

Monthly 511/Arrive Alive Issuance Log Submission Guidance

1. Submissions are required between the **1st-8th of each month.**
2. 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.

3. Complete and/or update the command information in the POC Updates section (1st Tab):
 - a. Installation
 - b. UIC
 - c. Command Name
 - d. Command Category (Fleet/Shore/Air)
 - e. Primary POC (first/last/rank/dept/job title/e-mail/phone)
 - f. Alternate POC (first/last/rank/dept/job title/e-mail/phone)
 - g. Commanding Officer (name/phone)

Note: Information from the POC Updates (1st Tab) will auto-populate corresponding data fields within the Arrive Alive Card Log (2nd Tab).

4. Utilize the Arrive Alive Card Log (2nd Tab) to complete the information for each USER:
 - a. Card Serial Numbers
 - b. Date Issued
 - c. Last Name
 - d. First Name
 - e. Rank
 - f. Age
 - g. Job Title
 - h. Remarks- Used to track card status (i.e. lost, stolen, damaged, used, etc.)
 - i. Department - Optional, this information is NOT REQUIRED for submission.

5. 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 Neversail.xls**

(The letter **N**/Command **UIC** number/**TAC** symbol/space bar/**name of command/file ext**)

7. Submit via E-mail to: trafficsafety@navy.mil.

Command designated 511/Arrive Alive POC Notes:

Conducting periodic inventory of 511/Arrive Alive cards is recommended to ensure accountability and verification of accuracy for submitted 511/Arrive Alive issuance log files.

Ensure that 511/Arrive Alive issuance log file submissions include “ALL” card serial numbers currently in the command’s possession.