DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 3120.32C CH-7
DNS
16 Jun 2011

OPNAV INSTRUCTION 3120.32C CHANGE TRANSMITTAL 7

From: Chief of Naval Operations

Subj: STANDARD ORGANIZATION REGULATIONS OF THE U.S.NAVY

Encl: (1) Revised Page 3-76 of Enclosure (1)

1. Purpose. To provide updated guidance to the Nuclear Weapons Required Reading Program.

2. Action. Remove page 3-76 of enclosure (1) of the current basic instruction and replace with enclosure (1) of this change transmittal.

J. M. BIRD
Vice Admiral, U.S. Navy
Director, Navy Staff

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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 3120.32C CH-6
N09B17/DNS-32
MAY 26 2005

OPNAV INSTRUCTION 3120.32C CHANGE TRANSMITTAL 6

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps addressees not having Navy personnel attached)

Subj: STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

Encl: (1) Revised pages 3-74, 4-33, 6-53, and 6-54

1. Purpose. To provide updated guidance on

a. Functions, duties and responsibilities of the Nuclear Weapons Handling Supervisor.

b. Lookout assignment and duties.

c. Embarked unit augmentation to afloat food service operations.

2. Action. Remove pages 3-74, 4-33, 6-53, and 6-54, and replace with enclosure (1) of this change transmittal.

A. T. CHURCH III
Vice Admiral, U. S. Navy
Director, Navy Staff

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 3120.32C CH-5
N09B16
3 April 2003

OPNAV INSTRUCTION 3120.32C CHANGE TRANSMITTAL 5

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps addresses not having Navy personnel attached)

Subj: STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

Ref: (a) OPNAVNOTE 3111 DNS RMC2 dtd 29 Oct 02, Subj: CHANGE IN TITLE OF OFFICIAL IN COMMAND FOR COMMANDER IN CHIEF, U. S. ATLANTIC FLEET (CINCLANTFLT), COMMANDER IN CHIEF, U. S. PACIFIC FLEET (CINCPACFLT), AND COMMANDER IN CHIEF, U. S. NAVAL FORCES EUROPE (CINCUSNAVEUR) (Canc frp: Oct 03)

Encl: (1) Revised pages v, vii, 1-6 through 1-11, new page 1-12, revised pages 3-3, 3-4, 3-6, new pages 3-39a and 3-39b, revised pages 3-164, 6-76, 6-151, 6-265, 9-4, Index-14, Index-22, and Index-23

1. Purpose

a. To add the Management Control Program in order to fulfill the requirements of the Federal Managers' Financial Integrity Act and other directives; and

b. To delete references to "commander in chief," per reference (a).

2. Summary of Changes

a. Management Control Program

(1) Paragraph 142, CONTROL: Updates paragraph 142 to address both the management controls and individual performance controls.

(2) Paragraph 302, THE EXECUTIVE OFFICER: Inserts new paragraph 302c(23) to add the Management Control Program as a responsibility of the Executive Officer of the organization. Remaining subparagraphs are renumbered.

(3) Paragraph 303, THE EXECUTIVE ASSISTANTS: Adds new paragraph 303.25, MANAGEMENT CONTROL PROGRAM COORDINATOR as one of the executive assistants under the Executive Officer.

b. Commander in Chief Title. Changes "Commander in Chief" (and variations thereof) to Fleet Commander (and variations thereof) in paragraphs 384 (page 3-164), 620.11j(1) (page 6-76), 630.14f (page 6-151), 640.7d(3) (page 6-265), and 914a(4) (page 9-4).

c. Other. Updates the Table of Contents, Figure 3-1, and the Index to reflect the title of paragraph 303.20 as "Navy Tactical Command Support System Coordinator (NCTSS) (Optimized and Legacy SNAP)", previously changed in Change 4 dated 30 July 2001.

3. Action. Remove pages v, vii, 1-6 through 1-11, 3-3, 3-4, 3-6, 3-164, 6-76, 6-151, 6-265, 9-4, Index-14, Index-22, and Index-23 and replace with enclosure (1) of this change transmittal.

P. A. TRACEY
Vice Admiral, USN
Director, Navy Staff

Distribution:
SNDL Parts 1 and 2

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 3120.32C CH-4
N09B16
30 Jul 2001

OPNAV INSTRUCTION 3120.32C CHANGE TRANSMITTAL 4

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps addresses not having Navy personnel attached)

Subj: STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

Encl: (1) Revised pages 3-33 and 3-34, new page 3-34a, revised page 3-38, revised pages 3-40 and 3-41, revised page 3-90, revised pages 3-92 and 3-93, revised pages 3-157 and 3-158, revised page 5-3, revised page 5-6, revised page 5-8, revised page 5-27, revised page 6-4, revised pages 6-6 though 6-8, revised page 6-11, revised page 6-18, revised page 6-143, revised pages 6-163 through 6-166, revised pages 9-8 and 9-9, and revised page 10-6

1. Purpose. To provide changes to the Equipment Tag Out Bill and to provide other miscellaneous change information:

a. Pages 3-33, 3-34, and 3-34a, paragraph 303.20: Updates title from Shipboard Non-Tactical Automatic Data Processing Program (SNAP) System Coordinator to Navy Tactical Command System Coordinator (NTCSS) and adds additional duties, responsibilities, and authority in paragraph 303.20b. This is a complete revision and should be read in its entirety.

b. Page 3-38, paragraph 303.24b(2): Deletes reference to Professional Advancement Requirements (PARS) (subparagraph (a)); reletters subparagraphs (b) through (h); and corrects typographical errors.

c. Pages 3-40 and 3-41, paragraph 304.1: Adds "Commander/" before "Commanding Officer" in subparagraphs a, c(1) and c(3).

d. Page 3-90, paragraph 313b: deletes subparagraph (9) (combat operational support aircraft (COSA)); renumbers remaining subparagraph.

e. Pages 3-92 and 3-93, paragraphs 315a and 315c: amends the general duties and organization relationships between the Air Wing Commander and the commanding officer.

f. Pages 3-157 and 3-158, paragraph 371.1: deletes "amphibious assault ships (LPH) and "attack transport (LPA)" as these ships are no longer in the inventory and therefore do not require a combat cargo officer.

g. Page 5-3, paragraph 510.7c: deletes reference to smoking in berthing compartments.

h. Page 5-6, paragraph 510.15; page 5-8, paragraph 510.22; and page 5-27, paragraph 510.64c: updates reference information.

i. Page 6-4, paragraph 620.1: deletes subparagraph 620.1d(11)(h) regarding smoking in berthing compartments.

j. Page 6-6, paragraph 620.2d(3)(c)9: deletes reference to gunnery canvas.

k. Page 6-7, paragraph 620.2d(8)(b): deletes the word "paint" after "photoluminescent."

l. Page 6-8, paragraphs 620.2e(4) and (5): delegates paint chit signature authority to the division Chief Petty Officer/ Leading Petty Officer (CPO/LPO).

m.. Page 6-11, paragraph 620.3e(3)(c): deletes "Ranks, however, shall not be broken."

n. Page 6-18, paragraph 620.4i(3)(a): changes "the crew's lounge and in the messing spaces" to "a common area such as the mess decks."

o. Page 6-143, Table 6-1: changes "LORAN/OMEGA" to "SATNAV/GPS."

p. Pages 6-163 through 6-166, paragraph 630.17: revises the Equipment Tag-Out Bill and refers the reader to the Tag-Out Users Manual as the standard for establishing, maintaining, enforcing and training of tag-out program and processes used afloat and in an industrial environment for all naval ships and craft.

q. Pages 9-8 and 9-9, paragraphs 950, 951, 952, and 960: updates reference information.

r. Page 10-6, paragraphs 1031.1 and 1031.2: updates information on the Contents and Distribution of the Plan of the Day.

s. Page 10-6, paragraph 1032: adds engineering evolutions as something that should be included in the night orders.

2. Action. Remove pages 3-33, 3-34, 3-38, 3-40, 3-41, 3-90, 3-92, 3-93, 3-157, 3-158, 5-3, 5-6, 5-8, 5-27, 6-4, 6-6 through 6-8, 6-11, 6-18, 6-143, 6-163 through 6-192, 9-8, 9-9, 10-6 and replace with enclosure (1) of this change transmittal.

JOHN G. MORGAN
Rear Admiral, U. S. Navy
Director, Navy Staff

Distribution:
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OPNAVINST 3120.32C
11 APRIL 1994

CH-1 of 29 Jul 96
CH-2 of 30 Nov 98
CH-3 of 27 Jul 99

STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

0579LD0572220

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 3120.32C
N09B

11 APR 1994

OPNAV INSTRUCTION 3120.32C

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps addressees not having Navy personnel attached)

Subj: STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

Encl: (1) Standard Organization and Regulations Manual (SORM)

1. Purpose. To issue regulations and guidance governing the conduct of all members of the U.S. Navy. The regulations and guidance in enclosure (1) are for the internal operation of the Department of the Navy only and create no right or benefit, substantive or procedural, enforceable at law against the United States, the Department of Defense, or the Department of the Navy.

2. Cancellation. OPNAVINST 3120.32B. Forms OPNAV 5511/2 and NAVPERS 1320/11 referenced in OPNAVINST 3120.32B have been cancelled.

3. Applicability. Applies to all members of the U.S. Navy and U.S. Marine Corps security forces assigned to U.S. Navy ships. None of the guidance in this instruction is intended to contravene or supersede any provision of law or other order, directive, or issuance of competent authority.

4. Enforceability and Scope

a. Enforceability. Rules printed in *UPPERCASE ITALICS* govern individual conduct and are regulatory general orders, and apply without further implementation. Penalties for their violation include the full range of statutory and regulatory sanctions, including the Uniform Code of Military Justice (UCMJ) (10 U.S.C. §§ 801-940). A failure to comply with other provisions of this instruction should be corrected by timely disciplinary or administrative action.

b. Guidance. The portions of this instruction printed in plain type are for the guidance of commanders, commanding officers, and officers in charge. The organization and operational material may be amplified further or tailored through deletion, substitution, or addition within this volume to conform to the unit's mission, task, and function. Complete repetition of the Standard Organization and Regulations Manual is not

desired. Guidance in this instruction summarizes, rephrases, or explains many complex laws and regulations and is not controlling if in conflict with these. Commanders, commanding officers, and officers in charge should encourage personnel at all levels to consult source documents for definitive guidance. Liaison with judge advocates, through the chain of command, is encouraged.

5. Action

a. All members of the U.S. Navy will comply with the regulations prescribed in this instruction.

b. Commanders, commanding officers, and officers in charge will give the contents of this instruction the widest possible dissemination to ensure that each person in the U.S. Navy is aware of his or her responsibility for complying with the regulatory portions.

6. Forms

a. The following forms are available through normal Navy supply channels per NAVSUP P-2002:

FORM NUMBER (REVISION DATE)	TITLE	STOCK NUMBER
DD 2544 (11-89)	Diving Log	0102-LF-008-5800
OPNAV 1500/30 (10-60)	General Record (Type I)	0107-LF-700-9000
OPNAV 1500/31 (10-60)	General Record (Type II)	0107-LF-701-0000
OPNAV 1500/32 (10-60)	General Record (Type III)	0107-LF-701-1000
OPNAV 3120/4 (3-93)	Danger/Caution Tag-out Index and Record of Audits	0107-LF-031-2040
OPNAV 3120/5 (4-89)	Safety Hazard Report	0107-LF-031-2050
OPNAV 4790/2K (6-75)	Ship's Maintenance Action Form	0107-LF-047-9011
OPNAV 4790/7B (9-89)	PMS Feedback Report	0107-LF-007-8000
OPNAV 4790/107 (10-80)	Tag Guide List	0107-LF-047-9545
OPNAV 5211/7 (6-81)	Correspondence/Document Control Card	0107-LF-052-1137
OPNAV 5216/10 (6-78)	Correspondence/Material Control	0107-LF-052-1650
OPNAV 5511/10 (12-89)	Record of Receipt	0107-LF-008-8000
OPNAV 5511/13 (1-76)	Record of Disclosure	0107-LF-055-1165
NAVPERS 1070/6 (12-86)	Division Officers Personnel Record	0106-LF-010-7036
NAVPERS 7010/2 (9-82)	Recreation Fund Financial Statement	0106-LF-070-1011
NAVSEA 9210/6 (1-81)	Out of Calibration Label	0116-LF-092-1025

NAVSEA 9210/9 (7-87)	Danger/Caution Tag-Out Record Sheet	0116-LF-092-1047
NAVSHIPS 9890/5 (3-70)	Caution, Do Not Operate Tag	0105-LF-641-3001
NAVSHIPS 9890/7 (3-70)	Out of Commission Label	0105-LF-641-5001
NAVSHIPS 9890/8 (3-70)	Danger, Do Not Operate Tag	0105-LF-641-6001
NAVSHIPS 9890/10 (7-67)	Instrument Log	0105-LF-642-0100

b. PS Form 3877, Firm Mail Book, is available from local U.S. Post Offices.

c. OF-21 (2-62), Cross Reference Card, NSN 7540-00-823-8128 and SF 700 (8-85), Security Container Information, NSN 7540-01-214-5372, are available from local GSA stores.

