



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

5216
Ser 92T/199
16 May 2002

SEA 92T STANDARD OPERATING PROCEDURE (SOP): NO. 13

From: Technical Director, NAVSEA 92T

Subj: SEA 92T OUTGOING CORRESPONDENCE

Ref: (a) SECNAVINST 5216.5D
(b) OPNAV Writing Guide
(c) SECNAV Correspondence Guide

Encl: (1) Format for SEA 92T Letters
(2) Format for SEA 92T Memorandums
(3) SSICs approved for use in SEA 92T Correspondence

1. Implementing Quality in Correspondence: Reference (a) establishes standards for Department of the Navy writing quality, correspondence formats, and paperwork management. Reference (b) provides special guidance and direction for correspondence addressed to higher echelon organizations and congressional bodies. The Business Service Center (BSC) maintains copies of references (a) through (c) for Command-wide use. Because SEA 92T is a large and diverse organization, implementation of the guidance provided by this SOP is particularly important to eliminate variations in the process and to standardize correspondence going to our customers. SEA 92T outgoing correspondence directly reflects our internal quality standards and practices.

2. Applicability: This SOP is applicable to all outgoing correspondence (letters and memorandum) which will be signed by SEA 92T personnel (Technical Director, Section or Branch Head). This SOP is not applicable to NAVSEA Engineering Memorandum (SEMs) which will comply with the format detailed in the PMP Operations Manual. Correspondence which will be signed by individuals outside SEA 92T, (for example, PMS 350) will be prepared in accordance with the correspondence policy of that office. Where no policy exists, the correspondence will be prepared in accordance with this SOP, no other exceptions.

3. Correspondence and Templates: Enclosures (1) and (2) are samples of formatted correspondence with additional information regarding the content required for each section.

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4. **Avoiding Common Errors:** The guidance below is extracted from references (a) and (b) and addresses some of the more common errors and inconsistencies that appear in outgoing correspondence.

a. **Standard Font and Tab Settings:** SEA 92T correspondence will be prepared using Microsoft Word, Courier New, font size 12.

b. **Left Justify and Margins:** Use left justify for side margins; do NOT use right justify margins. Margins are normally one inch on top, bottom, and sides of the correspondence. On letterhead paper, the identification information is aligned immediately below the preprinted "In Reply Refer To" area in the upper right corner.

c. **Standard Subject Identification Code:** The first line in the upper right section of the letter provides the Standard Subject Identification Code (SSIC). The SSIC is inserted under the "In Reply Refer To" line. Enclosure (3) provides a list of SSICs frequently used in our correspondence.

d. **Serial Number:** The second line in the upper right section of the letter, immediately under the SSIC, provides the correspondence originator information and serial number. Enter the originator information after "Ser," which consists of the drafter's code followed by a right slant (e.g., Ser SEA 92T12/). After signature, BSC will enter a sequential serial number immediately behind the right slant and the date signed. Do not pre-date correspondence.

e. **Spacing and Alignment:** Standard spacing is to be used after punctuation marks and for subparagraph indentations is as follows:

(1) On the "From:" line, the colon (:) is followed by two spaces. On the "To:" and "Ref:" lines, align the first word of each line directly under the first word on the "From:" line. If the From, To, Ref, or Encl lines carry over to a second line, indent the second line so that it aligns with the preceding lines. For example:

From: Commander, Naval Sea Systems Command
To: Commander, Naval Undersea Warfare Center
Division, Newport (Code 2092)

SEA 92T STANDARD OPERATING PROCEDURE (SOP): NO. 13

Subj: ALLOCATION OF TASKS

Ref: (a) NUWC/SEA 92T mtg of 2 Feb 01

Encl: (1) Task 1234, Development of a COTS Servo
Control Valve Replacement to HE-179

(2) A period (.) is normally followed by two spaces.

(3) Identify paragraphs or subparagraphs in the following sequence: 1., a., (1), (a). Start all continuation lines at the left margin. All paragraphs are single spaced, with double spacing between paragraphs and subparagraphs. Do not begin a paragraph at the bottom of a page unless there is enough room for at least two lines of text on the page and at least two lines are carried over to the next page. A signature page must have at least two lines of text.

f. **From and To Lines:** The "From:" line is always "Commander, Naval Sea Systems Command" for letter correspondence signed by SEA 92T. Up to four addressees may appear in the "To:" line of the letter. If more than four addressees will receive the letter, omit the "To:" line and at the end of the letter use "Distribution:" followed by a list of the addressees. Refer to the Standard Navy Distribution List (SNDL) Part 1 for proper titles and addresses for fleet activities, and Part 2 for shore activities. BSC maintains a copy of the SNDL for reference use. Use codes if you know what they are for To: and Via: lines.

g. **Via:** Use a "Via:" line when one or more activities outside your own should see a letter before it reaches the action addressee. List commanding officers in the "Via:" line as if composing a "From:" or "To:" line. If you list two or more "Via:" addressees, follow your chain of command. Routing starts with the addressee listed first. When going down a chain of command, first list the next lower echelon. When going up a chain of command, first list the next higher echelon.

h. **Subject Line:** Subject line is in ALL CAPS, contains no acronyms, and is 10 words or fewer.

i. **References:** References are listed in the reference line in the same sequence as they are identified in the body of the letter and must be mentioned within the correspondence text.

