CHAPTER 4

LOGS, RECORDS, AND PUBLICATIONS

LEARNING OBJECTIVES

After you finish this chapter, you should be able to do the folloiwng:

1. Identify logs used in CIC and the information they contain.

2. Identify the records maintained in CIC.

3. Discuss the information contained in OPPLANS and OPORDERS.

4. Identify the mission-related publications found in CIC and the information they contain and explain the requirements and procedures for stowing and handling the publications.

5. Discuss classified material destruction procedures and the reports required after classified documents are destroyed.

INTRODUCTION

The efficient administration and operation of CIC requires that various records and logs be maintained and that reports be made. To ensure that these requirements are fulfilled, Operations Specialists must know the essentials for maintaining the required CIC logs, records, files, and publications. They also must be familiar with the many publications kept in CIC, such as instructions, notices, OpOrders, and OpPlans; and the proper accountability procedures for maintaining them. OSs must also be familiar with emergency destruction procedures for all the classified material in CIC.

This chapter describes the basic logs, records, and other documents found in CIC and explains how they must be maintained and destroyed

LOGS

Information received in CIC is recorded in notebooks or standard ledgers. These notebooks are called *logs* and are required to provide a permanent, continuous record of the ship's operations. Generally, information contained in CIC logs is divided into three categories: (1) personnel, (2) equipment, and (3) operation.

Regardless of the log's category or type, its purpose is to provide a complete and accurate record of performance and operations for later evaluation. It is also used in preparing reports and for verifying that certain evolutions were accomplished or that certain events occurred. Consider the following examples:

- When a navigation accident occurs, CIC logs may be used to reconstruct the surrounding situation.

- A training log can be invaluable in showing the amount and kind of training CIC personnel have received.

- A supply log can be a great help in keeping track of inventory and in preparing supply requisitions.

The CIC officer has overall responsibility for all logs in CIC, but delegates (but does not relinquish) this responsibility to CIC watch officers. Specific entries, however, are made by Operations Specialists assigned as log keepers. For example, the CIC watch officer is responsible for proper maintenance of radiotelephone logs, but a radiotelephone operator actually makes entries in the log. As an Operations Specialist, you may be assigned duty as log keeper for *any* log kept in CIC.

SHIP OPERATIONAL DATA FORMS

Ship operational data forms, the OPNAV 3l00-3360 series, provide a standard format for recording operational and exercise data. You can find instructions for using each on the reverse side of the form or on the first page of the log.

The following is a partial list of surface ship operational data forms:

Title	OPNAV Form No.
General log	3100/2
Ships Position Log	3100/3
Surface Radar Contact Log	3100/5
ESM Tactical Log	3100/7
Sonar Watch and Contact Log	3360/90

Spaces or boxes on the forms are numbered to facilitate computer entries. Figure 4-1 shows headers found on typical operational data forms. Except for ship type, header entries should be placed against the right-hand side of every box, with zeros entered in any unused spaces.

Boxes 1 and 22 are data card identifiers and are preprinted on all forms.

Box 2 is the originator level and is preprinted on all forms.

Boxes 3 through 7 are for ship type and hull number. Enter the first two letters of the ship type in spaces 3 and 4, and the remaining letters in the next two shaded unnumbered spaces. If the hull number consists of four digits, enter the first digit in the shaded unnumbered space.

Boxes 10 and 11 are for serializing the sheets. Number each sheet consecutively each day, beginning with 01; enter the time as 0001.

Box 12 is for the year. Enter the last digit of the current calendar year.

Boxes 13 and 14 are for the number of the current month.

Box 15 is for the time zone. Enter the letter designation for the time zone you have been directed to use for normal data entries.

Boxes 16 and 17 are for the day of the month.

Box 78 is for the security classification. TS—Top Secret; S—Secret; C—Confidential; U—Unclassified.

Box 79 is for special security handling. Leave this blank unless you receive special instructions.

Now that you are familiar with log headers, we will discuss some actual logs. The ones we discuss constitute the minimum logs recommended for adequate records in any CIC. You may find additional logs used aboard your ship, since the number and types of logs vary from ship to ship.

Surface Radar Contact Log

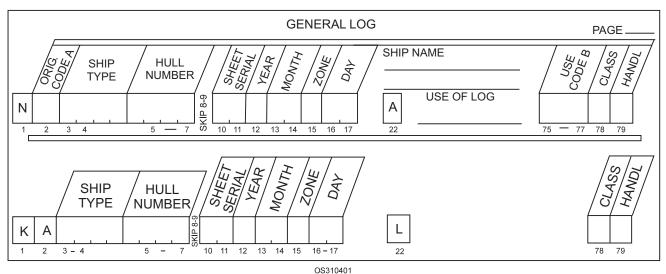The Surface Radar Contact Log, OPNAV Form 3100/5, is used for recording radar contacts. When you

Figure 4-1.—Operational data form headers.

pick up a contact, log its range, bearing, and time of detection. Enter the contact's course, speed, and CPA when they are determined. Enter the time when the contact is put on watch or scrubbed. At the time a contact fades from the scope, enter its range and bearing. Figure 4-2 is an example of the Surface Radar Contact Log. Instructions for filling out the log are on the reverse side of each sheet (fig. 4-3).

CIC Watch Log

The CIC watch log should be a complete and accurate chronological account of both routine and unusual events pertaining to a CIC watch. Normally, the CIC watch supervisor keeps this log, but in some instances, you may be assigned to keep the log. Log entries may be either printed or written, but must be legible.

Most CIC logs are maintained on a General Log, OPNAV Form 3100/2 (fig. 4-4). These log forms are loose-leaf, and each page must be serially numbered when the log is opened for use. Figure 4-5 gives instructions for specific use of the General Log.

In addition to its use as a CIC log, the General Log may be used to record information when no other operational data form applies.

CIC watch log entries are similar to ship's deck log entries and should be made in black ballpoint pen ink. Once you have made a log entry, do not erase it. If you need to correct an entry and are authorized to make the correction, draw a single line through the original entry so that it remains legible. Then insert the correct entry so that it is clear and legible and initial the correction in the margin of the page. For all logs, additions or changes to log entries must be made personally by the individual who signs the log for the watch.

Figure 4-2.—Surface Radar Contact Log.

This log provides for recording surface radar contact data. Radar navigation data may also be recorded in this log if desired.

Record surface radar contacts as directed. Standard Instructions for Operational Data Logs (OPNAV 3100/1) apply. Start a new page whenever the date or the time zone used to record data changes.

