

Installation	UIC	Command Name	Command Category (FLEET/SHORE / AR)	Primary Point of Contact (POC)						Alternate Point of Contact (POC)						Commanding Officer		
				First Name	Last Name	Rank /Rate	Dept	Job Title	E-mail	Phone	First Name	Last Name	Rank /Rate	Job Title	E-mail	Phone	Name	Phone
NAVAL BASE SAN DIEGO	N12345	USS NEVERSAL (DD100)	FLEET	BIG	GUNS	E7/DMC	WEAPONS	LCPO	BIG.ANDY.GUN@NAVY.MIL	111-123-4567	CRUSTY	SALOR	E9/OMCM	CMDCM	CRUSTY.SALOR@NAVY.MIL	111-123-7890	CAPT KELLOG CRUNCH	111-123-1234

511/Arrive Alive Monthly Issuance Log Submission Guidance

- Submissions are required between the **1st-8th of each month**.
- A cumulative 511/Arrive Alive issuance log is required to be submitted for each command/UIC.
NOTE: If commands/activities have more than one UIC assigned, a "separate" cumulative 511/issuance log is required to be submitted for each UIC.
- Complete and/or update the command information in the POC Updates section (1st Tab).
NOTE: Information from the POC Updates (1st Tab) will auto-populate corresponding data fields within the Arrive Alive Card Log (2nd Tab).
- Complete and/or update the 511/Arrive Alive Card Log entries for each USER.
NOTE: Report status of 511/Arrive Alive cards in the Remarks column (i.e. lost, stolen, damaged, used, etc.)
- Ensure that the Arrive Alive Issuance Log file is "renamed/saved as" as provided by this example:
 From this format/file name: **Template_Arrive_Alive_Issuance_Log.xls**

 To this format / file name: **N12345- USS Neversal.xls**
 (The letter N/Command UIC number/TAC symbol/space bar/name of command/file ext)
- Submit cumulative log between the **1st-8th of each month** to: trafficsafety@navy.mil.