7. Reports. The reports contained in this instruction are exempt from reports control by SECNAVINST 5214.2B.

S. R. ARTHUR
VICE CHIEF OF NAVAL OPERATIONS

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STANDARD ORGANIZATION

AND

REGULATIONS OF THE U.S. NAVY

OPNAVINST 3120.32C

RECORD OF CHANGES

Change Number	Date of Change	Date Entered	Signature of Person Making Change

RECORD OF CHANGES CONTD

Change Number	Date of Change	Date Entered	Signature of Person Making Change

Standard Organization and

Regulations of the U.S. Navy

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SUMMARY OF CHANGES

1. General. Errors in human-factors engineering have been corrected throughout including proper pagination, header information, and placement of figures and tables immediately after their references in the text. Required editorial corrections have been made throughout the instruction. DPSINST 5215.1A should be consulted for the current revision of referenced instructions. Ship-type specific watches and organizations have been deleted to maintain the Navy-wide application of the SORM. Governing directives have been referenced for ship-class specifics.

2. Specifics. All other changes are listed below by chapter.

CHAPTER 1: UNIT ADMINISTRATION

100.1 RELATIONSHIP TO OTHER GUIDANCE. Added disclaimer that SORM guidance does not contravene or supersede any provision of law or other legal guidance.

130. ORGANIZATION. Changed definition of AUTHORITY to that promulgated under NAVREGS, 1990. Reworded definition of DELEGATING. Changed definition of RESPONSIBILITY to that promulgated in JCS pub. 1, DOD Dictionary of Military Associated Terms.

141.6. ACCOUNTABILITY. New addition to delineate the principles of accountability as promulgated by ALNAV 150/87.

142.1 LAWFUL ORDERS. Renamed as ADMINISTRATIVE CORRECTIVE MEASURES and rewrote entire paragraph.

142.4 POLICY CONCERNING NON-PUNITIVE MEASURES. Deleted "special pay" as an example of a privilege which "may be temporarily withheld."

160. RECORDS AND INFORMATION MANAGEMENT. Added SECNAVINST 5720.42E for guidance concerning Freedom of Information Act requests.

CHAPTER 2: STANDARD UNIT ORGANIZATION

222. DEPARTMENTS OF A SHIP.

Figure 2-1: Added a direct line from the Commanding Officer to the Navigation Department. Added Maintenance Management Department on aircraft carriers.

Figure 2-2: Added SSN and SSBN. Added Navigation, Communications, and Chaplain departments to AS. Deleted BB,AR, and AVT

223. DIVISION OF A SHIP.

Figure 2-3: Under Air Intermediate Maintenance Department, renamed IM-3 as Avionics, Armament, and Precision Measuring and IM-4 as Support Equipment. Under Combat Systems, annotated the single combat systems division as CS. Under Engineering, annotated Reactor as RX. Under Supply, renamed S-9 as Surface Support Center, and added S-10 as Repair Other Vehicles (SS) (AS only) and S-11 as Supply Quality Assurance (AS only). Under Deep Submergence, added DV as Dive and WH as Weight Handling. Added Chaplain and Maintenance Management departments and provided G-Division breakdown for CV/CVN.

224. AVIATION UNITS. Added figure 2-4, Squadron Organization, and updated figure 2-5 to include VPV, ADD, and VFA; deleted VA (L), VA (L) (FRS), VFP, VRF, VW, VX, RVAH, and RVAH (FRS); and renamed VC to VFC and HAL to HCS.

CHAPTER 3: THE UNIT ORGANIZATION

301. THE COMMANDING OFFICER. Expanded the "law" which may limit the Commanding Officer's authority to include constitutional, statutory, international, and regulatory law.

302. THE EXECUTIVE OFFICER. Added relieving procedures following NAVOP 114/85. Added responsibility concerning command's private interest disclosure system.

303. EXECUTIVE ASSISTANTS.

Figure 3-1: Added the Equal Opportunity Program Specialist directly under the Commanding Officer. Added the Health Benefits Advisor and the Reserve Coordinator under the Executive Officer. Added one footnote indicating the 3-M Coordinator is assigned to the Maintenance Management Department in CV/CVN and another footnote indicating that certain Executive Assistants report to the CO for functional matters of the billet and to the XO for administrative matters.

303.2 ADP SECURITY OFFICER. Added responsibility to maintain CLIPS document file and changed the frequency for documentation update from five to three years..

303.3 CHIEF MASTER-AT-ARMS (CMAA). Reworded BASIC FUNCTION and included responsibilities for the Security Officer when none is assigned. Deleted requirements where they clearly do not apply to the CMAA. (Such as processing new personnel - Personnelman (PN) responsibility.) Added responsibility for ensuring duty MAAs perform law enforcement duties.

303.5 COMMAND MASTER CHIEF (CMA). Added Organizational Relationships.

303.6 DRUG/ALCOHOL PROGRAM ADVISOR (DAPA). Updated DAPA assignment ratio.

303.8 EQUAL OPPORTUNITY PROGRAM SPECIALIST (EOPS). New Addition.

303.10 LEGAL OFFICER. Added guidance to consult and maintain liaison with a judge advocate when possible.

303.11 PERSONNEL OFFICER. Added guidance for Freedom of Information Act requests.

303.13 PUBLIC AFFAIRS OFFICER (PAO). Changed title from Public Affairs Assistant. Added guidance for Freedom of Information Act requests.

303.14 RECREATION SERVICES OFFICER. Changed title from Special Services Officer. Added the recommendation that the Recreation Services Officer attend the BUPERS Afloat Management Course. Added the policy that the Recreation Fund Custodian shall assist in administering the program.

303.15 SAFETY OFFICER. (Units without Safety Department). Substantially revised Duties, Responsibilities, and Authority to agree with OPNAVINST 5100.19C (NOTAL).

303.16 SECURITY MANAGER. Changed responsibility to include management of command's information and personnel security program to conform with OPNAVINST 5510.1H. Added the stipulation that the Security Manager can be a GS-11 or above civilian. Completely rewrote Duties, Responsibilities, and Authority.

303.17 SECURITY OFFICER. Added policy that the CMAA or an assigned officer will assume the Security responsibilities when none is assigned. Greatly expanded Duties, Responsibilities, and Authority to conform with OPNAVINST 5510.1H.

303.20 SNAP SYSTEM COORDINATOR. Under Organizational Relationships added that the SNAP System Coordinator on submarine

tenders will report to the Executive Officer via the Supply Officer.

303.21 TRAINING OFFICER. Expanded responsibility of obtaining school quotas to management of the formal schools training program and its attendant requirements. Added the Legal Officer as an additional one to consult.

303.22 3-M COORDINATOR. Included relationship under Maintenance Management Department in aircraft carriers.

303.23 LAY READER. Added the requirement that a lay reader must have written approval by the specific religious body to administer sacraments prior to the Commanding Officer's permission to due so.

303.24 NAVAL RESERVE COORDINATOR. New addition.

304.3 CLAIMS INVESTIGATION BOARD. Added guidance for potential admiralty claims.

304.4 CONTROLLED MEDICINALS INVENTORY BOARD. Changed the board membership to include enlisted personnel in pay grades E-7, E-8, or E-9. Replaced the term "Medical Department Representative" with "an individual in pay grades E-7, E-8, or E-9."

304.8 GENERAL MESS ADVISORY BOARD. Added monthly convening date.

304.13 NUCLEAR WEAPONS SAFETY COUNCIL. Expanded membership to include Weapons or Combat Systems Officer, Nuclear Weapons Safety Officer, First Lieutenant, and the Nuclear Weapons Handling Supervisor. Included the review of Emergency destruction/command disable under Procedures.

304.15 PHYSICAL SECURITY REVIEW COMMITTEE. New addition.

304.16 PLANNING BOARD FOR TRAINING. Added Naval Reserve Coordinator and Command Master Chief as members. Included coordination of formal schools requirements and scheduling under Procedures. Added the Legal Officer as a member.

304.20 ENLISTED SAFETY COUNCIL. Added policy for commands under 300 personnel that the Enlisted Safety Committee may be combined with the Safety Council. Changed the convening date from monthly to quarterly or more often as required.

304.21 SAFETY COUNCIL. Added Security Officer to membership.

304.26 ENVIRONMENTAL COMPLIANCE BOARD. New addition

305.3 COMMAND FITNESS COORDINATOR. New Addition

305.4 COMMUNICATIONS SECURITY MATERIAL CUSTODIAN. Deleted requirements to prepare and post recognition and identification signals and shackle and authorization codes.

305.5 CONTROLLED SUBSTANCES BULK CUSTODIAN. Added "Bulk" to title. Added independent duty corpsman with frequent access to medicinals as ineligible to be Bulk Custodian.

305.11 SHIPS MAINTENANCE MANAGEMENT OFFICER (Non-CV/CVN ships). New addition.

305.12 MESS TREASURER. Added enlisted personnel E-6 and above with custody or disbursement of public funds as ineligible to be Mess Treasurer.

305.13 MESS CATERER. Added coordination with Food Service Officer for assignment of Mess Specialists and Food Service Attendants. Added policy that when a Supply Officer without another accountable position is Mess Caterer, he or she should also be Mess Treasurer. Added responsibility for providing enlisted personnel whose rations are commuted to mess the same menu as provided mess members and an appropriate place to dine.

305.14 NAVAL WARFARE PUBLICATIONS CUSTODIAN. Changed title from COMTAC.

305.16 NUCLEAR WEAPONS RADIOLOGICAL CONTROL OFFICER. New addition.

305.17 NUCLEAR WEAPONS SAFETY OFFICER. Changed title from Nuclear Safety Officer. Deleted the requirement that the Weapons Officer/Combat Systems Officer be the Nuclear Weapons Safety Officer.

305.20 RECREATION FUND CUSTODIAN. Added the requirement to attend the Afloat Recreational Management Course.

305.21 SECURITY OFFICER. Assigned duties of Security Officer when none is assigned to CMAA or assigned officer assisted by CMAA as collateral duties.

305.22 TOP SECRET CONTROL OFFICER. Substantially revised Duties, Responsibilities, and Authority.

305.24 WITNESSING OFFICIAL. Changed title from Witnessing Officer.

310. HEADS OF DEPARTMENTS. Amplified statement of defects required upon detachment.

311.2 DEPARTMENT TRAINING OFFICER. Added responsibility to assist the Department Head in review of Personnel Qualification Standards (PQS) and training records.

315. AIR WING COMMANDER. Amplified organizational relationship with carrier Commanding Officer.

316. AVIATION OFFICER. Added the exception to helicopter detachment OICs being the Aviation Officer on LPDs. If an Aviation Officer is permanently assigned on a LPD, he will remain the Air Department Head.

316.1 HELICOPTER CONTROL OFFICER. Added to platform types, ships with helicopter detachments embarked and LPD class ships. Under Organizational Relationships, replaced Weapons Officer with Aviation Coordinator/Aviation Facilities Manager.

317. COMMUNICATIONS OFFICER. Included computer diskettes in the security program and added responsibility for security within the radio spaces.

320. ENGINEER OFFICER. Added responsibilities for establishing an organization qualified to monitor Engineering Department related work; personal inspection of boilers, reduction gears, condensers, oil sumps, and main engines prior to closure; and operation of equipment to achieve fuel economy. Added Auxiliaries Officer as an assistant.

321. FIRST LIEUTENANT. Added responsibility for operation, maintenance, and care of ship's booms and winches (except winch machinery) associated with amphibious, replenishment, salvage, and mine sweeping operations.

322. MEDICAL OFFICER. Added responsibilities for medical treatment and assignment of HIV (+) personnel and for providing guidance concerning smoking in certain areas and its potential impact on health. Deleted the Supply Department as a possible assignment for medical personnel on ships with no Medical Officer. Added NAVREGS 1990 statement concerning duties while in a combat area during armed conflict.

323. NAVIGATOR. Added responsibility for providing feedback to Defense Mapping Agency and the Oceanographer of the Navy on comparison of chartered depths and observed soundings. Added requirement for consulting with the CO concerning use of pilot and tugs when entering pilot waters. Deleted requirement for

winding chronometers as they are now battery powered quartz style.

324. OPERATIONS OFFICER. Substantially revised portions of General and Specific Duties.

324.1 COMBAT INFORMATION CENTER (CIC) OFFICER. Included Combat Direction Center (CDC) as a substitute for CIC on some ships. Rewrote major portions of Specific Duties.

324.2 ELECTRONICS MATERIAL OFFICER (EMO). Amplified the exclusion of weapons control radars in non-CV/CVN class ships from EMO responsibilities.

324.3 ELECTRONIC WARFARE OFFICER (EWO). Added policy that on CV/CVN class ships, EWO may report to CIC Watch Officer (CICWO) or EMO.

324.5 OCEANOGRAPHY OFFICER. Added responsibility for feedback to Defense Mapping Agency and Oceanographer of the Navy on product adequacy and coverage. Added responsibility for additional duty support to embarked staffs and flags.

325. REACTOR OFFICER. Deleted BUPERS assignment policy based on seniority. Deleted responsibility for damage and casualty investigations. Added responsibility for nuclear fuel reports. Added a Reactor Training Assistant as an assistant to the Reactor Officer.

325.4 REACTOR TRAINING ASSISTANT. New addition.

328. SUPPLY OFFICER. Amplified position of Commanding Officer as Contracting Authority and Supply Officer as additional Contracting Officer for the command.