This is a working log intended primarily for recording information needs by the ship during tactical operations. It is also a source of information for exercise reconstruction and for the preparation of after-action report. Used log sheets not required by higher command may be destroyed as directed by the Commanding Officer.

BOX	DATA ENTRY
18-21	TIME: Enter time associated with this line entry.
23-26	CONTACT NUMBER: Enter number assigned. If used for radar navigation entries, enter designation of radar navigation point.
27-29	CONTACT BEARING: Enter contact bearing in degrees (true).
30-34	CONTACT RANGE: Enter contact range in yards or miles. If miles are used, enter miles in columns 30-31, and use the spaces to the right of the decimal point to record tenths of miles, if needed. If yards are used, ignore the decimal point. If used for radar navigation entries, enter the range to the radar navigation point.

BOX	DATA ENTRY
35-39	CONTACT COURSE AND SPEED: When contact course and speed are computed or recomputed, enter course in degrees (true) in columns 35-37, and speed in knots in columns 38-39.
40-51	CPA: When CPA is computed or recomputed, enter bearing of contact at CPA in degrees (true) in columns 40-42. Enter range at CPA in yards or miles in columns 43-47, as done for Contact Range. Enter computed time of CPA in columns 48-51. Make a separate line entry when contact arrives at CPA, and so note in REMARKS
52-56	CONTACT IDENTITY: Enter ship type in columns 52-53 and hull number in columns 54-56 in the same manner as entered in the header, if the contact is a known ship. If unknown, leave blank. Use REMARKS for clarification.
57	RADAR OPERATING MODE: Enter mode from Code A on front of log in the first line entry of each sheet, and whenever the radar operating mode changes.
58-70	REMARKS: Enter remarks pertinent to the line entry, such as identity, size, composition or evaluation of contact, orders to "scrub", ect. Remarks related to a previous line entry, but occurring at a different time, shall be recorded on a separate line.
71	RANGE UNITS (top of page): Circle "Y" or "M" to indicate that ranges are in yards or miles, respectively.
72-77	RADAR MODEL (top of page): Enter radar designation, omitting prefix "AN/".

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Figure 4-3.—Reverse of the Surface Radar Contact Log.
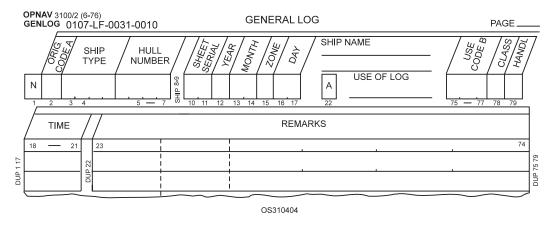

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Figure 4-4.—General Log.

INSTRUCTIONS FOR GENERAL LOG

This log provides a convenient format for recording chronological information or remarks, as required or desired, and may be used for the following:

1. CIC watch log.
2. Command narrative or command remarks.
3. Voice radio, sound-powered phone, or underwater telephone log.
4. Radar navigation, NGFS, or boat control log.
5. Any chronological record not otherwise provided for elsewhere.

Use a separate sheet for each originator level as defined in Code A, and for each use as defined in Code B. Start a new sheet at the beginning of each day, and whenever the time zones used to record data changes.

For each use of the log, enter the use, ship, and applicable time period on the cover. After entries are made in the log, stamp the appropriate security classification onto the cover if the entries are classified. Standard Instructions for Operational Data Logs (OPNAV 3100/1) apply.

This is a working log intended primarily for recording information needed by the ship during tactical operations. Its is also a source of information for exercise reconstruction and for the preparation of after-action reports. If desired, sheets may be removed for convenience if the ship name and use are shown on each sheet. Ship name and use need not be filled in as long as the sheets are bound.

BOX	DATA ENTRY
2	ORIGINATOR LEVEL: Enter from Code A.
10-11	SHEET SERIAL: Start with "0" at the beginning of each day if the sheet is removed from the logbook. Otherwise, it may be left blank.
18-21	TIME: Enter time associated with this entry on the first line of entry. Leave blank for subsequent lines of a single entry. Leave blank for remarks not related to time.
23-24	(Not shown) To be used for line serial numbers if sheet is keypunched.
25-74	REMARKS: Enter the narrative, remarks or message associated with this entry; use more than one line if needed. Vertical dashed lines are provided as column marking for specific data entries; when using the columns for a specific purpose, enter the purpose at the top as shown in the examples below.
75-77	USE: Enter from Code B.

Code A-Originator Level

A	Ship personnel
E	OPCON
F	Task Unit Commander afloat
G	Task Group Commander afloat
H	Sector Commander
K	Force/Fleet Commander
M	CINC
N	CNO

Code B-Use

CIC	CIC watch log.
COM	Command narrative or remarks.
TAC	TF/TG tactical log.
REP	TF/TG reporting log.
VOI	Other voice radio log. (Write circuit name in first entry.)
SON	1JS/61JS monitor log.
PHO	Other sound-powered phone log. (Write circuit name in the first entry of remarks.)
UOC	Underwater telephone log.
NTD	NTDS Link 14 usage report.
RNV	Radar navigation, NGFS, boat control navigational fix log.
OTH	Other. (Explain in the first entry of remarks.)

INSTRUCTIONS FOR SPECIFIC USES

CIC WATCH LOG: Use for a chronological record of events as directed by operational commanders, ignoring the dashed vertical lines. Entries should include:

An initial daily entry showing the overall situation, such as:
1. Tactical data, e.g., Formation, station, PIM.
2. Status of equipment in CIC.
3. Guard assignments and EMCON conditions in effect.

Significant events as they occur, such as:
1. Changes to initial entries describes above.
2. Important reports transmitted or orders received
3. Courses and speeds recommended to conn.
4. Changes to status of equipment.
5. Other occurrences of interest to the CIC watch.

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Figure 4-5.—Instructions for General Log.

The log entries can be divided into three groups: initial entry, chronological entries, and final entry. As we discuss each group, we will assume that you are keeping the log.

INITIAL ENTRY—.At the top of the "Remarks" section on a new page, record the time as 0000 (local). Record the CIC watch officer's name at the top left of the "Remarks" section and your name and watch section at the top right. Next, list all equipment in use, whether it is in a standby status or out of commission. Then list tactical data, such as formation, formation axis, ship's station assignment, ship's course and speed, special guard assignments, and other unusual or special data reported by the off-going watch supervisor. Be sure an oncoming supervisor reads the captain's night order book and notes any unusual or important comments that it contains.

