



**DEPARTMENT OF THE NAVY**  
COMMANDER, MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD, DC 20398-0001

IN REPLY REFER TO:  
COMSCINST 3145.1D  
N3

COMSC INSTRUCTION 3145.1D

From: Commander, Military Sealift Command

Subj: NAUTICAL CHART AND PUBLICATIONS ALLOWANCES

Ref: (a) Defense Logistics Agency Catalog of Maps, Charts, and Related Products (The DLA Map Catalog CD-ROM)

Encl: (1) Command Allowance List  
(2) Office/Reps SEALOGPAC Allowance List  
(3) Office/Reps SEALOGLANT Allowance List  
(4) Office/Reps SEALOGFE Allowance List  
(5) Naval Fleet Auxiliary Force Allowance List  
(6) Special Mission Ships Allowance List  
(7) Special Mission Ships (LCC) Allowance List  
(8) Chartered, Prepositioning, and LMSR Ships Allowance List

1. Purpose. To describe the chart allowance system, provide guidance on chart procurement, allowance, cancellation, disposal, and assign nautical chart and publication allowance to MSC ship and shore commands (contained in enclosures (1) through (8)). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 3145.1C

3. Scope. This instruction applies to all government-owned and long-term MSC chartered ships, Sealift Logistics Commands, and MSC offices.

a. Units Covered by Allowance Lists. Enclosures (1) through (8) of this instruction list nautical chart and publication allowance lists for MSC shore commands, government-owned vessels both active and in reduced operating status (ROS), and long term chartered vessels under MSC control.

b. Maritime Administration (MARAD) Vessels. MARAD vessels in ROS or under temporary MSC operational control are not covered by this instruction. Chart and publication requirements for these vessels are address by MARAD.

c. Navigational Plot. The paper chart plot remains the primary and only legal navigational plot for MSC vessels as required by 33 C.F.R. 164.11(a)(2), 33 C.F.R. 164.11(c), 33 C.F.R. 164.30, and 33 C.F.R. 164.33.

d. Classification of Charts and Publications. The charts and publications in MSC chart allowance lists are UNCLASSIFIED. In the rare instance where a classified chart may be required by an MSC vessel, submit a request to the appropriate Program Manager. MSCHQ N32 Chart Account Custodian will take the appropriate action to provide the chart in the required period.

#### 4. Action.

a. MSCHQ N32 Chart Account Custodian. The MSCHQ N32 Chart Account Custodian manages the chart account system. The Chart Account Custodian will:

(1) Work with the Program Manager to approve and assign an allowance list to the vessel and forward it in an activation letter to:

Defense Supply Center Richmond Map Facility (DSCR-FANAH)  
8000 Jefferson Davis Highway  
Richmond, VA 23297-5335

This activation letter will request the initial chart and publication outfitting for the vessel and a required delivery date. This shall be done at least 3 months prior to activation.

(2) Submit DLA Form 1832 to Richmond to establish an active account for the vessel. Once an account has been established and the vessel is outfitted with its allowance, DSCR-FANAH will automatically (via a program known as Automatic Distribution or AD) issue new edition charts and publications as changes occur. New editions are mailed to the address on file in the Defense Automatic Address System, which is discussed more fully in paragraph 4c of this instruction.

(3) Take action with DSCR-FANAH on request to change the assigned Allowance lists and AD products from ship and shore commands via email. DSCR-FANAH does not accept allowance or AD changes from customers without prior approval of the Chart Account Custodian.

(4) Establishes and renew annually a chart account with DSCR-FANAH for each USNS and long-term chartered vessel in the

MSC fleet and shore command. This is accomplished by the Chart Account Custodian submitting DLA Form 1832 and provides Richmond with a Military Sealift Command single point of contact (POC) for all MSC chart issues.

b. Program Managers. Program Managers provide nautical chart and publication input to the Chart Account Custodian on the ships within their program. Program Managers will:

(1) Draft the activation letter described above, recommending an allowance list to the Chart Account Custodian for all government-owned or long-term chartered ships coming under operational control of MSC.

(2) Forwarding their recommendation on request by ships to open or close chart accounts to the Chart Account Custodian for action.

