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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO P1070.12K
MIFD
14 Jul 2000

MARINE CORPS ORDER P1070.12K W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL
(SHORT TITLE: IRAM)

Encl: (1) Locator Sheet

1. **Purpose.** This Manual is issued for the guidance and compliance of all individuals concerned with Marine Corps records administration. Instructions contained herein do not amend any provisions of Navy Regulations and Navy Department General Orders.

2. **Cancellation.** MCO P1070.12J.

3. **Summary of Revision.** This Manual contains a substantial number of changes and must be completely reviewed. Major changes included in the revision are as follows:

- a. Chapter 1 Table 1-4 updated to reflect changes to the Field Folder (OQR/SRB).
- b. Chapter 2 adds general information in the care and maintenance of the OQR/SRB.
- c. Chapter 3 contains specific information concerning the OQR and removes filing requirements for many documents, standard pages and standard page entries.
- d. Chapter 4 contains specific information concerning the SRB and removes filing requirements for many documents, standard pages and standard page entries.
- e. Chapter 5 adds the current audit guidance and disposition of deleted documents and standard pages from the OQR/SRB.

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DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES ATLANTIC FLEET
NORFOLK, VIRGINIA 23511

1 5216
2 Ser N72/4201
24 JUN 1983

1 SECOND ENDORSEMENT on NAS Cecil Field ltr 5216 Ser 11/352 of
2 3 Jun 83

1 From: Commander, Naval Air Force, U.S. Atlantic Fleet
2 To: Commander in Chief, U.S. Atlantic Fleet

1 Subj: HOW TO PREPARE ENDORSEMENTS

1 Encl: (2) SECNAVINST 5216.5C

- 1 1. Start an endorsement on a new page if the answer to one or
2 more of these questions is no:
- a. Is the latest communication less than a page?
 - b. Will all of the endorsement fit on that page?
 - c. Is the endorsement sure to be signed without revision?
- 1 2. Number every page; continue the sequence of numbers from the
2 previous communication, as explained in enclosure (2).
- 1 3. Like a same-page endorsement prepared with carbon copies,
2 every new-page endorsement must--
- a. Repeat the basic letter's SSIC.
 - b. Identify the basic letter in the endorsement-number block.
 - c. Use the basic letter's subject as its own.

1 H. H. MILLER
2 By direction

1 Copy to:
2 NAS Cecil Field (Code 11)
3 *COMSEABASDASHWINGLANT (Code 019)

*Prior endorser appears because second endorsement is significant.

1 11 SEP 83

1 1. The purpose of this instruction is to provide guidance for the preparation and submission of endorser's reports. The information contained herein is intended for use by personnel who are responsible for the preparation and submission of endorser's reports.

2 2. This instruction applies to all personnel who are responsible for the preparation and submission of endorser's reports.

3 3. The information contained herein is intended for use by personnel who are responsible for the preparation and submission of endorser's reports.

4 4. This instruction is intended to provide guidance for the preparation and submission of endorser's reports.

5 5. The information contained herein is intended for use by personnel who are responsible for the preparation and submission of endorser's reports.

6 6. This instruction is intended to provide guidance for the preparation and submission of endorser's reports.

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19 19. The information contained herein is intended for use by personnel who are responsible for the preparation and submission of endorser's reports.

20 20. This instruction is intended to provide guidance for the preparation and submission of endorser's reports.



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20380

1 1983-0231-101
2 23 OCT 1987

1 Mr. Clarence Allen DeBor
2 Indian Creek Road, 822
3 West Knoxville, Tennessee 37109

1 Dear Mr. DeBor:

2 I have received your letter requesting information on how to reach the
3 site of your son's grave.

4 The letter which you sent with your inquiry is returned as requested.
5 The letter from the Surgeon General's office, by virtue of the latitude
6 and longitude coordinates given, the information available as to the
7 exact whereabouts of your son's remains.

8 I am sure you have given the possibility of visiting your son's grave
9 considerable thought over the years. Especially in view of the fact
10 that you have decided to make the attempt regardless of the obstacles
11 pointed out in the enclosed letter.