If you are beginning the mid-watch, be sure the initial entry fully describes any activities in which the ship is engaged. This will provide valuable reference and historical material. An entry on the 0000 to 0400 watch might read as follows:

> 0004—Steaming in company with Task Group 17.1, composed of USS *Abraham Lincoln* (CVN-72), USS *Antietam* (CG-54),USS *Gettysburg* (CG-64), USS *Hopper* (DDG-70), USS *John S McCain* (DDG-56), and USS *Kauffman* (FFG-59). OTC is CTG 17.1 in USS *Antietam* (CG-54). En route from Pearl Harbor to Subic Bay, P.I. *Abraham Lincoln* is the guide bearing 090°, range 7000 yards. Condition of readiness 3 and material condition YOKE are set. Ship darkened except for running lights.

NOTE

All bearings are true unless indicated otherwise. On successive watches, the first entry should read "Steaming as before."

CHRONOLOGICAL ENTRIES—. During a CIC watch, record all events of special interest. These include contacts, bearings, ranges, courses, speeds, CPAs, fades (unless a separate contact log is kept); directions to CAP to intercept bogeys; contacts with enemy forces; and equipment casualties or changes of status. Events of special interest also include courses, speeds, and other tactical changes; the substance of important reports transmitted or orders received; and other occurrences of interest that normally are not recorded in other CIC logs.

Generally, abbreviations in the CIC watch log are limited to those usually accepted throughout the naval service. The following is a partial listing of commonly used abbreviations. Refer to Instructions for Keeping Ship's Deck Log, OPNAVINST 3100.7, for a complete listing of abbreviations and log-keeping guidelines.

C/C	Changed course
C/S	Changed speed
CPA	Closest point of approach
OCE	Officer conducting exercise
OTC	Officer in tactical command
SOP	Senior officer present
SOPA	Senior officer present afloat
Commands	COMCARGRU 16; CINCPACFLT; DESRON 13; COMDESRON 13, etc.

The following sample entries show typical formats that you will find in CIC watch logs. Your entries should have similar formats, although any entry is acceptable as long as it is complete, accurate, clear, and in standard naval phraseology.

CIC log entries concerning air operations aboard a carrier:

1000	Flight quarters.
1005	Commenced launching aircraft for (carrier qualification) (refresher operations) (group tactics), etc; base course _____. Speed _____.
1020	C/C_____, C/S_____.
1025	Completed launching aircraft, having launched 40 aircraft.
1035	Commenced recovering aircraft; base course _____. Speed _____.
1035	Commenced maneuvering, on various courses (and speeds) while recovering (launching) aircraft (while conducting task group (force) flight operations).
1055	Completed recovering aircraft, having recovered 40 aircraft.
1143	Man overboard: one of the plane handlers fell overboard on the port side—latitude 36°50'N, longitude 74°31'W.

1144   USS Cook (FF-1083) and helicopter commenced search for victim.

1146   Victim recovered by helicopter and delivered (on board) USS *Nimitz* (CVN-68).

1215   Secured from flight quarters.

NOTE

During flight operations, log the base course and speed. Cover minor changes in course and speed by a statement such as "Maneuvering on various courses…etc."

CIC log entries made on a destroyer:

2100   Maneuvering on various courses to take plane guard station No. _____ on _____, lighting measure _____ in effect.

2100   On station.

2115   Commenced flight operations.

2210   F-14 aircraft crashed into sea off starboard bow; maneuvering to recover pilot.

2214   Recovered pilot.

CIC log entries concerning drills and exercises aboard any ship:

1000   Exercised at general drills.
(for NBC attack drills):

1140   Atomic attack imminent; set condition _____.

1500   (Simulated) Atomic (underwater) (surface) (air) burst; bearing _____ range _____ yards; maneuvering to avoid base surge and fallout.

1530   Rejoined formation and took station _____ in formation _____; (axis, course, speed, etc.).

Fueling entries:

1100   Formed fueling formation_____.

1100   Departed station and maneuvered to standby station astern of USNS *Henry J Kaiser* (TAO 187).

Formation entries:

0700   Maneuvering to take station _____ in formation _____; axis _____ course _____, speed _____. Guide is USS *Hue City* (CG-66) in station _____.

0800   Rotated formation axis to _____ .

0900   Formation changed from 40Z to 51V. New course and axis _____, speed _____ knots. Formation guide is USS *John C. Stennis* (CVN-74).

Officer in Tactical Command entry:

NOTE

Log all shifts of tactical command. When the OTC (Officer-in-Tactical Command)is the commanding officer of your vessel, use the following terminology: "OTC is commanding officer, USS *Blue Ridge* (LCC-19)." In every instance give the command title of the OTC, not his name and rank. State the vessel on which the OTC is embarked, such as:

0900   COMCARGRU 4, embarked in USS *Nimitz* (CVN-68), assumed OTC.

Rendezvous entries:

0800   *USS Paul Hamilton* (DDG 60) made rendezvous with this vessel (the formation) and took designated station (took station in the screen) (took plane guard station).

2200   Made rendezvous with TG 19.9 and took designated station number _____ in formation 40R, with guide in USS *Ogden* (LPD 5) bearing 095° distance 2400 yards, formation course _____, formation speed _____, axis _____ . OTC is COMCARGRU 4 in USS *Nimitz* (CVn-68)

Tactical exercise entry:

1000   Commenced division tactical exercises. Steering various courses and speeds (in Area HOTEL) (conforming to maneuvers signaled by COMDESRON 12) (on signals from COMDESRON 12).

Zigzagging entry:

1300   Commenced zigzagging in accordance with Plan No._____ base course _____.

1500   Ceased zigzagging and set course _____.

Navigational entry:

1600   Anchored in Area South HOTEL, Berth 44, Hampton Roads, Virginia, on the following bearings: Fort Wool 040, Middle Ground Light 217, Sewell's Point 072. Ships present: _____. SOPA COMDESRON 12 in USS *Jacinto* (CG-56).

Contact entries:

1621   Skunk 090º; 28,900 yards. Designated Skunk Alfa.

1629   Skunk Alfa (bearing) _____ (range) _____ on course _____ speed _____ knots. CPA _____, distance _____ miles.

1636   Skunk Alfa identified as USS *Spruance* (DD-963) by lookouts.

1715   Sonar contact 172º, 2500 yards.

1717   Contacts classified as possible submarine. Commenced attack (tracking) (investigating).

1721   Contact regained bearing 020º, range _____. Oil slick reported sighted by lookouts on that bearing and range. Commenced reattack.

FINAL ENTRY—.In the final entry for your CIC watch, include data of value to the oncoming watch and anything needed for a permanent record. Have the CIC watch supervisor sign the log. Then have the offgoing CIC watch officer inspect and sign the log.

