

DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
Washington 25, D. C.

SECNAV 5215.1  
AO:OMD  
19 May 1952

SECNAV INSTRUCTION 5215.1

From: The Secretary of the Navy

To: All Ships and Stations

Subj: The Navy Directives System

Encl.: (1) Standards To Be Used in Filing, Maintaining, and Issuing Directives  
(2) Table of Subject Classification Numbers

1. Purpose. This Instruction establishes and describes the Navy Directives System and assigns responsibilities. Enclosure (1) contains standards to be used in filing, maintaining, and issuing directives. Enclosure (2) lists the subject numbers to be assigned to directives.

2. Objectives. The Navy Directives System provides a uniform plan for issuing and maintaining directives.

a. The Navy-wide use of the System will enable each naval activity which receives directives to:

(1) Group effectively the directives on any specific subject and relate directives on the same subject with other materials which may be issued as messages, publications, and so forth.

(2) Have an easy method for filing directives and describing them as references.

(3) Differentiate between directives of a continuing or permanent nature and those of brief duration.

(4) Obtain extra copies of Instructions to replace lost or damaged copies or obtain complete sets of Instructions upon reactivation or commissioning.

(5) Determine periodically the current status and the completeness of its set of directives.

b. Each naval activity which issues directives will be able to:

(1) Reduce the number of directives in effect by systematically consolidating Instructions which cover the same subject, by eliminating Instructions which duplicate, overlap, or conflict, and by promptly canceling obsolete directives.

(2) Improve the adequacy and coverage of Instructions and identify gaps in policy and procedures so that directives can be issued to cover necessary subjects.

(3) Eliminate duplicate writing, printing, and distributing operations.

(4) Insure that recipients are sent only those directives which pertain to their operations.

(5) Improve general administration by using a uniform system which includes reference aids for recipients of directives.

3. Scope. The Navy Directives System covers all directive-type releases, including those which prescribe policy, organization, methods, or procedures, and those which contain information.

a. In adopting the System, a naval activity may exclude the following categories of releases from the System:

(1) Established manuals, military operational releases, technical publications, or registered publications until the activity determines it is necessary or opportune to include them.

ENCLOSURE (1) TO ONR INSTRUCTION 5215.1A

(2) Letter-type and message-type directives which are distributed to less than six addressees.

(3) Correspondence of a nondirective character.

(4) Top Secret releases will be excluded from the System. At such time as Top Secret releases are downgraded, they will be included in the System.

(5) Joint Army-Navy-Air Force publications which are numbered serially and do not have separate Army or Air Force designations will be excluded from the System.

b. Each naval activity, by controlling distribution, can apply the System to directives within the activity as well as to directives which it distributes outside the activity.

4. Types of Directives. The Navy Directives System uses two types of directives as follows:

a. Instructions. Instructions are directives which contain information of a continuing nature, or require continuing action, or action which must be taken but cannot be completed immediately, or actions which must be taken by activities at such time as they are established. An Instruction has permanent reference value and is effective until the originator subsequently supersedes or cancels it.

b. Notices. Notices are directives of a one-time nature, contain information or require action which can be completed immediately. A Notice does not have permanent reference value and will, therefore, contain provisions for its cancellation.

#### 5. Effective Dates

a. Bureaus and offices, Navy Department, will put this System into effect not later than 1 July 1952.

b. Other naval activities will put the System into effect when directed by the cognizant bureau or office.

c. All currently effective directive-type issuances remain in effect until they are issued in the System or canceled.

d. Existing directive-type issuances should be incorporated into the System as soon as practicable.

e. Existing Instructions and Notices which have been assigned numbers from enclosure (1), "Table of Subject Classification Numbers," to OPNAV INSTRUCTION 5215.1 of 8 August 1951 are incorporated in the System without any change.

#### 6. Responsibilities

##### a. Bureaus and Offices, Navy Department

(1) Designate a central directives control point to assign consecutive numbers to Instructions, to insure compliance with the standards in enclosure (1), and to exercise such related functions as the chief of the bureau or office may require.

(2) Promulgate any necessary procedures for administering the System within the bureau or office or activities under its management control.

(3) Provide training for originators of directives, clerical and typing personnel, and personnel maintaining directives, as may be required.

(4) Direct the installation of the System in activities and commands under their cognizance, as appropriate.

b. Administrative Office, Navy Department

(1) Provide technical assistance to bureaus and offices in developing, installing, and operating the System.

(2) Coordinate with all bureaus and offices recommendations for improvements in the System.

(3) Maintain the Table of Subject Classification Numbers; coordinate any proposed changes with all bureaus and offices; promulgate all approved changes.

(4) Provide the following central services in the Department:

(a) Schedule and distribute directives as required by the bureaus and offices in accordance with existing regulations.

(b) Compile and issue a quarterly consolidated Check List of the Instructions distributed in accordance with paragraph 4(a) above, and include other Instructions having a wide distribution as requested by the bureaus and offices.

(c) Compile and issue annually, or as necessary, a consolidated Subject Index of all Unclassified and Restricted Instructions issued.

c. Naval Activities are invited to submit recommendations for improving the System, or necessary changes to the Table of Subject Classification Numbers, to the Secretary of the Navy (Administrative Office, Navy Department) via the chain of command.

—DAN A. KIMBALL

Standards To Be Used in Filing, Maintaining, and Issuing Directives

1. Purpose. This enclosure sets forth the standards to be used in the Navy Directives System. The term "originating offices" includes bureaus and offices, Navy Department; activities in the Shore Establishment; commands in the Operating Forces; as they adopt the System.

2. Filing and Maintaining Directives

a. Since all Instructions will not receive the same distribution, there will be gaps in the numbers of Instructions intended for and received by individual ships and stations.

b. Directives should be handled so as to provide maximum accessibility consistent with existing security regulations.

c. Instructions will be filed in standard three-ring or post binders:

- (1) In numerical order of subject classification numbers.
- (2) By originating office within each subject classification number.
- (3) By consecutive number for each originating office.

d. Revised Instructions will have an alphabetical suffix after the Instruction number.

e. Revised pages will show the date on which the revision was approved.

f. Some naval activities may issue Supplements to Instructions to cover particular situations. Each Supplement is to be filed with the Instruction which it modifies.

g. Directions for making pen-and-ink changes, if used, will be shown on Notices or transmittal sheets. The change number should be entered in the outside margin opposite the change.

h. Notices ordinarily need not be filed. In cases where the recipient believes it necessary to file Notices, they should be interfiled with Instructions by subject classification numbers.

i. Cross-Reference Sheets for Instructions which are issued as separate publications will be filed by subject classification numbers.

j. Check lists of all Instructions currently in effect will be issued quarterly. Copies of missing Instructions will be requested from the appropriate stocking point.

3. Identifying and Numbering Directives. Each Instruction and Notice will be identified as follows:

Originator's Authorized Abbreviation	Type of Release (Instruction or Notice)	Subject Classification Number	Consecutive Number (Not assigned to Notices)
--	--	-------------------------------------	--

a. Directives will be numbered by originating offices. Each originating office which originates an intra-Navy joint directive will assign the number. For joint directives, originating offices will issue cross-reference sheets necessary to provide reference aid to major subjects. Each originating office will assign numbers to joint Army-Navy-Air Force directives which it promulgates and which have separate Army or Air Force designations.

b. Each Instruction will be assigned the appropriate subject number from the Table of Subject Classification Numbers. Consecutive numbers will be assigned to Instructions in the order of issuance within each numbered subject group. A decimal point will be placed after the subject number and will be followed by the consecutive number. Example: The subject number for "contract financing" is "7810." An originating office would assign numbers to the first, second, and third Instructions on contract financing as follows: 7810.1, 7810.2, and 7810.3.

c. Each Notice will be assigned the appropriate subject number from the Table of Subject Classification Numbers. Notices will not be assigned consecutive numbers because of their one-time nature or brief duration.

d. The security classification of Confidential and Secret Instructions and Notices will be indicated by prefixing the number "0" for Confidential or the numbers "00" for Secret to the subject number. A single set of consecutive numbers will be used by each originating office for each subject number regardless of the security classification of individual Instructions. Example: If the first Instruction issued on "contract financing" were unclassified; the second Instruction, Confidential; the third Instruction, Secret; they would be numbered 7810.1, 07810.2, and 007810.3 respectively.

#### 4. Format

a. Directives will be punched or drilled for loose-leaf filing in standard three-ring or post binders. Directives released by originating offices in the Navy Department will have  $\frac{5}{8}$ -inch holes,  $4\frac{1}{2}$  inches center to center.

b. The sequence of paragraphs in directives will be at the discretion of the originating office except as indicated in this paragraph.

(1) The purpose of each Instruction or Notice will be stated in the first paragraph.

(2) Notification of directives which are canceled will be made in a Notice, a transmittal sheet, or in a cancellation paragraph (the second paragraph) of the superseding Instruction. Instructions which are canceled will not be listed as references in either a superseding Instruction or Notice.

(3) If applicable, the last paragraph of each Instruction and the next-to-the-last paragraph of each Notice will state any reports required or any records and forms prescribed for use.

(4) The last paragraph of each Notice will state when or under what conditions the Notice is to be canceled.

c. The Navy Correspondence Manual, chapter II, section D, will be followed by typists in arranging material on the page with the following exceptions:

(1) The inside margin will be  $1\frac{1}{2}$  inches instead of 1 inch. The inside margin is the left margin of directives reproduced only on one side of a sheet, and is alternately the left and right margins of directives reproduced on both sides of the sheet(s).

(2) The abbreviation of the originating office and the directive number will be placed at the right side of the first page, beginning 1 inch from the top and approximately 2 inches from the right edge.

(3) File numbers will not be placed on directives. Directives will not be filed in general correspondence files but will be filed in three-ring binders by directive number.

(4) The following identification will appear five spaces below the last line of the address of the originating office in the heading of the directive: (Abbreviation of the Originating Office) (INSTRUCTION or NOTICE) (Number).

(5) The identification at the top of the second and succeeding pages will be in the same form as at the top of the second and succeeding pages of this Instruction except that the name of the originating office may be omitted and the name of the month may be abbreviated.

(6) Paragraph titles will be used for all major paragraphs and may be used for subparagraphs.

Enclosure (1)

19 May 1952

(7) Enclosures and exhibits will be identified in the upper outside corner by typing, stamping, or writing the same originating office abbreviation, directive number, and date as appears on the Instruction or Notice which they accompany. This identifying data will be placed on each page of loose-leaf enclosures and exhibits and on the first page of bound enclosures and exhibits. In addition, the first page of each enclosure and exhibit will be identified in the center of the page, 1 inch from the top, as "Enclosure (number)" or "Exhibit (symbol)."

5. Transmittal Sheets. The use of transmittal sheets by an originating office is optional. However, such use should be limited to consolidated mailings and scheduled distributions of directives.

6. Revising Directives

a. When there is a substantial change in the text of an Instruction, it will be rewritten and reissued and will carry the date of revision. Revised Instructions will be assigned the same subject and consecutive number as the superseded Instruction and will be further identified by a suffix letter, A, B, C, D, etc.

b. When minor changes to a multiple-page Instruction are required, they may be issued as page revisions or as pen-and-ink changes. Page revisions should be given preference over pen-and-ink changes as they consume less time of recipients, decrease chances of errors, and provide neater copies.

(1) Each group of page revisions and pen-and-ink changes to an Instruction will be assigned a consecutive change number (such as CH 1, CH 2, etc.) and will be transmitted by a Notice or a transmittal sheet. The subject of the Notice or the appropriate paragraph of the transmittal sheet will contain the change identification. Example: "Subject: SECNAV Instruction 5215.1 CH-1."

(2) Each revised page will be assigned the same subject and consecutive number and the same page number as the superseded page. The change identification will be shown after the Instruction number. Any extra pages will contain the number of the preceding page, plus a letter in parentheses, as 8(a), 8(b), etc. Each revised page will contain the date of approval of the revised page and may contain an asterisk (\*) placed beside each paragraph or subparagraph which has been changed.

c. Supplements may be issued in two instances: (1) When an existing Instruction needs to be changed and time does not permit issuing several page revisions or a complete revision of the Instruction; and (2) when an existing Instruction needs to be supplemented or changed for an interim period after which the supplement is to be canceled and the Instruction is to return to full effect. Each supplement will bear the same number as the Instruction which it modifies, plus the abbreviation "SUP" and an identifying number. Example: If two supplements were to be issued to this Instruction, they would be numbered 5215.1 SUP 1 and 5215.1 SUP 2.

7. Reproducing and Distributing Directives. Methods used for reproducing and distributing directives promulgated by originating offices will be in accordance with existing regulations. Instructions will be reproduced on 100 pound offset book paper stock or on a stock of equivalent quality of approximately 8 x 10½ inches.

8. Numerical Check Lists. Originating offices will issue quarterly check lists of effective Instructions for each recipient to use in verifying the completeness of Instructions maintained. For the Navy Department, the Administrative Office will issue a consolidated quarterly check list of effective Instructions which it distributed. This consolidated check list will include such other Instructions having a wide distribution as an originating office in the Navy Department desires.

9. Alphabetical Subject Indexes. Each originating office is responsible for determining the need for a subject index and for arranging for the issuance of the subject index when it is needed.

Enclosure (1)

The Administrative Office, Navy Department, will issue a consolidated subject index, annually or more often if necessary, to cover Unclassified and Restricted Instructions distributed outside each originating office in the Navy Department. Originating offices in the Department will work with the Administrative Office with a view toward providing users with an index of Instructions applicable to their operations. Accordingly, originating offices in the Department will furnish the Administrative Office with two copies of each Unclassified and Restricted Instruction and Notice at time of issue.

10. Cross-Reference Sheets. Originating offices may issue cross-reference sheets to provide complete reference aids for major subjects. Originating offices will cancel the cross-reference sheets when the Instructions are canceled. A cross-reference sheet must be issued with each Instruction which is issued as a separate publication and which probably will not be filed with other Instructions. Cross-reference sheets will be approximately 8 x 10½ inches.

11. Messages and Speedletters. Messages and speedletters which come within the scope of the Navy Directives System will include in the text of the message the abbreviation "INST" for Instructions or "NOTE" for Notices followed by the appropriate subject classification number. These abbreviations may be expanded to indicate the originator. When Instructions are issued as messages or speedletters, consecutive numbers are not required. Instructions initially issued as messages or speedletters will be reissued within 30 days in the format prescribed for Instructions, or will be incorporated into the applicable publications. Originating offices will insure that necessary security measures are observed in the preparation of Instructions which have been previously promulgated as messages.

12. Reserve Stocks of Directives. Each originating office will insure that sufficient reserve stocks of directives are available at established stocking points.

**TABLE OF SUBJECT CLASSIFICATION NUMBERS  
FOR  
INSTRUCTIONS AND NOTICES**



## MAJOR SUBJECT GROUPS

1000	Naval Personnel
2000	Communications
3000	Operations and Readiness
4000	Logistics
5000	General Administration
6000	Medicine and Dentistry
7000	Budget and Fiscal
8000	Ordnance Material
9000	Ships Material
10000	General Material
11000	Shore Establishment Facilities and Activities
NAVAER00-50	Aeronautical Material
CP2-275	Civilian Personnel

NOTE: All aspects of a subject—including training materials, safety precautions, associated forms, records, and reports should be classified under the appropriate subject matter classification number. In a few instances classifications have been assigned for reports as such, as for 3480, "Combat and action reports."

In instances where an Instruction or Notice deals with more than one subject listed in the table, a classification number should be assigned corresponding to the subject of primary importance. The other subjects should be cross-referenced as provided in this instruction.

