

1001

# RECORDS & SUB- REGISTRY

## "KEYING MANUAL"

### OASD(C)

CORRESPONDENCE & DIRECTIVES  
DIVISION

1 FEB 1977

EDITION

PART I - ALPHABETICAL PREFIX FILES

AEGEAN  
 Afars & Issas  
 Afghanistan  
 Africa ----- Use individual country when referring to one country  
 Alaska  
 Albania  
 Algeria  
 Angola  
 Antarctica  
 Arctic  
 ASEAN  
 Argentina  
 Asia ----- General for SEA area  
 Atlantic  
 ATLAS  
 ATOMIC ----- Use for all Atomic/Nuclear/Thermonuclear subjects  
 NOTE: Abbreviate A-471.61, A-400.112, Etc. If a Paper concerns US Nuclear Relationship with a foreign country on the nuclear program of a country other than the US, drop the "A" from the file number and add the name of the country; eg, France 471.61, China (Reds) 400.112, etc.  
 ANZUS ----- Australia, New Zealand, US  
 Australia  
 Austria  
 Azores  
 Bahamas  
 Bahrain  
 Baltic Sea  
 Bangladesh ----- Prior to 1972 use "Pakistan"  
 Barants Sea  
 Belgium  
 Bermuda  
 Bhutan  
 Black Sea  
 Bolivia  
 Brazil  
 British Honduras ----- Use Honduras  
 Bulgaria  
 Burma  
 Cambodia  
 Canada  
 Canal Zone ----- File in "Panama"  
 Cape Verde ----- Use "Guinea-Bissan"  
 Carribean  
 CENTO  
 Central America  
 CHAD  
 Chile

China (Nats) -----	Use for Rep of China, Taiwan or Formosa
China (Reds) -----	Mainland China, Chinese Peoples Republic (PRC)
Columbia	
CONDOR	
Congo	
Costa Rica	
Cuba	
Curacao	
Cyprus	
Czechoslovakia	
Denmark	
Diego Garcia -----	Use "Indian Ocean"
Dom Rep -----	Dominican Republic
DRAGON	
Ecuador	
Egypt	
El Salvador	
Equatorial Guinea	
Ethiopia	
EUCOM	
Europe	
Europe (East)	
Fiji	
Finland	
France	
Gabon	
Gambia	
Germany -----	Use for (FRG) Western Germany
Germany (East) -----	Use for (GDR) Communist/East Germany
Ghana	
Greece	
Greenland	
Guadeloupe	
Guam	
Guatemala	
Guinea	
Guinea-Bissan -----	(Cape Verde & Portuguese Guinea)
Guyana	
Haiti	
Harpoon	
Hawaii	
Hellfire	
Honduras	
Hong Kong	
Hound Dog	
Hungary	
Iceland	
India	
Indian Ocean	
Indo China	

Indonesia  
 Iran  
 Iraq  
 Ireland ----- (Irish Republic)  
 Issas ----- Use "Afars & Issas"  
 Israel  
 Italy  
 Ivory Coast  
  
 Jamaica  
 Japan  
 Jordan  
  
 Kenya  
 Korea ----- Rep of Korea/South Korea  
 Korea (North)----- Communist/North Korea  
 Kuwait  
  
 LANCE  
 LANICOM  
 Laos  
 Latin America ----- Use Individual Central/South American Country  
 Whenever Possible  
  
 Lebanon  
 Liberia  
 Libya  
 Luxembourg  
  
 MAC  
 Madagascar  
 Malagasy  
 Malaysia  
 Malta  
 Mauritius ----- Use "Indian Ocean"  
 MARV ----- Manuevering re-entry vehicle (Warheads)  
 Maverick  
 Mediterranean  
 Mexico  
 Micronesia ----- Use "Trust Territory"  
 Middle East  
 MINUTEMAN  
 MIRV ----- Multiple Independent re-entry vehicle (Warheads)  
 Monaco  
 Mongolia  
 Morocco  
 Mozambique  
 MSC  
 MIMC  
 Muscat  
 MX  
  
 Namibia  
 NATO ----- North Atlantic Treaty Organization. ( Use "Europe"  
 if concerning US Forces in other than their NATO  
 role.)  
  
 Nepal

Netherlands .....  
 New Guinea ----- (Consists of Papua & New Irian)  
 New Zealand  
 Nicaragua  
 Niger  
 Nigeria  
 NIKE  
 NORAD  
 Norway

OAS ----- The Organization of American States  
 Okinawa  
 Oman

PACOM  
 Pakistan  
 Paraguay  
 Panama ----- Includes Canal Zone  
 PATRIOT  
 Pershing  
 Persia ----- Use Iran  
 Persian Gulf  
 Peru  
 Philippines  
 Poland  
 POLARIS  
 Portugal  
 POSEIDON  
 Puerto Rico

Qatar

Readiness Cmd  
 Rhodesia  
 ROLAND  
 Romania  
 Rwanda  
 Ryukus Islands ----- Includes Bonin Is, Marcus Is, Rosaria Is, Volcano  
 Is, Parece Vela,

SAC  
 SAFEGUARD  
 Saipan ----- File Under "Trust Territory"  
 Samoa  
 San Marino ~~Santa~~  
 Saudi Arabia  
 SEATO ----- Southeast Asia Treaty Organization  
 SERGEANT  
 Seychelles  
 SIDEWINDER  
 Sierra Leone  
 Singapore  
 Somali Republic ----- Use Somalia  
 South Africa  
 SOUTHCOM  
 South America

See later

Spain .....  
 Spanish Sahara ----- File Under "Western Sahara"  
 SPARROW  
 SRAM ----- Short Range Attack Missile  
 STINGER  
 Sudan  
 Sweden  
 Switzerland  
 Svalbard  
 Syria

TAC  
 Tanzania  
 Taiwan ----- File Under "China (Nats)"  
 Thailand  
 Tibet  
 Timor  
 TITAN ----- An ICMB/Space Booster  
 Tobago ----- File Under Trinidad  
 Togo  
 TOMAHAWK  
 TOW  
 TRIDENT  
 Trinidad ----- Includes Tobago  
 Trust Territory ----- Includes Micronesia (Truk, Ponape, Marshal Is,  
 Paulau, Mariana Is, & Yap)

Tunisia  
 Turkey

Uganda  
 UAR ----- United Arab Republic (Use "Egypt")  
 UK ----- United Kingdom (England)  
 UN ----- United Nations  
 USSR ----- Union of Soviet Socialist Republics (Russia)  
 Uruguay

Venezuela  
 Vietnam ----- Prior to 1976 also see Viet (South) & Viet (North)  
 Virgin Islands

Warsaw Pact ----- USSR, POLAND, YUGOSLAVIA, & other Communist Bloc  
 Nations  
 Western Sahara ----- Includes Spanish Sahara