329. WEAPONS OFFICER. Deleted responsibility for air and deck departments functions (when not separate) and added under OPERATIONS OFFICER. Changed name of Missile Officer to Fire Control Officer. Assigned the duties of the Nuclear Weapons Officer to the Weapons Officer.

330. SAFETY OFFICER. Substantially revised Specific Duties to agree with OPNAVINST 5100.19C (NOTAL).

331. COMBAT SYSTEMS OFFICER. Revised Figure 3-2, Sample Combat Systems Organization. Assigned the Weapons Officer the collateral duty of Nuclear Weapons Officer. Expanded the explanation of assistance by the Electronics Material /Electronic Readiness Officer and deleted responsibilities that belong

directly to the EMO/ERO. Included Strike Officer as an assistant.

331.1 SYSTEM TEST OFFICER. Added responsibilities to maintain CSSL, act as Technical Librarian, assist CSO with configuration management, control software configuration, be the primary CSOOW, serve on the CSTT, SERT, and TSTT, and oversee CSOSS training.

332. LEGAL OFFICER. Added guidance on informing the Executive Officer concerning legal matters on which he has advised the Commanding Officer.

333. COMMAND CHAPLAIN. Added NAVREGS 1990 statement concerning duties while in a combat area during armed conflict.

334. MAINTENANCE MANAGEMENT OFFICER. New addition.

361. DIVISION OFFICER. Included responsibility for encouraging financial management, promoting equal opportunity, and discouraging indebtedness, and alcohol abuse. Added sexual harassment as an example of improper personal behavior to be suppressed.

365. DIVISION DAMAGE CONTROL PETTY OFFICER (DCPO). Consolidated some responsibilities under completion of all required PMS for damage control.

370. MARINE DETACHMENT AFLOAT. Deleted General Functions and added Appropriate Duties, Inappropriate Duties, Additional Duties, Special Assignments, and References.

371.1 SHIP COMBAT CARGO OFFICER. Added LHD to list of ships with Combat Cargo Officers.

384. REPORTING REQUIRED FOR LIAISON. Added Tactical Action Officer to the chain of communication.

CHAPTER 4: WATCH ORGANIZATION.

401. ASSIGNMENT OF WATCH OFFICERS. Deleted JAG officers from the list of officers with limited assignments.

406. USE OF DEADLY FORCE. New addition. Replaced and expanded previous section titled "Circumstance Under Which Deadly Force May Be Used by Security Force Personnel".

421. THE DECK LOG. Clarified entries for changes in status of ship's personnel.

422. THE MAGNETIC COMPASS RECORD. Entire section substantially revised for clarification.

430.1 COMPOSITE WARFARE COMMANDER DOCTRINE. Clarified that the Composite Warfare Command (CWC) doctrine was developed for ships and staffs operating in Battle Groups or Battle Forces. Streamlined CWC doctrine discussion. Replaced figure 9-1 to agree with NWP 10-1.

431.1 COMMAND DUTY OFFICER UNDERWAY. Added responsibility to coordinate the man aloft program and to be familiar with ship's HERP/HERO restrictions.

431.2 TACTICAL ACTION OFFICER (TAO). Clarified and expanded TAO responsibilities and command relationships.

431.3 OFFICER OF THE DECK UNDERWAY (OOD). Added relationship between OOD and TAO.

431.4 JUNIOR OFFICER OF THE DECK UNDERWAY (JOOD). Added JOOD should be "as required" during Condition IV.

431.6 CIC WATCH OFFICER. Added relationship between CICWO and TAO. Added reporting responsibilities of the Sonar Supervisor.

431.7 COMMUNICATIONS WATCH OFFICER. New addition.

431.9 DAMAGE CONTROL WATCH OFFICER. Added responsibility to report to OOD any discrepancies between division reports and the entries in the material condition of readiness log.

432.1 BOATSWAIN'S MATE OF THE WATCH (BMOW). Added BMOW should be "as required" during Condition IV.

432.2 LOOKOUTS, SKY AND SURFACE. Added signalman may serve as forward lookout during independent ship exercises.

435.1 QUARTERMASTER OF THE WATCH. Added responsibility for BMOW duties when none is stationed.

436. SERGEANT OF THE GUARD. Added responsibility for the familiarization with governing instructions such as Use of Deadly Force.

437. CONDITION IV. Annotated figure 4-2 to include "as required" and "if assigned" notes.

440. WATCH ORGANIZATION IN-PORT. Annotated figure 4-3 to include "if assigned" notes.

441.6 BOAT OFFICER/COXWAINS. Added requirement for Boat Officers to complete the Small Boat Officer PQS and be certified by the Commanding Officer.

441.8 COMMUNICATIONS WATCH OFFICER. Amplified CWO basic function. Added responsibility for material and physical security within radio spaces.

442.1 PETTY OFFICER OF THE WATCH (POOW). Added responsibility for POOW in submarines to observe and log draft readings hourly.

443.4 SECURITY WATCHES AND PATROLS. Added responsibility for familiarization with governing instructions such as Use of Deadly Force.

CHAPTER 5: GENERAL GUIDANCE AND REGULATIONS

510.3 ALCOHOL. Referenced Navy Regulations, Article 1150, for prohibition of alcoholic liquors for beverage purposes on board any ship, craft, aircraft, or in any vehicle of the Department of the Navy.

510.7 BERTHING. Added smoking in berthing spaces is governed by SECNAVINST 5100.13A.

510.12 CONTAGIOUS AND COMMUNICABLE DISEASES. Added medical treatment and assignment of HIV(+) personnel is governed by SECNAVINST 5300.30C.

510.15 DISCLOSURE OF DRUG AND ALCOHOL ABUSE INFORMATION. Entire section substantially revised.

510.17 ELECTRICAL AND ELECTRONIC EQUIPMENT. Added reference for prohibited personally owned electric/electronic equipment.

510.23 HEALTH, SANITATION, AND MESSING. Added requirement for reporting for medical treatment for HIV.

510.34 MOTOR VEHICLES. Deleted the requirement for U.S. Government operator's permit for non-emergency type vehicles under one ton.

510.36 NAVAL CUSTOMS, CEREMONIES, AND TRADITIONAL EVENTS. New addition. Covers standards of conduct during these events emphasizing adherence to current directives and policies, especially those governing equal opportunity and sexual harassment.

510.38 OUTFITS, UNIFORMS, AND CLOTHING. Added requirement for leather shoes aboard ships and specified when poromeric shoes can be worn.

510.39 PAINTING. Added the prohibition of discarding paint or other hazardous material in an unauthorized method. Added requirement for return of materials to paint locker unless prior approval has been obtained.

510.43 PETITIONS, PROTEST, AND DISSIDENT AND RELATED ACTIVITIES. Added paragraph on prohibition of military personnel from participation in organizations that attempt to deprive individuals of their civil rights. Added the prohibition of membership by military personnel in certain labor organizations.

510.47 PROFANE LANGUAGE. Deleted in deference to its prohibition by UCMJ articles 117 and 134.

510.48 REFUSE, RUBBISH, TRASH, GARBAGE, HAZARDOUS WASTE, OILS, AND OILY WASTE DISPOSAL. Added guidance for disposal of medical waste.

510.59 SMALL ARMS. Entire section substantially revised following SECNAVINST 5500.29B.

CHAPTER 6: UNIT BILLS

620.1 BERTHING AND LOCKER BILL. Added smoking in berthing spaces is governed by SECNAVINST 5100.13A.

620.2 CLEANING, PRESERVATION, AND MAINTENANCE BILL. Amplified positioning of compartment markings. Added requirement for return of materials to paint locker unless prior approval has been obtained. Added responsibility for First Lieutenant to follow environmental protection regulations and laws in maintaining exterior cleanliness and preservation.

620.5 OFFICIAL CORRESPONDENCE AND CLASSIFIED MATERIAL CONTROL BILL. Added requirements for periodic clean-out and destruction of old or unneeded documents. Added requirement for classified cover sheet on routed documents. Added requirement for retention of classified disclosure records for five years. Changed number of required witnessing officials for destruction of Secret material from one to two. Reduced the size of the sample routing stamp.

620.6 ORIENTATION BILL. Added requirement for indoctrination in security, crime prevention, loss prevention, anti-terrorism, and local threat conditions. Deleted responsibility of CMAA in

supervising and coordinating indoctrination. Added the following to the list of indoctrination subjects: TQL, career benefits and educational services, personnel procedures and legal services, morale and religious services, equal opportunity/human resource management, drug and alcohol abuse, medical and dental services, safety, vehicle regulations, energy awareness/environmental control rules, standards of conduct, and the ombudsman program.

620.10 SECURITY FROM UNAUTHORIZED VISITORS BILL. Added specific penalties under Section 21 of the Internal Security Act of 1950 for violation of orders or regulations issued for protection or security of naval related facilities and equipment.

620.11 SECURITY WATCH AND ANTI-TERRORISM BILL. Entire section rewritten to include anti-terrorism.

630.1 BOAT BILL. Changed the requirement for the navigator or senior QM to accompany the first boat run in all cases. Added the recommendation to create a lee, when practicable, for hoisting or lowering boats.

630.8 HEAVY WEATHER BILL. Deleted reference to mooring wires.

630.15 RESCUE AND ASSISTANCE BILL. Added 4 SAV-A-LIFE balls and 1 Stokes litter with flotation assembly for boat rescue equipment. Changed the J-bar davit requirements from 750 lb SWL minimum to 500 lb SWL minimum. Added two 50 pound sandbags to nets, hoisting slings and trail line to stokes litter, and four SAV-A-LIFE balls for ship deck recovery equipment.

630.16 RESCUE OF SURVIVORS BILL. Changed responsibility for assigning temporary bunks to survivors from CMAA to XO/designated department head.

630.17 EQUIPMENT TAG-OUT BILL. Included working aloft, diving operations, and dress ship condition as some examples of when equipment tag-out procedures are necessary. Added responsibility for Work Center Supervisor to sign Tag-out tags as authorizing officer. Added definition of work center representative.

630.18 DIVING BILL (DIVERS). Changed to improve safety of divers and added requirement for a Diving Safety Check-off List tailored for each individual unit. Added a sample checklist with associated documentation. Changed the physical examination requirement from annual to every five years.

630.21 SPECIAL SEA AND ANCHOR DETAIL BILL. Table 6-5, added under the 2 HOUR section the requirement for a formal getting underway brief. Added the use of walkie talkies as backup for

communications. Table-6-6, added under 1 HOUR section the requirement for entering port or restricted waters brief.

630.23 VISIT AND SEARCH, BOARDING AND SALVAGE, AND PRIZE CREW BILL. Substantial revision of this bill included breakdown of categories into Approach and Visit, Visit and Search, and Support for Law Enforcement with extensive descriptions of each.

640.1 GENERAL EMERGENCY BILL. Deleted requirement for DCA to be at scene of emergency. Changed location of XO from the bridge to DCC or CCS. Expanded the duties of the Fire Marshall at the scene. Renamed designated Personnel of the Mobile Repair Party as the Inport Emergency Detail. Added responsibility of CO to adjust MOPP levels based on threat assessment. Added responsibility of DCA to assume MOPP levels as ordered.

640.2 AIRCRAFT CRASH AND RESCUE BILL. Added requirement for officer with responsibility for this bill to have a copy of the Rescue Information Manual.

640.3 EMERGENCY STEERING BILL. Amplified the duties of the duty EM/IC.

640.5 MAN OVERBOARD BILL. Reduced qualified rescue swimmer requirement in boat from three to one.

650.3 PRISONERS OF WAR BILL. Included the Weapons Officer (or Combat Systems Officer) assisted by the CMAA as possible responsible persons to execute this bill along with the First Lieutenant. Added responsibility to take custody of all arms, ammunition, and military equipment (less communications gear). Added responsibility of Intelligence Officer or Communications Officer to take custody of communications related equipment.

650.4 STRIP SHIP BILL. New addition.

650.5 TROOP LIFT BILL. Designated duties of Weapons Officer (or Combat Systems Officer) to First Lieutenant if none is assigned.

CHAPTER 7: SAFETY. Entire chapter substantially revised to conform to the Afloat and Aviation Safety Programs, the NAVOSH Program Manual, the NAVOSH Manual for Forces Afloat, and the Risk Assessment and Risk Management Program. CAREFUL ATTENTION TO THIS CHAPTER IS RECOMMENDED AS THE CHANGES ARE EXTENSIVE AND SIGNIFICANT.

CHAPTER 8: TRAINING

814.1 CONTENT OF INDOCTRINATION TRAINING. Added the Maintenance Training Improvement Program (MTIP) for aviation ratings.

CHAPTER 9: SHIP MAINTENANCE AND MODERNIZATION.

950. THE NAVAL AVIATION MAINTENANCE PROGRAM (NAMP). Expanded the description of the spirit and intent of the NAMP.

CHAPTER 10: UNIT DIRECTIVES SYSTEM. Added articles on the Captain's Battle Orders and Combat Intentions.

