

THE SECRETARY OF THE NAVY

SECNAV M-5210.2 AUGUST 2018





DEPARTMENT OF THE NAVY

STANDARD SUBJECT IDENTIFICATION CODE (SSIC) MANUAL











PUBLISHED BY
THE DEPARTMENT OF THE NAVY
ASSISTANT FOR ADMINISTRATION



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY 1000 NAVY PENTAGON WASHINGTON, D.C. 20350-1000

SECNAV Manual M-5210.2 August 2018

29 Aug 2018

FOREWORD

This manual implements the policy set forth in reference (a), regarding Standard Subject Identification Codes (SSICs). It is issued under the authority of SECNAVINST 5430.7 (Series).

This manual specifies filing and record maintenance procedures and provides SSICs for the Department of the Navy (DON). The SSICs are the standard system of numbers used throughout the DON in conjunction with schedule numbers for categorizing departmental documentary material by subject.

This manual, which is effective immediately, is mandatory and applicable to the offices of the Secretary of the Navy, the Chief of Naval Operations, the Commandant of the Marine Corps, and all Navy and Marine Corps activities, installations, commands, ships, and stations.

This manual may be accessed through the DON Issuances website: http://doni.documentservices.dla.mil. Contact information is provided below for assistance or to offer comments.

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References

- (a) SECNAVINST 5210.8 (Series)
- (b) SECNAV M-5210.1 (Series)
- (c) 44 U.S.C. Chapter 33
- (d) 36 CFR Chapter XII Subchapter B
- (e) DoD 5015.2-STD, Electronic Records Management Software Application Design Criteria Standard of 25 April 2007
- (f) MCO 5210.11
- (g) SECNAV M-5510.36

Introduction

1. This manual delineates the process for segregating and filing Navy and Marine Corps records and provides the standard system of numbers used throughout the DON to categorize and classify Navy and Marine Corps records. An SSIC is required on all DON records including, but not limited to, letters, messages, directives, forms, and reports/information collections. Only approved SSICs will be assigned; however, expansion of the system for filing purposes is authorized following the procedures contained in Part 3 of this manual.

A significant and ever increasing portion of the Department's records are created, used, and/or stored electronically. The requirement to assign an SSIC applies to any record regardless of its format and medium.

This manual is to be used in conjunction with reference (b). Reference (b) describes specific DON records and provides disposition schedules for them.

2. <u>Definition of a Navy Record</u>. In order to determine which items should receive an SSIC, DON personnel must be able to determine which materials are records. The use of SSICs, along with the schedule numbers found in reference (b), are the only approved means to number, segregate, symbolize, and file Departmental records.

Section 3301 of reference (c) defines, in statute, a record as all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them; and does not include library and museum material made or acquired and preserved solely for reference or exhibition purposes; or duplicate copies of records preserved only for convenience.

Several key terms, phrases, and concepts in the statutory definition of records are defined in section 1220.18 of reference (d):

"Documentary materials" is a collective term that refers to recorded information, regardless of the medium or the method or circumstances of recordings.

"Regardless of physical form or characteristics" means that the medium may be paper, film, disk, or other physical type or form; and that the method of recording may be manual, mechanical, photographic, electronic, or any other combination of these other technologies.

"Made" means the act of creating and recording information by agency personnel in the course of their official duties, regardless of the method(s) or the medium involved. The act of recording is generally identifiable by the circulation of the information to others or by placing it in files accessible to others.

"Received" means the acceptance or collection of documentary materials by or on behalf of an agency or agency personnel in the course of their official duties regardless of their origin (for example, other units of their agency, private citizens, public officials, other agencies, contractors, Government grantees) and regardless of how transmitted (in person or by messenger, mail, electronic means, or by any other method). In this context, the term does not refer to misdirected materials. It may or may not refer to loaned or seized materials depending on the conditions under which such materials came into agency custody or were used by the agency. Advice of legal counsel should be sought regarding the "record" status of loaned or seized materials.

"Preserved" means the filing, storing, or any other method of systematically maintaining documentary materials by the agency. This term covers materials not only actually filed or otherwise systematically maintained but also those temporarily removed from existing filing systems.

"Appropriate for preservation" means documentary materials made or received which, in the judgment of the agency, should be filed, stored, or otherwise systematically maintained by an agency because of the evidence of agency activities or information they contain, even if the materials may not be covered by its current filing or maintenance procedures.

3. <u>Record Series</u>. A series is the basic unit for organizing and controlling files. It is a file unit or documents arranged according to a filing or classification system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt, or use, such as restrictions on access and use.

Programs should organize documents in order to facilitate management of records throughout their life cycle. For example, record series kept in paper copies should be physically separated from other record series. Electronic records should be managed in ways that link records to their disposition authority, within the context of a record keeping system. (Electronic records management applications must be certified in accordance with reference (e)).

The DON uses the SSIC system and the schedule numbers listed in reference (b) to establish and identify record series. Each record series must be scheduled for appropriate disposition. The DON's disposition authority is found in reference (b).

4. Records File Plan. A file plan is an organizational scheme for how records are organized. The plan specifies the identifying number, title, or description and disposition authority of files held in an organization. A file plan allows users to select categories in which records are filed and assign records to these categories. A file plan allows users to add, edit, and delete file categories or file folders. Within the DON, the schedule numbers provide the basis for organizational file plans. For more information on Navy file plans see reference (a). The Marine Corps electronic file plan is contained in reference (f).

Part I Filing Procedures

Chapter 1 Filing Maintenance

- **1-1. Maintaining information.** Effective files maintenance is essential to document the DON's official business. While more and more of the DON's information is maintained electronically, there is still a significant amount of paper records being created daily that must be effectively and efficiently managed. This chapter contains suggested procedures for maintaining Navy paper information. These procedures represent formal and detailed filing procedures. All parts may not be applicable to an office's needs. Users should use these procedures as a suggested way to manage their physical records. Other methods that comply with the basic requirement to manage records according to their records series and disposition may be implemented. This chapter does not apply to the Marine Corps. Marine Corps personnel should follow the guidance contained in reference (f).
- **1-2. Inspecting records.** Prior to filing, inspect the document to ensure all actions are complete and eliminate unnecessary attached material, (such as used envelopes, routing slips which bear no essential information, and extra copies). Identify incomplete actions to ensure they are followed up and that the file will not be prematurely cut off. If action is complete, but essential documentation is missing, try to obtain the missing documentation. If unsuccessful, note the action taken to obtain the missing documentation and file it with the incomplete action.

1-3. Assembling and fastening records

- a. Remove all cover sheets (such as SF 703 (TOP SECRET Cover Sheet), SF 704 (SECRET Cover Sheet), and SF 705 (CONFIDENTIAL Cover Sheet)) before filing unless records are in a suspense file or when cases are placed in file containers pending completion of the action.
- b. Staple documents if possible. Other fasteners may be used when there are too many papers for stapling or physical characteristics prohibit stapling.
- **1-4. Marking the SSIC.** As specified in SECNAV M-5216.5, DON Correspondence Manual, the action officer adds the SSIC when writing a document, or places the SSIC along the right-hand edge of documents not identified with an SSIC at the time of creation. When the physical characteristics of a document make it self-identifying for filing purposes, posting an SSIC to the document is unnecessary. Examples of documents not requiring the posting of an SSIC are reference copies of publications, mail control forms, and bills of lading. To aide in filing the document, use the crosswalk on the Department of the Navy, Assistant for Administration Directives & Records Management Division's (DON/AA DRMD) website to find the schedule number that corresponds to the SSIC on the document:

 $\frac{https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.}{}$

1-5. Use of guides and folders

- a. Use guides to divide files and to identify subdivisions for easier filing and retrieval.
- b. Use folders to consolidate, retrieve, and protect the records.
- c. When the folder contains classified information stamp the file folder with the classification per reference (g).
- **1-6. Arrangement of files.** The filing arrangements described below are authorized for subdividing records under a schedule number and for the arrangement of records within the file folder. They may also be used for all classified records.
 - a. Date arrangement. Arrange records chronologically in the folder.
- b. *Simple number arrangement*. Arrange records in simple numerical sequence, such as unit designation or project number.
 - c. Alphabetical arrangement. Arrange records by subject and name.
 - (1) Subject. Use subject titles arranged alphabetically.
- (2) *Name*. Arrange by the names of persons, places, or organizations. This is mainly used in personnel records. The following are examples of arrangements by name.
- (a) *Personal names*. Filed by last name, first name and middle initial, for example, Smith, John R. This arrangement is subject to the Privacy Act.
- (b) *Organization names*. File first by major name (such as Acme, General Auto, or International Electronics), then by specific subdivision, for example ACME, Filter Division; GENERAL AUTO, Body Plant; or INTERNATIONAL ELECTRONICS, Cable Division.
- d. *Arrangement restrictions*. Records not covered by a Privacy Act Systems of Records Notice (SORN) will not be arranged to permit retrieval by personal identifier until the applicable system notice is published in the *Federal Register*. Records covered by SORNs, listed at the Department of Defense (DoD) website (https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/NavyUSMC-Article-List/), may be arranged for retrieval by personal identifier. This site provides SORNs for the Navy, Marine Corps, and those that are joint Navy and Marine Corps prepared according to the Privacy Act and published in the *Federal Register*.
- **1-7.** Classified documents. File classified documents and unclassified documents in separate containers. There are two exceptions to this guidance. First, documents may be stored together in Government Services Administration approved security containers when the record of an

action consists of both classified and unclassified documents and reference purposes require that both be filed together. Investigative, adjudicative, and other types of case files are examples. Second, classified and unclassified documents may be stored in the same security container when a small volume of classified material is on hand and it is advantageous to use otherwise empty space for unclassified material. However, the classified material will be separated from the unclassified material by guide cards or by placement in separate drawers. See reference (g) for security container requirements and information.

- **1-8.** Suspense files. Suspense files are used as reminders that an action is required by a given date. File numbers need not be used on file folders or containers in which suspense documents are kept. Some samples of suspense files are as follows:
- a. A note to submit a report or to take some other action. The note would be destroyed after the report is submitted or the action is taken.
- b. An outgoing communication filed by the date on which a reply is expected. When the reply is received, the communication is withdrawn and filed (if it is the record copy) or destroyed (if it is an extra copy).

1-9. List of schedule numbers

- a. Office personnel prepare lists of schedule numbers that are commonly used in the office, for the convenience of personnel files and action officers. These lists are also used by Information Managers to ensure the records identify and document the business of the officer, and to identify permanent and long-term records for transfer. These lists will contain the SSIC and schedule number, title, and disposition instructions.
- b. Office personnel will keep the list current by making changes as schedule numbers are added, changed, or deleted.

Chapter 2 Labeling Procedures

2-1. Schedule numbers. Schedule numbers are numbers associated with records series that identify the description and dispositions dealing with those records. Schedule numbers listed in reference (b) identify documents for filing, reference, and legal disposition authority.

2-2. Labeling

- a. Label all folders and containers used to store official records. Labels may be either handwritten or typed.
- b. Labels will include the schedule number, SSIC, file title, and the disposition instructions. Include the year of accumulation when a file is cut off after a time period. Do not include the year on a file with an event disposition or on the "ACTIVE" folder of a time-event file.
- c. Enter the schedule number and file title on the label as they appear in the appropriate chapter of Part III of reference (b), and also include the SSIC below the schedule number on the label for ease in filing records with SSICs on them. For the title of a file label, any abbreviation that will be understood by the custodian of the file may be used. For the disposition instructions, use abbreviations listed below. See figure 2-1 for sample labels.

COFF - cutoff, cut off
Dest - destroy
FRC - Federal Records Center
PERM - permanent
PIF - place in inactive file
ROB - retain on board
Trf - transfer

WNRC - Washington National Records Center

	File#	File Title	Year of acc	umulation
	SSIC#			
	12000-50	Time and Attendance	(18)	
	12610		, ,	
	COFF 31	Dec 18, PIF, Dest Jan 21	l (or	
	After GA0	Daudit, whichever is soo	oner)	
Disposition	instruction	S		-

Figure 2-1. Sample label showing the four elements of a file label.

d. If there are several folders under one number, only the label on the first folder of the series must show all of the required label information. Labels on the other folders under the same schedule number will show the schedule number, a brief identification of material in the

folder, and (if applicable) the year of the file. A "dummy" folder (secured shut) or guide card with a label containing required label entries may also be used. Do not use a "dummy" folder or guide card with full label instructions when there is only one file folder for the file year.

e. When one or more file containers have records with the same schedule number, posting the schedule number and other information to each folder label or document is not necessary. The documents in files of this volume usually bear a distinctive identification (for example, the name on a personnel record jacket or financial data records folder, the number on a voucher, contract number, case files, and so forth). In these instances, only the label on the first folder of the series and the label on the first container must show the required label information. Remaining folders, drawers, or other containers need only be identified by the name, number, or other feature identifying the contents. If there are several folders under one schedule number, you may use a "dummy" folder or a guide card which contains the full label entries. Subsequent folder labels need only show the schedule number, contents of the individual folder, and, where appropriate, the year of accumulation. (See figure 2-2.)

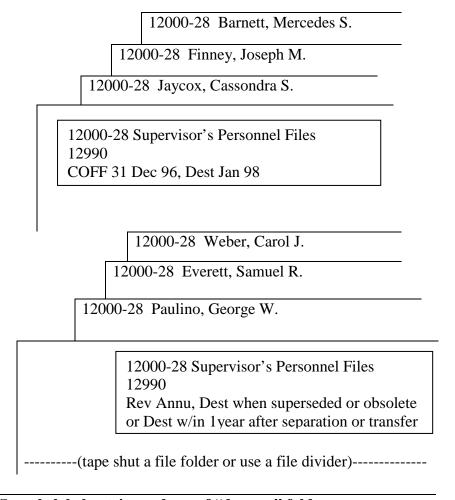


Figure 2-2. Sample label entries and use of "dummy" folder

f. No disposition is shown on labels for containers with two or more record series because it varies among the several record series stored in the container. The label entry for containers with only one record series, and holding all of that record series is identical to the folder label. The label entries for containers with only part of one record series show which part of the records are stored within the container. In figure 2-3, the "(A thru L)" and "(M thru Z)" represent an alphabetical file arrangement. If files are identified numerically use numbers instead of letters.

```
12000-27-12000-28

5000-14 Record Copy Not Transferred to Navy
5041 Historical Center (17)

ACTIVE
PERMANENT. COFF at case closure, trf to
WNRC 25years after COFF
```

Sample label entry for container with two or more record series. Sample label entry for container with only one record series.

```
5000-14 Record Copy Not Transferred to Navy
                                                      5000-14 Record Copy Not Transferred to Navy
       Historical Center
                                                             Historical Center
5041
                                     (18)
                                                      5041
                                                                                           (18)
           Reports
                                                                 Reports
           (A thru L)
                                                                 (M thru Z)
INACTIVE
                                                      INACTIVE
PERMANENT. COFF at case closure, trf to
                                                     PERMANENT. COFF at case closure, trf to
WNRC 25 years after COFF
                                                     WNRC 25 years after COFF
```

Sample label entries for containers with only part of one record series.

5000-55 5000-55 5000-55 5000-55 5210 5210 5210 5210 Records Program Records Records Records Binder, 1 of 4 **Program Program** Program COFF at the end Binder, 2 of 4 Binder, 3 of 4 Binder, 4 of 4 of CY. Dest 10 years after **COFF**

Figure 2-3. Sample file container and binder label entries

Solution 2 Chapter 3 Applying Disposition Instructions

3-1. Disposition standards

- a. For most records the file disposition gives only the generic retention period (that is, destroy after 2 years, destroy after 5 years, permanent, and so forth). In dispositions like these, use table 3-1 to determine and apply the exact cut off, transfer, and disposition dates.
- b. For some records, the file disposition also gives specific instructions for COFF, transfer, or establishment of inactive files, for example, "Permanent. PIF on completion of next inspection and cut off at the end of that year." In this example, the file remains among the currently used office files for however long it takes for the next inspection to occur. When the next inspection does occur, the file gains definite disposition instructions. At the end of the year in which the inspection occurred, the file is separated from the active files or "COFF" and placed in a folder with the appropriate "permanent" disposition instructions on the label. This record will be transferred to the FRC after the proper period of time. See paragraph 3-3c for more information on "time-event" dispositions.
- **3-2. Files COFF.** Files with permanent retention or retention for a specific number of years are cut off at the end of the year in which action on the record has been completed. The retention period does not begin until the records have been COFF. Files with a continuing type of disposition, such as "Destroy when no longer needed for current operations," are not COFF. Review them annually, and remove and destroy individual's records within such files when no longer needed.
- **3-3. Disposition instructions.** There are three types of disposition instructions based on "time," "event," and "time-event."
- a. With a "time" disposition, a record is cut off at the end of the month for a 30-day disposition, at the end of the quarter for a 3-month disposition, semiannually for a 6-month disposition, or at the end of the year for a 1-year or more disposition, held for the specified period, and then destroyed. All such records which accumulate during the course of the year in which the files are developed are cut off at the end of the month, quarter, or year, and then the specified retention period begins. Examples of "time" dispositions and label entries are:

Destroy after 30 days. COFF at the end of the month, hold one month in the current files area, and then destroy. Label entry examples are as follows:

COFF 31 Jan 18, Dest Mar 18.

COFF 28 Feb 18, Dest Apr 18.

COFF 31 Mar 18, Dest May 18.

COFF 30 Apr 18, Dest Jun 18.