It should be noted that any originator may use any entry in the Table. Thus for example, any Instruction dealing with training for explosive ordnance disposal should be classified under 3571. An Instruction covering reports and forms control issued by any originator should employ number 5213.

NAVAL PERSONNEL  
1000-1999

- 1000-1099 GENERAL  
1000 Personnel Plans and Policies  
1001 Naval Reserve Policies and Programs  
1010 Inspections  
1020 Uniform Regulations  
1030 Pay and Allowances  
1040 Career Planning  
1050 Leave and Liberty  
1060 Manpower Utilization  
1070 Personnel Programs, Research and Development  
1080 Personnel Accounting  
1085 Personnel Records  
1088 Personnel Casualty Reporting
- 1100-1199 RECRUITING  
1100 General  
1110 Special Recruiting Programs  
1111 Officer Candidate Programs, Recruiting for  
1120 Officer Programs, Recruiting  
1130 Enlistments  
1131 Recruit Enlistments  
1132 First Enlistments  
1133 Reenlistments  
1140 Selective Service, Conscription and Recruiting
- 1200-1299 CLASSIFICATION AND DESIGNATION  
1200 General  
1210 Officers  
1211 Officer Job Classification and Billet Descriptions  
1220 Enlisted  
1221 Enlisted Job Classification and Billet Descriptions  
1230 Examinations  
1231 Officer  
1236 Enlisted
- 1300-1399 ASSIGNMENT AND DISTRIBUTION  
1300 Assignment Policies  
1301 Officer Assignment  
1306 Enlisted Assignment  
1310 Distribution Policies  
1311 Officer Distribution  
1316 Enlisted Distribution  
1320 Orders to Personnel  
1321 Permanent, Temporary and TEMPADD Orders for Officers  
1326 Permanent, Temporary and TEMPADD Orders for Enlisted  
1330 Personnel Requests  
1331 Officer Requests  
1336 Enlisted Requests  
1340 Passenger Transportation
- 1400-1499 ADVANCEMENT AND PROMOTION  
1400 General  
1410 Requirements and Qualifications  
1412 Requirements and Qualifications, Officer  
1414 Requirements and Qualifications, Enlisted  
1416 Examinations, Officer  
1418 Examinations, Enlisted  
1420 Rank and Precedence, Officer Personnel  
1421 Temporary Promotions, Officer  
1426 Permanent Promotions, Officer  
1430 Advancements in Rate or Rating, Enlisted Personnel  
1433 Temporary Advancements in Rate or Rating  
1437 Reductions in Rate or Rating  
1440 Changes in Rate or Rating, Enlisted Personnel  
1450 Meritorious Advancement
- 1500-1599 TRAINING AND EDUCATION  
1500 General  
1510 Enlisted Training  
1520 Officer Training  
1530 Officer Candidate Training (such as NROTC and NACP)  
1540 Functional and Fleet Training  
1541 Shipboard  
1550 Instruction and Training Materials  
1551 Training Films, Aids and Special Devices  
1552 Training Publications  
1560 Information and Education
- 1600-1699 PERFORMANCE AND DISCIPLINE  
1600 Duties and Watches (See also 5110)  
1610 Performance  
1611 Officer Performance  
1616 Enlisted Performance  
1620 Conduct Requirements  
1621 Officer Discipline  
1626 Enlisted Discipline  
1630 Shore Patrol  
1640 Naval Confinement  
1650 Decorations, Medals and Awards
- 1700-1799 MORALE AND WELFARE  
1700 General  
1710 Athletics and Physical Fitness  
1720 Informational Services  
1721 Library Services  
1730 Contributions  
1740 Personal Benefits  
1741 Insurance  
1742 Voting  
1743 Chaplains and Religion  
1744 Recreation Material  
1745 Recreation Funds  
1746 Messes and Clubs

Enclosure (2)

**OFFICE OF THE SECRETARY**

**SECNAVINST 5215.1**

**19 May 1952**

1747 Social Organizations and Affairs  
1750 Dependents' Aid  
1751 Dependents' Allowances  
1752 Domestic Relations  
1760 Veterans Affairs and Benefits  
1761 Civil Readjustment  
1770 Deaths, Funerals

**1800-1899 RETIREMENT**

1800 Retirement, General, Officer Personnel  
1801 Retirement, Regular Officers  
1806 Retirement, Reserve Officers  
1820 Retirement, General, Enlisted Personnel  
1821 Retirement, Regular Enlisted  
1822 Retirement, Reserve Enlisted

1823 Transfer, Fleet Reserve  
1850 Disability Retirement, General  
1851 Permanent Disability, Officer  
1853 Permanent Disability, Enlisted  
1855 Temporary Disability, Officer  
1857 Temporary Disability, Enlisted

**1900-1999 SEPARATION**

1900 General  
1910 Separation, Enlisted Personnel  
1911 Medical Survey, Enlisted Personnel  
1916 Release from Active Duty, Reserve Enlisted  
1920 Separation, Officer Personnel  
1921 Medical Survey, Officer Personnel  
1926 Release from Active Duty, Reserve Officers

**Enclosure (2)**

COMMUNICATIONS  
2000-2999

2000-2099 GENERAL

- 2000 Plans and Policies
- 2010 Analyses and Reports
- 2020 Schedules
- 2030 Circuit Engineering
- 2040 Drills and Training
- 2050 Competitions and Inspections
- 2060 Aeronautical Communications
- 2070 Amateur Radio

2100-2199 MESSAGES

- 2100 General
- 2110 Preparation, Drafting and Handling of Official Military Messages
- 2112 Navigational Warning Messages (See also 3530)
- 2114 Statistical Analysis of Messages
- 2120 Red Cross Messages, Handling of
- 2130 Personal Messages
- 2140 Messages Concerning Other Government Agencies
- 2150 Press Messages, Handling of
- 2160 Commercial Messages

2200-2299 COMMUNICATION SECURITY (For ADMINISTRATIVE SECURITY see 5500-5599)

- 2200 General
- 2210 Physical Security of Communication Areas
- 2220 Transmission Security
- 2221 Cryptographic Security
- 2222 Cryptoboard
- 2230 Traffic Analysis for Security Purposes
- 2240 Deception
- 2250 Compromise of Communication Material
- 2260 Communication Security Activities

2300-2399 COMMUNICATION METHODS AND PROCEDURES

- 2300 General
- 2301 Radiotelegraph
- 2302 Radiotelephone
- 2303 Teletypewriter (Teleprinter), Tape Relay
- 2304 Facsimile, Radio Photo
- 2310 Visual Signaling
- 2320 Direction Finding
- 2330 Operating Signals
- 2340 Abbreviations
- 2350 Definitions and Terminology
- 2360 Amphibious Communications
- 2370 Merchant Ship Communications
- 2380 Recognition and Identification (See also 3561)
- 2390 Call Signs, Address Groups

2400-2499 FREQUENCIES

- 2400 Frequency Plans
- 2410 Frequency Assignments and Allocations
- 2420 Frequency Measurement
- 2430 Propagation Characteristics

2500-2599 SUPPLEMENTARY ACTIVITIES (Subject classification numbers to be assigned for use by Director, Naval Communications, but not reported or listed)

2600-2699 PUBLICATIONS AND DEVICES

- 2600 Communications Publications, General
- 2601 Registered Publications
- 2602 Non-registered Publications
- 2650 Cryptographic Systems
- 2651 Cryptographic Devices

2700-2799 MAIL AND POSTAL AFFAIRS

- 2700 Policies, Regulations and Liaison
- 2710 U. S. Mail
- 2711 Officer Messenger Mail
- 2712 Guard Mail
- 2720 Transportation and Handling
- 2730 Losses, Claims and Complaints

2800-2899 COMMUNICATION MATERIAL

- 2800 General
- 2810 Radio
- 2820 Facsimile
- 2830 Television
- 2840 Telegraph and Teletype
- 2850 Telephone
- 2855 Interphone (except shipboard)
- 2860 Audible Signal Equipment
- 2870 Visual and Visual Light
- 2871 Infra-red and Ultra-violet

(See 9650-9700 for shipboard electronics, signaling apparatus, etc.)

2900-2999 COMMUNICATION ACTIVITIES AND FACILITIES

- 2900 General
- 2910 Communication Stations, Facilities and Units
- 2920 Radio Transmitting and Receiving Stations
- 2930 Registered Publications Issuing Offices
- 2940 Fleet and Navy Post Offices
- 2950 Officer Messenger Mail Centers
- 2960 Naval Security Group Stations, Facilities and Units
- 2970 Naval Reserve Communication Networks

OPERATIONS AND READINESS  
3000-3999

## 3000-3099 PLANS AND POLICIES

3000 General  
3010 Combined Plans  
3020 Joint Plans  
3030 Navy Plans  
3040 Casualties and Casualty Reporting

## 3100-3299 FLEET OPERATIONS

3100 General  
3110 Assignment of Aircraft and Vessels  
3111 Home Ports and Yards  
3120 Operating Policies, Tasks, and Employment  
3121 Operation Plans and Orders  
3122 Military-Medical Guardship Assignment  
3123 Movement Reports  
3124 Fleet Air Operations  
3125 Marine Aviation  
3126 Submarines  
3127 Naval Reserve Training Afloat  
3128 Visits of Ships  
3130 Search and Rescue  
3131 Survival  
3140 Aerology (See also NAVAER 50)  
3150 Photography (See also NAVAER 10)  
3160 Hydrographic and Oceanographic Observation and Survey

## 3300-3499 WARFARE TECHNIQUES

3300 General  
3310 Aerial  
3320 Air Defense  
3330 Surface  
3340 Amphibious  
3350 Submarine  
3360 Anti-submarine  
3370 Mine  
3371 Mine Countermeasures (See also 10070)  
3380 Harbor Defense (See also 10070)  
3390 Guided Missiles  
3400 Atomic  
3401 Bio-chemical  
3402 Biological  
3403 Chemical  
3410 Psychological  
3420 Camouflage  
3421 Dim-out and Black-out  
3430 Electronics Countermeasures  
3431 Communications Countermeasures  
3432 Guided Missile Countermeasures  
3433 Radar Countermeasures  
3434 Navigational Aid Countermeasures  
3440 Radiological (Passive) Defense (See also 10080)  
3450 Shipping Control  
3460 Captured Materials  
3461 Prisoners of War  
3470 Cold Weather  
3480 Combat and Action Reports

## 3500-3699 TRAINING AND READINESS

3500 General  
3510 Tactical Doctrine  
3520 Electronics (Other than Navigational Aids)  
3521 Radar and Countermeasures (See also 10010)  
3522 Sonar (See also 10020)  
3530 Navigation (See also 2112, 10040, 10050)  
3531 Electronic Aids to Navigation  
3540 Engineering  
3541 Seamanship and Damage Control  
3550 Training Instructions  
3551 Aviation Technical Training  
3560 Combat Information Center  
3561 Recognition and Visual Identification (See also 10060)  
3570 Gunnery and Torpedoes  
3571 Ordnance Handling and Disposal (See also 8020)  
3572 Bombing  
3573 Landing Party, Infantry, Small Arms  
3580 Countermeasures (See also 10030)  
3590 Inspections, Competitions, Awards

## 3700-3799 FLIGHT

3700 General  
3710 General Operating Instructions  
3720 All Weather Flying  
3721 Navigational Aids  
3722 Traffic Control  
3730 Emergency Procedures  
3740 Pilot Qualifications  
3750 Flight Safety and Accident Analysis  
3760 Flight Records and Reports  
3770 Civil Aviation

## 3800-3899 INTELLIGENCE

3800 General  
3810 Plans and Policies  
3820 Collection and Dissemination  
3830 Strategic Intelligence  
3840 Operational Intelligence  
3850 Counter-Intelligence  
3860 Joint Intelligence  
3870 Training

## 3900-3999 RESEARCH AND DEVELOPMENT

3900-09 General  
3910-19 Plans  
3920-29 Programs  
3930-39 Projects  
3940-49 Facilities  
3950-59 Reporting  
3960-69 Evaluation  
3970-79 Personnel  
3980-89 Presentations  
3990-99 Surveys

Enclosure (2)

SECNAVINST 5215.1  
19 May 1952

OFFICE OF THE SECRETARY

Fourth digit for use with 3900-3999 subject classification numbers:

- 0 General
- 1 Navy
- 2 Inter-Bureau
- 3 Bureau of Aeronautics

- 4 Bureau of Ordnance
- 5 Bureau of Ships
- 6 Other Bureaus and Marine Corps
- 7 Office of Naval Research
- 8 Research and Development Board
- 9 Army, Air Force

19 May 1952

## LOGISTICS

4000-4999

## 4000-4199 GENERAL

4000 Plans and Programs  
 4010 Critical and Strategic Materials  
 4011 Stockpiling  
 4020 Petroleum  
 4030 Merchant Marine  
 4040 Advanced Base Program  
 4050 Household Goods  
 4060 Personal Services  
 4061 Officer Messes  
 4062 Enlisted Messes  
 4063 Food Service  
 4064 Laundry  
 4065 Commissary Stores and Ships Stores Ashore  
 4066 Navy Exchanges  
 4067 Ships Stores Afloat  
 4070 Material Casualties  
 4080 War Reserve

## 4200-4399 PROCUREMENT

4200 General  
 4210 Procurement Regulations and Procedures  
 4211 Coordinated Procurement  
 4212 Interdepartmental Procurement  
 4213 Foreign Procurement  
 4214 Price Control  
 4220 Requisitions, Requests, Orders, Vouchers  
 4230 Specifications  
 4231 Packaging  
 4232 Labels, Markings, Designations  
 4240 Contract Letting  
 4241 Negotiated Contracts  
 4242 Formal Advertising  
 4243 General Provisions  
 4244 Contract Forms, Clauses and Provisions  
 4245 Cost Principles  
 4246 Bonds and Insurance  
 4247 Taxes  
 4248 Patents, Inventions and Copyrights  
 4250 Contract Administration, General  
 4251 Sub-Contracts  
 4252 Civil Works Contracts  
 4253 Cost-Plus-Fixed-Fee Contracts  
 4254 Lump Sum Contracts  
 4255 Architectural and Engineering Contracts  
 4256 Informal Contracts  
 4260 Contract Administration—Provisions  
 4261 Labor and Labor Relations  
 4262 Government-Furnished Property and Equipment  
 4263 Inspection  
 4264 Claims on Contracts  
 4265 Termination  
 4270 Contract Renegotiation

## 4400-4499 SUPPLY CONTROL

4400 General

4401 Supply Ashore  
 4406 Supply Afloat  
 4410 Cataloging, Material Identification and Classification  
 4420 Material Cognizance  
 4430 Material Receipt  
 4440 Inventory Control  
 4441 Allowances  
 4442 Supply Levels  
 4450 Storage  
 4460 Materials Handling  
 4470 Distribution  
 4480 Material Expenditure

## 4500-4599 DISPOSITION

4500 General  
 4510 Sales  
 4520 Transfers & Allocation  
 4530 Out-leases, Rentals, Easements  
 4540 Donations  
 4550 Abandonment and Destruction  
 4560 Exchanges and Replacements

## 4600-4699 TRANSPORTATION

4600 General  
 4610 Government Bills of Lading  
 4620 Sea Transportation  
 4621 Passenger  
 4622 Cargo  
 4630 Air Transportation  
 4631 Passenger  
 4632 Cargo or Freight  
 4640 Land Transportation  
 4641 Passenger  
 4642 Freight  
 4650 Carriers  
 4660 Terminal Operations  
 (See 7000 Group for Fiscal aspects of Transportation)

