



**NONRESIDENT
TRAINING
COURSE**



December 1994

**Mineman, Volume 2
(MN 1 & C)**

NAVEDTRA 14153

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

COURSE OVERVIEW: In completing this nonresident training course, you will demonstrate a knowledge of administrative functions and supply procedures as they relate to the Mine Force.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

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Sailor's Creed

"I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all."

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SUMMARY OF THE MINEMAN TRAINING SERIES

This series of training manuals was developed to replace the *Mineman 3 & 2* and *Mineman 1 & C* manuals. The content is directed toward personnel working toward advancement in the Mineman rating.

The five volumes in this series are based on major topic areas with which the Mineman should be familiar. Their topics include the following areas:

- Volume 1: Mine warfare, operations, and organization.
- Volume 2: Mine shop administration and supply.
- Volume 3: Mine maintenance and explosive materials.
- Volume 4: Mines and mine components.
- Volume 5: Exercise and training mines.

INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the assignments. To submit your assignment answers via the Internet, go to:

<http://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: n311.products@cnet.navy.mil
Phone: Comm: (850) 452-1548
DSN: 922-1548
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N311
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 3 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

Student Comments

Course Title: Mineman, Volume 2 (MN 1 & C)

NAVEDTRA: 14153 **Date:** _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

<p>Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p>
--

NETPDTC 1550/41 (Rev 4-00)

CHAPTER 1

ADMINISTRATIVE FUNCTIONS

LEARNING OBJECTIVES

Upon completing this chapter, you should be able to do the following:

1. Describe the types of naval correspondence used within the Navy and the Mine Force.
2. Describe the use of instructions and notices, and describe the use of the directives issuance system used within the Navy and the Mine Force.
3. Describe the different types of messages used within the Navy and the Mine Force.
4. Describe the different security classifications, the purpose of marking classified material, the degree of protection required, and the means of declassification used within the Navy and the Mine Force.
5. Describe the procedures followed within the Mine Force for the routing, handling, and filing of Navy correspondence.
6. Describe automatic data processing and how it is used within the Mine Force.
7. Describe the procedures of maintaining and requesting changes to mine publications.

As a Mineman, you will find that, from time to time, you will be assigned various jobs, including administrative functions. Many of these assignments will include reports and other paperwork that you must complete and file or submit to another activity before the job is complete.

To help you successfully learn how these items are accomplished, this chapter discusses naval correspondence; instructions, notices, and the Directives Issuance System; naval messages; security classifications; the standard Navy filing system; automatic data processing; and basic administrative functions.

NAVAL CORRESPONDENCE

Naval correspondence covers a broad spectrum of material, including standard naval letters, multiple-address letters, joint letters, endorsements, and memorandums. Official naval correspondence

includes all recorded communications sent or received in the Navy in the execution of official duties. Some of the more common types of communications are directives outlining policies and procedures, naval letters requesting and furnishing procedural information and authority, and letters and memorandums assigning duties and individual responsibilities.

This chapter is primarily concerned with the correct format of official correspondence. The samples shown are based on the general instructions contained in the *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5. When you are assigned to a billet requiring the preparation of correspondence, you must consult local command instructions outlining the specific details pertaining to the preparation of official correspondence in that command. For basic procedures to follow when drafting or typing naval correspondence, consult SECNAVINST 5216.5.

STANDARD NAVAL LETTERS

Official letters are usually prepared in naval format when communicating with naval commands. However, this format is also used when you are writing to certain other agencies of the U.S. Government, especially those within other branches of the Department of Defense or the Coast Guard. Some civilian firms that deal extensively with the Navy have also adopted the naval format. The various components of a naval letter are discussed in the following paragraphs and are illustrated in figure 1-1.

Stationery

Letterhead stationery of the activity responsible for signing the correspondence is used for the first page of a naval letter. If printed letterhead stationery is not available, the letterhead is typed or stamped in the center of the page, four lines from the top of the page.

Second and subsequent pages are typed on plain bond paper similar to letterhead paper in size, color, and quality. *Official Letterhead Stationery*, SECNAVINST 5602.6, gives standardized instructions for format and style when you are using letterhead stationery.

Margins

The left and right margins on the first page of all naval letters are 1 inch, and the bottom margin is at least 1 inch. The second and succeeding pages have a top margin of 1 inch. The other margins remain the same as on the first page.