COFF 31 May 18, Dest Jul 18.

```
COFF 30 Jun 18, Dest Aug 18.
COFF 31 Jul 18, Dest Sep 18.
COFF 31 Aug 18, Dest Oct 18.
COFF 30 Sep 18, Dest Nov 18.
COFF 31 Oct 18, Dest Dec 18.
COFF 30 Nov 18, Dest Jan 19.
COFF 31 Dec 18, Dest Feb 19.
```

Destroy after 3 months. COFF at the end of the quarter, hold three months in the current files area, and then destroy. Label entry examples are as follows:

```
COFF 31 Mar 18, Dest Jul 18.
COFF 30 Jun 18, Dest Oct 18.
COFF 30 Sep 18, Dest Jan 19.
COFF 31 Dec 18, Dest Apr 19.
```

Destroy after 6 months. COFF semiannually as of 30 June and 31 December, hold six months in the current files area, and then destroy. Label entries would be "COFF 30 Jun 18, Dest Jan 19" or "COFF 31 Dec 18, Dest Jul 19."

Destroy after 1 year. COFF at the end of the calendar year (CY) or fiscal year (FY), hold one year in the current files area, and then destroy. Label entry would be "COFF 31 Dec 18, Dest Jan 20" for a CY or "COFF 30 Sep 18, Destroy Oct 19" for a FY.

- b. With an "event" disposition, the record is destroyed upon or immediately after the specified event occurs. There is no waiting period, as with the time disposition. As an example, consider the disposition instruction "Destroy after all corrections have been made and processed." When all corrections have been made and processed, remove the document from the file and destroy it. The disposition on the file label would read, "Dest when all corrections have been made and processed."
- c. With a combination "time-event" disposition, a record is disposed of a certain period of time after an event takes place.
- (1) This disposition requires the creation of two folders, ACTIVE and INACTIVE. The ACTIVE folder label does not show a year of accumulation, because it contains (in the example given above) all records of a case that has not yet been completed. It is in the "event" phase of the disposition, and it may be several years before the case is completed. Once a case is completed, the information is moved to the INACTIVE folder. This folder label does show a year of accumulation, because the information is now in the "time" phase of the disposition. The INACTIVE folder need not be created until the "event" phase of the disposition has occurred and the "time" phase is starting.

- (2) The event is the trigger that causes the record to become inactive. It is then COFF at the end of that year, held for the specified time period, then disposed of. For example, with the disposition instruction "Destroy 2 years after case closure," the record will remain in an ACTIVE file until the case is closed. At that time, move it from the ACTIVE to the INACTIVE file. The entire INACTIVE file will be COFF at the end of the year, held for 2 years, then destroyed. The ACTIVE file label would read, "ACTIVE. PIF on case closure." The disposition on the inactive label will read, "INACTIVE. COFF 31 Dec 18, Dest Jan 21."
- **3-4. Deviations from disposition instructions.** The Archivist of the United States must approve deviations from disposition instructions provided in Part III of reference (b). Requests for deviations will be sent through records management channels to echelon 2 Records Manager. The echelon 2 Records Manager will evaluate the request to determine whether an exception is appropriate or whether the disposition instructions in the applicable file number should be changed. The echelon 2 Records Manager will forward requests, with their recommendation, to DON/AA DRMD. Requests will include the following:

The schedule number and a brief description of the records involved.

Justification, consisting of evidence of specific need for the records and information on their continuing administrative, legal, or fiscal value to the United States Government.

The physical location of the records, including information on whether the records have been (or will be) transferred to FRC.

3-5. Changes to retention periods. Frequently, retention periods change because of statutory, legal, financial, or administrative requirements. If a change increases the retention period, use the new retention period for all records, both active and inactive, under that schedule number. This applies no matter when the records were created or where they are maintained. If retention period is decreased or changed from permanent to a temporary period, apply the new schedule to all current records. In applying decreased retention schedules to inactive records, consider cost effectiveness and efficiency. If a decreased schedule would take a major effort to apply and storage space is not an issue, you may keep the records for the longer retention period.

3-6. Records disposal

- a. Unclassified records authorized for destruction will be:
 - (1) Destroyed in accordance with local policy.
- (2) For exposed photographs and certain microfilm that contains precious metals, dispose of under the DoD Precious Metals Recovery Program.
- b. Destroy FOR OFFICIAL USE ONLY (FOUO) and classified records per reference (g).

Table 3-1
Disposition standards

Dispos	sition standards			
R	A	В	С	D
u 1 e	If the file is accumulated by	and the abbreviated disposition instructions are	then the full disposition standard would be	and disposition instructions on the file label would be (examples are CY or FY, as applicable.)
1	Any element of the command	Destroy after 1 month	Cut off at the end of the month; retain on board (ROB) 1 month in the current files area; then destroy.	COFF 31 Jan 18, Dest Mar 18 COFF 28 Feb 18, Dest Apr 18 COFF 31 Mar 18, Dest May 18 COFF 30 Apr 18, Dest Jun 18
2		Destroy after 3 months	Cut off at the end of each quarter; ROB 3 months in the current files area: then destroy.	COFF 28 Feb 18, Dest Jun 18 COFF 31 Mar 18, Dest Jul 18 COFF 30 Apr 18, Dest Aug 18
3		Destroy after 6 months	Cut off twice a year, according to the CY or FY: ROB 6 months in the current files area; then destroy.	CY: COFF 30 Jun 18, Dest Jan 20 or COFF 31 Dec 18, Dest Jul 19 FY: COFF 31 Mar 18, Dest Oct 18 or COFF 30 Sep 18, Dest Apr 19
4		Destroy after 1 year	Cut off at the end of the CY or FY; ROB for 1 year in the current files area; then destroy.	CY: COFF 31 Dec 18, Dest Jan 20 FY: COFF 30 Sep 18, Dest Oct 19
5		Destroy after 2 years	Cut off at the end of the CY or FY; ROB for 2 years in the current files area; then destroy.	CY: COFF 31 Dec 18, Dest Jan 21 FY: COFF 30 Sept 18, Dest Oct 20
6		Destroy upon occurrence of a specific action or event	Destroy when superseded or obsolete. Destroy when no longer needed for current operations.	Destroy when superseded or obsolete. Destroy when no longer needed for current operations.
7	Any element of the command	Destroy a certain time period after occurrence of a specific action or event.	Destroy 2 years after transfer or separation of individual. Place in INACTIVE file on transfer or separation of individual; cut off INACTIVE file at end of year and ROB 2 years in current files area; then destroy.	Example for a 2-year time-event file: ACTIVE: PIF after transfer or separation of individual INACTIVE: COFF 31 Dec 18, Dest Jan 21
8		Destroy after 3 or 4 years	Cut off at the end of the CY or FY; ROB for 3 or 4 years in the current files area; then destroy.	Example for a 3-year file: CY: COFF 31 Dec 18, Dest Jan 22 FY: COFF 30 Sep 18, Dest Oct 21
9	Command elements not serviced by a local storage area (LSA)	Destroy after 5 or more years (but not PERMANENT records)	Cut off the end of the CY or FY; ROB for 2 years in the current files area; transfer to the servicing FRC, where the file will be held until the total retention period has expired, then destroy.	Example for a 5-year file: CY: COFF 31 Dec 18, Trf Washington National Records Center (WNRC) Jan 21, Dest Jan 24 FY: COFF 30 Sep 18, Trf WNRC Oct 20, Dest Oct 23

Table 3-1 Disposition standards—Continued.

	sition standards—C	onunucu.		
R	A	В	С	D
u 1 e	If the file is accumulated	and the abbreviated disposition instructions	then the full disposition	and disposition instructions on the file label would be (examples are calendar (CY) or
	by	are	standard would be	fiscal year (FY), as applicable.)
10		PERMANENT	Cut off at the end of the CY or FY; ROB for 2 years in the current files area; and then transfer to the servicing FRC.	Example for a 2-year file: CY: COFF 31 Dec 18, Trf WNRC Jan 21, PERM FY: COFF 30 Sep 18, Trf WNRC Oct 20, PERM
11	Command elements serviced by a LSA	Destroy after 3, 4, 5, 6, or 7 years	Cut off at the end of the calendar or fiscal year; ROB for 2 years in the current files area; then transfer to the LSA; hold until total retention period expires; then destroy.	Example for a 5-year file: CY: COFF 31 Dec 18, Ret LSA Jan 21, Dest JAN 24 FY: COFF 30 Sep 18, Ret LSA Oct 20, Dest Oct 23
12		Destroy after more than 7 years (but not PERMANENT records).	Cut off at the end of the calendar or fiscal year; ROB for 2 years in the current files area; then transfer to the LSA; hold for 1 year; then transfer to the servicing FRC, where they will be destroyed when the retention period expires.	Example for a 10-year file: CY: COFF 31 Dec 18,Ret LSA Jan 21, Trf WNRC Jan 22, Dest Jan 29 FY: COFF 30 Sep 18, Ret LSA Oct 20, Trf WNRC Oct 21, Dest Oct 28
13		PERMANENT	Cut off at the end of the CY or FY; ROB for 2 years in the current files area; then transfer to the LSA; hold for 1 year; then transfer to the servicing FRC.	Example for a 2-year file: CY: COFF 31 Dec 18, Ret LSA Jan 21, Trf WNRC 22, PERM FY: COFF 30 Sep 18, Ret LSA Oct 20, Trf WNRC Oct 21, PERM

For rules 1 through 7, apply appropriate standard in rules 8 through 13 if longer retention periods are specified.
 For rules 9 through 13, records so specifically designated in reference (b) will be transferred to the nearest servicing FRC, which will manage the records throughout their remaining life and, at the designated period, destroy the record or permanently transfer them to the National Archives and Records Administration as prescribed in the record disposition schedule.

Chapter 4 Reference Procedures

- **4-1. Records retrieval.** The procedures in this section are designed to provide rapid and efficient files reference services.
- **4-2. Submission of requests**. Requests to charge out files may be in memorandum format or the form listed in paragraph 4-3, below. The following information is needed to locate and charge-out material:
- a. SSIC and serial number Identification of material and file classification number, if known.
 - b. Name of writer (organization or individual).
 - c. Date of the document (specific or approximate).
 - d. Requester's name, organization, location, and telephone number.
- **4-3. Charge-out record.** A charge-out record will be made and substituted for documents removed from a file for reference purposes. Optional Form (OF) 23 (for letter or legal size filing cabinets) or OF 24 (for lateral filing cabinets) may be used for documents charged out.

Part II Construction of Standard Subject Identification Code (SSIC)

- 1. <u>SSICs Required</u>. An SSIC is a four or five digit number that stands for the subject of a document. SSICs are required on all Navy and Marine Corps letters, messages, directives, forms, and reports/information collections regardless of medium. The use of SSICs, along with the schedule numbers found in reference (b), provides a tested method for filing documents consistently and retrieving them quickly and is the system the DON uses to meet the requirements of section 1222.28 of reference (d).
- 2. <u>SSICs</u>. The DON SSIC system is divided into 13 major subject groups.

1000-1999 Military Personnel

Includes subjects relating solely to the administration of military personnel. Civilian personnel subjects are included in the 12000 series. General personnel subjects relating to both civilian and military personnel are included in the 5000 series.

2000-2999 Information Technology and Communications

Includes subjects relating to general information technology matters and to communication systems and equipment.

3000-3999 Operations and Readiness

Includes subjects related to such matters as operational plans, fleet operations, operational training and readiness, warfare techniques, operational intelligence, research and development, and geophysical and hydrographic support.

4000-4999 Logistics

Includes subjects relating to the logistical support of the Navy and Marine Corps, including procurement, supply control, property redistribution and disposal, travel and transportation, maintenance, construction and conversion, production and mobilization planning, and foreign military assistance.

5000-5999 General Administration and Management

Includes subjects relating to the administration, organization, and management of the DON, including general personnel matters (concerning both civilian and military personnel), records management programs, security, external and internal relations, audiovisual management, law and legal matters, office services, office automation, and publication and printing matters.

6000-6999 Medicine and Dentistry

Including subject relating to medical matters such as physical fitness, general medicine, special or preventive medicine, dentistry, and medical equipment and supplies.

7000-7999 Financial Management

Includes subjects relating to the financial administration of the DON, including budgeting, disbursing, accounting, auditing, contract auditing, industrial and other special financing matters, and statistical reporting.

8000-8999 Ordnance Material

Includes subjects relating to all types of ordnance material and weapons, including ammunition and explosives, guided missiles of all types, nuclear weapons, fire control and optics, combat vehicles, underwater ordnance materials, and miscellaneous ordnance equipment.

9000-9999 Ships Design and Material

Includes subjects relating to such matters as the design and characteristics of ships, and to ships material and equipment.

10000-10999 General Material

Includes subjects relating to general categories of materials not included in the specialized material groups. It includes personnel material, general machinery and tools, audiovisual equipment and accessories, and miscellaneous categories including metals, fuels, building materials, electrical and electronic categories, and diving and hyperbaric systems equipment.

11000-11999 Facilities and Activities Ashore

Includes subjects relating to ashore structures and facilities, fleet facilities, transportation facilities, heavy equipment, utilities and services, and other similar subjects.

12000-12999 Civilian Personnel

Includes subjects relating solely to the administration of civilian personnel. (Military personnel subjects are including in the 1000 series. General personnel subjects relating to both civilian and military personnel are included in the 5000 series.)

13000-13999 Aeronautical and Astronautical Material

Includes subjects relating to aeronautical and astronautical material, including parts, accessories, and instruments; special devices; armament; aerological equipment, weapons systems, types of aircraft; and astronautic vehicles.

3. These major subject groups are further divided into primary, secondary, and tertiary subdivisions. The last three digits of an SSIC number designate subject levels. For example, here are three subdivisions under General Administration and Management, whose major subject group code is 5000 - 5999.

General Categories use zeros

5000 - General Administrations and Management

This is an example of a primary subject

5200 - General Management Programs and Techniques

The last two digits designate a secondary subject

52<u>10</u> - Records Management

The last digit reflects a tertiary subject

5211 - Filing, Maintenance, Protection, Retrieval, and Privacy Act Systems

Some subject groups are not subdivided further than the primary level. However, other groups are divided into many secondary and tertiary subjects, depending on the complexity of the primary subject.

4. <u>Assigning the right SSIC to a document</u>. When you create a record, include the SSIC that most closely describes that record's subject. Also, consider the document's subject, its purpose or significance, and the SSIC used for similar documents.

Part III Guidelines for Requesting Changes

1. Submit recommendations for SSIC changes (additions, deletions, and modification) to:

Office of the Secretary of the Navy DON/AA Directive and Records Management Division (DRMD) 1000 Navy Pentagon, Room 4E623 Washington, DC 20350-1000

Marine Corps activities submit via: Commandant of the Marine Corps Marine Corps Records Manager (HQMC ARDB) 3000 Marine Corps Pentagon, Room 2B253 Washington, DC 20350-3000

- 2. Provide the following information
 - a. Current SSIC number (for deletions and modifications)
 - b. Recommended SSIC number (for additions and modifications)
 - c. Current Subject (for deletions and modifications)
 - d. Recommended Subject (for additions and modifications)
- 3. Use the following guidelines when considering a change to an existing number, a deletion, or new number.
- a. Any subject that has relevance to a large segment of the DON may be recommended provided it does not duplicate or identify too closely with existing, related subjects.
- b. Accurately identify a proper placement of new subjects by ensuring that the functional major subject grouping, primary subject grouping, secondary subject grouping, and tertiary number are all in logical function sequence.
- c. Narrative subject titles should be functionally descriptive, have broad definition, and be stated concisely.
 - d. If a numerical code is deleted, the number cannot be used for a different narrative subject.

