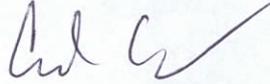


c. Date. The date will be the last line of the identification block in correspondence and directives. The date will appear as day, month, year. The month will be the appropriate three letter abbreviation. All efforts will be made to forward all correspondence to be signed by the Commanding Officer on the date indicated on the correspondence.

5. Command and Signal. This policy letter is effective the date signed.



E. C. GREELEY
Acting

Distribution A

3 Oct 11

STANDARD SUBJECT IDENTIFICATION CODES

<u>SSIC</u>	<u>SUBJECT</u>
1000	GENERAL MILITARY PERSONNEL RECORDS
1000/1	GENERAL MILITARY PERSONNEL MANPOWER
1050	LEAVE AND LIBERTY RECORDS
1160	ENLISTMENTS AND EXTENSIONS RECORDS
1300	GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS
1320	ORDERS TO PERSONNEL RECORDS
1320/1	ORDERS TO PERSONNEL RECORDS CHECK IN/OUT SHEET
1321	ORDERS TO PERSONNEL RECORDS (OFFICERS)
1326	ORDERS TO PERSONNEL RECORDS (ENLISTED)
1330	PERSONNEL REQUESTS RECORDS
1400	GENERAL PROMOTION AND ADVANCEMENT RECORDS
1500	GENERAL TRAINING AND EDUCATION RECORDS
1560	VOLUNTARY EDUCATION RECORDS
1610	PERFORMANCE AND CONDUCT RECORDS
1650	DECORATIONS, MEDALS, AND AWARDS RECORDS
1650/1	DECORATIONS, MEDALS, AND AWARDS RECORDS CERTIFICATE OF GOOD CONDUCT
1650/2	DECORATIONS, MEDALS, AND AWARDS RECORDS MERITORIOUS MAST
1650/3	DECORATIONS, MEDALS, AND AWARDS RECORDS CERTIFICATE OF COMMENDATION
1650/4	DECORATIONS, MEDALS, AND AWARDS RECORDS NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
1650/5	DECORATIONS, MEDALS, AND AWARDS RECORDS NAVY AND MARINE CORPS COMMENDATION MEDAL
1650/6	DECORATIONS, MEDALS, AND AWARDS RECORDS LETTER OF APPRECIATION
1650/7	DECORATIONS, MEDALS, AND AWARDS RECORDS NATO MEDAL
1700	GENERAL MORALE AND PERSONAL AFFAIRS RECORDS
1780	EDUCATIONAL BENEFITS RECORDS
1800	GENERAL RETIREMENT RECORDS
1900	GENERAL SEPARATIONS RECORDS
2000	TELECOMMUNICATIONS SYSTEMS RECORDS
3000	GENERAL OPERATIONS AND READINESS RECORDS
4000	GENERAL LOGISTICS RECORDS
4600	GENERAL TRAVEL AND TRANSPORTATION RECORDS
4790	MAINTENANCE AND MATERIAL MANAGEMENT RECORDS
5000	GENERAL ADMINISTRATION AND MANAGEMENT RECORDS
5500	GENERAL SECURITY RECORDS
5800	GENERAL LAWS AND LEGAL MATTERS RECORDS
5800/1	GENERAL LAWS AND LEGAL MATTERS RECORDS INVESTIGATION
5800/2	GENERAL LAWS AND LEGAL MATTERS RECORDS COURT MARTIAL
5812	COMMANDING OFFICER NON-JUDICIAL PUNISHMENT RECORD
6000	GENERAL MEDICINE AND DENTISTRY RECORDS
7000	GENERAL FINANCIAL MANAGEMENT RECORDS
7220	MILITARY PAY RECORDS
8000	GENERAL ORDNANCE MATERIAL RECORDS
9000	SHIPS DESIGN AND MATERIAL RECORDS

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10000	GENERAL MATERIAL RECORDS
10100	PERSONAL MATERIAL RECORDS GENERAL
10110	PROVISIONS AND RATIONS RECORDS
10120	CLOTHING AND UNIFORMS RECORDS
11000	GENERAL FACILITIES AND ACTIVITIES ASHORE RECORDS
12000	CIVILIAN PERSONNEL RECORDS
13000	AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS

I MHG STAFF CODES

<u>CODE</u>	<u>COMPANY/SECTION</u>
CO	Commanding Officer
XO	Executive Officer
SgtMaj	Sergeant Major
S- 1	S-1, Adjutant
S-2	S-2
S-3	S-3, Training
S-4	S-4, Logistics, MMO, MT, Engineers, Field Mess, Safety
S-6	S-6
Leg	Legal
Sup	Supply
MP	Military Police Support
HQCO	Headquarters Company
FRO	Family Readiness Office
CarPlan	Career Planner
Chpn	Chaplain
SACO	Substance Abuse Control Officer
LIMDU	Limited Duty
CAS	Casualty