Captain's Night Order Book

The captain's night order book is the captain's instructions to the watch. Although this record may actually be addressed to the officer of the deck, CIC personnel must also know its contents.

Standing night orders usually are posted inside the front cover of the night order book. Each day, on a separate page, the captain inserts a description of the general situation at the end of the day and any special orders (called current orders) that apply to the succeeding watches.

The OOD, JOOD, and CIC watch officer, and frequently the CIC watch supervisor, are required to initial current night orders to signify that they have read and understood them.

Radiotelephone Logs

Radiotelephone logs are logs that CIC maintains as directed by current operation orders and instructions. The TG Tactical/Warning net log and the TG Reporting net log are among the most important radiotelephone logs. All messages transmitted on the TG Tactical/Warning net must be recorded verbatim. Standard abbreviations, tape recorders, and modified shorthand codes are useful in copying nets.

Other nets for which logs are maintained as the occasion arises include the anti-air warfare coordination net and the AW weapons coordination net.

A separate log must be kept for each radiotelephone net; instructions are placed on the fly sheet of each log.

When a watch is set on a circuit, the date and the name of the circuit log keeper must be logged. Any time a log keeper is relieved or closes a net, he or she must sign the log. In all instances, the name or signature of the log keeper must be legible, so there will be no confusion over the identity of the log keeper.

The log must also include the following additional data:

1. The time the monitoring station was opened and closed

2. Any cause(s) of delay on the net or circuit

3. All adjustments and changes of frequency

4. All unusual occurrences, procedures, and security violations

Although voice transmissions are spoken slowly and clearly to make sure a message gets through, it may be difficult for log keepers to copy accurately, particularly if they are slow writers. A number of abbreviations (besides pro-signs) have been adopted to enable shortcuts in copying. The following is a list of common abbreviations. The left column contains

words heard on a circuit; corresponding shortcuts in writing a message are in the right column.

Words Heard	Abbreviation
This is	DE
Message for you	M4U
Acknowledge	Ack
Break	~~BT~~
Roger (Message received)	R
Wilco (will comply with the order received)	Wilco
Course	Cus
Corpen	Corp
Speed	Spd
Position	Posit
Starboard	Stbd
Distance	Dist
Bearing	Bng
Range	Rng
Emergency	Emerg
Affirmative	Afirm
Negative	Negat
Stand by	Stdby
Say again (I say again)	~~IMI~~
Execute (Execute to follow)	~~IX~~
Immediate execute	Immediate IX
Time of execution	TOX
Time of delivery	TOD

To avoid any possibility of confusing a zero with the capital letter O, zero is distinguished by a slant line through it (Ø); the capital letter Z is written with a small bar (Ƶ) to distinguish it from the numeral 2.

Radar Navigation Log

A radar navigation log, sometimes called a navigational fix log, is necessary for all operations requiring CIC assistance in navigation. It usually is kept in a standard ledger-type notebook. This log is used whenever radar navigation is conducted, such as when the ship is entering port, leaving port, passing through narrow channels, conducting naval gunfire support, and performing boat control.

Entries in the radar navigation log include (1) identification of landmarks used (including latitude and longitude of each point, if necessary); (2) bearings, ranges, CPAs to landmarks, and times of observations; (3) set and drift; and (4) course and speed change recommendations sent to conn. The time of each entry must be recorded.

Q1. *What ship's operational data form is used for the surface radar contact log?*

Q2. *What type of information is contained in the radar navigation log?*

RECORDS

In the previous section, we discussed using logs to record operational information. Certain other information concerning CIC personnel also should be recorded, but not in a log format. In this section, we will discuss briefly some of that information and note that it is kept in documents known simply as *records*.

A smooth-functioning CIC is the result of teamwork; teamwork is developed by practice (drills). During drills, CIC personnel have the opportunity to perfect the skills that they already have and to develop new skills by learning to operate other CIC stations. This cross-training provides CIC with personnel who can perform more than one assignment, such as operating detection equipment, plotting, and using communications equipment. As personnel gain new skills, their training should be documented in training records.

A CIC petty officer assigned duties as a training PO must schedule frequent drills that include having personnel operate under casualty conditions. Such drills help to ensure that each member of the team knows what action to take in the event of fires, personnel injuries, and loss of or damage to equipment. The dates and results of these drills should be documented in some type of record.

By now, you should be able to see that unless a comprehensive record is maintained concerning the capabilities of each individual, training effectiveness in CIC will be diminished.

Personnel Qualification Standards (PQS) records must be kept current, with all objectives met on time. A record of completion must be entered in the person's

service record. PQS provides an excellent record of a Sailor's progress and capabilities.

OPERATIONS PLANS AND ORDERS

To perform CIC functions intelligently, Operations Specialists must have certain advance information. Two major sources of such information are the operation plan (OpPlan) and the operation order (OpOrder). The ship's communication plan, derived from the communication annex, is of special interest because it supplies pertinent communication information in advance. In the following paragraphs, you will learn the basic difference between OpPlans and OpOrders. For detailed information concerning operation plans and operation orders, refer to *Naval Operational Planning,* NWP 5-01.

OPERATION PLAN

An operation plan (OpPlan) is a directive issued by a senior command for operations over a large geographical area and, usually, for a considerable period of time. Ordinarily, it is based upon, and therefore restricted by, various assumptions. It is prepared well in advance of the impending operation and becomes effective when directed by the issuing authority The OpPlan is the instrument upon which subordinate commanders base directives to their commands covering specific tasks.

OPERATION ORDER

An operation order (OpOrder) is a directive issued by a commander to subordinates that specifies how an operation should take place. No assumptions are included in the OpOrder and, unless otherwise stated, it is effective from the time and date specified. In most respects, the format of the OpOrder is similar to that of the OpPlan.

Q3. What type of information is contained in an OpPlan?

NAVAL WARFARE PUBLICATIONS

Naval warfare publications provide current, approved U.S. Navy tactics, doctrine, procedures, and terminology. These publications incorporate the results of fleet tactical development and evaluation (TAC D&E) programs and fleet experience, and provide information about capabilities and limitations of equipment and systems. They include other pertinent data supplied by systems commands, laboratories, and other naval organizations.

Naval warfare publications serve as a ready reference for current tactics, doctrine, and procedures and as a basis for orientation and training programs. They may be consulted for study material and professional knowledge.

The term *naval warfare publications* refers to Naval Warfare Publications (NWPs), Fleet Exercise Publications (FXPs), Allied Tactical Publications (ATPs), Allied Exercise Publications (AXPs), and USN addenda to various Allied publications.