Part IV Numerical List of SSICs

MILITARY PERSONNEL 1000 - 1999

SSIC	Title
1000 - 1099	GENERAL
1000	General (include Marine Corps Standard Operating Procedures (SOPs))
1001	Reserve Policies and Programs
1010	Inspections
1020	Uniforms
1040	Retention/Career Planning
1050	Leave and Liberty
1070	Personnel Records
1080	Personnel Accounting
1100 - 1199	RECRUITING
1100	General
1110	Administration and Logistics
1111	Manpower
1120	Plans and Policy
1121	Policy
1122	Research
1123	Program Analysis
1130	Operations
1131	Officer Recruiting
1132	Officer Recall
1133	Enlisted Recruiting
1134	Enlisted Recall
1136	Recruiter Training
1137	Recruiting Irregularities
1140	Advertising
1141	Material Control
1142	Recruiting Aids
1143	Systems
1144	Operations
1150	Support
1152	Sea Power Presentations
1153	Program Development

SSIC	Title
1154	Audio/Visual
1155	Fleet/Community Liaison
1156	Educator Liaison
1160	Reenlistments and Extensions
1170	Selective Service, Conscription and Deferment
1200 - 1299	CLASSIFICATION AND DESIGNATION
1200	General
1210	Officer
1211	Billet Classification Codes and Billet Descriptions
1212	Designator Codes
1213	Qualification Codes
1214	Sub-Specialty Codes
1220	Enlisted
1221	Classification Codes and Billet Descriptions
1223	Rank, Rate, or Rating Structure
1230	Testing and Interviewing
1231	Officer
1236	Enlisted
1300 - 1399	ASSIGNMENT AND DISTRIBUTION
1300	General
1301	Officer
1306	Enlisted
1320	Orders to Personnel
1320 1321	Orders to Personnel Officer
1321	Officer
1321 1326	Officer Enlisted
1321 1326 1330	Officer Enlisted Personnel Requests
1321 1326 1330 1331	Officer Enlisted Personnel Requests Officer
1321 1326 1330 1331 1336	Officer Enlisted Personnel Requests Officer Enlisted
1321 1326 1330 1331 1336 1400 - 1499	Officer Enlisted Personnel Requests Officer Enlisted PROMOTION AND ADVANCEMENT
1321 1326 1330 1331 1336 1400 - 1499 1400	Officer Enlisted Personnel Requests Officer Enlisted PROMOTION AND ADVANCEMENT General
1321 1326 1330 1331 1336 1400 - 1499 1400 1401	Officer Enlisted Personnel Requests Officer Enlisted PROMOTION AND ADVANCEMENT General Selections
1321 1326 1330 1331 1336 1400 - 1499 1400 1401 1402	Officer Enlisted Personnel Requests Officer Enlisted PROMOTION AND ADVANCEMENT General Selections Selection Boards Record of Proceedings
1321 1326 1330 1331 1336 1400 - 1499 1400 1401 1402 1410	Officer Enlisted Personnel Requests Officer Enlisted PROMOTION AND ADVANCEMENT General Selections Selection Boards Record of Proceedings Requirements and Qualifications
1321 1326 1330 1331 1336 1400 - 1499 1400 1401 1402 1410 1412	Officer Enlisted Personnel Requests Officer Enlisted PROMOTION AND ADVANCEMENT General Selections Selection Boards Record of Proceedings Requirements and Qualifications Officer Qualifications

1.420 P	
1420 Promotions	
1421 Temporary Promotions	
1426 Permanent Promotions	
Rank and Precedence	
1430 Advancements in Rate or Rating	
1440 Changes in Rank, Rate or Rating	
Reductions in Rate, Rank or Rating	
1500 - 1599 TRAINING AND EDUCATION	
1500 General	
1510 Enlisted Training	
Nuclear Power Training (Sub)	
Nuclear Power Training (Surface)	
1513 Recruit Training	
1514 Rating Training	
1520 Officer Training	
Joint and Advanced Training	
Nuclear Power Training (Sub)	
Nuclear Power Training (Surface)	
1524 Graduate Education	
1530 Officer Candidate Training	
Naval Academy	
1532 Aviation Cadet (AvCad)	
1533 Reserve Officer Training Corps (ROTC)	
Merchant Marine and Maritime	
1540 Functional Training	
1541 Fleet Training	
1542 Flight Training	
Equipment and Systems Training	
1544 Diver Training	
Instruction Courses and Training Materials (see also 1	(0170)
Training Films, Aids, and Special Devices	
Training Publications	
1553 Instructional Systems Development	
1554 Computer Managed Instruction	
Voluntary Education	
1570 Inactive Duty Training	
1571 Active Duty for Training	
1580 Interservice Training	

SSIC	Title
1600 - 1699	PERFORMANCE AND DISCIPLINE
1600	General
1601	Duties and Watches
1610	Performance and Conduct
1611	Officer
1616	Enlisted
1620	Discipline
1621	Officer
1626	Enlisted
1630	Navy Base Security and Military Police
1640	Confinement
1650	Decorations, Medals and Awards
1700 - 1799	MORALE AND PERSONAL AFFAIRS
1700	General
1710	Recreation and Social Affairs
1720	Informational Services
1730	Chaplains and Religious Affairs
1731	Worship
1732	Other Rites, Ceremonies, Ordnances, Sacraments
1733	Sacred Music
1734	Counseling
1735	Christian Theology and History
1736	Other Religions and Comparative Religions
1737	Religions Education and Chapel Related Organizations
1738	Special Programs/Pilot Ministries
1739	Program Requirements/Advance Planning
1740	Personal Affairs and Benefits
1741	Insurance
1742	Voting
1746	Messes
1750	Dependents' Aid (Assistance)
1751	Dependents' Allowances
1752	Domestic Relations
1754	Family Support Programs
1755	Dependents' Schooling
1760	Civil Readjustment and Veterans Affairs
1770	Casualties and Survivors' Benefits
1771	Casualties

SSIC	Title
1772	Survivors' Benefits
1780	Educational Benefits
1800 - 1899	RETIREMENT
1800	General
1810	Regular Non-Disability Retirement
1811	Officer
1812	Enlisted
1820	Reserve Non-Disability Retirement
1830	Fleet Reserve
1850	Disability Retirement
1851	Officer
1856	Enlisted
1900 - 1999	SEPARATION
1900	General
1910	Enlisted
1916	Release from Active Duty, Reserve
1920	Officer
1926	Release from Active Duty, Reserve

INFORMATION TECHNOLOGY AND COMMUNICATIONS 2000 - 2999

SSIC	Title
2000 - 2099	TELECOMMUNICATIONS SYSTEMS
2000	General
2007	Circuit Mayflower (and Successor Program Titles)
2008	Clarinet Merlin (and Successor Program Titles)
2010	Special Systems Networks (In General)
2011	Presidential Communications
2012	Tactical Net
2013	Mobile Transportable
2014	Contingency Communications
2015	Visual Communications
2016	Defense Communications Systems (DCS) HF Entry
2017	Defense Information Services Agency (DISA) Quality Assurance Program
2018	Theatre Nuclear Forces Communication System (TNFCS)
2019	High Frequency Anti-Jam Program (HFAJ)
2020	Automated Systems (General)
2021	Worldwide Military Command and Control System (WWMCCS)
2023	Shipboard
2026	Shore
2030	Secure Voice Systems (excluding AUTOSEVOCOM)
2031	Wideband
2032	Narrow Band
2040	Strategic Systems
2041	Minimum Essential Emergency Communications Network (MEECN)
2042	Improved Emergency Message Automatic Telephone System (IEMATS)
2043	JCS Alerting Net (JCSCAN)
2044	TACAMO (Take Charge and Move Out)
2045	Airborne National Command Post (ABNCP)
2046	Extra Low Frequency (ELF) (SEAFARER/SHELF/SANGUINE)
2047	VERDIN
2050	Satellite Communications (SATCOM) Systems
2051	Ashore SATCOM Systems
2052	Afloat SATCOM Systems
2054	Satellite Navigation Systems

SSIC	Title
2060	Telephone Systems
2061	Defense Telephone System (DTS)
2063	Command Switch System (CSS)
2066	Navy Administrative Telephone System (NATS)
2069	Federal Telecommunications System (FTS)
2070	Switched Systems-Networks
2071	AUTODIN I/AUTODIN II
2072	NATO/Allied Systems
2073	AUTOVON/DSN
2074	AUTOSEVOCOM (and Successor Systems)
2075	Advanced Research Projects Agency Network (ARPANET)
2076	Defense Special Security Communications System (DSSCS)*
2077	Movement Information Network (MINET)
2080	Broadcast Systems (General)
2081	Fleet
2083	Submarine
2086	Antisubmarine Warfare (ASW) (VP)
2089	NATO
2090	Miscellaneous Systems (General)
2091	Navy Reserve Emergency Communications (NREC)
2092	Commercial Refile/Class "E" Messages
2093	Military Affiliate Radio System (MARS)/Amateur Radio
2094	Fleet Operational Telecommunications Automated Control System (FOTACS)
2095	Fleet Command Center/Task Force Command Center (FCC/TFCC)
2096	Ocean Surveillance Information Systems (OSIS)
2097	Sound Surveillance System/Surveillance Towed Array Systems (SOSUS/SURTASS)
2098	Antisubmarine Warfare (ASW)
2099	Merchant Ships Communications (MERCOMS)
2100 - 2199	TELECOMMUNICATIONS SERVICES
2100	General
2110	Short-Haul Leased Circuits
2120	Long-Haul Leased Circuits
2130	On-Base Circuits
2140	Leased Equipment/Terminals Ashore
2150	Leased Equipment/Terminals Afloat
2160	Landlines
2180	Telecommunications Service Request (TSR)

SSIC	Title
2200 - 2299	COMMUNICATIONS SECURITY (COMSEC)
2200	General
2201	Policy and Doctrine
2202	Assistance to Foreign Governments
2206	COMSEC Equipment Installation
2207	Operating and Maintenance Manuals
2208	Foreign Military Sales
2210	Physical Security of Cryptographic Equipment and Materials
2211	Standards
2212	Loss or Compromise
2220	Transmission Security
2221	Low Probability of Intercept (LPI)
2222	Anti-Jamming (AJ)
2223	COMSEC Traffic Analysis
2224	COMSEC Signal Analysis
2225	Changing Call Sign and Frequency
2230	Cryptographic Security
2231	Policy, Doctrine and Procedure
2232	Violations and Insecurities
2233	Cryptographic Keying Material
2240	Emission Security
2241	Tempest Policy and Criteria
2242	Tempest Surveys
2243	Exceptions to National Emission Security Policy
2250	Cryptographic Equipment (General)
2251	Project Management
2252	Modifications to Cryptographic Equipment
2253	Master Station Keyed Cryptographic Equipment
2254	Airborne Cryptographic Equipment
2255	Shipboard Cryptographic Equipment
2256	Shore Cryptographic Equipment
2257	Vehicular/Manpack Cryptographic Equipment
2280	COMSEC Material System (General)
2281	Policy, Plans and Procedures
2282	Distribution and Allowance
2283	Accounts and Inventory Control
2284	Automated Data Processing Support
2285	COMSEC Material System Issuing Offices

SSIC	Title	
2300 - 2399	COMMUNICATIONS METHODS AND PROCEDURES	
2300	General	
2310	Traffic Handling/Processing	
2311	Traffic Analysis/Engineering	
2313	Quality Control	
2314	Communications Evaluation	
2316	Traffic Statistical Data	
2318	Communications Problems and Investigations	
2319	Message Formats and Procedures	
2320	Routing Doctrine (General)	
2321	Communication Alternate Routing (ALTROUTE)	
2322	Stabilized Routing for Afloat Commands (STROFAC)	
2323	Worldwide Mobile Routing Index (WWMRI)	
2324	ACP-117 Listings	
2325	Communications Guard Shift	
2340	Address Designators (General)	
2341	Plain Language Address Directory (PLAD)	
2342	AIGs/CADs/General Messages	
2343	Routing Indicators	
2344	International Call Signs	
2345	Voice Call Signs	
2400 - 2499	ELECTROMAGNETIC SPECTRUM	
2400	Management (General)	
2410	Allocation/Assignment	
2420	Interference	
2430	Propagation	
2440	Usage	
2450	Electromagnetic Compatibility (General)	
2460	Frequency Sounders (General)	
2500 - 2599	SI COMMUNICATIONS	
2500	General	
2501	SI Communications Planning and Management	
2502	SI Communications Procedures	
2506	SI Communications Equipment and Configuration Control	
2510	SI Communications Systems (General)	
2511	Multi-Users SI Communications System (MUSIC)	
2512	SI Off-Line Encrypted Communications Systems	
2513	SI Red Line Multiplexing Systems (LEMONADE)	

SSIC	Title
2515	CLASSIC WIZARD Communications Systems
2516	Automatic Processing System for SI Messages
2517	SI AUTODIN Limited Privacy Service (ALPS)
2520	SI High Frequency Direction Finding Communications Systems
2521	SI HFDF Communications Reliability Reports
2522	SI HFDF Communications Control Shifts
2530	SI Tactical Communications (General)
2531	SI Air/Ground Communications Systems
2532	SI Ship/Shore Communications Systems
2533	SI Mobile Communications - Shore-Based
2534	SI Mobile Communications – Afloat
2535	SI Tactical Exchange Automation System (TEXAS)
2536	SI Tactical Intelligence Communications Systems (TACINTEL)
2537	SI Operational Intelligence Communications Systems (OPINTEL)
2538	SI Submarine Satellite Information Exchange Subsystem (SI SSIXS)
2600 - 2699	INFORMATION TECHNOLOGY (IT)
2600	DON Chief Information Officer (CIO)
2610	Electronic Records
2620	Information Technology Operations and Management
2630	Internal/External Web Site
2700 - 2799	AFLOAT COMMUNICATIONS
2700	General
2710	Circuitry and Networks
2720	Exercises
2730	Requirements
2740	Readiness
2750	Plans
2760	Operating
2770	Resources*
2780	Quality Monitoring and Control
2790	Afloat Communications Support
2791	Communications Area Master Station (CAMS)
2792	Primary Support Station (Naval Communications Stations and Naval Communications Units
2793	Residual Station (Naval Telecommunications Centers)
2797	High Command (HICOM)
2800 - 2899	COMMUNICATIONS PLANS, PROGRAM AND REQUIREMENTS
2800	General

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SSIC	Title
2801	Subsystem Project Plan (SPP)
2802	Management Engineering Plan (MEP)
2803	Master Installation Information Plan (MIIP)
2804	Basic Electronics System Engineering Plan (BESEP)
2805	Communications Long and Mid-Range Planning
2830	Communication Consolidation (General)
2860	Military Communications-Electronics Board (MCEB) (General)
2880	Telecommunications Operating Requirements (TELCOR) (excluding Frequency) (General)

OPERATIONS AND READINESS 3000 - 3999

SSIC	Title
3000 - 3099	OPERATIONS AND READINESS
3000	General (including Marine Corps SOPs)
3005	Civil Defense
3006	Natural Disaster Control
3010	Plans, Operating (include Combined and Joint)
3020	Joint Plans
3025	Unified Command Planning Matters
3030	Navy Plans
3040	Casualties and Casualty Reporting (see also 1770)
3041	Hull, Mechanical and Electrical Casualties
3042	Ordnance Casualties
3043	Electronics (Radar) Casualties
3044	Electronics (Sonar) Casualties
3045	Electronics (Communications) Casualties
3046	Electronics (other) Casualties
3047	Personnel Casualties (Shortages)
3050	Naval Strategy
3051	Missions
3052	Functions
3053	Warfare Tasks
3054	Force Employment
3055	Force Characteristics
3056	Force Levels
3057	Threat Assessment
3058	Risk Assessment
3060	Mobilization
3061	Mobilization Plans and Policies
3062	Mobilization Operation Requirements
3070	Operations Security
3080	Reliability and Maintainability (R&M) (General)
3081	Hardware, Fleet, Air
3082	Hardware, Fleet, Surface
3083	Hardware, Fleet, Subsurface
3084	Hardware, Shore
3085	Operational ADP Computer Software

SSIC	Title
3086	Software, Surface
3087	Software, Subsurface
3088	Software, Shore
3090	Command, Control and Communications (C3)
3091	Worldwide Military Command and Control System (WWMCCS)
3092	Navy Operation and Support System (OSS)
3093	Standards of Interoperability
3100 - 3199	OPERATIONS
3100	General
3101	Electronic/Digital Shipboard Operations Monitoring
3103	Naval Air Reserve Operations
3104	Combat Camera Operations
3110	Administrative Assignment of Operating Forces of the Navy
3111	Home Ports and Yards and Permanent Duty Stations
3120	Operating Procedures, Tasks, and Employment
3121	Operation Plans and Orders
3122	Military-Medical-Dental Guardship Assignment
3123	Movement Reports
3124	Fleet Air Operations
3125	Marine Aviation
3126	Fleet Employment Schedules and Changes
3127	Employment of the Naval Reserve
3128	Visits of Ships
3129	Marine Amphibious Operations
3130	Search and Rescue (SAR)
3131	Survival
3140	Naval Oceanography Program
3141	Observations/Measurements
3142	Data Collection
3143	Data Analysis
3144	Data Prediction
3145	Information Products
3146	Data/Information Dissemination
3147	Data/Information Quality Assurance
3148	Data/Information Archiving
3149	Software Development
3150	Diving and Hyperbaric Systems Operations
3151	Diving and Hyperbaric Systems Safety Certification

SS	SIC	Title
310	60	Astronomical and Chronometric Support (General)
310	61	Observations/Measurements
310	62	Data Collection
310	63	Data Analysis
310	64	Data Prediction
310	65	Information Products
310	66	Data/Information Dissemination
310	67	Data/Information Quality Assurance
310	68	Data/Information Archiving
31'	70	Port Operations (General)
31	71	Anchorage and Berthing
31'	72	Vessel Boarding
31'	73	Ships' Boats
318	80	Replenishment
319	90	Law Enforcement (Harbor Patrol)
3200 - 329	9	CRYPTOLOGY
320	00	Cryptology (General)
320	02	Cryptologic Architecture and Total Systems Integration
320	03	Cryptologic Support Group Operations (Concept, Policy)
320	05	ADP Support to Cryptologic Systems
320	06	Cryptology and Command, Control and Communications (C3)
320	08	Marine Corps Cryptologic Policy and Operations
320	09	NAVRESSECGRU Operations and Policy
32	10	Signal Intelligence (SIGINT) (General)
32	11	SIGINT Policy and Procedures (USSID)
32	12	Navy Compartmented SIGINT Programs
32	13	Allied Efforts
32	15	SIGINT Equipment Resources
32	16	SIGINT Equipment Installation and Configuration Control
322	20	National SIGINT Operations
322	21	Collection
322	22	Processing and Reporting
322	23	Evaluation
322	24	Field Station Operations
322	25	SIGINT Systems Support (e.g., FLEXSCOP, IATS)
322	26	SIGINT Direct Service
322	27	Target Communications Systems
323	30	Fleet Cryptologic Support