12 Since you expect to go to Hawaii on 4 November, I would suggest that
13 the best possible source for additional information if any is available
14 would be the American Overseas Registration authorities in Hawaii, whom
15 you could contact on arrival.

16 I sincerely hope that you will pursue this goal with caution and will
17 not be overly disappointed if you find it physically impossible to
18 reach the grave site.

19 By direction of the Chief of Naval Personnel:

1 Sincerely yours,
2
3
4 W. M. STUBBS
5 Assistant Head
6 Casualty Branch



10 Feb 04

From: **MIDR 1/c John M. Smart, USNR/USNCR
 To: **Platoon Commanding Officer
 Via: ** (1) Platoon Commander
 (2) Company Commander
 (4) Subj: **STANDARD LETTER FORMAT (ALL CAPITAL LETTERS)
 (4) Ref: ** (a) *Communication of document that bears directly on the Subject at hand
 (4) Incl: ** (1) *Title of material enclosed/attached
 1. **State the reason why the letter is being submitted. If the sentence runs two or more lines, it should be just like this.
 (4) ****a. *Note that everything lines up. The following is further guidance:
 ***** (1) *Asterisks (*) indicate exactly how many spaces are required.
 ***** (2) *MID (4) indicate exactly how many spaces between each line, paragraph, etc.
 *****b. *Further amplifying information
 2. If you are typing a letter and the sentence is longer than one line, it should not look like this. This is not correct.
 (4) 3. **Final remarks/statements.
 (2 lines down from last sentence) Very respectfully,
 (4) (4 lines down from complimentary close) JOHN M. SMART
 (4) Copy to: (2 lines down from signature block)
 List anyone as applicable

Navy correspondence serial numbers. Navy correspondence codes.