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One space follows the closing parenthesis. Continuation lines start under the first word of the reference. References are "of" as in "NAVSEA ltr Ser SEA 92T1/123 of 19 Feb 02".

j. **Enclosures:** Identification of an enclosure in the enclosure line of the letter should reflect the exact title appearing on the enclosure itself. Acronyms may be used in the enclosure line if used on the enclosure. Enclosures are listed in the enclosure line in the same sequence as they are identified in the body of the letter. Enclosures are "dtd" as in "NSWC/CD Report 001, Fatigue Testing of Spherical Air Flasks", dtd 19 Feb 02.

k. **Acronym:** Acronyms should not be used in the subject line. Spell out any acronym the first time it appears in the body of the letter and follow with the acronym in parenthesis. Use the acronym throughout the rest of the text. If use of the acronym would be infrequent, forego the acronym and spell out the words each time.

l. **SHIP Names:** Ship names are written in all capital letters. For example: USS SEAWOLF (SSN 21) or OHIO Class.

m. **Point of Contact:** The last paragraph of a letter should include the point of contact's name, code, telephone number and e-mail address.

n. **Signature:** Four lines below the last line of text, type the name of the signer in ALL CAPS. Generally, the signer's typed name consists of first initial, middle initial and last name. Use one space between the first and middle initials. The authorized signer will sign their name beginning in the center of the page, just below the last line of the letter. Because we use Commander, Naval Sea Systems Command (NAVSEA) letterhead, all letters released by SEA 92T personnel are signed under "By direction" authority. Type "By direction" immediately below the signer's typed name; By is capitalized and direction is lower case. For example:

I/signature/I
STEVE SCHULZE
By direction

NOTE: Steve Schulze's signature preference is: STEVE SCHULZE
(All Caps)

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o. **Copy to and Blind Copy to:** Use "Copy to:" for all addressees outside the Team Submarine (TEAMSUB) and NAVSEA organization. Use "Blind copy to:" for all addressees within the TEAMSUB and NAVSEA organizations, which includes other PARMs within TEAMSUB. "Blind copy to:" should also be used to provide a copy to parties (SEA 08 or 05 for example) who signed the "blind copy to:" page under the record note or concurrence section, or have a need to know the subject matter. All SEA 92T correspondence will include a blind copy to SEA 92TIC for record and file purposes. Discontinue all blind copy to for reading file.

(1) For copy to addressees, if a code begins with a letter, do not use the word "Code" before the code itself (SEA 02, not Code SEA 02).

(2) If the copy is going to an individual who does not have a unique code, use their name following their group code (Code 2092, M. Smith).

p. **Enclosure Distribution:** If none of the copy to or blind copy to addressees will receive the enclosure(s), type "(w/o encl)" after "Copy to:" or "Blind copy to:". For any individual addressee(s) who will not receive the enclosure, type "(w/o encl)" immediately after the addressee(s) title. All addressees (Copy to and Blind copy to) will receive a copy of the enclosure unless indicated otherwise by use of "(w/o encl)" For example:

Copy to: (w/o encl)
SEA 04X

Blind copy to:
PMS 401
PMS 435 (w/o encl)

q. **Page Numbering:** Start page numbering on page 2, with number 2. Center page numbers 1/2 inch from the bottom edge. Do not use page numbers on enclosures. No punctuation accompanies a page number. Do not number a single page letter or the first page of a multiple page letter.

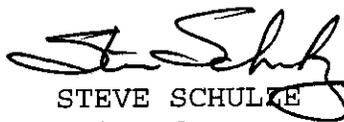
5. **Memorandum:** Memorandum, or Memos, will be prepared in accordance with this policy. Memos document official correspondence between SEA 92T and other NAVSEA Codes.

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Enclosure (2) is a sample memo with additional information regarding the content and format of a memo. Since memos are internal correspondence and are from SEA 92T the address and signature differ slightly from that used when preparing a letter. The "By direction" statement below the signature is not required for memos because it is "From" the signatory.

6. **Confidential Letters:** Confidential letters prepared for SEA 92T signature will comply with the format requirements of this policy and the additional labeling requirements of references (a) through (c).

7. **Record Note:** A Record Note is required for both letters and memorandums, as illustrated on the Blind copy page of enclosures (1) and (2). The Record Note page is only distributed to those designated on the "Blind copy to". The purpose of the Record Note is (1) to summarize the action/direction provided by the correspondence, (2) provide an opportunity to document dissenting opinions or state other relevant facts that may not be appropriate in the body of the letter, and (3) to document concurrences by other organizations. Consolidation of this information in the Record Note facilitates a timely response to external inquiries and questions regarding the correspondence.



STEVE SCHULZE

(Signed copy on file)

Distribution:

SEA 92T (e-mail)

SEA 92TIC (file copy)

BSC Staff (e-mail)

**Format for
SEA 92T Letters**

Enclosure (1)

Subj: [SUBJECT LINE IN ALL CAPITAL LETTERS, DESIRED MAXIMUM IS
TEN WORDS]

4. The SEA 92T point of contact is Mr./Ms. W. T. Door who can
be reached at 202-781-#### or by e-mail at
DoorWT@NAVSEA.NAVY.MIL.

STEVE SCHULZE
By direction

Copy to:
[Organizations outside TEAMSUB & NAVSEA]

Subj: [SUBJECT LINE IN ALL CAPITAL LETTERS, DESIRED MAXIMUM IS
TEN WORDS]

Blind copy to:

[SEA 92T codes and any code that signs the record note]
SEA 92TIC

RECORD NOTE:

1. NAVSEA approves PNSY request to [whatever] [Provides enough information for the Top Level Manager to understand the issue, the decisions NAVSEA made, and all actions required by the Navy, Planning Yard, Shipyard or ISEA.]

2. SEA 05 [insert appropriate codes and names, for example: SEA 05L (Merten), SEA 05U (Lawrence)] have concurred with this letter.

Some letters may be of such significance that the signatures of the appropriate individuals should be documented on this page. For example:

Concurrence:

SEA 05U _____ / /02]

3. The attached correspondence/document has been reviewed and does ____ / does not _____ require SEA 08 concurrence in accordance with NAVSEAINST C9210.4A or the SEA 08/SEA 92 MOA of 29 May 1979.

SEA 92T Signature Date

SEA 08 action/review complete.