Yemen  
 Yugoslavia

Zaire  
 Zambia

<u>NUMBER</u>	<u>SUBJECT</u>	<u>REMARKS</u>
001-099 <u>001 GENERAL</u>		
000.1	Politics, Power Struggles, & Government Crises; Elections, Political Parties, Political Activity by DOD Personnel, Promotion of Presidential (or Administration) Goals & Programs (General)	Use 014.35 for Voting, Registration, etc. Use 001 for Presidential Inauguration.
000.1	STATE OF THE UNION	
000.3	Religion, the Chaplaincy (includes Promotions)	
000.4	Museums & Historical Landmarks, Monuments	
000.5	Crimes or Allegations Thereof (Fraud, Murder, etc.) TERRORISM.	Use 383 for War Atrocities. Use 250 for Standards of Conduct. Use 383.4 for Espionage & Subversive Activities. Use 380.015 for Security Violations. Use 251 for Defectors, Desertion.
000.7	Public Information, Internal Information (Informing DOD), Public Opinion Polls	
000.7 WH	Press Briefs for WH, Reports to WH of Press Conferences, Interviews, Newsworthy Events	000.77 WH for TV News Conf
000.7	STARS & STRIPES	
000.71	Office Interviews, Appointments & Luncheons	Use Suffix, i.e., SD, DSD etc
000.73	Censorship, Allegations of "News Management", Policy on "Freedom of Information" to Public & Military Personnel (General)	
000.77.	Radio & TV Interviews, Systems	Use Suffix, i.e, SD, WH, etc.
000.77	MARS	Military Affiliate Radio System (MARS)
000.77	AFRT	Armed Forces Radio & Television (AFRT)
000.8	Civil Educational Institutions	Use School names as suffix, i.e., 000.8 Ohio State. Use 352 for Military Schools

<u>NUMBER</u>	<u>SUBJECT</u>	<u>REMARKS</u>
000.91	Sciences (Natural, Social or Physical; Behavioral) Transcendental Meditation	Use 400.112 for Research & Development Programs. Use 471.96 for Space Satellites & UFO's
000.92	Phenoma, Natural (Floods, Forest Fires, etc) Also includes Weather Reports/Forecasts, Oceanography, Astronomy, Terrestrial Science.	Use Location of Disaster as Suffix, i.e., 000.92 Virginia. Use 821 for Flood Prevention Measures. Use 471.96 for UFO's
000.92	METEOROLOGY Weather/Meteorology (Includes Meteorological Satellites)	
001	Conventions, Celebrations, Fairs, Parades & Other Events Utilizing DOD Participation (General), i.e., The Presidential Inauguration.	Use 373 for Aerial Demonstrations Use 322.1 for Bands.
001	Honor Guards Honor Guards	
001.1	Invitations	Use Suffix, i.e., SD/DSD,WH Vice Pres
002	Soldiers, Sailors & Airmen's Homes	
003	Standards & Tables of Measurement (Includes time & Metric System)	
004	Commercial Enterprises, Major Industries, Small Business	Use Company/Industry as suffix, i.e., 004 Lockheed. Use 635 for Industrial Expansion to meet Government Needs. Use 160 if Subject is Contract.
004	SMALL BUSINESS The Small Business Program	
004.2	Banks & Banking	Use 331.3 for Credit Unions
004.02	Industrial & Personnel Security of Commercial Plants	
004.04	Industrial Mobilization & Dispersion & Equipment Therefor	Use 370.01 for Military Mobilization.
004.06	Labor Conditions, Unfair Labor Practices, Unemployment & Critical Labor Areas, Unemployment Statistics, Project Stabilization Agreements	Use State/MajorCity/Company/Industry as Suffix
004.07	Labor Disputes, Strikes & Grievances, LABOR-UNION RELATIONS	Use Industry/Company/State as Suffix
004.08	Industrial Advertising & Public Relations	Use 340 for Recruitment Advertising



<u>NUMBER</u>	<u>SUBJECT</u>	<u>REMARKS</u>
005	Charity, Gifts, Contributions, Solicitations	Use Campaign as Suffix, i.e., 005 CFC, 005 Red Cross, etc.
006	Holidays, Special Days & Statements pertaining thereto	Use Holiday Name as suffix, i.e., 006 Christmas.
007	Fine Arts & Cultural Programs	
010	Laws, Law Enforcement, Legal Matters, Lawyers, The Legal Profession, Counsels, Use of Force in Law Enforcement	
012	Taxes & Tariffs	
013	Legal Actions, Summons, Legal Instruments, Attorney Fees, Polygraph, Judicial or Administrative Hearings or Proceedings, Jurisdiction of Foreign Courts, Status of Forces Agreements (SOFA), Constitutional Rights of Individuals	Use last Name of Plaintiff as Suffix, i.e., 013 Jones.
014.13	Relations Between US Government & <del>The General Public</del> (Includes Efforts to Remove "Gobbleygook" From Government Issuances	Use 093 for Federal/City/State Relationships
014.31	Aliens	
014.33	Citizenship, Passports, Visa	
014.35	Voting	
015	Courts	
017	Merchant Marine, Organization of	Use 560.2 if subject concerns the Capacity/Capability to Provide Sealift
018	Loans of Money	Use 168 for Bonds
019	Insurance	
020	The Internal Operation/Organization of DOD Offices & Agencies	Use Name of DOD Department/ Agency/Major OSD Office as suffix i.e., 020 Compt. See 040 for Non DOD Departments
020 SD/DSD	Affairs of the Immediate offices of SD/DSD and/or their personal lives.	

<u>NUMBER</u>	<u>SUBJECT</u>	<u>REMARKS</u>
020.1	Delegations of Authority and/or Assignments of Executive Agent Within the DOD or OSD (Use as a Cross Reference File only)	File Individual Delegations by Office Receiving Authority; Use Name of Office as Suffix, i.e., 020 Manpower or by Subject.
031.1	The Executive Branch of Government, War Powers	
031.1 TRANSITION	The Transition of Administrations	
031.1 WH	DOD Assistance to needs and Operations of the President, Former Presidents, and the WH Staff (If Filed in another file, Cross-Reference to this File at least once a year)	Use 452 WH for Aircraft Support to the WH. For Assistance to Specific Former Presidents, Use last Name as Suffix, i.e., 031.1 Johnson, etc.
032	Relations with Congress, Legislation (File by subject of Legislation if possible)	Reference Congressmen/Senator as individual, Use last name as suffix, i.e., 032 Proxmire.
032 HNGS	Congressional Hearings	File by subject, if possible. May also use Cmte Name as suffix.
032 LA RPTS	DOD/ATSD(LA) Rpts on Status of Legislation	
040	Government Departments & Agencies (Other than DOD)	Use Name of Dept/Agency as Suffix, i.e., 040 State, etc. (Use 020 for DOD Agencies)
040.1	Presidential "Executive Orders", "Proclamations" or Delegations of Authority to Dept or Agency (Use as Cross-Reference File only)	File Individual Orders, etc., by Subject or Agency, i.e., 040 State
050	Statistics, Polls	File by subject, when possible.
060	Charts, Maps, Photographs, Motion Pictures, Audio-Visual, Microfilm	Use SD/DSD/WH as suffix for Personal Requests. Use "350.09 Photo/Image for Intelligence photos/films.
060 GEODETIC	Geodesy Data Surveys	
070	Inventions, Copyrights, Patents & Trademarks, Ideas (General), Proprietary Rights to Data and Technology	
080	Non-Governmental Societies, Associations, Legions & Committees	Use Society Name as Suffix, i.e., 080 JAYCEES. Use "334" for Governmental Cmtes

