



DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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WASHINGTON NAVY YARD DC 20376-0001

IN REPLY REFER TO

NAVSEAINST 2319.2A
SEA 05S/2020-200
6 Jul 2021

NAVSEA INSTRUCTION 2319.2A

From: Commander, Naval Sea Systems Command (SEA 05)

Subj: NAVSEA ADVISORY PROCESS

Ref: (a) NAVSEAINST 4120.24, Technical Standards Policy for Naval Systems Commands, of 30 June 2014
(b) MIL-STD-882E, System Safety
(c) Navy Tactical Reference Publication 6-02.3, Command and Control Official Information Exchange Manual, of May 2019
(d) NAVSEA 5100.12-M, System Safety Engineering (SSE) Manual, of 23 January 2014
(e) DoDM 5200.01, Volume 1, DoD Information Security Program: Overview, Classification, and Declassification, of 24 February 2012
(f) DoDM 5200.01, Volume 2, DoD Information Security Program: Marking of Information, of 24 February 2012
(g) DoDM 5200.01, Volume 3, DoD Information Security Program: Protection of Classified Information, 24 of February 2012
(h) DoD Instruction 5200.48, Controlled Unclassified Information (CUI), of 6 March 2020
(i) SECNAVINST 5510.36B, Department of the Navy Information Security Program, of 12 July 2019
(j) NAVSEA M-5510.1, Naval Sea Systems Command Security Program Manual, of 18 November 2016

Encl: (1) Advisory Definitions, Process, and Responsibilities
(2) Advisory Content Requirements and Preparation Checklist

1. Purpose

a. The purpose of this instruction is to establish uniform policies and procedures for issuing and managing Naval Sea Systems Command (NAVSEA) advisory messages when there is an urgent need to disseminate authoritative information requiring immediate fleet action.

b. This revision clarifies NAVSEA policy regarding the criteria that warrants an advisory and modifies the procedures for issuing and tracking advisories. The intent of these changes is to ensure that advisories are issued to the fleet only when needed to address significant system degradation or safety risks and to improve tracking of required actions and closure criteria. Follow-on actions, such as updating the technical standards per reference (a), are captured in the advisory as closure criteria.

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c. References (a) through (j) apply to the policy of this instruction and its enclosures.

2. Cancellation. NAVSEAINST 2319.2 of 17 July 2015.

3. Scope and Applicability

a. This instruction applies to NAVSEA and affiliated Program Executive Offices (PEO), including field activities and detachments, involved in the development, coordination, and release of advisories.

b. The provisions of this instruction do not apply to equipment and systems under the cognizance of the Naval Nuclear Propulsion Directorate (SEA 08). The Director, Naval Nuclear Propulsion is responsible for all technical matters pertaining to nuclear propulsion of U.S. Naval ships, including all aspects of nuclear plant integration within the ship system. Nothing in this instruction detracts in any way from these responsibilities.

c. The provisions of this instruction do not apply to diving equipment advisories under the cognizance of Salvage and Diving (SEA 00C), which pertain only to procedures and policies of diving equipment and do not affect ship or submarine equipment. Diving advisories issued by SEA 00C per OPNAVINST 3150.27, Navy Diving Program, are excluded from this instruction.

d. The provisions of this instruction do not apply to equipment and systems under the cognizance of the Strategic Systems Program (SSP). SSP is responsible for all technical matters pertaining to Strategic Weapon Systems and the Strategic Weapon Support Systems. Nothing in this instruction detracts in any way from these responsibilities.

4. Policy

a. The NAVSEA Advisory Process is an enterprise-wide process that must be coordinated and administered by releasing activities with assistance from cognizant NAVSEA headquarters, PEOs, and field activities, as required.

b. All advisories, regardless of releasing activity, must obtain concurrence from appropriate technical authorities (including other System Commands (SYSCOM), as applicable), Program Managers (PM), Type Commanders (TYCOM), and other relevant stakeholders (e.g., Regional Maintenance Centers (RMC)) prior to release. The releasing activity is responsible for determining which concurrences are required prior to transmittal, as delineated in enclosure (1), paragraph 2.

c. Advisories, as defined in enclosure (1), are issued when a hazard or significant system degradation exists or is discovered that poses a risk during continued operation requiring prompt mitigation. A hazard is defined in reference (b) as a condition that could lead to an unplanned event or series of events (i.e., mishap) resulting in death, injury, occupational illness; damage to or loss of equipment or property; or damage to the environment.