SEA 08() Signature Date

SEA 08 Comments:

4. This letter responds to [cite incoming correspondence if applicable, i.e. PSNSY ltr Ser 260/123 of 13 Dec 01]

**Format for
SEA 92T Memorandums**

SSIC
Ser 92T/[###]
DD Mon YYYY
(After Correspondence is signed)

MEMORANDUM

From: SEA 92T[XX]
To: SEA 0[XX] or PMS [XXX]
Subj: [SUBJECT LINE IN ALL CAPITAL LETTERS, DESIRED MAXIMUM IS
TEN WORDS]
Ref: (a) [Incoming correspondence and/or specific supporting
documentation, remember that references are "of"]
(b) [Other Supporting Documents]
Encl: (1) [Technical comments or other forwarding info,
remember that enclosures are "dtd"]

1. Background: [Identify the basic reason you're writing this memo. Provide the background information needed to establish the basis from which you will build your discussion. If responding to incoming correspondence, use the incoming correspondence to summarize the basis for the incoming request. Be detailed and plagiarize freely from the main reference(s). (Make sure you refer to all references and enclosures within the correspondence text.)]

2. Discussion: [The focus and goal of this section should be to ensure that this memo stands alone in capturing the relevant issues. If the reader of your correspondence is forced to look up the references just to understand our request or decision and its basis, then you have failed as a correspondent. Brevity here is of secondary importance compared to thoroughness. Use as many subparagraphs as necessary.]

3. Action: [This action section should clearly identify the SEA 92T request or decision. Lengthy comments should be separated into one or more enclosures and referred to in the text of the correspondence. Comments are not to be phrased as questions. Write your comments as if later someone else has to impartially validate the document.]

Subj: [SUBJECT LINE IN ALL CAPITAL LETTERS, DESIRED MAXIMUM IS
TEN WORDS]

4. The SEA 92T point of contact is Mr./Ms. W. T. Door who can
be reached at 202-781-#### or by e-mail at
DoorWT@NAVSEA.NAVY.MIL.

SIGNATORY'S NAME

Copy to:
[Organizations outside TEAMSUB & NAVSEA]

Subj: [SUBJECT LINE IN ALL CAPITAL LETTERS, DESIRED MAXIMUM IS
TEN WORDS]

Blind copy to:

[SEA 92T codes and any code that signs the record note]

SEA 92TIC

RECORD NOTE:

1. This memo requests [who ever] to [do whatever], [Provides enough information for the manager to understand the issue, the request or decision].

2. Concurrence: [Insert appropriate codes and names, for example: PMS 393M (Tesserio), PMS 392A1 (Mullarky)] have concurred with this memo.

[Some memos may be of such significance that the signatures of the appropriate individuals should be documented on this page. For example:

Concurrence:

PMS 392 _____ / /02]

3. This memo responds to [cite incoming correspondence if applicable, i.e SEA 08 Memo Ser 08D/123 of 13 Dec 01]

**SSICs approved for use in
SEA 92T Correspondence**

Enclosure (3)

SEA 92T
 File
 Manager: Gail Jones
 File
 Custodian:

SEA 92T
 File
 Manager:
 File
 Custodian:

Office	SSIC	File Description	T/P	SSIC Para	Disposition
SEA 92T	1070	PERSONNEL RECORDS - TEMPORARY (LOCAL) PERSONNEL FILES. (MILITARY)	T	1070.5b	Destroy when personnel are transferred, separated, or when files are no longer needed, whichever is earlier.
SEA 92T	3087	SOFTWARE, SUBSURFACE RECORDS - GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES, OPERATIONAL TRAINING AND READINESS OF SUBSURFACE FLEET SOFTWARE.	T	3087.1	Destroy when 3 years old.
SEA 92T	3302	NAVY SPECIAL WARFARE OPERATIONS RECORDS - GENERAL FILES	T	3302.2	Destroy when 4 years old.
SEA 92T	3900	GENERAL RDT&E RECORDS - GENERAL CORRESPONDENCE FILES.	T	3900.2	Retire to nearest FRC when 5 years old. Destroy when 10 years old.
SEA 92T	3960	GENERAL TEST AND EVALUATION RECORDS - CORRESPONDENCE FILES	T	3960.2	Retire to nearest FRC when 3 years old. Destroy when 7 years old.
SEA 92T	4130	CONFIGURATION MANAGEMENT RECORDS - CONFIGURATION MANAGEMENT GENERAL CORRESPONDENCE, INSTRUCTIONS, NOTICES, STUDIES, AND OTHER RECORDS.	T	4130.1	Destroy when superseded, cancelled or no longer needed for reference purposes
SEA 92T	4200	GENERAL CONTRACTING RECORDS - Routine Procurement Files - Procurement or purchase organization copy and related paper - Transactions of more than \$25,000 and all construction contracts exceeding \$2,000. Exclude transactions containing indemnification provisions.	T	4200.1b(1)a	Destroy 6 years and 3 months after payment.
SEA 92T	4408	SPARE AND REPAIR PARTS RECORDS - TECHNICAL DATA AND RELATED INFORMATIONAL PAPERS.	T	4408.1	Destroy when superseded or cancelled, or aircraft, ship other craft, or equipment is removed from supply system support.
SEA 92T	4650	PASSENGER TRANSPORTATION/TRAVEL RECORDS - TRANSPORTATION REPORTS.	T	4650.2	Destroy when 3 years old.

