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NAVY DEPARTMENT

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# NAVY FILING MANUAL

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Administrative Office

NAVY DEPARTMENT

Washington 25, D. C.

**THE SECRETARY OF THE NAVY**

**Washington**

**10 February 1950.**

**From:** Secretary of the Navy.

**To:** All Ships and Stations.

**Subj:** Navy Filing Manual, Fifth Edition, NAVEXOS P-20 (REV).

1. The Secretary of the Navy on 5 July 1923 directed that the Navy Filing Manual be adopted for use and placed in effect in the Naval Establishment. The original edition was followed by the Second (1931), Third (1939), and Fourth (1941) Editions, each of which superseded the previous edition.

2. The Fifth Edition of the Navy Filing Manual supersedes the Fourth Edition and may be placed in effect upon receipt. The Fifth Edition shall be installed in the Naval Establishment by 1 January 1951. Assistance in making installations is available from the Administrative Officer, Navy Department, from Records Officers in the several Bureaus and Offices and in Headquarters, U. S. Marine Corps, and from District Records Management Officers in the Headquarters of each Naval District. In installing the Fifth Edition of the Manual, present files should remain unchanged under the system now in use, whether that prescribed by the Fourth Edition or otherwise; instead, installation should take the form of establishing a new series of files as of a convenient date (e.g., 1 July 1950 or 1 January 1951).

3. The filing system presented in this Manual is intended as a basic framework, as explained in the instructions thereto. The Manual may be expanded or supplemented by local instructions, provided such instructions are not counter to the procedures set forth in this Edition. Bureaus and Offices and the U. S. Marine Corps are encouraged to develop simplified manuals derived from the Fifth Edition for activities under their cognizance, particularly where activities such as hospitals, air stations, ships, and recruiting stations, are in numbers sufficient to warrant such specialized manuals. In this way specialized activities may have the benefits of even greater standardization.

4. The Fifth Edition, developed by the Navy Filing Manual Permanent Committee under the direction of the Administrative Office, Navy Department, is a manual issued by that Office in accordance with U. S. Navy Regulations, 1948, Article 1205.2. Revisions of the Manual will be accomplished in accordance with this Article. The Administrative Officer, Navy Department, will maintain the Manual up to date, making changes, additions, and deletions as required.

**DAN A. KIMBALL**

**Acting**

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## FILE CLASSIFICATION MANUAL

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ways, railways, buildings and other structures, plants, and distribution systems.

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

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

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

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

Example: A1 Plans, projects, and developments.

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

Example: A1-1 Programs.

## 2. Name Title Groups

The name title groups consist of names and titles as distinguished from subjects. The name title groups include classes of materials, classes and types of vessels and aircraft, fleet organizations, shore establishments, foreign governments, United States Government departments and agencies, commercial firms and enterprises, and classifications of civilian and military personnel.

A name title is identified by two capital letters of the alphabet. The first letter represents the group and the second letter indicates a primary subdivision.

Examples: OA MARINE CORPS OFFICERS ("O" for officers; "A" for Marine Corps)

NA NAVAL AIR STATIONS ("N" for Naval Shore Establishment; "A" for air stations)

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

Examples: OO OFFICER PERSONNEL

NN NAVAL SHORE ESTABLISHMENT

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

Example: AVS AVIATION SUPPLY SHIPS

Secondary breakdowns of name titles are indicated by an Arabic numeral added to the double letters.

Example: "EE5 Department of Justice," under "EE Executive Branch"

## 3. Alphabetical Index

A detailed list of subjects and name titles is contained in the alphabetical index. The index contains many items which are not listed in the subject and name title groups. Subjects in the alphabetical index are grouped to facilitate the determination of the correct file symbols without consulting the subject categories in every instance.

## 4. Conversion Table

A conversion table is provided as an aid in determining changes made in particular file symbols. The table lists in parallel columns the filing symbol in the Fourth Edition and the corresponding symbol in the Fifth Edition.



## I. INTRODUCTION

The Navy Filing Manual, Fifth Edition, which is designed to meet the filing needs of the Naval Establishment, provides a convenient classification plan for the arrangement of subjects usually found in general correspondence files. It reflects the functions of the Navy and permits the establishment of a simplified filing system. Small activities can adapt the manual to their needs by maintaining a minimum number of folders and arranging material within those folders according to file symbols assigned. Files may then be expanded by establishing additional file folders as required without the necessity of changing the file symbols originally assigned to the correspondence. Large central files and specialized activities can adapt the manual to their needs by establishing file

folders for major, primary and secondary subjects as required and by subdividing such subjects where needed. No attempt should be made to apply this manual without first becoming familiar with the instructions and index as well as with the subject and name title groups.

Parenthetical notes are provided, as necessary, to explain the use of a subject. The lists of subordinate subjects in parentheses are examples only and are not to be considered inclusive.

Recommendations for changes should be forwarded via the chain of command to the Administrative Officer, Navy Department, Washington 25, D. C. All recommendations should state the proposal and reasons therefor.

## II. ORGANIZATION OF THE MANUAL

The Navy Filing Manual, Fifth Edition, is divided into four parts: subject groups, name title groups, alphabetical index, and conversion table.

### 1. Subject Groups

There are 10 major subject groups, each identified by a single letter of the alphabet:

- A. ADMINISTRATION — includes those administrative and management subjects used in establishing, organizing, and operating the Naval Establishment.
- F. AIRCRAFT DESIGN, CONSTRUCTION, AND SPECIALIZED MATERIAL—includes aeronautical subjects in connection with the design and construction of aircraft, including specialized materials.
- H. NAVIGATION AND NATURAL AND PHYSICAL SCIENCES—includes navigational subjects, natural and physical sciences, and related matter.

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

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

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

N. SHORE ESTABLISHMENTS DESIGN, CONSTRUCTION, AND RELATED MATERIAL—includes grounds, high-

## SECTION I — DESCRIPTION

### III. FILE SYMBOLS

#### 1. Structure of File Symbols

File symbols are formed as follows:

A major sub-  
ject ..... A ADMINISTRATION

Primary sub-  
division .... A6 Communications

S e c o n d -  
ary subdi-  
vision ..... A6-6 Files and Records

Name titles are formed as follows:

A name title FF Fleets, Forces, etc.

Primary sub-  
division .... FF15 Sea Frontiers

S e c o n d -  
ary subdi-  
vision ..... FF15-1 Alaskan Sea  
Frontier

#### 2. Subdivisions

The file symbols which appear in the manual may be further subdivided by combination of file symbols or arbitrary assignment of Arabic numerals.

a. *Combination of file symbols.*—A combination of file symbols, either subject or name title in any order, separated by a slant (/) represents a further subdivision of the first symbol indicated. Such combination will be used only to indicate the subdivision of a file number and not to indicate *cross-references*. File symbols are not joined with serial numbers or originator's codes.

Examples: Subject and name title:  
A3/EN or EN/A3 Organization of the Navy Department

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

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

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

b. *Arbitrary Symbols.*—Subdivision of file symbols may be indicated by the assignment of an Arabic numeral, a name, or an abbreviation, in lieu of combination of file symbols.

Examples:

A4 Operations and Status of Vessels, etc.

A4-3 Ship and aircraft movements

A4-3/1 Operation orders

A4-3/1-1 Movement orders

A6 Communications

A6-6 Files and Records

A6-6/1 Records disposal

A6-6/1-1 Records Disposal schedules

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

### IV. APPLICATION OF THE MANUAL BY INDIVIDUAL ACTIVITIES

The Navy Filing Manual, Fifth Edition, provides a standard pattern for establishing and operating files in the Naval Establish-

ment. Its provisions, properly applied, can be adapted to any naval activity and a standard filing system for the Navy will result.

While additions of new subjects to the manual will be made only by the Administrative Officer, Navy Department, arbitrary subdivisions may be made by individual activities or specified by administrative commands as needs dictate, as provided in Part III, Section 2b, and Part IV, Section 2. Lists of such arbitrary subdivisions may be added to the manual in proper places or additional pages may be prepared.

### 1. Determination of the Number of File Folders Required

In determining the number of file folders required, four methods may be used:

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

b. *"Inclusive Folder" Method.*—Establish file folders for subjects within a given group, i.e., "A1 to A6," "A7 to A15," "S1 to S15," etc. Assign the proper file symbol to all correspondence and arrange the correspondence within the folder in the proper place according to file symbol assigned. Files may then be expanded as follows:

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

ing the expansion, remove all "A1 to A3" material from the inclusive folder, place in a new folder labeled "A1 to A3," and relabel original folder "A4 to A6."

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

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

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

### 2. Combination and Arbitrary Subdivision

Filing requirements should govern the system to be used in combining file symbols and assigning arbitrary numerals. For example,

**SECTION 1 - DESCRIPTION**

the average activity will find "A6-6 Files and Records" sufficient. Specialized records activities will need additional subdivisions which are made by either adding arbitrary numerals or combining the basic symbol with other file symbols as follows:

- A6-6 Files and Records
- A6-6/1 Current records
- A6-6/1-1 Filing systems
- A6-6/2 Non current records
- A6-6/2-1 Disposal schedules
- A6-6/2-2 Transfer and disposal

- A6-6 Files and Records
- A6-6/L8-5 Disposition of records
- A6-6/L8-5/1 Destruction of records
- A6-6/L8-6 Custody of records
- A6-6/L8-6/1 Inventory of records

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

<i>Wrong</i>		<i>Right</i>		<i>Right</i>	
L14	Taxes	L14	Taxes	L14	Taxes
L14/1	Federal	L14/1	Federal	L14/1	Income
L14/2	Income	L14/1-1	Income	L14/1-1	Federal
L14/3	State	L14/1-2	Tobacco	L14/1-2	State
L14/4	Tobacco	L14/2	State	L14/2	Tobacco
		L14/2-1	Income	L14/2-1	Federal
		L14/2-2	Tobacco	L14/2-2	State

**3. Suggested Applications of Specific Subjects**

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

b. *Concrete Subjects*.—While the subject groups reflect the functions of the Navy, some overlapping and duplication exist in the "Administrative-function-material" groups. For example, A4-3 represents the administrative details in connection with ship and aircraft movements, even though such movements constitute drills, exercises, or practices. A5 represents the administrative details concerning drills, exercises, and practices. A16 represents the technical and administrative details concerning actual or simulated war-

fare operations. Material groups are to be used for both administrative and technical details concerning material. For example:

- An Operation Order for a mixed force to conduct certain exercises A4-3
- A Destroyer Force Commander arranges for, and reports on, depth charge exercises..... A5-4
- An Air Group Commander arranges for, and reports on bomb exercises A5-5
- A Destroyer reports on design and performance of depth charges... X8
- The Force Commander reports on the Hunter Killer exercises conducted during the operation..... A5-15
- The Force Commander makes an overall report on the exercises analyzed from a "Submarine Warfare" viewpoint ..... A16-6
- The Force Commander makes recommendations for further exercises ..... A5

The Force Commander makes recommendations for conducting actual or simulated warfare operations involving combined forces. . A16-9

c. *Material Groups.*—It is suggested that activities having a need for types of materials by classes use the “JJ” symbol with the appropriate class number taken from the “Index of General Stores Section, Catalog of Naval Material.” If the “JJ” symbol is used the “J” group should be disregarded by that particular activity.

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

For example, the Atomic Energy Commission may be indicated in one of the following ways:

- EH/1
- EH/AEC
- EH/Atomic Energy Commission

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

Example: “NA/Norfolk” for “Naval Air Station, Norfolk, Va.”

Vessel symbols may be found in the “Naval Vessel Register” (NAVSHIPS 18-1). Vessel identification numbers should be used with the symbols without the slant (e.g., BB61 and not BB/61). If the name of the vessel is used, it should be preceded by the slant (e.g., BB/IOWA). Activities may use the personnel name title symbols (LL, MM, OO) to segregate personnel subjects. All correspondence on civilian personnel subjects may be brought together by using the “LL” symbol to precede the subject symbol, as LL/P18-1. If desired, the subject may be subdivided by the personnel name title symbol, as P18-1/LL.

**4. Suggested Methods of Subdividing Files**

Any subject or name title in this manual may be further subdivided to meet the individual requirements of activities. Such subdivisions should be made in a logical and systematic manner. The following types of subdivisions by the method indicated are appropriate:

<i>Subjects</i>	<i>Subdivide by</i>
Boards, committees, firms, individuals, government organizations.....	Name
Contracts, purchase orders, requisitions.....	Number
Cities, towns, Area Commands, warfare operations.....	Location
Programs, reports, claims, decisions.....	Subject
Appropriations, budget estimates.....	Date (fiscal year)

**5. Unclassifiable Communications**

Inasmuch as new subjects such as developments, materials, and operations are constantly appearing in correspondence, and because of the impossibility of predicting such subjects, “A27 UNCLASSIFIABLE COMMUNICATIONS” is provided for handling correspondence in connection therewith. When correspondence is believed unclassifi-

able under a subject in the manual, it will be filed temporarily under “A27”. A copy or brief of the correspondence in question will be forwarded to the Administrative Officer, Navy Department, Washington 25, D. C., for decision as to the proper classification and for the addition of a suitable subject in the next change to the manual. “A27” may be subdivided by the addition of arbitrary symbols in the manner prescribed for other groups.