CHAPTER 1

UNIT ADMINISTRATION

100. INTRODUCTION. Units of the Navy are called upon to implement various peacetime and wartime policies of the Nation. Naval units, and the personnel assigned to them, must therefore be capable of performing a broad variety of activities effectively and efficiently within the myriad of operational environments representative of current Navy mission. The evolution of Navy missions and the threat to naval units in fulfilling command missions makes it imperative that naval personnel be immediately capable of correctly interpreting command objectives and executing complex actions in consonance with their responsibilities. Individuals and functional teams within the Naval unit must perform their responsibilities rapidly, efficiently, and effectively to contribute to a coordinated attainment of command task and mission objectives. It is incumbent upon officers and other key personnel within the chain of command to prepare their work force for meeting these responsibilities through acquiring and disseminating a clear understanding of unit organization and the meaning of administration with regard to accomplishment of the command missions. Experience has shown that operational readiness is primarily a matter of internal development. Morale, training, and maintenance of material are essential for optimum readiness. Proper administration of the unit promotes and sustains these three factors.

100.1 RELATIONSHIP TO OTHER GUIDANCE. This instruction issues relevant naval regulations and standard organization requirements applicable to the administration of naval units. Additional standard requirements Navy-wide for specific types of units, established by the type commander or higher authority, are intended to supplement the Navy-wide guidance provided by this instruction and serve to aid commanding officers and executive officers in administering their units in the best possible manner. Similarly, systems commands establish standard requirements for the maintenance and use of equipment under their cognizance. None of the guidance in this instruction is intended to contravene or supersede any provision of law, or other order, directive, or issuance of competent authority.

110. ELEMENTS OF ADMINISTRATION. Administration represents the machinery by which an organization plans and accomplishes its assigned responsibilities. In practice, administration is comprised of certain fundamental elements including planning,

organization, command and control, and communications. Experience has demonstrated that issuance of standard organizational systems and procedures in writing fosters the use of the best available techniques for administration. Additionally, it provides for uniformity of operations in light of the continuing turnover of personnel within the naval service.

120. PLANNING. The first element of administration is planning which involves developing a selected course of future action. Planning helps the unit to decide in advance what to do, how to do it, when to do it and who is to do it. Naval Operational Planning, NWP 11 (NOTAL), gives details of planning operations, logistics, communications, intelligence, and psychological warfare. Although a good plan generally provides well-defined objectives, it must also be balanced and flexible. In cases where tactical situations may require changes to meet unexpected operational needs, the Commanding Officer should carry out the most expeditious and effective alternative. In addition to the operational aspects of planning, procedures for the administrative support of the unit must be established to ensure coordination of all administrative activities. The specific elements requiring careful attention include all areas of records management; such as directives (which will be discussed more fully in Chapter 10), filing, disposal, mail management, correspondence, reports and forms control, personnel communications, space management, equipment selection and management, and staffing.

130. ORGANIZATION. Organization is the element of administration which entails the orderly arrangement of materials and personnel by functions in order to attain the objective of the unit. Organization establishes the working relationship among unit personnel; establishes the flow of work; promotes teamwork; and identifies the responsibility, authority and accountability of individuals within the unit. In planning an organization, the following definitions are appropriate.

130.1 ACCOUNTABILITY refers to the obligation of an individual to render an account of the proper discharge of his or her responsibilities. This accounting is made to the person to whom the individual reports. An individual assigned both responsibility and authority also accepts a commensurate accountability, which is the requirement that he or she answer to his or her superior for his or her success or failure in the execution of his or her duties.

130.2 AUTHORITY is the power to command, enforce laws, exact obedience, determine, or judge.

130.3 DELEGATING is the assigning of a superior's authority to act to a subordinate. Authority may be delegated; however,

responsibility may never be delegated. Refer to Navy Regulations (1990) articles 0702, 0802, 0927 concerning the permissible scope and meaning of delegation of authority.

130.4 DUTIES refer to the tasks which the individual is required to perform.

130.5 RESPONSIBILITY is 1) The obligation to carry forward an assigned task to a successful conclusion. With responsibility goes authority to direct and take the necessary action to insure success and 2) The obligation for the proper custody, care, and safekeeping of property or funds entrusted to the possession or supervision of an individual.

131. PRINCIPLES OF ORGANIZATION. The principles applicable to developing an organization include unity of command, span of control and delegation of authority.

131.1 UNITY OF COMMAND. Unity of command ensures that a member reports directly to and receives orders from only one individual. One person must have control over one segment of the organization and that individual is responsible for issuing all orders and receiving all reports from that segment. To ensure all personnel know whom they direct and to whom they report, the lines of authority must be clearly established.

131.2 SPAN OF CONTROL. Span of control refers to the ideal number of people who can be supervised effectively by one person, but also recognizes the scope of the assigned functional responsibilities and the time available to the supervisor. Ordinarily, a supervisor should be immediately responsible for not less than three nor more than seven individuals.

131.3 DELEGATION OF AUTHORITY. Authority should be delegated to the lowest level of competence commensurate with the subordinate's assigned responsibility and capabilities. The principles of delegation also recognize, however, that officers at all levels are accountable ultimately for the performance of their organizational segments even if they have charged subordinates with immediate authority for managing certain functions.

132. ORGANIZATIONAL STRUCTURE. An effective organization will exhibit three basic features:

a. The general pattern of the organization should be designed to carry out the goals and objectives of the organization in the most effective and efficient way possible.

b. All essential functions of the organization must be delineated as to specific responsibilities for appropriate segments of the organization.

c. There must be a clear definition of individual duties, responsibilities, authority, and organizational relationships.

132.1 STEPS IN SETTING UP THE ORGANIZATION. To establish an organization which accomplishes the above features certain steps should be followed:

a. Prepare a written statement of missions, objectives and functional tasks necessary to accomplish these objectives.

b. Familiarize all involved in planning the organization with the principles of organization.

c. Group the functions logically so they can be assigned to appropriate segments of the organization.

d. Prepare organization manuals, including organizational charts and functional billet descriptions, for personnel authorized for peacetime through M+2 (mobilization plus 2 days) assignment.

e. Document policies and procedures of the organization in writing.

f. Indoctrinate key personnel on their responsibilities, authority, and individual and group relationships.

g. Set up controls to ensure achievement of the organization's objectives.

h. Once established, the organizational structure should be continuously reviewed to ensure it is current with and responsive to changes in the assigned responsibilities of the command. Conduct manpower reviews at least annually and submit necessary manpower change requests per OPNAVINST 1000.16H.

140. COMMAND AND CONTROL

141. COMMAND. Command is the authority which a commander in the military service lawfully exercises over his or her subordinates by virtue of rank or assignment. Command includes the authority and responsibility for effectively using available resources and for planning the employment, organizing, directing, coordinating, and controlling of military forces for the accomplishment of

assigned missions. Command includes responsibility for promoting the health, welfare, morale, effectiveness, and discipline of assigned personnel. Effective command requires mastery of leadership and communication skills, and the ability to motivate unit personnel to make personal sacrifices to attain command objectives.

141.1 MOTIVATION. Units recognized as highly successful in meeting assigned responsibilities are typically well organized and are staffed by personnel committed to supporting the objectives of the command. Factors affecting motivation include: clear communication of command objectives, unambiguous definition of authority and responsibility, and a commitment by the chain of command to recognize initiative and excellence as well as deficient performance.

141.2 LEADERSHIP. Good leadership is of primary importance in that it provides the motivating force which leads to coordinated action and unity of effort. Personnel leadership must be combined with authority since a leader must encourage, inspire, teach, stimulate, and motivate all individuals of the organization to perform their respective assignments well, enthusiastically, and as a team. Leadership must ensure equity for each member of the organization. Concerning actions in his or her area of responsibility, the leader should never allow a subordinate to be criticized or penalized except by himself or herself or such other authority as the law prescribes.

141.3 AUTHORITY WITHIN THE COMMAND. While the exercise of command is in many respects dependent upon the motivation of assigned personnel through personal leadership, the specific authority to direct the actions of assigned personnel is vested in officers and petty officers within the chain of command as a function of general authority of rank or rating or as a result of organizational authority which emanates from assignment to specific billets within the organization. Authority is granted to individuals within the Navy only in the fulfillment of assigned duties and commensurate with their responsibilities and accountability. Authority is subject to certain limitations and, in many cases, requires specific delegation within the command structure.

141.4 GENERAL AUTHORITY. All persons in the naval service are required to aid, to the utmost of their ability and extent of their authority, in maintaining good order and discipline in all matters concerned with the efficiency of command. All persons in the naval service have the responsibility to exercise proper authority over those persons subordinate to them. Conversely, all persons in the naval service are charged to obey readily and

strictly, and to execute promptly, all lawful orders of their superiors.

141.5 ORGANIZATIONAL AUTHORITY. Organizational authority derives from billets assigned officers and petty officers within the organization. All officers, warrant officers, and petty officers have the authority necessary to fulfill their assigned duties and responsibilities.

141.6 ACCOUNTABILITY. In connection with general and organizational authority, the principles of accountability include:

a. Each individual, regardless of rank or position, is fully accountable for his or her own actions, or failure to act when required.

b. Leaders and supervisors have a duty to assign clear lines of authority and responsibility, reaching to the individual level, for all activity within their organization.

c. Leaders and supervisors have a duty to provide their subordinates the resources and supervision necessary to enable them to meet their prescribed responsibilities.

d. Leaders and supervisors have a duty to hold their subordinates accountable, and to initiate appropriate corrective, administrative, disciplinary, or judicial action when individuals fail to meet their responsibilities.

141.7 LIMITATIONS OF AUTHORITY. Authority includes the right to require actions of others by oral or written orders. Orders must be lawful and must not be characterized by tyrannical or capricious conduct, or by abusive language. Organizational authority beyond that necessary to fulfill assigned duties and responsibilities should not be delegated. Authority should never be delegated beyond the lowest level of competence and may be limited by command.

142. CONTROL. The "control" aspect of command and control involves measuring performance and, where deficiencies exist, providing corrective action. The control process requires that the unit commander establish standards, measure performance against these standards, and require correction where deviations from standards exist. Two types of controls are discussed here: the Management Control Program (MCP), and individual performance controls.

142.1 MANAGEMENT CONTROL PROGRAM. Commanding officers are responsible for ensuring that resources under their purview are used efficiently and effectively, and that programs and

operations are discharged with integrity and in compliance with applicable laws and regulations. The MCP was established to fulfill this requirement in compliance with the Federal Managers' Financial Integrity Act (FMFIA) of 1982 (31 U.S.C. 3512), SECNAVINST 5200.35D, OPNAVINST 5200.25C and associated directives. The MCP is one tool available in the discharge of this duty. Other tools such as the Command Inspection Program, command evaluation reviews and analyses, and individual audits and investigations are available as well. Implementation of the MCP at each command is thus a leadership decision for the commanding officer on how best to ensure that the goals of the program are met. In general, management controls are the organization, policies, and procedures used to reasonably ensure that (1) programs achieve their intended results; (2) resources are used consistent with agency mission; (3) programs and resources are protected from waste, fraud, and mismanagement; (4) laws and regulations are followed; and (5) reliable and timely information is obtained, maintained, reported and used for decision making. The program for implementing management controls should have the following basic elements:

a. Clear responsibility for MCP management and the performance of management control evaluations.

b. Inventories of assessable units, segmented along organizational, functional, and/or program lines. An alternative methodology can be followed, provided equivalent results are obtained while still identifying vital management controls.

c. Effective, continuously monitored and improved management controls associated with programs. Monitoring efforts should be documented. Both controls and monitoring measures should be designed to maximize the use of existing management evaluation data and minimize the creation of new processes and procedures solely to execute the MCP.

d. Processes for identifying, reporting, and correcting material weaknesses, which are instances where management controls are not in place, not used, or not adequate. Again, maximize the use of existing processes.

e. Effective training and clear accountability for individuals with responsibility for systems of control, including subordinate commanders or commanding officers, if any.

142.2 INDIVIDUAL PERFORMANCE CONTROLS. The individual performance control process also requires that the unit commander establish standards, measure performance against these standards, and require correction where deviations from standards exist. Resorting to the withholding of privileges and extra military instruction should occur only when counseling and normal training

fail to accomplish the necessary objective. Such actions must be balanced by recognition of exemplary behavior and performance.

a. ADMINISTRATIVE CORRECTIVE MEASURES. Punishment may only be imposed through judicial process or nonjudicially through Article 15 of the Uniform Code of Military Justice (UCMJ). Authority to administer nonjudicial punishment is carefully reserved by UCMJ to certain commanders, commanding officers and officers in charge. In addition to punishment, the Manual for Courts-Martial (MCM) and Manual of the Judge Advocate General (JAGMAN) (JAGINST 5800.7C) recognize and authorize numerous non-punitive corrective measures. These are discussed in depth below.

b. POLICY CONCERNING NON-PUNITIVE CORRECTIVE MEASURES. To establish consistency within the Navy, the following policy is established.

(1) Extra Military Instruction (EMI)

(a) Definition. Extra military instruction is instruction in a phase of military duty in which an individual is deficient and is intended to correct that deficiency. Extra military instruction is an administrative measure authorized under Part II, MCM (Rules for Courts-Martial (R.C.M.) 306(c)(2)) and Part V, MCM, 1984 as a bonafide training device intended to improve efficiency of a command or unit and must, therefore, be genuinely intended as such. It must not be used as a substitute for punitive action appropriate under the UCMJ. Extra instruction assigned must be logically related to the deficiency to be corrected.

