-2	Training.....	GT5
Spyglasses.....	J11	Comfort.....	N4-5

Stations—Continued		Storehouses.....	N6
Damage control.....	S88	Storerooms:	
Fire.....	N27	Ashore.....	N6
Prophylactic.....	N9	On vessels.....	S30
Statistics.....	A9-10	Stores:	
Status:		Buildings.....	N4-6
Aircraft.....	A4-1	Services.....	L2-4
Marital.....	P7	Dry.....	J25
Nations.....	A14-6	Ship's.....	L2-3
Personnel:		Small.....	J26-1
Classification.....	P3	Storms.....	H4
Rank and precedence.....	P17-1	Stoves:	
Shore stations.....	A4-2	Galley.....	J21-4
Vessels.....	A4-1	Space heating.....	J21-5
Statutes.....	A17	Stowage:	
Stealing (theft).....	P13-1	Aircraft fuel cargo on vessels.....	S15
Steam:		Boxes.....	J30
Boilers.....	J7	Equipment.....	J30
On vessels.....	S51	Miscellaneous (shipboard).....	S30
Condensers (vessels).....	S46	Ship fuel.....	S55
Engines.....	J7-7	Stowaways.....	P13-1
Vessel (main propelling).....	S41	Stragglers.....	P13-2
Heating systems (shore).....	N26-3	Stragglings.....	P13-1
Piping (vessels).....	S48	Strandings of vessels.....	A25
Power plants (shore).....	N23	Strategic materials.....	L7-1
Shovels.....	N21	Strategy, war.....	A16
Systems (shore).....	N26-3	Street:	
Steel.....	J1	Cleaners and sprinklers (vehicles).....	J6
Structural.....	J17	Paving materials.....	J17
Steering:		Streets.....	N2
Gear (vessels).....	S24	Streetwalks.....	N2
Ship control.....	S24	Strength:	
Wheels (aircraft control).....	F22	Hull (vessels).....	S29
Stencils.....	J22-2	Materials.....	L8-4
Step ladders.....	J7-9	Measurements, field.....	J15-5
Sterilization.....	M2-3	Organizational.....	A3-1
Plants, water.....	N25	Personnel.....	P16-1
Stern, airship.....	F24-1	Stress:	
Stevedoring.....	L17-6	Aircraft.....	F1
Still:		Buildings.....	N19
Photography.....	J12	Vessel hull.....	S1
Pictures.....	J12	Stretchers.....	M4
Publicity.....	A7-4	Strikes.....	P8-1
Stock:		Striking ships and aircraft from lists.....	A4-1
Account material (Navy).....	L8-10	Stripping compounds, paint.....	J20-1
Excess and surplus.....	L8-5	Strips, landing.....	N10
Nonstandard.....	L8-7	Stroboscopes.....	J11
Rolling.....	N24	Structural:	
Standard.....	L8-7	Castings, hull (vessels).....	S11
Stockades.....	N12	Shapes.....	J17
Stockpiling.....	L7-1	Structures. (See type concerned.)	
Stone.....	J17-1	Stub requisitions.....	L8-2
Stoppage of pay, military personnel.....	L16-4	Sub Boards of Inspection and Survey (Coast	A20
Storage.....	L8-6	Guard).	