## SECTION I — DESCRIPTION

For example, a new subject may be subdivided as follows:

A27/New subject

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

## V. ARRANGEMENT OF MATERIAL ACCORDING TO FILE SYMBOLS

The arrangement of material or folders in a file drawer is determined by the file symbols appearing thereon. The file folders should be arranged in the same order in which symbols appear in the manual. To eliminate confusion as to the arrangement of combined symbols where arbitrary numerals or other file symbols have been added and to standardize their arrangement, it is necessary that the order of each be established. The arrangement outlined below should be followed:

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

b. A primary subject symbol to which a

slant has been added precedes the same symbol when followed by a dash. For example, A1/1 and A1/2 precede A1-1.

c. When one symbol is subdivided by more than one of the methods authorized in Part III, Section 2, the following order is established:

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

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

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

## VI. SUGGESTIONS FOR MAIL AND FILE OPERATIONS

The suggestions outlined here are offered as methods of reducing and simplifying office work. Each command is responsible for evaluating the suggestions and for adopting those which will best accomplish the mail and file operations of the activity. The suggestions are not mandatory; they are offered for adoption as appropriate.

### 1. Organization of File Activities

Naval activities should be uniform in the methods of establishing and controlling files. Coordination of records is necessary to prevent duplication of effort, waste of space and materials, incomplete files, and an overall less efficient operation. A strictly centralized file includes all the official files of an activity housed in one location and under the cognizance of one official. A central file has greatest advantage when several offices have need for the same record, and such offices are

placed near the file or adequate messenger service is available. Classified files are usually centralized for security purposes rather than for the other factors mentioned. Because of reference requirements, many activities require decentralized files. In decentralized files records are located in the office having primary need for them. There should be only one official file for records and only one official copy filed in one place. In either case all records should be under the central control of one official. A definite plan should be decided upon by the commanding officer as to which system would best suit the needs of his activity.

### 2. Handling Classified Matter

The handling and filing of classified matter should be carried out in accordance with the "United States Navy Security Manual for Classified Matter" (OpNav-32-P-1100).

**3. Mail Handling Hints**

a. *Recording.*—It should not be necessary to record all incoming and outgoing mail. The Commanding Officer should define the types of mail to be recorded, such as that pertaining to policy, funds, organization, and Congressional inquiries. This will serve as a guide so that only the more important mail rather than routine mail will be recorded and controlled. Extra copies of outgoing letters may serve as an outgoing mail log if one is necessary. Of course, necessary records should be maintained for the receipt and handling of classified material and remittances.

b. *Routing.*—Incoming mail should be routed promptly to the action desk. It should not be necessary to attach routing sheets to every piece of correspondence, especially that of a routine nature which concerns only one office in which it will be filed.

**4. Filing Hints**

a. *Classifying.*—“Classifying” as used herein is the mental process of determining the correct subject under which a record should be filed and any subordinate subjects which should be cross referenced. It does not refer to security classifications such as Confidential or Secret. Classifying is the most important filing operation since it determines where papers are to be filed so that they may be found quickly. Coding is the simple process of writing the file symbols on the papers to be filed. The file symbol under which a letter will be filed should be written by the classifier in the upper right or left corner of the letter. Cross reference symbols, if any, should be listed under the file symbol. To classify a document properly, it is necessary to read and analyze it carefully. The following factors should be considered:

- (1) The most important, definite, or concrete subject mentioned.
- (2) The purpose or general significance of the document.
- (3) The manner in which similar documents are asked for.

(4) The file symbol under which previous documents of a similar nature are filed.

The classifier should not be misled by a file symbol which might appear on an incoming letter or the subject line thereon as either may be inappropriate for his own use. Parts, accessories, attachments, and components of material items should be filed with the material item to which they belong, unless the activity concerned has sufficient volume of material to warrant further subdivision.

b. *Cross-Referencing.*—A cross reference is a record filed under a name or another subject to indicate where the basic record to which it refers is filed. The cross reference may be in the form of a cross reference sheet (NAVGEN 1009) or an extra copy of a letter. A copy of a letter used as a cross reference should show any changes made to the basic letter or a notation should be made thereon referring to the corrected letter in the files. Cross references serve a useful purpose in locating material. The excessive use of cross references causes a waste of time in searching through a bulk of material and consumes valuable space in the files, as well as man-hours to prepare, sort, arrange, and file them. Ordinarily endorsements should be cross-referenced only when subjects not covered by the basic correspondence are introduced. Cross references should not be indicated on outgoing copies of correspondence. They should bear only the one file number, if any is used, under which the letter will be filed by the originator.

c. *Sorting.*—The sorting operation is the process of arranging the papers to be filed in the order in which they will be placed in the folders as determined by the file symbols and dates on the papers. Sorting should be done continuously so that the papers will always be in order and can be located readily if wanted. A desk sorter should be used when the number of pieces to be sorted is over 100. There are many types of sorters suitable for large volumes of papers.

d. *Reducing Duplicate Material.*—Only

## SECTION I—DESCRIPTION

necessary duplicate copies of papers should be filed, and all duplication should be eliminated wherever possible. Route sheets should not be filed with correspondence unless they contain essential information. The initialing or signing of correspondence, instead of the route sheets, provides a record as to who has seen or handled the communication. Extra reading or day files should not be filed with official records. A serial number file and a day file should not be maintained where one would serve both purposes and as an outgoing mail log as well.

e. *Placing Papers in Folders.*—Papers to be filed should have no pins or clips attached. Papers belonging together should be securely stapled in the upper left-hand corner. Before placing a paper in a folder, the file symbols on the paper and on the folder label should be checked to see that they agree. Papers within a folder should be filed face forward with heading to the left in chronological order, with the latest date to the front. Undated papers should be filed after papers dated the last day of the month in which received. Where practicable, papers should be filed loose instead of bound. The binding of papers in folders costs 25 to 50 percent more than loose filing. If it is necessary to bind papers to folders, standard fasteners should be used rather than staples. To preserve the neatness of papers and to prevent them from being torn, care should be taken that their edges do not protrude beyond the edges of the folder.

f. *Case Filing.*—In many instances, the simplest method of filing and the one most useful for reference purposes is that of placing together related papers on a particular person, place, or thing. Examples of this "case" method of filing are:

(1) Personnel files in which all papers concerning a specific employee are kept together under the name of the person.

(2) Contract files in which all papers concerning a specific contract are kept together by contract number or by name of the contractor.

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

g. *Charging Out Records.*—A charge-out record should be maintained for all material removed from the file. "Out" cards or charge-out forms (File-out Card NAVGEN 1016 for Department and NDGEN 1016 for field) are suitable. Where material is filed loose, the usual practice is to bind the material to a backing board when it is charged out and then to remove it when refiled. All charge-outs should be checked periodically in a follow-up procedure. These procedures are necessary to insure control of the records and to prevent their misplacement. Files personnel should be kept informed as to the location of all records charged out of the files so that they may be found when needed. Care must be taken that records are not released to unauthorized persons.

h. *Maintaining Files.*—File drawers should be labeled to describe their contents. Each folder should be neatly labeled. Folders and drawers should not be allowed to become too full. Files should be "broken" periodically, usually to correspond with disposal schedules, to facilitate transfer and destruction.

i. *Selecting Equipment and Supplies.*—Economy and efficiency demand the use of only approved standard equipment and supplies. Five-drawer cabinets contain 25% more filing space than four-drawer cabinets and occupy the same floor space. Legal size cabinets should be used only when the greater portion of the material to be filed is larger than 8½ x 11 inches. A standard heavyweight kraft folder is satisfactory and is much less expensive than pressboard folders. To avoid the use of more expensive equipment, it is recommended that material not be filed with that having a higher security classification. It is the usual practice, however, to file restricted matter with unclassified matter so long as the material is protected in accordance with security requirements.



## NAVY FILING MANUAL

### 5. Preservation and Disposition of Records

All records accumulated and filed by an activity are the property of the United States Government and cannot be disposed of except as provided for by law and Navy Regulations. Responsibility for records disposal rests with the Secretary of the Navy. The detailed instructions for such disposal are contained in "Records Disposal Instructions" issued by the responsible bureau or office or Headquarters, U. S. Marine Corps, in accordance with the procedure established by the Secretary of the Navy. Files personnel should be familiar with the disposal instructions issued for their particular activity. Non-record material should not be made a part of official files. Such material should

be destroyed when it has served its immediate usefulness. Provision has been made for the transfer of records of permanent value and semi-active records to designated Naval Records Management Centers. Such transfer or disposal of inactive records is made easier if files are "broken" periodically, usually to correspond with retention periods established in disposal schedules or on a calendar or fiscal year basis. Detailed instructions regarding the management and disposition of records may be obtained from the District Records Management Officers located at the headquarters of each Naval District and River Command or from the Departmental Records Officers attached to each bureau of the Navy Department and to the Headquarters, U. S. Marine Corps.

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## SECTION II — SUBJECT GROUP

### A. ADMINISTRATION

- A1 PLANS, PROJECTS, AND DEVELOPMENTS  
(Policies, precedents)
- A1-1 Programs  
(Aircraft building, shipbuilding)
- A1-2 Public works
- A2 REGULATIONS, ORDERS, AND DIRECTIVES
- A2-1 Navy Regulations  
(Articles for the Government of the Navy, Rules of the Road)
- A2-2 Manuals and pamphlets
- A2-3 Uniform Regulations
- A2-4 General Orders
- A2-5 Shore Establishment and Fleet regulations  
(District orders, ship's orders, SOPA instructions)
- A2-6 Circular letters and memoranda
- A2-7 Regulations other than Navy  
(Customs, dock, harbor, police)
- A2-8 Executive Orders, Presidential Proclamations
- A2-9 Permits, licenses, and passes; visits of individuals
- A2-10 Decisions and opinions
- A3 ORGANIZATION AND MANAGEMENT  
(Authority, cognizance, command, control, cooperation, coordination)
- A3-1 Strength and distribution  
(Deployment, organization charts, assignment of vessels in the administrative organization, home yards and home ports)
- A4 OPERATIONS AND STATUS OF VESSELS, AIRCRAFT, AND SHORE STATIONS
- A4-1 Status of vessels and aircraft  
(Commissioning, decommissioning, fitting out, placing in reserve, striking from Navy list)
- A4-2 Status of shore stations  
(Activation, disestablishment, establishment, inactivation)
- A4-3 Ship and aircraft movements  
(Arrivals, cruises, departures, employment, flights, operation plans and orders, pilotage)
- A4-4 Routine  
(Boat guard, medical guard, military guard, ship's guard)
- A4-5 Visits of ships and aircraft
- A5 DRILLS, EXERCISES, PRACTICES, AND COMPETITIONS
- A5-1 Gunnery exercises  
(Battle practices)

- A5-2 Torpedo exercises
- A5-3 Mine exercises
- A5-4 Depth charge exercises
- A5-5 Bomb exercises
- A5-6 Field and boat guns and small arms exercises  
(Marksmanship, rifle matches)
- A5-7 Engineering performance  
(Engineering competitions)
- A5-8 Battle efficiency competitions
- A5-9 Drills  
(Abandon ship, boat, collision, fire)
- A5-10 Combat Information Center (CIC) exercises
- A5-11 Communication competitions  
(Radio, visual)
- A5-12 Damage control practices
- A5-13 Simulated war patrols
- A5-14 Seamanship exercises
- A5-15 Hunter killer exercises
  
- A6 COMMUNICATIONS
- A6-1 Traffic  
(Dispatches, mailgrams, messages)
- A6-2 Operations of communication devices  
(Radio, teletype, television, time signals)
- A6-3 Codes and signals  
(Call signs, signaling)
- A6-4 Mail and messenger service  
(Courier, parcel post, postage, registered mail)
- A6-5 Correspondence practices  
(Letter writing, routing systems, speedletters)
- A6-6 Files and records  
(Correction, disposal, preservation, systems)
  
- A7 PUBLIC RELATIONS; INFORMATION
- A7-1 Public press, publicity, and articles
- A7-2 Radio and television
- A7-3 Speeches and lectures
- A7-4 Movies and still pictures
- A7-5 Exhibits and graphic displays  
(Exhibitions, fairs)
  
- A8 INTELLIGENCE AND SECURITY
- A8-1 Intelligence systems
- A8-2 Information, collection of  
(Military information other than own)
- A8-3 Information, dissemination of
- A8-4 Information, source of  
(Informants)

**SECTION II — SUBJECT GROUP**

- A8-5 Sabotage, espionage, and counterintelligence (SEC)
- A8-6 Security methods  
(Plant protection, secret and confidential matter)
- A8-7 Investigations  
(Loyalty information, name checks)
- A8-8 Censorship
  
- A9 **REPORTS AND STATISTICS**
  - A9-1 Annual reports
  - A9-2 Semiannual reports
  - A9-3 Quarterly reports
  - A9-4 Monthly reports
  - A9-5 Semimonthly reports
  - A9-6 Weekly reports
  - A9-7 Daily reports
  - A9-8 Occasional reports
  - A9-9 Administrative reports
  - A9-10 Statistics
  
- A10 **PUBLICATIONS**
  - A10-1 Books, magazines, newspapers, and periodicals
  - A10-2 Charts and maps
  - A10-3 Registered publications and devices  
(Corrections, custody, handling, loss)
  
- A11 **SCIENTIFIC RESEARCH AND DEVELOPMENT**  
(Expeditions, explorations)
  
- A12 **HISTORICAL MATTERS**  
(Chronicles, diaries, histories, logs, mementos, relics)
  
