

GENERAL ADMINISTRATION AND MANAGEMENT 5000-5999

5000-5199 GENERAL

- 5000 General (include Marine Corps SOP's)
- 5030 Names and Symbols
- 5031 Ship names
- 5032 Street, facilities, and area names
- 5040 Naval Command Inspection Program
- 5041 Inspector General Investigations/Inspections
- 5050 Meetings, Conferences, Conventions and Visits
- 5060 Honors and Ceremonies
- 5061 Public Service Awards
- 5062 Christening ceremonies and procedures
- 5070 Libraries and Library Services
- 5080 Civil Affairs, Military Government
- 5090 Environmental Protection (General)(See also 6200)
- 5100 Safety and Occupational Health (see also 6200)
- 5101 Accident Prevention
- 5102 Accident Investigation and Reporting
- 5103 Occupational Safety and Health
- 5104 Industrial Radiological Safety and Controls
- 5110 Mail and Postal Affairs
- 5111 Policies
- 5112 Regulations
- 5113 Liaison
- 5114 Transportation
- 5115 Losses and Claims
- 5116 Complaints
- 5117 Equipment
- 5118 Customs and Contraband
- 5119 Postal Operations
- 5120 United States Savings Bonds
- 5130 Courier Services (Navy component of the Armed Forces Courier Service)

5200-5299 MANAGEMENT PROGRAMS AND TECHNIQUES

- 5200 General
- 5210 Records Management
- 5211 Filing, Maintenance, Retrieval, and Privacy Act Systems
- 5212 Records Disposal Systems (include transfer, retirement, storage, and destruction)

5213 Forms Management (include formats)
5214 Reports Management
5215 Issuance Systems (include directives)
5216 Correspondence Management
5217 Effective Writing (include drafting and review)
5218 Mail Management (exclude postal affairs)
5219 Publications Management
5220 Workload/Performance Measurement
5221 Administrative Workload Management
5222 Office Techniques, Methods and Procedures
5223 Management Studies, Analysis and Reviews
5224 Management Improvements Programs, Procedures and Achievements
5230 Automatic Data Processing and Information Systems
5231 Data Systems Development
5232 Evaluation and Review
5233 Installation Management
5234 Software Standards
5235 Data Elements and Codes
5236 Procurement of ADP Resources
5237 Reutilization and Sharing
5238 Resources Accounting
5239 Data Transmission and Protection
5240 Industrial Methods
5250 Management Sciences/Operations Research
5270 Office Information Systems Program Management, General
5271 Information Resources
5272 Automated Office Systems
5280 Operations Analysis
5290 Audiovisual Management, General
5291 Administration And Organization
5292 Financial Management (see also 7000)
5293 Facilities Management
5294 Personnel Resources
5295 Professional Training
5296 Equipment Management
5297 Productions, Products, and Services
5298 Information Systems (Including Automated)
5299 Precious Metals Recovery

5300-5399 MANPOWER/PERSONNEL (USE FOR OVERALL CIVILIAN AND MILITARY PERSONNEL MATTERS)

5300 General
5305 Incentive Awards (Military/Civilian)

- 5310 Manpower
- 5311 Requirements
- 5312 Utilization
- 5314 Statistics
- 5320 Organizational Manning And Billets
- 5321 Organizational Allowance, Allocations and Ceilings
- 5330 Hours of Work/Daily Routine
- 5340 Contributions, Solicitations, and Collections
- 5350 Human Goals
- 5351 Leadership and Management
- 5325 Overseas Diplomacy
- 5353 Alcohol Abuse Control
- 5354 Equal Opportunity
- 5355 Drug Abuse Control
- 5357 Career Motivation
- 5360 Deaths and Funerals
- 5370 Standards of Conduct
- 5371 Relating to Procurement
- 5380 Services
- 5381 Banking Facilities and Credit Unions