SEA 92T	4650	PASSENGER TRANSPORTATION/TRAVEL RECORDS - TRAVEL DOCUMENTS AND RECORDS - Travel and Accommodation Arrangements.	T	4650.3b	Destroy 3 years after date of requested travel.
SEA 92T	4650	PASSENGER TRANSPORTATION/TRAVEL RECORDS - TRAVEL DOCUMENTS AND RECORDS - Travel Expense Claims and Vouchers	T	4650.3c(1)	Destroy when 3 years old.
SEA 92T	4700	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS - CONSTRUCTION, ALTERATION, OVERHAUL, REPAIR, SALVAGE, MAINTENANCE, OR CONSTRUCTION OF NAVAL FACILITIES, EQUIPMENT, AIRCRAFT, AND VESSELS. (EXCLUDE SHORE STATION CONSTRUCTION RECORDS COVERED IN SSIC 11013	T	4700.1a(2)	Destroy when 4 years old.
SEA 92T	4710	OVERHAUL/REWORK RECORDS - OVERHAUL USAGE DATA, AVAILABILITY, RESTRICTED ALTERATIONS AND IMPROVEMENTS, INSPECTIONS, EXAMINATIONS, TESTS AND SURVEY RECORDS	T	4710.1	Destroy when 2 years old.
SEA 92T	4730	INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS - REPORTS OF BOARDS, SUB-BOARDS, AND DISTRICT SUB-BOARDS OF INSPECTION AND SURVEY - Material Inspection Reports - (Naval Command Inspection Program Records)	T	4730.4b	Destroy when superseded or craft or equipment is removed from naval custody., e.g. sold, scrapped or stricken, whichever is earlier.
SEA 92T	4731	EQUIPMENT OIL ANALYSIS RECORDS	T	4731.1	Destroy when no longer needed for reference.
SEA 92T	4770	RESERVE FLEETS AND INACTIVE SHIPS OR AIRCRAFT RECORDS	T	4770.1	Destroy when 2 years old or no longer needed, whichever is earlier.
SEA 92T	4790	MAINTENANCE AND MATERIAL MANAGEMENT RECORDS - ACTIVITIES GENERAL CORRESPONDENCE FILES.	T	4790.2	Destroy when 2 years old.
SEA 92T	5000	GENERAL ADMINISTRATION AND MANAGEMENT - ACTIVITIES ADMINISTRATIVE OPERATIONS FILES	T	5000.2	Destroy when 2 years old.
SEA 92T	5050	MEETINGS, CONFERENCES, CONVENTIONS, AND VISIT RECORDS - MINUTES AND REPORTS OF MEETINGS, CONFERENCES CONVENTIONS, AND VISITS. (NC1-NU-81-1) - Official Record Copies of Proceedings of a Routine Nature.	T	5050.1b	Destroy when 6 months old.
SEA 92T	5090.4	GENERAL ENVIRONMENTAL PROTECTION RECORDS - GENERAL ENVIRONMENTAL REPORTS AND DOCUMENTATION NOT COVERED ELSEWHERE IN THIS INSTRUCTION.	T	5090.4	Retire to nearest FRC when 5 years old. Destroy when 30 years old.

SEA 92T	5100.2a	SAFETY AND OCCUPATIONAL HEALTH RECORDS - SAFETY ENGINEERS REPORTS OF INSPECTION AND RELATED CORRESPONDENCE AND PAPERS REFLECTING RECOMMENDATIONS AND RESULTS - Naval Activities.	T	5100.2a	Destroy when 3 years old or upon discontinuance of facility, whichever is earlier.
SEA 92T	5200	GENERAL MANAGEMENT PROGRAMS AND TECHNIQUES RECORDS - GENERAL CORRESPONDENCE FILES.	T	5200.1	Destroy when 2 years old.
SEA 92T	5210	RECORDS MANAGEMENT PROGRAM RECORDS - FILES PERTAINING TO PROGRAMS, PLANS, POLICIES, AND PROCEDURES FOR MANAGING AND IMPROVING RECORDS MANAGEMENT.	T	5210.1b	Destroy when program is cancelled, superseded or no longer needed for reference
SEA 92T	5211	FILINGS, MAINTENANCE, RETRIEVAL, AND PRIVACY ACT SYSTEMS RECORDS - FILING MAINTENANCE AND RETRIEVAL SYSTEMS.	T	5211.1b	Apply SSIC 5210. 5210.1b Destroy when program is cancelled, superseded or no longer needed for reference.
SEA 92T	5212	RECORDS DISPOSITION PROGRAM (INCLUDES TRANSFER, RETIREMENT, STORAGE AND DESTRUCTION) RECORDS - ALL DON COMMANDS/ACTIVITIES/OFFICES FILES.	T	5212.2	Destroy upon final disposition of the records referred to in the forms/documentation.
SEA 92T	5215	ISSUANCE SYSTEMS (INCLUDE DIRECTIVES) RECORDS - DIRECTIVES FILES	T	5215.1c	Destroy when superseded, cancelled or no longer needed for reference.
SEA 92T	5216	CORRESPONDENCE MANAGEMENT RECORDS - FILES CONSISTING OF POLICIES AND PROCEDURES PERTAINING TO CORRESPONDENCE MANAGEMENT.	T	5216.1	Destroy when cancelled or superseded.
SEA 92T	5220	ADMINISTRATIVE WORKLOAD MANAGEMENT; MANAGEMENT STUDIES, ANALYSES AND REVIEWS	T	5220.1	Destroy when 1 year old, or when abstracted, or consolidated whichever is earlier.
SEA 92T	5231	DATA SYSTEMS DEVELOPMENT RECORDS FOR SYSTEMS SCHEDULED AS TEMPORARY - LIFE CYCLE MANAGEMENT DOCUMENTATION.	T	5231.3	Destroy 2 years after termination of a fielded system or 2 years after termination of a project not fielded.
SEA 92T	5233	INSTALLATION MANAGEMENT RECORDS - ACTIVITY OR OFFICE PROCEDURES AND REPORTS	T	5233.2	Retire to the nearest FRC when 3 years old. Destroy when 5 years old.
SEA 92T	5370	STANDARDS OF CONDUCT RECORDS	T	5370.1	Destroy after the next periodic application of the procedure, 1 year after obsolescence of the procedure, or no discontinuance of the office, whichever is earlier