- A13 **INVENTIONS, PATENTS, AND BENEFICIAL SUGGESTIONS**  
(Infringements, royalties, trade-marks)
  
- A14 **FOREIGN AFFAIRS, INTERNATIONAL RELATIONS, FOREIGN POLICY, DIPLOMATIC INTERCOURSE**
  - A14-1 Commercial intercourse  
(Convoying, embargo)
  - A14-2 Property rights, international  
(Confiscation of property, internment of property or ships, prizes of war, protection of property in foreign countries)
  - A14-3 Personal rights, non-combatants, international  
(Internment of individuals, safe conduct, treatment of individuals)
  - A14-4 International relations  
(Foreign interference, intervention, nonintervention, spheres of influence)

- A14-5      **Diplomatic relations, international**  
            (Arbitration, controversies, disputes, mediation, negotiations, overt acts)
- A14-6      **Status of nations**  
            (Declaration and termination of war, neutrality)
- A14-7      **International agreements, awards, protocols**  
            (Alliance, amnesty, indemnities, preserving the peace, reparations, treaties)
  
- A15        **HONORS AND CEREMONIES**  
            (Celebrations, holidays, parades, salutes)
  
- A16        **WAR, PREPARATION FOR, CONDUCT OF**
- A16-1      **Military preparation**  
            (Arming of merchant vessels, mobilization, national defense, preparedness, universal military training, war games)
- A16-2      **Belligerents, combatants**  
            (Hostages, prisoners of war)
- A16-3      **Aerial warfare operations**  
            (Aerial reconnaissance, bombing operations)
- A16-4      **Surface warfare operations**  
            (Bombardment, naval warfare)
- A16-5      **Mine warfare operations**
- A16-6      **Submarine warfare operations**
- A16-7      **Amphibious warfare operations**  
            (Landing operations)
- A16-8      **Antisubmarine warfare operations**
- A16-9      **Combined warfare operations**
- A16-10     **Atomic warfare operations**
- A16-11     **Biological, bacteriological, and psychological warfare operations**
- A16-12     **War Plans**
- A16-13     **Reports of action**
- A16-14     **Terminating military operations**  
            (Armistice, demobilization, disarmament)
  
- A17        **LAW AND LEGAL MATTERS**
- A17-1      **General courts martial**
- A17-2      **Summary courts martial**
- A17-3      **Deck courts**
- A17-4      **Courts of inquiry**
- A17-5      **Boards of investigation**
- A17-6      **Investigations**
- A17-7      **Military Government; martial law**  
            (Military courts)

**SECTION II — SUBJECT GROUP**

- A18 CONGRESSIONAL ACTION  
(Hearings, investigations, proposed legislation, resolutions)
- A19 MEETINGS, CONFERENCES, AND CONVENTIONS
- A20 BOARDS, COMMITTEES, AND COMMISSIONS
- A21 AVIATION SERVICES  
(Commercial, military)
- A22 COUNTERMEASURES
- A23 ADMINISTRATIVE INSPECTIONS
- A24 CONTRIBUTIONS  
(Charity, donations)
- A25 MATERIAL CASUALTIES, ACCIDENTS, AND COLLISIONS  
(Damage, disappearances, groundings, explosions, fires, sinkings)
- A26 OPERATION OF POST OFFICE AND PRINT SHOP
- A27 UNCLASSIFIABLE COMMUNICATIONS  
(Correspondence which is believed unclassifiable under the other standard titles will be handled temporarily under this title. A copy or brief of the correspondence in question will be forwarded to the Administrative Officer, Navy Department, Washington 25, D. C., for decision as to proper classification and for inclusion, if appropriate, of a suitable title in the next change to the Filing Manual.)

**SECTION II.— SUBJECT GROUP**

**F. AIRCRAFT DESIGN, CONSTRUCTION, AND  
SPECIALIZED MATERIAL**

- F1      DESIGN  
          (Drawings, specifications)
- F2      TESTS  
          (Fatigue, static)
- F3      PERFORMANCE AND TRIALS
- F4      IDENTIFICATION  
          (Designations, insignia, marking)
- F5      ENGINE SECTION AND NACELLE GROUP  
          (Cowling, mounts)
- F6      WING GROUP  
          (Ailerons, flaps, slots, wings)
- F7      TAIL GROUP  
          (Elevators, fins, rudders, stabilizers, trim tabs)
- F8      BODY GROUP
  - F8-1      Fuselage  
            (Cockpits, cowling, longerons)
  - F8-2      Hull (seaplane)  
            (Frames, keels, longitudinals, plating)
- F9      ALIGHTING GEAR
  - F9-1      Land type  
            (Ski, wheel)
  - F9-2      Water type  
            (Floats)
- F10     ARRESTING AND LAUNCHING, PROVISIONS FOR
  - F10-1     Arresting and barrier crash provisions
  - F10-2     Catapulting provisions
  - F10-3     Jet assisted take off provisions
- F11     PROPULSION
  - F11-1     Reciprocating engines
  - F11-2     Turbo-jet and turbo-prop engines
  - F11-3     Pulsejets
  - F11-4     Ramjets
  - F11-5     Rocket engines
  - F11-6     Jet assisted take off (JATO)
- F12     POWER PLANT ACCESSORIES



## NAVY FILING MANUAL

- F13 AUXILIARY POWER PLANT
- F14 PROPELLERS
- F15 PARACHUTES AND ASSOCIATED EQUIPMENT
- F16 ANTI-ICING, ANTI-FOGGING AND DE-ICING EQUIPMENT
- F17 STARTING SYSTEM  
(Primers, starters)
- F18 COOLING SYSTEM  
(Air scoops)
- F19 LUBRICATING SYSTEM
- F20 FUEL SYSTEM
- F21 WATER INJECTION SYSTEM
- F22 SURFACE CONTROL SYSTEM  
(Pedals, steering wheels)
- F23 HYDRAULIC SYSTEM
- F24 AIRSHIP MATERIAL
  - F24-1 Hull structure (primary)  
(Bow, main body, stern)
  - F24-2 Hull structure (secondary)  
(Climbing shafts, corridors)
  - F24-3 Fins and control surfaces  
(Rudders)
  - F24-4 Car group
  - F24-5 Envelope group
  - F24-6 Pressure group
  - F24-7 Ballast system
- F25 NUCLEAR REACTORS
- F26 NUCLEAR SHIELDING

**H. NAVIGATION AND NATURAL AND PHYSICAL SCIENCES**

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

**SECTION II — SUBJECT GROUP**

**J. GENERAL MATERIALS**

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

- J1        METALS  
          (Alloys, aluminum, brass, iron, ores, steel)
  
- J2        NON-METALLIC MATERIALS
  - J2-1      Glass
  - J2-2      Leather
  - J2-3      Paper
  - J2-4      Petroleum  
          (Shale oil)
  - J2-5      Plastics  
          (Lucite, phenolics, plexiglass)
  - J2-6      Rubber
  - J2-7      Textiles  
          (Cotton, canvas, duck, linen, nylon, rayon, silk, tentage,  
          wool)
  - J2-8      Wood
  
- J3        CHEMICALS AND GASES  
          (Acids, alcohol, chlorine, helium, hydrogen, oxygen)
  
- J4        FUEL
  - J4-1      Coal
  - J4-2      Fuel oil  
          (Diesel oil, kerosene)
  - J4-3      Gasoline
  - J4-4      Special fuels  
          (Hydrogen peroxide, synthetic)
  
- J5        LUBRICANTS  
          (Graphite, greases, lubricating oils)
  
- J6        VEHICLES AND ACCESSORIES  
          (Automobiles, bicycles, trucks)
  
- J7        MACHINERY AND TOOLS
  - J7-1      Agricultural and lawn implements and machinery
  - J7-2      Air compressors and pumps (except ships)
  - J7-3      Air conditioning and ventilation equipment  
          (Blowers, fans)
  - J7-4      Bearings  
          (Ball, roller, sleeve)
  - J7-5      Conveying and hoisting equipment  
          (Conveyors, cranes, derricks, hoists)
  - J7-6      Electric motors and generators

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- J7-7 Engines (except ships and aircraft)  
(Diesel, internal-combustion, steam, turbines)
- J7-8 Gears (except ships)
- J7-9 Tools (hand and machine)  
(Drills, lathes, wrenches)
  
- J8 MOLDS, DIES, AND JIGS
  
- J9 HARDWARE  
(Bolts, brackets, hinges, hooks, keys locks, nails, nuts,  
rivets, screws)
  
- J10 HOSE, GASKETS, AND PACKING
  
- J11 INSTRUMENTS  
(Aerological, navigational, optical, time indicating)
  
- J12 PHOTOGRAPHIC EQUIPMENT AND ACCESSORIES  
(Cameras, film, microfilming equipment, projectors)
  
- J13 WELFARE AND RECREATIONAL EQUIPMENT
- J13-1 Athletic equipment
- J13-2 Musical instruments
  
- J14 SHIP'S STORE AND EXCHANGE ITEMS  
(Jewelry, tobacco products, toilet articles)
  
- J15 ELECTRONIC, COMMUNICATION, AND DETECTION  
EQUIPMENT
- J15-1 Audible signal equipment  
(Bells, buzzers, gongs, sirens, whistles)
- J15-2 Electronic navigational aids  
(Loran, racon)
- J15-3 Identification and recognition (IFF)
- J15-4 Infra-red and ultra-violet  
(Communication, detection, guidance and homing, heat  
radiation, invisible light)
- J15-5 Instrumentation and measurements  
(Field strength measurements, signal generators, tele-  
metering)
- J15-6 Magnetic detection devices (MAD)
- J15-7 Radar  
(Fire control, search)
- J15-8 Radio communication  
(Facsimile, television)
- J15-9 Radiological  
(Betatron, Geiger counters, radiac)

## SECTION II — SUBJECT GROUP

- J15-10 Sound recording and communication  
(Disc recorders, public address systems, wire recorders)
- J15-11 Underwater sound  
(Fathometers, sonar)
- J15-12 Wire connected communication equipment  
(Telegraph, telephone, teletype, interphone)
  
- J16 ELECTRICAL AND ELECTRONIC EQUIPMENT  
COMPONENTS  
(Antennae, batteries, electronic tubes, lights, wiring)
  
- J17 BUILDING MATERIALS
- J17-1 Brick, cement, stone, etc.  
(Asphalt, gravel, lime, mortar, sand, tar, tiling)
- J17-2 Insulating and soundproofing materials  
(Asbestos, cork, fibrous glass, firebrick, lagging, refrac-  
tories)
- J17-3 Lumber
  
- J18 METAL PIPES, TUBES, AND PLUMBING FIXTURES  
(Drains, faucets, lavatories, pipe fittings, showers, sinks, tubing,  
valves)
  
- J19 SANITARY AND CLEANING EQUIPMENT  
(Brooms, brushes, cleaning compounds, incinerators, ironers,  
laundry and dry cleaning equipment, mops, vacuum cleaners,  
washers, wringers)
  
- J20 PRESERVATIVE COATINGS AND RUST PREVENTIVE  
COMPOUNDS
- J20-1 Paints and varnishes  
(Enamels, lacquers, primers, shellacs, stains, thinners)
- J20-2 Sealers and waxes  
(Adhesives, beeswax, calking compounds, glue, paraffin,  
putty)
  
- J21 FURNISHINGS
- J21-1 Dry goods  
(Bedding, curtains, draperies, tapestries)
- J21-2 Floor and deck coverings  
(Carpets, linoleum, rugs)
- J21-3 Furniture  
(Beds, chairs, desks, tables)
- J21-4 Galley equipment and mess gear  
(Cooking stoves and ranges, refrigerators, tableware)
- J21-5 Space heating equipment  
(Furnaces, heaters, radiators, stoves)

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- J22 OFFICE EQUIPMENT AND SUPPLIES
  - J22-1 Office equipment (except furniture)  
(Adding machines, duplicating machines, filing cabinets, typewriters)
  - J22-2 Office supplies  
(Blank forms, paper clips, pencils, stationery)
  
- J23 CORDAGE AND WIRE ROPE  
(Hemp, jute, oakum, rope, twine)
  
- J24 NAVIGATIONAL AND MOORING AIDS (non-electronic)
  - J24-1 Anchors, grapnels, and ground tackle
  - J24-2 Buoys and shore markers
  - J24-3 Towing and beaching gear
  
- J25 PROVISIONS  
(Dairy products, dry stores, ice, meat, water)
  
- J26 CLOTHING  
(Footwear, headgear, wearing apparel)
  - J26-1 Small stores  
(Belts, gloves, handkerchiefs, socks, underwear)
  - J26-2 Special protective clothing  
(Flight clothing, helmets, safety apparel, submarine clothing, winter clothing)
  - J26-3 Uniforms, badges and insignia
  
- J27 FLAGS AND PENNANTS  
(Bunting, flagstaffs, signal shapes, speed cones)
  
- J28 SAFETY EQUIPMENT AND DEVICES (See J26-2 for safety apparel)
  - J28-1 Breathing apparatus
  - J28-2 Fire fighting equipment  
(Fire extinguishers, sprinklers)
  - J28-3 Lifesaving and rescue equipment  
(Life buoys, life preservers, life rafts)
  
- J29 INSTRUCTION AND TRAINING EQUIPMENT  
(Link trainers, targets, training aids)
  
- J30 CONTAINERS  
(Boxes, cylinders, drums, reels)
  