## 4700-4799 MAINTENANCE AND PRESERVATION

4700 General  
 4710 Overhaul, Docking and Repairs  
 4720 Alterations and Improvements  
 4730 Inspections, Tests, Surveys  
 4740 Salvage and Towing  
 4750 Painting and Preserving  
 4760 Fire Protection and Fire Fighting  
 4770 Reserve Fleets and Inactive Ships  
 4780 Service Craft and Relics

## 4800-4899 INDUSTRIAL MOBILIZATION AND PRODUCTION

4800 General  
 4810 Requirements  
 4820 Production Allocation Program

Enclosure (2)

SECNAVINST 5215.1  
19 May 1952

OFFICE OF THE SECRETARY

4830 Priority Ratings and Allocations  
4840 Pre-Award Surveys  
4850 Production, Progressing and Expediting  
4860 Industrial Facilities  
4861 Navy Manufacturing Facilities  
4862 Industrial Reserve Facilities  
4870 Industrial Production Equipment  
4880 Expansion of Private Industry  
4890 Conservation and Utilization of Material

4900-4999 FOREIGN MILITARY ASSISTANCE  
4900 General  
4901 Personnel  
4902 Security Classification  
4910 Grant Aid  
4920 Reimbursable Aid  
4930 Pricing and Availability  
4940 Packing, Handling and Transportation  
4950 Training

Enclosure (2)



19 May 1952

## GENERAL ADMINISTRATION

5000-5999

## 5000-5199 GENERAL ADMINISTRATION

5000 General  
 5010 Plans and Programs  
 5020 Authorities  
 5030 Names and Symbols  
 5040 Management Inspections and Surveys  
 5041 Administrative Inspections and Reports  
 5042 Shore Establishment Surveys  
 5043 Industrial Surveys  
 5050 Meetings, Conferences, Conventions  
 5060 Honors and Ceremonies  
 5070 Library Administration  
 5080 Military Government  
 5090 Civil Defense  
 5100 Safety Engineering and Precautions  
 5110 Watch, Quarter, and Station Bill (See also 1600)

## 5200-5399 SYSTEMS, METHODS, PROCEDURES

5200 Management Improvement  
 5201 Organization Planning  
 5202 Work Measurement and Simplification  
 5210 Records Management  
 5211 Current Records  
 5212 Noncurrent and Semiactive Records  
 5213 Forms and Reports Control  
 5214 Qualitative Controls  
 5215 Issuance Systems  
 5216 Correspondence Management  
 5217 Office Equipment and Machine Utilization  
 5218 Electric Accounting Machine Utilization  
 5219 Microphotography  
 5220 Statistical Methods

## 5400-5499 ORGANIZATION, FUNCTIONS AND STATUS

5400 General  
 5410 Inter-Service Relationships  
 5420 Boards and Committees  
 5430 Navy Department  
 5440 Operating Forces  
 5441 Status of Vessels  
 5442 Status of Aircraft  
 5450 Shore Establishment  
 5451 Aviation Shore Establishment  
 5452 Air Training Commands  
 5453 Status of Shore Establishment  
 5460 Comptrollership

## 5500-5599 SECURITY (For COMMUNICATION SECURITY see 2200-2299)

5500 General  
 5510 Security Regulations  
 5511 Administrative Security  
 5520 Investigations and Inspections  
 5521 Name Checks and Clearance of Personnel  
 5530 Censorship, Armed Forces (Navy)  
 5535 Censorship, Telecommunication  
 5540 Industrial Security  
 5550 Commerce and Travel  
 5560 Fire Prevention and Fire Fighting

## 5600-5699 PRINTING AND OFFICE SERVICES

5600 Publications, Printing and Duplicating  
 5601 Requirements for Printed Matter  
 5602 Preparation of Copy  
 5603 Reproduction of Printed Matter  
 5604 Procurement of Printed Matter  
 5605 Distribution of Printed Matter  
 5610 Space  
 5611 Maintenance  
 5620 Utilities  
 5630 Supplies, Equipment and Related Contractual Services  
 5640 Transportation  
 5650 Communications  
 5660 Stenographic, Clerical and Messenger

## 5700-5799 EXTERNAL RELATIONS

5700 General  
 5710 International  
 5711 Standardization Programs and Agreements  
 5712 Mutual Defense Assistance Program  
 5720 Public  
 5730 Congress  
 5740 Executive Agency  
 5750 Naval History  
 5760 Naval Missions

## 5800-5899 LAWS AND LEGAL MATTERS

5800 General  
 5810 Military Justice  
 5820 Civil Courts  
 5830 Delivery of Naval Personnel to Civil Authorities  
 5840 Jurisdiction, Military and/or Civil  
 5850 Legal Instruments and Papers  
 5860 Legislation and Congressional Action  
 5870 Patents, Copyrights, Trademarks  
 5880 Admiralty Law  
 5885 Admiralty Claims  
 5890 Civil Claims, Including Automobile and Accident Claims

Enclosure (2)

MEDICINE AND DENTISTRY

6000-6999

6000-6099 GENERAL

6000 Plans and Policies  
6010 Administration  
6020 Forms, Records, and Reports  
6030 Medical and Dental Facilities

6100-6199 PHYSICAL FITNESS

6100 General  
6110 Physical Standards  
6120 Physical Examinations  
6130 Evaluation and Review Boards, Physical Fitness  
6140 Personal Hygiene  
6150 Health and Medical Records

6200-6299 PREVENTIVE MEDICINE

6200 General  
6210 Quarantine  
6220 Communicable Diseases (Less VD and TB)  
6222 Venereal Disease  
6224 Tuberculosis  
6230 Prophylaxis  
6240 Hygiene and Sanitation  
6250 Insect, Pest, and Rodent Control  
6260 Industrial Health  
6270 Accident Prevention

6300-6399 GENERAL MEDICINE

6300 General  
6310 Diseases and Injuries  
6320 Treatment and Hospitalization  
6330 Rehabilitation and Convalescence

6400-6599 SPECIAL FIELDS

6400 General  
6401 Medical Specialties  
6410 Aviation Medicine  
6420 Submarine Medicine

6430 Tropical Medicine  
6440 Amphibious and Field Medicine  
6450 Dispensary Medicine  
6460 Surgery  
6470 Radiological  
6480 Special Weapons, Medical Problems Concerning  
6490 Vision  
6500 Research  
6510 Pathology  
6520 Psychiatry  
6530 Blood and Derivatives

6600-6699 DENTISTRY

6600 General  
6610 Professional Service  
6620 Treatment  
6630 Prosthetic Dentistry  
6640 Oral Surgery  
6650 Operative Dentistry  
6660 Periodontia  
6670 Dental Specialties

6700-6899 EQUIPMENT AND SUPPLIES

6700 General  
6710 Drugs, Chemicals, and Biologicals  
6720 Surgical Dressings  
6730 Surgical and Diagnostic  
6740 Laboratory and Pharmacy  
6750 Dental  
6760 X-ray  
6770 Hospital  
6780 Field (medical kits and assemblies)  
6790 Occupational Therapy  
6800 Orthopedic  
6810 Optical  
6820 Textbooks and Journals

BUDGET AND FISCAL  
7000-7999

## 7000-7099 GENERAL

7000 Budget and Accounting System  
7010 Accountable Officers  
7020 Cross Servicing  
7030 Work for Others  
7040 Trust Funds

## 7100-7199 BUDGETING

7100 General  
7110 Formulation  
7120 Execution  
7130 Obligation  
7140 Expenditure

## 7200-7299 DISBURSING

7200 General  
7210 Disbursing Officer Funds  
7220 Military Payrolls  
7230 Civilian Payrolls  
7240 Public Vouchers  
7250 Reports and Returns  
7260 Savings Bonds

7300-7399 APPROPRIATION AND COST AC-  
COUNTING

7300 Appropriation Accounting, General  
7301 Appropriation Classifications  
7302 Appropriation Obligations  
7303 Allotments and Project Orders  
7310 Cost Accounting, General  
7311 Cost Accumulation  
7312 Cost Classifications  
7320 Accounting Records  
7330 Accounting Reports and Returns

7400-7499 PROPERTY AND CIVILIAN PAYROLL  
ACCOUNTING

7400 Property Accounting, General  
7401 Plant Account  
7402 Minor Property in Use  
7403 Stores Accounts  
7404 Property Accounting Records  
7405 Property Accounting Reports and Returns  
7410 Civilian Labor Accounting, General  
7411 Payroll Preparation  
7412 Payroll Records  
7413 Payroll Reports and Returns

## 7500-7599 INTERNAL AUDITING

7500 General  
7510 Authority and Responsibility  
7520 Procedures

## 7600-7699 CONTRACT AUDITING

7600 General

7700-7799 PROGRESS AND STATISTICAL RE-  
PORTING

7700 General  
7710 Progress Reporting  
7720 Statistical Reporting  
7730 Statistical Policy

7800-7899 CONTRACT AND SPECIAL FINANC-  
ING

7800 General  
7810 Contract Financing  
7820 Special Financing

ORDNANCE MATERIAL  
8000-8999

8000-8199 AMMUNITIN AND EXPLOSIVES (EXCLUDING AVIATION ORDNANCE)

8000 General

8010 Stowage, Handling and Transportation (including Explosives Safety)

8011 Packaging, Carloading and Shipping

8020 Explosive Ordnance Disposal (See also 3571)

8030 Ammunition, Types

8031 40 MM and Smaller

8032 3 inch

8033 5 inch

8034 6 inch and larger

8035 Land Type and MARCORPS Ammunition (Grenades, Mortar Shells, etc.)

8036 Small Arms

8040 Rockets

8050 Pyrotechnics

8060 Demolition Material

8070 Chemical Warfare Material

8080 Amphibious and UDT Material

8100 Mines, Land

8110 Atomic

8120 Fuzes

8130 Dummy Drill

8200-8299 FIRE CONTROL AND OPTICS (EXCLUDING AVIATION ORDNANCE)

8200 General

8210 Optics

8220 Radar

8230 Directors

8240 Computers and Rangekeepers

8250 Target Designation Systems

8260 Battery Alignment

8270 Ballistics

8280 Gun Sights

8290 Underwater Fire Control

8300-8499 GUNS AND MOUNTS (EXCLUDING AVIATION ORDNANCE)

8300 General

8310 3 inch

8320 5 inch

8321 5"/25 caliber

8322 5"/38 caliber

8330 6"/47 caliber

8340 8"/55 caliber

8350 Larger than 8 inch

8360 Machine Guns

8370 Small Arms

8380 Firing Limits and Stops

8390 Missile Launchers and Projectors

8500-8599 UNDERWATER ORDNANCE (EXCLUDING AVIATION ORDNANCE)

8500 General

8510 Torpedoes

8511 Torpedo Tubes

8520 Air Compressors and Accumulators

8530 Depth Charges

8531 Depth Charge Release Tracks

8540 Projector Charges (including ASP and Hedgehog)

8550 Mines

8600-8799 AVIATION ORDNANCE

8600 General

8610 Fire Control

8620 Radar

8630 Ammunition

8640 Pyrotechnics

8650 Rockets

8660 Bombs and Bombsights

8670 Depth Bombs

8680 Torpedoes, Aircraft Laid

8690 Mines, Aircraft Laid

8700 Fuzes

8710 Guns and Mounts

8800-8899 GUIDED MISSILES

8800 General

8900-8999 MISCELLANEOUS

8900 Nets and Booms

8910 Paravanes, Mine Sweep Gear

8920 Smoke Generators, Chemical Apparatus

8930 Lubricants and Preservation

8940 Preservation and Preservatives of Ordnance Material

8950 Deperming and Degaussing

## SHIPS MATERIAL

9000-9999

- (All entries in the 9000 group apply to ships and shipboard equipment).
- |   |   |
|---|---|
| 9010 Ships Characteristics                                    | 9480 Piping Systems   |
| 9020 Design of Vessel   | 9490 Compressed Air Plant   |
| 9030 Ship Readiness   | 9500 Auxiliary Machinery  |
| 9040 Service to Ships   | 9510 Boilers  |
| 9050 Laying out   | 9520 Uptakes and Smokepipes                                       |
| 9060 Launching  | 9530 Blowers, Forced Draft  |
| 9070 Docking  | 9550 Ship Fuel, Handling, Stowage and Equipment                   |
| 9080 Trials   | 9560 Boiler Feed-Water Equipment                                  |
| 9110 Hull Structure   | 9580 Distilling Plants  |
| 9111 Structural Test Firing                                   | 9590 Refrigerating Plants   |
| 9120 Hull Fittings  | 9600 Electric Plants  |
| 9130 Armor Protection   | 9610 Electric Power Generation                                    |
| 9140 Deck Coverings   | 9620 Electric Power Distribution                                  |
| 9150 Aircraft Fuel Cargo Stowage and Equipment                | 9630 Electric Power Application                                   |
| 9160 Access Openings  | 9640 Lighting Systems   |
| 9170 Masts, Booms, and Spars                                  | 9650 Interior Communications Systems and Apparatus                |
| 9180 Rigging, Sails, and Awnings                              | 9660 Ships Searchlights   |
| 9190 Protective and Preservative Coatings (See also 10360)    | 9670 Electronics  |
| 9200 Winches, Capstans, Cranes and Derricks                   | 9690 Electrical Instruments                                       |
| 9210 Hydraulic Speed Machinery                                | 9700 Signaling Apparatus  |
| 9220 Steel Machinery  | 9710 Fire Control Installation                                    |
| 9230 Industrial Gases and Gas Producing Equipment and Stowage | 9720 Turrets  |
| 9240 Ship Control   | 9730 Armament of Ships  |
| 9250 Towing and Towing Equipment                              | 9740 Anti-aircraft and Dual Purpose Gun Mounts                    |
| 9260 Mooring and Mooring Equipment                            | 9750 Torpedo, Handling and Stowage                                |
| 9280 Nomenclature and Marking                                 | 9760 Stowage of Depth Charges, Wrecking Charges, and Mines        |
| 9290 Seaworthiness  | 9770 Chemical Defense Equipment                                   |
| 9291 Weight, Movement and Stability                           | 9780 Ammunition, Bomb and Rocket Handling and Stowage             |
| 9300 Storerooms and Miscellaneous Stowage                     | 9790 Small Arms and Landing Force Equipment, Handling and Stowage |
| 9310 Repair Parts   | 9810 Mine, Torpedo, and Bomb Protection                           |
| 9320 Office Spaces  | 9820 Small Boats  |
| 9330 Living and Berthing Spaces                               | 9830 Aircraft, Handling and Stowage                               |
| 9340 Commissary Spaces  | 9831 Automotive Equipment   |
| 9350 Laundry Spaces   | 9850 Motion Picture Projection                                    |
| 9360 Sanitation Spaces  | 9860 Training Apparatus   |
| 9370 Medical and Dental Spaces                                | 9870 Indicating and Recording Instruments                         |
| 9380 Ventilating, Heating and Air Conditioning                | 9880 Damage Control   |
| 9390 Insulation and Lagging                                   | 9890 Nuclear Reactors   |
| 9400 Machinery Plant and Systems                              | 9900 Nuclear Protection (Shielding and Radiological Safety)       |
| 9410 Main Propelling Machinery                                | 9910 Workshop Equipment   |
| 9420 Reduction Gears (Main Propelling Machinery)              | 9920 Tools and Equipment, Portable                                |
| 9430 Shafting and Bearings                                    | 9930 Fire Fighting  |
| 9440 Propellers   | 9940 Ship Salvage, Marine Rescue, and Related Equipment           |
| 9450 Lubrication Systems                                      | 9960 Track and Suspension Systems                                 |
| 9460 Condensers and Air Ejectors                              | 9970 Heat Transfer Equipment—General                              |
| 9470 Pumps  |   |

GENERAL MATERIAL  
10000-10999

Numbers in this group should not be used if the material concerned can be appropriately classified under any other in the Subject Classification Table.

