



DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

NAVSEAINST 5310.8A
OPR 01M3
29 Mar 1988

NAVSEA INSTRUCTION 5310.8A

From: Commander, Naval Sea Systems Command

Subj: PERSONNEL LOCATOR SYSTEM

1. Purpose. To reissue policy and update procedures to maintain the Personnel Locator System at NAVSEA Headquarters. Responsibilities and form NAVSEA 5310/5 have been revised.
2. Cancellation. NAVSEA Instruction 5310.8 of 16 December 1981.
3. Scope. This instruction applies to all elements of NAVSEA Washington physically located in the National Capital Region.
4. Background. The headquarters organization of the Naval Sea Systems Command is a large and complex structure, reflecting a wide range of assigned programs, technical and functional responsibilities. Communications between people within and from outside the Command are essential to satisfactorily conduct the Command's business. Organizational, functional, and personnel locator indexes are necessary aids to communications. In addition, requirements are placed on the Command from higher authority to provide up-to-date personnel and organizational locator information.
5. Policy. It is the policy of the Naval Sea Systems Command to maintain a file of locator information on all NAVSEA Washington employees; to keep such information current; and to periodically publish locator information to facilitate communications.
6. Responsibilities
 - a. The Command Manpower Management Office, SEA 01M, is responsible for providing technical support, data processing, and editorial duties for the Locator Information System, NAVSEA Watch Office Emergency Recall List and the NAVSEA Organizational and Functional Index.
 - b. The Office of Military Personnel, SEA 00P, is responsible for assuring that all newly assigned military personnel complete form NAVSEA 5310/5 as part of the check-in process and forward completed forms to SEA 01M.

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c. Directorate and Office Administrative Officers are responsible for assuring that all newly assigned and departing civilian personnel complete form NAVSEA 5310/5 as part of the check-in and check-out process and forwarding completed forms to SEA 01M. Administrative Officers are also responsible for providing room and telephone number changes to SEA 01M whenever relocation of a complete organizational element is made and for assisting SEA 01M during periodic updates of the data base.

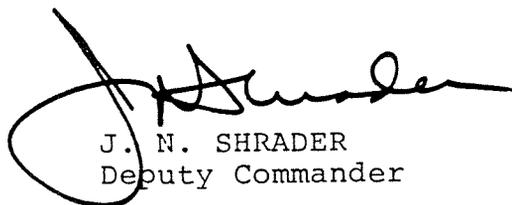
d. Directorate Shore Activity Managers are responsible for assisting SEA 01M in periodic update of shore activity points of contact, telephone numbers, and other information relevant to communications with NAVSEA shore activities.

e. All personnel are encouraged to maintain current locator information in the NAVSEA Locator File. Form NAVSEA 5310/5 should be forwarded in a sealed envelope to SEA 01M.

f. The Consolidated Civilian Personnel Office (CCPO) will provide SEA 01M with a report of personnel gains and losses on a monthly basis.

7. Sensitive Information. Completed form NAVSEA 5310/5 contains sensitive information. Sealed envelopes must be used for mailing. Stowage must be in a locked file or cabinet. Access to home address listing will be only by NAVSEA Watch Officers and supervisors on a need-to-know basis. Watch Officers and supervisors will not provide this data to others without first obtaining the individual's permission.

8. Form. Personnel Locator Data, form NAVSEA 5310/5 (REV. 2-88), may be obtained from the NAVSEA Self-Service Storeroom (forms), Room 1W33, NC2.



J. N. SHRADER
Deputy Commander

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