- J31 FORAGE, SEEDS, BULBS, AND PLANTS  
(Flowers, shrubbery, trees)
  
- J32 ANIMALS, FOWL, AND LIVESTOCK

**L. LOGISTICS AND FISCAL MATTERS**

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

- L1 BUDGET ESTIMATES AND APPROPRIATIONS
  - L1-1 Appropriations  
(Budgets, estimates)
  - L1-2 Allotments  
(Allocation of funds, project orders)
  
- L2 RESALE SERVICES ✓
  - L2-1 Navy Exchanges
  - L2-2 Marine Corps Exchanges
  - L2-3 Ship's Stores
  - L2-4 Commissary Stores
  - L2-5 Profits
  
- L3 MESS AND MESSING SYSTEMS  
(General mess, officers' mess)
  
- L4 PURCHASING AND PROCUREMENT  
(Correspondence on a schedule, proposal, individual contract, etc., may be classified under the particular schedule, proposal, individual contract, etc., in question)
  - L4-1 Firms and prospective contractors  
(Acceptable list, debarment of bidders, mailing lists)
  - L4-2 Schedules, proposals, bids, and awards  
(Advertising, preparation, samples)
  - L4-3 Contracts and other orders  
(Adjustments, contingent fees, foreign purchases, leases purchase orders)
  - L4-4 Other methods of procurement  
(Bumboating, commandeering, manufacturing requests, sutling)
  
- L5 INSPECTION AND TESTS OF MATERIAL
  
- L6 PAYMENTS, CONTRACTUAL AND PUBLIC  
(Advance of money, bills, collections, disbursements, discounts, vouchers)
  - L6-1 Claims and damages  
(Estimate of amount of damage, replacement, settlement)
  
- L7 RESOURCES AND FACILITIES  
(Capacity and output of manufacturing establishments, national resources, natural resources, potential resources)
  - L7-1 Critical and strategic materials

**L8 SUPPLY OPERATIONS**

- L8-1 Supply systems  
(Afloat, ashore)
- L8-2 Requisitions
- L8-3 Allowances and allowance lists
- L8-4 Specifications  
(Blueprints, description, design, drawings, plans, sizes)
- L8-5 Disposition  
(Destruction, excess and surplus stock, garbage disposal, loss, sale, scrapping)
- L8-6 Custody  
(Custody receipts, inventories, survey of material, turning material into store)
- L8-7 Standard stock and non-standard stock  
(Standard Stock Catalog)
- L8-8 Reserve and special materials
- L8-9 Appropriation Purchases Account material
- L8-10 Navy Stock Account material
- L8-11 Classification of material
- L8-12 Spare parts

**L9 CARE AND PRESERVATION**

- L9-1 Climatic  
(Climatization, moisture and fungus proofing, special treatment for tropical use, winterization)
- L9-2 Alterations  
(Alteration requests, conversion)
- L9-3 Maintenance; repairs and overhaul  
(Cleaning, painting, renovating, work requests)

**L10 ACCOUNTING**

- L10-1 Supply accounting
- L10-2 Commercial radio and wire traffic accounts
- L10-3 Industrial accounting  
(Charges, cost, expenses, job orders, overhead, plant inventory, power)
- L10-4 Cost inspection
- L10-5 General accounts, reports, returns, and audits  
(Accounts, bookkeeping, financial statements, rendition of)

**L11 LOANS, AID, AND TRANSFERS (between Navy Department and:)**

- L11-1 United States Government Departments, states, and Territories
- L11-2 United States private parties or concerns  
(Associations, colleges, museums, organizations, schools)
- L11-3 Foreign Governments; concerns or private parties  
(Foreign aid)



## SECTION II — SUBJECT GROUP

- L12 INVESTMENTS, DEPOSITS, AND MONIES
  - L12-1 Banks and banking
    - (Cash, checks, depositories, deposits, drafts, money orders)
  - L12-2 Investments
    - (Savings bonds)
  - L12-3 Bills of exchange
    - (Payment, rates, value)
  
- L13 INSURANCE AND BONDING
  - (Bonds, guaranties, liability acts, power of attorney, premiums, surety, workmen's compensation)
  
- L14 TAXATION, TARIFF, AND ASSESSMENTS
  - (Dues, duties, fees, free entry, revenue, social security, taxes, tolls)
  
- L15 GIFTS TO NAVY
  - (Donations, plaques, silver service)
  
- L16 PAY, SALARIES, WAGES, AND ALLOWANCES
  - L16-1 Salaries and wages for civilian employees
    - (Overtime pay, schedules of wages)
  - L16-2 Money allowances to personnel
    - (Bonuses, gratuities, pensions, prize money)
  - L16-3 Ration and subsistence allowances
  - L16-4 Pay for military personnel
    - (Advance, base, checkage of, drill, longevity, retainer, retirement, special duty, stoppage of)
  - L16-5 Quarters allowances
    - (Heat and light allowances, rental allowances)
  - L16-6 Allotments of pay, salaries, and wages
    - (Family allowances)
  
- L17 SHIPMENTS
  - L17-1 Conveyance facilities
    - (Air, express, freight, methods of shipment, rail, water)
  - L17-2 Shipment rates and charges
    - (Demurrage, drayage, storage, wharfage)
  - L17-3 Preparation of shipments
    - (Marking, packaging, packing, routing)
  - L17-4 Bills of lading and cargo reports
    - (Manifests, shipment orders, shipping documents)
  - L17-5 Shipments in transit
    - (Delay in, damage to, diverting, expediting, loss of, tracing of)
  - L17-6 Loading and unloading shipments
    - (Stevedoring)
  - L17-7 Naval Shipping Guide

- L18 PROCESSES (Construction and finishing)
- L19 PERSONAL EFFECTS (Baggage, household effects)
- L20 TRAVEL AND TRANSPORTATION OF PERSONNEL (Accommodations for, methods of, passports, visas)
  - L20-1 Travel rates and schedules (Distance tables, passenger tariffs)
  - L20-2 Transportation requests and meal tickets

**M. MEDICINE, SURGERY, AND DENTISTRY**

- M1 **PHYSICAL EXAMINATIONS**  
(Autopsies, cultures, medical surveys, physical standards and tests, specimens, temperature, X-ray examinations)
  
- M2 **PREVENTIVE MEDICINE**
  - M2-1 **Quarantine**  
(Bills of health, pratique, quarantinable diseases)
  - M2-2 **Communicable diseases**  
(Contagious diseases, epidemics, transmission of diseases, tuberculosis, venereal diseases)
  - M2-3 **Prophylaxis**  
(Immunization, inoculation, prevention of disease, serum-therapy, vaccination)
  - M2-4 **Hygiene and sanitation**  
(Air pollution, cleanliness, deodorization, disinfection, fumigation, physiology, sterilization, ventilation)
  - M2-5 **Insect and rodent control**  
(Insect, rodent, pest and vermin extermination and control)
  
- M3 **GENERAL MEDICINE**
  - M3-1 **Diseases and injuries**
  - M3-2 **Treatment**  
(Anesthesia, diagnosis, dietetics, first aid, malpractice, nursing, pharmacy, therapy)
  - M3-3 **Rehabilitation**  
(Convalescence, occupational and physical therapy)
  - M3-4 **Medical aspects of radioactive materials**
  - M3-5 **Medical aspects of special weapons**
  
- M4 **MEDICAL EQUIPMENT AND SUPPLIES**  
(Drugs, hospital and medical laboratory equipment, medicines, surgical instruments, X-ray medical equipment and films)
  
- M5 **AVIATION MEDICINE**
  
- M6 **SUBMARINE MEDICINE**
  
- M7 **TROPICAL MEDICINE**  
(Dengue fever, malaria)
  
- M8 **MEDICAL SPECIALTIES**  
(Dermatology, gynecology, neurology, orthopedics, ophthalmology, psychiatry, radiology, urology)

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**M9 SURGERY**

**M9-1 Surgical operations**

(Appendectomies, general surgery, plastic surgery, tonsillectomies)

**M9-2 Prosthetic devices**

(Artificial eyes, artificial limbs, orthopedic appliances)

**M10 DENTISTRY**

**M10-1 Dental treatment**

**M10-2 Dental equipment and supplies**

**M10-3 Prosthetic dentistry**

(Artificial teeth, plates)

**M11 HEALTH RECORDS**

**SECTION II — SUBJECT GROUP**

**N. SHORE ESTABLISHMENTS DESIGN, CONSTRUCTION,  
AND RELATED MATERIAL**

- N1      **GROUNDS**  
          (Athletic fields, drainage, landing fields, landscaping, metes  
          and bounds, surveys)
- N1-1      **Lands**  
          (Abstracts of title, acquisition and disposition, easements)
- N2      **HIGHWAYS, ROADS, AND STREETWALKS**  
          (Sidewalks, streets)
- N3      **ADMINISTRATION BUILDINGS**  
          (Office space)
- N3-1      **Police buildings and post office buildings**
- N4      **PERSONNEL STRUCTURES**
- N4-1      **Housing**  
          (Barracks, quarters)
- N4-2      **Detention buildings**  
          (Brigs, guard houses)
- N4-3      **School and training buildings**  
          (Armories, drill halls, libraries, rifle ranges)
- N4-4      **Buildings for preparation and serving of food**  
          (Bakery, galley, mess hall)
- N4-5      **Washing, laundry, toilet, and locker buildings**
- N4-6      **Buildings and spaces for the issue of small stores**  
          (Commissary stores, ship's stores)
- N4-7      **Religious buildings**  
          (Chapels)
- N4-8      **Recreational, physical instruction, and amusement buildings**  
          (Club houses, gymnasiums, swimming pools, theaters)
- N5      **SHOP STRUCTURES**  
          (Carpenter, machine, sail loft, shipfitter)
- N6      **STORAGE STRUCTURES**  
          (Bins, magazines, reservoirs, sheds, storehouses, tanks)
- N6-1      **Open storage**  
          (Dumps, storage yards)
- N7      **SPECIAL PURPOSE STRUCTURES**
- N8      **EXPERIMENTAL AND LABORATORY STRUCTURES**  
          (Model basins, observatories, wind tunnels)
- N9      **HOSPITAL STRUCTURES**  
          (Dental offices, dispensaries, prophylactic stations)

**NAVY FILING MANUAL**

- N10 AVIATION STRUCTURES**  
(Control towers, hangars, runways)
- N11 ELECTRONIC AND COMMUNICATION STRUCTURES**  
(Radar buildings, radio towers, signal towers)
- N12 MILITARY STRUCTURES**  
(Bomb shelters, gun emplacements, harbor defense structures)
- N13 TRANSPORTATION STRUCTURES**  
(Garages, locomotive houses, roundhouses, railroad turntables)
- N14 BRIDGE STRUCTURES**  
(Overpasses, pontoons, trestles, underpasses)
- N15 WATERFRONT STRUCTURES**
  - N15-1 Docks, piers, and wharves
  - N15-2 Piles and piling
  - N15-3 Quay walls and sea walls
  - N15-4 Breakwaters, bulkheads, cofferdams, dikes, and levees
  - N15-5 Fixed moorings
- N16 DRYDOCKS**  
(Floating and graving docks)
- N17 MARINE RAILWAYS**
- N18 SHIPWAYS**  
(Building ways, launching ways)
- N19 BUILDING DESIGN AND CONSTRUCTION**
  - N19-1 Specifications
  - N19-2 Designation  
(Labeling, marking, numbering)
- N20 WEIGHT HANDLING STRUCTURES**  
(Derricks, elevators, land cranes)
- N21 HEAVY CONSTRUCTION EQUIPMENT**  
(Concrete mixers, road scrapers, steam shovels)
- N22 DREDGING**
- N23 GENERATING, POWER, AND GAS PLANTS AND STRUCTURES**  
(Boiler plants, electric power plants, heating plants, pumping plants)

**SECTION II — SUBJECT GROUP**

- N24 **RAILWAYS AND ROLLING STOCK**  
(Box cars, flat cars, locomotives, tank cars, tracks)
  
- N25 **WATER SUPPLY, PURIFICATION AND REFRIGERATING PLANTS**  
(Chlorinators, filtration plants)
  
- N26 **DISTRIBUTION SYSTEMS**
  - N26-1 Air conditioning systems
  - N26-2 Oil heating systems
  - N26-3 Steam and hot water systems
  - N26-4 Gas heating systems
  - N26-5 Electric systems
  - N26-6 Water systems
  - N26-7 Sewers and sewerage systems
  - N26-8 Fuel distribution systems
  
- N27 **FIRE PROTECTION**
  
- N28 **COMMUNICATION SYSTEMS**  
(Landlines, telegraph, telephone)

**SECTION II — SUBJECT GROUP**

**P. PERSONNEL**

- P1 GENEALOGY AND IDENTIFICATION  
(Age, citizenship, fingerprints, identification cards, name, race, residence)
- P2 PERSONNEL ACCOUNTING
- P3 CLASSIFICATION, DESIGNATION
- P6 DEATH, CASUALTIES, AND SURVIVORS
  - P6-1 Casualties in action  
(Captured, killed, missing, wounded)
  - P6-2 Death other than in action  
(Accidental, natural, suicide)
  - P6-3 Remains  
(Burial, disposal, funerals)
  - P6-4 Memorials, graves, and markers  
(Cemetery plots, monuments, tombstones)
  - P6-5 Condolences
  - P6-6 Survivors
- P7 DOMESTIC RELATIONS  
(Alimony, dependency, dependents, divorce, marriage)
- P8 INDUSTRIAL AND SOCIAL RELATIONS  
(Complaints, discrimination, grievances, petitions)
  - P8-1 Labor relations  
(Labor unions, strikes)
  - P8-2 Associations and organizations  
(Clubs, fraternal, naval, patriotic, veteran)
  - P8-3 Social affairs  
(Receptions)
- P9 POLITICAL RELATIONS  
(Political parties, politics)
  - P9-1 Voting  
(Absentee, balloting, elections)
- P10 AMUSEMENT AND RECREATION
  - P10-1 Athletics and games  
(Baseball, boxing, card games, sports)
  - P10-2 Dances and entertainments  
(Concerts, music, smokers, theatrical performances)
  - P10-3 Hobby crafts  
(Leather craft, woodwork)