As an OS, you should also be familiar with the following documents: Lessons Learned, Tactical Memorandum (TACMEMO), Tactical Notice (TACNOTE), and Fleet Tactical Notice (FLTACNOTE).

Lessons Learned is almost self-explanatory. It contains information gleaned from previous actions or operations that is or may be useful in planning and conducting future actions or operations To qualify as a lesson learned, an item must reflect "value added" to existing policy, organization, training, education, equipment or doctrine such as:

(1) Identifying problem areas, issues, or requirements and, if known, suggested resolutions.

(2) Identifying the need for specific, assignable, and accountable action to create, update, modify, clarify, or cancel a portion of or an entire tactic, procedure, system, general information document, etc. with regard to existing policy, organization, training, education, equipment, or doctrine.

(3) Modifying existing or experimental policy or doctrine, tactics, techniques, and procedures.

(4) Providing information of general or specific interest in operations planning and execution, (e.g., scheduling considerations, procedure/system checklists, etc.).

A **TACMEMO** is a proposed tactic distributed for evaluation. A TACMEMO is automatically canceled after 2 years if it is not reissued, replaced by a TACNOTE, or made part of an NWP.

A **TACNOTE** is a tactic that has been fully evaluated and accepted as an approved tactic for use by the appropriate operational command and units. TACNOTEs are automatically canceled 2 years after publication unless they are reissued or incorporated into an appropriate NWP.

A **FLTACNOTE** is a type of TACNOTE that has been coordinated with, and accepted by, all fleet commanders in chief (CINCs). FLTACNOTEs are approved by a CNO letter of promulgation for Navywide use until the tactics are published in an NWP.

Most NWPs and TACMEMOs/TACNOTES are now distributed on CD-ROMs called the *Navy Tactical Information Compendium (NTIC)*, Series A and Series B. The NTIC is a product the Naval War College. NTIC Series A contains a variety of naval tactical warfare databases including TACNOTEs, TACMEMOs, and Lessons Learned. NTIC Series B contains naval warfare publications and related databases such as Fleet Exercise Publications (FXPs), Experimental Tactics (EXTACs), and Naval Doctrine Publications (NDPs).

NAVAL WARFARE PUBLICATIONS LIBRARY

The NWPL is the central point within a command where NWPs are administered and maintained. The purpose of NWPL administration is to ensure that all required publications are held, updated, and made available to users. The overall management of a command's NWPL is the responsibility of the NWP custodian. Day-to-day management of the publications and the account, in general, may be delegated to an NWPL clerk or an NWPL account subcustodian. NWPs are distributed on CD-ROMs and no longer available in book format.

Binders for U.S. naval warfare publications are color-coded according their security classifications. The color codes used are as follows:

- Top Secret - Pink

- Secret - Red

- Confidential - Yellow

- Unclassified - Blue

All NATO publications have, or will have, a white binder regardless of their security classification. NATO publications are kept separated from NWPs for security reasons.

The following basic requirements must be met in maintaining a naval warfare publications library (NWPL). A complete list of the duties of the NWPL custodian and subcustodians is contained in chapter 4 of NWP 1-01, *Naval Warfare Publication System.*

1. The required allowance must be on board and readily available for use.

2. Publications must be maintained, corrected, and kept up to date.

3. Classified publications must be handled, stowed, and transmitted as required by applicable security directives.

Handling Considerations

All naval warfare publications must be safeguarded and accounted for as required by their security classification. Special handling procedures are contained in the *Department of the Navy Information Security Program Regulation,* SECNAVINST 5510.36 and the *Naval Warfare Publication Guide,* NPW 1-01, supplemented where necessary by individual letters of promulgation. If a conflict arises between any of your publications, follow the directions in *Department of the Navy Information Security Program Regulation,* SECNAVINST 5510.36.

If you receive authorization to extract information from naval warfare publications for use in training or operations of U.S. forces, be sure to satisfy the following conditions:

1. Have all extracts properly marked with their security classification and safeguarded according to *Department of the Navy Information Security Program Regulation*, SECNAVINST 5510.36.

2. Obtain prior approval from ACNO (Intelligence) before you extract or reproduce material marked Restricted Data or NOFORN.

3. Obtain prior approval according to *Cryptographic Security Policy and Procedures Manual*, CMS 1A, before you extract material from Communications Security Material Systems publications.

Storage of Classified Material

Commanding officers are responsible for safeguarding all classified information within their commands and for ensuring that classified material not in actual use by appropriately cleared personnel, or under their direct observation, is stored in the manner prescribed.

Storage refers to the manner in which classified material is protected by physical or mechanical

means. The degree of protection necessary depends on the classification, quantity, and scope of the material. The following general rules apply to all documents:

- Because of the increased risk of theft, valuables, such as money, jewels, precious metals, narcotics, etc., may not be held in containers used to store classified material.

- Containers may not have external markings that indicate the level of classified information stored within them. However, for identification purposes, the exterior of each security container may bear an assigned number or symbol.

- Files, folders, or groups of documents must be conspicuously marked to ensure their protection to a degree as high as that of the highest classified document included. Documents separated from the file, folder, or group must be marked as prescribed for individual documents.

Accountability

Accountability requirements vary, depending on the classification level assigned to the document. The requirements become more specific and strict as the level of classification increases.

At every command, a standard, continuous chain of receipts for Top Secret material is required. A disclosure record form is attached to each Top Secret document that circulates within a command or activity. Each person having knowledge of its contents must sign the form. All Top Secret information (including copies) must be continuously accounted for, individually serialized, and entered into a command Top Secret Log. The log must completely identify the information and, as a minimum, include the date the document was originated or received, individual serial numbers, copy number, title, originator, number of pages, disposition (i.e., transferred, destroyed, transmitted, downgraded, declassified, etc.) and date of each disposition action taken. Top Secret materials must be physically sighted or accounted for at least annually, and more frequently as circumstances warrant.

The accountability requirements for Secret materials are less specific. Each command establishes administrative accountability procedures for Secret

materials that it originates or receives based on its operating environment. The same leeway also applies to Confidential materials.

SUBCUSTODY OF NAVAL WARFARE PUBLICATIONS

Persons who are properly cleared may sign for, and retain custody of, NWP publications drawn from the NWPL. As subcustodians, they are responsible for the accountability, safeguarding, and maintenance of all publications in their custody.

The NWPL publications clerk is responsible for the preparation and proper execution of all NWPL transactions, record keeping, and other duties associated with the NWPL.

