

DEPARTMENT OF THE NAVY  
Office of the Chief of Naval Operations  
Washington, D.C. 20350

OPNAV 5604.4F  
Op-09B5  
Ser 350P09B5  
16 July 1964

**OPNAV INSTRUCTION 5604.4F**

**From:** Chief of Naval Operations  
**To:** All Ships and Stations

**Subj:** Procedures for Requisitioning Material  
from the U.S. Naval Oceanographic Dis-  
tribution System

**Encl:** (1) List and Location of the U.S. Naval  
Oceanographic Distribution Offices,  
Air Navigation Offices, and U.S. Naval  
Branch Oceanographic Offices  
(2) U.S. Naval Oceanographic Distribution  
System Requisitioning Guide  
(3) Sample Requisition, DD Form 1149

**1. Purpose.** To advise Naval and Marine Corps activities of certain responsibilities and procedures concerning the requisitioning of navigational and intelligence materials from the U.S. Naval Oceanographic Distribution System.

**2. Cancellation.** This Instruction cancels and supersedes OPNAV Instruction 5604.4E of 19 April 1963.

**3. Type of Material Available.** The following material is stocked in the U.S. Naval Oceanographic Distribution System:

a. U.S. Naval Oceanographic Office (NAV-OCEANO) charts (including foreign reproductions), publications, and periodicals.

b. U.S. Coast and Geodetic Survey charts, related publications, and periodicals.

c. U.S. Air Force charts, related publications, and periodicals.

d. U.S. Army Map Service maps and publications.

e. U.S. Coast Guard navigational publications.

f. USAF/USN Flight Information Publications (FLIP's).

g. USN/USAF Air Target Materials, associated Defense Intelligence Agency publications, and related special items, i.e., Airfields and Seaplane Stations of the World (ASSOTW).

h. Canadian nautical and aeronautical charts.

i. U.S. Lake Survey charts.

j. International Civil Aviation Organization publications.

k. Federal Aviation Agency publications and periodicals.

**4. Responsibility.** Under the general guidance of the Defense Intelligence Agency (DIA), and in accordance with Title 10 United States Code, as amended, the Oceanographer of the Navy is responsible for the following: the production or procurement of the navigational and intelligence material covered by this Instruction; the inventory management and distribution of this navigational and intelligence material to meet Navy and Marine Corps operational and mobilization requirements; maintaining appropriate liaison with DIA and naval commands regarding mapping and charting matters; and maintaining necessary liaison with the Department of the Army, the Department of the Air Force, the U.S. Coast and Geodetic Survey, and other chart-producing agencies regarding production, procurement, and distribution matters.

**5. Distribution Channels.** The general stocking pattern of the U.S. Naval Oceanographic Distribution System is as follows:

a. **U.S. Naval Oceanographic Distribution Offices (NAVOCOEANDISTOS)** - The two NAVOCOEANDISTOS, serving as primary distribution points, stock and distribute the material listed in paragraph 3.

b. **Air Navigation Offices (AIRNAVOS)** - The AIRNAVOS stock and issue aeronautical charts, publications, selected periodicals, and Army maps. Selected nautical chart portfolios and related publications are stocked uncorrected for emergency issue. AIRNAVOS Jacksonville and Cubi Point, in addition to stocking selected nautical portfolios for emergency issue, also stock uncorrected nautical charts to meet local demands. Correction record information for updating nautical charts is available at both of these AIRNAVOS.

c. **U.S. Naval Branch Oceanographic Offices (NAV BROCEANOS)** - The NAV BROCEANOS stock and issue limited quantities of world coverage of nautical charts and publications. Charts and publications are not corrected by the NAV BROCEANOS; however, correction information for

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updating nautical charts and publications is available at these Offices. In addition to stocking nautical charts and publications, NAVBROCEANO Honolulu stocks selected aeronautical charts, Army Map Service maps in limited quantities for local use, and limited copies of the FLIP coverage of the Pacific and Far East areas.

**6. Submission of Requests.** Based on the type of material required, requests should be submitted by the navigator or the air intelligence officer. All requests (except those that are so urgent as to require message action) should be submitted on a Requisition and Invoice/Shipping Document, DD Form 1149, to the supply source designated in enclosure (2). (See enclosure (3) for sample DD Form 1149.) Issues to addressees are made on official issue basis with no reimbursement required.