(b) Implementation. Extra military instruction within the Navy shall be implemented, when required, within the following limitations:

1. EMI will not normally be assigned for more than 2 hours per day.

2. EMI may be assigned at a reasonable time outside normal working hours.

3. EMI will not be conducted over a period that is longer than necessary to correct the performance deficiency.

4. EMI should not be assigned on member's Sabbath.

5. EMI will not be used as a method of depriving normal liberty. A member who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.

(c) Authority. Authority to assign EMI to be performed during working hours is not limited to any particular rank or rate. It is an inherent part of that authority over subordinates which is vested in officers and petty officers in connection with duties and responsibilities assigned to them. Authority to assign EMI to be performed after working hours rests in the commanding officer or officer in charge but may be delegated to officers and petty officers in connection with duties and responsibilities assigned to them. Administration of EMI within the Navy shall be monitored by superiors in the chain of command as part of their normal supervisory duties. Authority should not be delegated below the lowest level of competence. Authority to assign EMI during working hours may be withdrawn by any superior if warranted. Authority to assign EMI after working hours may be withdrawn as provided in delegation of authority of the commanding officer or officer in charge.

Duties and responsibilities should also be withdrawn if withdrawal of authority is considered appropriate. Delegation of authority to assign EMI outside of working hours to responsible officers and senior petty officers is encouraged. Ordinarily such authority should not be delegated below the chief petty officer level. However, it is emphasized that delegation is the prerogative of the commanding officer and he/she is expected to exercise his/her independent judgment in determining the appropriate level, based on the situation prevailing in his/her command.

(2) WITHHOLDING OF PRIVILEGES. Temporary withholding of privileges is authorized under R.C.M. 306(c)(2) and Part V, MCM, 1984 as another administrative corrective measure that may be employed by superiors to correct infractions of military regulation or performance deficiencies in their subordinates when punitive action does not appear appropriate due to the minor nature of the infraction or deficiency. A privilege is a benefit, advantage, or favor, provided for the convenience or enjoyment of an individual. Examples of privileges that may be temporarily withheld as administrative corrective measures are special liberty, exchange of duty, special command programs, base or ship libraries, base or ship movies, base parking and base special services events.

(a) Authority. Final authority to withhold a privilege, however temporary, must ultimately rest with the level of authority empowered to grant that privilege. Therefore, authority of officers and petty officers to withhold privileges is, in many cases, limited to recommendations via the chain of command to the appropriate authority. Officers and petty officers are authorized and expected to initiate such actions when considered appropriate to remedy minor infractions as

necessary to further efficiency of the command. Authority to withhold privileges of personnel in a liberty status is vested in the commanding officer or officer in charge. Such authority may, however, be delegated to the appropriate echelon, but, in no event, may the withholding of such privileges either by the commanding officer, officer in charge, or some lower echelon be tantamount to a deprivation of liberty itself.

(b) Implementation. Implementation of temporary withholding of privileges will be governed by specific procedures as prescribed by the cognizant authority empowered to grant that privilege.

(3) EXTENSION OF WORKING HOURS. Deprivation of normal liberty as a punishment except as specifically authorized under the UCMJ is illegal. Therefore, except as the result of punishment imposed by article 15, UCMJ, or by a court-martial, it is illegal for any officer or petty officer to deny to any subordinate normal liberty or privileges incident thereto as punishment for any offense or malperformance of duty. However, lawful deprivation of normal liberty may result from other actions such as authorized pretrial restraint, or deprivation of normal liberty in a foreign country or in foreign territorial waters, when such action is deemed essential for the protection of the foreign relations of the United States, or as a result of international legal hold restriction. Moreover, it is necessary to the efficiency of the naval service that official functions be performed and that certain work be accomplished in a timely manner. It is, therefore, not a punishment when persons in the naval service are required to remain on board and be physically present outside of normal working hours, or for the accomplishment of additional essential work, or for the achievement of the currently required level of operational readiness. Good leadership and management practice requires that the impact of readiness requirements and work requirements on normal liberty be kept under continual review. It is expected that supervisory personnel will keep their immediate supervisors informed when they intend to direct their subordinates to work beyond normal working hours.

(4) CONTROL THROUGH RECOGNITION OF PERFORMANCE. In addition to the exercise of lawful authorities, officers and senior petty officers have an equal basic responsibility to foster continuing attainment of command objectives through recognition of the initiative and exemplary performance of subordinates. All officers and senior petty officers are expected to commend their subordinates publicly when appropriate. Such recognition may include:

(a) Awarding letters of commendation and appreciation or recommending such for signature of higher authority.

(b) Initiating recommendations for personal awards.

(c) Assigning preferred duties.

(d) Initiating recommendations for special recognition, such as sailor of the month, quarter, year, force, fleet, and Navy.

(e) Making recommendations for reenlistment, assignment to training schools, education or advancement programs and documenting exceptional personal performance in enlisted evaluations.

150. COMMUNICATIONS. Communications link together each of the elements of administration and apply equally to all of them. Good administration depends on a smooth, orderly, and constant flow of information which is received, understood, and accepted by all those concerned. Communications within a unit are exercised primarily through the plan of the day, personal contact and by the issuance of unit instructions and notices. The plan of the day which issues daily instruction to personnel assigned to the unit, is a key management tool. Timely guidance and corrective actions desired can be related to the current activities of the unit, thus providing a daily means of communicating information necessary for good administrative command and control.

160. RECORDS AND INFORMATION MANAGEMENT. Administration is a facilitating function subordinate to other unit functions. Records management is an adjunct to administration. The unit cannot operate without the information contained in the records it maintains, yet uncontrolled creation of records leads to administrative inefficiency. Efficient administration requires the development of a Records Management Program within the guidelines established by higher authority. All records follow an identical life-cycle in that they are created, classified, stored, retrieved when necessary, and returned to storage or destroyed. In order to manage these activities, the unit must establish the following records management disciplines in accordance with the following guidelines:

a. Correspondence - SECNAVINST 5216.5C

b. Forms - SECNAVINST 5213.10D

c. Reports - SECNAVINST 5214.2B (NOTAL)

d. Administrative Issuances - SECNAVINST 5215.1C
(Administrative issuances are discussed more fully in Chapter 10)

e. Records disposal, storage, and protection - SECNAVINST 5212.5D

f. Files - SECNAVINST 5210.11D

g. Classified material control - OPNAVINST S5510.36

h. SECNAVINST 5720.42E shall be referred to concerning all requests for Department of the Navy records that can reasonably be interpreted as requests under the Freedom of Information Act. Additionally, SECNAVINST 5211.5D must be carefully followed concerning collecting personal information and safeguarding, maintaining, using, accessing, amending, and disseminating personal information maintained in systems of records. Particular attention must be paid to requests for lists of names and duty addresses or home addresses or phone numbers of crew members. See paragraph 510.37.

CHAPTER 2

STANDARD UNIT ORGANIZATION

200. PROCESS OF ORGANIZATION. Administration establishes organization objectives and the overall policies that guide the organization in the attainment of these objectives. To organize is to develop and maintain proper relationships between functions, personnel and material assets for the accomplishment of desired objectives with maximum economy and effectiveness. The process of organization has two aspects - the mechanical, which deals with organization structure, and the dynamic, which deals with the integration of human factors into the organization structure.

201. MECHANICS OF ORGANIZATION. From the standpoint of mechanics, organization is defined as the determination of the activities that are necessary to accomplish an identified purpose and the arrangement of such activities in groups. Mechanics are basically concerned with structure, and, since they are primarily static, they can be illustrated in the form of organization charts or job descriptions.

202. DYNAMICS OF ORGANIZATION. The human element is the primary factor in the dynamic aspect of organization. U. S. Navy Regulations place responsibility on the Commanding Officer to organize the officers and personnel of his/her unit. Organization of the entire command is a primary responsibility of the Executive Officer under the Commanding Officer. Heads of departments have the duty of organizing their departments for readiness in battle, including the organization of individuals by assignments to watches, stations, and duties.

210. BASIS FOR ORGANIZATION. The requirements for battle shall be the primary basis for the organization of units. This provision shall also apply, as appropriate, to noncombatant units. A unit's organization for battle consists of functional groups headed by key officers who are at specified stations and who control the activities of personnel under their direction. Such control helps to ensure the effectiveness of the organization in carrying out either the plan for battle or variations necessitated by the tactical situation.

Heading the battle organization is the Commanding Officer, who exercises command and whose responsibility it is, during action, to engage the enemy to the best of the unit's ability. He is assisted by subordinate officers who have cognizance over the major control functions which include unit operations, weapons (or combat systems), engineering, damage control and primary

flight control. On ships with embarked Air Wings or detachments (helo, EOD, etc.) the Air Wing/Detachment Commander or Officer in Charge is responsible to the Commanding Officer in matters affecting the readiness of the Air Wing or detachment.

220. STANDARD PATTERN OF ORGANIZATION. A comparison of the administrative organization and the battle organization indicates that the division of personnel in administrative departments closely approximates that found in the major battle components. However, to meet the requirements of sound organization principles, the administrative organization structure must allow for the carrying out of certain functions which have no place in battle. In the day-to-day routine, the needs of training and maintenance are emphasized, and certain support measures are necessary for administrative reasons.

221. MANNING. The unit organization is defined by organizational manning, and the unit's manpower authorization.

221.1 ORGANIZATIONAL MANNING. The delineation by individual billets of the qualitative and quantitative manpower required to perform the unit's assigned missions as specified in the Required Operational Capabilities (ROC) and Projected Operating Environment (POE) statements. Organizational manning requirements are issued in Ship and Squadron Manpower Documents.

221.2 MANPOWER AUTHORIZATION (MPA). The qualitative and quantitative expression of manpower requirements authorized by Chief of Naval Operations (CNO) for a naval activity. It is the single official statement of organizational manning and billets/positions authorized. Billets/positions authorized are the billets/positions approved by the CNO for current operating conditions and may, depending on the mission of the activity, represent full organizational manning.

222. DEPARTMENTS OF A SHIP. Except as specified in succeeding paragraphs and Figure 2-1, each ship shall be organized as follows:

a. An operations department, or, in ships whose characteristics require it, a combat systems department and a ship's control department.

b. A navigation department.

c. A weapons department, or, in ships whose offensive characteristics are not primarily related to ordnance, a deck department, or aircraft carriers which shall have both a weapons and deck department. Specifically authorized ships shall have a combat systems department instead of a weapons department.

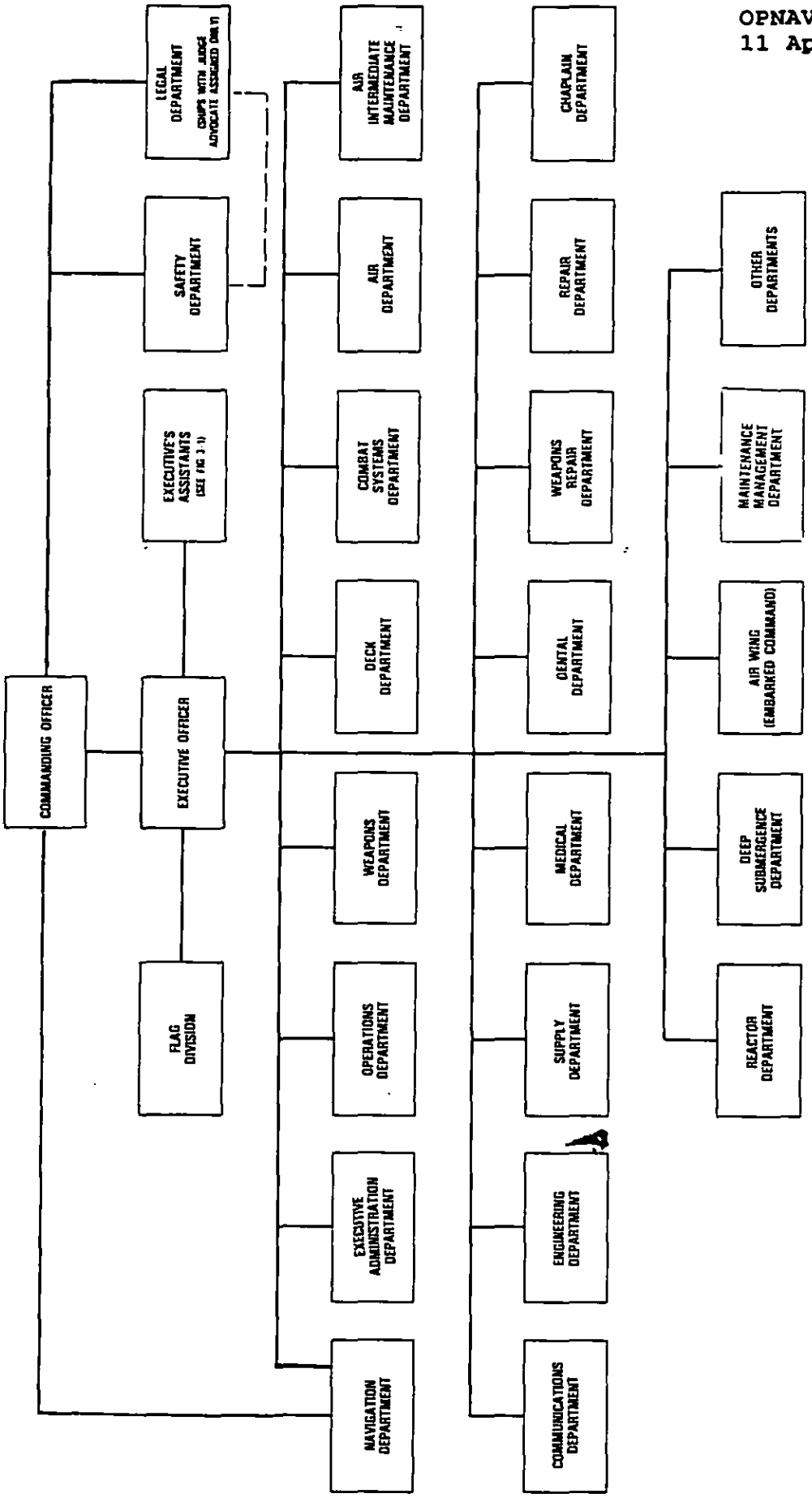

Figure 2-1 Shipboard Organization

d. An engineering department.

e. A supply department.