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
091	Countries (General)	Use the Country Name as Prefix
091.112	Visits & Biographies of Foreign Officials & US Ambassadors	Use the Country of Visitor as Prefix, i.e., Greece 091.112.
091.3	The Security Assistance Program (Includes MAP Program & Military Sales). 400.137 COMSAS WITHS NR. 12 1972.	Use Country as Prefix, when Possible and file by subject, i.e., Viet 400 & Cross to Viet 091.3.
091.3 MAAG	Military Assistance Advisory Group	File the same as above, if possible.
091.31	International Commerce, East-West Trade, Customs Regulations, Imports & Exports	Use Country as Prefix, if possible.
091.31 COCOM	International Procedures to Consider Embargo of Sales of Items to Certain Countries.	File as above & Cross Reference this file as Appropriate.
091.4	Peoples (Foreign), Employment of, Population Control in War, etc., Diplomatic Personnel, Embassy Personnel, Foreign Languages, Linguists, The Foreign Service, War Brides.	
091.412	Propoganda	
091.7	Foreign Military Forces	Use Country as Prefix for Free World Assistance to Countries other than US
092	International Affairs & Relations, Foreign Policy, National Policy (General)	Use Country as Prefix, when possible
092.2	Treaties, Agreements, & Negotiations therefor, Formal Commitments to Foreign Countries (DOD General Counsel is responsible for maintaining a file of all DOD Agreements)	Use Country as Prefix, if possible
092.3	International Conferences	Use Organization/Country as prefix, i.e., UN, Germany, etc.
093	States, Cities, Towns, Counties, Territories, Provinces, Urban Affairs; The Poverty Program (General); Federal-City-State Relationships, Aging	Also See 014.13 (In 1964, "080 Youth-Country used).

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
093 CIV AIDES	DOD (Initially Army) Program of Appointing a Civilian Aide to the Governor of a State	
093 YOUTH OPPORTUNITY	The President's "Youth Opportunity Program" (General)	Use 230.02 Youth Opport for the Summer Employment of Youths. Use 353.8 Youth Opport for Youth Recreation Program.
095	Individuals, Missing Persons (Use as a last resort only)	Use Last name as Suffix.
<u>199</u> <u>100 FINANCE AND ACCOUNTING</u>		
100.5	Financial Management. Planning, Programming & Budgeting System (PPBS) (Use for Correspondence Concerning General Measures or Procedures of Financial Management, Including Broad Discussions of the 5-Year Defense Program/Budget Cycle)	
100.54	Defense Guidance. Strategy & Force Review. Selected Analyses. Program Objective Memorandum (POM)	
100.58	Five-Year Defense Program (FYDP). (Formerly Five-year Force Structure Financial Program (FY FS & FP) <u>Executive Mgt Info System</u> )	
110	Reprogramming Actions. (Prior to 1972 Also used for Appropriations & Apportionments)	File by Subject, if possible; with Cross to this number, with service as Suffix, i.e., 110 AF.
110.01	Budget (Appropriations & Apportionments)	
110.01 DECISIONS	Program/Budget Decisions (Formerly "Subject/Issues").	Filed by number, i.e., 110.01 Decision # 1. (Some previous years filed by subject)
110.01 HNGS	Transcripts & Statements of SD & Other DOD Members During Budget Hearings	Sometimes referred to as Posture Statement.
120	Funds (Including Official Representation funds for Entertaining Visitors, Stock Funds, PEMA Funds) Non-Appropriated Fund Activity	See 331.2 prior to 1973
120.1	Expenditure of Funds, Payment Procedures, Costing, Cost Analysis.	In 1972 "121.6" was combined with 120.1.

<u>NUMBER</u>	<u>SUBJECT</u>	<u>REMARKS</u>
123	Money & Currency, Checks, Savings, Economic Conditions, Economy Measures & Programs in Government, "Offset" Payments, National Debt, Military Payment Certificates (MPC)	
123 BAL OF PMTS	Balance of Payments, "the flow of International Exchange"	See 400.136 for SD Apprs of Procurement from Foreign Sources
123 COST REDUCTION	The Presidential, DOD & Contractors Program to Reduce Expenditures & Costs	(Includes "Value Engineering")
123 ECONOMIC IMPACT	Studies/Programs Concerning the Effect on the Economy of Defense Expenditures	
123.7	Foreign Money & Currencies	
130	Accounting for Funds, Audit, Accounting Systems, Control over Disbursement Operations;	
140	Accounting & Control of Property, Stores & Supplies, including Government-Owned Property utilized by Contractors, MILSTRIP, <i>material mgmt. integrated</i>	
141	User Charges; Collections for Services by DOD	
150	Claims & Accounts (Includes War Claims)	
160	Contracts, Bids, Government Contracts	Use Company Name as Suffix. Use "140" for Control of Government-Owned Property Utilized by Contractors.
160 A&E	Architect Engineers	
160 NON-PROFIT	Contracts with Non-Profit Corporations	
160 COMPLIANCE	Programs to Ensure Observance of Equal Opportunity Practices by Commercial Enterprises Contracting with US Government	Use Company Name as Suffix when possible.
160.1	Cost Overruns on Contracts, Contract Cost Data, Excess Profits on Contracts/Contractor Performance; "Truth-in-Negotiations" Act.	Use Company Name as Suffix when possible.

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
168	Bonds	
<del>200</del> <sup>299</sup> <u>200 PERSONNEL</u>		
200	Personnel (General)	
200 EQUAL OPPORT	Policy & Programs to Ensure Equal Opportunity/Treatment regardless of Race, Sex, Physical Handicaps, Religion or National Origin.	Use 160 COMPLIANCE for efforts to Ensure that Gov't Contractors observe Equal Opportunity. NOTE: Prior to 1972 see 230 Equal Opport & 291.2.
200 CIVILIAN- IZATION	Program of Converting Military Spaces to Civilian	NOTE: In 1965 & 1966 See 200 (28 Jul 65)
200.1	Personnel Absences/Leave (Civilian & Military)	Use 251 for AWOL, Desertion. Use 020 for Big wheels, &.e., 020 SD, 020 COMPT, etc.
200.2	Methods of Personnel Identification (Including Names, Serial Numbers, Credentials, Insignias)	
200.3	Protocol (Rules of Rank, Precedence & Correct Procedures)	Use 092.2 for Protocol in negotiations for a treaty or agreement.
200.4	Tours of Duty to Include Tours of Duty/Office Hours, Terms of Service, TDY, Rotation/Replacement, Assignment, Transient Personnel, Personnel Turbulence.	
200.4 WH	Assignment of Personnel to WH	
200.6	Decorations, Citations & Awards, Emblems.	Use Name of Award as Suffix, i.e., 200.6 MOH, or Name of Country as Prefix, i.e, UK200.6.
	<u>FREQUENTLY USED AWARDS</u>	
	Defense Distinguished Service Medal	
	Defense Superior Service Medal (DSSM)	
	DOD Distinguished Civilian Service Medal	
	DOD Distinguished Public Service Medal	
	SD Meritorious Civilian Service Medal	
200.62	Awards & Decorations by Foreign Governments or International Organizations	Use Name of Country as Prefix, i.e., Greece 200.62.