When the NWPL receives an NWP change, the NWPL clerk will enter the change in the publication unless it is in subcustody, in which case the clerk will use a Change Entry Certification (OPNAV Form 5070/12) (fig. 4-6) to ensure that the subcustodian enters the change.

CHANGES AND CORRECTIONS

All publications must be changed periodically to keep them current. When changes arrive, they must be entered accurately and immediately, as soon as they are effective, to ensure that their associated publications are reliable sources of information. You may be given changes to make in various publications that are retained in CIC. If so, follow the directions supplied with the change. A change may consist of pen-and-ink corrections, a cutout, or page insertions issued to amend or add to the contents of a basic publication. Changes are serially numbered, as change No. l, change No. 2, etc. Some changes bear register numbers that are assigned independently. The register number of a change has no relationship to the register number of the basic publication.

When you enter a change or correction, follow the steps listed below:

1. Check the foreword or the Letter for the effective date of the change or correction and ensure that the publication to be corrected is also effective.

2. Read the specific instructions contained in the change or correction carefully before you begin the actual entry.

```
+---------------------------------------------------------------+
| CHANGE ENTRY CERTIFICATION          RETURN TO NAVAL WARFARE    |
| OPNAV 5070/12 (REV. 6-75)           PUBLICATIONS LIBRARY       |
|                                                               |
| SHORT TITLE      | COPY NO.   | CHANGE   | EFFECTIVE DATE      |
|                                                               |
| REMARKS                                                       |
|                                                               |
|                                                               |
|                                                               |
|      I certify that the above change or correction has been   |
| entered and the list of effective pages was checked against   |
| the contents of the basic publication, and the superseded     |
| pages and residue of the change were returned to the Naval    |
| Warfare Publications Library.                                 |
|                                                               |
| NOTE:   Missing pages or other defects should be reported in  |
|         the REMARKS space above.                              |
|                                                               |
| SIGNATURE                          | ENTRY DATE               |
|                                                               |
|                                                               |
| PART 2  S/N 0107-LF-050-7061                                  |
| - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - |
| SHORT TITLE   | COPY NO.  | CHANGE   | EFFECTIVE DATE          |
|                                                               |
| REMARKS:                                                      |
|                                                               |
|                                                               |
|                                                               |
|                                                               |
|                                                               |
|                                                               |
| I acknowledge receipt of the above change and certify that    |
| this change will be entered upon the effective date/          |
| immediately and that the superseded pages will be returned    |
| to the Naval Warfare Publications Library within five (5)     |
| working days thereafter.                                      |
|                                                               |
| SIGNATURE                          | DATE                     |
|                                                               |
|                                                               |
| PART 1  S/N 0107-LF-050-7061                      C-3500      |
+---------------------------------------------------------------+
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OS310406

Figure 4-6.—Change Entry Certification, OPNAV 5070/12.

3. Remove old pages and add new pages very carefully. Sometimes the number of pages to remove is different from the number of pages to add.

4. For lengthy pen-and ink changes, either cut the new text out of the correction sheet (if possible) or type the new text on a separate piece of paper. Delete, in ink, all matter superseded by the cutout before you insert the cutout. Then paste the change onto the page to be changed. Fold any excess paper into a flap if there is no room to cement the entire cutout on the page. Use rubber cement or mucilage, which is more satisfactory than glue or gummed tape. Gummed tape often causes pages to stick together and impairs usage or may cause pages to tear if removal is attempted.

5. For actual pen-and ink changes, use any dark ink except red. (Red ink is not visible under the red nightlights used at sea.) After you have entered the pen-and-ink correction, note in the margin adjacent to the entry the source of the correction.

6. Conduct a page count by using the list of effective pages (fig. 4-7). When you finish the page count, enter the appropriate information on the Record of Changes page (fig. 4-8).

Effective Pages	Page Numbers
Original	I (Reverse Blank)
Original	III, IV
Change 1	V, VI
Original	VII thru IX (Reverse Blank)
Original	1-1, 1-2
Change 1	1-3 thru 1-8
Original	2-1 thru 2-6
Original	3-1 thru 3-23 (Reverse Blank)
Original	4-1 thru 4-28
Change 1	4-29 thru 4-49 (Reverse Blank)
Original	5-1 thru 5-26
Original	6-1 thru 6-33 (Reverse Blank)
Original	7-1 thru 7-10
Change 1	7-11, 7-12
Original	7-13 thru 7-36

Effective Pages	Page Numbers
Original	8-1 thru 8-8
Original	9-1 thru 9-28
Original	A-1, A-2
Original	B-1 thru B-3 (Reverse Blank)
Original	C-1 thru C-9 (Reverse Blank)
Original	D-1 thru D-3 (Reverse Blank)
Original	E-1 (Reverse Blank)
Original	F-1 thru F-5 (Reverse Blank)
Change 1	Index-1, Index-2
Original	Index-3 thru Index-6
Change 1	Index-7 thru Index-10
Original	Index-11 (Reverse Blank)
Change 1	LEP-1 (Reverse Blank)

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Figure 4-7.—List of Effective Pages.

RECORD OF CHANGES

Change No. and Date of Change	Date of Entry	Page Count Verified by (Signature)
#1-4 Jun 98	6 Jun 98	OSCM P. H. WILLIAMS

OS310408

Figure 4-8.—Record of Changes and Corrections.
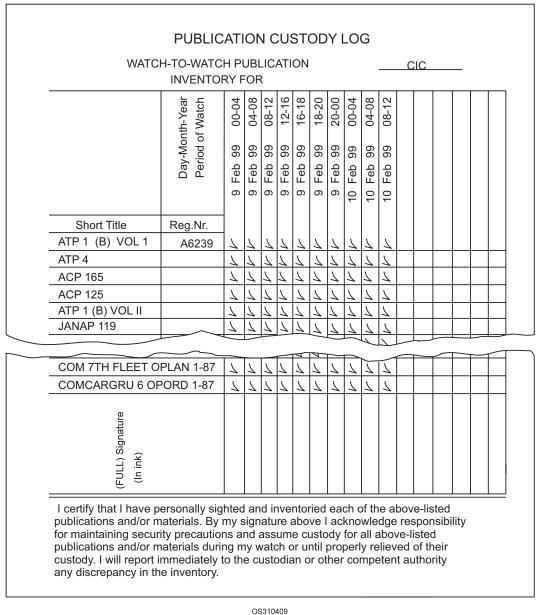
PUBLICATION INVENTORY

To provide positive control of publications kept in CIC, a watch-to-watch inventory of the publications is used. At the change of the watch, the watches jointly conduct a sight inventory of every publication. By signing the watch-to-watch inventory, the relieving watch certifies that it sighted all of the publications and that it accepts responsibility for them. Any discrepancies must be resolved before the watch is relieved. All signatures must be in ink. A sample of a watch-to-watch publication inventory is shown in figure 4-9.

SAMPLE NWPL LIST

The following NWPL list consists of publications that should be held by a "typical" combatant CIC. Actual publications will vary according to ship type.

1. NWP 1-01: *Naval Warfare Publications Guide*.