Navy of Patriot forces in the American Revolutionary War
 Continental Navy
 Continental Navy
 Jack
 Founded 1775
 Disbanded 1785
 Country United States
 Allegiance Thirteen Colonies (1775–1776) United States (1776–1785)
 Engagements American Revolutionary War
 Commanders Chairman John Adams
 Commodore Esek Hopkins
 Notable commanders Captain John Paul Jones
 Captain John Barry
 Military unit American Revolutionary War
 Armed Forces United States
 Continental Army – Commander-in-Chief – Regional departments – Units (1775, 1776, 1777–1784) – Manual
 Continental Navy
 Continental Marines
 State forces – List of militia units – List of state navies – Maritime units
 Great Britain
 List of British units
 France
 List of French units
 Related topics List of battles
 Military leadership vte
 The Continental Navy was the navy of the United States during the American Revolutionary War and was founded October 13, 1775. The fleet cumulatively became relatively substantial through the efforts of the Continental Navy's patron John Adams and vigorous Congressional support in the face of stiff opposition, when considering the limitations imposed upon the Patriot supply pool. The main goal of the navy was to intercept shipments of British matériel and generally disrupt British maritime commercial operations. The initial fleet consisted of converted merchantmen because of the lack of funding, manpower, and resources, with exclusively designed warships being built later in the conflict. The vessels that successfully made it to sea met with success only rarely, and the effort contributed little to the overall outcome of the war. The fleet did serve to highlight a few examples of Continental resolve, notably launching Captain John Barry into the limelight. It provided needed experience for a generation of officers who went on to command conflicts which involved the early American navy. After the war, the Continental Navy was dissolved. With the federal government in need of all available capital, the final vessel Alliance being auctioned off in 1785 to a private bidder. The Continental Navy is the first establishment of what is now the United States Navy.[1] Congressional oversight of construction This section does not cite any sources. Please help improve this section by adding citations to reliable sources. Unourced material may be challenged and removed. (October 2016) (Learn how and when to remove this template message) John Adams took an active role in the formation of the navy and the drafting of suitable operational regulations. Painting by John Trumbull, c. 1792–93. The original intent was to intercept the supply of arms and provisions to British soldiers, who had placed Boston under martial law. George Washington had already informed Congress that he had assumed command of several ships for this purpose, and individual governments of various colonies had outfitted their own warships. The first formal movement for a navy came from Rhode Island, whose State Assembly passed a resolution on August 26, 1775, instructing its delegates to Congress to introduce legislation calling "for building at the Continental expense a fleet of sufficient force, for the protection of these colonies, and for employing them in such a manner and places as will most effectively annoy our enemies...." The measure in the Continental Congress was met with much derision, especially on the part of Maryland delegate Samuel Chase who exclaimed it to be "the maddest idea in the world." John Adams later recalled, "The opposition... was very loud and vehement. It was... represented as the most wild, visionary, mad project that had ever been imagined. It was an infant taking a mad bull by his horns." During this time, however, the issue arose of Quebec-bound British supply ships carrying desperately needed provisions that could otherwise benefit the Continental Army. The Continental Congress appointed Silas Deane and John Langdon to draft a plan to seize ships from the convoy in question. Creation Continental ship Columbus with captured British brig Lord Lifford, 1776 On June 12, 1775, the Rhode Island General Assembly, meeting at East Greenwich, passed a resolution creating a navy for the colony of Rhode Island. The same day, Governor Nicholas Cooke signed orders addressed to Captain Abraham Whipple, commander of the sloop Katy and commodore of the armed vessels employed by the government.[2] The first formal movement for the creation of a Continental navy came from Rhode Island because its merchants' widespread shipping activities had been severely harassed by British frigates. On August 26, 1775, Rhode Island General Assembly passed a resolution that there be a single Continental fleet funded by the Continental Congress.[3] The resolution was introduced in the Continental Congress on October 3, 1775, but was tabled. In the meantime, George Washington had begun to acquire ships, starting with the schooner Hannah which was chartered by Washington[2] from merchant and Continental Army Lt. Colonel John Glover of Marblehead, Massachusetts.