(3) Purchase charts and publications not available through reference (a). Nautical charts and publication stocked by DSCR-FANAH are free-issue to MSC Force ships. Although purchasing the latest edition charts from commercial vendors may be necessary in certain situations, every effort should be made to obtain no-cost charts and publications whenever possible.

c. MSC Ships and Shore Commands. Ship and shore commands are required to carry and maintain chart and publications allowances as assigned in enclosures (1) through (8). These allowances are minimum requirements and not intended to restrict the charts and publications a command, office, or ship may hold. Masters and Commanding Officers are encouraged to consult reference (a) and order additional products deemed necessary. Masters and Commanding Officers are:

(1) Responsible for checking charts and publications for a coming voyage and obtaining necessary additional requirements before sailing. They shall ensure that only the latest edition and fully corrected charts and navigational publication are used, and the charts that most adequately cover the area being transited are used.

(2) Responsible for using the R05 printout (described here) and this instruction to conduct an annual inventory of their chart and publication library and order any shortages as necessary to come up to allowance. The R05 is a computerized list of all charts and publications required to be carried by each MSC vessel/command per COMSCINST 3145.1D. The R05 also

identifies AD items and quantities being sent to each vessel. This document is essential for accurate inventory management. To request a vessel's RO5, Masters and Commanding Officers may contact the Chart Account Custodian (contact information is on each unit's DLA Form 1832), DSCR-FANAH at [hydro@dla.mil](mailto:hydro@dla.mil), or phone 800-826-0342, DSN: 695-6500. The requesting unit should specify whether or not they want an electronic RO5 emailed to them or a paper copy sent via mail.

d. Reserve Units. Expeditionary Port Units (EPU) can be activated to support any Sealift Logistics Command (SEALOG) and therefore do not have a chart allowance. Their permanent allowance will mirror that of the SEALOG they support. The SEALOG shall distribute charts and publications that they have available and these will be used as an initial allowance by the EPU being activated. The SEALOG activating the EPU shall inform DLA/DSCR-FANAH via the Chart Account Custodian of the correct Department of Defense Activity Address Code (DODAAC) of the EPU, and any additional distribution requirements.

5. Chart Ordering Procedures. Once the chart allowance has been established for a unit, individual nautical charts and publications outside of those charts on AD can be obtained using the DLA Map Catalog or through other alternate means described in this section.

a. DLA Map Catalog. The Electronic Catalog of Maps, Charts, Related Products (or DLA Map Catalog) computer program has replaced the 2002 NIMA paper catalog version. Use the DLA Map Catalog is necessary to correctly identify charts and publications currently available and offers the important time saving advantage of creating the MILSTRIP requisition as items are added to the DLA shopping cart. The electronic catalog can be ordered using NSN, 7644015433809 or by clicking on CATCDNMCI when requisitioning from the electronic chart catalog. The electronic chart catalog CD can be downloaded and used on any desktop computer having 300 to 400 MB of free disk space and at least 256 MB of RAM. Assistance is available as follows:

(1) By clicking on the computer based training icon which appears on the computer's desktop after the charts catalog CD is loaded.

(2) By contacting DSCR-FAN, Mapping Customer Operations (MCO) for all order processing at (800) 826-0342 or (804) 279-6500, DSN: 695-6500, email is [hydro@dla.mil](mailto:hydro@dla.mil).

(3) By contacting the Defense Logistics Information Service (DLIS) customer support center in Battle Creek, MI. Phone number is toll free 877-352-2255, or DSN: 932-7766. Email address is [dlissupport@dlis.dla.mil](mailto:dlissupport@dlis.dla.mil).

b. Chart Ordering Procedures. The preferred method for ordering nautical charts and publications is MILSTRIP format via the internet. Presently three methods exist to requisition charts and publications - EMALL, WEBREQ, and the Navy Supply System.