NWP 1-01 is a guide to the naval warfare publication system, including periodic reviews and procedures, publication procurement, a general summary of each publication, and guidance for the operation of a naval warfare publications library (NWPL).

Figure 4-9.—Publication Custody Log. (Example)

2. NWP 1-02 *Naval Terminology.*

   NWP 1-02 is a glossary of the most commonly used terminology of naval warfare.

3. NWP 6-01: *Basic Operational Communications Doctrine.*

   NWP 6-01 establishes the basic doctrine, policies, and principles governing operational communications.

4. NWP 1-03.1: *Operational Reports.*

   Part I summarizes the operational reports required by the CNO, fleet commanders, and operational commanders. Part II establishes movement report (MOVEREP) requirements.

5. NWP 3-56: *Composite Warfare Commander's Manual*

   NWP 3-56 contains Composite Warfare Concepts and the Composite Warfare Chain of Command.

6. NWP 5-01: *Naval Operational Planning.*

   NWP 5-01 presents the planning process related to the conduct of naval warfare for operations, logistics, communications, intelligence, and psychological warfare.

7. NWP 1-10.1: *Tactical Action Officer Handbook.*

   NWP 1-10.1 provides the tactical action officer (TAO) with rote-type information, which he might momentarily forget in a rapidly developing situation but may need quickly to make a tactical decision.

8. NWP 4-01.4: *Replenishment at Sea.*

   NWP 4-01.4 describes operational procedures and equipment for the replenishment of ships at sea.

9. NWP 3-50.1: *Navy Search and Rescue (SAR) Manual.*

   NWP 3-50.1 provides guidance to units assigned SAR responsibilities. This manual is intended to promote and maintain standardization of U.S. Navy SAR procedures and techniques within the service.

10. NWP 3-02.1: *Ship-to-Shore Movement*

    NWP 3-02.1 presents the planning and execution of ship-to-shore movements and the organization, functions, and tactical employment of the naval beach group during amphibious operations.

11. NWP 3-01.01: *Antiair Warfare.*

    NWP 3-01.01 details AW organizattion and doctrine; it also includes missile, nuclear, amphibious, and air intercept procedures.

12. NWP 3-13.1.13: *Electronic Warfare Coordination.*

    NWP 3-13.1.13 provides doctrine and procedures for electronic warfare.

13. NWP 3-04.1M: *Helicopter Operations.*

    NWP 3-04.1M describes the mandatory operational procedures and training requirements for the shipboard employment of helicopters.

14. NWP 3-22.5-ASW TAC: *Air ASW TACAID.*

    NWP 3-22.5 ASW TAC provides USW flight crews and USW air controllers with rote-type information, which they may forget in a rapidly developing situation but may need quickly to make a tactical decision. It also contains factual information indexed and tabbed for fast use in multithreat tactical naval warfare.

15. NWP 3-21.51.3: *Surface Ship Passive Localization and Target Motion Analysis.*

    NWP 3-21.51.3 describes in detail the theory and technical application of TMA, using the sonar systems and ranging techniques applicable for surface ships.

16. FXP 1: *Submarine and Antisubmarine Exercises.*

    FXP 1 establishes tactics and procedures for conducting submarine and antisubmarine exercises, with criteria for evaluating results.

17. FXP 2: *Air and AAW Exercises..*

    FXP 2 presents procedures and tactics for conducting aircraft exercises, as well as criteria for evaluating the exercises.

18. FXP 3: *Ship Exercises.*

    FXP 3 provides exercises for all types of ships and guidance for observers in evaluating the exercises.

19. FXP 3-2: *Preparation, Conduct, and Analysis of a Battle Problem.*

FXP 3-2 provides guidance for planning and conducting the umpire/observer operation in the larger competitive exercises.

20. AAP 6: *NATO Glossary of Terms and Definitions for Military Use.*

AAP 6 promotes effective communications within NATO by providing standardized terminology for military use.

21. APP 1: *Allied Maritime Voice Reporting Procedures.*

APP 1 contains examples of procedures used on various voice channels: USW Air Coordination Net (USWAC-NET), USW Control Net (USW-NET), Surface Reporting Net (SR-NET), and Air Warfare Nets (AW-NETS). This publication gives examples of how action may develop during different phases of an operation.

22. ATP 1(C), Volume I: *Allied Maritime Tactical Instructions and Procedures.*

ATP 1(C), Volume I contains basic maneuvering instructions, tactics, and procedures for all Allied navies. A USN Addendum provides additional basic material for intra-service use by the U.S. Navy when it operates separately from other Allied navies.

23. ATP 1(C), Volume II: *Allied Maritime Tactical Signal Book.*

ATP 1(C), Volume II contains standard maneuvering, operating, and common administrative signals. A USN Addendum provides additional basic material for intra-service use by the U.S. Navy when it operates separately from other Allied navies.

24. AXP publications.

AXPs provide information on conducting Allied exercises and criteria for evaluating those exercises.

Q4. *What document contains information on a proposed tactic for evaluation by fleet units?*

Q5. *What publication contains information on the Naval Warfare Publication System?*

DESTRUCTION OF CLASSIFIED MATERIAL

Destruction of classified material falls into two categories—routine and emergency. Destruction, when authorized or ordered, must be complete, and classified material must be destroyed as soon as it is no longer needed.

Unclassified material, including formerly classified material that has been declassified, unclassified messages, and For Official Use Only (FOUO) material, does not require the same assurances of complete destruction. To avoid overloading a command's classified material destruction system, don't destroy unclassified material unless the commanding officer or higher authority requires the destruction because of unusual security considerations or efficiency. Unclassified naval nuclear propulsion documents are an exception and, whenever practical, must be disposed of in the same manner as classified documents. When disposal in the same manner as classified documents is not feasible, the command concerned must devise an alternative method that will provide an adequate degree of control during and after disposal. Specific methods depend on local conditions, but the method used must afford reasonable protection against unauthorized recovery of naval nuclear propulsion information.

DESTRUCTION PROCEDURES

The level of security classification of the material being destroyed determines the destruction procedures used. These procedures are established by *Department of Navy Information Security Program Regulation*, SECNAVINST 5510.36.

1. The destruction of classified material must be witnessed by personnel who have a security clearance at least as high as the level of the material being destroyed. Two witnesses are required for destruction of Top Secret and Secret material. The witnessing officials must be thoroughly familiar with the regulations and procedures for safeguarding classified information and must:

    a) safeguard burn bags containing classified material according to the highest classification of the material they contain;

    b) observe the complete destruction of the classified documents or the burn bags containing classified material;

c) check the residue to ensure that destruction is complete and that reconstruction is impossible; and

d) take precautions to prevent classified material or burning portions from being carried away by wind or draft.