[4] Hannah was commissioned and launched on September 5, 1775, under the command of Captain Nicholson Broughton from the port of Beverly, Massachusetts. Resolved, That a swift sailing vessel, to carry ten carriage guns, and a proportionable number of swivels, with eighty men, be fitted, with all possible despatch, for a cruise of three months, and that the commander be instructed to cruise eastward, for intercepting such transports as may be laden with warlike stores and other supplies for our enemies, and for such other purposes as the Congress shall direct. That a Committee of three be appointed to prepare an estimate of the expence, and lay the same before the Congress, and to contract with proper persons to fit out the vessel. Resolved, that another vessel be fitted out for the same purposes, and that the said committee report their opinion of a proper vessel, and also an estimate of the expence. Resolution of the Continental Congress that marked the establishment of what is now the United States Navy.[5] The United States Navy decided in 1971 to recognize October 13, 1775 as the date of its official establishment,[1] the passage of the resolution of the Continental Congress at Philadelphia that created the Continental Navy.[5] On this day, Congress authorized the purchase of two vessels to be armed for a cruise against British merchant ships; these ships became Andrew Doria and Cabot.[1] The first ship in commission was USS Alfred which was purchased on November 4 and commissioned on December 3 by Captain Dudley Saltonstall.[6] On November 10, 1775, the Continental Congress passed a resolution calling for two battalions of Marines to be raised for service with the fleet.[7] John Adams drafted its first governing regulations, which were adopted by Congress on November 28, 1775, and remained in effect throughout the Revolutionary War. The Rhode Island resolution was reconsidered by the Continental Congress and was passed on December 13, 1775, authorizing the building of thirteen frigates within the next three months: five ships of 32 guns, five with 28 guns, and three with 24 guns.[8] Abraham Whipple painting by Edward Savage The official Navy officer uniform of 1776 had red lapels and a red waistcoat. The unofficial uniform of 1777, worn by many officers, had white lapels and a white waistcoat, and in addition non-regulation epaulettes.[9] When it came to selecting commanders for ships, Congress tended to be split evenly between merit and patronage.[citation needed] Among those who were selected for political reasons were Esek Hopkins, Dudley Saltonstall, and Esek Hopkins' son John Burroughs Hopkins. However, Abraham Whipple, Nicholas Biddle, and John Paul Jones managed to be appointed with backgrounds in marine warfare. On December 22, 1775, Esek Hopkins was appointed the naval commander-in-chief, and officers of the navy were commissioned. Saltonstall, Biddle, Hopkins, and Whipple were commissioned as captains of the Alfred, Andrew Doria, Cabot, and Columbus, respectively. Hopkins led the first major naval action of the Continental Navy in early March 1776 with this small fleet, complemented by Providence (12), Wasp (8), and Hornet (10). The battle occurred at Nassau, Bahamas where stores of much-needed gunpowder were seized for the use of the Continental Army. However, success was diluted with the appearance of disease spreading from ship to ship. On April 6, 1776, the squadron, with the addition of Fly (8), unsuccessfully encountered the 20-gun HMS Glasgow in the first major sea battle of the Continental Navy. Hopkins failed to give any substantive orders other than to recall the fleet from the engagement, a move which Captain Nicholas Biddle described: "away we all went helter, skelter, one flying here, another there." On Lake Champlain, Benedict Arnold ordered the construction of 12 war vessels to slow down the British fleet that was invading New York from Canada. The British fleet destroyed Arnold's fleet, but the US fleet managed to slow down the British after a two-day battle, known as the Battle of Valcour Island, and managed to slow the progression of the British Army.[10] As the war progressed, states began directing more resources toward naval pursuits. During the inaugural session of the Virginia General Assembly, the senate began acquiring lands for naval manufacturing. Charles O. Paullin states that "no other state owned as much land, properties, and manufactories devoted to naval purposes as Virginia.[11] Sampson Mathews August 26, 1781, she met HMS Iris and General Monk and engaged. In the action, Trumbull was forced to surrender to the former American naval vessels (the General Monk was the captured Rhode Island privateer General Washington, itself recaptured in April 1782 and placed in service with the Continental Navy). French naval collaboration John Paul Jones, the Continental Navy's first seaman to be appointed the rank of 1st Lieutenant. Oil painting by George Bagby Matthews, c. 1890. Before the Franco-American Alliance, the royalist French government attempted to maintain a state of respectful neutrality during the Revolutionary War. That being said, the nation maintained neutrality at face value, often openly harboring Continental vessels and supplying their needs. With the presence of American diplomats Benjamin Franklin and Silas Deane, the Continental Navy gained a permanent link to French affairs. Through Franklin and like-minded agents, Continental officers were afforded the ability to receive commissions and to survey and purchase prospective ships for military use. Early in the conflict, Captains Lambert Wickes and Gustavus Conyngham operated out of various French ports for the purpose of commerce raiding. The French did