<u>NUMBER</u>	<u>SUBJECT</u>	<u>REMARKS</u>
200.63	Awards & Decorations <u>to</u> Foreigners.	Use Country as Prefix, i.e., Greece 200.63.
201.2	Personal-Commercial Affairs, Consumer Affairs.	
201.22	Commendations, Letters of Appreciation for Inclusion in Personnel File of Individual	Use 335 SD/DSD for General lts of Thanks
201.6	Efficiency Reports, Profic- iency & Reliability of Person- nel (Human Reliability)	
201.8	Retirement, Resignation, Sepa- ration and/or Discharge (Mil)	See 230.8 for Civilian Pers.
205	Military Personnel (General)	
210	Commissioned Officers	Use Service as Suffix, i.e., 210 Army.
210 3 <del>8</del> 4 STAR	3 & 4 Star General Officers Personnel Actions	Use Service as Additional Suffix, i.e., 210 Army (3&4 Star
210.681	Attache's, Foreign Liaison Officers	Use Country as Prefix, if possible, i.e., Greece 210.681.
211	Titles & Specialties, Critical Skills, Career Development Programs	Use Type of Title as Suffix, i.e., 211 Pilots. See 750 for Medical Personnel. See 000.3 for Chaplaincy.
220	Enlisted Personnel (General)	Use Service as Suffix, i.e., 220 Army.
230	Civilian Personnel, Personnel Hired by Contract, Civilian Strength	
230 DUAL COMPENSATION	Employment of Retired Military Personnel by US Government	
230 EXECUTIVE INTERCHANGE	Executive Interchange Program	
230 SUPER GRADES	Executive Manpower, Civilian Personnel (GS-16 & Above)	Use Office as Suffix, i.e., 020 ISA where possible.
230 WH	DOD Civilian Personnel Assigned to the WH	
230 WH FELLOWS	WH Fellows Program	

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
230.02	Applications & Recommendations for Civilian Employment	
230.02 OVERSEAS	Applications for Employment Overseas	
230.02 YOUTH OPPORTUNITY	Summer Employment	Use "093 Youth Opport" for the broader aspects of Presidents Youth Opport P rogram/Intern Program
230.45	Overtime (Civilian)	
230.8	Retirement, Separations (Civ)	See "201.8" for Military
231.2	Experts, Consultants, and Specialized Professions; the "Brain Drain"; Loss by Developing Countries (Scientists, engineers, etc)	See "211" for Career Development Programs.
240	Pay & Allowances (Mil), Costs/Pricing/Standard Rates for Military Personnel Services/Resources	
248	Pay, Allowances, Wages (Civ) Social Security	
248.7	Travel, & Related Expenses, (Per Diem)(Civ, Mil & Dependents)	EDUCATION ACT
248.8	Employee Suggestions/Efficiency Awards	
250	Standards of Conduct, Discipline, Conflicts of Interest, Morals & Conduct (to include Homosexuality, Sexual Perversion, etc) Unionization of Armed Forces, Code of Conduct	
250.4	Uniform Code of Military Justice; Court Martial & Sentences therefrom	Use indiv's Name as Suffix for court martial.
251	Desertion, AWOL, Defection/defectors	
253	Military Prisoners, Confinement System, Prisons, Detention & Detention Facilities	Use 013 for Prisoners Sentenced by Foreign Courts. Use 383.6 for POW's
292	Quasi-Military Personnel, Dependents, Veterans Affairs, "GI" Benefits, Retired Affairs, Legitimate & Illegitimate Children, Orphans, Retired Servicemans Family Protection Plan, Soldiers & Sailors Relief Act	



<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
293	Deaths, Funerals & Burials, Letters of Condolence	Use Name as Suffix. See "687" for Cemeteries.
<u>300<sup>399</sup> ADMINISTRATION</u>		
300.3	Regulations & Circulars	
300.8	Directives & Instructions	
310.1	Management (General), Office Administration, Organizational Improvements (General), the Decision-Making Process (Gen- eral), Management Structure.	See 100.5 for Financial Management.
311	Communications, Telecommunications, Electronics, Microelectronics (General)	Use Country or Single Command as Prefix, i.e., Viet 311/SAC 311. Use 323.3 for Instalation Communications, i.e., 323.3 Ft Bragg. Use UK 311 for Internationa MALLARD Project.

THE FOLLOWING IS A MOST OFTEN USED COMMUNICATIONS FILES LIST:

AUTODIN	Automatic Digital Network	
AUTOVON	Automatic Voice Network	
CCC	Communications, Command & Control (General)	
CCC COMMAND POST	Alternate Command Facilities (Includes NEACP, AMBCP & AJCC)	
CCC MEECN	Minimum Essential Emergency Communications Net	
CCC WWMCCS	World-Wide Military Communications & Control System	Use "413.77" for the Warning System Associated with the WWMCCS
COMINT	Communications Intelligence	File "350.09 COMINT"
COMSAT	Communications Satellite Corp	
COMSEC	Communications Security	
DCS	Defense Communications System (General)	
DSCS	Defense Satellite Communications System (Includes IDCSP & ADCSP)	
DSSCS	Defense Special Security Communications System SPINTECOMM, CRITTECOMM	

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
ECM	Electronic Countermeasures, includes jamming.	
FACSIMILE	Picture Transmission (Includes WASH FAX, Washington Area High Speed Facsimile System)	
FTS	Federal Telecommunications System	
FREQUENCIES	Frequency Assignment or Utilization	
HOTLINES	Emergency Communications Link Between Heads of Government/ National Leaders	File Individual Arrangements Under Country Involved, i.e., "USSR 311"
ICS	Interagency Communications System (Filed in ICS Reference file)	
IFFN	Identification Friend, Foe or Neutral	
NCS	National Communications System	
NMCC	National Military Command Center & Alternate (ANMCC)	
NMCS	National Military Communication System (Includes NMCCSSC)	
PRECEDENCE	Relative Handling/Transmission Speed & Importance of Message Traffic; Delays in Transmission, Delivery, Volume Reduction (Minimize) During Crisis; Management of Message Traffic.	Use "350.09 NIA" for Accurate Intelligence During crisis. Use "381" for Crisis Management.
PENTAGON	Pentagon Communications (General)	
PROCESS/DIST	Communications Centers/Message Center Operations, & Equipment used to Automatically Process &/or Distribute (switch) Record Communications	Includes: Automatic Data Relay (ADR; Local Area Communication Equipment (LACE); Automatic Message Processing System (AMPS); Western N. Auto Switch (Plan. SS); Local Digital Message Exchange (LDMX) System
SATELLITES	Communications Satellites (Gen)	See "311 TACSATCOM" for Tactical Communications via Satellite.
SEAFARER	Submarine Communications Network	
SECURE VOICE	Protection from Intelligence Gathering	
TACTICAL	Communications for Field/Tactical Use	
TACSATCOM	Tactical Satellite Communications	