SEA 92T	5400	GENERAL ORGANIZATION, FUNCTIONS, AND STATUS RECORDS - ORGANIZATION, FUNCTIONS, AND STATUS REFERENCE FILES, BOARDS, COMMITTEES, COUNCILS, AND GROUP RECORDS	T	5400.2	Destroy when no longer needed for reference or activity is disestablished.
SEA 92T	5500	GENERAL SECURITY RECORDS - SECURITY OFFICES GENERAL CORRESPONDENCE FILES.	T	5500.2	Destroy when 2 years old.
SEA 92T	5510	INFORMATION SECURITY RECORDS - RECORDS REQUIRED BY THE DON INFORMATION SECURITY PROGRAM REGULATION (OPNAVINST 5510.1 CURRENT VERSION)	T	5510.1	Destroy when 2 years old.
SEA 92T	5511	CLASSIFIED MATERIAL CONTROL RECORDS - LOGS, REGISTERS, LEDGERS, OR OTHER SIMILAR RECORDS USED AS INVENTORY OR CONTROL RECORDS OF CLASSIFIED DOCUMENTS.	T	5511.4	Destroy when 2 years old.
SEA 92T	5520	PERSONNEL SECURITY RECORDS	T	5500.2	Apply SSIC 5500.2. 5500.2 - Destroy when 2 years old.
SEA 92T	5531	INDUSTRIAL SECURITY RECORDS - RECORDS OF DESTRUCTION.	T	5531.3	Destroy when 2 years old.
SEA 92T	5711	STANDARDIZATION PROGRAMS AND AGREEMENT RECORDS.	T	5711.1	Apply SSICs 5700. 5700.2 - Destroy when 2 years old.
SEA 92T	7042	OPERATIONS AND MAINTENANCE RECORDS - CORRESPONDENCE (WORKING) FILES.	T	7042.3	Destroy 1 year after close of fiscal year covered by the budget.
SEA 92T	7043	PROCUREMENT RECORDS - WORKING PAPERS	T	7043.2	Destroy 1 year after close of fiscal year covered by the budget.
SEA 92T	7045	MILITARY CONSTRUCTION RECORDS - GENERAL CORRESPONDENCE FILES.	T	7045.3	Destroy when 3 years old.
SEA 92T	7100	GENERAL BUDGETING RECORDS - GENERAL CORRESPONDENCE FILES.	T	7100.1	Destroy when 2 years old.
SEA 92T	7100	GENERAL BUDGETING RECORDS - BUDGET BACKGROUND RECORDS.	T	7100.2	Destroy 1 year after close of fiscal year covered by the budget.
SEA 92T	7100	GENERAL BUDGETING RECORDS - BUDGET REPORT FILES (EXCEPT FOR End of fiscal year annual report) - Mark-ups and Reclamas, etc.	T	7100.3b	Destroy 3 years after close of fiscal year.
SEA 92T	7110	BUDGET/ESTIMATES PREPARATION RECORDS - BUDGET WORKING PAPERS, COST INFORMATION, AND ROUGH DATA.	T	7110.1	Destroy 1 year after close of fiscal year.

SEA 92T	7110	BUDGET/ESTIMATES PREPARATION RECORDS - BUDGET ESTIMATE RECORDS - Budget Estimates and Justifications with Supporting Papers.	T	7110.2b	Destroy 1 year after close of fiscal year covered by the budget.
SEA 92T	7110	BUDGET/ESTIMATES PREPARATION RECORDS - POMs AND RELATED RECORDS - Including Submissions by Claimants Accumulated by Program Sponsors.	T	7110.4b	Destroy when no longer needed for reference.
SEA 92T	8390	MISSILE LAUNCHERS AND PROJECTOR RECORDS, TORPEDO TUBES, OTHER LAUNCHERS, VERTICAL LAUNCH SYSTEMS	T	8390.1	Retain on Board. Destroy when canceled, superseded or no longer required.
SEA 92T	9000	GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS - PRIMARY PROGRAM RECORDS/SHIP DESIGN AND MATERIAL RECORDS - LIFE CYCLE ENGINEERING AND MANAGEMENT AND FLEET SUPPORT RECORDS. (Exclude primary program records covered by 8000.1)	P	9000.1a	Permanent. Retire to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives and Records Administration (NARA) when 30 years old.
SEA 92T	9010	COMBAT CAPABILITIES RECORDS - RECORDS USED TO DETERMINE WHICH SYSTEMS AND SUBSYSTEMS TO PLACE ON NEW CLASSES OF SHIPS AS WELL AS PROVIDING DESIGN CRITERIA FOR ADVANCED SUBSYSTEMS AND RESEARCHING THE NEED FOR OPTIONS TO SUPPLEMENT THE CURRENT INVENTORY OF SYSTEM CONFIGURATIONS AND PERFORMANCE CAPABILITIES	T	9010.1c	Retire to FRC when 2 years old. Destroy when 6 years old.
SEA 92T	9050	SHIP SYSTEMS PERFORMANCE - RECORDS DOCUMENTING TECHNICAL FUNCTIONAL GUIDANCE WHICH ADDRESSED THE PHYSICAL, ECONOMIC, DECISIONS WHICH CONSTRAIN THE OPTIONS AVAILABLE FOR PROVIDING AN EFFECTIVE INTEGRATED OPERATIONAL NAVAL FORCE - RECORDS MAINTAINED BY NAVY	P	9050.1a	Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.
SEA 92T	9060	SUBSYSTEM CHARACTERISTICS - RECORDS DOCUMENTING INDEXING AND CLASSIFYING REQUIREMENTS. (Ships Characteristics) - Records maintained by the program manager.	T	9060.1a(2)c	Retire to FRC when 2 years old. Destroy when 6 years old.