attempt to enforce their neutrality by seizing Dolphin and Surprise of the Continental Navy. However, with the commencement of the official alliance in 1778, ports were officially open to Continental ships. The most prominent Continental officer to operate out of France was Captain John Paul Jones. Jones had been preying upon British commerce aboard Ranger but only now saw the opportunity for higher command. The French loaned Jones the merchantman Duc de Duras, which Jones refitted and renamed Bonhomme Richard as a more powerful replacement for the Ranger. In August 1779, Jones was given command of a squadron of vessels of both American and French ownership. The goal was not only to harass British commerce but also to prospectively land 1,500 French regulars in the lightly guarded western regions of Britain. Unfortunately for the ambitious Jones, the French pulled out of the agreement pertaining to an invasion force, but the French did manage to uphold the plan regarding his command of the naval squadron. Sailing in a clockwise fashion around Ireland and down the east coast of Britain, the squadron captured a number of merchantmen. French commander Landais decided early on in the expedition to retain control of the French ships, thereby often leaving and rejoining the effort when he felt that it was fortuitous. The Franco-American squadron closely engaged the pair of British frigates on September 23, 1779. On September 23, 1779, Jones' squadron was off Flamborough Head when the British man-of-war HMS Serapis and HM hired armed ship Countess of Scarborough bore down on the Franco-American force. The lone Continental frigate Bonhomme Richard engaged Serapis. The rigging of the two ships became entangled during the combat, and several guns of Jones' ship had been taken out of action. The captain of Serapis asked Jones if he had struck his colors, to which Jones has been quoted as replying, "I have not yet begun to fight!"[15] Upon raking the Serapis, the crew of the Bonhomme Richard led by Jones boarded the British ship and captured her. Likewise, the French frigate Pallas captured Countess of Scarborough. Two days later, Bonhomme Richard sank from the overwhelming amount of damage that she had sustained. The action was an embarrassing defeat for the Royal Navy.[15] The French also loaned the Continental Navy the use of the corvette Ariel. The one ship of the line built for service in the Continental Navy was the 74-gun America, but it was offered as a gift to France on September 3, 1782, in compensation for the loss of Le Magnifique in service to the American Revolution. France officially entered the war on June 17, 1778. Still, the ships that the French sent to the Western Hemisphere spent most of the year in the West Indies and only sailed near the Thirteen Colonies during the Caribbean hurricane season from July until November. The first French fleet attempted landings in New York and Rhode Island, but ultimately failed to engage British forces during 1778.[16] In 1779, a fleet commanded by Vice Admiral Charles Henri, comte d'Estaing assisted American forces attempting to recapture Savannah, Georgia.[17] In 1780, a fleet with 6,000 troops commanded by Lieutenant General Jean-Baptiste, comte de Rochambeau landed at Newport, Rhode Island; shortly afterward, the British blockaded the fleet. In early 1781, Washington and de Rochambeau planned an attack against the British in the Chesapeake Bay area to coordinate with the arrival of a large fleet under Vice Admiral François, comte de Grasse. Washington and de Rochambeau marched to Virginia after successfully deceiving the British that an attack was planned in New York, and de Grasse began landing forces near Yorktown, Virginia. On September 5, 1781, de Grasse and the British met in the Battle of the Virginia Capes, which ended with the French fleet in control of Chesapeake Bay. Protected from the sea by the French fleet, American and French forces surrounded, besieged, and forced the surrender of the British forces under Lord Cornwallis, effectively ending the war and leading to peace two years later.[18] End of the Continental Navy Alliance at sail[19] Of the approximately 65 vessels (new, converted, chartered, loaned, and captured) that served at one time or another with the Continental Navy, only 11 survived the war. The Treaty of Paris in 1783 ended the Revolutionary War and, by 1785, Congress had disbanded the Continental Navy and sold the remaining ships. The frigate Alliance fired the final shots of the American Revolutionary War; it was also the last ship in the Navy. A faction within Congress wanted to keep her, but the new nation did not have the funds to keep her in service, and she was auctioned off for \$26,000. Factors leading to the dissolution of the Navy included a general lack of money, the loose confederation of the states, a change of goals from war to peace, and more domestic and fewer foreign interests.[20] See also Naval battles of the American Revolutionary War
 Quasi War
 United States Navy Bibliography of early American naval history
 List of American Revolutionary War battles
 List of George Washington activities