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(1) Advisories include risk mitigation actions recommended by technical authorities and approved by programmatic and operational authorities to be implemented by TYCOMs on the impacted ship(s) or ship system(s).

(2) Advisories must provide a detailed description and status of the problem, mitigation actions, and closure criteria.

(3) Advisories are used when expedience is paramount in informing the community of a hazard that requires urgent attention and should be released as soon as reasonably achievable in line with the magnitude, risk and urgency of the issue, not to exceed 8 weeks from NAVSEA identification or notification of the issue.

(4) When the message does not meet the above criteria, the information should be disseminated through a formal revision to technical documents (e.g., Naval Ships' Technical Manual (NSTM), Maintenance Requirement Card (MRC), and Engineering Operational Sequencing System (EOSS)), a Consolidated Shipboard Allowance Listing (COSAL) update, a general administrative (GENADMIN) message, an email, or another method as appropriate for the situation.

d. Where TYCOM (e.g., Ship's Force) action required per an advisory deviates from current technical standards, changes to those standards will be issued from NAVSEA through separate, but expeditious means to align with the technical direction in the advisory. The advisory must include reference to the permanent corrective actions necessary to ensure technical documents and logistics products contain accurate information. Advisories provide technical guidance to the fleet until a formal revision is issued. Publication of changes to technical documentation will normally be included as a closure criterion in an advisory message when changes to a technical document are required.

e. Advisories must contain closure criteria and remain in an active advisory database until the closure criteria is met. Advisory databases will be reviewed quarterly per enclosure (1), paragraph 3d(3).

5. Advisory Development Process. Advisories will be developed and tracked following the process detailed in enclosure (1), paragraph 2. The organization preparing the advisory must format the advisory using the guidance in enclosure (2) and the requirements of reference (c).

6. Responsibilities. NAVSEA and affiliated PEO organizational responsibilities are defined in enclosure (1), paragraph 3.

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7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, SEA 05S will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. M. LLOYD
By direction

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the NAVSEA Public Website located at <http://www.navsea.navy.mil/Resources/Instructions>

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ADVISORY DEFINITIONS, PROCESS, AND RESPONSIBILITIES

1. Definitions

a. Advisory. A NAVSEA advisory is an urgent naval message that informs the fleet of a significant system degradation or system safety, operational, technical, or maintenance hazard. Advisories are warranted when the hazard presents a risk to continued operation requiring prompt mitigation. An advisory may alert the fleet of a concurrent technical specification change; however, it is not a substitute for a proper technical documentation change. A formal Hazard Assessment Report (HAR) following reference (d) is not required prior to generation and release of a NAVSEA advisory. The advisory should be written following reference (c) and formatted as outlined in enclosure (2).

b. Class Advisories (CLAD). CLADs are developed for significant issues impacting a single ship class and are typically released by the cognizant PEO or PM.

c. Fleet Advisories (FAM). FAMs are released by the NAVSEA CHENG (SEA 05), typically for significant issues impacting multiple classes or spanning multiple enterprises. Significant issues include urgent mitigations to prevent high and serious system safety risks and actions that require significant expenditure of funds, schedule impacts, or operational impacts.

d. ISEA FAM. FAMs that are not significant enough to be released by the NAVSEA CHENG may be released by the cognizant Engineering Agent (In-Service (ISEA) or Lifecycle Systems Engineering Agent (LSEA), as applicable), with the concurrence of the relevant SEA 05 Technical Warrant Holder (TWH).

e. Hazard. Per reference (b), a condition that could lead to an unplanned event or series of events (i.e., mishap) resulting in death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment.

f. Releasing Activity. The NAVSEA activity primarily responsible for writing, staffing, obtaining concurrences and releasing an advisory as described in paragraph 2 below. The activities authorized to release NAVSEA advisories are SEA 00, NAVSEA Directorates, affiliated PEOs, and designated Engineering Agents. Release authority may be delegated to an individual designated per paragraph 3.2.4 of reference (c).