- |   |   |
|---|---|
| 10000-10099 NAVIGATION AND DETECTION                              | 10280 Gears (except ships)                                |
| 10000 General   | 10290 Tools   |
| 10010 Radar (See also 3521)                                       |   |
| 10020 Sonar (See also 3522)                                       |   |
| 10030 Countermeasures (See also 3580)                             | 10300-10599 MISCELLANEOUS                                 |
| 10040 Loran, Racon (See also 3530)                                | 10300 General   |
| 10050 Fathometers (See also 3530)                                 | 10310 Metals  |
| 10060 Identification and Recognition (See also 3561)              | 10311 Steel   |
| 10070 Magnetic Detection Devices (See also 3380, 3371)            | 10320 Non-metallic Materials                              |
| 10080 Radiological (See also 3440)                                | 10321 Wood  |
|   | 10322 Concrete  |
|   | 10330 Chemicals and Gases                                 |
|   | 10340 Fuel (Gas and Oil)                                  |
|   | 10350 Lubricants  |
| 10100-10199 PERSONNEL (See also 1000 Group)                       | 10360 Preservative Coatings and Compounds (See also 9190) |
| 10100 General   | 10370 Building Materials                                  |
| 10110 Provisions  | 10380 Electrical and Electronic Components                |
| 10120 Clothing and Small Stores                                   | 10390 Electric Distribution Equipment                     |
| 10125 Special Clothing  | 10400 Molds, Dies, Jigs                                   |
| 10130 Ship's Store Items  | 10410 Hardware  |
| 10140 Navy Exchanges  | 10420 Bearings  |
| 10150 Personal Service Equipment                                  | 10430 Plumbing Fixtures and Piping                        |
| 10160 Furniture and Furnishings                                   | 10440 Hose; Gaskets, Packing                              |
| 10170 Instruction and Training Equipment (See also 1550)          | 10450 Cordage and Wire Rope                               |
|   | 10460 Office Equipment and Supplies                       |
| 10200-10299 MACHINERY AND TOOLS                                   | 10470 Safety Equipment and Devices                        |
| 10200 General   | 10480 Sanitary and Cleaning Equipment                     |
| 10210 Agricultural Machinery                                      | 10490 Materials Handling Equipment (See also 4460)        |
| 10220 Air Compressors and Pumps (except ships)                    | 10500 Navigational and Mooring Aids                       |
| 10230 Air Conditioning and Ventilating Equipment (See also 11380) | 10510 Instruments   |
| 10240 Construction and Mining Equipment                           | 10520 Flags and Pennants                                  |
| 10250 Conveying and Hoisting Equipment                            | 10530 Vehicles and Accessories                            |
| 10260 Electric Motors and Generators                              | 10540 Aircraft (as a complete unit)                       |
| 10270 Engines (except ships and aircraft)                         | 10550 Electronics   |

19 May 1952

## SHORE ESTABLISHMENT FACILITIES AND ACTIVITIES

11000-11999

This table is for use only with facilities, real estate, etc., and not for classifying administrative or operational functions.

11000-11099 THE SHORE ESTABLISHMENT IN GENERAL	11140 Ordnance
11000 General	11141 Magazines and Ammunition Stowage
11002 Office Spaces	11142 Explosives Stowage and Safety
11010 Shore Station Development Planning	11150 Miscellaneous
11011 Real Estate Property	11151 Harbor Defense
11012 Design Criteria	11152 Drill and Parade Grounds
11013 Shore Station Construction	11153 Mooring and Navigation
11014 Shore Station Maintenance	11154 Radiological (Passive) Defense
11015 Agriculture and Conservation	11155 Damage Control
11016 Plant Property	
11020 As Advanced Bases	11200-11299 TRANSPORTATION FACILITIES
11030 As a Port Facility	11200 General
11040 As a Storage Facility	11210 Highways, Roads and Streetwalks
11050 As Research and Development Facilities	11220 Bridges, Trestles, Overpasses
11060 As a Shop and Repair Facility	11230 Railways and Rolling Stock
11070 As a Supply Facility	11240 Automotive
	11250 Boat or Water Transportation
11100-11199 STRUCTURES	
11100 Personnel	11300-11399 UTILITIES AND SERVICES
11101 Housing	11300 General
11102 Training	11310 Power
11103 Mess	11320 Fire Protection
11104 Housekeeping	11330 Water Supply
11105 Welfare	11340 Drainage
11106 Recreation	11345 Sewers and Sewerage
11107 Resale Activities	11350 Refuse Collection and Disposal
11110 Medical (See item 6030 for Medical and Dental Facilities)	11360 Telephone, Telegraph, etc.
11112 Hospital	11370 Fuel, Heating
11114 Dispensary	11380 Refrigeration and Air Conditioning
11120 Communications	
11130 Aviation, General	11400-11499 YARDS AND DOCKS
11131 Hangars	11400 Fleet and Industrial Facilities
11132 Runways	11410 Water Front
11133 Lighting	11420 Drydocks
11134 Communications	11430 Marine Railways
11135 Crash, Salvage and Rescue	11440 Shipways
11136 Aviation Fuel	11450 Weight Handling
11137 Service and Repair	11460 Dredging
	11470 Pontoons

Enclosure (2)

**AERONAUTICAL MATERIAL**  
**NAVAER00-NAVAER50**

The group of subject classification numbers covering aeronautical material will be promulgated at a later date pending the final development by the Bureau of Aeronautics of its numbering system for aeronautical technical documents. (The operation and maintenance handbooks of BUAER are numbered in a joint system with the Air Force in order to eliminate duplicate procurement and release.)

Subject numbers for interim use are as follows:

- NAVAER00 General
- NAVAER01 Airframes
- NAVAER02 Power Plants
- NAVAER03 Accessories
- NAVAER04 Hardware and Rubber
- NAVAER05 Instruments
- NAVAER06 Fuels, Lubricants and Gases
- NAVAER07 Dopes and Paints
- NAVAER08 Radio-Radar, Airfield Lighting
- NAVAER09 Gliders, Drones
- NAVAER10 Photographic Equipment (See also 3150, Photography)
- NAVAER11 Armament
- NAVAER13 Parachute Equipment
- NAVAER16 Radio-Radar
- NAVAER17 Machinery and Tools
- NAVAER19 Flying Field and Hangar Equipment
- NAVAER28 Synthetic Training Devices
- NAVAER29 Commercial Hardware
- NAVAER30 Special Devices
- NAVAER50 Aerological Equipment (See also 3140, Aerology)



## CIVILIAN PERSONNEL

## CP2-275

NOTE: Subject Classification numbers for Civilian Personnel correspond to the subject numbers used in the NCPI series promulgated by the Office of Industrial Relations which in turn follow the general pattern of the Federal Personnel Manual.

CP5 Allotments of Pay	CP127 Overseas Differentials and Allowances
CP10 Appointments	CP130 Performance Ratings
CP20 Awards and Incentives	CP135 Personnel Action Forms and Reports
CP27 Boards of U. S. Civil Service Examiners	CP150 Political Activity
CP29 Charges and Removals Involving Disloyalty, Subversive Activity, and National Security	CP155 Position Classification (Departmental Service)
CP30 Competitive Status	CP156 Position Classification (Group IVb)
CP35 Contracts for Personal Services	CP160 Promotions, Reassignments and Changes to Lower Grade
CP40 Details, Loans and Additional Pay Assignments	CP164 Recruitment (Departmental Service)
CP45 Disciplinary Actions, Removals, and Prohibitions	CP165 Recruitment (Field Service)
CP50 Dual Employment and Dual Compensation	CP170 Reductions in Force
CP60 Employee (Group) Relations	CP180 Reinstatements, Reappointments, and Other Reemployments
CP65 Employee Services (Departmental)	CP185 Retirement
CP66 Employee Services (Field)	CP190 Safety
CP74 Examinations	CP195 Salary and Wage Changes
CP75 Fair Employment Practice	CP205 Selective Service
CP80 Grievances and Complaints	CP210 Separations
CP85 Hours of Work and Overtime	CP215 Solicitations and Collections
CP88 Industrial Health Program	CP220 Statistics
CP90 Injury Compensation and Treatment	CP225 Subsistence and Quarters
CP105 Leaves of Absence	CP230 Training—Employee Development Program
CP110 Legal Positions	CP235 Transfers and Reemployment Benefits
CP115 Manpower Utilization	CP240 Travel
CP120 Military or Merchant Marine Service Entitling Former Navy Employees to Reemployment Rights	CP242 Uniforms (MSTS)
CP125 Organization	CP245 Veteran Preference
	CP250 Wage Administration
	CP275 General and Miscellaneous

## ALPHABETICAL GUIDE

The purpose of this alphabetical guide is to aid in the location of entries in the Table of Subject Classification Numbers. This guide, however, must not be used as a medium for actually assigning subject classification numbers to particular Instructions or Notices.

Suggestions as to additional entries in this alphabetical guide are solicited from users of the system for the issuance of Instructions and Notices. Such suggestions should be submitted in accordance with the provisions of paragraph 6c of this Instruction.

A	
Abandonment and Destruction of Material.....	4550
Abbreviations.....	2340
Access Openings on Ships.....	9160
Accessories:	
Aeronautical Material.....	NAVAER03
General Material.....	10530
Accident:	
Analysis and Flight Safety.....	3750
Prevention.....	6270
Accountable Officers, Budget and Fiscal	7010
Accounting:	
APPROPRIATION AND COST..	7300-7399
Machine Electric (Utilization)....	5218
Personnel.....	1080
PROPERTY AND CIVILIAN	
PAYROLL.....	7400-7499
Accounts, Stores.....	7403
Accumulation, Cost.....	7311
Accumulators and Compressors, Air:	
General Material.....	10220
Ordnance.....	8520
Shipboard.....	9490
Action Reports.....	3480
Active Duty, Release from, Reserve	
Personnel:	
Enlisted.....	1918
Officers.....	1926
Activities:	
COMMUNICATION.....	2900-2999
Communication Security.....	2260
SHORE ESTABLISHMENT.....	11000-11999
SUPPLEMENTARY.....	2500-2599
Additional Pay Assignments (Civilian	
Personnel).....	CP40
Address Groups; Communications.....	2390
Administration:	
GENERAL.....	5000-5999
Medicine and Dentistry.....	6010
Procurement Contract.....	4250
Administrative:	
Inspections and Reports.....	5041
Security.....	5511
Admiralty:	
Claims.....	5885
Law.....	5880
Advanced Bases:	
Program.....	4040
Real Estate.....	11020
ADVANCEMENT AND PROMOTION (NAVAL PERSONNEL).....	1400-1499
Advertising, Formal	
(Procurement).....	4242
Aerial Warfare Techniques.....	3310
Aerological Equipment.....	NAVAER50
Aerology, Operations.....	3140
Aeronautical:	
Communications.....	2060
MATERIAL.....	NAVAER00-50
Agricultural Machinery.....	10210
Agriculture and Conservation.....	11015
Aid:	
Dependents.....	1750
Foreign Military Assistance:	
Grant.....	4910
Reimbursable.....	4920
Aids:	
Navigational and Mooring.....	10500
Training.....	1551
Air:	
Compressing Plant, Shipboard.....	9490
Compressors:	
General Material.....	10220
Ordnance.....	8520
Conditioning:	
Equipment.....	10230
Shipboard.....	9380
Utilities Ashore.....	11380
Defense Techniques.....	3320
Ejectors and Condensers, Ship-	
board.....	9460
Operations, Fleet.....	3124
Training Commands.....	5452
Aircraft:	
Assignment of.....	3110
Complete Units of.....	10540
Shipboard:	
Fuel Cargo Stowage.....	9150
Handling and Stowage.....	9830
Status of.....	5442
Airframes.....	NAVAER01
Allocation, Material Disposition.....	4520
Allotments:	
Budget.....	7303
Of Pay, Civilian Personnel.....	CP5
Allowances:	
Dependents.....	1751
Logistics.....	4441
Naval Personnel.....	1030
Overseas (Civilian Personnel).....	CP127
All Weather Flying.....	3720
Alterations and Improvements.....	4720
Amateur Radio.....	2070
Amphibious:	
Communications.....	2360
Medicine.....	6440
Ordnance Material.....	8080
Warfare Techniques.....	3340
Ammunition:	
AND EXPLOSIVES (EXCLUDING AVIATION ORDNANCE) 8000-8199	

Aviation Ordnance.....	8630
Handling and Stowage, Shipboard.....	9780
Land Type and Marine Corps.....	8035
Stowage Structures.....	11141
Types:.....	8030
40MM and smaller.....	8031
3 inch.....	8032
5 inch.....	8033
6 inch and larger.....	8034
Analyses, Communication.....	201C
Anti-Aircraft Gun Mounts, Shipboard.....	9740
Anti-Submarine Warfare Techniques.....	3360
Appointments of Civilian Personnel.....	CP10
APPROPRIATION AND COST AC- COUNTING.....	7300-7399
Architectural and Engineering Con- tracts.....	4255
Armament:	
Aeronautical Material.....	NAVAER1
Ships.....	9730
Armed Forces Censorship (Navy).....	5530
Armor Protection (Ships Material).....	9130
Assignment:	
Aircraft and Vessels.....	3110
AND DISTRIBUTION (NAVAL PERSONNEL).....	1300-1399
Communication Frequency.....	2410
Assistance:	
FOREIGN MILITARY ASSIST- ANCE.....	4900-4999
Mutual Defense Assistance Pro- gram.....	5712
Athletics.....	1710
Atomic:	
Explosives.....	8110
Warfare Techniques.....	3400
Audible Signal Equipment.....	2860
AUDITING:	
CONTRACT.....	7600-7699
INTERNAL.....	7500-7599
Authorities, General Administration.....	5020
Automotive:	
Equipment, Ships Material.....	9831
Transportation.....	11240
Auxiliary Machinery, Shipboard.....	9500
Availability and Pricing, Foreign Mili- tary Assistance.....	4930
Aviation:	
Marine Operations.....	3125
Medicine.....	6410
ORDNANCE.....	8600-8799
Shore Establishment.....	5451
Structures:	
Fuel.....	11186
General.....	11130
Technical Training.....	3551
Awards:	
Personnel:	
Civilian.....	CP20
Naval.....	1650
Training and Readiness.....	3590
Awnings, Rigging and Sails.....	9180

Enclosure (2)

B

Ballistics, Fire Control.....	8270
Bases, Advanced (Real Estate).....	11020
Battery Alignment, Fire Control.....	8260
Bearings:	
General Material.....	10420
Ships Material.....	9430
Benefits:	
Personnel.....	1740
Veterans.....	1760
Berthing Spaces, Shipboard.....	9330
Billet Descriptions:	
Enlisted.....	1221
Officer.....	1211
Bills of Lading, Government.....	4610
Bio-Chemical Warfare Techniques.....	3401
Biological Warfare Techniques.....	3402
Black-out and Dim-out Warfare Tech- niques.....	3421
Blood and Derivatives as a Special Field of Medicine.....	6530
Blowers, Forced Draft (Shipboard)....	9530
Boards:	
And Committees (Organization, Functions and Status).....	5420
Evaluation and Review (Physical Fitness).....	6130
Of U. S. Civil Service Examiners..	CP27
Boat or Water Transportation, Shore Establishment Facilities.....	11250
Boats, Small (Shipboard and General Service).....	9820
Boiler Feed-Water Equipment, Ship- board.....	9560
Boilers, Shipboard.....	9510
Bomb(s):	
Bombsights.....	8660
Depth, Aviation Ordnance.....	8670
Handling and Stowage, Shipboard.....	9780
Protection, Ships Material.....	9810
Bombing, Training and Readiness.....	3572
Bonds and Insurance, Procurement Contracts.....	4246
Booms:	
Masts and Spars, Ships Material...	9170
And Nets, Ordnance Material.....	8900
Bridges.....	11220
BUDGET AND FISCAL.....	7000-7999
Building Materials, General Material..	10370