SEA 92T	9071	ACCESS RECORDS - RECORDS DOCUMENTING ACCESS TO MACHINERY AND EQUIPMENT, SHIP COMPARTMENT ACCESS REQUIREMENTS AND WATER TIGHT INTEGRITY AND STRUCTURAL ACCESS LIMITATIONS - Records maintained by program manager/life cycle manager and fleet support activities (Design Review, General)	T	9071.1a	Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.
SEA 92T	9072	SHOCK RECORDS - SHIP SURVIVABILITY FILES - Records maintained by program manager/life cycle manager and fleet support activities. (Trials)	T	9072.1a	Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.
SEA 92T	9073	NOISE AND VIBRATION - SHIP SILENCING AND SHIP VIBRATION CONTROL RESONANCE AVOIDANCE, LEVEL OWN SHIP (LOS) MEASUREMENT - Records maintained by program manager/life cycle manager and fleet support activities.	T	9073.1a	Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.
SEA 92T	9074	CASTING, WELDING, RIVETING AND ALLIED PROCESSES - RECORDS CONCERNING BRAZING, CASTINGS, FABRICATION, FORGINGS, NON-THREADED MECHANICAL FASTENERS, PROCEDURES AND PROCESS QUALIFICATION, RADIOGRAPHY, RIVETING, WELDER QUALIFICATIONS AND WELDING - Records Maintained by program manager/life cycle manager and fleet support activities.	T	9074.1a	Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.
SEA 92T	9075	THREADED FASTENERS MAINTENANCE RECORDS - RECORDS CONCERNING INFORMATION ON BOLTS, NUTS, SCREWS, STUDS AND THREAD KITS - Records maintained by program manager/life cycle manager and fleet support activities.	T	9075.1a	Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.
SEA 92T	9077	SAFETY RECORDS - SHIP AND SHIP SYSTEM SAFETY - RECORDS MAINTAINED BY NAVSEASYSKOM. (Ships Combustible Materials)	P	9077.1a	Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.
SEA 92T	9078	MATERIAL RECORDS - Records maintained by program manager/life cycle manager and fleet support activities. (Seaworthiness)	T	9078.1a	Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.
SEA 92T	9080	INTEGRATED LOGISTICS SUPPORT REQUIREMENTS - GENERAL - Records maintained for routine internal operations by all other activities.	T	9080.1b	Cut off annually. Destroy when 2 years old.
SEA 92T	9081	MAINTENANCE RECORDS - Record maintained by program manager/life cycle manager and fleet support activities.	T	9081.1b	Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.

SEA 92T	9086	TECHNICAL MANUALS AND OTHER DATA RECORDS -GENERAL INFORMATION CONCERNING TECHNICAL INFORMATION CENTER (TIC)	T	9086.2b	Destroy when no longer needed for reference.
SEA 92T	9088	PERSONNEL AND TRAINING RECORDS	T	9088.1	Retire to FRC when 2 years old.. Destroy when 10 years old.
SEA 92T	9090	QUALITY ASSURANCE REQUIREMENTS RECORDS - QUALITY ASSURANCE REQUIREMENTS FOR SHIPS. Exclude quality assurance policy records from COMNAVSEASYSKOM and COMSPAWARSYSKOM which are covered by 9000.1a.	T	9090.1	Retire records under SSIC 4855 of this instruction. 4855.1 - Destroy when 2 years old.
SEA 92T	9092	SHIP TEST RECORDS - Records maintained by program manager/life cycle manager and fleet support activities.	T	9092.1a	Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.
SEA 92T	9094	SHIP TRIAL RECORDS - Records maintained by program manager/life cycle manager and fleet support activities.	T	9094.2a	Cut off annually. Retire to FRC when 2 years old. Destroy when 10 years old.
SEA 92T	9096	WEIGHT CONTROL - RECORDS OF WEIGHT AND MOMENT CHANGES - Paper Copies.	T	9096.1a(3)	Destroy when no longer needed for reference.
SEA 92T	9100	HULL STRUCTURE RECORDS, GENERAL.	T	9100.1	Destroy when 6 years old.
SEA 92T	9110	SHELL AND SUPPORTING STRUCTURE RECORDS. (Shell Plating, Pressure Hull Envelope)	T	9110.1	Destroy when 6 years old.
SEA 92T	9120	HULL STRUCTURAL BULKHEAD RECORDS.	T	9120.1	Destroy when 6 years old.
SEA 92T	9130	HULL DECK RECORDS.	T	9130.1	Destroy when 6 years old.
SEA 92T	9140	HULL PLATFORMS AND FLATS RECORDS.	T	9140.1	Destroy when 6 years old.
SEA 92T	9150	DECK HOUSE STRUCTURE.	T	9150.1	Destroy when 6 years old.
SEA 92T	9160	SPECIAL STRUCTURES RECORDS - Hull structural closures, Sonar domes, Mast, King Posts, and Service platforms, Foundations, Compartment testing, Ballast & Buoyancy Units	T	9160.1	Destroy when 6 years old.
SEA 92T	9200	PROPULSION PLANT RECORDS, GENERAL	T	9200.1	Destroy when 6 years old.
SEA 92T	9210	NAVAL NUCLEAR PROPULSION INFORMATION (NNPI) - GENERAL CORRESPONDENCE - REACTOR PLANT AUXILIARY SYSTEMS - RADIATION SHIELDING (PRIMARY).	T	9210.2	Retire to FRC when 4 years old. Destroy when 10 years old.
SEA 92T	9220	ENERGY GENERATING SYSTEMS (NON-NUCLEAR) - Main Propulsion Batteries	T	9220.1	Destroy when 6 years old.
SEA 92T	9230	PROPULSION UNITS - Power Train, Steam Turbines, Internal Combustion Engines, Electric Propulsion, Secondary Propulsion (Submarines), Emergency Propulsion (Submarines).	T	9230.1	Destroy when 6 years old.
SEA 92T	9240	TRANSMISSION AND PROPULSION SYSTEMS - Propulsion Shaft Bearings, Reduction Gears, Clutches and Couplings, Shafting.	T	9240.1	Destroy when 6 years old.