 References ^ a b c Miller 1997, p. 16 ^ a b Miller 1997, p. 15 ^ Howarth 1999, p. 6 ^ Westfield, Duane and Bill Perren. "The Birthplace of the American Navy". Marblehead Magazine. Retrieved April 26, 2011. ^ a b "Establishment of the Navy, 13 October 1775". United States Navy. Retrieved November 5, 2009. ^ Sweetman 2002, p. 1 ^ Journal of the Continental Congress (November 10, 1775). "Resolution Establishing the Continental Marines". United States Marine Corps History Division. Archived from the original on October 7, 2010. Retrieved April 26, 2011. ^ Miller 1997, p. 17 ^ Perrenot 2010, p. 4. ^ Miller 1997, pp. 21–22 ^ Paullin, Charles O. (1906) The Navy of the American Revolution: Its Administration, its Policy and its Achievements (dissertation) (PhD). The University of Chicago. Retrieved April 21, 2014. ^ Stewart, Robert A. (1934). The History of the Navy of the Revolution. The University of Virginia. p. 136. ^ Miller 1997, p. 19 ^ Howarth 1999, p. 16 ^ a b Howarth 1999, p. 39 ^ Sweetman 2002, p. 8 ^ Sweetman 2002, p. 9 ^ Sweetman 2002, pp. 11–12 ^ "USS Alliance (1778)". Dictionary of American Naval Fighting Ships. United States Navy. Retrieved November 23, 2009. ^ Miller 1997, pp. 33–35 Bibliography This article incorporates text from the public domain Dictionary of American Naval Fighting Ships. William M. Fowler, Rebels Under Sail (New York: Charles Scribner's Sons, 1976) Howarth, Stephen (1999). To Shining Sea: A History of the United States Navy, 1775–1798. Norman, OK: University of Oklahoma Press. ISBN 0-8061-3026-1. OCLC 40200083. Miller, Nathan (1997). The U.S. Navy: A History (3rd ed.). Annapolis, MD: Naval Institute Press. ISBN 1-55750-595-0. OCLC 37211290. Perrenot, Preston B. (2010). United States Navy Grade Insignia 1776–1852. CreateSpace Independent Publishing Platform. Sondhaus, Lawrence (2001). Naval Warfare 1815–1914. London: Routledge. ISBN 0-415-21478-5. OCLC 44039349. Sweetman, Jack (2002). American Naval History: An Illustrated Chronology of the U.S. Navy and Marine Corps, 1775–present. Annapolis, MD: Naval Institute Press. ISBN 1-55750-867-4. Further reading Clark, William Bell, ed. (1964). Naval Documents Of The American Revolution, Volume 1 (Dec. 1774 - Sept. 1775). Washington D.C., U.S. Navy Department. Retrieved from " Air Show. Airshows - Ground Operations Plans; Volume 3, Chapter 6, Section 1, Issue a Certificate of Waiver or Authorization for an Aviation Event; Volume 3, Chapter 6, Section 3, Issue a Letter of Authorization for General Aviation and Commercial Division Maneuvers Packages Approval/Acceptance Process; Aerial Demonstration Advisory Circulars (ACs) 17/6/2019 - Here is an example letter address template to show you how to sign an envelope: Don't worry! Just because these are the technical requirements of the postal service doesn't mean you can't make your address more exciting. Your mail will still be processed and delivered even if it doesn't match this formatting. To fix an outdated citation hyperlink: Take the alphanumeric code at end of the broken hyperlink and add to the end of the link. To find a specific citation by accession number: Take the accession number and add to the end of the link below. The United States Department of the Navy (DoN) is one of the three military departments within the Department of Defense of the United States of America. It was established by an Act of Congress on 30 April 1790, at the urging of Secretary of War James McHenry, to provide a government organizational structure to the United States Navy (USN); since 1834, it has ... 30/7/2022 - 0-9: Naval method of indicating the time of day aboard ship, usually over the 1MC. One bell corresponds to 30 minutes past the hour. Bells will only be rung as a single strike, or a closely spaced double strike, with a maximum of eight bells (4 sets of 2). Bells repeat themselves every 4 hours. For example 2 sets of 2 bells, followed by a ... The Continental Navy was the navy of the United States during the American Revolutionary War and was founded October 13, 1775. The fleet cumulatively became relatively substantial through the efforts of the Continental Navy's patron John Adams and vigorous Congressional support in the face of stiff opposition, when considering the limitations imposed upon the Patriot supply ... SAR-related Correspondence: dcsa.quantico.dcsa-hq.mbx.account-request@mail.mil. All Other Correspondence (related to activities supported by the Knowledge Center): dcsa.quantico.dcsa-hq.mbx.knowledge-center@mail.mil. DoD Consolidated Adjudications Facility Call Center. Phone: 301-833-3850 (SSOs and FSOs only) - Menu option #5/Industry For information on policy about remaining in pay billets, please contact your local Navy Operational Support Center or Commander, Navy Reserve Forces Command. Retirement FAQs. Q1. How do I request retirement? You may request retirement by submitting your request to PERS-912 per the format and timeframes listed in Figure 20-4 of BUPERSINST 1001.39F. Published continually since 1998, "NEWS YOU CAN USE" was a Blog before "Blog" was even a word! Its intention has been to help inform the football coach and the interested football observer on a wide variety of to pics, usually - but not always - related in some way to coaching or leadership. It contains news and views often (trigger alert!) highly opinionated but intended to ... DOD Law of War Manual. John Stanton. Download Download PDF. Full PDF Package Download Full PDF Package. This Paper. A short summary of this paper. 37 Full PDFs related to this paper. Download. PDF Pack. People also downloaded these ...

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