



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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TELEPHONE NUMBER
COMMERCIAL
AUTOVON
IN REPLY REFER TO:
5210
Ser 54A/22
22 Aug 02

From: Commander, Naval Supply Systems Command
To: Commander in Chief, U.S. Atlantic Fleet (N412P)
Commander in Chief, U.S. Pacific Fleet (N4142)
Commander in Chief, U.S. Naval Forces Europe (N41P)
Commander, U.S. Naval Forces Central Command (N4)

Subj: STANDARD SUBJECT IDENTIFICATION CODES (SSIC)

Ref: (a) SECNAV Instruction 5210.11D

1. Reference (a) outlines the process for segregating and filing Navy and Marine Corps records and the single standard system of numbers and/or letter symbols used throughout the Department of the Navy for categorizing and classifying Navy and Marine Corps information. SSICs are required on all Navy and Marine Corps letters, messages, directives, forms, and reports.

2. Standard Subject Identification Codes for postal matters are under the General Administration and Management subject group 5000 - 5999. Navy postal clerks responsible for preparing correspondence must ensure the correct SSIC is used to identify the subject matter. Specific SSICs for postal are:

5110 Mail and Postal Affairs
5111 Policies
5112 Regulations
5113 Liaison
5114 Transportation
5115 Losses and Claims
5116 Complaints
5117 Equipment
5118 Customs and Contraband
5119 Postal Operations
5218 Mail Management (exclude postal affairs)


E. DEMETZKY
By direction