SEA 92T	9245	PROPULSOR RECORDS - PROPELLER INSPECTION REPORTS FOR NAVAL SHIPS - Silver halide microfiche at COMNAVSEASYSKOM.	T	9245.1c	Destroy when propeller is scrapped.
SEA 92T	9250	PROPULSION SUPPORT SYSTEMS - Combustion Air System, Main Steam Piping System, Condensers and Air Ejectors, Feed and Condensate System, Circulating and Cooling Water System, High Pressure Steam Drain Systems.	T	9250.1	Destroy when 6 years old.
SEA 92T	9260	FUEL AND LUBE OIL PROPULSION SUPPORT SYSTEMS - Fuel Service Systems, Main Propulsion Lube Oil, Shaft Lube Oil Systems (Submarines), Lube Oil Fill/Transfer and Purification.	T	9260.1	Destroy when 6 years old.
SEA 92T	9300	ELECTRICAL PLANT RECORDS - GENERAL - Protective Devices, Electric Cables, Electric Power Generation, Power Distribution Systems, Lighting System, Power Generation Support Systems (Lube oil and Diesel Support), Motors and Associated Equipment..	T	9300.1	Destroy when 6 years old.
SEA 92T	9400	COMMAND SURVEILLANCE (SHIPBOARD INSTALLATION) RECORDS - Personnel Safety, Grounding and Bonding, Electromagnetic Interference Reduction, Command and Control Systems, Navigation Systems, Non-electrical and Non-electronic Navigation Aids, Electrical Navigation Aids (Lights)	T	9400.1	Destroy when 10 years old.
SEA 92T	9430	INTERIOR COMMUNICATIONS (IC) RECORDS	T	9430.1	Destroy when 6 years old.
SEA 92T	9440	EXTERIOR COMMUNICATIONS RECORDS - UNDERWATER SYSTEMS	T	9440.1	Destroy when 6 years old.
SEA 92T	9460	UNDERWATER SURVEILLANCE SYSTEMS RECORDS - MOBILE SURVEILLANCE SYSTEMS (INCLUDES PASSIVE SONAR)	T	9460.1	Destroy when 6 years old.
SEA 92T	9470	COUNTERMEASURES RECORDS.	T	9470.1	Destroy when 6 years old.
SEA 92T	9475	DEGAUSSING RECORDS	T	9475.1	Retire and dispose of records under the appropriate subsection of SSIC 8950 of this instruction. 8950.1 - Destroy when 2 years old.
SEA 92T	9500	GENERAL AUXILIARY SYSTEMS RECORDS - Auxiliary Machinery, Pumps, Instruments and Instrument Boards, General Piping Requirements, Overflows/Air Escapes and Sounding Tubes, Machinery and Piping Designating Marking, Thermal Insulation for Piping and Machinery, Thermal Insulation for Ventilation and Air Conditioning Ducts.	T	9500.1	Destroy when 5 years old.

SEA 92T	9510	ENVIRONMENTAL CONTROL RECORDS - Ventilation System, Air Conditioning System, Air Revitalization Systems (Submarines), Refrigeration Systems.	T	9510.1	Destroy when 5 years old.
SEA 92T	9520	SEAWATER SYSTEMS RECORDS	T	9520.1	Destroy when 5 years old.
SEA 92T	9530	FRESH WATER SYSTEMS RECORDS.	T	9530.1	Destroy when 5 years old.
SEA 92T	9550	AIR, GAS AND MISCELLANEOUS FLUID SYSTEMS RECORDS - Compressed Air Systems, Fire Extinguishing Systems, Hydraulic Fluid Systems.	T	9550.1	Destroy when 5 years old.
SEA 92T	9560	SHIP'S CONTROL SYSTEMS RECORDS.	T	9560.1	Destroy when 5 years old.
SEA 92T	9580	MECHANICAL HANDLING SYSTEMS RECORDS - Anchor Handling and Stowage Systems, Mooring and Towing Systems, Boat Handling and Stowage Systems..	T	9580.1	Destroy when 5 years old.
SEA 92T	9590	SPECIAL PURPOSE SYSTEMS (AUXILIARY SYSTEMS) RECORDS - Swimmer & Diver Support and Protection Systems, Environmental Pollution Control Systems (Sewage treatment and disposal, trash disposal, and incineration), Submarine Rescue/Salvage and Survival Systems.	T	9580.1	Destroy when 5 years old.
SEA 92T	9600	GENERAL OUTFIT AND FURNISHING RECORDS - DRAFT MARKS	T	9600.1	Destroy when 2 years old.
SEA 92T	9610	SHIP FITTINGS RECORDS - RIGGING AND CANVAS	T	9610.1	Destroy when 2 years old.
SEA 92T	9620	HULL COMPARTMENTATION RECORDS - Non-structural Bulkheads, Floor Plates and Gratings, Ladders, Non-structural closures, Air ports/Fixed Port Lights and Windows.	T	9620.1	Destroy when 2 years old.
SEA 92T	9630	PRESERVATIVES AND COVERINGS RECORDS - Painting, Zinc Coating, Cathodic Protection, Deck Covering, Hull Insulation, Hull Damping, Sheathing, Refrigerated Spaces.	T	9630.1	Destroy when 5 years old.
SEA 92T	9640	LIVING SPACES RECORDS - Sanitary Spaces and Fixtures.	T	9640.1	Destroy when 2 years old.
SEA 92T	9650	SERVICE SPACES RECORDS - Commissary Spaces.	T	9650.1	Destroy when 2 years old.
SEA 92T	9670	STOWAGE SPACE RECORDS	T	9670.1	Destroy when 2 years old.
SEA 92T	9700	GENERAL ARMAMENT (SHIPBOARD INSTALLATIONS) RECORDS - Torpedoes, Stowage and Handling.	T	9700.1	Retire and dispose of records under the appropriate subsection under SSIC 8020 of this instruction. 8020.1 - Destroy when 3 years old.