Writing Styles

Correspondence formats are important; however, writing is more important. As an administrative assistant or a supervisor, you may be required to compose letters from brief notes or even from oral instructions. Write with clarity and conciseness. Use simple, plain language. Avoid cumbersome wording.

Identification Symbols

The types of identification symbols maybe used on correspondence for reference purposes. Located in the upper-right comer and blocked one below the other, they include the standard subject identification code, the originator's code with or without the serial number, and the date.

1. Standard Subject Identification Code (SSIC). The SSIC is a four- or five-digit number that represents a letter's subject, and helps in the filing, retrieving, and eventual disposition of correspondence. The SSIC should be typed in the upper-right comer, two lines below the printed letterhead. To find the SSIC that represents the subject of your letter, refer to the *Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes*, SECNAVINST 5210.11.

2. Originator's Code and Serial Number. The originator's code is the office symbol of the drafter. Commands may decide the makeup of an originator's code that is typed on all letters, either alone or as part of a serial number. A serial number is required on all classified correspondence. Whether your unclassified correspondence is serialized depends on local practice. When a serial number is used, it starts a new sequence of consecutive numbers at the beginning of each new calendar year. Serial numbers for classified letters begin with a C for Confidential, an S for Secret, and a T for Top Secret.

Example: 8550
 Ser N31/C0023

3. Date. The date should be typed or stamped on all copies of a letter the same day it is signed. Never type or stamp the date on correspondence that will be signed at a later date. When material is dated, use a day-month-year order, using only the first three letters of the month and the last two digits of the year.

Heading Format

The heading of official naval correspondence includes six blocks: from, to, via, subject, reference, and enclosure.

1. From Block. The **from** block identifies, by title, the official in charge of the activity originating the letter. When a reply is required, this is the official to whom the reply is directed. When an originating official has more than one title (such as commander of a naval base or commandant of a naval district), normally only one of the titles is used in the from line of a letter, depending on the placement of responsibility for the subject matter involved. The precise wording of this block is established in one of the following publications:

a. *Stanard Navy Distribution List (SNDL), Part 1 (Operating Forces)*, OPNAV P09B2-107.



1
2
3
4

*DEPARTMENT OF THE NAVY
*Name of Activity
*Address

1
2

SSIC
Code/*Serial
*Date

1
2

From: Title of activity head, name of activity, location when needed
To: Title of activity head, name of activity, location when needed (Code)
Via: (1) Title of activity head, name of activity, location when needed (not numbered if only one)
(2) Pattern of (1) repeated for next endorser

1
2

Subj: NORMAL WORD ORDER, ALL LETTERS CAPITALIZED

1
2

Ref: (a) Earlier communication that bears directly on subject at hand

1
2

Encl: (1) Material enclosed with letter identified in same way as reference, single enclosure numbered
(2) Notation added for material sent separately (sep cover)

1
2

1. This example shows all the elements that might appear on the original of a one-page standard letter.
2. If you omit the date when you type the letter, start the from block on the fourth line below the code/serial to allow for an oversized date stamp.
3. Other full-page examples in this chapter and later ones show the spacing to follow for correspondence that variously omits via, reference, and enclosure blocks.

1
2
3
4

*NAME OF SIGNER
*By direction

1
2

Copy to:
Short title of information addressee (see SNDL)
Short title of second information addressee

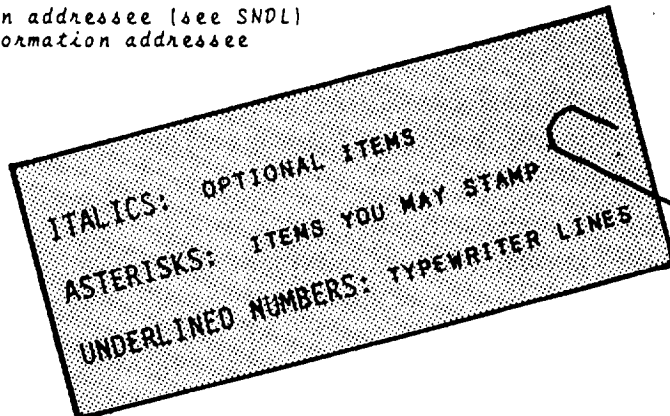


Figure 1-1.-Standard naval letter.