(1) EMALL (For ships equipped with over 56Kbps of bandwidth) - This is the fastest and most user friendly way to order nautical charts and publications from government stock. The customer selects items from the previously loaded electronic chart catalog and clicks on "check-out" when the shopping cart order is complete. This automatically converts the order into MILSTRIP format for naming and saving in a file. The customer then logs into EMALL, uploads the file contained the MILSTRIP order, and clicks on send to transmit the order to DSCR. To open an EMALL account, go to the following link: [www.emall.dla.mil](http://www.emall.dla.mil) and register. A user ID and password will be issued. For questions or assistance with EMALL registration contact the DOD EMALL service desk as follows:

CONUS - Phone 877-352-2255  
OCONUS - Phone DSN 661-7766  
Email address is: [dod-emailsupport@dlsd.dla.mil](mailto:dod-emailsupport@dlsd.dla.mil)

(2) WEBREQ - (for permanent shore-side personnel having no need to turn over account to newly relieving personnel.) - To open a WEBREQ account, go to the following link: [https://www.daas.dla.mil/daashome/daasc\\_webreq.asp](https://www.daas.dla.mil/daashome/daasc_webreq.asp) and register. A user ID and password will be issued in several weeks. WEBREQ requires a CAC or a PKI certificate due to the removal of the ability use passwords. EMALL is recommended for users that do not have a CAC.

(3) Navy Supply System (For vessels without the bandwidth to support EMALL or WEBREQ) - If EMALL or WEBREQ cannot be supported charts and nautical publications should be ordered through the vessel's supply department using the Navy Supply System via the Standard Automated Logistics Tools Sets (SALTS). The customer selects items from the previously loaded electronic chart catalog and clicks on "check-out" when the shopping cart order is complete. This automatically converts the order into MILSTRIP format for naming and saving in a file.

This file can be given to the ship's supply officer who can then upload it into SALTS.

(4) If any problems are encountered with the chart ordering procedures mentioned above please contact the appropriate Program Manager (logistics department) for further support.

(5) EMALL and WEBREQ orders transmitted to Richmond Map facility prior to 1600 EST time will normally be processed within the next business day.

(6) Urgently needed items should be submitted PRI 3. Routine orders should be submitted as PRI 12.

c. Correct Ship-To Addresses. Ships and individual ordering charts through EMALL or WEBREQ or receiving new editions via AD must ascertain that the ship's latest mailing address has been entered in the Defense Automatic Address System (DAAS), and is kept current thereafter. Richmond mails products only to the customer's official addresses listed in DAAS, and no others. The two DAAS addresses Richmond Map Facility forwards charts to are:

(1) TAC1 mailing address. This is normally the vessel's FPO address as assigned by COMSC Washington. To receive mail address to the FPO, the vessel must forward the Military Postal Service a current mail routing instruction message (MRI) providing the postal service with a schedule to forward mail. Information on MRI message preparation and format can be found in COMSCINST 3120.2D.

(2) TAC2 bulk freight address. Richmond uses the TAC2 address to mail items too large or heavy to send to the TAC 1 address. However, Richmond reserves the option to mail such small sized items to the TAC2 address if it is determined that shipping to the TAC2 address is more cost effective. As with updating the TAC1 address with Mail Routing Instruction messages, ships must also update their TAC2 address as changes occur. The following information is provided for updating TAC2 addresses.

(a) To verify ship's present TAC2/bulk freight address contact the Naval Operational Logistics Support Center (NOLSC) at DSN: 645-5425, Comm: (757) 443-5425, or email NOLSC at [NOLSC\\_FLEET\\_LOCATOR@NAVY.MIL](mailto:NOLSC_FLEET_LOCATOR@NAVY.MIL).

(b) To sent a Cargo Routing Message to NOLSC, use the following format:

FM USNS NEVERLAND  
 TO NOLSC NORFOLK VA  
 INFO COMSEALOG (AREA)  
 COMSC WASHINGTON DC  
 MATERIAL SUPPORT PROCESSING CENTERS  
 FISC NORFOLK VA  
 (INPUT CLASSIFICATION OF MESSAGE: UNCLASS NOT APPLICABLE)  
 SUBJECT/FLEET FREIGHT ROUTING INSTRUCTIONS/POC/SUPPLY  
 OFFICER/NAME SHIP/TEL: COM(000) 000-0000/DSN 000-0000  
 EMAIL: SUPPO@USNS NEVERLAND.NAVY.MIL/  
 RMKS/1. THE FOLLOWING CARGO ROUTING INSTRUCTION ARE EFFECTIVE  
 IMMEDIATELY FOR UIC V00000 (READ IN FOUR COLUMNS).