2. Advisory Development Process

a. Any naval activity (e.g., TYCOM, RMC, shipyard, SYSCOM, PEO, warfare center, etc.) can recommend development of an advisory for an issue that meets the criteria of this instruction. This activity should also make an initial recommendation to the releasing activity for distribution to ensure targeted recipients are identified.

b. Each advisory is staffed through the cognizant technical and programmatic authorities. The releasing activity is responsible for ensuring that all cognizant TWHs, under both Technical Domain Managers (TDM) and Chief System Engineers (CSE), have concurred with the technical content of an advisory. At a minimum, the In-Service Ship Design Manager (SDM) and Program Manager of the affected vessels should provide concurrence. Organizations assigned an action item must be included in the review process to ensure adequate resourcing (e.g., RMC, shipyard, ISEA, etc.).

NOTE: Care should be taken to ensure that issues arising on one platform or ship class are not applicable to other platforms or ship classes with similar equipment.

c. The releasing activity will coordinate with the appropriate TYCOM representative(s) for concurrence on required Ship's Force actions prior to release. Issues arising from the TYCOM review must be resolved prior to release.

d. Once the draft FAM or CLAD is staffed through the required programmatic and technical authority, and after the concurrence of the affected TYCOMs, it is routed for release through the releasing activity's organization. Activities will ensure that sensitive or classified information is identified and appropriately marked, handled, and transmitted per references (e) through (j).

e. Advisory content should be maintained in the Electronic Advisory Record Repository and Tracking System (eARRTS) or in Sailor to Engineer (S2E), allowing organizations to quickly understand what actions need to be completed, understand who is responsible to perform those actions, and maintain an auditable record of action execution. These databases will also serve as authoritative repositories for open and completed advisory actions, as well as an archive of past advisories.

(1) The Naval Sea Logistics Command (NSLC) Mechanicsburg, Pennsylvania manages eARRTS and is an available service for fleet-wide subscription with a similar functionality and interface as Electronic Departure from Specifications (eDFS). eARRTS supports the utilization of an advisory tracking record (ATR) that serves as the hub of all communications for any particular advisory stored there. All advisory messages, tasks, and supplemental information can be stored in the ATR and is available for collaborative engagement across naval organizations. eARRTS establishes an Advisory Readiness Status Model that allows an organization to quickly understand how an individual ship or an entire ship class relates to a specific advisory. eARRTS was designed to facilitate and consolidate advisory action reporting and promote knowledge management of advisory actions and content in such a manner that lessens the time Ship's Force and TYCOMs need to actively track advisory content.

(2) Activities that require access to eARRTS can request access through the following URL: <https://eforms.nslc.navy.mil/>. A DoD Client PKI Certificate is required for access. For eARRTS support, contact the eForms Support Team via email at eformssupport.fct@navy.mil.

(3) At this time, eARRTS has no provision for classified content. Therefore, if an advisory must contain classified information, an ATR should be created in eARRTS for tracking, while the classified advisory with its closure criteria is stored and tracked in SIPR S2E. Classified information will be identified and appropriately marked, handled, and transmitted per references (e) through (j).

(4) Naval Surface Warfare Center Port Hueneme Division (NSWC PHD) manages NIPR and SIPR S2E databases. Advisories are stored in S2E on NIPR at <https://help.phdnswc.nmci.navy.mil/sites/S2E/pages/default.aspx> and SIPR at <https://help.phdnswc.navy.smil.mil>. A NIPRNET S2E account request can be found at <https://accounts.phdnswc.navy.mil> and a SIPRNET S2E account request can be found at <https://help.phdnswc.navy.smil.mil>. For any assistance, contact can be made at webmaster@phdnswc.navy.smil.mil for SIPRNET or COM (805) 228-8191, DSN 296-8191. Advisories can be added to the S2E database by including NSWC PHD to the INFO line of the naval message.