Batteries.....	J16	Submachine guns.....	X12-2
Charges on shipments.....	L17-2	Subpoenas.....	A17
Open.....	N6-1	Subscriptions.....	A10-1
Sheds.....	N6	Subsistence:	
Structures.....	N6	Allowances.....	L16-3
Tanks.....	N6	Buildings.....	N4-4
Yards.....	N6-1	Substations, electric.....	N23

Tanks—Continued			
Septic.....	N26-7	Tennis.....	P10-1
Storage structures.....	N6	Courts.....	N1
Tapestries.....	J21-1	Equipment.....	J13-1
Tar.....	J20-2	Tentage.....	J2-7
Tardiness.....	P18-2	Tents.....	X12-3
Target:		Terminal leave.....	P18-1
Practice.....	A5	Termination:	
Ranges:		Appointment.....	P19-5
Land.....	N1	Contracts.....	L4-3
Surface.....	H1	Military operations.....	A16-14
Screens.....	J29	War.....	A14-6
Targets.....	J29	Termites, protecting buildings from.....	L9-3
Tariff.....	L14	Terms:	
Commission, United States.....	EH	Contract.....	L4-3
Travel rates.....	L20-1	Enlistment.....	P14-4
Tarpaulins.....	J2-7	Terrain, improvements to.....	N1
Tattoo marks.....	P1	Territories.....	EG
Tax Court of the United States.....	EJ	Test:	
Taxes and taxation.....	L14	Borings.....	N1
Tea.....	J25	Instruments.....	J11
Teak wood.....	J17-3	Testimonials.....	P15
Tear gas.....	J3	Testing:	
Bombs.....	X12-3	Development Division (Coast Guard)....	GH3-5
Technical Division, Merchant Marine (Coast		Fatigue, aircraft.....	F2
Guard).....	GH5-1	Instruments.....	J11
Teeth, artificial.....	M10-3	Machines.....	J7
Teleautographs.....	J15-12	Static, aircraft.....	F2
Telegrams.....	A6-1	Tools.....	J7-9
Telegraph:		Tests:	
Equipment.....	J15-12	Aircraft.....	F2
Installations (shore).....	N28	Flight performance.....	F3
Instruments.....	J15-12	Materials.....	L5
Systems (shore).....	N28	Medical.....	M1
Telemetering equipment (electronic).....	J15-5	Sea water.....	H1
Telemeters, steering (vessels).....	S24	Soil.....	N1
Telephone:		Water supply.....	M2-5
Equipment.....	J15-12	Tetanus.....	M3-1
Installations (shore).....	N28	Tetryl.....	X9
Instruments.....	J15-12	Texas (State).....	EG
Systems:		Textbooks.....	J29
Ashore.....	N28	Textiles.....	J2-7
On vessels.....	S65	Thanks and testimonials.....	P15
Telescopes.....	J11	Theater buildings.....	N4-8
Teletypewriters and equipment.....	J15-12	Theaters of war.....	A16
Operation of.....	A6-2	Theatrical performances.....	P10-2
Television:		Theft.....	P13-1
Equipment.....	J15-8	Theodolites.....	J11
Operation of.....	A6-2	Therapeutics.....	M3-2
As publicity media.....	A7-2	Therapy.....	M3-2
Temperance.....	P1	Occupational.....	M3-3
Temperature:		Physical.....	M3-3
Body.....	M1	Thermographs.....	J11
Climatic.....	H4	Thermometers.....	J11
Sea water.....	H1	Thinners, paint.....	J20-1
Temporary:		Three-mile limit.....	A14-1
Additional duty orders.....	P16-4	Throwers, flame.....	X6
Appointments.....	P14-5	Thrust destroyers, aircraft propulsion.....	F11-2
Duty.....	P16-3	Tickets:	
Tennessee (State).....	EG	Meal.....	L20-2
Tennessee Valley Authority.....	EH	Transportation.....	L20-2
		Tidal waves.....	H4

Tide:			Towers—Continued	
Action.....	H1		Radio.....	N11
Tables.....	H1		Ship.....	S17
Tides and currents.....	H1		Signal.....	N11
Titles and tiling.....	J17-1		Towing.....	S25
Timber.....	J17-3		Equipment and gear.....	J24-3