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
TEWS	Tactical Early Warning System	
TRANSPORTABLE	Mobile/Transportable Communications System	
WH	Communication Support to the President (Includes WHCA)	
NOTE: The Following are Dormant Numbers. They were used in the Past so keep in mind when doing research for old documents.		
CCC ASWCCS	Anti-Submarine Command & Control System	
CCC FACC	Force Associated Control & Communications	
CCC JSO	Joint Service Office (JSO) (Manages the Joint Advanced Tactical Command, Control & Communications Program)	
DECCO	Defense Commercial Communications Office	
DEFCORD	Defense Coordination Teletypewriter Network	
DTS	Diplomatic Telecommunications System (Dept of State & Embassies)	
IDTS	Interim Data Transmission System	
IONOSPHERIC	Ionospheric Scatter Systems	
IWCS	Integrated Wide-Band Communications System	
SATELLITES COMMITTEES		
311.1	Mails, Post Offices & Related Services, ARFCOS Delivery	
311.3	Telephones & Microphones, Listening Devices, "Wire Taps", Interception of Conversations	
311.4	Couriers & Messengers	
311.5	Cryptography	Use "350.09 CCP" for the Consolidated Cryptologic Program. See "380.01" for Code Words.
312	Correspondence & Processed Messages (Cables), telegrams, Terminology (Dictionary of Terms)	Use "311" for Transmission of messages. Use Prefixes as follows: "312 Rpts" for SD/DSD Signature briefs; "312 JCS" for JCS Correspondence; "312 WH" for General WH Correspondence; "312 Status" for Status of SD Actions.
313	Records, Records Management (Paperwork Management)	
313.4	Classification & Declassification of Records	Also See "314.7"

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
313.5	Utilization, Authentication, Access or Permission to Examine Records, Denial of Access to information on basis of "Executive Privilege" or that Information is Privileged. Privacy Act.	See 000.73. Prior to 1976, Privacy Act filed "350.09".
314.7	Histories, Clearance/Release of Historical Information for Publication, "Papers" of Prominent Officials & Former Officials, Critiques (General)	Use Last Name as Suffix, i.e., "314.7 Eisenhower". See 331.1.
315	Forms & Forms Control	
319.1	Reports, Listing of Recurring Reports	File by subject when possible. Use Report Name as suffix, i.e., 319.1 FBI. Cross once.
319.2	Studies, Systems Analysis (Gen)	File by subject when possible. Cross once.
320.2	Organization of Forces &/or Personnel Strength & Grade Structure of Military Departments/Countries.	Use Country as Prefix/Military Department as Suffix, i.e., UK 320.2/320.2 AF.
320.2 STRATEGIC	Strategic Organization of Forces	Same as above.
322	Organization & Units (Gen), Commands & Military Units	Use Major Command as Prefix, i.e., SAC 311.
322 UNIFIED	Unified & Specified Commands	same as above
322.1	Bands, Music, Songs	
323.3	Military Installations, Bases	Use Installation as Suffix/ Country as Prefix, i.e., 323.3 Ft Bragg/UK 323.3.
323.3 OVERSEAS	Overseas or World-Wide Base Requirements/Studies (Gen)	
325	National Guard	
325 DC	DC National Guard	
326	Reserve Organizations, Executive Reserve	Use Service as Suffix, i.e., 326 Army.
326.6	ROTC, SROTC, National Defense Cadet Corps, & Other Assistance to Potential Officer Personnel Attending Civilian Educational Systems.	

<u>NUMBER</u>	<u>SUBJECT</u>	<u>REMARKS</u>
327	Selective Service, the "Draft", Conscription, Universal Military Training (UMT), Conscientious Objectors, Draft Evaders, Deferments, Clemency Program.	Use "340" for Proposals for a Volunteer Army.
330.11	Morale, Attitude, Welfare, Sense of Patriotism, Devotion to Duty of Personnel, Entertainment of Personnel.	
330.14	General Criticism of the Military & General Complaints.	
331.1	Libraries, Presidential Libraries.	Use Pres's Last Name as suffix, i.e., 331.1 Kennedy.
331.2	Clubs for Military Personnel	Use 130 for Non-Appropriated Activities.
331.3	Post Exchanges (PX), Credit Unions & Commissaries.	Use "004.02 for Commercial Banks.
331.4	Messes, SD Mess	Use 331.4 SD for SD Mess.
332.1	Flags & Presentation of the Colors.	
333	Visits by US Officials (Other than US Ambassadors)	Use 091.112 for Visits by Foreign Officials/US Ambassadors. Use Country as Prefix/ Name as Suffix, i.e., UK 333/333 Jones
333.1	Inspections/Investigations	Use Name of Command/Office as suffix, i.e., SAC 333.1.
334	US Government Boards, Committees, Commissions, Councils	Use Formal Name as suffix, i.e., 334 Bd of Governors. Use "080" for Non-Government Organizations.
335	Honors, Ceremonies, Thanks, Testimonials, Greetings, Autographs, Commemorative Stamps, Recognition, Emblems	Use SD/DSD as appropriate suffix.
337	Conferences, Briefings, Orientation tours, Meetings, Forums, Bi-laterals.	Use Confernce Name as suffix, i.e., 337 Cabinet. See 092.3 for International Conferences.
337 EXEC ASST's	Executive Assistants Group	
337 WH	WH Tours & Briefings.	

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
340	Recruiting Enlistments & Proposals for Achieving a Volunteer Army, Navy, etc., Induction Standards	
342.18	Enlistment of Aliens	Use 370.21 for Foreign Legions, Volunteer Gps, etc.
350	Education (Gen)	Use 000.8 for Civilian Educational Institutions.
350.001	Addresses, Lectures, Speeches, Right to Speak, Contrary to Policy	File by subject when possible. Use Speaker/Author as suffix. Use 000.7 for Articles for Publication in Public media.
350.05	Release of Military Information to Foreign Governments; Disclosure Policy (Gen)	Consider using Alphabetical Prefix files.
350.05 NDPC	National Disclosure Policy Committee (Formerly Named the "State-Defense Military Information Control Cmte")	
350.09	Intelligence, Counterintelligence, Reconnaissance (Gen)	
350.09 RPTS	<i>The Reporting Process, Under Cassette Program</i>	

THE FOLLOWING IS A LIST OF MOST USED INTELLIGENCE SUFFIXES:

CCP	Consolidated Cryptologic Program	
GDIP	General Defense Intelligence Program (Formerly the CIP)	
CDIP	Consolidated Defense Intelligence Plan	
COMINT	Intelligence Gained from Communications	
ELINT	Intelligence Gained from Non-Communications Electromagnetic Radiations (Other than Atomic)	
HUMINT	Human Resources Intelligence Collection	
ICDP	Intelligence Career Development Program	
IDHS	Intelligence Data Handling Systems	
NIA	National Intelligence Activities (Use for efforts to Improve the effectiveness and efficiency of the overall <u>National</u> Intelligence effort; <u>include determining National Requirements &amp; Allocating National Resources</u> )	Use "381" for Crisis Mgmt of Intelligence Gathering. Also See "311 Precedence".