3. NAVSEA and Affiliated PEO Organizational Responsibilities

a. Engineering Directorate

(1) NAVSEA Chief Engineer (CHENG) (SEA 05) is responsible for the coordination and tracking process of NAVSEA Fleet Advisories.

(2) TWHs are responsible for:

(a) The technical content of advisories. They must provide written guidance and concurrence to the releasing activity, attesting to the accuracy and adequacy of advisory technical content. In the event of changes to the technical content of an advisory after TWH concurrence, those changes must be resubmitted for TWH concurrence prior to the release of the advisory message. The identification of sensitive or classified information will be verified for the appropriate marking and handling prior to transmission per references (e) through (j).

(b) Providing early notification to their appropriate Deputy Warranting Officers of prospective advisories.

(c) Ensuring that technical document changes related to advisories under their cognizance are issued per reference (a), in a timely manner and that any changes required are included as closure criteria in the advisory.

(3) SEA 05S is responsible for conducting an annual review of all advisories in the applicable repository for the purpose of verifying completion of NAVSEA actions (e.g., specification or standard modification) that are closure criteria and adherence to this policy. This review will be coordinated with releasing activities. Results and findings will be documented in

a report signed by the NAVSEA CHENG with SEA 05S tracking actions to closure.

b. Program Managers (PM)

(1) Ship Class and Combat System PMs (assigned within SEA 05, Undersea Warfare (SEA 07), Surface Ship Maintenance and Modernization (SEA 21), and PEOs) serve as the central managers of the advisory process for issues related to their programs. They may act as the releasing activity for advisories related to their platforms or systems if designated by their parent directorate or PEO. If an advisory applies to more than one program office, the common higher authority (e.g., SEA 21 or PEO SHIPS, for a case of more than one surface combatant class affected) or SEA 05 will be the releasing activity, unless released as a FAM by the ISEA per paragraph 1d of this enclosure.

(2) Ship Class and Combat System PMs will manage Integrated Logistics Support (ILS) and technical document changes per existing NAVSEA policy. PMs will ensure that all ILS and technical document changes are included as closure criteria in the advisory and issued in a timely manner. Advisories should not be used to establish a requirement to permanently change a ship's configuration or any ILS product, but may document those changes as closure criteria.

c. Engineering Agents (ISEA/LSEA)

(1) ISEAs and LSEAs are the Engineering Agents to TWHs and the NAVSEA CHENG for developing technically sound courses of action that apply to their equipment or systems.

(2) The Engineering Agent may act as a releasing activity per paragraph 1d of this enclosure and may assist program offices and TWHs with drafting an advisory and obtaining required concurrence.

d. Releasing Activity. Releasing activities must:

(1) Post advisories in an active database per paragraph 2e of this enclosure. Releasing activities should coordinate with the applicable database managers to ensure appropriate storage of their advisories.

(2) Track required actions communicated by the advisory to their completion. When all actions required by the advisory are completed, the releasing activity will close and archive the advisory.

(3) Conduct at least quarterly reviews of the eARRTS and S2E database to identify:

(a) Advisories or advisory tasks that are not on track or not progressing towards timely closure. Direct action should be taken to get programmatically or operationally tasked actions and projects on track.

(b) Advisories or advisory tasks that have been overcome by events and are no longer relevant for the originally intended purpose, which will be archived without excessive delays after vetting through the cognizant TWH and with the concurrence of the cognizant TYCOM. Direct action should be taken to archive any advisory action as soon as it is no longer relevant.