Time.....	H7		On vessels.....	S25
Fuses.....	X1-1		Towns and cities.....	EG
Indicating instruments.....	J11		Toxicology.....	M8
Signals.....	A6-2		Tracers, ammunition.....	X1-2
Tables, railroad.....	L20-1		Tracing of shipments.....	L17-5
Zones.....	H7		Track:	
Timing devices, electrical.....	J16		Depth charge.....	X8
Tin.....	J1		Railroad.....	N24
Tinware.....	J21-4		Sports.....	P10-1
Tires and tubes.....	J6		Systems (amphibious).....	S96
Titles, land.....	N1-1		Tracked vehicles, combat.....	X27
Tobacco.....	J14		Tracks, railway.....	N24
Habit.....	M3-1		Tractors.....	J6
Toggles.....	J9		Tractor trucks.....	J6
Toilet:			Trade Commission, Federal.....	EH
Articles.....	J14		Trade-marks.....	A13
Buildings.....	N4-5		Trading with enemy.....	P13-1
On vessels.....	S36		Traditions.....	A17
Tolls and fees.....	L14		Traffic:	
Toluene.....	J3		Accounts, commercial radio and wire.....	L10-2
Tombstones.....	P6-4		Communications.....	A6-1
Tonnage:			Trailers.....	J6
Dues.....	L14		Trailing hooks, aircraft.....	F10-1
Taxes.....	L14		Trainers, link.....	J29
Vessel displacement.....	S29		Training.....	P11
Tonsillectomies.....	M9-1		Activities (Coast Guard).....	GT
Tool:			Aids.....	J29
Kits.....	J7-9		Aircraft:	
Sheds.....	N6		Heavier-than-air (fixed wing).....	VT
Shops.....	N5		Heavier-than-air (rotary wing).....	HT
Tools (hand and machine).....	J7-9		Apparatus (shipboard).....	S86
Peculiar to shipboard use.....	S92		Athletic.....	P10-1
Topographical surveys:			Buildings.....	N4-3
Ground.....	N1		Centers (Coast Guard).....	GT
Hydrographic and oceanographic.....	H1		Courses.....	P11-1
Torches.....	J7-9		Detachment (Coast Guard).....	GT4
Tornadoes.....	H4		Devices.....	J29
Torpedo:			Equipment.....	J29
Exercises.....	A5-2		Fire control.....	X10
Handling and stowage (shipboard).....	S75		Exercises.....	A5
Protection of ships, other than structural.....	S81		Of personnel.....	P11
Racks.....	X25		Physical.....	P11-4
Tubes.....	X25		Procurement Division (Coast Guard).....	GH7-7
Warheads.....	X25		Programs.....	P11-4
Torpex.....	X9		Stations (Coast Guard).....	GT5
Torsion meters.....	J11		Universal military.....	A16-1
Totoul.....	X9		Trains (locomotives).....	N24
Tours:			Transfers:	
Duty.....	P16-3		Between:	
Sightseeing.....	P10-2		U. S. Government Departments.....	L11-1
Towers:			U. S. private parties or concerns.....	L11-2
Aircraft control.....	N10		Foreign Governments, concerns, or	
Conning.....	S24		private parties.....	L11-3
Observation.....	N8		Personnel.....	P16-3
Parachute jumping.....	N10		Separation because of.....	P19-5

Uniforms:			Vehicles—Continued	
Gratuity.....	L16-2		Motor.....	J6
Insignia.....	J26-3		Veneral diseases.....	M2-2
Of the day.....	A2-3		Venetian blinds.....	J21-1
Regulations.....	A2-3		Ventilating:	
Uniforms.....	J26-3		Fans.....	J7-3
Discrimination against.....	P8		Systems:	
Instructions for wearing.....	A2-3		Ashore.....	N26-1
Unauthorized wearing of.....	P13-1		On vessels.....	S38
Union, labor.....	P8-1		Ventilation.....	M2-4
Union, Pan American.....	EE10		Equipment.....	J7-3
Unions:			Vermín, extermination of.....	M2-5
Credit.....	P8-2		Vermont (State).....	EG
Labor.....	P8-1		Very's signal pistols.....	X22