C

Call Signs.....	2390
Camouflage Techniques.....	3420
Capstans, Ships Material.....	9200
Captured Materials.....	3460
Career Planning, Naval Personnel.....	1040
Cargo:	
Stowage of Aircraft Fuel.....	9150
Transportation:	
Air.....	4632
Sea.....	4622

Carriers, Logistics .....	4650	Clothing:	
Casualties and Casualty Reporting:		And Small Stores .....	10120
General .....	3040	Special .....	10125
Material .....	4070	Clubs and Messes .....	1746
Personnel .....	1088	Coatings, Protective and Preservative	
Cataloging, Material Identification and		(Ships Material) .....	9190
Classification .....	4410	Cold Weather Warfare Techniques .....	3470
Censorship:		Collection and Dissemination, Intelli-	
Armed Forces, Navy .....	5530	gence .....	3820
Telecommunication .....	5535	Collections and Solicitations, Civilian	
Ceremonies and Honors .....	5060	Personnel .....	CP215
Changes:		Combat:	
To Lower Grade, Civilian Person-		And Action Reports .....	3480
nel .....	CP160	Information Center, Training and	
In Rate or Rating, Enlisted Person-		Readiness .....	3560
nel .....	1440	Combined Plans .....	3010
Chaplains, Morale and Welfare .....	1743	Commands, Air Training .....	5452
Characteristics, Ships .....	9010	Commerce and Travel .....	5550
Charges Involving Disloyalty, Subver-		Commercial:	
sive Activity and National Security ..	CP29	Hardware, Aeronautical Material ..	NAVAER29
Chemical:		Messages .....	2160
Defense Equipment, Shipboard .....	9770	Commissary:	
Warfare Material .....	8070	Spaces, Shipboard .....	9340
Warfare Techniques .....	3403	Stores .....	4065
Chemicals and Gases, General Material	10330	Committees and Boards (Organization,	
Circuit Engineering, Communication ..	2030	Functions and Status) .....	5420
Civil:		Communicable Diseases (Less VD and	
Authorities, Delivery of Naval Per-		TB) .....	6220
sonnel to .....	5830	Communications:	
Aviation, Operations and Readiness ..	3770	ACTIVITIES AND FACILITIES 2900-2999	
Claims, including Automobile and		Countermeasures .....	3431
Accident Claims .....	5890	MATERIAL .....	2800-2899
Courts, Matters relating to .....	5820	METHODS AND PROCEDURES 2300-2399	
Defense, General Administration ..	5090	Office Services .....	5650
Readjustment, Morale and Welfare	1781	Publications, General .....	2600
Service Examining Boards .....	CP27	SECURITY .....	2200-2299
Works Contracts, Procurement .....	4252	Structures: .....	11120
Civilian:		Aviation .....	11134
Labor Accounting .....	7410	Systems and Apparatus, Interior	
Payrolls .....	7230	(Shipboard) .....	9650
PERSONNEL .....	CP2-275	Compensation:	
Claims:		Dual, Civilian Personnel .....	CP50
Admiralty .....	5885	Injury, Civilian Personnel .....	CP90
Civil, including Automobile and		Competitions:	
Accident Claims .....	5890	Communications .....	2050
On Contracts, Procurement .....	4264	Training and Readiness .....	3590
Mail and Postal Affairs .....	2730	Competitive Status, Civilian Personnel	CP30
Classification:		Complaints and Grievances, Civilian	
AND DESIGNATION, NAVAL		Personnel .....	CP80
PERSONNEL .....	1200-1299	Compressed Air Plant, Shipboard .....	9490
Position, Civilian:		Compressors, Air:	
Departmental Service .....	CP155	Other than Shipboard .....	10220
Group IVb .....	CP156	Underwater Ordnance .....	8520
Classifications:		Compromises of Communication Mate-	
Appropriation .....	7301	rial .....	2250
Cost .....	7312	Comptrollership (Organization, Func-	
Clearance of Personnel, Security .....	5521	tions and Status) .....	5480
Clerical, Stenographic and Messenger		Computers, Fire Control .....	8240
Services .....	5660	Concrete, General Material .....	10322
		Condensers and Air Ejectors, Shipboard	9480

Enclosure (2)

Conduct Requirements, Naval Personnel.....	1620
Conferences, Conventions, Meetings...	5050
Confinement, Naval.....	1640
Congressional:	
Action and Legislation.....	5860
Relations.....	5730
Conscription and Recruiting, Selective Service.....	1140
Conservation and:	
Agriculture.....	11015
Utilization of Material.....	4890
Construction:	
And Mining Equipment.....	10240
Shore Station.....	11013
Contracts:	
Administration:	
General.....	4250
Provisions.....	4260
Architectural and Engineering.....	4255
AUDITING.....	7600-7699
Civil Works.....	4252
Claims on.....	4264
Cost-Plus-Fixed-Fee.....	4253
Forms, Clauses and Provisions.....	4244
Informal.....	4256
Letting.....	4240
Lump Sum.....	4254
Negotiated.....	4241
Office Services.....	5630
Personal Services.....	CP35
Renegotiation.....	4270
AND SPECIAL FINANCING.....	7800-7899
Contributions, Morale and Welfare.....	1730
Convalescence and Rehabilitation.....	6330
Conventions, Meetings, Conferences...	5050
Conveying and Hoisting Equipment...	10250
Coordinated Procurement.....	4211
Copyrights:	
Law and Legal Matters.....	5870
Procurement Matters.....	4248
Cordage and Wire Rope, General Material.....	10450
Correspondence Management.....	5216
Cost:	
Accounting.....	7310
Accumulation.....	7311
Classifications.....	7312
Plus-Fixed-Fee Contracts.....	4253
Principles, Procurement.....	4245
Counter-Intelligence.....	3850
Countermeasures:	
Material.....	10030
Training and Readiness:	
General.....	3580
Radar.....	3521
Warfare Techniques:	
Communications.....	3431
Electronics.....	3430
Guided Missile.....	3432

Mine.....	3371
Navigational Aid.....	3434
Radar.....	3433
Courts, Civil (Matters relating to)....	5820
Cranes, Derricks, Capstans, Winches (Ships Material).....	9200
Crash, Salvage and Rescue, Aviation Structures.....	11135
Critical and Strategic Materials (Logistics).....	4010
Cross Servicing, Budget.....	7020
Cryptoboards.....	2222
Cryptographic:	
Devices.....	2651
Security.....	2221
Systems.....	2650

D

Damage Control:	
Shipboard.....	9880
Structures.....	11155
Training and Readiness.....	3541
Deaths.....	1770
Deception, Communication.....	2240
Deck Coverings.....	9140
Decorations, Naval Personnel.....	1650
Definitions, Communications.....	2350
Degaussing.....	8950
Delivery of Naval Personnel to Civil Authorities.....	5830
Demolition Material.....	8060
Dental:	
Equipment and Supplies.....	6750
Facilities.....	6030
Specialties.....	6670
DENTISTRY.....	6600-6699
Department, Navy (Organization, Functions, and Status).....	5430
Dependents of Naval Personnel:	
Aid.....	1750
Allowances.....	1751
Deperming.....	8950
Depth:	
Bombs, Aviation Ordnance.....	8670
Charges:	
Other than Aviation.....	8530
Release Tracks, Underwater Ordnance.....	8531
Stowage, Shipboard.....	9760
Derricks and Cranes, Ships Material..	9200
Design:	
Criteria.....	11012
Of Vessel.....	9020
Designation:	
AND CLASSIFICATION, NAVAL PERSONNEL.....	1200-1299
Markings, Labels (Procurement)...	4232
Systems, Target (Fire Control)....	8250
Destruction, Material Disposition.....	4550
Details, Civilian Personnel.....	CP40

<b>Devices:</b>		<b>Dredging, Shore Establishment Facilities.....</b>	<b>11460</b>
<b>COMMUNICATIONS.....</b>	<b>2600-2699</b>	<b>Drill:</b>	
<b>Special:</b>		<b>Communication Training.....</b>	<b>2040</b>
<b>Aeronautical Material.....</b>	<b>NAVAER30</b>	<b>Dummy, Ammunition.....</b>	<b>8130</b>
<b>Training.....</b>	<b>1551</b>	<b>And Parade Grounds, as Structures.....</b>	<b>11152</b>
<b>Synthetic Training, Aviation Material.....</b>	<b>NAVAER28</b>	<b>Drones, Aeronautical Material.....</b>	<b>NAVAER09</b>
<b>Diagnostic Equipment and Supplies.....</b>	<b>6730</b>	<b>Drugs, Medical Equipment and Supplies.....</b>	<b>6710</b>
<b>Dies, Jigs, Molds (General Material).....</b>	<b>10400</b>	<b>Drydocks, Shore Establishment Facilities.....</b>	<b>11420</b>
<b>Differentials, Overseas, Civilian Personnel.....</b>	<b>CP127</b>	<b>Dual Employment, Civilian Personnel.....</b>	<b>CP50</b>
<b>Dim-out and Black-out Techniques.....</b>	<b>3421</b>	<b>Dummy Drill, Ammunition.....</b>	<b>8130</b>
<b>Direction Finding.....</b>	<b>2320</b>	<b>Duplicating and Printing.....</b>	<b>5600</b>
<b>Directors, Fire Control.....</b>	<b>8230</b>	<b>Duties and Watches.....</b>	<b>1600</b>
<b>Disability:</b>			
<b>Permanent:</b>		<b>E</b>	
<b>Enlisted.....</b>	<b>1853</b>	<b>Easements, Out-leases, Rentals.....</b>	<b>4530</b>
<b>Officer.....</b>	<b>1851</b>	<b>EDUCATION AND TRAINING, NAVAL PERSONNEL.....</b>	<b>1500-1599</b>
<b>Retirement, General.....</b>	<b>1850</b>	<b>Ejectors and Condensers, Air (Shipboard).....</b>	<b>9460</b>
<b>Temporary:</b>		<b>Electric:</b>	
<b>Enlisted.....</b>	<b>1857</b>	<b>Distribution Equipment.....</b>	<b>10390</b>
<b>Officer.....</b>	<b>1855</b>	<b>Motors and Generators.....</b>	<b>10260</b>
<b>DISBURSING, BUDGET AND FINANCIAL.....</b>	<b>7200-7299</b>	<b>Plants, Shipboard.....</b>	<b>9600</b>
<b>Disciplinary Actions, Civilian Personnel.....</b>	<b>CP45</b>	<b>Power, Shipboard:</b>	
<b>DISCIPLINE AND PERFORMANCE, NAVAL PERSONNEL.....</b>	<b>1600-1699</b>	<b>Application.....</b>	<b>9630</b>
<b>Diseases:</b>		<b>Distribution.....</b>	<b>9620</b>
<b>Communicable, Less VD and TB..</b>	<b>6220</b>	<b>Generation.....</b>	<b>9610</b>
<b>Tuberculosis.....</b>	<b>6224</b>	<b>Electrical:</b>	
<b>Venereal.....</b>	<b>6222</b>	<b>Components, General Material.....</b>	<b>10380</b>
<b>Disloyalty, Charges and Removals of Civilian Personnel.....</b>	<b>CP29</b>	<b>Instruments, Ships Material.....</b>	<b>9690</b>
<b>Dispensary:</b>		<b>Electronic(s):</b>	
<b>Medicine.....</b>	<b>6450</b>	<b>Aids to Navigation.....</b>	<b>3531</b>
<b>Structures.....</b>	<b>11114</b>	<b>Other than Navigational Aids.....</b>	<b>3520</b>
<b>Disposal:</b>		<b>Countermeasures.....</b>	<b>3430</b>
<b>Explosive Ordnance.....</b>	<b>8020</b>	<b>General Material.....</b>	<b>10550</b>
<b>Training and Readiness.....</b>	<b>3571</b>	<b>Ships Material.....</b>	<b>9670</b>
<b>DISPOSITION, LOGISTICS.....</b>	<b>4500-4599</b>	<b>Emergency Flight Procedures.....</b>	<b>3730</b>
<b>Dissemination, Intelligence.....</b>	<b>3320</b>	<b>Employee:</b>	
<b>Distilling Plants, Shipboard.....</b>	<b>9580</b>	<b>Group Relations.....</b>	<b>CP60</b>
<b>Distribution:</b>		<b>Services:</b>	
<b>AND ASSIGNMENT, NAVAL PERSONNEL.....</b>	<b>1300-1399</b>	<b>Departmental.....</b>	<b>CP65</b>
<b>Of Printed Matter.....</b>	<b>5805</b>	<b>Field.....</b>	<b>CP66</b>
<b>Supply Control.....</b>	<b>4470</b>	<b>Employment:</b>	
<b>Docking:</b>		<b>Civilian Personnel:</b>	
<b>Repairs and Overhaul, Logistics... ..</b>	<b>4710</b>	<b>Dual.....</b>	<b>CP50</b>
<b>Ships Material.....</b>	<b>9070</b>	<b>Practice, Fair.....</b>	<b>CP75</b>
<b>DOCKS, SHORE ESTABLISHMENT FACILITIES.....</b>	<b>11400-11499</b>	<b>Fleet, Operating.....</b>	<b>3120</b>
<b>Domestic Relations, Naval Personnel.. ..</b>	<b>1752</b>	<b>Engineering:</b>	
<b>Donations, Material Disposition.....</b>	<b>4540</b>	<b>Circuit.....</b>	<b>2030</b>
<b>Dopes and Paints, Aeronautical Material.....</b>	<b>NAVAER07</b>	<b>Contracts.....</b>	<b>4255</b>
<b>Drainage, Shore Establishment Facilities.....</b>	<b>11340</b>	<b>Training and Readiness.....</b>	<b>3540</b>
		<b>Engines (except ships and aircraft).....</b>	<b>10270</b>
		<b>Enlisted Personnel:</b>	
		<b>Assignment.....</b>	<b>1306</b>
		<b>Classification and Designation.....</b>	<b>1220</b>
		<b>Disability:</b>	
		<b>Permanent.....</b>	<b>1853</b>
		<b>Temporary.....</b>	<b>1857</b>

Discipline.....	1626
Distribution.....	1316
Examinations:	
Advancement and Promotion..	1418
Classification and Designation	1231
Job Classification and Billet Descriptions.....	1221
Medical Survey.....	1911
Messes.....	4062
Orders, Permanent, Temporary and TEMPADD.....	1326
Performance.....	1616
Rate or Rating:	
Advancements in.....	1430
Changes in.....	1440
Reductions in.....	1437
Release from Active Duty of Reserve.....	1916
Requests, Assignment.....	1336
Requirements and Qualifications...	1414
Retirement:	
Regular.....	1821
Reserve.....	1822
Separation.....	1910
Training.....	1510
Enlistments:.....	1130
First.....	1132
Recruit.....	1131
Equipment:	
Aerological.....	NAVAER50
Air Conditioning.....	10230
Audible Signal.....	2860
Construction and Mining.....	10240
Conveying and Hoisting.....	10250
Electric Distribution.....	10390
Flying Field and Hangar.....	NAVAER19
Government-Furnished, Procurement.....	4262
Industrial Production.....	4870
Instruction and Training.....	10170
Materials Handling.....	10490
MEDICINE AND DENTISTRY.....	6700-6899
Office, General Material.....	10460
Office Services.....	5630
Parachute.....	NAVAER13
Personal Service.....	10150
Photographic.....	NAVAER10
Safety.....	10470
Sanitary and Cleaning.....	10480
Ships Material:	
Boiler Feed-Water.....	9580
Chemical Defense.....	9770
Heat Transfer.....	9970
Industrial Gases and Gas Producing.....	9230
Mooring.....	9260
Portable.....	9920
Ship Salvage, Marine Rescue & Related.....	9940
Towing.....	9250
Workshop.....	9910