ADVISORY CONTENT REQUIREMENTS AND PREPARATION CHECKLIST

1. The objective of the NAVSEA Advisory Process is to disseminate authoritative information requiring prompt fleet action.
2. Advisories must be issued as naval messages, adhering to reference (c), addressed to the appropriate TYCOM(s), as well as other NAVSEA and non-NAVSEA organizations as applicable for action and information. Additional information addressees must be determined by the content of the individual advisory. Do not send advisories to activities that are subordinate to the TYCOM(s) since the TYCOM will readdress the advisory to these activities for action or information and will provide prioritization. Additionally, the following items will be considered:
 - a. At least one point of contact (POC) designated by the releasing activity must be included in each advisory. At a minimum, one POC will be a person from the releasing activity.
 - b. If applicable, a technical POC should also be included if the specific technical content of the advisory warrants additional coverage (e.g., ISEA, TWH, etc.).
3. To ensure that all aspects of a specific issue are addressed, each advisory must follow the format and include the typical content delineated in subparagraphs a through k below, as required. This format is contained in the "GENTEXT/REMARKS" field of the naval message, except for the subject, and must conform to the following paragraph structure format. If there is technical content desired to supplement the naval message, eARRTS (if used) contains provisions to upload and make these data files available to all users.
 - a. SUBJECT. The subject must include the type of advisory (Fleet or Class), a unique date-based serial number (e.g., DDG51-001-2020, SEA05-FLEET-001-2020) and a short description. An example subject is "NAVSEA CLAD DDG51-013-2019, GUIDANCE ON ALUMINUM CO2 FIRE EXTINGUISHER DEFECT". If the advisory is submarine-unique, the subject will commence with the characters "(SUBS)".
 - b. Paragraph 1 – PURPOSE. Provide a brief synopsis of the purpose.
 - c. Paragraph 2 – APPLICABILITY. Provide the specific ships or ship class(es) that are applicable for the advisory. Applicability should include system name, system or software variant, and ship class(es), as applicable. Include a listing of specific ships if the advisory only applies to certain ships of the class(es). An example of this would be "ALL DDG 51 CLASS SHIPS", "DDG51 THROUGH DDG 85 CLASS SHIPS", or "THIS ADVISORY IS APPLICABLE TO CG 47, DDG 51, LCC 19, LHA 1, LHD, LPD 17, LSD 41/49, MCM 1, AND CVN 68 CLASS SHIPS". Include the subset of the class if the advisory only applies to certain ships of the class. Examples of this would be "DDG 51 CLASS FLIGHT 2 AND ABOVE" or "SSN 774 through SSN 777". Ensure that a hazard identified on one ship or class is properly evaluated for applicability to other ships, classes, or platforms.

d. Paragraph 3 – BACKGROUND. Provide a synopsis of the existing conditions or observations that led to the issuance of the advisory (e.g., recently on a CG 47 class ship, incorrect specifications led to broken foundation bolts on lube oil pump; storage location of material presents fire hazard; ship loss of power due to faulty breaker, etc.). Identify only the class of ship on which the problem was discovered; never identify that ship by name or hull number. Background should be written in a clear and concise manner that will be easily understood by Ship's Force, program personnel, and other activities.

e. Paragraph 4 – RESOLUTION

(1) Provide a synopsis of all the actions required to correct the issue. This may include items such as short-term and long-term actions and actions to be taken by NAVSEA Enterprise organizations, as well as those conducted by fleet forces and other non-NAVSEA organizations (e.g., Naval Supply Systems Command, Defense Logistics Agency, etc.). These types of actions can include, but are not limited to:

- (a) Immediate steps to be taken to avoid a hazard or casualty.
- (b) Verification of an equipment configuration or condition.
- (c) Removal of non-conforming material.
- (d) Notification of a concurrent ship change.
- (e) Notification of concurrent update of ILS documentation.
- (f) Notification of concurrent revision of applicable standards or other technical documents.
- (g) Reporting data to the Engineering Agent so they can better formulate mitigations.

(2) Additionally, provide an estimated completion date for each action to facilitate tracking. Note that any NAVSEA Enterprise actions and associated resources must have been agreed to by the appropriate program managers or sponsors. The advisory should not be used for tasking of any NAVSEA Enterprise activity, but will normally document actions those activities have agreed to undertake. Actions should be assigned at the lowest possible level (e.g., NAVSEA 05U7 vice NAVSEA).

f. Paragraph 5 – REQUIRED ACTION. Those actions required to be taken by non-NAVSEA Enterprise organizations to correct or mitigate the issue. This includes actions to be taken by Ship's Force. Specific details can refer to the previous paragraph or be provided in this paragraph. Add subparagraphs if needed to continue describing detailed action(s) and instructions. Required actions should contain a required completion date, normally no longer

than one year, and be written in a clear and concise way that will be easily understood by both Ship's Force and non-Ship's Force personnel. Platform TYCOMs will track completion of Ship's Force required actions.