Units (see type).			Vessel:	
United Nations.....	EE10		Merchant:	
United Service Organizations (USO).....	P8-2		Inspection Division.....	GH5-2
United States Coast Guard.....	GG		Personnel Division.....	GH5-3
United States of America.....	EG		Reserve Board.....	GH1-7
Universal military training.....	A16-1		Vessels.....	FS
Unlawful actions.....	P13-1		Arming of merchant.....	A16-1
Unloading:			Assignment in the administrative organization.....	A3-1
Cargo.....	L17-6		Design of.....	S1
Passengers or troops.....	L20		Employment of.....	A4-3
Shipments.....	L17-6		Movements of.....	A4-3
Unveilings.....	A15		Operations of.....	A4
Uphostery.....	J21-2		Routine.....	A4-4
Upkeep.....	L9-3		Status of.....	A4-1
Uptakes, vessel.....	S52		Visits of.....	A4-5
Uranium.....	J1		Veterans.....	LV
Urinals.....	J18		Administration.....	EH
Urology.....	M8		Associations and societies.....	P8-2
Usages, customs and.....	A17		Preference (appointment).....	P14-2
Useless:			Viaducts.....	N14
Materials, disposal of.....	L8-5		Vibration:	
Records, disposition of.....	A6-6		Aircraft.....	F3
Usury.....	P13-1		Vessels.....	S29
Utah (State).....	EG		Vice.....	P13-1
Utensils, kitchen.....	J21-4		Vice President of the United States.....	EE1
Utilities, public.....	A1-2		Violations (offenses).....	P13-1
Utilization of manpower.....	P16-1		Virginia (State).....	EG
			Visas and passports.....	L20
			Visitors, admission of.....	A2-9
			Visits:	
Vacancies.....	P14-2		Aircraft.....	A4-5
Vacation.....	P18-1		Individuals.....	A2-9
Vaccination.....	M2-3		Ships.....	A4-5
Vaccines.....	M4		Visual signaling.....	A6-3
Vacuum:			Competitions.....	A5-11
Cleaners.....	J19		Flags.....	J27
Gages.....	J11		Lights.....	J16
Pumps.....	J7-2		Vital statistics.....	A9-10
On vessels.....	S47		Vocational training.....	P11-1
Tubes.....	J16		Voice:	
Valves.....	J18		Recorders.....	J15-10
Variable area nozzles, aircraft propulsion.....	F11-2		Tubes (vessels).....	S65
Varnishes.....	J20-1		Volcanoes.....	H1
Vaults.....	J22-1		Voltmeters.....	J11
Vegetables.....	J25		Voluntary retirement.....	P19-2
Vehicles.....	J6			
Amphibious.....	X27			
Combat, tracked.....	X27			

Voting.....	P9-1	Washing:	
Vouchers.....	L6	Buildings.....	N4-5
		Machines.....	J19
		Washington:	
		District of Columbia.....	EG
		State of.....	EG
		Washrooms:	
		Ashore.....	N4-5
		On vessels.....	S36
		Wassermann test.....	M1
		Waste:	
		Cotton.....	J19
		Paper.....	L8-5
		Refuse.....	L8-5
		Watch:	
		Caps.....	J26
		Duty.....	P16-3
		Watches.....	J11
		Water.....	J25
		Closets (vessels).....	S36
		Coolers.....	J21-4
		Distilled.....	J3
		Distilling plants.....	N25
		Distribution systems.....	N26-3
		Drinking.....	J25
		Filtration plants.....	N25
		Fountains.....	J21-4
		Gages.....	J11
		Heaters.....	J21-5
		Injection system, aircraft.....	F21
		Meters.....	J11
		Purification plants.....	N25
		Sea.....	H1
		Shipments.....	L17-1
		Sterilization plants.....	N25
		Stop compound.....	J20-2
		Supply.....	N25
		Systems (shore).....	N26-6
		Tanks (shore structures).....	N6
		Type alighting gear (aircraft).....	F9-2
		Waterfront structures.....	N15
		Waterline:	
		Right of way (land).....	N1-1
		Vessel.....	S29
		Water-tight:	