**a.** All requests submitted on a DD Form 1149 require a requisition number. (See enclosure (3) for guidelines regarding the assigning of a requisition number.)

**b.** All requests must bear an appropriate priority designator as directed by the current OPNAV Instruction 4614.1.

**c.** In order to expedite the processing of requisitions, items should be double spaced on the request form, and separate requisitions should be submitted for each category of material as follows:

(1) Nautical charts,

(2) Nautical publications,

(3) Aeronautical charts,

(4) Aeronautical publications and periodicals,

(5) Classified nautical charts and publications,

- (6) Classified aeronautical charts and publications,
- (7) Army maps and publications, and
- (8) Classified Army maps and publications.

**d.** All requests must be signed by either the commanding officer, the navigator, the air intelligence officer, or an authorized representative.

**e.** Navigation charts and publications of a special nature (i.e., not a general stock item) should be requested from the U.S. Naval Oceanographic Office, Washington, D.C. 20390, via chain of command. Such requests require adequate justification.

**7. Automatic Distribution.** As indicated in enclosure (2), authorized allowance holders are furnished new and revised allowance material automatically.

**8. Disposition of Excess or Obsolete Material.** Material in excess of requirements or obsolete material should be disposed of in accordance with the current SECNAV Instruction 5212.5.

**9. Exceptions.** The following specific items are exempted from the provisions of this Instruction:

**a.** Aerological and meteorological charts and publications (see effective OPNAV Instruction P05605.19 and NAVSANDA Pub. 2002).

**b.** Nautical and Air Almanacs (see effective OPNAV Instruction P05605.19).

**c.** Tactical Targeting Material (see effective CINCLANTFLT Instruction 003820.8 and CINC-PACFLT Instruction 003840.3).

**ROY S. BENSON**  
Assistant Vice Chief of Naval Operations/  
Director of Naval Administration

**Distribution:**  
SNDL Parts 1 and 2  
Marine Corps Lists "H" and "I"

**Copy to:**  
DIA (DIAMC)

**Additional copies may be obtained from:**  
Supply Dept., NAVSTA (Wash. NAVYD,  
Code 514.32), Washington, D.C. 20390

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**List and Location of the  
U. S. Naval Oceanographic Distribution Offices,  
Air Navigation Offices, and  
U. S. Naval Branch Oceanographic Offices**

U. S Naval Oceanographic Distribution Offices

U. S. Naval Oceanographic Distribution Office  
Clearfield, Utah 84015  
(Message - NAVOCEANDISTO CLFD)

Support Area: Pacific area and continental U. S.  
west of Mississippi River.

U. S. Naval Oceanographic Distribution Office  
U. S. Naval Supply Depot  
5801 Tabor Avenue  
Philadelphia, Pennsylvania 19111  
(Message - NAVOCEANDISTO PHILA)

Support Area: Atlantic and Mediterranean areas,  
Gulf of Mexico and Canal Zone areas, and  
continental U. S. east of Mississippi River.

Air Navigation Offices

Note: The geographic location should not be used as part of the mailing address for any of the following activities which have a Navy number or Fleet Post Office address.

Atlantic AIRNAVOS

Norfolk, Virginia

Officer in Charge  
Air Navigation Office  
Commander Naval Air Force  
U. S. Atlantic Fleet  
U. S. Naval Air Station  
Norfolk, Virginia 23511  
(Message - AIRNAVO COMNAVAIRLANT)

Jacksonville, Florida

Officer in Charge  
Air Navigation Office  
Commander Fleet Air Jacksonville  
U. S. Naval Air Station, Box 68  
Jacksonville, Florida 32212  
(Message - AIRNAVO COMFAIRJAX)

Quonset Point, Rhode Island

Officer in Charge  
Air Navigation Office  
Commander Fleet Air Quonset  
U. S. Naval Air Station  
Quonset Point, Rhode Island 02819  
(Message - AIRNAVO COMFAIRQUONSET)

Naples, Italy

Officer in charge  
Air Navigation Office  
U. S. Naval Air Facility  
Navy No. 566  
Fleet Post Office  
New York, New York 09572  
(Message - AIRNAVO NAF NAPLES)