**NAVY FILING MANUAL**

- P11 EDUCATION AND TRAINING**
  - P11-1 Standards and curricula  
(Courses, requirements)
  - P11-2 Libraries
  - P11-3 Educational services
  - P11-4 Training programs  
(Flight, recruit, reserve)
  
- P12 RELIGION**  
(Denominations, Divine services, Sabbath)
  
- P13 MISCONDUCT AND DISCIPLINE**
  - P13-1 Offenses  
(Crimes, delinquencies, desertion, felonies, straggling, theft)
  - P13-2 Deserters and stragglers
  - P13-3 Prisoners and convicts
  - P13-4 Discipline and punishment  
(Confinement, fines, reprimand)
  - P13-5 Shore Patrol
  - P13-6 Indebtedness
  
- P14 ENTRY AND APPOINTMENT**
  - P14-1 Application  
(Experience, qualifications)
  - P14-2 Employment  
(Recruiting, reemployment, reinstatement)
  - P14-3 Conscription and mobilization  
(Draft, selective service)
  - P14-4 Enlistment and enrollment  
(Recruiting, reenlistment)
  - P14-5 Commissions and warrants
  
- P15 COMMENDATIONS, CITATIONS, AND MEDALS**  
(Awards, lapel buttons)
  
- P16 ASSIGNMENT AND DETAIL**
  - P16-1 Personnel strength and distribution  
(Allowances, complements, increase or decrease in force, personnel ceilings)
  - P16-2 War Slate  
(Mobilization roster)
  - P16-3 Duty and detail  
(Assignments, transfers)
  - P16-4 Orders to personnel  
(Flight orders, travel orders)
  - P16-5 Rosters of officers

**SECTION II - SUBJECT GROUP**

- P17 RANK, PRECEDENCE, AND PROMOTION**  
P17-1 Rank and precedence  
(Relative rank)  
P17-2 Promotion and demotion  
(Disrating, rating)
- P18 ATTENDANCE AND ABSENCE**  
P18-1 Leave, libérty, and absence  
(Annual and sick leave, furlough, unauthorized absence, vacation)  
P18-2 Hours of labor  
(Attendance, overtime, Sunday and holiday work, tardiness)
- P19 SEPARATION**  
P19-1 Discharge  
(Dismissal)  
P19-2 Retirement  
P19-3 Resignations  
P19-4 Demobilization  
P19-5 Separations for other causes
- P20 PERFORMANCE**  
P20-1 Manner of performance  
(Efficiency, fitness, incompetence, inefficiency, proficiency)  
P20-2 Personnel records  
(Service records)  
P20-3 Special qualifications
- P21 WELFARE AND MORALE**
- P22 SAFETY AND ACCIDENT PREVENTION**  
(Bulletins, orders, placards, precautions)

**S. SHIPS DESIGN, CONSTRUCTION, AND SPECIALIZED MATERIAL**

- S1 DESIGN OF VESSEL (Ship Application Only)
- S3 SHIP READINESS
- S4 SERVICE TO SHIPS  
(Berthing, staging, scaffolding)
- S5 LAYING OUT  
(Patterns, molds)
- S6 LAUNCHING (File correspondence on launching ceremonies  
under A15)
- S7 DOCKING
- S8 TRIALS  
(Builders, preliminary and final acceptance, post repair—also  
tactical data and trial instruments)
- S11 HULL STRUCTURE
- S12 HULL FITTINGS
- S13 ARMOR PROTECTION, INSTALLATION OF
- S14 DECK COVERINGS FOR SHIPBOARD USE
- S15 AIRCRAFT FUEL CARGO STOWAGE AND EQUIPMENT
- S16 ACCESS OPENINGS
- S17 MASTS, BOOMS, AND SPARS
- S18 RIGGING, SAILS, AND AWNINGS
- S19 PROTECTIVE AND PRESERVATIVE COATINGS PECULIAR  
TO SHIPBOARD USE
- S20 WINCHES, CAPSTANS, CRANES, AND DERRICKS
- S21 HYDRAULIC SPEED MACHINERY
- S22 STEERING MACHINERY (Includes diving machinery)
- S23 INDUSTRIAL GASES AND GAS PRODUCING EQUIPMENT  
AND STOWAGE  
(Used aboard ship)

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- S24 SHIP CONTROL
- S25 TOWING AND TOWING EQUIPMENT
- S26 MOORING AND MOORING EQUIPMENT (Shipboard use only)
- S28 NOMENCLATURE AND MARKING
- S29 SEAWORTHINESS
- S30 STOREROOMS AND MISCELLANEOUS STOWAGE (Aboard ship)
- S31 REPAIR PARTS
- S32 OFFICE SPACES ABOARD SHIP (Administrative, printing, post office, communication, etc.)
- S33 LIVING AND BERTHING SPACES (Aboard ship)
- S34 COMMISSARY SPACES (Aboard ship)
- S35 LAUNDRY SPACES (Aboard ship)
- S36 SANITATION SPACES (Aboard ship)
- S37 MEDICAL AND DENTAL SPACES (Aboard ship)
- S38 VENTILATING, HEATING, AND AIR CONDITIONING
- S39 INSULATION AND LAGGING
- S40 MACHINERY PLANT AND SYSTEMS
- S41 MAIN PROPELLING MACHINERY
- S42 REDUCTION GEARS (Main Propelling Machinery)
- S43 SHAFTING AND BEARINGS
- S44 PROPELLERS
- S45 LUBRICATION SYSTEMS  
(Separators, purifiers) (Independent systems)
- S46 CONDENSERS AND AIR EJECTORS
- S47 PUMPS

## SECTION II — SUBJECT GROUP

- S48 PIPING SYSTEMS
- S49 COMPRESSED AIR PLANT
- S50 AUXILIARY MACHINERY
- S51 BOILERS
- S52 UPTAKES AND SMOKEPIPES
- S53 BLOWERS, FORCED-DRAFT
- S55 SHIP FUEL, HANDLING, STOWAGE, AND EQUIPMENT
- S56 BOILER FEED-WATER EQUIPMENT
- S58 DISTILLING PLANTS (Ship application only)
- S59 REFRIGERATING PLANTS
- S60 ELECTRIC PLANTS
- S61 ELECTRIC POWER GENERATION
- S62 ELECTRIC POWER DISTRIBUTION
- S63 ELECTRIC POWER APPLICATION
- S64 LIGHTING SYSTEMS (Aboard ship)
- S65 INTERIOR COMMUNICATIONS SYSTEMS AND APPARATUS  
(Aboard ship)
- S66 SHIPS SEARCHLIGHTS
- S67 ELECTRONICS (Aboard ship)  
(Material improvement plan, military characteristics of communication equipment)
- S69 ELECTRICAL INSTRUMENTS (Shipboard)
- S70 SIGNALING APPARATUS (Shipboard)  
(Flags, whistles, sirens, signal shapes)
- S71 FIRE CONTROL INSTALLATION (Shipboard)
- S72 TURRETS, INSTALLATION OF
- S73 ARMAMENT OF SHIPS, INSTALLATION OF (Includes gun battery installation)

## NAVY FILING MANUAL

- S74 ANTI-AIRCRAFT AND DUAL PURPOSE GUN MOUNTS, INSTALLATION OF
- S75 TORPEDO HANDLING AND STOWAGE (Shipboard)
- S76 STOWAGE OF DEPTH CHARGES, WRECKING CHARGES, AND MINES (Shipboard)
- S77 CHEMICAL DEFENSE EQUIPMENT, INSTALLATION OF
- S78 AMMUNITION, BOMB, AND ROCKET HANDLING AND STOWAGE (Shipboard)
- S79 SMALL ARMS AND LANDING FORCE EQUIPMENT, HANDLING AND STOWAGE (Shipboard)
- S81 MINE, TORPEDO, AND BOMB PROTECTION OF SHIPS (Other than structural)
- S82 SMALL BOATS
- S83 AIRCRAFT HANDLING AND STOWAGE ON SHIPS
- S85 MOTION PICTURE PROJECTION FOR SHIPBOARD USE
- S86 TRAINING APPARATUS (Shipboard)
- S87 INDICATING AND RECORDING INSTRUMENTS (Shipboard)
- S88 DAMAGE CONTROL
- S89 NUCLEAR REACTORS
- S90 NUCLEAR PROTECTION (Shielding and radiological safety)
- S91 WORKSHOP EQUIPMENT ON SHIPS
- S92 TOOLS AND EQUIPMENT, PORTABLE (Peculiar to shipboard use)
- S93 FIRE FIGHTING (Ship)
- S94 SHIP SALVAGE, MARINE RESCUE, AND RELATED EQUIPMENT
- S96 TRACK AND SUSPENSION SYSTEMS (Amphibious)
- S97 HEAT TRANSFER EQUIPMENT (General)

**X. ORDNANCE DESIGN, CONSTRUCTION, AND  
SPECIALIZED MATERIAL**

- X1 AMMUNITION  
(Demolition charges and equipment)
- X1-1 Ammunition components  
(Cartridges, fuses, primers, projectiles)
- X1-2 Types of ammunition  
(Blank, bomb, catapult, chemical, dummy drill, fixed, im-  
pulse, pyrotechnic, semifixed [separate case], separate  
loading [bag], trench warfare, small arms)
- X2 ARMOR
- X3 AVIATION ORDNANCE  
(General only. File by type of material involved.)
- X4 BALLISTICS  
(Computations, erosion data, range tables)
- X5 BOMBS AND EQUIPMENT  
(Aircraft, anti-aircraft, armor-piercing, atomic, chemical, dum-  
my, depth, general purpose, incendiary; bomb racks, bomb  
shackles)
- X6 CHEMICAL AND SMOKE WARFARE EQUIPMENT  
(Flame throwers, smoke generators, smoke pots)
- X7 DEGAUSSING AND DEPERMING
- X8 DEPTH CHARGES AND EQUIPMENT  
(Release gear and track, arbors, boosters, pistols)
- X9 EXPLOSIVES  
(Torpex, trinitrotoluol, tetryl, lead azide, ammonium picrate,  
petn, HBX)
- X10 FIRE CONTROL  
(Gun and torpedo directors, gun sights, indicators, synchro  
units)
- X11 GUIDED MISSILES
- X12 GUNS AND WEAPONS  
(Catapult, line throwing, mortars)
- X12-1 Anti-aircraft
- X12-2 Machine, automatic

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- X12-3 Small arms, infantry equipment, and landing-force weapons  
(Grenades, pistols, revolvers, rifles, riot guns, shotguns)
- X12-4 Turret
- X13 GUN AND WEAPON ACCESSORIES AND COMPONENTS  
(Barrels, breech mechanisms, fuse setters, gun liners, gun tubes, mushrooms)
- X14 GUN BATTERIES  
(Antiaircraft, main, saluting, secondary)
- X15 GUN MOUNTS AND TURRETS  
(Carriages, recoil and counter recoil system, roller path bearings, slides, stands)
- X16 LAUNCHERS AND PROJECTORS
- X17 MINES  
(Mine devices and mechanisms)
- X18 NETS AND BOOMS
- X19 ORDNANCE DETECTORS
- X20 POWER DRIVES
- X21 PROPELLANTS  
(Powder)
- X22 PYROTECHNICS
- X23 ROCKETS  
(Bodies, heads, motors)
- X24 SPECIAL AND EXPERIMENTAL WEAPONS
- X25 TORPEDOES AND EQUIPMENT  
(Afterbodies, air flasks, exercise heads, torpedo tubes and racks, war heads)
- X26 UNDERWATER ORDNANCE  
(General only. File by type of material involved)
- X27 VEHICLES, TRACKED, COMBAT  
(Tanks and amphibious vehicles)



## NAME TITLE GROUPS

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BB	Battleships ..... 50
CA-CVL	Cruisers, Mine Layers, Aircraft Carriers..... 50
DD-DDR	Destroyers ..... 51
DE-DER	Escort Vessels ..... 51
DM	Light Mine Layers ..... 51
DMS	Mine Sweepers, High Speed ..... 51
EE-ES	United States and Foreign Governments ..... 51
FB-FS	Naval Operating Forces ..... 54
HH-HZ	Heavier-than-Air Aircraft (Rotary Wing)..... 56
IX	Miscellaneous Vessels, Unclassified ..... 57
JJ	Class Titles of General Stores ..... 57
KD	Pilotless Aircraft ..... 57
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OA-OW	Officer Personnel ..... 59
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SS-SSR	Submarines ..... 61
TV	Test Vehicles, Guided Missile ..... 61
VA-VZ	Heavier-than-Air Aircraft (Fixed Wing) ..... 61
YA-YY	District Craft, Service Craft, and Floating Equipment..... 62
ZH-ZZ	Lighter-than-Air Aircraft ..... 64