S	SSIC	Title
3	231	Surface Support Operations
3	232	Surface Systems
3	233	Surface Carry-on Systems (e.g., SSQ-80 VANS)
3	234	Submarine Support Operations
3	235	Submarine Systems
3	236	Airborne Direct Support Operations
3	237	Air Systems
3	238	Cryptologic Shore Support Activities
3	239	Shore Systems
3	240	Electronic Warfare Support
3	241	Technical Guidance Unit (TGU) Operations
3	242	Signal Characteristics Identification Systems
3	250	Electronic Intelligence (ELINT) Operations
3	251	ELINT Collection Systems
3	252	ELINT Systems Processing and Reporting
3	253	ELINT Systems Data Base
3	254	ELINT Technical Support
3	260	Signals Security (SIGSEC) (General)
3	261	SIGSEC Afloat Operations
3	262	SIGSEC Land Based Systems
3	263	SIGSEC Tactical Application Programs (e.g., HULTEC)
3	264	COMSEC Telephone Monitoring (TELMON)
3	265	SIGSEC Equipment Resources
3	266	COMSEC Training Program
3	267	COMSEC Advice and Assistance Program
3	268	COMSEC Briefings and Films
3	270	High Frequency Direction Finding (HFDF) Operations
3	271	NB HFDF Operations
3	272	WB ACQ/HFDF Operations
3	280	Advanced Cryptologic Systems Development (Cryptologic R&D)
3300 - 34	199	WARFARE PROCEDURES
3	300	General
3	301	Emergency Action (include Procedures, Messages, Drills, Exercises)
3	302	Naval Special Warfare Operations
3	305	Evasion and Escape
3	310	Aerial
3	311	Tactical Air
3	312	Antisubmarine

SSIC	Title
3313	Patrol
3314	Helicopter
3315	Reconnaissance
3316	Airborne Electronic Countermeasures
3320	Air Defense
3330	Surface
3340	Amphibious
3350	Submarine Missions
3351	Approach and Attack Procedures
3352	Tactical Weapons Employment
3353	Search Procedures
3354	Tracking Procedures
3355	Tactical Security
3356	Acoustic Sensor Employment
3357	Electronics/Optic Sensor
3358	Coordination
3359	Special Operations
3360	Antisubmarine
3361	Surface Antisubmarine Warfare (ASW)
3362	Air ASW
3363	Subsurface ASW
3364	Non-Acoustic
3370	Mine (Sea and Land)
3380	Harbor Defense
3390	Guided Missile Installation Defense
3400	Nuclear, Biological and Chemical Warfare
3401	Nuclear
3402	Biological
3403	Chemical
3410	Psychological Operations (PSYOP)
3420	Camouflage
3421	Dim-Out and Blackout#
3430	Electronic Warfare
3440	Disaster Control
3441	Nuclear
3442	Biological
3443	Chemical
3450	Shipping Control

SSIC	Title
3460	Captured Personnel, Material and Documents
3461	Prisoners of War (POW)
3462	Detainees
3470	Cold Weather
3480	Combat and Action Reports
3490	Cover and Deception
3500 - 3599	TRAINING AND READINESS
3500	General
3501	Operational Readiness and Capabilities
3502	Training Plans and Requirements
3503	Navy Status of Forces Consolidated History
3504	Operational Reporting
3505	Seamanship
3510	Tactical Doctrine
3511	Naval Warfare Publications
3512	Allied Tactical Publications
3514	Inter Type TAC D&E
3515	Submarine Warfare TAC D&E
3516	Surface Warfare TAC D&E
3517	Air Warfare TAC D&E
3518	Exercise Data Collection
3519	Exercise Reconstruction
3520	Electronics (other than Navigational Aids)
3521	Radar
3522	Sonar
3523	Communications
3530	Navigation
3531	Aids to Navigation
3540	Engineering
3541	Damage Control
3550	Training Ranges
3551	Training Range Instrumentation
3560	Combat Information Center Logs
3561	Recognition and Visual Identification
3570	Ordnance and Gunnery
3571	Ordnance Handling and Disposal (see also 8027)
3572	Bombing Records for Training and Exercise Operations
3573	Landing Party and Infantry

SSIC	Title
3574	Small Arms
3590	Competitions and Awards
3591	Marksmanship
3593	Weapons
3600 - 3699	GUIDED MISSILES/ELECTRONIC WARFARE
3600	Guided Missile (General)
3610	Electronic Warfare
3611	Electronic Surveillance Measures (ESM)
3612	Electronic Countermeasures (ECM)
3613	Electronic Counter Countermeasures (ECCM)
3700 - 3799	FLIGHT/AIR SPACE
3700	General
3710	General Operating Instructions
3711	Naval Air Training and Operating Procedures Standardization (NATOPS)
3720	All Weather Flying
3721	Navigational Aids
3722	Traffic Control
3730	Emergency Procedures
3740	Pilot Qualifications
3750	Flight Safety and Accident Analysis
3752	Summary Report of Aircraft Mishap Board Conclusions and Recommendations
3760	Flight Records and Reports
3770	Civil Aviation
3800 - 3899	INTELLIGENCE
3800	General
3810	Intelligence Planning and Management
3811	Estimates and Studies
3820	Intelligence Collection
3821	Human
3822	Photographic
3823	Electronic
3824	Special
3825	Acoustic
3830	Intelligence Dissemination
3831	Human
3832	Photographic
3834	Special
3835	Acoustic

SSIC	Title
3840	Operational Intelligence
3841	Indications and Warnings
3850	Counterintelligence (CI)/Counterterrorism (CT)
3860	Joint and Combined Intelligence
3870	Intelligence Training
3871	Ground
3872	Air
3873	Photographic
3874	Electronic
3875	Counterintelligence
3876	Interrogation/Translation
3877	Sensor
3878	Special
3879	Acoustic
3880	Intelligence Support Functions
3882	Scientific and Technical
3883	Research and Development
3884	Systems
3885	Programs
3886	Special
3890	Intelligence Production
3891	Acoustic
3900 - 3999	RESEARCH, DEVELOPMENT, TEST, & EVALUATION (RTD&E)
3900	RDT&E (General)
3901	RDT&E, Plans
3902	RDT&E Programs
3903	RDT&E Projects
3904	RDT&E Funding
3905	RDT&E Reports
3906	RDT&E Support (Fleet Resources)
3907	RDT&E Support (other than Fleet Resources)
3910	Research and Development (R&D) (General)
3911	R&D Plans
3912	R&D Programs
3913	R&D Projects
3914	R&D Funding
3915	R&D Reports
3960	Test and Evaluation (T&E) (General)

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SSIC	Title
3961	Test and Evaluation (T&E) Master Plans (TEMPs)/Test and Evaluation Plans (TEPs)
3963	T&E Projects
3964	T&E Funding
3965	T&E Reports
3966	Science and Technology
3967	In Service Weapon System Evaluation
3968	Test and Evaluation (T&E) Ranges
3969	Test and Evaluation (T&E) Range Instrumentation
3970	Development Test and Evaluation (DT&E)
3971	Contractors' Test and Evaluation (DT&E)
3972	Technical Evaluation (TECHEVAL)
3980	Operational Test and Evaluation (OT&E)
3981	Initial Operational Test and Evaluation (IOT&E)
3982	Follow-on Operational Test and Evaluation (FOT&E)
3983	Operational Evaluation (OPEVAL)
3990	Production Acceptance Test and Evaluation (PAT&E)

LOGISTICS 4000 - 4999

SSIC	Title
4000 - 4199	GENERAL
4000	General
4001	Gifts to Naval Establishment
4002	Loans or Transfer to or by Naval Establishment
4010	Scrap and Salvageable Materials
4015	Equipping and Allowance Documents (Marine Corps only)
4020	Petroleum
4021	Naval Petroleum Reserves
4022	Strategic Petroleum Reserves
4023	Synthetic Fuels and Fuel Quality
4024	Petroleum Requirements
4025	Petroleum Stocks
4026	Petroleum Management
4027	Petroleum Procurement
4028	Petroleum Consumption
4030	Packaging (General)
4031	Cleaning
4032	Preservation
4033	Packaging
4034	Packing
4035	Markings, Labels and Designations (Packaging)
4040	Advanced Base Program
4041	Functional Components
4045	NATO COMMON Infrastructure Program/NATO Logistics
4050	Household Goods and Personal Property
4060	Personal Service
4061	Messes and Cafeterias
4064	Laundry
4065	Commissary Stores
4066	Exchanges
4067	Ships Stores Afloat
4069	Special Services
4080	Mobilization Logistics
4081	Logistics Support Plans and Policies
4082	Logistics Support Requirements

SSIC	Title
4100	Conservation and Utilization of Material and Resources (including basic materials) (General)
4101	Energy Conservation
4105	Integrated Logistics Support
4110	Integrated Material Management (IMM)
4120	Standardization
4121	Specifications
4122	Standards
4123	Qualified Products Lists
4130	Configuration Management
4140	USMC Life Cycle Cost Model (LCCM)
4160	Technical Manual Program
4200 - 4399	CONTRACTING RECORDS
4200	General
4201	Imprest Funds (Cashier Appointment Letters)
4205	Contracting Authority and Responsibility
4206	Permanent Delegations
4207	Emergency Delegations
4208	Contract Management Reviews
4210	Intra Navy Acquisition Assignments
4215	Acquisitions, Coordinated (within DoD)
4220	Interdepartmental Acquisitions (Government)
4221	Federal Supply Schedule Contracts
4222	Delivery Orders to Other Government Agencies
4225	Local or Decentralized Contracting
4226	Small Purchases
4230	Foreign Contracting
4231	Buy American Act
4235	Contract Requests
4236	Specifications
4237	Funding
4238	Delivery Time or Place
4239	Justifications (Contracting)
4240	Contracting Officer Appointment
4245	Ordering Officer Appointment
4250	Formal Advertising
4255	Negotiation

SSIC	Title
4260	Contract Cost Principles
4265	Contract Pricing Principles
4266	Government Price Controls
4270	Acquisition Forms
4275	Contract Clauses
4280	Contracts (General)
4281	Fixed Price Contracts
4282	Cost-Type Contracts
4283	Labor Hour and Time and Material Contracts
4284	Other
4285	Subcontracts
4290	Dissemination of Contract Information
4296	Contract Statistics
4297	Contract Administrative Lead Time (CALT)
4300	Responsibility of Offeror (General)
4305	Preaward Surveys
4310	Contract Clearance
4315	Bonds and Insurance
4330	Contract Administration
4335	Contractor Performance
4336	Delivery and Shipment (see also 4610)
4337	Default
4340	Government Property
4341	Government Furnished
4342	Contractor Acquired
4350	Labor and Manpower
4355	Inspection and Acceptance
4360	Disputes/Strikes
4361	Protests and Appeals
4365	Contractor Claims
4366	Extraordinary Contractual Actions
4367	Other Claims
4370	Contract Termination (see also 7575)
4375	Renegotiation and Statutory Profit Limitations
4380	Small Business
4381	Claimant Goals and Performance
4382	Minority Business Enterprise
4385	Fraud and Irregularities

SSIC	Title
4386	Debarred, Ineligible or Suspended Contractors
4387	Equal Employment Opportunity (EEO) Program Non-awardable Contractors
4390	In-Lease Administration
4400 - 4499	SUPPLY/MATERIAL
4400	General
4402	Shop Stores
4403	Replacement and Evaluation Program (R&E)
4406	Supply Afloat
4408	Spare and Repair Parts
4410	Cataloging, Material Identification and Classification
4419	Repairable Management
4420	Material Supply Coordination
4421	Material Missions*
4422	Material Cognizance Assignments
4423	Equipping/Provisioning and Allowances
4424	Material Obligation Validation (MOV)
4430	Material Receipt
4431	Material Shortages
4440	Inventory Control
4441	Allowances
4442	Supply Levels
4443	Financial Inventory Control
4450	Storage
4451	Standards and Procedures#
4452	Space Control
4453	Operations#
4454	Inspection and Maintenance#
4460	Materials Handling
4470	Distribution
4480	Material Expenditure
4490	Material Requirements, Advance Planning
4491	Requisitions and Other Material or Service Requests
4500 - 4599	REDISTRIBUTION AND DISPOSAL OF PROPERTY
4500	General
4510	Special Restrictions on Disposal Actions
4520	Donations and Transfers
4530	Sales
4535	Out-Leases and Easements

SSIC	Title
4540	Exchange or Sale of Nonexcess Personal Property
4550	Inventories
4551	Contractor Inventory
4552	Termination Inventory
4555	Special Classes of Property
4560	Special Bureau Instructions
4565	Foreign Areas
4570	Excess and Surplus Property
4600 - 4699	TRAVEL AND TRANSPORTATION
4600	General
4601	Transportation and Security
4602	Transporting Hazardous Material
4603	Transporting Mail
4610	Shipments (Cargo and Freight)
4611	Bills of Lading
4612	Shipment Orders
4613	Consignment Instructions
4614	Priority Indicators and Deadline Delivery Dates
4615	Routing
4616	Demurrage
4620	Sea Transportation
4621	Government-Owned Ships
4622	Merchant Marine (Commercial Ocean Carriers)
4623	Naval Fleet Auxiliary Force Ships
4624	Scientific Support Ships
4625	Sealift Readiness Program*
4626	National Defense Reserve Fleet (NDRF)/Ready Reserve Fleet (RRF)
4627	Maritime Propositioning Ships (TAKX)
4628	Rapid Surge Force (TAKRX)
4630	Air Transportation
4631	Government-Owned Aircraft
4632	Commercial Air Carriers
4640	Land Transportation
4641	Government-Owned Equipment
4642	Rail Carriers
4643	Motor Carriers
4650	Passenger Transportation/Travel
4651	Regulations

SSIC	Title
4660	Terminal Operations
4670	Transportability
4680	Containerization
4700 - 4799	MAINTENANCE, CONSTRUCTION, AND CONVERSION
4700	General
4701	Scheduling
4710	Overhaul/Rework
4711	Restricted Availability
4712	Tender Availability
4713	Technical Availability
4720	Alterations and Improvements
4730	Inspections, Examinations, Tests, and Surveys
4731	Equipment Oil Analysis
4732	Shipboard Weight Handling Equipment Inspection, Testing, and Maintenance
4733	Marine Corps Calibration Program
4734	Navy Calibration Program
4740	Salvage and Towing
4750	Upkeep
4760	Construction and Conversion
4770	Reserve Fleets and Inactive Ships or Aircraft
4780	Service Craft and Relics
4790	Maintenance and Material Management
4791	Maintenance Assistance Support Program (MASP) Naval Telecommunications Command
4792	Technical Assistance, Communications and Electronic Equipment
4793	Technical Assistance (other)
4800 - 4899	CURRENT PRODUCTION AND INDUSTRIAL PREPAREDNESS
4800	General
4810	Requirements
4811	Current Requirements
4812	Mobilization/Emergency Requirements
4813	Bills of Material
4814	Material and Product Classification
4830	Priorities and Allocation
4831	Preference Ratings
4832	Controlled and Uncontrolled Materials Allocation
4840	Materials
4841	Stockpiling

SSIC	Title
4850	Production Progressing, Expediting, and Scheduling (General)
4853	Production Analysis
4855	Quality Assurance/Control
4857	Military Urgencies System
4858	Value Engineering (VE)
4860	Commercial/Industrial Activities (CIA) Program
4861	Navy and Marine Corps Manufacturing Facilities
4862	Industrial and Industrial Reserve Facilities
4870	Machine Tools and Industrial Production Equipment
4871	Reserve Production Equipment
4880	Expansion of Private Industry
4890	Commercial Commodity Acquisition
4900 - 4999	ASSISTANCE PROGRAMS
4900	Security Assistance Offices (SAO)
4905	Security Assistance Manpower*
4910	Grant Aid
4920	Security Assistance Program (located at DON elements)
4940	Packing, Handling, Transportation and Storage
4950	Training
4951	Training Courses (Quotas, Durations)
4952	Orders to Foreign Trainees
4960	Foreign Naval Expansion Programs

GENERAL ADMINISTRATION AND MANAGEMENT 5000 - 5999

SSIC	Title
5000 - 5199	GENERAL
5000	General (including Marine Corps SOPs)
5030	Names and Symbols
5031	Ship Names
5032	Street, Facility and Area Names
5040	Naval Command Inspection Program
5041	Inspector General Investigations/Inspections
5050	Meetings, Conferences, Conventions and Visits
5060	Honors and Ceremonies
5061	Public Service Awards
5062	Christening Ceremonies and Procedures
5070	Libraries and Library Services
5080	Civil Affairs, Military Government
5090	Environmental Protection (General) (see also 6200)
5100	Safety and Occupational Health (see also 6200)
5101	Accident Prevention
5102	Accident Investigation and Reporting
5103	Occupational Safety and Health
5104	Industrial Radiological Safety and Controls
5110	Mail and Postal Affairs
5111	Policies
5112	Regulations
5113	Liaison
5114	Transportation
5115	Losses and Claims
5116	Complaints
5117	Equipment
5118	Customs and Contraband
5119	Postal Operations
5120	United States Savings Bonds
5130	Courier Services (Navy Component of the Defense Courier Service)
5140	Band
5141	Military Music
5142	Musical Instruments, Equipment and Supplies