222.1 DEPARTMENTAL ORGANIZATION. Each department shall have a head of department. In small commands, an officer may be head of more than one department. Heads of departments and their assistants shall be assigned battle stations where they can best supervise either their regular duties or such battle duties as the commanding officer may prescribe. The most common types of ships are shown in the department organization (Figure 2-2) which is used to determine the departments required in the organization for each ship type. Deviation should occur only in exceptional circumstances. The CNO will authorize other departments as may be necessary.

222.2 DEPARTMENTAL ORGANIZATION VARIATIONS. Exceptions to departmental organization may be authorized as follows:

a. In surface combatants with complex, integrated combat systems, and as authorized by the CNO, a combat systems department shall be established in lieu of a weapons department. In certain classes of submarines, the weapons department may be called the combat systems department.

b. In ships assigned a helicopter detachment, i.e. LAMPS, VERTREP, there shall be an air department when the detachment is embarked. The detachment officer in charge shall be the head of the air department.

c. In aircraft carriers, LPHs, LPDs, LHDs, and LHAs, there shall be an air department.

d. In aircraft carriers, tender class ships (AD, AS), and major air capable amphibious class ships (LPH, LHD, LHA), there shall be a safety department.

e. In aircraft carriers, LPHs, LHDs and LHAs there shall be an aircraft intermediate maintenance department.

f. In ships with a major communications installation or task, the CNO will authorize a communications department.

g. In ships assigned a dental officer there shall be a dental department.

h. In ships assigned a medical officer, there shall be a medical department.

SHIP TYPE	1 EXECUTIVE/ ADMINISTRATION	2 NAVIGATION	3 OPERATIONS	4 WEAPONS	5 DECK	6 COMBAT SYSTEMS	7 AIR	8 AIMD	9 COMMUNICATIONS	10 ENGINEERING	11 SAFETY	12 SUPPLY 6	13 MEDICAL	14 DENTAL	15 WEAPONS REPAIR	16 REPAIR	17 LEGAL 7	18 CHAPLAIN 9	19 DEEP SUBMERGENCE	20 MAINT MANAGEMENT
LCC	X	X	X		X				X	X		X	X	X						
LHA/LHD	X	X	X		X	X	X	X	X	X	X	X	X	X						
LKA	X	X	X		X					X		X	X							
LPD	X	X	X		X		X			X		X	X	X						
LPH	X	X	X	X			X	X	X	X	X	X	X	X						
LSD	X	X	X		X					X		X	X	X[2]						
LST	X	X	X		X					X		X	X							
CV/CVN	X[5]	X	X	X	X		X	X	X	X[5]	X	X	X	X			X	X		X
CG/CGN	X	X	X	X[3]		X[3]	X[1]		X	X		X	X	X						
DD/DDG	X	X	X	X[3]		X[3]	X[1]			X		X	X							
FF/FFG	X	X	X	X[3]		X[3]	X[1]			X		X	X							
MCM/MHC/MSO	X		X		X					X										
PHM						X				X										
AD	X	X	X		X				X	X	X	X	X	X	X		X			
AE	X	X	X		X		X[1]			X		X	X							
AFS	X	X	X		X		X[1]			X		X	X							
AGF	X	X	X		X				X	X		X	X	X						
AO	X	X	X		X					X		X	X							
AOE	X	X	X		X		X[1]			X		X	X							
AOR	X	X	X		X		X[1]			X		X	X							
ARS	X	X	X		X					X		X								
AS	X	X	X		X				X	X	X	X	X	X	X	X	X	X		
ASR	X	X	X		X					X		X							X[4]	
ATF	X	X	X		X					X		X								
ATS	X	X	X		X					X		X								
SSN	X	X	X			X				X		X	X							
SSBN	X	X	X			X				X		X	X							

NOTES:

1. ON LAMPS/VERTREP HELO DETACHMENT SHIPS ONLY.
2. ON CGN 9/LSD 41 CLASSES ONLY.
3. CG 26, CG 47, CGN 25, CGN 36, CGN 38, DD 963, DDG-51, DDG 993, AND FFG 7 CLASS SHIPS ARE REQUIRED TO HAVE A COMBAT SYSTEMS DEPARTMENT VICE A WEAPONS DEPARTMENT.
4. ASR 21 CLASS ONLY.
5. NUCLEAR POWERED CARRIERS WILL ALSO HAVE A REACTOR DEPARTMENT.
6. ON SMALL SHIPS WHEN A LINE OFFICER ASSUMES SUPPLY OFFICER DUTIES, HE/SHE SHALL BECOME A DEPARTMENT HEAD.
7. ON SHIPS WITH A JUDGE ADVOCATE ASSIGNED THERE SHALL BE A LEGAL DEPARTMENT.
8. IN CV/CVN THERE IS AN ADMINISTRATION DEPARTMENT.
9. ON SHIPS WITH A CHAPLAIN ASSIGNED THERE SHALL BE A CHAPLAIN DEPARTMENT.

Figure 2–2 Shipboard Departmental Organization

i. In aircraft carriers there shall be an administrative department.

j. In ships with an assigned judge advocate there shall be a legal department.

k. In ships with an assigned chaplain there shall be a chaplain department.

l. In hospital ships, the organization shall not include a medical or dental department separate from the hospital. The organization of the hospital shall be as prescribed by the Chief, Bureau of Medicine and Surgery (BUMED).

m. Deep Submergence Vehicles (DSV), Deep Submergence Rescue Vehicles (DSRV), and deep submergence systems with crews regularly embarked aboard a DSV/DSRV support ship or deep submergence system support ship shall retain their basic organization. The officer-in-charge shall report to the Commanding Officer of the support ship for readiness matters and to the Executive Officer for routine administration. In ships which do not have a deep submergence department, the officer in charge of the detachment shall assume the duties of deep submergence department head.

n. In aircraft carriers and auxiliary aircraft landing training ships there shall be a maintenance management department.

223. DIVISIONS OF A SHIP. The departments shall be organized into divisions. These divisions are established so that they may be assigned as units within the battle organization. The divisions shall be organized into watches or sections, or both. Figure 2-3 lists the standard letter or numeral designations for ship divisions. This establishes uniform designations for all types of ships. When a division not listed is established, or when listed functions are combined, the type commander should assign a designation which conforms closely to the designation in Figure 2-3.

224. AVIATION UNITS. An aviation unit's organization is based on primary billets authorized by the CNO. Aircraft squadrons are organized into departments (Figure 2-4) and divisions under the Squadron Commanding Officer. The Squadron Commanding Officer administers the activities of the departments through the Squadron Executive Officer. Department heads may be assigned assistants to carry out department duties. Unless directed otherwise, the Squadron Commanding Officer directs the specific assignments of officers. The carrier Commanding Officer exercises the sole authority to convene courts-martial on all

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
EMBARKED STAFF	C	C-1	ALL ENLISTED SERVING WITH AN EMBARKED STAFF
		C-2	ADMINISTRATIVE, OPERATIONS, LOGISTICS AND OTHER CLERICAL PERSONNEL.
		C-3	BARGE AND BOAT CREWS, AND DRIVERS
		C-4	ORDERLIES, MESSING AND ASSOCIATED SERVICES
EXECUTIVE/ADMINISTRATION	X	X/I	ADMINISTRATION PERSONNEL ASSIGNED TO THE CAPTAIN'S OFFICE, EXECUTIVE OFFICER'S OFFICE, CHAPLAIN'S OFFICE. HOSPITAL CORPSMEN WHEN NO MEDICAL OFFICER IS ASSIGNED, AND INDOCTRINATION (RECRUITS AND NEWLY REPORTING PERSONNEL)
		N/X	NAVIGATION AND ADMINISTRATION (APPLIES TO SHIPS WHERE THERE IS NO NAVIGATION DEPARTMENT)
ADMINISTRATION (WHEN DESIGNATED)	ADMN	EXEC	ADMINISTRATION PERSONNEL ASSIGNED TO THE CAPTAIN'S OFFICE, AND EXECUTIVE OFFICER'S OFFICE.
		PERS	PERSONNEL RECORDKEEPING
		PRT	PRINT SHOP
		ADMN	POSTAL AND OTHER ADMINISTRATION
		I	INDOCTRINATION (RECRUITS AND NEWLY REPORTING PERSONNEL)
NAVIGATION	N		ASSISTANTS TO THE NAVIGATOR
OPERATIONS	OPS		OPERATIONS
		FIRST	DECK SEAMANSHIP, (NOTE 1)
		OA	METEOROLOGICAL/OCEANOGRAPHIC SERVICES/MAPPING, CHARTING AND GEODESY/PHOTOGRAPHY.
		OC	COMMUNICATIONS (AIR TRAFFIC CONTROL ON LPH, LHA, LHD, CV AND CVN)
		OD	DATA PROCESSING
		OE	ELECTRONIC REPAIR
		OI	CIC AND ELECTRONIC WARFARE
		OP	PHOTOGRAPHY/PHOTO INTELLIGENCE
		OS	COMMUNICATIONS INTELLIGENCE
		OX	ELECTRONIC REPAIR
		OZ	INTELLIGENCE, CRYPTOLOGIC OPERATIONS
CHAPLAIN	RP		ADMINISTRATION PERSONNEL ASSIGNED TO ASSIST THE CHAPLAIN
MAINTENANCE MANAGEMENT	MM	QA	QUALITY ASSURANCE
		PC	PRODUCTION CONTROL
		LS	LOGISTIC SUPPORT CENTER/3M

Figure 2–3. Division Designations

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
AIR INTERMEDIATE MAINTENANCE DEPARTMENT		IM	AVIATION
		IM-1	ADMINISTRATION: MAINTENANCE/MATERIAL CONTROL; PRODUCTION CONTROL: QUALITY ASSURANCE, AVIATION 3M ANALYSIS.
		IM-2	GENERAL AIRCRAFT MAINTENANCE (AIRFRAMES/POWER PLANTS), ORGANIZATIONAL MAINTENANCE OF SHIP'S ASSIGNED AIRCRAFT AVIONICS AND AVIATOR'S EQUIPMENT; ARMAMENT SYSTEMS MAINTENANCE.
		IM-3	[illegible] PRECISION MEASURING QUALIFICATION AND REPAIR
		IM-4	SUPPORT EQUIPMENT
AIR	V		AVIATION
		V-1	PLANE HANDLING (FLIGHT DECK)
		V-2	CATAPULTS AND ARRESTING GEAR, AIRCRAFT CARRIER LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE AND QUALITY ASSURANCE (ALREM-QA)
		V-3	PLANE HANDLING (HANGAR DECK)
		V-4	AVIATION FUEL
		V-5	ADMINISTRATION
WEAPONS	WEPS	1-6	GUNNERY AND DECK SEAMANSHIP
		F	FIRE CONTROL
		F-1	MISSILE FIRE CONTROL
		F-2	ANTI-SUBMARINE WARFARE
		F-3	GUN FIRE CONTROL
		G	ORDNANCE/GUNNERY (NOTE 2)
		G-1	GUNNERY, MAIN BATTERY
		G-2	GUNNERY, SECONDARY BATTERY
		GM	GUIDED MISSILES
		MAR	MARINE DETACHMENT
		MT	BALLISTIC MISSILES
		ST	SONAR
		TASS	PASSIVE ASW SYSTEMS
		TM	TORPEDOES
		W	NUCLEAR WEAPONS ASSEMBLY
COMMUNICATIONS	COMM		COMMUNICATIONS
		CR	RADIO COMMUNICATIONS
		CS	VISUAL COMMUNICATIONS
DECK	DECK	1-2	DECK SEAMANSHIP, AND ANTI-SHIP MISSILE DEFENSE.
		BG	BOAT OPERATIONS, MAINTENANCE, AND REPAIR
		D&SL	DIVING AND SALVAGE
		RASE	REPLENISHMENT AT SEA EQUIPMENT MAINTENANCE AND OPERATION

Figure 2-3. Division Designation (Cont.)