SEA 92T	9700	GENERAL ARMAMENT (SHIPBOARD INSTALLATIONS) RECORDS - COMBAT SYSTEM ALTERATION NETWORK (SEANET) - Systems documentation to include description of data elements, file layout, code books and operators and user manuals. GUNS AND AMMUNITION, STOWAGE AND HANDLING; MISSILES AND ROCKETS, TORPEDOES, STOWAGE AND HANDLING.	T	9700.2d	Destroy when superseded or no longer needed for reference.
SEA 92T	9997	DRYDOCKING RECORDS - REPORTS	T	9997.1	Destroy when 2 years old.
SEA 92T	10200	GENERAL MACHINERY AND TOOLS RECORD - GENERAL CORRESPONDENCE	T	10200.1b	Destroy when 3 years old
SEA 92T	10300	MISCELLANEOUS MATERIAL RECORDS - NONMETALLIC MATERIALS	T	10300.1	Destroy when 3 years old
SEA 92T	10350	LUBRICANT RECORDS	T	10350.1	Apply SSIC 10300. 10300.1 - Destroy when 3 years old.
SEA 92T	10460	GENERAL OFFICE EQUIPMENT AND SUPPLIES RECORDS - ACQUISITION OF OFFICE EQUIPMENT RECORDS; RECORDS PRODUCTION EQUIPMENT	T	10460.3	Retain on board. Destroy after equipment disposal.
SEA 92T	10470	SAFETY AND SURVIVAL EQUIPMENT AND DEVICES RECORDS - GENERAL CORRESPONDENCE	T	10470.1	Apply SSIC 10300. 10300.1 - Destroy when 3 years old.
SEA 92T	10500	GENERAL NAVIGATIONAL AND MOORING AIDS RECORDS - TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT (MARCORPS)	T	10500.1	Apply SSIC 10300. 10300.1 Destroy when 3 years old.
SEA 92T	10550	ELECTRONICS RECORDS - GENERAL CORRESPONDENCE - Electrostatic Discharge (ESD)	T	10550.1	Retain on board. Destroy when 4 years old.
SEA 92T	11090	DAMAGE CONTROL RECORDS - RECORDS INVOLVING FIRE DETECTION, PREVENTION, AND CONTROL WHICH RELATE TO FLOODING AND DAMAGE DETECTION, PREVENTION, AND CONTROL.	T	11090.1	Destroy when 2 years old.
SEA 92T	11400	GENERAL FLEET FACILITIES RECORDS - THAT PORTION OF THE FILES THAT DOCUMENT THE OVERALL DEVELOPMENT AND ACCOMPLISHMENT OF THE ACTIVITY'S PRIMARY MISSION, ITS ORGANIZATION, GENERAL PROCEDURES, ESSENTIAL TRANSACTIONS AND IMPORTANT LOCAL POLICIES AND PROCEDURES/DECISIONS.	T	11400.1b	Destroy when 6 years old.

SEA 92T	12200	GENERAL CIVILIAN PERSONNEL RECORDS - GENERAL CORRESPONDENCE - Copies Retained by Preparing Offices of Reports and Statistical Data Submitted to Higher Echelon Offices, with Related Feeder Materials and Background Papers.	T	12000.2e	Destroy according to SSICs for specific general correspondence files in this chapter. For general correspondence not covered elsewhere in this chapter, destroy when 3 years old.
SEA 92T	12300	GENERAL EMPLOYMENT RECORDS - EMPLOYMENT APPLICATIONS	T	12300.7	Destroy upon receipt of OPM inspection or when 2 years old, whichever is earlier.
SEA 92T	12330	GENERAL RECRUITMENT, SELECTION, AND PLACEMENT RECORDS - OFFERS OF EMPLOYMENT	T	12330.2a	Destroy when no longer needed
SEA 92T	12410	TRAINING RECORDS - ACTIVITY-WIDE TRAINING PLANS	T	12410.1	Destroy 3 years after completion of the annual period or when no longer required for activity review and/or analysis, whichever is later.
SEA 92T	12511	CLASSIFICATION UNDER THE GENERAL SCHEDULE RECORDS - POSITION CLASSIFICATION FILES - Position Description	T	12511.1b(2)	Destroy when position is abolished or description is superseded.
SEA 92T	12600	GENERAL ATTENDANCE AND LEAVE RECORDS	T	12600.1	Destroy when 4 years old.
SEA 92T	12610	HOURS OF DUTY RECORDS - TIME AND ATTENDANCE SOURCE RECORDS.	T	12610.1	Destroy after GAO audit or when 6 years old; whichever is sooner. (GRS 2.7)
SEA 92T	12620	ALTERNATIVE WORK SCHEDULES - DOCUMENTS SHOWING ALTERNATIVE WORK SCHEDULES SUCH AS FLEXTIME AND COMPRESSED SCHEDULES	T	12620.1	Destroy when 2 years old.
SEA 92T	12630	ABSENCE AND LEAVE RECORDS - SF 71 - If the timecard/time sheet has not been initialed by the employee.	T	12630.1a(2)	Destroy after Government Accounting Office (GAO) audit or when 3 years old, whichever is earlier.
SEA 92T	12990	GENERAL AND MISCELLANEOUS RECORDS - DUPLICATE DOCUMENTATION AND PERSONNEL FILES MAINTAINED OUTSIDE PERSONNEL OFFICES - Supervisor's Personnel Files - Annual Review.	T	12990.2a(1)	Destroy when superseded or obsolete.
SEA 92T	12990	GENERAL AND MISCELLANEOUS RECORDS - DUPLICATE DOCUMENTATION AND PERSONNEL FILES MAINTAINED OUTSIDE PERSONNEL OFFICES - Supervisor's Personnel Files - Separation or transfer of employee.	T	12990.2a(2)	Destroy 1 year after separation or transfer.