SSIC	Title		
5200 - 5299	MANAGEMENT PROGRAMS AND TECHNIQUES		
5200	General		
5210	Records Management		
5211	Filing, Maintenance, Protection, Retrieval and Privacy Act Systems		
5212	Records Disposal Systems (include Transfer, Retirement, Storage and Destruction)		
5213	Forms Management (include Formats) (except Marine Corps)		
5214	Reports Management		
5215	Issuance Systems (include Directives)		
5216	Correspondence Management		
5217	Effective Writing (include Drafting and Review)		
5218	Mail Management (exclude Postal Affairs)		
5219	Publishing, Management		
5220	Workload/Performance Measurement		
5221	Administrative Workload Management		
5222	Office Techniques, Methods and Procedure		
5223	Management Studies, Analysis and Review		
5224	Management Improvement Programs, Procedures and Achievements		
5230	Automatic Data Processing and Information Systems		
5231	Data Systems Development for Systems Scheduled as Temporary		
5232	Evaluation and Review		
5233	Installation Management		
5234	Software Standards		
5235	Data Elements and Codes for Records Scheduled as Temporary		
5236	Procurement of ADP Resources		
5237	Reutilization and Sharing		
5238	Resources Accounting		
5239	Data Transmission and Protection		
5240	Industrial Methods		
5250	Management Sciences		
5270	Office Information Systems Program Management (General)		
5271	Information Resources Management (see also 5298)		
5272	Automated Office Systems		
5280	Operations Analysis/Operations Research		
5290	Visual Information (VI) Management, General and Primary Program Related Adjunct		
5291	VI Productions, Products, and Services		
5292	Financial Management (see also 7000)		
5293	Facilities Management		
5294	Personnel Resources		

SSIC	Title		
5295	Professional Training		
5296	Equipment Management		
5297	Productions, Products and Services		
5298	Information Systems (including Automated)		
5299	Precious Metals Recovery		
5300 - 5399	GENERAL MANPOWER/PERSONNEL (USE FOR OVERALI CIVILIAN AND MILITARY PERSONNEL MATTERS)		
5300	General		
5305	Incentive Awards (Military/Civilian)		
5310	Manpower		
5311	Requirements		
5312	Utilization		
5314	Statistics		
5320	Organizational Manning and Billets		
5321	Organizational Allowance, Allocations and Ceilings		
5330	Hours of Work/Daily Routine		
5340	Contributions, Solicitations and Collections		
5350	Human Goals		
5351	Leadership and Management		
5352	Overseas Diplomacy		
5353	Alcohol Abuse Control		
5354	Equal Opportunity		
5355	Drug Abuse Control		
5357	Career Motivation		
5360	Deaths and Funerals		
5370	Standards of Conduct		
5371	Relating to Procurement		
5380	Services		
5381	Banking Facilities and Credit Unions		
5400 - 5499	ORGANIZATION, FUNCTIONS, AND STATUS		
5400	General		
5401	Organizational Concepts and Principles		
5402	Delegation/Succession of Authority		
5410	Department of Defense and Interservice		
5420	Boards, Committees, Councils and Groups		
5430	Navy Department (Seat of Government)		
5440	Operating Forces		

5441	Status of Vessels		
SSIC	Title		
5442	Status of Aircraft		
5450	Shore Establishment		
5451	Aviation Shore Establishment		
5452	Air Training Commands		
5460	Department of the Navy		
5500 - 5599	SECURITY		
5500	General (including security regulations of a general nature)		
5510	Information Security		
5511	Classified Material Control		
5512	Identification (Credentials, Tags, Passes and Permits)		
5513	DON Security Classification Guidance		
5514	Censorship		
5520	Personnel Security		
5521	Name Check and Personnel Clearances		
5522	Inspections		
5527	Investigations		
5528	Security Education		
5529	Clearance Adjudications		
5530	Physical Security		
5531	Industrial Security		
5532	Facilities		
5540	Commerce and Travel		
5560	Traffic Control and Parking		
5570	Safeguarding Unclassified Matter		
5580	Law Enforcement		
5585	Military Working Dogs (Law Enforcement and Physical Security Functions)		
5600 - 5699	MICROGRAPHICS PUBLICATIONS, PRINTING, DUPLICATING, AND REPRODUCTION		
5600	General		
5602	Preparation		
5603	Production		
5604	Procurement		
5605	Distribution		
5606	Computer Output to Microform (COM)		
5607	Camera Output to Microform		
5608	Equipment		

SSIC	Title	
5700 - 5799	EXTERNAL AND INTERNAL RELATIONS	
5700	General	
5710	International Agreements	
5711	Standardization Programs and Agreements	
5720	External Public Affairs (including Freedom of Information)	
5721	Speeches	
5723	Guest Cruise Program	
5724	Fleet Home Town News	
5725	Reserve Program	
5726	Community Relations	
5727	Media Relations	
5728	Public Affairs Guidance	
5730	Congressional and Legislative Liaison	
5740	Government Officials, Correspondence with	
5750	Historical Matters (for history of religions see 1735 and 1736)	
5751	Research	
5752	Ships History Source	
5753	Archives	
5754	Artifacts and Paintings	
5755	Museums	
5756	Aircraft	
5757	Command Histories	
5758	Historical Places and Events	
5760	Organizations, Associations, Societies, Individual and Commercial Enterprises	
5770	American Forces Radio &Television Service (AFRTS) (General)	
5771	Administration and Policy	
5772	Programming and Production	
5773	Afloat AFRT Operations	
5774	Shore-Based AFRT Operations	
5775	Engineering and Equipment	
5776	Logistics and Supply Procedures	
5777	Budgets	
5778	Manpower	
5779	Reports	
5780	Internal Public Affairs	

SSIC	Title
5800 - 5899	LAW AND LEGAL MATTERS
5800	General
5801	Legal Assistance
5802	Fiduciary Affairs
5810	Military Justice
5811	Pretrial Matters
5812	Commanding Officer's Non-Judicial Punishment
5813	Courts-Martial Trials
5814	Courts-Martial Reviews and Appeals
5815	Sentences
5817	Personnel of Courts
5819	Military Grievance Procedures
5820	Jurisdiction, Military and/or Civil
5821	Delivery of Personnel (Military)
5822	Civil Courts
5830	Courts of Inquiry and Investigations
5840	Taxes, Customs and Duties
5850	Codifications and Citations
5860	Legislation and Congressional Action
5861	Legislative Proposals
5862	Legislative Enactments
5863	Congressional investigations
5870	Patent, Inventions, Copyrights, Trademark and Royalty Payment
5880	Admiralty
5890	Claims (other than Contract Claims)
5891	Litigation Case Files
5900 - 5999	OFFICE SERVICES
5900	General
5910	Space (Requirements Allocations)
5920	Maintenance
5930	Stenographic, Clerical and Messenger
5940	Word Processing Systems

MEDICINE AND DENTISTRY 6000 - 6999

SSIC	Title
6000 - 6099	GENERAL
6000	General (including Marine Corps SOPs)
6010	Administration
6100 - 6199	PHYSICAL FITNESS
6100	General
6110	Physical Standards
6120	Physical Examinations
6150	Health and Medical Records
6200 - 6299	PREVENTIVE MEDICINE
6200	General (see also 5100)
6210	Quarantine
6220	Communicable Diseases
6222	Venereal Disease
6224	Tuberculosis
6230	Prophylaxis
6240	Hygiene and Sanitation
6250	Insect, Pest and Rodent Control
6260	Occupational Health
6270	Toxicology
6280	Environmental Quality and Pollution Control
6300 - 6399	GENERAL MEDICINE
6300	General
6310	Diseases and Injuries
6320	Treatment and Hospitalization
6321	Beds
6322	Supernumeraries
6330	Rehabilitation and Convalescence
6400 - 6599	SPECIAL FIELDS
6400	General
6401	Medical Specialties
6410	Aviation Medicine
6420	Submarine and Diving Medicine
6421	Hyperbaric Treatment - Diving Accidents
6422	Hyperbaric Treatment - Medical Disease
6430	Tropical Medicine

SSIC	Title
6440	Amphibious and Field Medicine
6450	Ambulatory Care Medicine
6460	Surgery
6470	Radiological Medicine
6480	Special Weapons, Medical Problems Concerning
6490	Vision
6500	Research
6510	Pathology
6520	Psychiatry
6530	Blood and Derivatives
6540	Space Medicine
6550	Nursing
6560	Surface and Sealift Medicine
6570	Pharmacy
6600 - 6699	DENTISTRY
6600	General
6610	Professional Service
6620	Treatment*
6630	Prosthetic Dentistry
6640	Oral Surgery
6650	Operative Dentistry
6660	Periodontia
6670	Dental Specialties
6680	MILVANS
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

FINANCIAL MANAGEMENT 7000 - 7999

SSIC	Title
7000 - 7099	FINANCIAL MANAGEMENT
7000	General
7010	Non-Appropriated Funds
7020	Cross/Common Servicing (DoD)
7030	Work for Other Agencies
7040	Specific Appropriations/Funding Responsibilities
7041	Military Personnel
7042	Operations and Maintenance
7043	Procurement
7044	Research, Development, Test and Evaluation (RDT&E)
7045	Military Construction
7050	Host-Tenant Relationships (Intra-Navy)
7051	Host-Tenant Relationships (Inter-Service/Agency)
7100 - 7199	BUDGETING
7100	General
7101	Appropriation Structure and Language
7102	Exhibits and Format
7110	Budget/Estimates Preparation
7111	Regular Appropriations
7112	Management Funds
7112	Industrial Management Funds
7113	Stock Funds
7114	Supplemental and Deficiency Appropriations
7120	Budget Review
7121	Hearings
7122	Mark-Ups and Reclamas
7130	Budget Execution
7131	Apportionments/Allocations
7132	Financial Plans and Operating Budgets
7133	Reprogramming
7200 - 7299	DISBURSING
7200	General
7210	Procurement, Custody and Disposition of Funds
7220	Military Pay
7230	Civilian Pay

SSIC	Title		
7240	Public Vouchers		
7250	Disbursing Records, Reports and Returns		
7251	Site-Audited Returns		
7270	Receipts		
7280	Regional Consolidation Procedures		
7300 - 7399	APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING		
7300	General		
7301	Appropriation Accounting		
7302	Fund Accounting		
7303	Allotments and Project Orders		
7310	Cost Accounting		
7312	Cost Classification		
7320	Property Accounting		
7321	Plan Property Accounting		
7322	Minor Property in Use		
7323	Stores Accounts		
7330	Accounting Reports and Returns		
7331	Industrial Accounting Reports and Returns		
7400 - 7499	PAY ADMINISTRATION AND PAYROLL & LABOR ACCOUNTING		
7400	General		
7401	Tax Withholding		
7410	Civilian Labor Accounting		
7420	Civilian Payroll Accounting		
7421	Pay Authorizations and Controls		
7430	Military Payroll Accounting		
7431	Allowances and Accounts*		
7500 - 7599	AUDITING		
7500	General		
7501	Reviews and Surveys Conducted by the GAO		
7502	Audits Conducted by the DoD Assistant Inspector General (Audit)		
7510	Internal Auditing Matters (General)		
7511	Audit Schedules		
7520	Internal Audit Procedures and Audit Guide Programs		
7540	Internal Audit Reports		
7541	Periodic		
7542	Continuous Internal Audit Reports		
7543	Disbursing		
7544	Commercial or Industrial Type Activities		

SS	SIC	Title
754	45	Systems Development
754	46	Special
754	47	Multi-Location and Coordinated
754	48	Morale, Welfare and Recreation
754	49	Management Consulting
756	60	Contract Auditing (General)
756	61	Contractors' Controls and Procedures
756	62	Accounting Rulings, Precedents and Decisions
756	64	Audit Liaison
756	65	Coordinated Audit Program
756	66	Audit Services for Other than DoD
757	70	Contract Audit Procedures
757	71	Cost-Type Contracts
757	72	Fixed-Price Contracts
757	73	Subcontracts
757	74	Pricing Surveys
757	75	Termination Claims
757	76	Escalation Claims
757	77	Appeal and Review Briefs
758	80	Contract Audit Reports
758	81	Preaward Survey
758	82	Advisory Accounting Reports
758	83	Negotiated Final Overhead Reports
758	84	Contract Audit Closing Statements
758	85	General Accounting Office (GAO) Reports
759	90	Contract Audit Cost Principles
759	91	Amortization and Depreciation
759	92	Research and Development Expenses
759	93	Retirement and Profit-Sharing Plans
759	94	Premium Pay
759	95	State and Local Taxes
759	96	Rental Expenses
7600 - 769	9	INDUSTRIAL FUND FINANCING
760	00	General
761	10	Charters
762	20	Cash Allocations
763	30	Financial Condition
764	40	Income and Expense

SSIC	Title
7650	Defense Business Operations Fund (DBOF) (Accounting Handbook)
7670	Working Capital Fund Regulations
7700 - 7799	PROGRESS AND STATISTICAL REPORTING
7700	General
7710	Policies
7720	Procedures
7800 - 7899	CONTRACT AND SPECIAL FINANCING
7800	General
7810	Contract Financing
7820	Special Financing
7900 - 7999	EEO RESOURCES MANAGEMENT
7900	General

ORDNANCE MATERIAL 8000 - 8999

SSIC	Title
8000 - 8199	GENERAL ORDNANCE MATERIAL AMMUNITION & EXPLOSIVES
8000	Ordnance Material (General)
8010	Ammunition and Explosives
8011	Allowance
8012	Distribution and Issue
8013	Fleet Return Ammunition
8014	Maintenance and Rework/Renovation
8015	Ammunition Stock Recording Systems
8020	Ammunition and Explosives Safety
8021	Packaging and Cargo Loading
8022	Cargo Ship Loading
8023	Handling and Transportation
8024	Stowage
8025	Casualties and Malfunctions
8026	Disposition of Ammunition
8027	Explosive Ordnance Disposal (EOD) (see also 3571)
8028	Transportation
8030	Gun Ammunition
8031	20mm and 40mm
8032	3 inch and 76mm
8033	5 inch and 127mm
8034	6 inch and Larger
8035	Saluting Gun Ammunition
8036	Line Throwing Gun Ammunition
8037	Aircraft Gun Ammunition
8039	Guided Projectiles
8040	Rocket
8041	Surface
8042	Aircraft
8043	Ground
8050	Pyrotechnics
8051	Surface
8052	Igniters
8053	Subsurface
8054	Ground

SSIC	Title
8060	Demolition Material
8061	Amphibious and Underwater
8070	Nuclear Biological and Chemical (NBC) Warfare Material
8071	Nuclear Warfare Material
8072	Biological Warfare Material
8073	Chemical Warfare Material
8080	Artillery (General)
8081	Towed
8082	Self-Propelled
8083	Rocket
8084	Cannon
8085	Fire Control and Optics
8090	Land Type and Marine Corps Ammunition
8091	Small Arms Ammunition
8092	Land Mines
8093	Grenades
8095	Mortar
8110	Nuclear Ordnance/Special Weapons Safety
8120	Nuclear Weapons (General)
8121	Nuclear Weapons Storage
8122	Nuclear Weapons Maintenance
8123	Nuclear Weapons Readiness and Training
8124	Nuclear Weapons Logistics
8125	Nuclear Weapons Planning
8126	Nuclear Weapons Security
8127	Nuclear Weapons Operations
8128	Nuclear Weapons Radiological Controls
8140	Directed Energy Weapons
8141	High Energy Lasers
8142	Charged Particle Beam
8143	High Power Microwave
8144	Free Electron Laser
8145	Pulsed Power
8146	Anti-Stealth
8147	Electromagnetic Launchers
8148	Strategic Defense Initiative Lethality and Target Hardness (SDILTH)
8150	Bombs

SSIC	Title
8200 - 8299	FIRE CONTROL AND OPTICS
8200	General
8205	Stable Element
8210	Optics and Visual Equipment
8215	Night Vision Equipment, Sights and Devices
8220	Gun Fire Control
8221	Systems
8222	Radar
8223	Directors
8224	Computers and Rangekeepers
8225	Battery Alignment
8226	Ballistics
8227	Gun Sights
8228	Conversion Devices
8230	Target Designation Systems
8240	Directed Energy Weapons Fire Control Systems
8241	Systems
8242	Acquisition and Tracking
8243	Laser Beam Control
8244	Particle Beam Control
8245	Microwave Control
8250	Rocket Fire Control
8260	Guided Missile Fire Control
8261	Systems
8262	Radar
8263	Directors
8264	Computers
8265	Conversion Devices
8270	Gun and Missile Fire Control
8271	Systems
8272	Radar
8273	Directors
8274	Computers
8275	Conversion Devices
8276	Ballistics
8280	Underwater Fire Control
8281	Surface Ship
8282	Submarine

SSIC	Title
8290	Switchboards
8291	Gun Fire Control
8292	Missile Fire Control
8293	Underwater Fire Control
8300 - 8399	GUNS AND MOUNTS
8300	General
8310	3 Inch Guns
8311	3 Inch/50 Caliber
8312	3 Inch/70 Caliber
8313	76mm/62 Caliber
8320	5 Inch
8321	5 Inch/25 Caliber
8322	5 Inch/38 Caliber
8323	5 Inch/54 Caliber
8330	6 Inch and Larger
8331	6 Inch/ 47 Caliber
8332	8 Inch/55 Caliber
8333	12 Inch/50 Caliber
8334	14 Inch/50 Caliber
8335	16 Inch/45 and 16 Inch/50 Caliber
8340	Close-in Weapon System
8350	Line Throwing Gun
8360	Machine Guns (Surface)
8361	30 Caliber and 50 Caliber
8362	20mm
8363	40mm
8365	20mm Surface to Air Automatic
8370	Small Arms and Landing Force Equipment
8373	Special Rifle Team Equipment
8380	Airborne Guns, Launchers and Racks
8381	Guns
8382	Bomb Racks
8383	Rocket Racks and Launchers
8390	Miscellaneous Launchers and Projectors
8391	Air and Surface Launchers
8392	Depth Charge Release Tracks
8393	Rocket Launchers
8394	Guided Missile Launchers