## NAME TITLE GROUPS

AA	AUXILIARY VESSELS
AB	Crane Ships
ACM	Auxiliary Mine Layers
AD	Destroyer Tenders
ADG	Degaussing Vessels
AE	Ammunition Ships
AF	Store Ships
AFDB	Auxiliary Floating Dry Docks, Big
AFDL	Auxiliary Floating Dry Docks, Little
AFDM	Auxiliary Floating Dry Docks, Medium
AG	Miscellaneous Auxiliaries
AGB	Ice Breakers
AGC	Amphibious Force Flagships
AGP	Motor Torpedo Boat Tenders
AGS	Surveying Ships
AGSC	Surveying Ships (Coastal)
AG (SS)	Auxiliary Submarines
AH	Hospital Ships
AK	Cargo Ships
AKA	Cargo Ships, Attack
AKL	Cargo Ships, Light
AKN	Net Cargo Ships
AKS	General Stores—Issue Ships
AKV	Cargo Ship and Aircraft Ferry
AM	Mine Sweepers
AMC	Mine Sweepers, Coastal
AMCU	Mine Sweepers, Coastal (Underwater Locator)
AMS	Auxiliary Motor Minesweepers
AN	Net Laying Ships
AO	Oilers
AOG	Gasoline Tankers
AP	Transports
APA	Transports, Attack
APB	Barracks Ships, Self Propelled
APC	Coastal Transports, Small
APD	High Speed Transports
APH	Transports Fitted for Evacuation of Wounded
APL	Barracks Ships (Non Self-propelled)
APV	Transport and Aircraft Ferry
AR	Repair Ships
ARB	Repair Ships, Battle Damage
ARD	Floating Dry Docks
ARG	Repair Ships, Internal Combustion Engine
ARH	Heavy-Hull Repair Ships
ARL	Repair Ships, Landing Craft

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ARS Salvage Vessels  
ARSD Salvage Lifting Vessels  
ARST Salvage Craft Tenders  
ARV Aircraft Repair Ships  
ARVA Aircraft Repair Ships (Aircraft)  
ARVE Aircraft Repair Ships (Engine)  
AS Submarine Tenders  
ASR Submarine Rescue Vessels  
ASSA Submarines, Cargo  
ASSP Submarines, Transport  
ATA Ocean Tugs, Auxiliary  
ATF Ocean Tugs, Fleet  
ATR Ocean Tugs, Rescue  
AV Seaplane Tenders  
AVC Catapult Lighters, Large  
AVD Seaplane Tenders (Destroyer)  
AVP Seaplane Tenders (Small)  
AVS Aviation Supply Ships  
AW Distilling Ships

BB BATTLESHIPS  
CA CRUISERS, HEAVY  
CB CRUISERS, LARGE  
CL CRUISERS, LIGHT  
CLAA CRUISERS, ANTI-AIRCRAFT  
CLC TASK FLEET COMMAND SHIPS  
CLK HUNTER-KILLER SHIPS  
CM MINE LAYERS  
CMC MINE LAYERS, COASTAL  
CV AIRCRAFT CARRIERS  
CVA AIRCRAFT CARRIERS, HEAVY  
CVB AIRCRAFT CARRIERS, LARGE  
CVE AIRCRAFT CARRIERS, ESCORT  
CVL AIRCRAFT CARRIERS, SMALL

**SECTION III — NAME TITLE GROUP**

**DD DESTROYERS**

**DDE ESCORT DESTROYERS**

**DDR RADAR PICKET DESTROYERS**

**DE ESCORT VESSELS**

**DEC ESCORT VESSELS, CONTROL**

**DER ESCORT VESSELS, RADAR PICKET**

**DM LIGHT MINE LAYERS**

**DMS MINE SWEEPERS, HIGH SPEED**

**EE EXECUTIVE BRANCH**

**EE1** Executive Office of the President  
(The President, Vice President, White House Office, Bureau of the Budget, Emergency Agencies)

**EE2** Agriculture Department

**EE3** Commerce Department  
(Coast and Geodetic Survey, Weather Bureau, Civil Aeronautics Administration)

**EE4** Interior Department  
(National Park Service, Fish and Wildlife Service)

**EE5** Justice Department  
(Attorney General, Federal Bureau of Investigation)

**EE6** Labor Department

**EE7** Post Office Department

**EE8** State Department  
(United States Embassies, Legations, and Consulates)

**EE9** Treasury Department  
(U. S. Coast Guard, Secret Service, Treasurer of the United States, Bureau of Internal Revenue)

**EE10** Public International Organizations  
(International Monetary Fund, United Nations)

**EF FOREIGN COUNTRIES AND GOVERNMENTS**

**EF1** Abyssinia

**EF2** Afghanistan

**EF3** Albania

**EF4** Arabia

**EF5** Argentine Republic

**EF7** Austria

**EF8** Philippines

**EF9** Belgium

**EF11** Bolivia

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EF12	Brazil
EF13	British Empire
EF14	Bulgaria
EF15	Chile
EF16	China
EF17	Colombia
EF18	Costa Rica
EF19	Cuba
EF20	Czechoslovakia
EF21	Danzig
EF22	Denmark
EF23	Ecuador
EF24	Egypt
EF25	Estonia
EF26	Finland
EF27	Fiume
EF28	France
EF30	Germany
EF31	Greece
EF32	Guatemala
EF33	Haiti
EF34	Honduras
EF35	Hungary
EF36	Italy
EF37	Japan
EF38	Latvia
EF39	Liberia
EF40	Israel
EF41	Lithuania
EF42	Luxemburg
EF43	Iraq
EF44	Mexico
EF45	Monaco
EF46	Morocco
EF48	Netherlands
EF49	Nicaragua
EF50	Norway
EF51	Pakistan
EF52	Palestine
EF53	Panama
EF54	Paraguay
EF55	Iran
EF56	Peru
EF57	Poland
EF58	Portugal
EF59	Vatican City
EF60	Rumania
EF61	Russia (USSR)

**SECTION III — NAME TITLE GROUP**

EF62 Salvador, El  
EF63 Dominican Republic  
EF64 Yugoslavia  
EF65 Siam (Thailand)  
EF66 Spain  
EF67 Sweden  
EF68 Switzerland  
EF69 Syria  
EF70 Turkey  
EF71 Ukraine  
EF72 Uruguay  
EF73 Venezuela  
EF74 Enemy Powers  
EF75 Allied Powers

EG THE UNITED STATES OF AMERICA  
(States, Territories, Dependencies, cities, towns, counties)

EH INDEPENDENT OFFICES AND ESTABLISHMENTS  
(Atomic Energy Commission, Civil Service Commission, General Services Administration, Maritime Commission, Veterans Administration, National Security Council, National Security Resources Board, Federal Security Agency)

EJ JUDICIAL BRANCH  
(Supreme Court, Court of Claims, District Courts)

EL LEGISLATIVE BRANCH  
(The Congress, General Accounting Office, Government Printing Office, Library of Congress)

EM DEPARTMENT OF DEFENSE  
EM1 Office of the Secretary of Defense  
EM2 War Council  
EM3 Joint Chiefs of Staff (Joint Staff)  
EM4 Munitions Board  
EM5 Research and Development Board

EN DEPARTMENT OF THE NAVY  
EN1 Executive Office of the Secretary of the Navy  
(Secretary of the Navy, Under Secretary of the Navy, Assistant Secretaries of the Navy, Office of Naval Material, Office of Industrial Relations, Office of Naval Research)  
EN2 General Board  
EN3 Office of the Chief of Naval Operations  
EN4 Bureau of Naval Personnel

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EN5	Bureau of Yards and Docks
EN6	Bureau of Ordnance
EN7	Headquarters, U. S. Marine Corps
EN8	Bureau of Ships
EN9	Bureau of Supplies and Accounts
EN10	Bureau of Medicine and Surgery
EN11	Bureau of Aeronautics
EN12	Office of the Judge Advocate General
ER	DEPARTMENT OF THE ARMY
ES	DEPARTMENT OF THE AIR FORCE
FB	DIVISIONS (VESSELS)
FC	SQUADRONS (VESSELS)
FD	FLOTILLAS (VESSELS)
FF	FLEETS, FORCES, TYPES, AREAS, AND SEA FRONTIERS (To designate a numbered Fleet add a slant and the number of the Fleet. Example: FF/1 First Fleet)
FF1	U. S. Fleet
FF1-1	Pacific Fleet
FF1-2	Atlantic Fleet
FF2	Task Fleets (To designate a Task Fleet add a slant and the number of the Task Fleet. Example: FF2/1 First Task Fleet)
FF3	Task Forces, Groups, and Units (To designate a Force, Group or Unit, add a slant and the number of the unit. Example: FF3/1 Task Force ONE FF3/1.3 Task Group ONE point THREE FF3/1.3.4 Task Unit ONE point THREE point FOUR
FF4	Type Commands
FF4-1	Aircraft Pacific
FF4-2	Aircraft Atlantic
FF4-3	Battleships (or Battleships-Cruisers) Pacific
FF4-4	Battleships (or Battleships-Cruisers) Atlantic
FF4-5	Cruisers Pacific
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FF4-12 Submarines Atlantic  
FF4-13 Amphibious Pacific  
FF4-14 Amphibious Atlantic  
FF4-15 Service Pacific  
FF4-16 Service Atlantic

FF5 Forces  
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FF5-2 Naval Forces, Western Pacific  
FF5-3 Naval Forces, Eastern Atlantic and Mediterranean  
FF5-4 Naval Forces, Germany  
FF5-5 Naval Forces, Japan  
FF5-6 Naval Forces, Philippines  
FF5-7 Operational Development Force  
FF5-8 Emergency Forces  
(Add slant and abbreviation of specific force. Example:  
FF5-8/Lant Atlantic Fleet Emergency Force)

FF6 Area Commands  
FF6-1 South Pacific Area  
FF6-2 Marianas Area  
FF6-3 Newfoundland Area

FF7 Fleet Air Commands  
FF7-1 Fleet Air West Coast  
FF7-2 Fleet Air Alameda  
FF7-3 Fleet Air Seattle  
FF7-4 Fleet Air Quonset

FF8 Fleet Training Commands  
FF8-1 Pacific  
FF8-2 Atlantic  
FF8-3 Amphibious Pacific  
FF8-4 Amphibious Atlantic  
FF8-5 Underway Training  
(Add slant and abbreviate location of unit concerned.  
Example: FF8-5/SD Underway Training Unit, San  
Diego)

FF8-6 Training Groups  
(Add slant and abbreviate location of unit concerned.  
Example: FF8-6/Bos Fleet Training Group, Boston)

FF9 Reserve Fleets  
FF9-1 Pacific  
FF9-2 Atlantic

FF10 Reserve Fleet Groups and Subgroups  
(Add slant and location of group concerned.  
Example: FF10/Bos Boston Group, Atlantic Reserve  
Fleet)



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(To indicate a subgroup, subdivide by subgroup number.  
Example: FF10/NY1 Subgroup one, New York Group,  
Atlantic Reserve Fleet)

- FF11 Military Sea Transportation Service  
FF12 Naval Aviation  
(To indicate individual units add slant and the identification symbol. Example: FF12/VR1 Air Transport Squadron One)
- FF13 Fleet Marine Force  
FF13-1 Pacific  
FF13-2 Atlantic  
FF13-3 Western Pacific  
FF13-4 Aircraft, FMF, Atlantic  
FF13-5 Aircraft, FMF, Pacific  
FF13-6 Aircraft, FMF, Western Pacific  
FF14 Marine Aviation  
(To indicate individual units add slant and the identification symbol. Example: FF14/VMF1 Marine Fighter Squadron One)
- FF15 Sea Frontiers  
FF15-1 Alaskan  
FF15-2 Caribbean  
FF15-3 Eastern  
FF15-4 Hawaiian  
FF15-5 Western
- FG GROUPS (EXCEPT AIR AND RESERVE FLEETS)  
FG1 Amphibious  
(Add slant and number of the Group concerned.  
Example: FG1/1 Amphibious Group ONE)  
FG2 Area  
(Add slant and name of Group concerned.  
Example: FG2/Greenland, Greenland Group)
- FH UNITS  
FH1 Anti-Submarine Warfare Unit, Atlantic
- FJ DETACHMENTS  
FJ1 Development Detachments  
FJ1-1 Surface  
FJ1-2 Air-Surface  
FJ1-3 Surface-Anti-Submarine
- FS VESSELS
- HH SEARCH AND RESCUE AIRCRAFT, HEAVIER-THAN-AIR  
(ROTARY WING)

**SECTION III — NAME TITLE GROUP**

HO OBSERVATION AIRCRAFT, HEAVIER-THAN-AIR  
(ROTARY WING)

HR TRANSPORT AIRCRAFT, HEAVIER-THAN-AIR  
(ROTARY WING)

HT TRAINING AIRCRAFT, HEAVIER-THAN-AIR  
(ROTARY WING)

HU UTILITY AIRCRAFT, HEAVIER-THAN-AIR  
(ROTARY WING)

HZ HEAVIER-THAN-AIR AIRCRAFT (ROTARY WING)

IX MISCELLANEOUS VESSELS, UNCLASSIFIED

JJ CLASS TITLES OF GENERAL STORES  
(Subdivide as necessary by adding the class title number indicated in the "Index of General Stores Section, Catalog of Navy Material")