Evaluation:	
Boards, Physical Fitness.....	6130
Research and Development.....	3960-3969
Examinations:	
Advancement and Promotion:	
Enlisted.....	1418
Officer.....	1416
Civilian.....	CP74
Classification and Designation.....	1230
Physical Fitness.....	6120
Exchanges, Material Disposition.....	4560
Exchanges, Navy:	
General Materials.....	10140
Logistics.....	4066
Execution, Budget.....	7120
Executive Agency, Relations with.....	5740
Expansion of Private Industry.....	4880
Expenditure:	
Budgeting.....	7140
Materials, Supply Control.....	4480
Explosives:	
AND AMMUNITION (EXCLUDING AVIATION ORDNANCE).....	8000-8199
Stowage and Safety Structures.....	11142
EXTERNAL RELATIONS (GENERAL ADMINISTRATION).....	5700-5709

F

Facilities:	
COMMUNICATION.....	2900-2999
Industrial.....	4860
Medical and Dental.....	6030
Navy Manufacturing.....	4861
RESEARCH AND DEVELOPMENT.....	3940-3949
SHORE ESTABLISHMENT.....	11000-11999
TRANSPORTATION.....	11200-11299
Facsimile:	
Material.....	2820
Methods and Procedures.....	2304
Fair Employment Practice.....	CP75
Fathometers, General Material.....	10050
Field Medical Kits and Assemblies.....	6780
Films, Training.....	1551
Financing:	
Contract.....	7810
SPECIAL.....	7800-7899
Fire Control:	
Aviation Ordnance.....	8610
Installation, Shipboard.....	9710
AND OPTICS (EXCLUDING AVIATION ORDNANCE).....	8200-8299
Fire Fighting, Prevention and Protection:	
Facilities, Shore Establishment.....	11320
Maintenance and Preservation, Logistics.....	4760
Security Measures.....	5560
Shipboard Material.....	9930

Firing Limits and Stops, Ordnance Material	8380
First Enlistments	1132
<b>FISCAL AND BUDGET</b>	<b>7000-7999</b>
Fittings, Hull	9120
Flags and Pennants, General Material	10520
<b>Fleet:</b>	
Air Operations	3124
Facilities, Shore Establishment	11400
<b>OPERATIONS</b>	<b>3100-3299</b>
Post Offices	2940
Reserve, Transfer	1823
Training	1540
<b>FLIGHT OPERATIONS AND READINESS</b>	<b>3700-3799</b>
Flying Field and Hangar Equipment	NAVAER19
Food Service	4063
Forced Draft Blowers, Shipboard	9530
Forces, Operating (Organization, Functions and Status)	5440
<b>Foreign:</b>	
Aid, MDAP	5712
<b>MILITARY ASSISTANCE</b>	<b>4900-4999</b>
Procurement	4213
Formal Advertising, Procurement	4242
<b>Forms:</b>	
Contract	4244
Control	5213
Medicine and Dentistry	6020
Personnel Action, Civilian	CP135
Formulation, Budget	7110
<b>Freight:</b>	
Air	4632
Land	4642
<b>FREQUENCIES, COMMUNICATION</b>	<b>2400-2499</b>
<b>Fuel:</b>	
Aeronautical Material	NAVAER06
Gas and Oil	10340
Heating, Utilities (Shore Establishment)	11370
Ship, Handling and Stowage	9550
Structures, Aviation	11136
Functional Training	1540
<b>Funds:</b>	
Disbursing Officers	7210
Recreation	1745
Funerals	1770
Furniture and Furnishings, General Material	10160
<b>Fuzes:</b>	
Aviation Ordnance	8700
Other than Aviation Ordnance	8120

G

<b>Gases:</b>	
And Chemicals, General Material	10330
Fuels and Lubricants, Aeronautical Material	NAVAER06
Industrial, Shipboard Stowage	9230
Gaskets, General Material	10440

<b>Gears:</b>	
General Material	10280
Reduction, Main Propelling Machinery	9420
Generators, Electric (General Material)	10260
Glanders, Aeronautical Material	NAVAER09
<b>Government:</b>	
Agencies, Other, Messages Concerning	2140
Bills of Lading	4620
Furnished Property and Equipment, Procurement	4262
Military, General Administration	5080
Grant Aid, Foreign Military Assistance	4910
Grenades	8035
Grievances and Complaints, Civilian Personnel	CP80
Guard Mail	2712
Guardship Assignment, Military-Medical	3122
<b>Guided Missiles:</b>	
Countermeasures	3432
<b>ORDNANCE MATERIAL</b>	<b>8800-8899</b>
Warfare Techniques	8390
<b>Gun:</b>	
Mounts, Anti-Aircraft and Dual Purpose, Shipboard	9740
Sights, Ordnance Material	8280
Gunnery, Training and Readiness	3570
<b>Guns:</b>	
Machine, Excluding Aviation and Mounts	8360
Aviation Ordnance	8710
<b>EXCLUDING AVIATION</b>	
<b>ORDNANCE</b>	<b>8300-8499</b>
3 inch	8310
5 inch	8320
5"/25 caliber	8321
5"/38 caliber	8322
6"/47 caliber	8330
8"/55 caliber	8340
Larger than 8 inch	8350

H

<b>Handling of:</b>	
Mail	2720
<b>Messages:</b>	
Official Military	2110
Press	2150
Red Cross	2120
<b>Hangar:</b>	
Equipment	NAVAER19
Structures	11131
<b>Harbor Defense:</b>	
Structures	11151
Warfare Techniques	3380
<b>Hardware:</b>	
Commerical, Aeronautical Material	NAVAER29
General Material	10410
And Rubber, Aeronautical Material	NAVAER04



Health:	
Industrial:	
Civilian Personnel Program . . .	CP88
Medicine and Dentistry . . . . .	6260
Records . . . . .	6150
Heat Transfer Equipment, Shipboard .	9970
Heating:	
Shipboard . . . . .	9380
Utilities, Shore Establishment . . .	11370
Highway Facilities, Shore Establish-	
ment . . . . .	11210
History, Naval . . . . .	5750
Hoisting Equipment . . . . .	10250
Home Ports and Yards, Fleet Opera-	
tions . . . . .	3111
Honors and Ceremonies . . . . .	5060
Hose, Gaskets, Packing (General Ma-	
terial) . . . . .	10440
Hospital:	
Equipment and Supplies . . . . .	6770
Structures . . . . .	11112
Hospitalization and Treatment, Gen-	
eral Medicine . . . . .	6320
Hours of Work, Civilian Personnel . . .	CP85
Household Goods, Logistics . . . . .	4050
Housekeeping Structures . . . . .	11104
Housing Structures . . . . .	11101
Hull:	
Fittings . . . . .	9120
Structure . . . . .	9110
Hydraulic Speed Machinery, Shipboard	9210
Hydrographic Observation and Survey	3160
Hygiene:	
Personal . . . . .	6140
And Sanitation . . . . .	6240

I

Identification:	
Material . . . . .	4410
And Recognition:	
Communications . . . . .	2380
General Materials . . . . .	10060
Training and Readiness . . . . .	3561
Improvements and Alterations, Logis-	
tics . . . . .	4720
Inactive Ships . . . . .	4770
Incentives and Awards, Civilian . . . .	CP20
Indicating and Recording Instruments,	
Shipboard . . . . .	9870
Industrial:	
Facilities . . . . .	4860
Reserve . . . . .	4862
Shore Establishment . . . . .	11400
Gases and Gas Producing Equip-	
ment and Stowage, Ships Mate-	
rial . . . . .	9230
Health:	
Medicine and Dentistry . . . . .	6260
Program, Civilian Personnel . . . . .	CP88

Enclosure (2)

MOBILIZATION AND PRODUC-	
TION . . . . .	4800-4899
Production Equipment . . . . .	4870
Security . . . . .	5540
Surveys . . . . .	5043
Informal Contracts . . . . .	4256
Information and Education, Naval Per-	
sonnel . . . . .	1560
Informational Services, Naval Person-	
nel . . . . .	1720
Infra-red and Ultra-Violet, Communi-	
cation Material . . . . .	2871
Injuries and Diseases . . . . .	6310
Injury Compensation and Treatment,	
Civilian Personnel . . . . .	CP90
Insect Control . . . . .	6250
Inspections:	
Administrative . . . . .	5041
Communications . . . . .	2050
Management . . . . .	5040
Naval Personnel . . . . .	1010
Procurement . . . . .	4263
Security . . . . .	5520
Tests and Surveys, Maintenance	
and Preservation . . . . .	4730
Training and Readiness . . . . .	3590
Instruction:	
Equipment, General Materials . . . .	10170
Materials . . . . .	1550
Instructions, General Operating, Flight	3710
Instruments:	
Aeronautical Material . . . . .	NAVAER05
General Material . . . . .	10510
Shipboard:	
Electrical . . . . .	9690
Indicating and Recording . . . . .	9870
Insulation and Lagging, Ships Material	9390
Insurance:	
Naval Personnel . . . . .	1741
Procurement Contracts . . . . .	4246
INTELLIGENCE, OPERATIONS	
AND READINESS . . . . .	3800-3899
Interdepartmental Procurement . . . . .	4212
Interior Communication Systems, Ship-	
board . . . . .	9650
INTERNAL AUDITING . . . . .	7500-7599
International Relations . . . . .	5710
Interphone Material, except Shipboard .	2855
Inter-service Relationships . . . . .	5410
Inventions, Patents and Copyrights . .	4248
Inventory Control . . . . .	4440
Investigations, Security . . . . .	5520
Issuance Systems . . . . .	5215
Issuing Offices, Registered Publications	2930

J

Jigs, Molds, Dies (General Material) . . .	10400
Job Classification:	
Enlisted . . . . .	1221
Officer . . . . .	1211

## Joint:

Intelligence, Operations and Readiness..... 3360  
Plans..... 3020  
Journals, Medical and Dental..... 6820  
Jurisdiction; Military and/or Civil..... 5840  
Justice, Military..... 5810

## K

No entries.

## L

Labels, Markings, Designations..... 4232  
Labor Relations, Procurement..... 4261  
Laboratory and Pharmacy Equipment and Supplies..... 6740  
Lagging and Insulation, Ships Material 9390  
Landing:  
Force Equipment, Shipboard Handling and Stowage..... 9790  
Party, Infantry, Small Arms (Training and Readiness)..... 3573  
Launchers and Projectors, Missile (Other than Aviation Ordnance)..... 8390  
Launching, Ships..... 9060  
Laundry:  
Facilities..... 4064  
Spaces, Shipboard..... 9350  
LAW AND LEGAL MATTERS..... 5800-5899  
Laying Out, Ships Material..... 9050  
Leave:  
Of Absence, Civilian Personnel.... CP105  
And Liberty, Naval Personnel..... 1050  
Legal:  
Instruments and Papers..... 5850  
Positions, Civilian Personnel..... CP110  
Legislation and Congressional Action.. 5860  
Liaison, Mail and Postal Affairs..... 2700  
Liberty and Leave, Naval Personnel... 1050  
Library:  
Administration..... 5070  
Services..... 1721  
Lighting:  
Airfield, Material..... NAVAER08  
Structures, Aviation..... 11133  
Systems, Shipboard..... 9640  
Limits and Stops, Firing (Ordnance Material other than Aviation)..... 8380  
Living Spaces, Shipboard..... 9330  
Loans, Details and Additional Pay Assignments, Civilian Personnel..... CP40  
LOGISTICS..... 4000-4999  
Loran, Racon (General Material)..... 10040  
Losses, Mail and Postal Affairs..... 2730  
Lubricants:  
Fuels and Gases, Aeronautical Material..... NAVAER06  
General Material..... 10350  
And Preservation, Ordnance Material..... 8930

Lubrication Systems, Shipboard..... 9450  
Lump Sum Contracts..... 4254

## M

## Machine(s):

Electric Accounting, Utilization... 5218  
Guns, Other than Aviation..... 8360  
Office, Utilization..... 5217

## Machinery:

Aeronautical Material..... NAVAER17  
GENERAL MATERIAL..... 10200-10299

## Shipboard:

Auxiliary..... 9500  
Hydraulic Speed..... 9210  
Main Propelling..... 9410  
Plant and Systems..... 9400  
Steering..... 9220

## Magazine and Ammunition Stowage

Structures..... 11141

## Magnetic Detection Devices, General

Material..... 10070

## Mail:

Centers, Officer Messenger..... 2950  
AND POSTAL AFFAIRS..... 2700-2799

## Main Propelling Machinery, Shipboard 9410

## Maintenance:

Office Space..... 5611  
AND PRESERVATION, LOGISTICS..... 4700-4799  
Shore Station..... 11014

## Management:

Correspondence..... 5218  
Improvement..... 5200  
Inspections and Surveys..... 5040  
Records..... 5210

## Manpower Utilization:

Civilian Personnel..... CP115  
Naval Personnel..... 1060

## Marine:

Aviation Operations..... 3125  
Merchant, Logistics..... 4030  
Railway Facilities, Shore Establishment..... 11430  
Rescue and Salvage Equipment... 9940

## Marking:

Labels and Designations, Procurement..... 4232  
And Nomenclature, Ships Material 9280  
Masts, Booms and Spars, Ships Material..... 9170

## Material:

AERONAUTICAL... NAVAER00-NAVAER50  
Casualties..... 4070  
Classification..... 4410  
Cognizance, Supply Control..... 4420  
COMMUNICATION..... 2800-2899  
Conservation and Utilization..... 4890  
Critical and Strategic, Logistics... 4010  
DISPOSITION, LOGISTICS..... 4500-4599  
Expenditure, Supply Control..... 4480

Enclosure (2)

GENERAL.....	10000-10999
Handling.....	4460
Instruction and Training.....	1550
ORDNANCE.....	8000-8999
Receipt, Supply Control.....	4430
Recreation.....	1744
SHIPS.....	9000-9999
Measurement, Communication Fre-	
quency.....	2420
Medals, Naval Personnel.....	1650
Medical:	
Facilities.....	6030
Guardship Assignment.....	3122
Problems concerning Special Weap-	
ons.....	6480
Records.....	6150
Spaces, Shipboard.....	9370
Specialties.....	6401
Structures.....	11110
Survey:	
Enlisted.....	1911
Officer.....	1921
Medicine:	
Amphibious and Field.....	6440
Aviation.....	6410
Dispensary.....	6450
GENERAL.....	6300-6399
PREVENTIVE.....	6200-6299
Submarine.....	6420
Tropical.....	6430
Meetings, Conferences, Conventions...	5050
Merchant:	
Marine:	
Logistics.....	4030
Service, Reemployment Rights	
Following.....	CP120
Ship Communications.....	2370
Meritorious Advancement, Naval Per-	
sonnel.....	1450
Mess Structures.....	11103
MESSAGES.....	2100-2199
Messenger Services, Office.....	5660
Messes:	
And Clubs.....	1746
Enlisted.....	4062
Officer.....	4061
Metals, General Material.....	10310
METHODS:	
COMMUNICATIONS.....	2300-2399
GENERAL ADMINISTRATION.....	5200-5399
Microphotography.....	5219
Military:	
Aid, MDAP.....	5712
ASSISTANCE, FOREIGN.....	4900-4999
Government, General Administra-	
tion.....	5080
Guardship Assignment.....	3122
Justice.....	5810
Payrolls.....	7220
Service, Reemployment Rights Fol-	
lowing.....	CP120