Pacific AIRNAVOS

San Diego, California

Air Navigation Officer  
Commander Naval Air Force  
U. S. Pacific Fleet  
Air Navigation Office  
U. S. Naval Air Station, North Island  
San Diego, California 92135  
(Message - AIRNAVO CCMNAVAIRPAC)

Atsugi, Japan

Air Navigation Officer  
Air Navigation Office  
Navy No. 3835  
Fleet Post Office  
San Francisco, California 96644  
(Message - AIRNAVO ATSUGI, JAPAN)

Cubi Point, Philippine Islands

Air Navigation Officer  
Air Navigation Office  
Navy No. 520, Box 33  
Fleet Post Office  
San Francisco, California 96619  
(Message - AIRNAVO CUBI POINT, P.I.)

U. S. Naval Branch Oceanographic Offices

Note: The geographic location should not be used as part of the mailing address for any of the following activities which have a Navy Number or Fleet Post Office address.

\* Atlantic NAVBROCEANOS

Norfolk, Virginia

Officer in Charge  
U. S. Naval Branch Oceanographic Office  
Building Z-80  
Norfolk, Virginia 23511  
(Message - NAVBROCEANO NORFOLK)

Rodman, Canal Zone

Officer in Charge  
U. S. Naval Branch Oceanographic Office  
Navy No. 188, Box P  
Fleet Post Office  
New York, New York 09585  
(Message - NAVBROCEANO RODMAN)

\* Navy Port Control Office, Rota, Spain, stocks limited quantities of uncorrected nautical charts and publications of Europe, Mediterranean, and Africa coverage.

Pacific NAVBROCEANOS

Wilmington, California

Officer in Charge  
U. S. Naval Branch Oceanographic Office  
114 West B Street  
Wilmington, California 90744  
(Message - NAVBROCEANO WILMINGTON)

Honolulu, Hawaii

Officer in Charge  
U. S. Naval Branch Oceanographic Office  
Box 110, Navy No. 128  
Fleet Post Office  
San Francisco, California 96614  
(Message - NAVBROCEANO HONOLULU)

Yokosuka, Japan

Officer in Charge  
U. S. Naval Branch Oceanographic Office  
Box 77, Navy No. 3923  
Fleet Post Office  
San Francisco, California 96647  
(Message - NAVBROCEANO YOKOSUKA)

**U. S. NAVAL OCEANOGRAPHIC DISTRIBUTION SYSTEM  
REQUISITIONING GUIDE**

**REQUISITIONING ACTIVITIES**

AND

**CATEGORIES OF MATERIAL**

		SOURCE (S)										ALLOWANCE INSTRUCTIONS		NAVOCEANO CATALOG		SPECIAL INSTRUCTIONS	
		NAVOCEANDISTO PHILADELPHIA	NAVOCEANDISTO CLEARFIELD	NEAREST AIRNAVO	NEAREST NAVBROCEANO	CURRENT OPNAVINST PO 5605.19	CURRENT CINCLANTFLINST 03530.1	CURRENT CINCPACFLINST 03160.2	CURRENT CINCPACFLINST 03840.1	CURRENT CINCLANTFLINST 03605.4	PUB. NO. LM	PUB. NO. I-N (C)	PUB. NO. I-V, I-V (C)	TO AUTOMATIC DISTRIBUTION	ALLOWANCE HOLDERS		
<b>ATLANTIC FLEET ACTIVITIES</b>																	
Nautical Charts, Pubs., & Periodicals		X	*	X	X	X			X	X			Yes	*AIRNAVO Jacksonville stocks uncorrected charts of the local area.			
Aeronautical Charts		X	X				X			X			*	* CVA's only			
Aeronautical Pubs. & Periodicals		*	*				X		X				Yes	*Consult Pub. I-V for Requisitioning source.			
Army Maps & Pubs.		X	X				X		X				Yes	# Submit via chain of command. * Emergency issues.			
ATMP Material		#	*				X						Yes				
<b>PACIFIC FLEET ACTIVITIES</b>																	
Nautical Charts, Pubs., & Periodicals		X	*	X	X	X		X	X				Yes	* AIRNAVO Cubi Point stocks uncorrected charts of the local area.			
Aeronautical Charts		X	X				X			X			Yes				
Aeronautical Pubs. & Periodicals		*	*				X			X			Yes	* Consult Pub. I-V for Requisitioning source.			
Army Maps & Pubs.		X	X				X			X			Yes				
ATMP Material		#	*					X					Yes	# Submit via chain of command. * Emergency issues.			
<b>ATLANTIC NON-FLEET ACTIVITIES</b>																	
Nautical Charts, Pubs., & Periodicals		X		X				X	X				No				
Aeronautical Charts		X								X			No				
Aeronautical Pubs. & Periodicals		*								X			Yes	* Consult Pub 1-V for Requisitioning source.			
Army Maps & Pubs.		X								X			No				
ATMP Material		*											Yes	* Submit to CNO via chain of command			
<b>PACIFIC NON-FLEET ACTIVITIES</b>																	
Nautical Charts, Pubs., & Periodicals		X		X				X	X				No				
Aeronautical Charts		X	*							X			No	* NAVBROCEANO Honolulu stocks limited quantities of local coverage.			
Aeronautical Pubs. & Periodicals		*								X			Yes	* Consult Pub 1-V for Requisitioning source.			
Army Maps & Pubs.		X	*							X			No	* NAVBROCEANO Honolulu stocks limited quantities of local coverage.			
ATMP Material		*											Yes	* Submit to CNO via chain of command.			