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
PHOTO/IMAGE	Intelligence by Photography, Images, to include the Interpretation thereof	
SATELLITE	Reconnaissance by Satellite (Gen)	
SIGINT	Broad Intelligence Field Covering Both COMINT & ELINT	
350.2	Instruction of Foreign Personnel	
350.3	Instruction of Civilians in Military Schools, Education of Public by Military Personnel	
352	Service Schools, Dependent Schools & Academies, Courses of Instruction of Military Personnel, Schools Institutes Sponsored by Federal Government; Board of Visitors; Reports on Academies	Use Formal Name/Abbreviation/ of Colleges/Academies/Course as Suffix, i.e., 352 USMA; 352 USUHS.
352 ACADEMIES	Military Academies (Gen)	
352 DEP SCHOOLS	All Military Schools in Overseas Areas	File by Country when possible.
353	Training, Maneuvers, Exercises	Use Exercise Name as Suffix/ Country as Prefix (if possible i.e., 353 Omega II/NATO 353.
353.8	Sports & Athletics	See 330.11 for Entertainment. Also See "334 Pres Cmte on Recreation & Natural Beauty".
353.8 MARKSMAN-SHIP	Marksmanship Program & Controls (Use for DOD Participation/Encouragement of Rifle/Pistol Practice & Contests Including Releasing Weapons & Installations Thereof)	
353.8 YOUTH OPPORT	Summer Recreation Program for Under-privileged Youth.	See "093 Youth Opport".
360	Aviation & Aeronautics (Gen), Air Traffic Control, Flying Regulations & Irregularities, Overflights & Sonic Booms, Aircraft Noise, Airline Routes	Use "000.92" for Weather Stations/Reports.
360.33	Aircraft Accidents, Unauthorized Use or Theft of Aircraft (Mil) & Prevention Thereof	Use "360.7" for Hyjacking. Use Alpha prefixes where appropriate.

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
360.7	Civilian & Commercial Airlines; Hyjacking	
370	Deployment of Forces; Ordering or Scheduling of Forces for movement	Use Alpha File as appropriate, i.e., Viet 370. Use 500 Series for Transpor- tation Aspects of Deployment.
370.01	Mobilization & Demobilization of Military Forces	See "388.3" for Disarmament. See "004.04" for Industrial Mobilization.
370.02	Relocation in/or Withdrawal of Forces from Foreign Countries	Use Country as Prefix when possible.
370.05	Evacuation & Protection of Evacuees	Use Vacated Country as Prefix.
370.3	Anti-Infiltration Systems, "Barrier Defense Systems (Such as those em- ploying Combinations of Strong Point Defensive Positions, Sensors & Other Electronic Devices)	See "VietBarrier" Files for Barrier Systems in Vietnam Era (1960-1974)
370.61	Civil Disturbances, Riots, Protests, Demonstrations, Revolutionaries, etc.	Use Location/Cause/Subject of Demonstration as Suffix, i.e., "370.61 Watts". Use Country as Prefix, i.e., Viet 370.61.
370.64	Unconventional Warfare (Gen)	Use "311 ECM" for Electronic Warfare.
370.64 CBR	Chemical, Biological, & Radiological Warfare.	
370.64 CI	Insurgency, Counterinsurgency; Guerilla Warfare; Subversion/Count- ersubversion in Foreign Countries	Use Country as Prefix, ie., Poland 370.64.
370.64 COVERT	Covert (Concealed)/Clandestine Operations	
373	Aerial Demonstzations, Air Shows	
373.24	Air/Aerospace Defense (Defense Against Aircraft Missiles)(Gen) BMD (Ballistic Missile Defense)	Use "413.77 For Early Warning Devices/Equipment.
373.4	Search & Rescue. DOD Evacuation of Accident Victims (Highways, etc) MAST Program,	



<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
380	War & Peace (Gen)	
380.01	Security of Classified Information, Personnel & Physical Security to Protect Classified Information; Nicknames or Code-names	Use "004.02" for Industrial Security. Use "313.4" for Classification of Records.
T-380.01 Cong	Use for All Applications for Security Clearances for Congressional Employees.	
380.01 SCIENTIFIC/ TECH	Security of Scientific/Technical Information	
380.01 WH	Clearance of WH Personnel, Including Couriers.	
380.015	Security Violations, Compromise of Security Information; "Leaks" of Defense Information	Use Individual Names as Suffix, i.e., 380.015 Jones; 380.015 Newsweek
381	Military Plans & Policy (Gen), Military Strategy, Capabilities & Objectives Prior to Outbreak of Military Conflict or War, Contingency Plans, Alert Systems, the "National Security (Gen), Crisis Management. NAT'L CMD AUTHORITY. EXECUTE ORDERS	See 385 Series for Military Operations after Outbreak of War/Conflict. See "311 Precedence" for Msg traffic during Crisis Mgmt. See "350.09 NIA" For Accurate Intelligence during Crisis Mgmt.
381 CONT OF GOVT OPNS	Plans for Survivability/Relocation of the National Command Authorities, the President, Presidential Successors (Including SD), Departments & Agencies Under Emergency Conditions	
381 JSOP	Joint Strategic Objective Plan	File Bulky JSOP on Back Shelf.
381 NATIONAL RESOURCES	Planning for Allocation of Key National Resources, i.e., Electric Power, Critical Materials, Under Emergency Conditions.	
381 PEADS	Presidential Emergency Action Documents	
381 SIOP	Single Integrated Operational Plan	
381.1	Policy & Planning for Air Warfare	
381.2	Policy & Planning for Ground Warfare	
381.3	Policy & Planning for Sea/Water Warfare	

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
381.35	Policy, Planning, Strategy, Concepts of Submarine/Anti-Submarine (ASW) Warfare	Use 560.3 for Submarines & Equipment therefore. Also See 385.35.
383	Atrocities & War Crimes	
383.4	Espionage, "Spies", Subversion or other Conspiratorial Acts on Behalf of an enemy; the Communist Conspiracy in the US; Internal Security Programs* or Steps to Detect, Present, or Eliminate Such Conspiratorial Acts; Contacts with Potential Enemies.	*Includes Restrictions on travel by representatives of Communist Countries; Efforts to Prevent/Detect Illegal entry of Weapons into US.
383.6	Prisoners of War (POW's), Evasion & Escape, Concentration Camps	See 253 for other prisoners. See 250 for Code of Conduct. See 704 for casualties.
383.7	Refugees	
384	Civil Emergency Preparedness, Civil Defense, Fall-Out Shelter Program	Also See "381 Cont of Govt Opn & "381 National Resources"
385	Military Operations or Missions (Gen), During Maneuvers, Training or After Initiation of a Military Conflict/War/Incident	See "370.64" for unconventional Warfare. See "381" Series for Planning prior to Outbreak of Hostility
385 RULES OF ENGAGEMENT	Operating Rules During Hostilities	Consider Using Country as prefix
385 SITREP	Situation Reports (Gen)	Use Single Country as prefix.
385.1	Military Air Operations or Missions (Use only if size of conflict/correspondence volume Warrants)	Use Specific Operations as Suffix/ Country as prefix, i.e., Viet 385.1 Arclight.
385.2	Military Ground Operations or Missions (Same as above)	Same as above
385.3	Military Sea Operations or Missions (Same as above)	Same as above
385.35	Submarine/Anti-Submarine (ASW) Operations/Missions During a Conflict/War/Incident (Same as above)	See 381.35 (Same as above)
388.3	Disarmament &/or Measures Designed to Lessen Tension Between Nations or Blocs of Nations	Use A-388.3 for Nuclear Disarmament.