Mine(s):	
Aircraft Laid.....	8690
Countermeasures, Warfare Tech-	
niques.....	3371
Land.....	8100
Protection, Ships Material.....	9810
Shipboard Stowage.....	9760
Underwater Ordnance.....	8550
Warfare Techniques.....	3370
Mining Equipment.....	10240
Minor Property in Use.....	7402
Missile Launchers, Ordnance Material	
Other than Aviation.....	8390
Missions, Naval, General Administra-	
tion.....	5760
MOBILIZATION, INDUSTRIAL.....	4800-4899
Molds, Dies, Jigs (General Material)...	10400
Mooring:	
Aids, General Material.....	10500
Equipment, Shipboard.....	9260
Structures.....	11153
MORALE AND WELFARE, NAVAL	
PERSONNEL.....	1700-1799
Mortar Shells.....	8035
Motion Picture Projection Equipment,	
Shipboard.....	9850
Motors, Electric, General Material...	10280
Movement Reports.....	3123
Mutual Defense Assistance Program...	5712

N

Name Checks and Clearance of Person-	
nel, Security.....	5521
Names and Symbols.....	5030
Naval:	
History.....	5750
Missions, General administration..	5760
PERSONNEL.....	1000-1999
Reserve:	
Communication Networks.....	2970
Training Afloat.....	3127
Security Group Stations, Facilities	
and Units.....	2960
Navigation:	
Electronic Aids, Training and Read-	
iness.....	3531
GENERAL MATERIAL.....	10000-10099
Structures.....	11153
Training and Readiness.....	3530
Navigational:	
Aids:	
Countermeasures.....	3434
Flight.....	3721
Warning Messages.....	2112
Navy Department (Organization,	
Functions and Status).....	5430
Negotiated Contracts.....	4241
Nets and Booms, Ordnance Material...	8900
Networks, Reserve Communication...	2970
Nomenclature and Marking, Ships Ma-	
terial.....	9280

OFFICE OF THE SECRETARY

SECNAVINST 5215.1  
19 May 1952

Non-Metallic Materials . . . . . 10320  
 Non-Registered Publications . . . . . 2602  
 Nuclear:  
     Protection, Shielding and Radiological Safety (Shipboard) . . . . . 9900  
     Reactors, Shipboard . . . . . 9890  
     O  
 Obligation(s):  
     Appropriation . . . . . 7302  
     Budgeting . . . . . 7130  
 Occupational Therapy, Equipment and Supplies . . . . . 6790  
 Oceanographic Observation and Survey . . . . . 3160  
 Office:  
     Equipment and Supplies . . . . . 10460  
     Machine Utilization . . . . . 5217  
     SERVICES . . . . . 5600-5699  
     Spaces:  
         Shipboard . . . . . 9320  
         Shore Establishment . . . . . 11002  
 Officer:  
     Assignment . . . . . 1301  
     Candidate:  
         Programs, Recruiting for . . . . . 1111  
         Training . . . . . 1530  
     Classification and Designation . . . . . 1210  
     Disability:  
         Permanent . . . . . 1851  
         Temporary . . . . . 1855  
     Discipline . . . . . 1621  
     Distribution . . . . . 1311  
     Examinations:  
         Advancement and Promotion . . . . . 1416  
         Classification and Designation . . . . . 1231  
     Job Classification and Billet Descriptions . . . . . 1211  
     Medical Survey . . . . . 1921  
     Messenger:  
         Mail . . . . . 2711  
         Mail Centers . . . . . 2950  
     Messes . . . . . 4061  
     Orders, Permanent, Temporary and TEMPADD . . . . . 1321  
     Performance . . . . . 1611  
     Promotions:  
         Permanent . . . . . 1426  
         Temporary . . . . . 1421  
     Recruiting Programs . . . . . 1120  
     Release from Active Duty . . . . . 1926  
     Requests, Assignment . . . . . 1331  
     Requirements, Advancement and Promotion . . . . . 1412  
     Retirement:  
         Regular . . . . . 1801  
         Reserve . . . . . 1806  
     Separation . . . . . 1920  
     Training . . . . . 1520  
 Operating:  
     Forces, Organization and Functions . . . . . 5440

Instructions, Flight . . . . . 3710  
 Policies, Fleet . . . . . 3120  
 Signals, Communications . . . . . 2330  
 Operational Intelligence . . . . . 3840  
 OPERATIONS AND READINESS . . . . . 3000-3999  
 Operative Dentistry . . . . . 6650  
 Optical Equipment and Supplies, Medical . . . . . 6810  
 Optics, Ordnance Material . . . . . 8210  
 Oral Surgery . . . . . 6640  
 Orders:  
     Fleet Operations . . . . . 3121  
     Naval Personnel . . . . . 1320  
     Procurement . . . . . 4220  
 Ordnance:  
     Disposal, Training and Readiness . . . . . 3571  
     MATERIAL . . . . . 8000-8999  
     Structures, Shore Establishment . . . . . 11140  
 Organization:  
     Civilian Personnel . . . . . CP125  
     FUNCTIONS AND STATUS . . . . . 5400-5499  
     Planning . . . . . 5201  
     Orthopedic Equipment and Supplies . . . . . 6800  
     Out-leases, Rentals, Easements (Logistics) . . . . . 4530  
     Overhaul of Ships . . . . . 4710  
     Overpasses, Shore Establishment Facilities . . . . . 11220  
     Overseas Differentials, Civilian Personnel . . . . . CP127  
     Overtime, Civilian Personnel . . . . . CP85

P

Packaging  
     Ammunition and Explosives . . . . . 8011  
     Procurement . . . . . 4231  
 Packing:  
     Foreign Military Assistance  
         Materials . . . . . 4940  
         General Material . . . . . 10440  
     Painting and Preserving . . . . . 4750  
     Paints and Dopes, Aeronautical Material . . . . . NAVAER07  
     Parachute Equipment . . . . . NAVAER13  
     Parade Grounds as Structures . . . . . 11152  
     Paravanes, Mine Sweep Gear . . . . . 8910  
 Passenger Transportation:  
     Logistics:  
         Air . . . . . 4631  
         Land . . . . . 4641  
         Sea . . . . . 4621  
     Naval Personnel under Orders . . . . . 1340  
 Patents:  
     Law and Legal Matters . . . . . 5870  
     Procurement . . . . . 4248  
 Pathology as a Special Field of Medicine . . . . . 6510  
 Pay:  
     Allotments, Civilian Personnel . . . . . CP5  
     And Allowances, Naval Personnel . . . . . 1030

Enclosure (2)

Payroll:		Operating, Fleet.....	3120
Civilian.....	7230	Personnel, Naval:	
Military.....	7220	Assignment.....	1300
Preparation.....	7411	Distribution.....	1310
Records.....	7412	Reserve.....	1001
Reports and Returns.....	7413	Policy, Statistical.....	7730
PERFORMANCE AND DISCIPLINE,		Political Activity, Civilian Employees..	CP150
NAVAL PERSONNEL.....	1600-1699	Pontoons, Shore Establishment Facili-	
Performance Ratings, Civilian Person-		ties.....	11470
nel.....	CP130	Port Facility, Shore Establishment....	11030
Periodontia.....	6660	Ports, Home.....	3111
Personal:		Position Classification, Civilian:	
Benefits.....	1740	Departmental Service.....	CP155
Hygiene.....	6140	Group IVb.....	CP156
Messages.....	2130	Post Offices, Fleet and Navy.....	2940
Service Equipment.....	10150	POSTAL AFFAIRS.....	2700-2799
Services:		Power:	
Contracts for.....	CP35	Electric, Shipboard:	
Facilities, Logistical.....	4060	Application.....	9630
Personnel:		Distribution.....	9620
CIVILIAN.....	CP2-275	Generation.....	9610
Foreign Military Assistance.....	4901	Plants, Aeronautical Material....	NAVAER02
GENERAL MATERIAL FOR.....	10100-10199	Utilities, Shore Establishment....	11310
NAVAL.....	1000-1999	Pre-Award Surveys, Industrial Mobili-	
Research and Development.....	3970-3979	zation and Production.....	4840
Structures.....	11100	Precautions, Safety Engineering.....	5100
Pest, Rodent and Insect Control.....	6250	Precedence, Officer Personnel.....	1420
Petroleum, Logistics.....	4020	Preference, Veteran.....	CP245
Pharmacy Equipment and Supplies....	6740	Preparation of Official Military	
Photographic Equipment, Aero-		Messages.....	2110
nautical.....	NAVAER10	Presentations, Research and Develop-	
Photography.....	3150	ment.....	3980-3989
Physical:		Preservation and:	
Fitness:		Lubricants, Ordnance Material....	8930
MEDICINE AND DENTIS-		MAINTENANCE, LOGISTICS... 4700-4799	
TRY.....	6100-6199	Preservatives of Ordnance Ma-	
Morale and Welfare.....	1710	terial.....	8940
Security of Communication Areas..	2210	Preservative Coatings:	
Pilot Qualifications.....	3740	General Material.....	10380
Piping:		Ships Material.....	9190
General Material.....	10430	Press Messages, Handling of.....	2150
Systems, Shipboard.....	9480	PREVENTIVE MEDICINE.....	6200-6299
Plans:		Price Control.....	4214
Frequency, Communications.....	2400	Pricing and Availability, Foreign	
Research and Development.....	3910-3919	Military Assistance.....	4930
Plans and Orders, Fleet Operations....	3121	Principles, Contract Cost.....	4245
Plans and Policies:		PRINTING AND OFFICE SER-	
Communication.....	2000	VICES.....	5600-5699
Intelligence.....	3810	Priority Ratings and Allocations, In-	
Medicine and Dentistry.....	6000	dustrial Mobilization and Production.	4830
Naval Personnel.....	1000	Prisoners of War.....	3461
Operations and Readiness.....	3000-3099	Private Industry, Expansion of.....	4880
Plans and Programs:		Procedures:	
General Administration.....	5010	COMMUNICATION.....	2300-2399
Logistics.....	4000	Internal Auditing, Budget and	
Plant:		Fiscal.....	7520
Account, Budget and Fiscal.....	7401	METHODS AND SYSTEMS,	
Property, Shore Establishment....	11016	GENERAL ADMINISTRA-	
Plumbing, General Material.....	10430	TION.....	5200-5399
Policies:		PROCUREMENT, LOGISTICAL.....	4200-4399
Mail and Postal Affairs	2700	PRODUCTION, INDUSTRIAL.....	4800-4899

Enclosure (2)

19 May 1952

Professional Service, Dentistry ..... 6610  
 Programs(s):  
   Advance Base, Logistics ..... 4040  
   Research and Development ..... 3920-3929  
**PROGRESS AND STATISTICAL REPORTING, BUDGET AND FISCAL** ..... 7700-7799  
 Project(s):  
   Orders and Allotments, Budget and Fiscal ..... 7303  
   Research and Development ..... 3930-3939  
 Projector(s):  
   Charges, Underwater Ordnance (including ASP and Hedgehog) ... 8540  
   Missile, other than Aviation Ordnance ..... 8390  
 Promotion:  
   Civilian Personnel ..... CP160  
   **NAVAL PERSONNEL** ..... 1400-1499  
 Propagation Characteristics, Communications ..... 2430  
 Propellers, Ships Material ..... 9440  
 Propelling Machinery, Main, Ships Material ..... 9410  
 Property:  
   **ACCOUNTING** ..... 7400-7499  
   Government-Furnished, Procurement ..... 4262  
   Shore Establishment:  
     Plant ..... 11016  
     Real Estate ..... 11011  
 Prophylaxis, Preventive Medicine ..... 6230  
 Prosthetic Dentistry ..... 6630  
 Protective Coatings, Ships Material ... 9190  
 Provisions:  
   For Personnel, General Material ... 10110  
   Procurement Contract, General ... 4243  
 Psychiatry as a Special Field of Medicine ..... 6520  
 Psychological Warfare Techniques ..... 3410  
 Public:  
   Relations with ..... 5720  
   Vouchers ..... 7240  
 Publications:  
   **COMMUNICATIONS** ..... 2600-2699  
   Printing and Duplicating ..... 5600  
   Training ..... 1552  
 Pumps:  
   Air, other than Shipboard ..... 10220  
   Shipboard ..... 9470  
 Pyrotechnics:  
   Aviation Ordnance ..... 8640  
   Other than Aviation Ordnance ..... 8050

Q

Qualifications:  
   Advancement and Promotion,  
     Naval Personnel ..... 1410  
   Pilot ..... 3740

Qualitative Controls ..... 5214  
 Quarantine ..... 6210  
 Quarters and Subsistence, Civilian Personnel ..... CP225

R

Racon, Loran (General Material) ..... 10040  
 Radar:  
   Aviation Ordnance ..... 8620  
   Countermeasures ..... 3433  
   Fire Control ..... 8220  
   Navigation and Detection, General Material ..... 10010  
   Training and Readiness ..... 3521  
 Radio:  
   Aeronautical Material ..... NAVAER16  
   Airfield Material ..... NAVAER08  
   Amateur ..... 2070  
   Communication Material ..... 2810  
   Photo ..... 2304  
   Transmitting and Receiving Stations ..... 2920  
 Radiological:  
   Defense:  
     Operations and Readiness .... 3440  
     Structures ..... 11154  
   Navigation and Detection, General Material ..... 10080  
   As a Special Field of Medicine ... 6470  
 Radiotelegraph ..... 2301  
 Radiotelephone ..... 2302  
 Railways, Shore Establishment Facilities ..... 11230  
 Rangekeepers and Computers, Fire Control ..... 8240  
 Rank and Precedence, Officer Personnel. 1420  
 Rate or Ratings:  
   Advancements in ..... 1430  
   Changes in ..... 1440  
   Reductions in ..... 1437  
 Ratings, Performance, Civilian ..... CP180  
 Reactors, Nuclear (Shipboard) ..... 9890  
**READINESS AND OPERATIONS** ... 3000-3999  
 Readiness, Ship (Material) ..... 9030  
 Real Estate Property ..... 11011  
 Reappointments, Civilian Personnel ... CP180  
 Reassignments, Civilian Personnel .... CP160  
 Recognition and Identification:  
   Communications ..... 2380  
   Navigation and Detection, General Material ..... 10060  
   Training and Readiness ..... 3561  
 Recording Instruments, Shipboard ..... 9870  
 Records:  
   Accounting:  
     Appropriation ..... 7320  
     Property ..... 7404  
   Flight ..... 3760  
   Health and Medical ..... 6150  
   Management ..... 5210

Enclosure (2)

Medicine and Dentistry.....	6020
Naval Personnel.....	1080
Payroll.....	7412
Recreation:	
Funds.....	1745
Material.....	1744
Structures.....	11106
Recruit Enlistments.....	1131
Recruiting:	
Civilian Personnel:	
Departmental Service.....	CP164
Field Service.....	CP165
NAVAL PERSONNEL.....	1100-1199
Red Cross Messages, Handling of.....	2120
Reduction Gears, Main Propelling Machinery.....	9420
Reductions in Force, Civilian Personnel.....	CP170
Reductions in Rate or Rating, Enlisted Personnel.....	1437
Reemployment:	
Civilian Personnel.....	CP180
Rights from Military or Merchant Marine Service.....	CP120
Reenlistments.....	1133
Refrigerating Plants, Shipboard.....	9590
Refrigeration and Air Conditioning.....	11380
Refuse Collection and Disposal.....	11350
Registered Publications:.....	2601
Issuing Offices.....	2930
Regulations:	
Mail and Postal.....	2700
Procurement.....	4210
Security.....	5510
Uniform.....	1020
Rehabilitation and Convalescence.....	6330
Reimbursable Aid, Foreign Military Assistance.....	4920
Reinstatements, Civilian Personnel.....	CP180
RELATIONS, EXTERNAL (GENERAL ADMINISTRATION).....	5700-5799
Release:	
From Active Duty:	
Enlisted, Reserve.....	1916
Officers, Reserve.....	1926
Tracks, Depth Charge.....	8531
Relics and Service Craft.....	4780
Religion and Chaplains.....	1743
Removals of Civilian Personnel:	
Disciplinary Actions.....	CP45
Involving Disloyalty, Subversive Activity, National Security.....	CP29
Renegotiation of Procurement Contracts.....	4270
Rentals, Easements, Out-leases.....	4530
Repair:	
Facility, Shore Establishment.....	11060
Overhaul and Docking.....	4710
Parts, Ships Stock.....	9310
Structures, Aviation.....	11137