		Doors and windows (vessels).....	S16
		Integrity (vessels).....	S29
		Waterways.....	QH
		Wavelengths, radio.....	A6-2
		Waves and wave formations.....	H1
		Waxes.....	J20-2
		Ways, ship.....	N18
		Wealth (national resources).....	L7
		Weapons.....	X12
		Accessories.....	X13
		Components.....	X13
		Experimental.....	X24
		Landing force.....	X12-3
		Special.....	X24
		Wearing apparel.....	J26

Weather:			Winterization.....	L9-1
Bureau.....	EE3		Wiping cloths, rags.....	J19
Forecasts and observations.....	H4		Wire.....	J23
Phenomena.....	H4		Cable.....	J23
Weekly reports.....	A9-6		Connected communication equipment.....	J15-12
Weighing:			Insulated, electrical.....	J16
Instruments.....	J11		Recorders.....	J15-10
Scales.....	J11		Rope.....	J23
Structures.....	N20		Screens.....	J17
Weight:			Traffic accounts.....	L10-2
Aircraft.....	F1		Wiring, electric.....	J16
Handling structures.....	N20		Wisconsin (State).....	EG
Vessel displacement.....	S29		Witness duty.....	P16-3
Weights and measures.....	L8-4		Absence for.....	P18-1
Welding.....	L18		Witnesses (general courts martial).....	A17-1
Equipment.....	J7-9		Wood.....	J2-8
Shops (shore).....	N5		Building material.....	J17-3
Welfare.....	P21		Fuel.....	J4
Buildings.....	N4-8		Woodwork (hobby craft).....	P10-3
Equipment.....	J13		Woodworking machinery and tools.....	J7-9
Wells (water supply).....	N25		Wool.....	J2-7
West Virginia (State).....	EG		Work:	
Western:			Floats.....	N15
Hemisphere.....	QG		Hours of.....	P18-2
Inspector.....	GI		Requests.....	L9-3
Pacific.....	GH		Stoppages.....	P8-1
Whaleboats.....	S82		Working parties.....	P16-3
Wharfage.....	L17-2		Workmanship on vessels.....	S29
Wharves.....	N15-1		Workmen's compensation insurance.....	L13
Wheel type alighting gear, aircraft.....	F9-1		Workshop equipment on ships.....	S91
Wheels, aircraft:			Workshops (ashore).....	N5
Landing.....	F9-1		Worship, religious.....	P12
Steering.....	F22		Worthless checks, passing.....	P13-1
Whereabouts of personnel.....	P16-3		Wounded personnel (casualties in action).....	P6-1
Wherries.....	S82		Wounds and injuries.....	M3-1
Whiskey.....	J14		Wrecking:	
Whistles.....	J15-1		Buildings and structures.....	L8-5
Shipboard.....	S70		Charges.....	X1
White House Office, The.....	EE1		Stowage aboard ships.....	S76
White lead.....	J20-1		Trucks.....	J6
Wildcats.....	S26		Wrecks (obstructions).....	H3
Wildlife.....	J32		Wrenches.....	J7-9
Winches.....	J7-5		Wrestling.....	P10-1
On vessels.....	S20		Wringers, laundry.....	J19
Wind tunnels.....	N8		Wrought iron.....	J1
Windlass.....	S26		Wyoming (State).....	EG
Windows.....	J17			
Winds and storms.....	H4			
Wine.....	J14			
Wing:				
Floats, aircraft.....	F9-2			
Groups, aircraft.....	F6			
Wings:				
Aircraft (structures).....	F6			
Winter clothing.....	J26-2		X	
			X-ray:	
			Equipment.....	M4
			Examinations.....	M1
			Film.....	M4
			Machines.....	M4
			Rooms (shore).....	N9
			Treatment.....	M3-2

	Y		
Yard:		Yellow fever.....	M2-1
Coast Guard.....	GY	Young Men's Christian Association.....	P8-2
Goods.....	J2-7		
Yards:		Z	
And Docks, Bureau of.....	EN5	Zinc.....	J1
Storage.....	N6-1	Zones, time.....	H7
Yarn.....	J2-7	Zoological Park, National.....	EH