PORT	PERIOD IN PORT	TRANS	PRI	NOTE
FISC NORFOLK VA	PRESENT - 20 APR 08	1/2/3		1
MAYPORT FL	21 APR - 30 APR 08	1		2
ROTA SPAIN	21 APR - UFN	2/3		3
ROTA SPAIN	1 MAY - UFN	1		3

NOTE 1: FISC MPC D&S PIER SITE, COMMANDER SUBMARINE, FISC, MPC  
 ATLANTIC FLEET, BLDG CEP 126, 1965 D AVE, NORFOLK, VA 23511.  
 NOTE 2: FLEET SUPPORT CENTER MAYPORT, BLDG 191, FISC  
 JACKSONVILLE, MAYPORT, FL 32228-0308.  
 NOTE 3: ROTA SPAIN WWX/IHX/VIA N62863.  
 THESE INSTRUCTIONS WILL BE UPDATED AS REQUIRED BY SCHEDULE  
 CHANGES.

(c) The cargo routing information listed above may be emailed to the NOLSC email address above in lieu of a naval message.

(d) Two or more consecutive chart mailings returned to Richmond Map Facility for lack of current address may result in suspension of the account.

d. Map Support Offices. In addition to Richmond Map Facility mailing chart orders to customers, DSCR also offers chart support from nine Map Support Offices strategically located world-wide. Charts can be obtained directly from Regional Map Support Offices in the following manner:

(1) Visiting the Map Support Office in person and obtaining over the counter issue. The requesting unit will need to present appropriate organization identification and it's Unit Identification Code/Department of Defense Activity Address Code (UIC/DODAAC)

(2) Phoning, faxing, or emailing the unit's request directly to the Map Support Office. If the order is urgent and the materials need to be mailed express or priority to other than your TAC1 or TAC2 address, provide this temporary address to the Office. For express delivery, provide the name and phone numbers of the ship's agent or port representative receiving the shipment.

(3) The Map Support Offices and contact information are listed below:

(a) MSO Norfolk (Norfolk NAS, VA)  
Commercial: (757) 444-4243  
DSN: 526-2159  
FAX: (757) 444-2461  
Email: [mso.norfolk@dla.mil](mailto:mso.norfolk@dla.mil)

(f) MSO Hawaii (Hickam AFB, HI)  
Commercial: (808) 449-7099  
DSN: 315-449-7099  
FAX: (808) 449-6665  
Email: [mso.hickam@dla.mil](mailto:mso.hickam@dla.mil)

(b) MSO San Diego (NASNI, CA)  
Commercial: (619) 545-0755/6069  
DSN: 735-6068  
FAX: (619) 545-0755  
DSN: 735-0755  
Email: [msosd@dla.mil](mailto:msosd@dla.mil)

(g) MSO Japan (Ayase, Kanagawa, Japan)  
Commercial: 011-81-467-63-3209  
DSN: 315-264-3209  
FAX: 011-81-467-63-3357/DSN: 315-765-4186  
Email: [msojapan@dla.mil](mailto:msojapan@dla.mil)

(c) MSO Tampa (McDill AFB, FL)  
Commercial: (813) 828-4515  
DSN: 968-4515  
FAX: (813) 828-5526  
DSN: 968-5526  
Email: [mso.tampa@dla.mil](mailto:mso.tampa@dla.mil)

(h) MSO Korea (Waegwan, Korea)  
Commercial: 011-82-54-970-4186  
DSN: 315-765-4186  
FAX: Pending/DSN: Pending

(d) MSO Naples (Naples, Italy)  
Commercial: 011-39-081-568-5280  
Commercial: 011-39-081-568-5477  
DSN: 314-626-5280/5477  
FAX: 011-39-081-568-4447  
Email: [Ddma.mso.naples@dla.mil](mailto:Ddma.mso.naples@dla.mil)

(i) MSO Kuwait  
Commercial: 011-965-681-8946/1528  
Fax: Unlisted

(e) MSO Bahrain, Manama, Bahrain  
Commercial: 011-973-1785-3634  
Commercial: 011-973-1785-3625  
DSN: 318-439-3624/3625  
FAX: 011-973-1785-4824

(j) MSO Gernersheim (Gernersheim, Germany)  
Commercial: 011-49-7274-96-5400  
DSN: 314-378-5400/5413/5414  
FAX: 011-49-7274-96-5405  
Secure: 011-49-7274-96-5402  
Email: [msogermany@dla.mil](mailto:msogermany@dla.mil)

e. Enterprise Product On-Demand Service (ePODS-M). The National Geospatial-Intelligence Agency (NGA) has made available approximately 300 heavily used charts on its ePODS website.