SSIC	Title
8395	Torpedo Tubes
8397	Other Launchers
8400 – 8499	COMBAT VEHICLES
8400	General
8410	Assault Amphibian Vehicle (AAV)
8411	Personnel and Cargo Carriers
8412	Command Vehicles
8413	Assault Gun Vehicles
8414	Engineer Vehicles
8415	Amphibious Recovery Vehicles
8420	Tanks and Self-Propelled Artillery
8421	Gun Tank (90mm and Smaller)
8422	Gun Tank (Larger than 99mm)
8423	Flamethrower Tanks
8424	Recovery Vehicle, Tank
8440	Amphibious Vehicles
8450	Lightweight Armored Vehicles
8500 - 8599	UNDERWATER ORDNANCE
8500	General
8510	Torpedoes
8512	Aircraft Launched
8513	Submarine Launched
8514	Surface Launched
8515	Air and Surface Launched
8516	Air, Surface and Underwater Launched
8530	Depth Charge
8535	Depth Bomb
8550	Mine
8551	Aircraft Laid
8553	Submarine Laid
8554	Surface Laid
8555	Antisubmarine
8560	Harbor Defense Equipment (include Nets, Booms, Controlled Mines and Associated Acoustic Systems)
8570	Underwater Countermeasures and Evasion Devices
8571	Ordnance Locators
8580	Underwater Targets
8581	Underwater Mobile Targets

SSIC	Title
8590	Underwater Ranges
8591	Underwater Range Support Equipment
8592	Mobile Underwater Ranges
8600 - 8699	AVIATION ORDNANCE
8600	General
8610	Rocket and Missile Propulsion Systems
8800 - 8899	GUIDED MISSILE AND ROCKET WEAPONS
8800	General
8805	Technical Information and Modifications (Marine Corps only)
8810	Intercept-Aerial (AIM, CIM, LIM, MIM)
8815	Surface to Air (RIM)
8820	Surface Attack (AGM, CGM, HGM, LGM, MGM, PGM, RGM, UGM, BGM)
8830	Underwater Attack (UUM, RUR)
8832	ASW Standoff Weapon
8840	Drones (AQM, MQM, BQM, MGM and MQR)
8850	Training Guided Missile and Rocket (ATM, MTM and RTM)
8900 - 8999	MISCELLANEOUS ORDNANCE MATERIAL
8900	General
8950	Deperming and Degaussing
8960	Armor
8980	Swimmer and Anti-Swimmer Ordnance and Weapon Systems
8981	Swimmer Ordnance and Weapon Systems
8982	Anti-Swimmer Ordnance and Weapons Systems

SHIPS DESIGN AND MATERIAL 9000 - 9999

SSIC	Title
9000 - 9099	GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS)
9000	General
9010	Combat Capabilities
9020	Strategies and Special Capabilities
9030	Tactical and Strategic Operation Support Capabilities
9040	Ship System Management
9050	Ship System Performance
9060	Subsystem Characteristics
9070	General Requirements for Design and Construction
9071	Access
9072	Shock
9073	Noise and Vibration
9074	Casting, Welding, Riveting and Allied Processes
9075	Threaded Fasteners Maintenance
9076	Reliability and Maintenance
9077	Safety
9078	Material
9079	Seaworthiness
9080	Integrated Logistic Support Requirements
9081	Maintenance
9082	Support and Test Equipment
9083	Supply Support
9084	Transportation and Handling
9085	Engineering Drawings
9086	Technical Manuals and Other Data
9087	Facilities
9088	Personnel and Training
9089	Training Equipment
9090	Quality Assurance Requirements
9091	Ship Inspections
9092	Ship Tests
9093	Combat Systems Checkout
9094	Ship Trials
9096	Weight Control
9097	Inclining Experiment and Trim Drive
9098	Models and Mockups

SSIC	Title
9099	Photographic
9100 - 9199	HULL STRUCTURE
9100	General
9110	Shell and Supporting Structure
9120	Hull Structural Bulkheads
9130	Hull Decks
9140	Hull Platforms and Flats
9150	Deck House Structure
9160	Special Structures
9162	Stacks and Macks
9164	Ballistic Plating
9165	Sonar Domes
9167	Hull Structural Closures
9170	Masts, Kingposts and Service platforms
9180	Foundations
9190	Special Purpose Systems (Hull)
9191	Ballast and Buoyancy Units
9192	Compartment Testing
9200 - 9299	PROPULSION PLANT
9200	General
9202	Automated Ship Control Systems
9210	Naval Nuclear Propulsion Information (NNPI)
9212	Nuclear Steam Generator
9213	Reactors
9214	Reactor Coolant Systems
9215	Reactor Coolant Service System
9216	Reactor Plant Auxiliary Systems
9217	Nuclear Power Control and Instrumentation
9218	Radiation Shielding (Primary)
9219	Radiation Shielding (Secondary)
9220	Energy Generating Systems (Non-Nuclear)
9221	Steam Boilers
9222	Gas Generators*
9223	Main Propulsion Batteries
9224	Main Propulsion Fuel Cells
9230	Propulsion Units
9231	Propulsion Steam Turbines
9232	Propulsion Steam Engines

SSIC	Title
9233	Propulsion Internal Combustion Engines
9234	Propulsion Gas Turbines
9235	Propulsion, Electric
9236	Self-Contained Propulsion Systems
9237	Auxiliary Propulsion Devices
9238	Secondary Propulsion (Submarines)
9239	Emergency Propulsion (Submarines)
9240	Transmission and Propulsion Systems
9241	Propulsion Reduction Gears
9242	Propulsion Clutches and Couplings
9243	Propulsion Shafting
9244	Propulsion Shaft Bearings
9245	Propulsors
9246	Propulsors Shrouds and Ducts
9247	Water Jet Propulsors
9250	Propulsion Support Systems
9251	Combustion Air System
9252	Propulsion Control System
9253	Main Steam Piping System
9254	Condensers and Air Ejectors
9255	Feed and Condensate System
9256	Circulating and Cooling Water System
9258	High Pressure Steam Drain System
9259	Uptakes (Inner Casing)
9260	Propulsion Support Systems, Fuel and Lube Oil
9261	Fuel Service Systems
9262	Main Propulsion Lube Oil System
9263	Shaft Lube Oil Systems (Submarines)
9264	Lube Oil Fill, Transfer and Purification
9290	Special Purpose Systems (Propulsion Plant)
9291	Engineering Operational Sequencing System
9300 - 9399	ELECTRIC PLANTS
9300	General
9302	Motors and Associated Equipment
9303	Protective Devices
9304	Electric Cables
9305	Electrical Designating and Marking
9310	Electric Power Generation
9320	Power Distribution Systems

SSIC	Title
9330	Lighting System
9340	Power Generation Support Systems (Lube Oil and Diesel Support)
9360	Gas Turbines
9370	Superconducting Systems
9371	Superconducting Propulsion
9390	Special Purpose Systems (Electric Plant)
9400 - 9499	COMMAND AND SURVEILLANCE (SHIPBOARD INSTALLATIONS)
9400	General
9402	Security Requirements
9403	Personnel Safety
9404	Radio Frequency Transmission Lines
9405	Antenna Requirements
9406	Grounding and Bonding
9407	Electromagnetic Interference Reduction
9408	System Test Requirements
9410	Command and Control Systems
9420	Navigation Systems
9421	Non-Electrical and Non-Electronic Navigation Aids
9422	Electrical Navigation Aids (Lights)
9423	Electronic Navigation Systems, Radio
9424	Electronic Navigation Systems, Acoustical
9425	Periscopes
9426	Electrical Navigation Systems
9427	Inertial Navigation Systems
9428	Navigation Control Monitoring
9430	Interior Communications
9435	Voice Tubes and Message Passing Scuttles
9440	Exterior Communications
9441	Radio Systems
9442	Underwater Systems
9443	Visual and Audible Systems
9444	Telemetry Systems
9445	Teletype and Facsimile Systems
9450	Surveillance Systems, Surface
9451	Surface Search Radar
9460	Surveillance, Underwater
9461	Fixed Surveillance Systems (includes active Sonar)
9462	Mobile Surveillance Systems (includes passive Sonar)

SSIC	Title
9463	Deployable Surveillance Systems (multiple Mode Sonar)
9464	Classification Sonar
9470	Countermeasures
9471	Active Electronic Countermeasures (ECM) (including Combination Active and passive)
9472	Passive Electronic Countermeasures (ECM)
9473	Torpedo Countermeasures
9474	Other Decoys
9475	Degaussing
9476	Mine Countermeasures (Minesweeping)
9480	Fire Control Systems (see also 8200)
9490	Special Purpose Systems (Command and Surveillance)
9491	Electronic Test, Checkout and Monitoring Equipment
9492	Electronic Equipment for Radiation Detection, Indication and Computation (RADIAC)
9494	Meteorological Systems
9500 - 9599	AUXILIARY SYSTEMS
9500	General
9502	Auxiliary Machinery
9503	Pumps
9504	Instruments and Instrument Boards
9505	General Piping Requirements
9506	Overflows, Air Escapes and Sounding Tubes
9507	Machinery and Piping Designating and Marking
9508	Thermal Insulation for Piping and Machinery
9509	Thermal Insulation for Ventilation and Air Conditioning Ducts
9510	Environmental Control
9511	Compartment Heating System
9512	Ventilation System
9513	Machinery Space Ventilation System
9514	Air Conditioning System
9515	Air Revitalization Systems (Submarines)
9516	Refrigeration System
9517	Auxiliary Boilers
9518	Waste Heat Recovery Systems
9520	Sea Water Systems
9530	Fresh Water Systems
9540	Fuels and Lubricants, Handling and Storage
9542	Aviation and General Purpose Fuels

SSIC	Title
9550	Air, Gas and Miscellaneous Fluid Systems
9551	Compressed Air Systems
9555	Fire Extinguishing Systems
9556	Hydraulic Fluid Systems
9560	Ship Control Systems
9562	Rudders
9570	Material Handling Systems
9571	Replenishment-at-Sea
9580	Mechanical Handling Systems
9581	Anchor Handling and Stowage Systems
9582	Mooring and Towing Systems
9583	Boat Handling and Stowage Systems
9584	Mechanically Operated Door, Gate, Pump and Turntable Systems
9585	Elevating and Retracting Gear
9586	Aircraft Recovery Support Systems (see also 13810)
9587	Aircraft Launch Support Systems (see also 13820)
9588	Aircraft Handling, Servicing and Storage (see also 13600 series)
9590	Special Purpose Systems (Auxiliary Systems)
9591	Scientific and Ocean Engineering Systems
9592	Swimmer and Diver Support and Protection
9593	Environmental Pollution Control Systems (Sewage Treatment and Disposal, Trash Disposal and Incineration)
9594	Submarine Rescue, Salvage and Survival Systems
9595	Towing, Launching and Handling for Underwater Systems
9596	Handling System for Divers and Submersible Vehicles
9597	Salvage Support Systems
9600 - 9699	OUTFIT AND FURNISHING
9600	General
9602	Hull Designating and Marking
9603	Draft Marks
9604	Locks, Keys and Tags
9605	Rodent and Vermin Proofing
9610	Ship Fittings
9614	Rigging and Canvas
9620	Hull Compartmentation
9621	Non-Structural Bulkheads
9622	Floor Plates and Gratings
9623	Ladders

SSIC	Title
9624	Non-Structural Closures
9625	Air Ports, Fixed Port Lights and Windows
9630	Preservatives and Coverings
9631	Painting
9632	Zinc Coating
9633	Cathodic Protection
9634	Deck Covering
9635	Hull Insulation
9636	Hull Damping
9637	Sheathing
9638	Refrigerated Spaces
9639	Radiation Shielding
9640	Living Space
9644	Sanitary Spaces and Fixtures
9645	Community Worship Spaces
9650	Service Spaces
9651	Commissary Spaces
9652	Medical Spaces
9653	Dental Spaces
9654	Utility Spaces (Barber Shop, Ships, Stores and Brigs)
9655	Laundry Spaces
9656	Trash Disposal Spaces
9660	Working Spaces
9661	Offices
9664	Damage Control Stations
9665	Work Centers, Laboratories, Test Areas and Shops (including Portable Tools and Equipment)
9670	Stowage Space
9690	Special Purpose Systems (Outfit and Furnishings)
9700 - 9799	ARMAMENT (SHIPBOARD INSTALLATIONS)
9700	General (see also 8000)
9710	Guns and Ammunition, Stowage and Handling (see also 8021, 8023 and 10490)
9720	Missiles and Rockets, Stowage and Handling (see also 8021, 8022, 8023 and 10490)
9730	Mines, Stowage and Handling (see also 8021, 8022, 8023 and 10490)
9740	Depth Charges, Stowage and Handling (see also 8021, 8022, 8023 and 10490)
9750	Torpedoes, Stowage and Handling (see also 8021, 8022, 8023 and 10490)
9760	Small Arms and Pyrotechnics, Stowage and Handling (see also 8021, 8022, 8023 and 10490)
9770	Cargo Munitions, Stowage and Handling (see also 8021, 8022, 8023 and 10490)

SSIC	Title
9780	Aircraft Related Weapons, Stowage and Handling (see also 8600)
9790	Special Purpose Systems (Armament)
9792	Special Weapons (see also 8110)
9800 - 9899	INTEGRATION AND ENGINEERING (SHIPBUILDER'S RESPONSE)
9800	General
9810	Production Engineering
9820	Special Drawing for Nuclear Propulsion Systems
9830	Design Support
9840	Quality Assurance
9850	Integrated Logistic Support Engineering
9890	Special Purpose Items
9900 - 9999	SHIP ASSEMBLY AND SUPPORT SERVICES
9900	General
9980	Contractual and Production Support Services
9990	Construction Support
9995	Molds and Templates
9996	Launchings
9997	Drydocking

GENERAL MATERIAL 10000 - 10999

SSIC	Title
10000 - 10099	GENERAL
10000	General (including Marine Corps SOPs)
10010	Technical Information and Modification (Marine Corps only)
10100 - 10199	PERSONNEL MATERIAL
10100	General
10110	Provisions and Rations
10120	Clothing and Uniforms
10121	Naval and Marine Corps Reserve Clothing
10122	Officer Clothing and Uniforms
10123	Officer Candidate Clothing and Uniforms
10124	Organizational Clothing
10125	Special Clothing Cold Weather Clothing
10126	Flight Clothing
10127	Atomic, Biological and Chemical Warfare Protective Clothing
10128	Retail Clothing Store Items
10130	Ships Store Items
10140	Exchange Matters
10150	Personal Service Equipment
10151	Mess
10152	Laundry
10160	Furniture and Furnishings (Non-office)
10170	Training Material
10200 - 10299	MACHINERY AND TOOLS
10200	General
10210	Agricultural Machinery
10220	Air Compressors and Pump
10230	Air Conditioning and Ventilating Equipment
10250	Conveying and Hoisting Equipment
10260	Electric Motors and Generator
10270	Engines (except Ships and Aircraft)
10290	Tool
10300 - 10599	MISCELLANEOUS MATERIAL (see also 4110)
10300	General
10310	Metals
10320	Nonmetallic Materials (see also 4110)

SSIC	Title
10330	Chemicals and Gases (except Warfare)
10340	Fuel
10341	Gasoline and Jet Fuel
10342	Propellants and Oxidizers
10343	Fuel Oils
10345	Fueling and Fuel Storage Equipment
10350	Lubricants
10360	Protective and Preservative Coatings and Compounds (includes paints, dopes and related products)
10370	Building Materials
10380	Electrical and Electronic Components
10390	Electric Distribution Equipment
10400	Molds, Dies, Jigs (General)
10410	Hardware
10420	Bearing
10430	Plumbing Fixtures and Piping
10440	Hose, Gaskets, Packing
10450	Cordage and Wire Rope
10460	Office Equipment and Supplies (General)
10461	Records Production Equipment
10462	Records Handling and Utilization Equipment
10463	Records Filing, Storage and Retrieval Equipment
10464	Records Destruction Equipment
10465	Other Office Procedures Equipment
10466	Office Supplies
10467	Office Furniture and Furnishings
10470	Safety and Survival Equipment and Devices
10480	Sanitary and Cleaning Equipment
10490	Materials Handling Equipment
10500	Navigational and Mooring Aids (General)
10510	Test Measurement and Diagnostic Equipment (MARINE CORPS)
10520	Flags and Pennants
10550	Electronics (see also 9420 series, 3320 and 13290)
10551	Radar (see also 9451 and 13290)
10552	Sonar
10553	Loran, Racon (see also 13220)
10554	Electrostatic Discharge (ESD)
10560	Diving Equipment
10561	Surface Supplied Air Diving Systems

SSIC	Title
10562	Surface Supplied Mixed-Gas Diving System
10563	Saturation Diving Systems
10564	SCUBA Equipment
10565	Recompression Chambers and Equipment
10566	Diver Tools
10567	Diver Accessories
10570	Animals, Domestic and Wild
10580	Container(s) (as used in Containerization)
10360	Container(s) (as used in Containerization)
10700 - 10799	AUDIOVISUAL EQUIPMENT AND ACCESSORIES
10700 - 10799	AUDIOVISUAL EQUIPMENT AND ACCESSORIES
10700 - 10799 10700	AUDIOVISUAL EQUIPMENT AND ACCESSORIES General
10700 - 10799 10700 10710	AUDIOVISUAL EQUIPMENT AND ACCESSORIES General Motion Picture Equipment and Accessories
10700 - 10799 10700 10710 10720	AUDIOVISUAL EQUIPMENT AND ACCESSORIES General Motion Picture Equipment and Accessories Still Picture Acquisition Equipment and Accessories
10700 - 10799 10700 10710 10720 10750	AUDIOVISUAL EQUIPMENT AND ACCESSORIES General Motion Picture Equipment and Accessories Still Picture Acquisition Equipment and Accessories Video Acquisition Equipment