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
A-388.3	NON-PRO Program for Non-Proliferation of Nuclear Weapons	
400 <sup>499</sup>	<u>SUPPLIES, SERVICES &amp; EQUIPMENT</u>	
400	Logistics, Materiel, Supplies Services & Equipment (Gen) CO-Procurement	File by Logistical Item when possible/Use Service as suffix. See "140" for Logistics Mgmt.
400.112	Research & Development (R&D)(RDT&E) Tests, Trials, Experiments, Technical Information, Technology (Gen) Reliability of Equipment. TR000	File by Subject if possible/ Use Service as Suffix. Use A-400.112 for Nuclear Tests.
400.112 ACP	Area Coordinating Paper	File by subject if possible/ Cross Reference to this file.
400.112 DCP	Development Concept Papers (Prepared for SD by DDR&E to Present the full Military & Economic Consequences & the Risks involved in Major Research & Development Programs)	File Individual DCP's by subject/Cross Referencing this file.
400.112 FCRC	Federal Contract Research Centers	
400.112 OVERSEAS	US Contracts for Research in Foreign Countries	Cross Reference to Countries, i.e., Greece 400.112.
400.112 PM	Program Memo on Major Weapons Systems	File by subject when possible.
A-400.112 TEST BAN	Ban on Nuclear Testing	
400.112 THEMIS	University Research Programs	(Previous in "000.8"(13Sep65)
400.13	Procurement & Purchasing (Gen), Procurement Regulations (ASPR), the "Acquisition Process"	File by subject when possible. See 160/160.1 Series. Also See "004.06".
400.13 SAR	Selected Acquisition Reports (SAR)	
400.136	Purchases from Foreign Countries (Offshore Procurement) (Gen), Buy American Act (Cross-Reference this file for each SD/DSD Approval Required because of Effect of Balance of Payments or "gold-flow".	File under Purchasing Country i.e., UK 400.136, UK 452, UK 560, etc.
<del>400.137</del>	<del>Sales to Foreign Countries, International Logistics Negotiations (ILN) (Cross Reference this file as necessary.)</del>	<del>File under purchasing country when possible, i.e. UK 452, UK 400.137, UK 560, etc.</del>

*Discarded in 1978, combined with 0913*

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
400.15	Catalogs, Cataloguing & Standardization (Gen)	See "312" for Standardization of Terminology.
400.17	Manufacture & Production of Supplies & Equipment, Production Lead Time	File by specific item if possible.
400.174	Material Priorities & Military Urgencies; "Drawdowns" or Diversion to Meet Urgent Requirements	
400.174 MUL	Master/Military Urgencies List (Contained in DOD Directive S-4410.3) (Use this file for Listings/Cross References.)	File Correspondence Pertaining to Addition/Deletion/ of individual items to/from list under subject file of item.
400.2	Physical or Mechanical Handling of Supplies, Containerization, Maintenance, Packaging of Equipment	
400.23	Stockpiles/Requirement/Inventories (Gen)	Use "A-400.23" for Stockpile of Nuclear Weapons. File by Subject if possible.
400.44	Accidents & Damage	
400.703	Personal Property, Surpluses or Excess Material/Supplies & Disposal or Redistribution thereof (Gen)	File by Subject if regarding one subject.
400.93	Salvaging	
401.1	Strategic & Critical Material	Use "A-401.1" for Nuclear Materials/Waste.
410	Materials, Machines, Hardware & Spare Parts, Engines (Gen)	
410.2	Materials, Minerals, Ores, Chemicals Mining (410.4 was Combined with this number in 1975)	Use Single Metal Name as Suffix/Country as Prefix.
411.1	Lumber, Plaster, Wallboard & Timber Trees, Wood	
412	Electrical, Heating & Plumbing Supplies	
412.1	Heating & Cooling Devices, Air Conditioning Equipment	
413	Tools & Instruments	
413.5	Office Equipment & Machines	
413.51	Data Processing Machines, ADP, Computers, Standardized Data Codes, Magnetic Tape, Information Science Technology, CRT	Use "211 ADP" for ADP Personnel.

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
413.52	Printing, Duplication, Reproduction Machines & Collators	
413.53	Cameras & Photographic Equipment	
413.55	Protectograph (Signature Machines)	
413.6	Detection, Measuring & Testing Ins- truments, Tools & Systems, Including Seismographs; Time Instruments, Watches	
413.77	Navigational Aids, Range Finding Equipment, Radar, Electromagnetic & Accoustic Sensors, Sonar, Buoys for Navigation, Night Vision Devices, Laser Guidance Systems	Use Specific System as suf- fix, i.e., 413.77 AWACS.
413.77 SATEL- LITES	Satellite-borne Navigational Equip- ment, Sensors, Etc.	e.g. the navy's TRANSIT system.
414	Furniture, Tableware, Dishes, Silver- ware Furnishings	
420	Clothing, Cloth, Uniforms, Shoes, Textiles	
430	Food, Subsistence, Agriculture Products (Gen)	
431	Meats & Fish	
433	Bread, Cereal, Flour & Grain	
434	Dairy Products, Lard & Oils	
435	Beverages, Water, Alcoholic Beverages	Use "671" for Water Facil- ities/"723" for pollution
440	Medical, Dental, & Veterinary Sup- plies & Equipment to Include Medi- cines & Drugs, Eyeglasses	Also See "700" Series.
451	Vehicles (Gen) & Spare Parts Therefor	
451.6	Armored Personnel Carriers & Tanks	
452	Aircraft (Gen), Balloons	Use Name of Plane as Suffix, i.e., "452 B-1; 452 F-4,"etc.
452 SAM	Special Air Mission	

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
452 WH	Presidential Aircraft, Use of Military Aircraft for Political Purposes, etc.	
452.13	Aircraft Maintenance, Equipment & Spare Parts	
453	Railway Equipment, Locomotives	
454	Animals	
461	Publications, Books, etc	File by Subject of Publication when possible.
461.01	Requests for Publications	
462	Office Supplies	
463	Fuel, Light, Electric Power, Petroleum Products, Propellants, Products, & Other Energy Sources	Use "670" for Pipelines/Other Distribution Systems. Use "A-463" for Nuclear Energy.
463.2	Reactors & Generators, Lasers (Gen)	Use "A-463.2" for Nuclear.
470	Armament, Weapons, Howitzers (Gen)	
470.02	Deployment, Transfer, Withdrawal of Armament	Use "A-470.02" for Deployment of Nuclear Weapons.
471	Ammunition, Munitions, Ground Munitions, Naval Gun Ammunition, Gunpowder	
471.6	Bombs, Grenades, Torpedoes, Depth Charges, Mines, Air Munitions, Fuzes	
A-471.61	Atomic, Nuclear & Thermonuclear Weapons, Systems, Programs (Cross Reference File only)	File by Country, i.e., Greece 471.61.
471.8	Warheads & Reentry Weapons	Use "A-471.8" for Nuclear.
471.86	Explosives, Explosive Disposal, Safety Precautions for Explosives	
471.94	Missiles (Gen)	Use Name of Missile as prefix, i.e., MINUTEMAN 471.94.
471.941	Parts, Accessories, & Equipment for Missiles, Silos	
471.96	Space Programs, Space Platforms, Satellites & Other Objects in Space, Unidentified Flying Objects (UFO's)	See "311" Series for Communication Satellites; "000.92 Meteorology" for Meteorological Satellites; "413.77 Satellites" for Navigational Satellites.