\* See Special Instructions Column.

Enclosure (2)

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SAMPLE REQUISITION - DD FORM 1149

Requisitions should be addressed to the supporting NAVOCEANDISTO or for over-the-counter issues, to the nearest AIRNAVO or NAVBROCEANO.

Initiating activity

Do not show date unless required prior to or after time allowed by current OPNAVINST 4614.1. Material required prior to time allowed must show justification.

Leave blank-Date is reflected in the Requisition Number

Assigned in accordance with:  
N—Identifier Code  
3343—Activity Account No.  
4132—Julian date (11 May 1964)  
0001—Originators serial No.

Indicate name and address where material is to be sent.

SHIPPING CONTAINER TALLY													
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50													
REQUISITION AND INVOICE/SHIPPING DOCUMENT													
1. FROM:		2. SHEET NO. 1 OF SHEETS 1								3. REQUISITION DATE			
C. O., USS CORAL SEA (CVA-43)										4. REQUISITION NUMBER			
5. TO:										5. DATE MATERIAL REQUIRED			
U. S. NAVAL OCEANOGRAPHIC DISTRIBUTION OFFICE CLEARFIELD, UTAH 84015										4224			
6. AUTHORITY OR PURPOSE										6. PRIORITY			
TRAINING EXERCISE										19			
7. DATE SHIPPED										8. SIGNATURE			
ROLF T. DeGROOT										9. VOUCHER NUMBER AND DATE			
CDR										10. MODE OF SHIPMENT			
										11. BILL OF LADING NUMBER			
										12. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			
4. APPROPRIATION SYMBOL AND SUBHEAD		5. OBJECT CLASS		6. EXPENDITURE ACCOUNT		7. CHARGEABLE ACTIVITY		8. BUREAU CONTROL		9. BUREAU CONTROL NO.		10. AMOUNT	
AERONAUTICAL CHARTS		(From)		(To)									
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)				UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON- TAINER (f)	CON- TAINER SIZE (g)	UNIT PRICE (h)	TOTAL COST (i)		
1	V30-28					20							
2	V30-42					20							
3	WAC 737					50							
4	ONC 739					50							
5	AC 616A-II					25							
16. TRANSPORTATION VIA VADS OR MTS CHARGEABLE TO												17. SPECIAL HANDLING	
ISSUED BY	TOTAL CONTAINERS	TYPE CON- TAINER	DESCRIPTION		TOTAL WEIGHT	TOTAL CUBE	18. RECEIVED BY		DATE RECEIVED	BY	SHEET TOTAL		
CHECKED BY							RECEIVED	EXCEPT AS NOTED					
PACKED BY							QUANTITIES	DATE	BY	GRAND TOTAL			
							EXCEPT AS NOTED						
							POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.			
DD FORM 1149 (11 PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 80 91 92 93 94 95 96 97 98 99 100												REPLACES EDITION OF 1 MAY 60 WHICH MAY BE USED	
ORIGINAL													

Priority in accordance with current OPNAV INSTR. NO. 4614.1

Requisitions must be signed by the commanding officer or authorized representative