FACILITIES AND ACTIVITIES ASHORE 11000 - 11999

SSIC	Title
11000 - 11099	GENERAL
11000	General (include Marine Corps SOP's)
11010	Shore Station Development
11011	Real Estate
11012	Shore Station Design Criteria
11013	Shore Station Construction
11014	Shore Station Maintenance
11015	Agriculture, Fish and Wildlife
11016	Plant Property
11017	Grounds or Unpaved Areas (Land)
11018	Testing Areas and Facilities
11019	Shore Station Special Projects
11080	Nuclear, Biological and Chemical Defense
11090	Damage Control
11100 - 11199	STRUCTURES AND FACILITIES
11100	General
11101	Family Housing
11102	Training Structures and Facilities
11103	Housing, Other
11104	Community Facilities
11107	Resale Activities
11110	Medical and Dental
11111	Medical Center*
11112	Hospital
11113	Medical Clinic
11114	Other Medical Facility Activity
11115	Dental Center
11116	Dental Clinic
11117	Other Dental Facility Activity
11120	Communications
11130	Aviation Facilities
11131	Hangars
11132	Runways
11133	Lighting
11135	Crash, Salvage and Rescue
11137	Service and Repair

SSIC	Title
11140	Ordnance Facilities
11143	Guided Missile Assembly and Test
11150	Research and Development Facilities
11151	Harbor Defense
11152	Drill and Parade Grounds
11153	Mooring and Navigation
11154	Observatories
11155	Hyperbaric Facilities
11160	Storage
11161	Storehouses
11162	Fuel Storage Facilities
11163	Magazines
11170	Cemeteries
11180	Chapels
11200 - 11299	TRANSPORTATION FACILITIES, HEAVY EQUIPMENT
11200	General
11210	Highways and Roads
11220	Bridges, Trestles, Overpasses
11230	Railways and Rolling Stock
11240	Automotive
11250	Boat or Water Transportation
11260	Heavy Equipment
11261	Construction-Type
11262	Heavy Weight Lifting
11270	Engineer Supplies and Construction Equipment
11300 - 11399	UTILITIES AND SERVICES
11300	General
11310	Power Plant
11320	Fire Protection and Fire Fighting
11330	Water Supply
11340	Drainage
11345	Sewers and Sewerage
11350	Refuse Collection and Disposal
11360	Lighting
11370	Heating
11380	Refrigeration and Air Conditioning
11390	Cable Television Franchise Management

SSIC	Title
11400 - 11499	FLEET FACILITIES
11400	General
11410	Waterfront
11420	Drydock
11430	Marine Railways
11440	Shipways
11450	Weight Handing
11460	Dredging
11470	Pontoons

CIVILIAN PERSONNEL 12000 - 12999

SSIC	Title
12000 - 12099	GENERAL
12100 - 12199	OFFICE OF PERSONNEL MANAGEMENT
12171	Office of Personnel Management Issuance System Records
12200 - 12299	PERSONNEL PROVISIONS
12200	General
12210	Basic Concepts and Definitions (General)
12211	Veterans Preference
12212	Competitive Service and Competitive Status
12213	Excepted Service
12230	Organizations of the Government for Personnel Management
12250	Personnel Management in Agencies
12251	Intra-Management Communications and Consultations
12252	Professional or Other Associations
12270	Personnel Controls and Direction
12271	Developing Policies, Procedures, Programs and Standards
12272	Personnel Policy Formulation and Personnel Issuances
12273	Personnel Management Evaluation
12274	Corrective Actions
12275	Evaluation and Assessment of Personnel Programs
12290	Personnel Information (General)
12291	Personnel Reports
12292	Personnel Data Standardization
12293	Personnel Records and Files
12294	Availability of Official Information
12295	Forms and Documents, Personnel
12296	Processing Personnel Action and Data
12297	Protection of Privacy and Personnel Records
12298	Federal Workforce Information System
12300 - 12399	EMPLOYMENT
12300	Employment (General)
12301	Overseas Employment
12302	Employment in the Excepted Service
12304	Employment of Experts and Consultants
12305	Employment under the Executive Assignment System
12306	Selective Placement Programs

SSIC	Title
12307	Transitional and Veterans Readjustment Appointment
12308	Youth and Student Employment Program
12309	Hosting Enrollees of Federal Grant Programs
12310	Employment of Relatives
12311	Power of Appointment and Removal
12312	Position Management
12315	Career and Career-Conditional Employment
12316	Temporary Employment
12330	Recruitment, Selection and Placement (General)
12331	Organization for Recruitment and Examining
12332	Recruitment and Selection through Competitive Examination
12333	Recruitment and Selection for Temporary and Term Appointment Outside the Register
12334	Temporary Assignment of Employees between Executive Agencies and States, Local Governments, and Institutions of Higher Education
12335	Promotion and Internal Placement
12337	Examining System
12338	Qualification Requirements (General)
12339	Qualification Requirements (Medical)
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12594	Allowances for Uniforms
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13011	Performance
13012	Flying Qualities, Stability and Control
13013	Aerodynamics and Hydrodynamics (Aircraft Characteristics)
13014	Structural (Loads)
13020	Aircraft Maintenance
13021	Organizational
13022	Intermediate
13023	Overhaul, Rework
13024	Aircraft Battle Damage Repair (ABDR)
13030	Airworthiness and Service Suitability
13031	Test and Evaluation
13032	Navy Preliminary Evaluation (NPE)
13033	Service Suitability Trials
13034	Aircraft Restrictions/Limitations
13035	Aircraft/Stores Compatibility
13040	Aircraft Survivability/Vulnerability
13050	Configuration Control
13051	Engineering Change Proposals
13052	Changes and Bulletins
13053	Change Kits
13054	Fleet Proposals for Aircraft Modification
13060	Weight and Balance
13070	Reliability and Maintenance
13080	Exterior/Interior Finish, Marking and Lighting
13090	Logs and Records
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13150	Research
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13222	Flight Instruments
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13250	General Purpose Computers
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13270	Electronic Warfare (EW) Systems
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13290	Airborne Radar
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13413	Windows, Windshields, Canopies
13414	Doors, Hatches, Removable Panels
13415	Nacelles, Radomes
13416	Nuts, Bolts, Rivets, Fasteners

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13421	Tires and Tubes
13430	Arresting and Launching, Aircraft Components for Launching
13440	Hydraulic, Pneumatic and Lubrication Systems
13441	Pumps and Motors
13442	Valves and Lines
13443	Actuators
13444	Fluidic Devices
13445	Lubrication (excluding Engine)
13446	Pilot-Static System (excluding Instruments)
13450	De-Icing, Anti-Icing and Anti-Fogging
13451	Airframe De-Icing
13452	Windshield De-Icing, Defogging and Rain Removal
13460	Environmental Control and Life Support
13461	Heating and Air Conditioning
13462	Oxygen
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13482	External Cargo (includes Helicopter Pickup and Delivery Systems)
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13484	Airborne Mine Countermeasures Systems
13485	Aerial Towing (Targets, Gliders)
13490	Fire Detection and Protection
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13510	Escape Systems
13511	Ejection Seats
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13520	Crew Systems
13521	Crew Station Design and Human Factors
13522	Comfort (Galleys, Bunks, Lavatories)
13523	Emergency Equipment (Life Rafts, Mae Wests, Survival Kits)
13524	Personal Flying Equipment

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13620	Peculiar Ground Support Equipment
13630	Automatic Test Equipment
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13650	Aircraft Maintenance Material Readiness List (AMMRL) Program
13660	Repair Parts (Shortages)
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13840	Dynamic Interface Tests (DI Tests)
13850	Ship Helicopter Operating Limits (SHOL)
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Personnel Records (Military Personnel)	1070
Personnel Records and Files	12293
Personnel Relations (General)	12710
Personnel Relations and Services (General)	12700
Personnel Reliability	5520
Personnel Reports	12291
Personnel Requests	1330

Title	SSIC
Personnel Requests (Enlisted)	1336
Personnel Requests (Officer)	1331
Personnel Research Programs and Demonstration Projects	12470
Personnel Resources (Visual Information)	5294
Personnel Safety	9403
Personnel Security	5520
Personnel Security Program	12732
Personnel, Delivery of	5821
Pest Control	6250
Petroleum (see also 4021 and 4028)	4020
Petroleum Consumption	4028
Petroleum Management	4026
Petroleum Procurement	4027
Petroleum Requirements	4024
Petroleum Reserves	4021
Petroleum Stocks	4025
Pharmacy (see also 6740)	6570
Photographic (Intelligence Collection)	3822
Photographic (Intelligence Dissemination)	3832
Photographic (Intelligence Training)	3873
Photographic Equipment	10700
Photographic (Quality Assurance Requirements)	9099
Physical Examinations	6120
Physical Fitness (General)	6100
Physical Security	5530
Physical Standards	6110
Physician's Comparability Allowance	12595
Pilot Ministries	1738
Pilot Qualifications	3740
Pilot-Static System (excluding Instruments) (Airframe Systems)	13446
Piping Requirements (General)	9505
PLAD	2341
Plain Language Address Directory (PLAD)	2341
Plan Property Accounting	7321
Plans (Afloat Communications)	2750
Plans (include Combined) (Operations and Readiness)	3010
Plans and Policy (Recruiting)	1120
Plant Property	11016

Title	SSIC
Plumbing Fixtures and Piping	10430
Police Operations	5580
Policies (Mail and Postal Affairs)	5111
Policies (Progress and Statistical Reporting)	7710
Policies and Programs, Reserve	1001
Policies, Procedures, Programs and Standards	12271
Policy (Recruiting)	1121
Policy and Doctrine (Communications Security) (see also 2280)	2201
Policy, Doctrine and Procedures (Communications Security)	2231
Policy, Plans and Procedures, COMSEC Material System	2281
Political Activity of Federal Employees	12733
Pollution Control	6280
Pontoons	11470
Port Operations, General	3170
Position Classification, Pay, and Allowances (General)	12500
Position Management	12312
Postal Affairs	5110
Postal Operations	5119
Post-Vietnam Era Veterans Education Assistance	1780
POW	3461
Power Distribution Systems	9320
Power Generation Support Systems (Lube Oil and Diesel Support)	9340
Power Generator	13280
Power of Appointment and Removal (see also 4305)	12311
Power Plant	11310
Preaward Survey	7581
Precious Metals Recovery	5299
Preference Ratings	4831
Premium Pay	7594
Preparation (Micrographic, Publications, Printing, Duplication, and Reproduction)	5602
Prepositioning Ships (TAKX)	4627
Preservation	4032
Preservatives and Coverings	9630
Presidential Communications	2011
Presidential Management Intern Program	12362
Pressurization (Environmental and Life Support)	13463
Pretrial Matters	5811
Prevention, Accident	5101

Title	SSIC
Preventive Medicine (General) (see also 5100)	6200
Price Controls, Government	4266
Pricing Surveys	7574
Primary Support Station (Afloat Communications)	2792
Printing, Micrographics	5600
Priorities and Allocation	4830
Priority indicators and Deadline Delivery Dates	4614
Prisoners of War (POW)	3461
Privacy Act	5211
Problems and Investigations, Communications	2318
Procedures (Audit)	7520
Procedures (Progress and Statistical Reporting)	7720
Processing and Reporting (SIGINT Operations)	3222
Processing Personnel Action	12296
Processing Support (COMSEC)	2284
Procurement (Appropriations)	7043
Procurement (Micrographics)	5604
Procurement (Petroleum)	4027
Procurement of ADP Resources	5236
Procurement, Custody and Disposition of Funds	7210
Production	5603
Production Analysis	4853
Production and Industrial Preparedness Planning (General)	4800
Production Control	4850
Production Engineering	9810
Production Expediting	4850
Production Planning and Scheduling	4850
Production Policy	4800
Production Progressing, Expediting and Scheduling	4850
Productions, Products and Services	5297
Productivity Awards	4800
Professional or Other Associations	12252
Professional Service (Dentistry)	6610
Professional Training (VI)	5295
Program Analysis (Recruiting Plans and Policy)	1123
Program Development (Recruiting Support)	1153
Program Requirements (Chaplains and Religious Affairs)	1739
Programming and Production	5772

Title	SSIC
Programs (Intelligence)	3885
Programs and Agreements, Standardization	5711
Programs for Specific Positions and Examinations (Miscellaneous)	12930
Project Management, Cryptographic	2251
Project Management Internal Audit Reports	7542
Projection Acceptance Test and Evaluation (PAT&E)	3990
Promotion and Advancements, Military (General)	1400
Promotion and Internal Placement	12335
Promotions (Military)	1420
Promotions (Permanent)	1426
Promotions (Temporary)	1421
Propagation (Electromagnetic Spectrum Management)	2430
Propellants and Oxidizers	10342
Property Accounting	7320
Property, Excess and Surplus	4570
Prophylaxis	6230
Propulsion Boilers (Steam)	9221
Propulsion Clutches and Couplings	9242
Propulsion Control System	9252
Propulsion Gas Turbines	9234
Propulsion Internal Combustion Engines	9233
Propulsion Plant (General)	9200
Propulsion Reduction Gears	9241
Propulsion Shaft Bearings	9244
Propulsion Shafting	9243
Propulsion Steam Engines	9232
Propulsion Steam Turbines	9231
Propulsion Support Systems	9250
Propulsion Support Systems (Fuel and Lube Oil)	9260
Propulsion Systems (Aviation Rocket and Missile)	8610
Propulsion Units	9230
Propulsors	9245
Propulsors Shrouds and Ducts	9246
Prosthetic Dentistry	6630
Protection of Privacy and Personnel Records	12297
Protection, Environmental	5090
Protective and Preservative Coatings and Compounds (includes paints, dopes, and related	
products)	10360

Title	SSIC
Protective Devices (Electric Plant)	9303
Protests and Appeals	4361
Provisions and Rations	10110
Psychiatry	6520
Psychological Operations (PSYOP)	3410
Public Affairs Guidance	5728
Public Service Awards	5061
Public Vouchers	7240
Publications, Micrographics	5600
Publishing, Management (see also 5605)	5219
Pulsed Power	8145
Pumps (Auxiliary Systems)	9503
Pumps and Motors (Hydraulic, Pneumatic, Lubrications Systems)	13441
Pyrotechnics	8050
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Qualification Codes (Officer)	1213
Qualification Requirements (General)	12338
Qualification Requirements (Medical)	12339
Qualification Requirements for Specific Positions	12933
Qualifications, Pilot	3740
Qualified Products Lists	4123
Quality Assurance (Integration and Engineering)	9840
Quality Assurance Requirements	9090
Quality Assurance, Control (Production)	4855
Quality Control (Communications)	2313
Quality Monitoring and Control	2780
Quarantine	6210
Quarantine (Preventive Medicine)	6010
(\mathbf{R})	
R&D Funding	3914
R&D Plans	3911
R&D Programs	3912
R&D Projects	3913
R&D Reports#	3915
Radar (Airborne)	13290
Radar (Electronics)	3521
Radar (Guided Missile Fire Control)	8262
Radar (Gun Fire Control)	8222

Title	SSIC
Radar (Guns and Missile Fire Control)	8272
Radar (Electronics) (see also 9451 and 13290)	10551
Radiation Detection (RADIAC)	9492
Radiation Shielding (Primary)	9218
Radiation Shielding (Secondary)	9219
Radiation Shielding (see also 9218)	9639
Radio Frequency Transmission Lines	9404
Radio Systems	9441
Radiological Controls, Nuclear Weapons	8128
Radiological Medicine	6470
Rail Carriers#	4642
Railways and Rolling Stock	11230
Rank and Precedence	1427
Rank, Rate or Rating (Changes (Military)	1440
Rapid Surge Force (TAKRX)	4628
Rate or Rating (Military Advancement)	1430
Rating and Rank Structure (Enlisted)	1223
Rating Training (Enlisted)	1514
RDT&E, Funding	3904
RDT&E (General)	3900
RDT&E Plans	3901
RDT&E Programs	3902
RDT&E Projects	3903
RDT&E Reports	3905
RDT&E Support (Fleet Resources)	3906
RDT&E Support (other than Fleet Resources)	3907
Reactor Coolant Service System	9215
Reactor Coolant Systems	9214
Reactor Plant Auxiliary Systems	9216
Reactors	9213
Readiness (Afloat Communications)	2740
Readiness Program, Sealift	4625
Ready Reserve Fleet (RRF)	4626
Real Estate	11011
Recall, Enlisted	1134
Recall, Officer	1132
Receipts	7270
Reciprocating Engines (Aircraft)	13710

Title	SSIC
Reclamas (Budget Reviews)	7122
Recognition and Incentives (Civilian Personnel)	12450
Recognition and Visual Identification (Combat Information Center)	3561
Recompression Chambers and Equipment	10565
Reconnaissance (Aerial Warfare Techniques)	3315
Record of Procedures, Selection Boards	1402
Records (Military Personnel)	1070
Records and Files (Civilian Personnel)	12293
Records and Reports, Flight	3760
Records Destruction Equipment	10464
Records Disposal Systems (include Transfer, Retirement, Storage and Destruction)	5212
Records Filing, Storage and Retrieval Equipment	10463
Records Handling and Utilization Equipment	10462
Records Management	5210
Records Production Equipment	10461
Records, Health and Medical	6150
Recovery Vehicles (Amphibious)	8415
Recovery Vehicle (Tank)	8424
Recreation and Social Affairs (Military)	1710
Recruit Training (Enlisted)	1513
Recruiter Training	1136
Recruiting (Enlisted)	1133
Recruiting (General)	1100
Recruiting (Officer)	1131
Recruiting Aids	1142
Recruiting Irregularities	1137
Recruitment and Selection for Temporary and Term Appointment Outside the Register	12333
Recruitment and Selection through Competitive Examination	12332
Recruitment, Selection and Placement (General)	12330
Red Cross	5760
Redistribution and Disposal of Property (General) (Civilian Personnel)	4500
Reduction in Force	12351
Reduction in Grade and Removal Based on Unacceptable Performance	12432
Reductions in Rate, Rank or Rating	1450
Reemployment Rights	12352
Reenlistments and Extensions	1160
Refrigerated Spaces	9638
Refrigeration and Air Conditioning	11380