5400-5499 ORGANIZATION, FUNCTIONS, AND STATUS

- 5400 General
- 5401 Organizational Concepts and Principles
- 5402 Delegation/Succession of Authority
- 5410 Department of Defense and Interservice
- 5420 Boards, Committees, Councils, and Groups
- 5430 Navy Department (Seat of Government)
- 5440 Operating Forces
- 5441 Status of Vessel
- 5442 Status of Aircraft
- 5450 Shore Establishment
- 5451 Aviation Shore Establishment
- 5452 Air Training Commands
- 5460 Department of Navy

5500-5599 SECURITY (See also 2200-2299)

- 5500 General (including security regulations of a general nature)
- 5510 Information Security
- 5511 Classified Material Control
- 5512 Identification (Credential, tags, passes, and permits)
- 5513 DON Security Classification Guidance

5514 Censorship
5520 Personnel Security
5521 Name Check and Personnel Clearances
5522 Inspections
5527 Investigations
5528 Security Education
5529 Clearance Adjudications
5530 Physical Security
5531 Industrial Security
5532 Facilities
5540 Commerce and Travel
5560 Traffic Control and Parking
5570 Safeguarding Unclassified Matter
5580 Law Enforcement
5585 Military Working Dogs (Law enforcement and physical security functions)

5600-5699 MICROGRAPHICS PUBLICATIONS, PRINTING, DUPLICATING, AND REPRODUCTION

5600 General
5602 Preparation
5603 Production
5604 Procurement
5605 Distribution
5606 Computer Output to Microform (COM)
5607 Camera Output to Microform
5608 Equipment

5700-5799 EXTERNAL AND INTERNAL RELATIONS

5700 General
5710 International Relations
5711 Standardization Program and Agreements
5720 External Public Affairs (including Freedom of Information)
5721 Speeches
5723 Guest Cruise Program
5724 Fleet Home Town News
5725 Reserve Program
5726 Community Relations
5727 Media Relations
5730 Congressional and Legislative Liaison
5728 Public Affairs Guidance
5740 Executive Agencies, Relations with
5750 Historical Matters (For history of religion see 1735 and 1736)

5751 Research
5752 Ships
5753 Archives
5754 Artifacts and Paintings
5755 Museums
5756 Aircraft
5757 Command histories
5758 Historical Places and Events
5760 Organizations, Associations, Societies, Individuals, and Commercial Enterprises
5770 American Forces Radio & Television (AFRTS)
5771 Administration and Policy
5772 Programming and Production
5773 Afloat AFRT Operations
5774 Shore-based AFRT Operations
5775 Engineering and Equipment
5776 Logistics and Supply Procedures
5777 Budgets
5778 Manpower
5779 Reports
5780 Internal Public Affairs

5800-5899 LAWS AND LEGAL MATTERS

5800 General
5801 Legal Assistance
5802 Fiduciary Affairs
5810 Military Justice
5811 Pretrial Matters
5812 Commanding Officer's Nonjudicial Punishment
5813 Court-Martial Trials
5814 Court-Martial Reviews And Appeals
5815 Sentences
5817 Personnel of Courts
5819 Military Grievance Procedure
5820 Jurisdiction, Military and/or Civil
5821 Delivery of Personnel
5822 Civil Courts
5830 Courts of Inquiry and Investigations
5840 Taxes, Customs, and Duties
5850 Codification and Citations

5860-5863 OFFICE LEGISLATIVE AFFAIRS

5860 Legislation and Congressional Action

5861 Legislative Proposals
5862 Legislative Enactments
5863 Congressional Investigations
5870 Patents, Copyrights, Inventions, Trademarks
5880 Admiralty
5890 Claims (Other than contract claims)
5891 Litigation Case Files

5900-5999 OFFICE SERVICES

5900 General
5910 Space (Requirements/allocations)
5920 Maintenance
5930 Stenographic, Clerical, and Messenger
5940 Word Processing Systems