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION	
COMBAT SYSTEMS	CS		COMBAT SYSTEMS	
		CA	ANTI-SUBMARINE WARFARE	
		CB	BALLISTIC MISSILES	
		CC	COMMUNICATIONS	
		CD	TACTICAL DATA SYSTEMS	
		CE	ELECTRONICS REPAIR	
		CF	FIRE CONTROL	
		CG	GUNNERY, FIRE CONTROL, ORDNANCE	
		CI	COMBAT INFORMATION CENTER	
		CM	MISSILE SYSTEMS, FORE CONTROL	
		CN	NAVIGATION (NOTE 3)	
		CO	GUNNERY AND GUIDED MISSILES	
		CP	PASSIVE ASW SYSTEMS	
		CS	COMMUNICATIONS INTELLIGENCE	
		MAR	MARINE DETACHMENT	
		CX	ELECTRONICS REPAIR	
		CZ	INTELLIGENCE (NOTE 3)	
ENGINEERING		A	AUXILIARIES	
		A/E	AUXILIARIES AND ELECTRICAL	
		AER	AUXILIARIES, ELECTRICAL AND REPAIR	
		ASLT	ASSAULT SYSTEMS/BOAT MAINTENANCE AND REPAIR (LMA ONLY)	
		B	BOILERS	
		E	ELECTRICAL AND INTERIOR COMMUNICATIONS	
		IC	INTERIOR COMMUNICATIONS	
		M	MAIN ENGINES	
		MP	MAIN PROPULSION	
		R	REPAIR	(D
REACTOR		RA	REACTOR AUXILIARIES (CVN ONLY)	(A
		RC	REACTOR CONTROL	
		RE	REACTOR ELECTRICAL (CVN ONLY)	
		RL	REACTOR CHEMISTRY LA (CVN ONLY)	
		RM	REACTOR MACHINERY (CVN ONLY)	
		RP	REACTOR PROPULSION (CVN ONLY)	(A
SUPPLY	SUP		SUPPLY	
		S-1	GENERAL SUPPLY/STOCK CONTROL	
		S-2	GENERAL MESS	
		S-3	SHIP SERVICES/SHIP'S STORE	
		S-4	DISBURSING	
		S-5	OFFICER'S MESS	
		S-6	AVIATION STORES	
		S-7	DATA PROCESSING	
		S-8	MATERIAL	
		S-9	SURFACE SUPPORT CENTER	
		S-10	REPAIR OTHER VEHICLES (SS) (AS ONLY)	
		S-11	SUPPLY QUALITY ASSURANCE (AS ONLY)	

Figure 2-3. Division Designation (Cont.)

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
MEDICAL	H		MEDICAL
DENTAL	D		DENTAL
DEEP SUBMERGENCE		DV	DIVE
		WH	WEIGHT HANDLING
REPAIR		D	REPAIR
		R-1	HULL REPAIR
		R-2	MACHINERY REPAIR
		R-3	ELECTRICAL REPAIR
		R-4	ELECTRONIC REPAIR
		R-5	ORDNANCE REPAIR OR RADIOLOGICAL CONTROLS
		R-6	NUCLEAR QUALITY ASSURANCE
WEAPONS REPAIR	WR		REPAIR
		W-1	TORPEDO, WEAPONS
		W-2	FIRE CONTROL
		W-3	SUBROC
		W-4	TORPEDO ASSEMBLY; QUALITY ASSURANCE
		W-5	WEAPONS LOGISTICS
SAFETY	AS		SHIP AND AVIATION SAFETY
LEGAL	L		LEGAL AND DISCIPLINE

NOTES: 1. OPERATIONS DEPARTMENT DIVISIONS THAT ONLY APPLY TO A SHIP WITH A COMBAT SYSTEMS DEPARTMENT.

2. G DIVISION FOR CV/CVN SHALL BE ORGANIZED AS FOLLOWS:

DIVISION	DIVISION OFFICER	FUNCTION
G-1	7360N	FLIGHT/HANGAR DECKS; MAIN DECK AND ABOVE MAGAZINES; WEAPONS SUPPORT EQUIPMENT (AWSEP)
G-2	6160J/7160N	ARMORY; MAGAZINE SPRINKLING SYSTEMS
G-3	6360J	AIR LAUNCHED WEAPONS ASSY; 2ND DECK AND BELOW MAGAZINES; LINKLESS AMMUNITION LOADING SYSTEM
G-4	6360K	WEAPONS ELEVATORS (MAINTENANCE AND TRAINING)
G-5	6360I	WEAPONS CONTROL CENTER

3. OPERATIONS DEPARTMENT DIVISIONS THAT ONLY APPLY TO A SHIP WITH A WEAPONS DEPARTMENT.

Figure 2-3. Division Designation (Cont.)

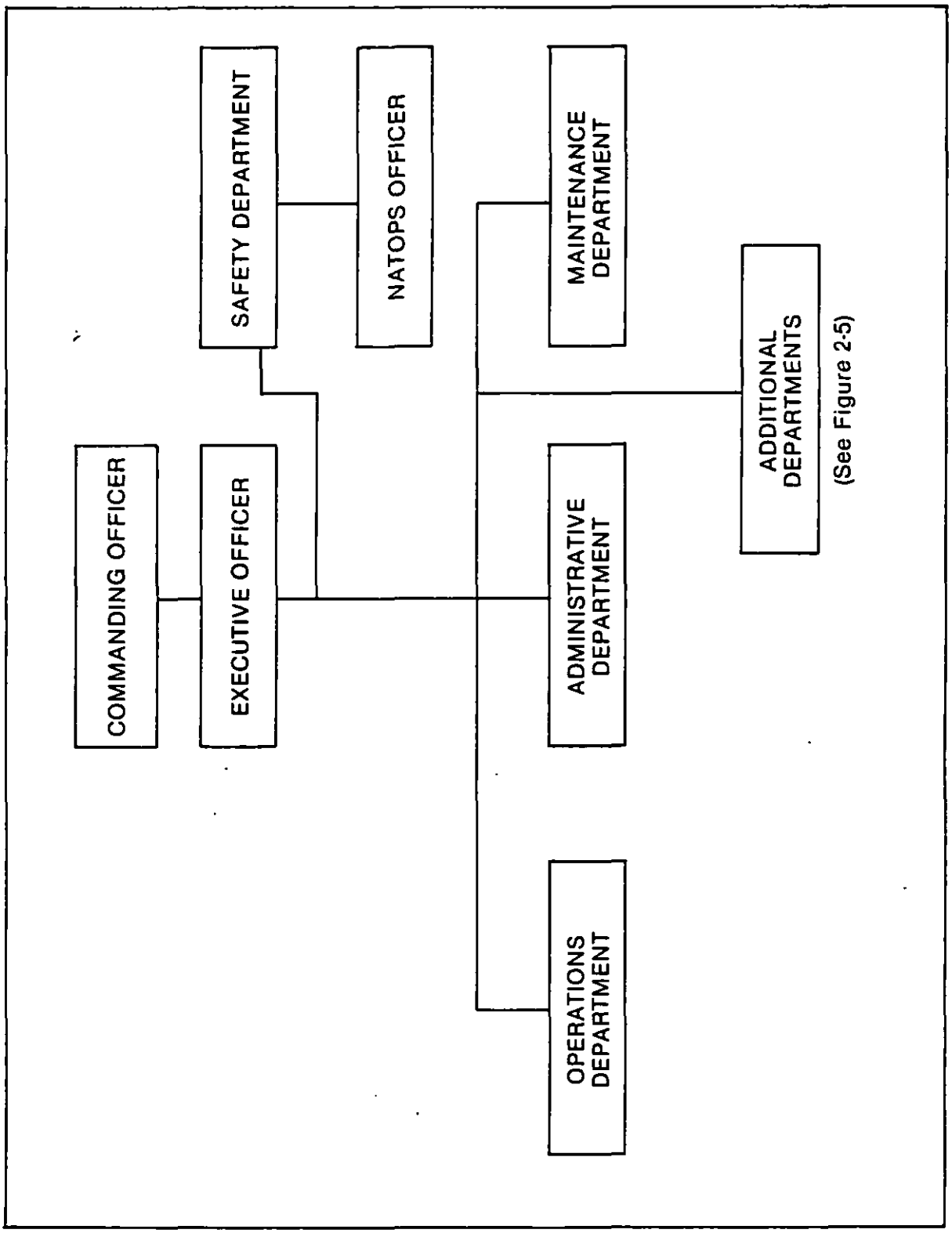

Figure 2-4. Squadron Organization

personnel embarked. The authority of an Air Wing Commander and the commanding officers of squadrons to impose nonjudical punishment on their respective personnel continues, unless this authority is assumed by the carrier Commanding Officer. Commanding Officers of squadrons retain the authority to initiate administrative discharge proceedings against their personnel.

225. DEPARTMENTS AND DIVISIONS OF AVIATION UNITS. Departments of aircraft squadrons are divided into divisions and branches which are organized by the Squadron Commanding Officer according to the needs and responsibilities of that particular type squadron. Figure 2-5 shows the departmental organization for typical squadrons and is used to determine the departments required in the organization for each squadron type.

230. PROMOTING UNDERSTANDING OF THE ORGANIZATION. Maximum efficiency of operation is promoted through a clear understanding of the functional relationships within the ship's organization. This requires that the organization be set forth in written form for all echelons of the command. Unless duties, responsibilities, authority, and organizational relationships are clearly understood, confusion and conflict will develop. Details of an organization are made known through use of organization charts and functional guides. These are described in the following articles. Methods for preparing them are given in Personnelmen First and Chief Petty Officer Rate Training Manual, NAVEDTRA 10258G (NOTAL).

231. ORGANIZATION CHARTS. Organization charts show the arrangement of ship departments, divisions, and positions and the command and staff relationships of all personnel in the organization. There are two commonly used types of organization charts. A structural organization chart is a simple presentation of the line and staff relationships of executive (officer) and supervisory (leading petty officer) billets in the organization and outlines the basic relationships between the various components of the organization. A functional organization chart presents the functions of the various segments of the organization in addition to indicating the interrelationships of those functions. Within the various boxes of a functional organization chart are included statements applicable to the organizational segments represented by the box. The chief advantage of an organization chart is that it provides all personnel in an organization with a concise picture of the relationships of individuals within the organization. In a large organization, charts should be prepared for each level, becoming more detailed as they illustrate smaller segments of the organization. In smaller commands, charts of only the department organizations may suffice to illustrate the details of all executive and supervisory positions.

AIRCRAFT SQUADRON ORGANIZATION							
Squadron Types	Department						
	Operations	Administration	Maintenance	Safety	Training	Framp	Other
VFA	x	x	x	x	x		
VFA (FRS)	x	x	x	x	x	x	
VA (M)	x	x	x	x			
VA (M) (FRS)	x	x	x	x	x	x	
VAW	x	x	x	x			
VAW (FRS)	x	x	x	x	x	x	
VAQ	x	x	x	x			1
VAQ (FRS)	x	x	x	x	x	x	1
VFC	x	x	x	x			
VF	x	x	x	x			
VF (FRS)	x	x	x	x	x	x	
VP	x	x	x	x	x		
VP (FRS)	x	x	x	x	x	x	
VQ	x	x	x	x	5		1,4
VR	x	x	x	x	5		
VRC	x	x	x	x	5		
VS	x	x	x	x			
VS (FRS)	x	x	x	x	x	x	
VT		x	x	x	x		
VXE	x	x	x	x			2
VXN	x	x	x	x			2
HCS	x	x	x	x			
HM	x	x	x	x			6
HM (FRS)	x	x	x	x	x	x	6
HC	x	x	x	x	5		
HC (FRS)	x	x	x	x	x	x	
HS	x	x	x	x			
HS (FRS)	x	x	x	x	x	x	
HSL	x	x	x	x			
HSL (FRS)	x	x	x	x	x	x	
HT		x	x	x	x		
VPU	x	x	x	x	x		
VX	x	x	x	x			2

Notes

1. Electronic Warfare
2. Evaluation Directorate
3. Photographic
4. Intelligence (VQ-1 & 2)
5. Training Departments for particular squadrons within each community that must conduct a significant amount of FRS type training.
6. Mission configuration (MCM)

Figure 2-5. Typical Squadron Departmental Organization

232. FUNCTIONAL GUIDES. The functional guide, consisting of job descriptions, has been adopted for use in units in an effort to obtain increased efficiency through a clear delineation of delegated authority and to improve the use of manpower through more effective organizational control. The functional guide sets forth the following information for each billet to which it is applied:

a. The basic objective, which distinguishes a particular billet from all others.

b. Duties, responsibilities, and authority, which give in detail the principal tasks that must be accomplished to fulfill the assigned objectives and which, where necessary, specify the authority of the incumbent to make decisions or take action in carrying out his or her responsibilities.

c. Organizational relationships, which define accountability of the incumbent to his/her supervisor and of his/her subordinates to him or her. Collateral or cooperative relationships are also included.

232.1 FUNCTIONAL GUIDE RELATIONSHIP. As published in this manual and by type commanders and commanding officers, a functional guide constitutes a formal directive to the individual detailed to the particular billet with respect to responsibilities, authority, and position in the unit's organization. It is distinctly a guide, however, in the sense that it is in no way intended to restrict initiative or discourage originality or resourcefulness on the part of an individual. The functional guide not only aids in the clarification and stabilization of the unit but also provides an excellent tool for the rapid indoctrination of new personnel. It is an excellent yardstick for the measurement of individual performance against assigned functions.

CHAPTER 3

THE UNIT ORGANIZATION

300. COMMAND. The functional guides in this chapter constitute the formal delegation of authority by a Commanding Officer to subordinates in the command.