Title	SSIC
Refrigeration System	9516
Refuse Collection and Disposal	11350
Regional Consolidation Procedures	7280
Regular Non-Disability Retirement (Military)	1810
Regulations (Mail and Postal Affairs)	5112
Regulations (Passenger Transportation/Travel)	4651
Rehabilitation and Convalescence	6330
Relating to Procurement	5371
Relations, Community	5726
Relations, External and Internal	5700
Relations, Labor	12711
Relations, Media	5727
Release from Active Duty, Reserve (Enlisted)	1916
Release from Active Duty, Reserve (Officer)	1926
Reliability and Maintainability (General)	3080
Reliability and Maintenance (Aeronautical)	13070
Reliability and Maintenance (General Requirements for Ship Design and Construction)	9076
Religions (Christian Theology and History)	1735
Religions (General)	1736
Religious Affairs	1730
Religious Education	1737
Relocation Services	1754
Renegotiation and Statutory Profit Limitations	4375
Rental Expenses	7596
Repair Parts (Shortages) (Aeronautical Ground Support Equipment)	13660
Repairable Management	4419
Replacement and Evaluation Program (R&E)	4403
Replenishment (Audiovisual Activities)	3180
Replenishment-at-Sea	9571
Reporting, Progress and Statistical (General)	7700
Reports (AFRTS)	5779
Reports and Returns, Accounting	7330
Reports Management	5214
Reproduction, Micrographics (see also 5270)	5600
Reprogramming (Budget Execution)	7133
Requirements (Afloat Communications)	2730
Requirements (Manpower, Military, and Civilian)	5311
Requirements (Production and Industrial Preparedness)	4810

Title	SSIC
Requirements and Qualifications (Military)	1410
Requisitions and Other Material or Service Requests	4491
Resale Activities	11107
Research (Aircraft)	13150
Research (Historical Matters)	5751
Research (Medicine and Dentistry)	6500
Research (Recruiting Plans and Policy)	1122
Research and Development (Intelligence Support)	3883
Research and Development (R&D) (General)	3910
Research and Development Expenses	7592
Research and Development Facilities	11150
Research Programs (Civilian Personnel)	12470
Research, Development, Test and Evaluation (Appropriations/Funding)	7044
Research, Development, Test and Evaluation (General)	3900
Reserve Accounting (Data Processing)	5238
Reserve Fleets and Inactive Ships or Aircraft	4770
Reserve Non-Disability Retirement	1820
Reserve Officer Training Corps (ROTC)	1533
Reserve Policies and Programs	1001
Reserve Production Equipment	4871
Reserve Program	5725
Reserves, Petroleum	4022
Residual Station (Afloat Communications)	2793
Resources (Afloat Communications)	2770
Responsibility of Offeror (General)	4300
Restoration to Duty	12353
Restricted Availability	4711
Retail Clothing Store Items	10128
Retention/Career Planning	1040
Retirement (Civilian Personnel)	12831
Retirement (Military) (General)	1800
Retirement and Profit-Sharing Plans	7593
Reutilization and Sharing (Data Processing)	5237
Review, Budget	7120
Reviews and Appeals, Courts-Martial	5814
Reviews and Surveys Conducted by the GAO	7501
Rework, Maintenance and Checkout (Aeronautical Ground Support Equipment)	13680
Rigging and Canvas	9614

Title	SSIC
Risk Assessment (Naval Strategy)	3058
Rites, Religious	1732
Rocket (Engines and Engine Systems)	13730
Rocket and Missile Propulsion Systems (Aviation Ordnance)	8610
Rocket Artillery	8083
Rocket Fire Control	8250
Rocket Launchers	8393
Rocket Racks and Launchers	8383
Rockets (Aircraft)	8042
Rocket (Ordnance)	8040
Rodent and Vermin Proofing	9605
Rodent Control	6250
Routing (Shipments)	4615
Routing Doctrine	2320
Routing for Afloat Commands	2322
Routing Indicators	2343
RRF (Ready Reserve Fleet)	4626
Rubber	10320
Rudders	9562
Runways	11132
(S)	
Sacraments, Religious	1732
Sacred Music	1733
Safeguarding Unclassified Matter	5570
Safety	9077
Safety and Occupational Health (see also 6200)	5100
Safety and Survival Equipment and Devices	10470
Safety, Ammunition and Explosives	8020
Sales	4530
Saluting Gun Ammunition	8035
Salvage and Towing	4740
Salvage Support Systems	9597
Sanitary and Cleaning Equipment	10480
Sanitary Spaces and Fixtures	9644
Sanitation and Hygiene	6240
SAR	3130
SATCOM	2050
Satellite Communications (SATCOM) Systems	2050

Title	SSIC
Satellite Navigation Systems	2054
Satellites (Astronautic Vehicles)	13301
Saturation Diving Systems	10563
Savings Bonds	5120
Schedules, Audit	7511
Schedules, Alternative Work	12620
Scheduling (Maintenance, Construction, and Conversion)	4701
Schooling, Dependents'	1755
Science and Technology (RDT&E)	3966
Scientific and Ocean Engineering Systems	9591
Scientific and Technical (Intelligence Support)	3882
Scientific Support Ships	4624
Scope Reading Cameras	10720
Scrap and Salvageable Materials	4010
SCUBA Equipment	10564
Sea Power Presentations	1152
Sea Water Systems	9520
SEAFARER/SHELF/SANGUINE	2046
SEAL Team	3302
SEALIFT Containers	4680
Sealift Medicine	6560
Sealift Readiness Program	4625
Seamanship (Training and Readiness)	3505
Search and Rescue (SAR) (Operations)	3130
Search Procedures (Submarine Warfare Techniques)	3353
Sea Water Systems	9520
Seaworthiness (Ship Design and Material)	9079
Secondary Propulsion (Submarines)	9238
Secure Voice Systems (excluding AUTOSEVOCOM)	2030
Security (General) (see also 2200)	5500
Security Assistance Manpower	4905
Security Assistance Offices (SAO)	4900
Security Assistance Programs (located at DON elements)	4920
Security Classification Guidance	5513
Security Education	5528
Security of Cryptographic Equipment and Materials (see also 2230)	2210
Security Requirements (Shipboard Installations)	9402
Security, Emission	2240

Title	SSIC
Security, Transmission	2220
Selection Boards Record of Proceedings	1402
Selections (Military Promotion and Advancement)	1401
Selective Placement Programs	12306
Selective Service, Conscription and Deferment	1170
Self-Contained Propulsion Systems	9236
Self-Propelled Artillery	8082
Senior Executive Service (SES)	12920
Sensor	3877
Sentences (Military Justice)	5815
Separations (Civilian Personnel)	12715
Separations (Military) (General)	1900
Service and Repair	11137
Service Craft and Relics	4780
Service Spaces	9650
Service Suitability Trials (Airworthiness and Service Suitability)	13033
Services (Manpower Personnel)	5380
Services and Benefits Council	1754
Services to Employees (see also 5380)	12790
SES	12920
Sewers and Sewerage	11345
Sexual Harassment	5354
Shaft Lube Oil Systems (Submarines)	9263
Sheathing	9637
Shell and Supporting Structure	9110
Ship Assembly and Support Services (General)	9900
Ship Control Systems	9560
Ship Fittings	9610
Ship Helicopter Operating Limits (SHOL)	13850
Ship Inspections	9091
Ship Names	5031
Ship Salvage Support Systems	9597
Ship System Management	9040
Ship System Performance	9050
Ship Tests	9092
Ship Trials	9094
Shipboard Automated Communication System	2023
Shipboard Cryptographic Equipment	2255

Title	SSIC
Shipboard Operations Monitoring (Electronic/Digital)	3101
Shipboard Weight Handling Equipment Inspection, Testing and Maintenance	4732
Shipment Orders	4612
Shipments (Cargo and Freight)	4610
Shipping Control (Warfare)	3450
Ships (Fleet Auxiliary Force)	4623
Ships (Government-Owned)	4621
Ships (Historical Matters)	5752
Ships (Scientific Support)	4624
Ships (Visits)	3128
Ship's Boats	3173
Ships Store Items	10130
Ships Stores Afloat	4067
Ships Telephones	9430
Shipways	11440
SHOCK	9072
Shop Stores	4402
Shore Automated Communications System	2026
Shore Cryptographic Equipment	2256
Shore Establishment	5450
Shore Patrol and Military Police	1630
Shore Station Construction	11013
Shore Station Design Criteria	11012
Shore Station Development	11010
Shore Station Maintenance	11014
Shore Station Special Projects	11019
Shore Systems (Cryptologic)	3239
Shore-Based AFRT Operations	5774
Short-Haul Leased Circuits	2110
SI Air/Ground Communications Systems	2531
SI AUTODIN Limited Privacy Service (ALPS)	2517
SI Communications (General)	2500
SI Communications Equipment and Configuration Control	2506
SI Communications Equipment Installation and Configuration Control	2501
SI Communications Planning and Management	2501
SI Communications Procedures	2502
SI Communications Systems (General)	2510
SI HFDF Communications Control Shifts	2522

Title	SSIC
SI HFDF Communications Reliability Reports	2521
SI High Frequency Direction Finding Communications Systems	2520
SI Mobile Communications – Afloat	2534
SI Mobile Communications - Shore-Based	2533
SI Off-Line Encrypted Communications Systems	2512
SI Operational Intelligence Communications (OPINTEL)	2537
SI Red Line Multiplexing Systems (LEMONADE)	2513
SI Ship/Shore Communications Systems	2532
SI Submarine Satellite Information Exchange Subsystem (SI SSIXS)	2538
SI Tactical Communications (General)	2530
SI Tactical Exchange Automation System (TEXAS)	2535
SI Tactical Intelligence Communications Systems (TACINTEL)	2536
SIGINT (General)	3210
SIGINT Direct Service	3226
SIGINT Equipment Installation and Configuration Control	3216
SIGINT Equipment Resources	3215
SIGINT Policy and Procedures (USSID)	3211
SIGINT Systems Support (e.g., FLEXSCOP, IATS)	3225
Signal Analysis, COMSEC	2224
Signal Characteristics Identification Systems (Cryptology)	3242
Signals Security (SIGSEC) (General)	3260
SIGSEC Equipment Resources	3265
SIGSEC Afloat Operations	3261
SIGSEC Land Based Systems	3262
SIGSEC Operations	3260
SIGSEC Tactical Application Programs (e.g., HULTEC)	3263
Site-Audited Returns (Disbursing)	7251
Small Arms (Ordnance Gunnery)	3574
Small Arms Ammunition	8091
Small Arms and Landing Force Equipment	8370
Small Arms and Pyrotechnics, Stowage and Handling (see also 8021, 8022, 8023 and 10490)	9760
Small Business	4380
Small Purchases	4226
Social Security Retirement, Survivors Insurance, Disability Insurance, and Medicare	12832
Social Services	1754
Software Development (Geophysical, Oceanographic, Hydrographic, Bathymetric,	
Meteorological, and Other Environmental Support)	3149
Software Standards	5234

Title	SSIC
Software, Shore (Reliability and Maintainability)	3088
Software, Subsurface (Reliability and Maintainability)	3087
Software, Surface (Reliability and Maintainability)	3086
Solicitation of Federal Civilian and Uniformed Services Personnel for	
Contributions to Private Volunteer Organizations	12950
Solicitations, Collections, Contributions	5340
Sonar (Electronics)	3522
Sonar (see also 9461 through 9464)	10552
Sonar Domes	9165
SOSUS	2097
Sound Gathering Systems	10761
Sound Powered Circuits/Equipment	9430
Sound Surveillance System/Surveillance Towed Array Systems (SOSUS/SURTASS)	2097
Space (Requirements Allocations)	5910
Space Control	4452
Space Medicine	6540
Space Shuttle	13302
Spare and Repair Parts	4408
Special (Intelligence Collection)	3824
Special (Intelligence Dissemination)	3834
Special (Intelligence Support Functions)	3886
Special (Intelligence Training)	3878
Special ACDUTRA	1570
Special Bureau Instructions	4560
Special Classes of Property	4555
Special Clothing Cold Weather Clothing	10125
Special Drawing for Nuclear Propulsion Systems	9820
Special Electronics (Aircraft Fixed Wing)	13125
Special Fields (General) (Medicine and Dentistry)	6400
Special Financing	7820
Special (Internal Audit Reports)	7546
Special Mission Systems (Airframe Systems)	13480
Special Operations (Submarine Warfare Procedures) (see also 3302)	3359
Special Purpose Items	9890
Special Purpose Systems (Armament)	9790
Special Purpose Systems (Auxiliary Systems)	9590
Special Purpose Systems (Command and Surveillance)	9490
Special Purpose Systems (Electric Plant)	9390

Title	SSIC
Special Purpose Systems (Hull)	9190
Special Purpose Systems (Outfit and Furnishings)	9690
Special Purpose Systems (Propulsion Plant)	9290
Special Restrictions on Disposal Actions	4510
Special Rifle Team Equipment	8373
Special Security Communications System	2076
Special Services	4069
Special Structures	9160
Special Systems Networks (Communications)	2010
Special Use Video Cameras (Instrumentation Data Recording)	10750
Special Use Video Recorders	10750
Special Warfare	3302
Special Weapons (see also 8110)	9792
Special Weapons Safety	8110
Special Weapons, Medical Problems Concerning IEMATS (Improved Emergency	
Message Automatic Teletype System), JCSAN (JCS Alerting Net) Planning	6480
Specialties, Medical	6401
Specifications, Foreign Contracting	4236
Specifications, Standardization (Logistics)	4122
Speeches	5721
Sponsor Program	1754
SPP (Subsystem Project Plan)	2801
Stabilized Routing for Afloat Commands (STROFAC)	2322
Stable Element	8205
Stacks and Macks	9162
Standardization	4120
Standardization Programs and Agreements	5711
Standards (Physical Security of COMSEC Material)	2211
Standards of Interoperability	3093
Standards and Procedures (Storage)	4451
Standards of Conduct	5370
Standards, Physical	6110
Standards, Standardization (Logistics)	4122
State and Local Taxes	7595
Statistical Reporting	7700
Statistics (Contract)	4296
Statistics (Manpower)	5314
Status of Aircraft	5442

Title	SSIC
Status of Forces	3503
Status of Vessels	5441
Steam, Boilers	9221
Steel	10310
Stenographic, Clerical and Messenger	5930
Still Picture Acquisition Equipment and Accessories	10720
Still Picture Cameras and Camera Accessories	10720
Still Picture Equipment and Accessories	10720
Still Picture Production Equipment (Processors, Printers, Washers, Dryers, and Mounters)	10720
Still Picture Production Support Equipment and Accessories (includes Aerial)	10720
Still Picture Projectors	10720
Still Picture Viewing/Projection, Display Equipment and Accessories	
(includes Training Aids/Devices)	10720
Stock Funds	7113
Stockpiling (Materials)	4841
Storage (Supply)	4450
Storage Structures and Facilities	11160
Storehouses	11161
Stores Accounts	7323
Stowage (Ammunitions Safety)	8024
Stowage Space	9670
Strategic Defense Initiative Lethality and Target Hardness (SDILTH)	8148
Strategic Petroleum Reserves	4022
Strategic Systems	2040
Strategies and Special Capabilities	9020
Strategy, Naval	3050
Street, Facility and Area Names	5032
Strike Recording/Gun Cameras	10710
Strikes/Disputes	4360
STROFAC	2322
Structural (includes Materials) (Airframe Systems)	13410
Structural (Loads) (Aircraft Characteristics)	13014
Structures and Facilities (General)	11100
Student, Employment Programs	12308
Studies, Analysis and Review, Management	5223
Subcontracts (see also 4285)	7573
Submarine	8282
Submarine and Diving Medicine	6420

Title	SSIC
Submarine Broadcast System	2083
Submarine Laid Mines	8553
Submarine Launched Torpedoes	8513
Submarine Missions (Warfare Procedures)	3350
Submarine Periscope Cameras (Removable)	10720
Submarine Rescue, Salvage and Survival Systems	9594
Submarine Support Operations (Cryptologic)	3234
Submarine Systems (Cryptologic)	3235
Submarine Warfare TAC D&E	3515
Subsistence, Quarters, and Laundry	12593
Sub-Specialty Codes	1214
Subsurface ASW	3363
Subsurface Pyrotechnics	8053
Subsystem Characteristics (Ship Requirements)	9060
Subsystem Project Plan (SPP)	2801
Suggestion System	12452
Suitability	12731
Suitability Disqualification Actions	12754
Summary Report of Aircraft Mishap Board Conclusions and Recommendations	3752
Superconducting Propulsion	9371
Superconducting Systems	9370
Supernumeraries	6322
Supervisor Training and Development	12411
Supervisor's Personnel Files	12990
Supplemental and Deficiency Appropriations	7114
Supplies, Office	10466
Supply Afloat	4406
Supply Levels	4442
Supply Support	9083
Supply/Material (General)	4400
Support Ships, Scientific	4624
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