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
486.4	Printing & Binding	
<sup>-599</sup> 500	<u>TRANSPORTATION</u>	
500	Transportation, Mobility (Gen)	
505	Mobility Support Forces (Gen), the Personnel, Equipment & Materiel, Required to Load, Unload & Operate the Terminals for the Various Modes of Transportation	Use Specific Mode of Transportation as Subject, i.e., "580", "560", etc.
510	Strategic Mobility (the Capability, Plans, Planning, Means, and/or management of Transportation Resources for Strategic Movement of Forces Scheduled for Deployment.)	See "560.2" for Sealift; "580" for Airlift; "370" for aspects of Deployment other than transportation.
517	Transportation of Members of Congress & Other Key Officials	
520	Transportation of Materiel, Property, & Supplies (Including Household Goods)	
530	Land Transportation (Rail, truck, etc)	
560	Water Transportation & Vessels therefor (Gen)	Use "A-560 Series for Nuclear powered. See "381.3/385.3" for the planning/use of vessels.
560.05	Shipbuilding, Ship Conversion/Modification Programs (Gen), Including Modification of Shipyards therefore	
560.1	Aircraft Carriers	Use "A-560.1" for nuclear.
560.2	Cargo/Merchant & Passenger Vessels, Sealift	
560.2 FDL	Fast Deployment Logistic Ships	
560.3	Submarines	Use "381.35" for Anti-Submarine Warfare (ASW)/A-560-3 for Nuclear Submarines.
580	Transportation by Air, Airlift	
580 CRAF	Civil Reserve Air Fleet	
<sup>-699</sup> 600	<u>FACILITIES, BUILDINGS &amp; GROUNDS</u>	
600	Facilities, Buildings & Grounds (Gen)	

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
600 FORRESTAL	Facilities & Grounds of the Forrestal Building	
600 PENTAGON	Facilities & Grounds of the Pentagon Building	
600.1	Construction Program (Gen)	Use Service as Suffix, i.e., 600.1 Army.
600.18	Operation, Care & Maintenance of Buildings & Grounds	
600.18 SNOW	Snow Removal Plans	
600.96	Protective Construction, Bomb-proofing, Shelters	Use "384" for Nuclear shelters
600.97	Damage or Destruction Assessment	
601	Real Property (Land & Permanent Buildings)	See "400.703" for Personal Property.
611	Highways, Roads, etc	
617	Railroads	Use "453" for Railway Equipment.
618.2	Recreation Areas; Beautification of Areas, Conservation, Wildlife, Parks, Waterfowl	
619.3	Memorials	Also See "335".
619.4	Parking, Parking Permits	
620	Housing, Quarters	
620 EQUAL OPPORT	Non-Discrimination Efforts in Housing	
620 LEASED	Leased Housing	
620 MIL REP POS	Military Representative Positions	
632	Hospitals, Dispensaries & Other Medical Facilities, <i>including homes</i>	Can Use Hospital as suffix.
633	Storage Facilities (Warehouses, etc)	



<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
635	Industrial Facilities, Expansion for Government Needs, Government Owned or Operated Factories, Shops & Laboratories; Government (or "in-house") Production or Services in Actual or Potential Competition With Private Sources; Arsenals & Armories.	Use Name of Facility as suffix, i.e., 635 Frankford. Cross-Reference to Product being expanded/reduced, i.e., "470" (Ammunition).
670	Plants & Systems in Support of Installations (Pipeline Systems, etc.)	Use Installation as subject; i.e., 323.3 Ft Bragg.
671	Water & Sewage Facilities; Fire Prevention, Fire Fighting Facilities & Equipment	Use Installation as subject; same as above. Use "723" for Anti-pollution efforts.
676.3	Alarms Systems, Protective Warning Systems	
680	Office Space, Leased Space	See 600 Pentagon/Forrestal. Use "633" for Storage Space Problems at an installation.
680 NCR	Government Space Requirements in National Capital Region (NCR)	"680 ROW" Combined with this number in 1972.
680.48	Concessions & Concessionnaires	
684	Targets & Targetting, Bombing Ranges, Missiles & Space Ranges, Underwater Ranges & Proving Grounds	Use name of Range, etc as suffix, i.e., 684 White Sands
686	Civilian Airports	Use Airport Name as Suffix, i.e., 686 Dulles. Use 323.3 for Military Airbase
687	Cemeteries	Use Cemetery Name as suffix, i.e., 687 Arlington.

<sup>199</sup>  
700 MEDICINE, HYGIENE & SANITATION

701	Medical Care, CHAMPUS, "Medicare" (to include Family Planning) for Military Personnel, Dependents, & Civilians; Medical Assistance (Mercy Missions, etc) to non-Military Personnel	Use "632" for Hospitals, Dispensaries/"440" for Medical Supplies.
702	Medical (Physical & Mental) Examinations, Physical, Mental & Moral Standards, Physical Fitness	

<u>NUMBERS</u>	<u>SUBJECT</u>	<u>REMARKS</u>
704	Casualties, Amputees, Morbidity Data (Includes, Wounded, injured, KIA)	
704.1	Studies on Effects/Treatment of Radiation/Fallout; Decontamination	Also See "384"/370.64 CBR".
710	Afflictions, Injuries, Diseases, Narcotics & Drug Addiction, Alcoholism	
720	Health & Prevention of Disease, Im- munizations, Preservation of Food, Medical Research, Nutrition	
723	Hygiene of the Air & Ground (Envir- onment); Air & Water Pollution, Noise Abatement & Pest Control (DDT--Pesticides)	See "360" for Sonic Boom Problem/Control.
729	Safety (Gen) (Previous Years See A-471.61 Rules)	Use "A-729 Rules" for Nuclear Safety Rules.
742	Blood, Blood Donors, Blood Banks	
750	Medical Personnel	Use Specialty as suffix, ie., "750 Physicians," etc.

<sup>899</sup>  
800 RIVERS, HARBORS & WATERWAYS

800	Rivers, Ports, Harbors & Water- ways (Gen)	Use Country as prefix, i.e., Germany 800.
800.93	Defense of Rivers, Harbors & Water- ways, Port Vulnerability	
801.2	Laws of the Sea, Fishing Zones, Ex- tension of Continental Limits Out to Sea, Coastal Boundaries, Contin- ental Shelf, Use of the Seabed, Arms Control Measures on the Seabed	
821	Dams, Canals, Locks, Flood Control, Reservoirs	
823	Bridges	
825	Docks, Piers, Wharves, Etc.	