2. A record of destruction must be completed for Top Secret material and for special types of information outlined in paragraphs 7-7 and 10-17 of SECNAVINST 5510.36 (No record is required for the destruction of classified working papers, classified waste, Secret or Confidential material). The record may have any format, as long as it includes a complete identification of the information destroyed (originating command, subject, effective date, number of copies, etc.) and the date of destruction. It must be completed by two witnesses when the information is placed in a burn bag or actually destroyed and must be retained for 5 years.

3. When Top Secret material is placed in a burn bag for central disposal, the record of destruction must be signed by the witnessing officials at the time the material is placed in the burn bag. Burn bags must then be destroyed following the procedures given in paragraph 1 above.

Routine Destruction

The destruction of superseded and obsolete classified materials that have served their purpose is called *routine destruction*.

The approved methods are burning, pulping, pulverizing, and shredding. Every member of the destruction detail should know exactly what is to be destroyed and should double-check each item before it is destroyed. Because classified messages and trash accumulate quickly and storage space is limited, these materials are generally destroyed daily. All material must be watched until it is completely destroyed. If you are directed to burn the classified material, be sure the documents are separated into individual pages and placed loosely into the burn bag. After the documents have burned, break up the ashes and sift through them to ensure the material has been completely destroyed.

Unclassified and FOUO (For Official Use Only) messages do not have a national destruction requirement. However, your command may require their destruction to avoid the possibility of message traffic analysis by unauthorized individuals, which could be detrimental to national security.

Emergency Destruction

Commands located outside the United States and its territories, all deployable commands, and all commands holding COMSEC material must have (and practice) a procedure for destroying classified material to prevent its capture by enemy forces. The procedure is normally based on factors such as those listed below:

1. The level and sensitivity of the classified material held by the activity

2. The proximity of land-based commands to hostile or potentially hostile forces or to communist-controlled countries

3. Flight schedules or ship deployments in the proximity of hostile or potentially hostile forces or near communist countries

4. The size and armament of land-based commands and ships

5. The sensitivity of the material or the command's operational assignment

6. The potential for aggressive action by hostile forces

As part of the planning for emergency destruction, each command should take the following measures:

1. Reduce the amount of classified material it holds.

2. Emphasize the priorities for destruction, designation of personnel responsible for destruction, and the designation of places and methods of destruction.

3. Authorize the senior individual present in an assigned space containing classified material to deviate from established plans when circumstances warrant.

4. Emphasize the importance of beginning destruction sufficiently early to preclude loss of material. The effect of premature destruction is considered inconsequential when measured against the possibility of compromise.

5. Conduct drills periodically to ensure that personnel responsible are familiar with the emergency plan. The drills help the command evaluate the effectiveness of the emergency

destruction plan and equipment and serves as the basis for improvements in planning and equipment use.

For commands holding COMSEC material, additional emergency destruction guidance is contained in CMS 1A, Cryptographic Security Policy and procedures Manual.

PRIORITY FOR EMERGENCY DESTRUC- TION—.In your command's emergency destruction plan, all classified materials must be assigned a priority for emergency evacuation or destruction. The priorities will be based on the potential effect that a loss of the materials to an enemy will have on the national security.

Cryptographic material (COMSEC) has the highest priority for emergency destruction. Insofar as is humanly possible, it must not be permitted to fall into enemy hands. Other classified matter is destroyed in order of classification—highest classification first.

The priorities for emergency destruction are as follows:

1. Priority One. Top Secret material in the following order: (a) COMSEC material; (b) Special Access material; (c) other material

2. Priority Two. Secret material in the following order: (a) COMSEC material; (b) Special Access material; (c) other material

3. Priority Three. Confidential material in the following order: (a) COMSEC material; (b) Special Access material; (c) other material

During an emergency destruction situation, you may use the following methods, in addition to routine classified material destruction equipment, to destroy classified material:

1. Jettisoning or sinking, under the following conditions:

   a) Material. Refer to CMS 1A for criteria for jettisoning and sinking COMSEC material.

   b) Other Material. You may jettison classified material at sea at depths of 1,000 fathoms or more. If that water depth is not available and if time does not permit other means of emergency destruction, you may still jettison the material to prevent its easy capture. If your shipboard emergency

destruction plan includes jettisoning, weighted bags should be available. If your ship is to be sunk through intentional scuttling or is sinking because of hostile action, be sure the classified material is locked in security filing cabinets or vaults and allowed to sink with the vessel, rather jettisoning it.

2. Dismantling or smashing metallic items beyond reconstruction by use of tools such as sledgehammers, cutting tools, and torches.

3. Using disposal equipment not normally associated with the destruction of classified material, such as garbage grinders, sewage treatment plants, and boilers.

4. As a last resort, dousing the classified material with a flammable liquid and igniting it, as an alternative to its certain loss.

Reporting Emergency Destruction

During an emergency destruction, try to keep track of the documents that are destroyed. Your command will need this information for a report it must send to the Chief of Naval Operations and other interested commands. The report will contain the following information:

1. Identification of the items of classified material that may not have been destroyed

2. Information concerning classified material that may have been presumed to have been destroyed

3. Identification of all classified material destroyed and the methods of destruction

Q6. *What instruction prescribes how classified material should be destroyed?*

Q7. *What type of classified material has the highest precedence for emergency destruction?*

ANSWERS TO CHAPTER QUESTIONS

A1. *OPNAV Form 3100/5.*

A2. *Identification of landmarks used (including latitude and longitude of each point, if necessary); bearings, ranges, to landmarks, and times of observations; set and drift; and course and speed change recommendations sent to conn.*

A3. *Operational information about an operation that will take place over a large geographical area and for a considerable period of time.*

A4. *TAC MEMO.*

A5. *NWP 1-01.*

A6. *5510.36.*

A7. *Cryptographic (COMSEC).*