g. Paragraph 6 – INTEGRATED LOGISTICS SUPPORT (ILS) IMPACT. Provide a summary statement of all ILS impacted. If available at the time of issuance, include any additional assigned tracking numbers (e.g., Technical Feedback Report for Preventative Maintenance System and Class Maintenance Plan, Technical Manual Deficiency/Evaluation Report for technical manuals, Provisioning Contract Control Number for Allowance Parts Lists, drawing numbers, etc.) along with the estimated completion date for issue (should be consistent with date[s] stated in the previous RESOLUTION paragraph).

h. Paragraph 7 – CLOSURE OR UPDATE CRITERIA. Provide the criteria for advisory closure or a commitment timeframe to provide an advisory update since advisories are not to be in effect for an indefinite amount of time. For example, use a statement such as "THIS ADVISORY WILL REMAIN IN EFFECT UNTIL THE ACTIONS OUTLINED IN 'XXX' HAVE BEEN COMPLETED". All advisories must have itemized, discrete, and executable closure criteria.

i. Paragraph 8 – STATEMENT OF WHERE ADVISORY IS POSTED. The following text, as appropriate, should normally be included to direct the sailor to the advisory repository:

THIS ADVISORY IS STORED IN THE ELECTRONIC ADVISORY RECORD REPOSITORY AND TRACKING SYSTEM (EARRTS) AND CAN BE ACCESSED AT <HTTPS://EFORMS.NSLC.NAVY.MIL/>. ACTIVITIES THAT REQUIRE ACCESS TO EARRTS CAN REQUEST ACCESS THROUGH THE FOLLOWING URL: <HTTPS://EFORMS.NSLC.NAVY.MIL/>. A DOD CLIENT PKI CERTIFICATE IS REQUIRED FOR ACCESS. FOR EARRTS SUPPORT, CONTACT THE EFORMS SUPPORT TEAM VIA EMAIL AT EFORMSSUPPORT.FCT@NAVY.MIL.

THIS ADVISORY IS STORED IN S2E ON NIPR AT <HTTPS://HELP.PHDNSWC.NMCI.NAVY.MIL/SITES/S2E/PAGES/DEFAULT.ASPX>. USERS CAN REQUEST S2E NIPRNET ACCESS AT THE FOLLOWING URL: <HTTPS://ACCOUNTS.PHDNSWC.NMCI.NAVY.MIL>. A DOD CLIENT PKI CERTIFICATE IS REQUIRED FOR ACCESS. FOR NIPR S2E SUPPORT, CONTACT ITHELP.NSWCPHD.FCT@NAVY.MIL.

CLASSIFIED ADVISORIES ARE STORED IN S2E ON SIPR AT <HTTPS://HELP.PHDNSWC.NAVY.SMIL.MIL>. A SIPRNET S2E ACCOUNT REQUEST CAN BE FOUND AT <HTTPS://HELP.PHDNSWC.NAVY.SMIL.MIL>. FOR ANY ASSISTANCE, CONTACT CAN BE MADE AT WEBMASTER@PHDNSWC.NAVY.SMIL.MIL FOR SIPRNET OR COM (805) 228-8191, DSN 296-8191.

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j. Paragraph 9 – TECHNICAL/PROGRAM CONCURRENCE STATEMENT(S). Provide statements of concurrence from the appropriate technical authorities and program sponsors. For example: “PER REF B, THE TECHNICAL WARRANT HOLDER FOR [WARRANT HOLDER TITLE], [NAME OF TWH], CONCURS WITH THIS ADVISORY. PER REF C, THE SURFACE SHIP FLEET READINESS OFFICE CONCURS WITH THIS ADVISORY”.

k. Paragraph 10 – REQUEST TO TYCOMS TO PASS ADVISORY. All advisories must have the following statement: “REQUEST TYCOMS READDRESS THIS ADVISORY TO ALL APPLICABLE UNITS FOR ACTION.”