Enclosure (2)

Replacements and Exchanges, Material Disposition.....	4560
Reporting, Research and Development.....	3950-3959
Reports:	
Administrative.....	5041
Budget:	
Accounting.....	7320
Property.....	7405
Disbursing.....	7250
Combat and Action.....	3480
Communication.....	2010
Control.....	5213
Medicine and Dentistry.....	6020
Payroll.....	7413
Personnel Action.....	CP135
Reproduction of Printed Matter.....	5603
Requests, Naval Personnel.....	1330
Requirements:	
Advancement and Promotion, Naval Personnel.....	1410
Industrial Mobilization and Production.....	4810
Printed Matter.....	5601
Requisitions, Procurement.....	4220
Resale Activities, Structures.....	11107
Rescue Operations.....	3130
Research as a Special Field of Medicine.....	6500
RESEARCH AND DEVELOPMENT:	3900-3999
Facilities, Real Estate.....	11050
Naval Personnel Programs.....	1070
Reserve:	
Fleets and Inactive Ships.....	4770
Naval Personnel:	
Policies and Programs.....	1001
Training Afloat.....	3127
Responsibility, Internal Auditing.....	7510
Retirement:	
Civilian Personnel.....	CP185
NAVAL PERSONNEL.....	1800-1899
Rigging, Sails, and Awnings.....	9180
Roads, Highways, and Streetwalks.....	11210
Rockets:	
Aviation Ordnance.....	8850
Other than Aviation Ordnance.....	8040
Shipboard Handling and Stowage.....	9780
Rodent, Pest and Insect Control.....	6250
Rope, Wire and Cordage.....	10450
Rubber and Hardware, Aeronautical Material.....	NAVAERO4
Runways as Structures.....	11132
S	
Safety:	
Civilian Personnel.....	CP190
Engineering and Precautions.....	5100
Equipment and Devices.....	10470
Flight.....	3750
Sails, Rigging and Awnings.....	9180

19 May 1952

Salary and Wage Changes, Civilian Personnel.....	CP195	Ashore.....	4065
Sales, Material Disposition.....	4510	Items.....	10130
Salvage:		Shipways.....	11440
Structures, Aviation.....	11135	Shop and Repair Facility, Real Estate.....	11060
And Towing.....	4740	Shore Establishment:	
Sanitary and Cleaning Equipment.....	10480	FACILITIES AND ACTIVITIES.....	11000-11999
Sanitation:		Organization and Functions.....	5450
Preventive Medicine.....	6240	Aviation.....	5451
Spaces, Shipboard.....	9360	Status of.....	5453
Savings Bonds.....	7260	Surveys.....	5042
Schedules, Communication.....	2020	Shore Patrol.....	1630
Seamanship and Damage Control.....	3541	Shore Station:	
Search and Rescue Operations.....	3130	Construction.....	11013
Searchlights, Ships.....	9660	Development Planning.....	11010
Seaworthiness of Ships.....	9290	Maintenance.....	11014
Security:		Sights:	
ADMINISTRATION, GENERAL.....	5500-5599	Bomb.....	8660
Charges and Removals of Civilian Personnel.....	CP29	Gun, Ordnance Material.....	8280
Classification, Foreign Military Assistance.....	4902	Signal Equipment, Audible.....	2860
COMMUNICATION.....	2200-2299	Signaling:	
Group Stations, Facilities and Units.....	2960	Apparatus, Shipboard.....	9700
Selective Service:		Visual.....	2310
Civilian Personnel.....	CP205	Signals, Communication Operating.....	2330
Conscription and Recruiting.....	1140	Simplification and Work Measurement.....	5202
Separations:		Small:	
Civilian Personnel.....	CP210	Arms:	
NAVAL PERSONNEL.....	1900-1999	Ammunition.....	8036
Service:		Handling and Stowage, Shipboard.....	9790
Craft and Relics.....	4780	Ordnance Material.....	8370
Food.....	4063	Boats for Shipboard and General Service.....	9820
To Ships.....	9040	Stores and Clothing.....	10120
Structures, Aviation.....	11137	Smoke Generators, Chemical Apparatus.....	8920
Services:		Smokepipes and Uptakes, Shipboard.....	9520
Informational.....	1720	Social Organizations and Affairs.....	1747
Library.....	1721	Solicitations and Collections, Civilian Personnel.....	CP215
Personal.....	4060	Sonar:	
PRINTING AND OFFICE.....	5600-5699	General Material.....	10020
AND UTILITIES, SHORE ESTABLISHMENT.....	11300-11399	Training and Readiness.....	3522
Sewers and Sewerage.....	11345	Space (Office Services).....	5610
Shafting and Bearings, Shipboard.....	9430	Spaces:	
Shipboard Training.....	1541	Office.....	11002
Shipping:		Shipboard:	
Ammunition and Explosives.....	8011	Commissary.....	9340
Control, Warfare Techniques.....	3450	Laundry.....	9350
Ships:		Living and Berthing.....	9330
Characteristics.....	9010	Medical and Dental.....	9370
Equipment:		Office.....	9320
Control.....	9240	Sanitation.....	9360
Fuel, Handling and Stowage.....	9550	Spars, Masts and Booms.....	9170
Salvage, Marine Rescue and Related.....	9940	Special:	
Searchlights.....	9660	Devices, Aeronautical.....	NAVAER30
MATERIAL.....	9000-9999	FIELDS OF MEDICINE.....	6400-6599
Overhaul, Docking and Repairs of.....	4710	Financing.....	7820
Stores:		Programs, Recruiting.....	1110
Afloat.....	4067	Weapons, Medical Problems concerning.....	6480

Enclosure (2)



Specialties:	
Dental.....	6670
Medical.....	6401
Specifications (Procurement).....	4230
Stability, Weight and Movement.....	9291
Standardization Programs and Agree- ments.....	5711
Standards, Physical.....	6110
Stations:	
Communication.....	2910
Naval Security Group.....	2960
Radio Transmitting and Re- ceiving.....	2920
Statistical:	
Analysis of Messages.....	2114
Methods.....	5220
Policy.....	7730
Reporting.....	7720
Statistics, Civilian Personnel.....	CP220
Status:	
Aircraft.....	5442
Competitive, Civilian Personnel... ..	CP30
Shore Establishment.....	5453
Vessels.....	5441
Steel.....	10311
Steering Machinery, Shipboard.....	9220
Stenographic, Clerical and Messenger Services.....	5660
Stockpiling.....	4011
Storage:	
Facility, Real Estate.....	11040
Supply Control.....	4450
Storerooms and Miscellaneous Stowage, Shipboard.....	9300
Stores:	
Accounts.....	7403
Commissary.....	4065
Stowage:	
Ammunition and Explosives.....	8010
Explosives, Safety Structures.....	11142
Shipboard:	
Aircraft.....	9830
Fuel Cargo.....	9150
Ammunition, Bomb and Rocket.....	9780
Depth Charges, Wrecking Charges and Mines.....	9760
Fuel.....	9550
Industrial Gases and Gas Pro- ducing Equipment.....	9230
Small Arms and Landing Force Equipment.....	9790
Storerooms and Miscellaneous.....	9300
Torpedo.....	9750
Strategic:	
Intelligence.....	3830
Materials.....	4010
Streetwalks, Roads and Highways.....	11210
Structural Test Firing.....	9111
Structure, Hull.....	9110
STRUCTURES.....	11100-11199

Enclosure (2)

Sub-Contracts.....	4251
Submarine:	
Fleet Operations.....	3126
Medicine.....	6420
Warfare Techniques.....	3350
Subsistence and Quarters, Civilian Personnel.....	CP226
Subversive Activity, Civilian Person- nel.....	CP29
SUPPLEMENTARY ACTIVITIES....	2500-2599
Supplies and Equipment:	
MEDICINE AND DENTISTRY..	6700-6899
Office Services.....	5630
Supply:	
Afloat.....	4406
Ashore.....	4401
CONTROL (LOGISTICS).....	4400-4499
Facility (Real Estate).....	11070
Levels.....	4442
Surface Warfare Techniques.....	3330
Surgery:	
Oral, Dentistry.....	6640
As a Special Field of Medicine....	6460
Surgical:	
Dressings.....	6720
Equipment and Supplies.....	6730
Surveys:	
Industrial.....	5043
Maintenance and Preservation....	4730
Management.....	5040
Oceanographic and Hydrographic..	3160
Pre-Award, Industrial Mobilization and Production.....	4840
Research and Development.....	3990-3999
Shore Establishment.....	5042
Survival.....	3131
Suspension Systems, Shipboard.....	9960
Symbols and Names.....	5030
Synthetic Training Devices, Aeronau- tical.....	NAVAER28
Systems:	
Cryptographic.....	2650
METHODS AND PROCEDURES, GENERAL ADMINISTRA- TION.....	5200-5399
Shipboard:	
Interior Communications.....	9650
Lighting.....	9640
Lubrication.....	9450
Machinery.....	9400
Piping.....	9480
Track and Suspension.....	9960

T

Tactical Doctrine, Training and Readiness.....	3510
Tape Relay, Communications Methods and Procedures.....	2303
Target Designation Systems.....	8250
Tasks, Operating, Fleet.....	3120
Taxes, Procurement.....	4247



Voting..... 1742  
Vouchers:  
Public..... 7240  
Requisitions, Requests, Orders..... 4220

W

Wage (Civilian Personnel):  
Administration..... CP250  
Changes..... CP195  
War Reserve, Logistics..... 4080  
WARFARE TECHNIQUES..... 3300-3499  
Warning Messages, Navigational..... 2112  
Watches:  
And Duties..... 1600  
Quarter, and Station Bill..... 5110  
Water Front, Shore Establishment  
Facilities..... 11410  
Water Supply, Utilities, Shore Estab-  
lishment..... 11330  
Weight:  
Handling, Shore Establishment  
Facilities..... 11450

Movement and Stability, Sea-  
worthiness..... 9291  
Welfare:  
AND MORALE, NAVAL PER-  
SONNEL..... 1700-1799  
Structures, Shore Establishment... 11105  
Winches, Ships Material..... 9200  
Wood..... 10321  
Work:  
Measurement and Simplification... 5202  
For Others, Budget and Fiscal... 7030  
Workshop Equipment, Shipboard..... 9910  
Wrecking Charges, Shipboard Stowage. 9760

X

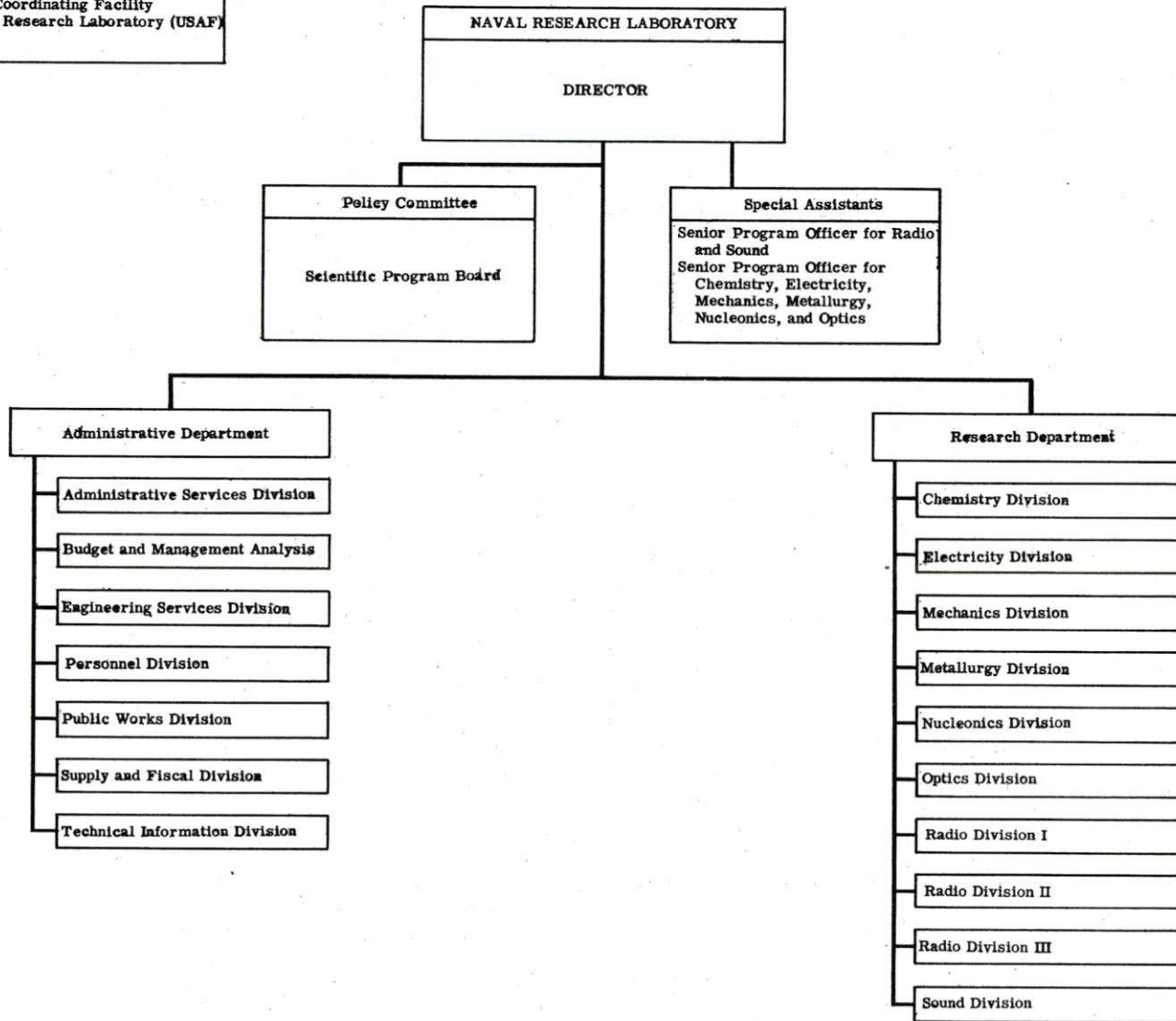
X-ray, Equipment and Supplies..... 6760

Y

Yards:  
AND DOCKS, SHORE ESTAB-  
LISHMENT FACILITIES AND  
ACTIVITIES..... 11400-11499  
Home, Fleet Operations..... 3111

NOTES: Branch Laboratory  
Chesapeake Bay Annex

Activities Located at the  
Naval Research Laboratory  
Board of U. S. Civil Service Examiners  
Interim Systems Coordinating Facility  
Human Resources Research Laboratory (USAF)



Date: 1 Nov. 1950

Approved:

*J. B. Dewish*  
Director

OFFICE OF NAVAL RESEARCH

NAVAL RESEARCH LABORATORY

No. F13A