KD PILOTLESS AIRCRAFT TARGET; PILOTLESS AIRCRAFT  
TARGET DRONES

KK U. S. MARINE CORPS

KP POSTS AND STATIONS, U. S. MARINE CORPS

KV AIR STATIONS, U. S. MARINE CORPS

KW MARINE CORPS RESERVES

LC LANDING CRAFT (GENERAL)

LL CIVILIAN PERSONNEL

LSD LANDING SHIPS, DOCK

LSFF LANDING SHIPS, FLOTILLA FLAGSHIP

LSIG LANDING SHIPS, INFANTRY, GUNBOAT

LSIL LANDING SHIPS, INFANTRY (LARGE)

LSIM LANDING SHIPS, INFANTRY (MORTAR)

LSIR LANDING SHIPS, INFANTRY (ROCKET)

LSM LANDING SHIPS, MEDIUM

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- LSMR LANDING SHIPS, MEDIUM (ROCKET)
- LSSL LANDING SHIPS, SUPPORT (LARGE) MK. III
- LST LANDING SHIPS, TANK
- LSTH LANDING SHIPS, TANK (CASUALTY EVACUATION)
- LSU LANDING SHIPS, UTILITY
- LSV LANDING SHIPS, VEHICLE
- LV VETERANS
- MI INSULAR FORCES, ENLISTED PERSONNEL
- ML MARINE CORPS ENLISTED PERSONNEL
- MM ENLISTED PERSONNEL
- MR RETIRED ENLISTED PERSONNEL
- MSB MINE-SWEEPING BOATS
- MX NAVY MAIL CLERKS
- MZ GUIDED MISSILE TYPES  
(To designate individual types of guided missiles, add the appropriate symbol. Example MZ/AAM Air to Air Guided Missiles)
- NA NAVAL AIR STATIONS
- NB NAVAL BASES  
(Naval Operating Bases)
- NC NAVAL TRAINING ACTIVITIES  
(Schools, Training Stations and Centers, War College)
- ND NAVAL DISTRICTS AND RIVER COMMANDS  
(Subdivide as necessary by adding the Naval District number. Example: ND1 FIRST Naval District; for River Commands add the abbreviation. Example: ND/PRNC Potomac River Naval Command, ND/SRNC Severn River Naval Command)
- NE NAVAL AIR TRAINING COMMANDS  
(Advanced, Basic, Reserve, Technical, Airship)

**SECTION III — NAME TITLE GROUP**

NF NAVY ACCOUNTING AND DISBURSING OFFICES  
(Accounts Settlement, Regional Accounts, Small Craft)

NH NAVAL HOSPITALS  
(Medical Centers, Dispensaries)

NL NAVY RECRUITING STATIONS

NM NAVAL RECEIVING STATIONS AND BARRACKS

NN NAVAL SHORE ESTABLISHMENT

NP NAVAL PLANTS, FACTORIES AND LABORATORIES

NR NAVAL COMMUNICATION STATIONS

NS NAVAL STATIONS  
(Degaussing, Torpedo)

NT NAVAL DEPOTS  
(Ammunition Depots, Magazines, Mine Depots, Supply Centers)

NU NAVY PURCHASING OFFICES

NW NAVAL INSPECTORS  
(Cost Inspectors, Inspectors of Naval Material, Supervisors of Shipbuilding, Bureau of Aeronautics Representatives)

NX HYDROGRAPHIC OFFICES

NY NAVAL SHIPYARDS

NZ MISCELLANEOUS NAVAL ACTIVITIES  
(Naval Home, Aerological Stations)

OA MARINE CORPS OFFICERS

OC CHAPLAIN CORPS

OD DENTAL CORPS

OE CIVIL ENGINEER CORPS

OF ADMINISTRATIVE AND TACTICAL OFFICERS AFLOAT

OG NAVY NURSE CORPS

OH HOSPITAL CORPS

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OK STAFF CORPS OFFICERS  
OL LINE OFFICERS  
OM MEDICAL CORPS  
ON ADMINISTRATIVE OFFICERS ASHORE  
OO OFFICER PERSONNEL  
OP MEDICAL SERVICE CORPS  
OQ FOREIGN MILITARY PERSONNEL  
OR RETIRED OFFICERS  
OS SUPPLY CORPS  
OT MERCHANT MARINE OFFICERS  
OV AVIATION OFFICERS  
OW WARRANT OFFICERS  
PC SUBMARINE CHASERS (173')  
PCC SUBMARINE CHASERS (173') (CONTROL)  
PCE ESCORTS (180')  
PCEC ESCORTS (180') (CONTROL)  
PCER ESCORTS (180') (RESCUE)  
PCS SUBMARINE CHASERS (136')  
PCSC SUBMARINE CHASERS (136') (CONTROL)  
PE EAGLES  
PF FRIGATES  
PG GUNBOATS  
PGM MOTOR GUNBOATS  
PP PATROL VESSELS (GENERAL)

**SECTION III — NAME TITLE GROUP**

PR RIVER GUNBOATS

PT MOTOR TORPEDO BOATS

PTC MOTOR BOATS, SUBMARINE CHASERS

PY YACHTS

PYC YACHTS, COASTAL

QG GRAND DIVISIONS, LAND  
(Continents, Hemispheres, regions)

QH OCEANS, SEAS AND WATERWAYS  
(Canals, channels, gulfs, rivers)

QM COMMERCIAL ENTERPRISES, INDUSTRIES, FIRMS, AND  
MANUFACTURERS

QN NAVY

QQ INDIVIDUALS  
(To be used as name file for persons of prominence, such as  
public officials)

QR NAVAL RESERVES

SC SUBMARINE CHASERS (110')

SCC SUBMARINE CHASERS (110') (CONTROL)

SS SUBMARINES

SSG SUBMARINES, GUIDED MISSILE

SSK SUBMARINES, ANTISUBMARINE

SSO SUBMARINES, OILER

SSR SUBMARINES, RADAR PICKET

TV TEST VEHICLES, GUIDED MISSILE

VA ATTACK AIRCRAFT, HEAVIER-THAN-AIR (FIXED WING)

VF FIGHTER AIRCRAFT, HEAVIER-THAN-AIR  
(FIXED WING)

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VG GLIDER AIRCRAFT, HEAVIER-THAN-AIR  
(FIXED WING)

VO OBSERVATION AIRCRAFT, HEAVIER-THAN-AIR  
(FIXED WING)

VP PATROL AIRCRAFT, HEAVIER-THAN-AIR (FIXED WING)

VR TRANSPORT AIRCRAFT, HEAVIER-THAN-AIR  
(FIXED WING)

VT TRAINING AIRCRAFT, HEAVIER-THAN-AIR  
(FIXED WING)

VU UTILITY AIRCRAFT, HEAVIER-THAN-AIR  
(FIXED WING)

VV AIRCRAFT TYPES (GENERAL)

VZ HEAVIER-THAN-AIR AIRCRAFT (FIXED WING)

XMAP SWEEPER DEVICES

YAG AUXILIARIES, MISCELLANEOUS

YC OPEN LIGHTERS

YCF CAR FLOATS

YCK OPEN CARGO LIGHTERS

YCV AIRCRAFT TRANSPORTATION LIGHTERS

YD FLOATING DERRICKS

YDT DIVING TENDERS

YF COVERED LIGHTERS (SELF-PROPELLED)

YFB FERRYBOATS AND LAUNCHES

YFD FLOATING DRY DOCKS

YFN COVERED LIGHTERS (NON SELF-PROPELLED)

YFNB COVERED LIGHTERS, BIG

YFND COVERED LIGHTERS (FOR USE WITH DRY DOCKS)

YFNG COVERED LIGHTERS (SPECIAL PURPOSE)

**SECTION III - NAME TITLE GROUP**

YFNX LIGHTERS, SPECIAL-PURPOSE  
YFP FLOATING POWER BARGES  
YFR COVERED LIGHTERS, REFRIGERATED (SELF-PROPELLED)  
YFRN COVERED LIGHTERS, REFRIGERATED (NON SELF-PROPELLED)  
YFT TORPEDO TRANSPORTATION LIGHTERS  
YG GARBAGE LIGHTERS (SELF-PROPELLED)  
YGN GARBAGE LIGHTERS (NON SELF-PROPELLED)  
YHB HOUSE BOATS  
YHT SCOWS, HEATING  
YM DREDGES  
YMP MOTOR MINE PLANTERS  
YMS MOTOR MINE SWEEPERS  
YNG GATE VESSELS  
YNT NET TENDERS (TUG CLASS)  
YO FUEL OIL BARGES (SELF-PROPELLED)  
YOG GASOLINE BARGES (SELF-PROPELLED)  
YOGN GASOLINE BARGES (NON SELF-PROPELLED)  
YON FUEL OIL BARGES (NON SELF-PROPELLED)  
YOS OIL STORAGE BARGES  
YP PATROL VESSELS  
YPD FLOATING PILE DRIVERS  
YPK PONTOON STOWAGE BARGES  
YR FLOATING WORKSHOPS



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YRB SUBMARINE REPAIR AND BERTHING BARGES  
YRDH WORKSHOPS, FLOATING DRY DOCK (HULL)  
YRDM WORKSHOPS, FLOATING DRY DOCK (MACHINERY)  
YRL COVERED LIGHTERS (REPAIR)  
YS STEVEDORING BARGES  
YSD SEAPLANE WRECKING DERRICKS  
YSR SLUDGE REMOVAL BARGES  
YTB HARBOR TUGS, BIG  
YTL HARBOR TUGS, LITTLE  
YTM HARBOR TUGS, MEDIUM  
YTT TORPEDO TESTING BARGES  
YVC LIGHTERS, CATAPULT  
YW WATER BARGES (SELF-PROPELLED)  
YWN WATER BARGES (NON SELF-PROPELLED)  
YY DISTRICT CRAFT, SERVICE CRAFT, AND FLOATING  
EQUIPMENT (GENERAL)  
ZH SEARCH AND RESCUE AIRCRAFT (LIGHTER-THAN-AIR)  
ZP PATROL AND ESCORT AIRCRAFT (LIGHTER-THAN-AIR)  
ZT TRAINING AIRCRAFT (LIGHTER-THAN-AIR)  
ZU UTILITY AIRCRAFT (LIGHTER-THAN-AIR)  
ZZ LIGHTER-THAN-AIR AIRCRAFT

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CONVERSION TABLE

SECTION V — CONVERSION TABLE

CONVERSION TABLE

This Conversion Table is provided as an aid in determining changes made in particular file symbols. This table lists in parallel columns the file symbol in the Fourth Edition and the corresponding symbol in the Fifth Edition.

- \* Indicates that subjects are covered by more than one symbol.
- # Indicates that the subject is obsolete.
- \*\* Indicates that all break downs thereunder are included.

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Fourth	Fifth	Fourth	Fifth	Fourth	Fifth	Fourth	Fifth
A1-1	A1	A13-1	} A13	F1-1	} F1	F15-14	F10
A1-2	A1	to		to		F16**	F24-3
A1-3	A1-1	A13-7	} A15	F1-5	L10-3	F17**	F24-4
A1-4	A1-2	A15-1		F2**		F18**	F24-5
A2-4	A2-2	A15-2	A15	F3	F1	F19**	F24-5
A2-6	A2-7	A15-3	A15	F3-1	L5	F20**	J3
A2-9	A2-4	A16-3	*	F3-2	F1	F21	F11
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A2-11	A2-6	A16-5	A16-1	F4-1	L10-3	F21-2	F12
A2-12	A2	A17-1	} A17	F5**	J8	F21-3	F11
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A3-1	A3	A17-8	A17	F6-3	L9-3	F21-7	F11-1
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A10-5	A10-1	A20	A27	to		F32**	F22
A10-6	A10-1	A21-1	} A21	F15-8	F24-6	F33**	J15-12
A12-1	A12	to		F15-9		F34	J21
A12-2	A12	A21-5	} A22	F15-10	F24-6	F34-1	J21
A12-3	A12	A22-1		F15-11	F24-7	F34-2	*
A12-4	J22-1	to	F15-12	F24-7	F34-3	J21-4	
		A22-4	F15-13	F24-2	F34-4	*	