These charts can be downloaded and printed by shore units that have a CAC enabled network and plotter type printer. The ePODS products are certified safe for navigation and further instructions for downloading and printing these charts are available here:

<https://www.geointel.nga.mil/products/dnc/epods/index.htm>.

f. Help with Chart Ordering Procedures. Defense Supply Center Richmond Home Page contains information on chart ordering procedures. Go to link: <http://www.dscr.dla.mil/rmf/>. This webpage contains:

- (1) List of charts and publications in stock
- (2) Latest chart/pub editions and date
- (3) Cross reference of chart and stock numbers
- (4) Requisition status and tracking
- (5) A Customer Assistance Handbook

Additional customer support is available during normal business hours by phoning Richmond Map Facility at 800-826-0342, DSN: 695-6500, or email: [hydro@dla.mil](mailto:hydro@dla.mil).

g. Crisis Chart Orders and Additional Support. Civilian and Contract Mariners needing help with crisis chart orders or additional assistance in chart matters should contact the following for assistance:

- (1) PM1/PM2 CIVMAR vessels - Contact the appropriate MSFSC Class Manager. Alternate POC is the appropriate SEALOG for the area.
- (2) Prepositioning vessels - MPSRON 1, 2, or 3 staffs as appropriate.
- (3) PM2/PM3 (non-deployed)/PM5 vessels - Appropriate SEALOG for the area.

6. Notice to Mariners. The U.S. Notice to Mariners will be used as the basis for the ship's chart and publication correction system. NGA no longer publishes paper copies of Notice to Mariners. Instead, NGA makes them available for download from the NGA website at the following link: Maritime Safety Information Home Page

(<http://www.nga.mil/portal/site/maritime/>), or by using key search "NGA Maritime Safety Information." Key features of the electronic Notice to Mariner concept are:

a. Ability to query a chart or pub and obtain all Notice to Mariner corrections for that particular item in a single display. Ships having online access to weekly Notice to Mariners have the option to use this breakthrough, labor saving technology in lieu of the time consuming process of maintaining manual records cards for each chart onboard.

b. A vessel experiencing difficulty accessing Notice to Mariners on-line can obtain a Notice to Mariner subscription. To subscribe, go the Subscribe to Notice to Mariner section of NGA's Maritime Safety Information Home Page and register via the hyperlink. The latest Notice to Mariner will be emailed to the subscriber each weekend.

c. The Maritime Safety Division Home page also includes both Digital Nautical Charts (DNC) and procedures on how to apply the VDU patch to update DNCs, as well as procedures on how to obtain publication updates (PDU). Broadcast warnings are also included on this webpage.

7. Termination of Chart Accounts and Disposal of Nautical Charts and Publications. This section describes the procedures for termination of chart accounts and AD for ships going out of service as well as the appropriate means to dispose of nautical charts and publications.

a. Termination of Automatic Distribution (AD). Vessels being placed out of service or being placed in ROS 10-30 status, long-term with insufficient ROS manning to receive and stow AD products should request AD termination from the COMSC N32 Chart Account Custodian via the Program Manager's Office. Vessels in ROS 4 or ROS 5 will continue to receive AD unless an exemption is granted.

b. Disposal of Paper Charts and Publications. MSC commands (ships and shore activities) that are scheduled for deactivation or ships being placed in ROS 10-30 for long-term shall notify COMSC N32 Chart Account Custodian who will close out those accounts with Richmond and provide chart and pub disposal instructions. MSC Force ships and shore commands will not close out chart accounts by contacting Richmond directly.

c. Disposal of Unclassified Digital Nautical Chart CDs.  
Unclassified/Limited Distribution DNCs may be destroyed locally  
by cutting in half or mailing to the following address for  
recycling after cutting in half:

Plastic Recycling, Inc.  
2015 South Pennsylvania Street  
Indianapolis, IN 46225

R. D. REILLY, JR

Distribution:  
Electronic only, via MSC Intranet Publications webpage  
<https://intranet.msc.navy.mil/>

Copy to:  
List II  
List III (Case A)