# NAVY FILING MANUAL

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Fourth	Fifth	Fourth	Fifth	Fourth	Fifth	Fourth	Fifth
F34-5	M4	F45	J24	L5-3	N1	L21	L17
F34-6	*	F45-1	J24-1	L5-4	A23	L21-1	L17-1
F35	J7-3	F45-2	J23	L6-1	L8-6	L21-2	L17-2
F35-1	J7-3	F45-3	J24-1	L6-2	L6	L21-3	L17-3
F35-2	J21-5	F45-4	J7-5	L6-3	A9	L21-4	L17-4
F35-3	J7-3	F45-5	J24	L7	L8-3	L21-5	L17-5
F36	J16	F45-6	J24-3	L7-1	L8-3	L21-6	L17-6
F36-1	J7-6	F46	F23	L7-2	L8-7	L21-7	L17-7
F36-2	J16	F48	*	L8	L4	L22	L15
F36-3	J16	F48-1	J24-3	L8-3	L4-4	L22-1	A24
F36-4	J7-6	F48-2	F16	L8-4	L9-3	L22-2	L15
F36-5	J16	F48-3	J7-5	L9-1	L9	L22-3	L15
to		F49	*	L9-2	A8-6	L23**	L12-3
F36-11	J11	F49-1	J28-1	L9-6	L8-6	L24**	L7
F36-12		F49-2	J28-1	L9-7	J28		
F37	F13	F49-4	J26-2	L10-2	L10-1	N1-1	N1
F37-1	J7-5	F49-5	J28-3	L10-4	L10	to	
F37-2	J7-3	F49-6	J28-3	L10-6	L10-4	N1-12	
F38	J20	F49-7	J11	L10-7	L10-2	N1-13	N1-1
F38-1	J20-1	F49-8	J2-7	L11-1	A25	N1-14	N1
F38-2	J20-1	F49-9	J2-7	L11-2	L8-6	N1-15	N1
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F38-4	J20	H1-1	H1	L11-4	L8-5	N2-2	N2
F38-5	J20	H1-2	H1	L11-5	L11	N2-3	N2
F39**	F4	H1-3	A10-2	L11-6	L11-1	N3-1	N3
F40**	F4	H1-4	H1	L11-7	L11-3	N3-2	N3-1
F41	X3	to		L11-8	L11-2	N3-3	N3-1
F41-1	X12-2	H1-20	A10-2	L11-9	L11	N3-4	N1
F41-2	X12	H1-21		L11-10	L11-1	N4-2	N4-1
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F41-6	X5	H2-1		L11-18	L11-2	N4-10	N4-8
F41-7	X5	to	L11-19	L11-3	N4-11	N4-6	
F41-8	X10	H2-9	L11-20	L6-1	N4-12	N4-6	
F41-9	X25	H2-10	H2-1	L11-21	L11-3	N4-13	N4-5
F41-10	J29	H2-11	H2	L11-22	L6-1	N4-14	N4-5
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F41-12	X6	H2-21	L13-2	L13	N4-16	N4-1	
F41-13	X2	H3-1	L14-1	L14	N5-1	N5	
F41-14	X10	to	L14-2	L14	to		
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F42-7	X10	L2-3	J8	L18	L12	N9-1	
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F44**	J12	L5-2	L5	L20-6	L19	N10-15	

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Fourth	Fifth	Fourth	Fifth	Fourth	Fifth	Fourth	Fifth
N11-1	} N11	N20-2	H2	N33-21	J6	P3-2	M3-2
to		N20-3	J24-2	N33-22	X27	P3-3	M8
N11-8	} N4-3	N20-4	N15-5	N34	N21	P3-4	M8
N12-1		N20-5	N15-5	N34-1	} N21	P3-5	M3-2
N12-2	N4-3	N20-6	J24-1	to		P3-6	M3-1
N12-3	N12	N20-7	} H2	N34-19	P4	M9	
N12-4	J27	to		N34-20	J7-2	P4-1	M9-1
N12-5	N12	N20-11	} X18	N34-21	J7-9	P4-2	M4
N12-7	N12	N20-12		N19-2	N35	N21	P4-3
N12-8	N12	N21	} N23	N36	J22	P4-4	M3-3
N13-1	} N13	N23-1		N36-1	J22-1	P4-5	M9
to		N23-10	to	N36-2	J7-3	P5	M10
N13-9	} N14	N24**	N6	N36-3	J11	P5-1	M10-1
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N14-4		N15-1		N26-1	N36-6	J22-2	P5-4
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to	} N14	N27-7	J7-2	N36-14	J22-1	P9-2	P9
N15-14		N14	N27-8	N27	N36-15	J22-1	P9-3
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N16-13		N18	N28-7	N11	N37-6	J21-4	P12-1
N18-1	N18	N28-8	J16	N38	J21-3	P12-2	P12
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N19-3	J17	N30	} N24	N38-4	J21-3	P13-8	} P13-4
N19-4	J7-3	N30-1		N38-5	J21-4	P13-9	
N19-5	J17	to	N38-6	J21-4	P13-10	P13-3	P13-6
N19-6	M2-4	N30-8	N39	*	P13-11	P13-6	P14-4
N19-7	J17	N31**	N20	N39-1	J16	P14-3	P14-4
N19-8	J17	N32**	N20	N39-2	*	P14-6	P14-3
N19-9	J17	N33	J6	N40	*	P16-2	*
N19-10	J28	N33-1	} J6	} P1-1	} P1	P16-5	P16-3
N19-11	L8-5	to				N33-12	to
N19-12	J17	N33-13	J32	P1-7	P16-7	P8-3	} S1
N19-13	J2-7	N33-14	J32	P2	P16-8	P16-2	
N19-14	J17-2	N33-15	J32	P2-1	P17-3	A10-1	} S1
N19-15	J17	N33-16	J6	P2-2	P19-6	P19-5	
N19-16	J17	N33-17	J6	P2-3	P21-1	P21	} S1
N19-17	A16-1	N33-18	J6	P2-4	S1-1	} S1	
N19-18	N7	N33-19	J32	P2-5	to		} S1
N19-19	N15-5	N33-20	J6	P3	S1-7	} S1	
N20	H2			P3-1	S2		L10-3
N20-1							

EDITION		EDITION		EDITION		EDITION	
Fourth	Fifth	Fourth	Fifth	Fourth	Fifth	Fourth	Fifth
S3-1	S3	S33-6	J21	S59-1	S59	S84	S83
S3-2	L10-3	S33-7	S33	to		S85**	*
S6-1	S6	S34-1	S34	S59-4	S62	S86**	*
S6-2	*	S34-2	J21-4	S62-1		S88-1	S88
S8-1	S8	S35	*	to	to		
to		S36-1	S36	S36	S62-4	S88-4	
S8-8	#	S36-2	S36	S63-1	S91-1	S91	
S10		S36-3	J21-4	to	to		
S11-1	S11	S36-4	J19	S63-6	S91-4	J15-7	
to		S36-5	J19	S64-1	S95		
S11-16	S12	S36-6	M2-5	to	S64	AC	#
S12-1		S37-1	S37	S64-8		AL	#
to	S12	S37-2	M4	S65-1	S65	APP	#
S12-6		S38-1	S38	to		APT	#
S13	X2	to		S65-7	S67**	*	AVG
to		S38-3	S39	S68	*	AVR	#
S13-7	S14	S39-1	S39	S70-1	S70	AWK	#
S14-1		S39-2	S39	S70-2	S70	AZ	#
to	S14	S41-1	S41	S70-3	S70	CC	#
S14-5		to		S71-1	S71		CF
S16-1	S16	S41-6	S43	to		*	DL
to		S43-1	S43	S71-8	S72**		EA**
S16-8	*	S43-2	S43	S72**	*	EB**	
S17-1	S17	S45-1	S45	S73**	*	EC**	EE3
S17-2	S18	to		S74	X12-1	EA**	ED
S18-1	*	S45-4	S46	S74-1	X12-1	EE2	EE1
S18-2	S19	S46-1		S74-2	X15	EE9	
S19-1		S19	to	S74-3	X10	EF13-1	EF13
to	S46-5		S46	S74-4	X13	to	
S19-8	S50	S48-1	S48	S75**	*	EF28-1	EF28
S23		to		S76**	*	EF28-25	
S24-1	S24	to	S48	S77**	X6	EG1	EG
to		S48-24	S49	S78-1	X1	to	
S24-12	S26	S48-25	S70	S78-2	S78	EF13-51	EF13
S26-1		to	S49-1	S49	S78-3	S78	
to	S26	to	S49	S79	X12-3	to	EF28
S26-6		*	S49-5	S50	S79-1	X12	
S27	S28	S50-1	S50	S79-2	X12	EG1	EG
S28-1		to		S50-3	S79-3	X12-2	
to	S28	S51-1	S51	S79-4	X12-3	EG61	#
S28-6		S51-5		S51	S79-5	X12	
S29-1	S29	to	S51	S80	X14	EI**	EE4
to		S54**		#	S81-1	S81	EJ**
S29-11	S30	S55-1	S55	to	S81-5		EK
S30-1		to		S55-5	S55	S81-6	X7
to	S30	to	S55	S81-8	S81	EM	EG
S30-5		*	S56-1	S56	S81-9	S81	EN1-1
S31**	S32	to	S56	S82-1	S82	to	EN1
S32		to	S56-5	S55		to	
S32-1	S32	S57	S55	S82-22	S82	EN2**	EN1
to		J22	S58-1	S58		S83-1	EN3-1
S32-8	J22	to	S58	to	S83	to	EN3
S32-9		S58-4	S58	S83-4		EN3-17	
S33-1	S33						
to							
S33-5							

SECTION V - CONVERSION TABLE

EDITION		EDITION		EDITION		EDITION	
Fourth	Fifth	Fourth	Fifth	Fourth	Fifth	Fourth	Fifth
EN6-1	} NW	FF9	FF11	HT	EH	JN	L8-8
to		FF12	FF1-1	HU	P8-2	JO	L8-10
EN6-46		FF13	FF1-2	HV	#	JP	L8-8
EN7**	#	FG	FF12	HW	EH	JR	L8-5
EN8	#	FP	FF12	HX	#	JS	L8-5
EN8-1	} NW	FT	#	HY	EE1		
to		FU	FF12	HZ	ER	KA	FF13
EN8-39		FV	FF12			KB	P10-2
EN9-1	} NU			JC	*	KC	KP
to		GA	EH	JC1	J3	KD	P16-3
EN9-4		GB	#	JC2	J30	KE	KP
EN9-5	} NW	GC	EE10	JC3	} J3	KF	KP
to		GD	EH	to		KG	KP
EN9-181		GE	#	JC11		KH	KP
EN11-1	} NW	GF	EL	JE	L3	KL	KP
to		GG**	EH	JF	L2	KM	KP
EN11-37		GH	EG	JG	*	KP1	} KP
EN13	A20	GI	P8-2	JH	J25	to	
EN14	A20	GJ**	EL	JJ7	J4	KP153	
EN15	EN2	GK	#	JJ7-1	J4-1	KR	KP
EN16	} A20	GL	EL	JJ7-2	J4	KS	EN7
to		GM	EL	JJ7-3	J4-2	KT	KP
EN21		GN	EE10	JJ7-4	J4-2	KU	KP
EN22**	NX	GO	EH	JJ7-5	J4-2		
EN23	NZ	GP	EL	JJ7-6	J4-3	LA	} LL
EN24**	NW	GQ	EJ	JJ7-7	J4	to	
EN25**	NW	GR	EJ	JJ7-8	J4	LD	
EN26	#	GS	EJ	JJ7-9	QM	LE	EH
EN27	#	GT	EJ	JJ7-10	J2-4	LF	} LL
EN28	EN8	GU	EJ	JJ7-11	J2-4	to	
EN30	NH	GV	EG	JJ7-12	J2-4	LS	
EO	#	GW	EG	JJ7-13	J3		
EP**	EE7	GX**	EG	JJ40	J7-9	MA	} MM
EQ	EH	GY	EH	JJ41	J7-9	to	
ER**	EH	GZ	EG	JJ46**	J1	MF	
ES**	EE8			JJ52**	J20	MS	MM
ET**	EE9	HA	#	JJ55	J26	MV	MM
EU	EH	HB	EE5	JJ55-1	J26	MY	MM
EV	#	HC	EH	JJ55-2	*	MZ	#
EW**	ER	HD	#	JJ55-3	J26-3		
EX**	#	HE	EH	JJ55-4	J26-1	NA1	} NA
EY	#	HF	#	JJ56	*	to	
EZ	#	HG	EH	JJ56-1	J25	NA81	
FA	#	HH	EE4	JJ56-2	L3	NB1	} NB
FB1	} FB	HI	#	JJ56-3	L2-4	to	
to		HJ	EH	JJ56-4	J14	NB98	
FB11		HK	EH	JJ56-5	J14	NC1	
FC4	} FC	HL	#	JJ59	J17	to	
to		HM	#	JJ59-1	} J17	NC112	
FC10		HN	#	to		ND1	
FE**	*	HO	#	JJ59-8		to	ND
FF6**	#	HP	#	JJ59-9	X9	ND17	} ND
FF7	FF5	HQ	EH	JK	L8-5	NE**	
FF8	FC	HR	#	JL	L8-9	NF**	
		HS	#	JM	L8-5	NG**	FF15

NAVY FILING MANUAL

EDITION		EDITION		EDITION		EDITION		
Fourth	Fifth	Fourth	Fifth	Fourth	Fifth	Fourth	Fifth	
NH1	} NH	NU**	NR	OZ	#	QX**	QH	
to		NV	NZ			QZ	EG	
NH44			NX**	NR	QA	ER		
NL1	} NL	NY1	} NY	QB	A20	VB	VV	
to		to		QC	A20	VG	VR	
NL47				NY11	QD**	P10-2	VH	VU
NM1	} NM	NZ	*	QE	*	VJ	VU	
to				QF	L12-1	VL	VG	
NM21			OB	#	QI	J32	VM	VV
NP1	} NP	OC	#	QL	P13-5	VN	VT	
to		OF1	} OF	QO	*	VS	VP	
NP30		to		QP	L18	VT	VF	
NR1		OF29		QQ	*			
to	} NR	OH	OC	QR1	} QR	YB	#	
NR108			ON1	to		YMD	#	
NS1			to	ON		QR7	YRC	#
to	} NS	ON22	} ON	QS**	FS	YV	#	
NS15				OP	#	QT	J29	ZK
NT1				OW1		QU	FS	ZM
to	} NT	to	} OW	QV	QM	ZN	ZZ	
NT7-5				OW17		QW**	A16	ZR