301. THE COMMANDING OFFICER

a. BASIC FUNCTION. As set forth in U.S. Navy Regulations, the Commanding Officer is charged with the absolute responsibility for the safety, well-being, and efficiency of his or her command, except when and to the extent he or she may be relieved therefrom by competent authority.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The duties and responsibilities of the Commanding Officer are established by U.S. Navy Regulations, general orders, customs, and tradition. The authority of the Commanding Officer is commensurate with his or her responsibility, subject to the limitations prescribed by constitutional, statutory, international, and regulatory law including U.S. Navy Regulations (NAVREGS).

302. THE EXECUTIVE OFFICER

a. BASIC FUNCTION. The Executive Officer is the direct representative of the Commanding Officer. All orders issued by him/her will have the same force and effect as though issued by the Commanding Officer. The Executive Officer will conform to and carry out the policies and orders of the Commanding Officer and shall keep him/her informed of all significant matters pertaining to the command. The Executive Officer shall be primarily responsible under the Commanding Officer for the organization, performance of duty, and good order and discipline of the entire command. He/she will recognize the right and duty of a Head of Department to confer directly with the Commanding Officer on matters specifically relating to his/her department.

An officer acting as Executive Officer during the temporary absence or disability of that officer will have the same authority and responsibility as the Executive Officer; but he/she will make no change in the existing organization, unless ordered to do so, and will endeavor to have the routine and other affairs of the unit carried out in the usual manner.

b. ASSUMING COMMAND. The Executive Officer will assume command should the need arise. During action, he/she will be stationed where he/she can best aid the Commanding Officer and if practicable, where he/she would probably escape the effects of a casualty disabling the Commanding Officer and yet be able to assume command promptly and effectively.

c. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Executive Officer, subject to the orders of the Commanding Officer and assisted by subordinates, will:

(1) Ensure the Commanding Officer is advised of casualties, deficiencies, and anticipated difficulties which may affect operational readiness or administrative efficiency of the command.

(2) Make frequent inspections in company, when practicable, with the subordinates concerned; and take remedial action to correct defects.

(3) Maintain high morale within the command. The discipline, welfare, and privileges of the individuals of the command will be chief concerns of the Executive Officer; and, he/she will administer these and related matters in a just and uniform manner.

(4) Pursue a program of economy and conservation, and promote cost consciousness within the command.

(5) Keep command advised of the status of the ship's damage control readiness. Carry out the requirements of command regarding damage control training and the ship's readiness to combat all casualties which threaten the ship.

(6) Prepare and maintain the bills and orders for the organization and administration of the command.

(7) Assign the personnel who have completed indoctrination to departments or other major subdivisions of the command.

(8) Maintain the records of personnel, except those records assigned as the responsibility of some other officer. Monitor, review, and maintain the command's private interest disclosure system, as required by DOD Regulation 5500.7-R, Joint Ethics Regulation (JER).

(9) Supervise and coordinate the work, exercises, training, and education of the personnel command of the command.

(10) Supervise and coordinate the operational plans and schedules of the command.

(11) Prepare and issue a daily schedule of employment and such other advance schedules as may aid subordinates in planning their work.

(12) Ensure that all prescribed or necessary security measures and safety precautions are understood and strictly observed.

(13) Evaluate the performance of officers and enlisted personnel and make recommendations to the Commanding Officer concerning their promotion and advancement.

(14) Regulate liberty and leave.

(15) Carry on a program of recreation and athletics.

(16) Direct the investigation of alleged violations of the Uniform Code of Military Justice, U.S. Navy Regulations, unit's regulations, and other military and civil laws; and recommend appropriate disciplinary action to the Commanding Officer when necessary.

(17) Act on personal requests (which may be addressed to the Commanding Officer) that do not involve policy formulation or require action of higher authority.

(18) Ensure adequate supplies and services are available to the executive assistants within the allotment of maintenance and operating funds.

(19) Direct the unit's public affairs program.

(20) Supervise the reception of unit visitors.

(21) Serve as the senior member of the Planning Board for Training.

(22) Supervise the organization and operation of the unit's Maintenance and Material Management System (3-M) program.

(23) Establish a management control program as described in paragraph 142.1. Establish management controls to provide reasonable assurance that programs and functions meet mission objectives and operate effectively. Continuously monitor, document, and evaluate the implementation of management control systems to include assessable units, management control assessments, training, and tracking systems.

(24) Serve as a senior member of the Safety Council.

(25) Administer the Command Retention Program.

(26) Perform such other duties as may be assigned.

d. ORGANIZATIONAL RELATIONSHIPS. The Executive Officer is directly responsible to the Commanding Officer. All Department Heads and Executive's Assistants report to the Executive Officer regarding internal administration of the command. The prescribed duties of the Executive Officer will not be construed to relieve a subordinate from any part of his/her assigned responsibilities.

e. RELIEVING PROCEDURES. An executive officer about to be detached will prepare a comprehensive report for the Commanding Officer listing any unsatisfactory conditions within the command having the potential to affect adversely the safety, well-being readiness, fiscal integrity, or command performance and specify a proposed plan to correct them. The relieving officer will endorse this report. If the relieving Officer does not concur in the report, that officer will specify wherein the report is inaccurate or incomplete and will provide the officer being relieved the opportunity to make explanation. The relieving officer will report assumption of duty as executive officer in the endorsement. The original report of detachment and endorsement will be forwarded expeditiously to the commanding officer. A copy of the report will be retained by each of the officers.

303. THE EXECUTIVE ASSISTANTS. The Executive Assistants described in the following paragraphs may be assigned to the Executive Officer. Their duties may be either primary or collateral. When performing duties on a collateral basis, officers and petty officers acting as assistants to the Executive Officer report directly to him/her, regardless of their primary assignment in the organization. Positions should be well defined in the unit's organization and regulations manual by functional guides. This article presents functional guides for assistants to the Executive Officer. The size of the executive's organization depends on the number of officers and petty officers available for assignment to those duties. Figure 3-1 may be modified to meet individual command requirements. Functional guides for additional Executive Assistants may be prepared using these as examples.

303.1 ADMINISTRATIVE ASSISTANT (AA)

a. BASIC FUNCTIONS. The Administrative Assistant is an aide to and may be delegated to act for the Executive Officer in specific functions of administration. He/she serves as the X-Division Officer.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Observe and report to the Executive Officer on the effectiveness of administrative policies, procedures, and regulations of the command.

(2) Review correspondence prepared for the signature or review of the Executive Officer, ensuring that it conforms with the Navy Correspondence Manual, SECNAVINST 5216.5C (NOTAL), and pertinent command directives.

(3) Screen correspondence and directives routed to the Executive Officer. Initiate administrative actions where appropriate, as in the case of Senior Officer Present Afloat (SOPA) instructions and other administrative directives.

(4) Schedule visitor interviews with the Executive Officer and other officers as appropriate.

(5) Coordinate the assignment of enlisted personnel to Executive Assistants.

(6) Exercise budgetary control of expenses of Executive Assistants. Approve requisitions for operating supplies, equipment, and services within the budget allowances for X-Division.

1. In designated ships this officer heads a department and shall be listed on the ship's organizational chart with the other departments.

2. Assigned to Maintenance Management Department in CV/CVN.

3. The Security Officer Billet onboard designated ships shall be a 649X/749X designator with NOBC 2771.

———— OPERATIONAL CHAIN OF COMMAND

- - - - - - - ADDITIONAL REPORTING FOR ADMINISTRATIVE FUNCTIONS

THE FULL-TIME OR PART-TIME EMPLOYMENT OF OFFICERS IN THE BILLETS INDICATED WILL DEPEND ON THE NUMBER AND QUALIFICATIONS OF AVAILABLE OFFICERS AND THE NEEDS OF THE SHIP

4. Reports to the CO for functional matters of the billet and to the XO for administrative matters.

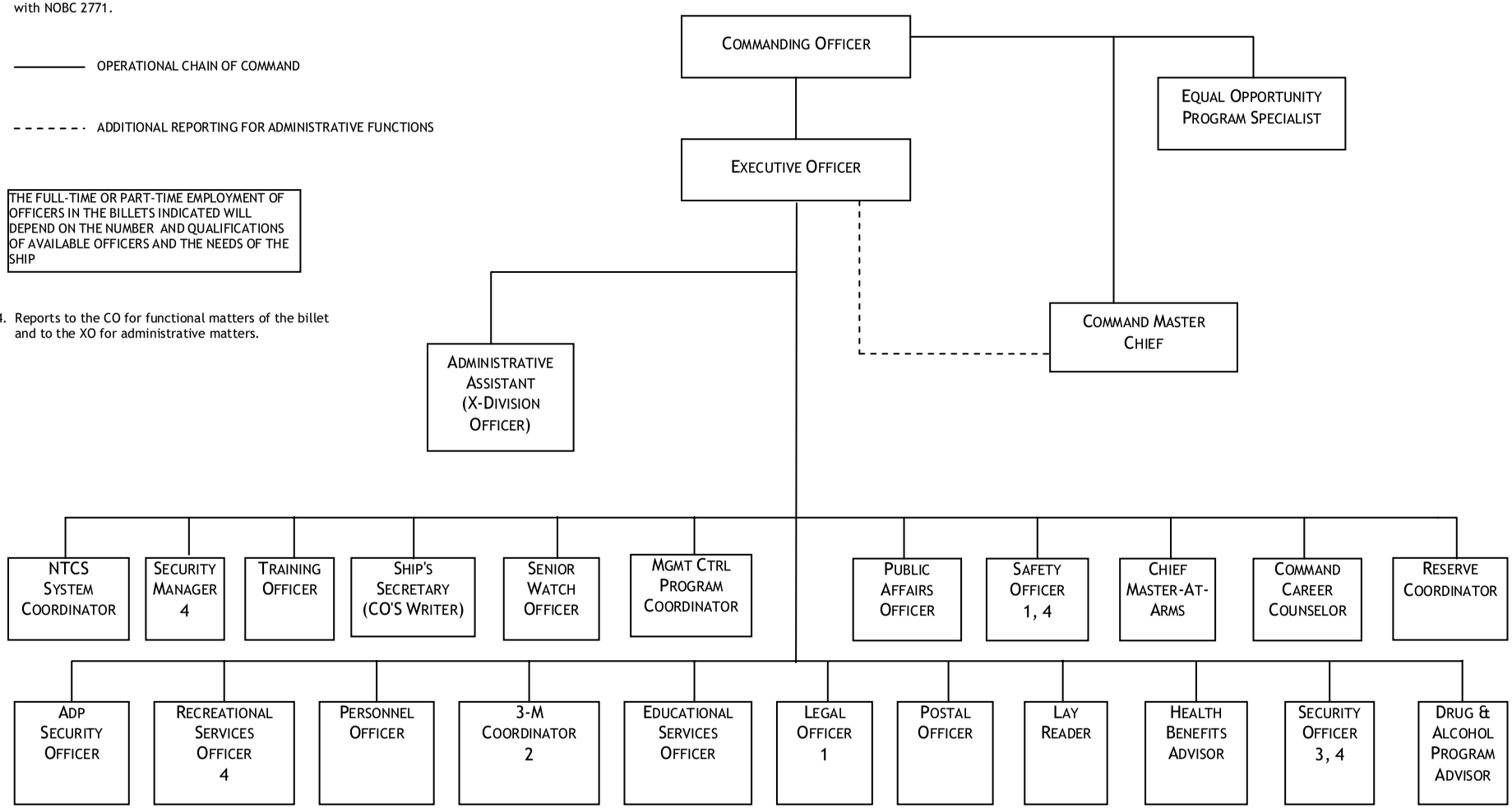

Figure 3-1. The Executive Assistants

(7) Supervise preparation of the plan of the day, and its review, prior to submission for signature.

(8) Exercise administrative direction of the print shop and associated duplicating equipment (except in units that have a repair department).

(9) Coordinate the indoctrination of newly reported personnel.

(10) Supervise the professional training and education of enlisted personnel assigned to the administrative and personnel offices.

(11) Coordinate the division safety program with the unit's Safety Officer and supervise the division Safety Petty Officer.

c. ORGANIZATIONAL RELATIONSHIPS. Within his/her delegated authority, the Administrative Assistant is the direct representative of the Executive Officer. He/she will report to the Executive Officer and receive reports as follows:

(1) From Executive Assistants regarding routine administration.

(2) From enlisted personnel assigned to his/her direct supervision.

(3) From the Bandmaster when embarked.

303.2 AUTOMATIC DATA PROCESSING (ADP) SECURITY OFFICER

a. BASIC FUNCTION. The ship's Automatic Data Processing (ADP) Security Officer is responsible, under the Commanding Officer, for ensuring adequate security for ADP systems (SECNAVINST 5239.2 (NOTAL)). The security program includes software and hardware security features as well as administrative, physical, and personnel security controls for providing an adequate degree of security for ADP systems.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Provide guidance to the command to ensure compliance with security directives and serve as the major proponent of ADP system security in discussions concerning the operation of the ADP system.

(2) Develop and maintain the activity's ADP Security Plan to support accreditation responsibility and requirements for

shipboard ADP, as prescribed by SECNAVINST 5239.2 (NOTAL). The plan should include conduct of risk assessment, security test and evaluations, and contingency planning. Documentation should be updated whenever there is a major change in facilities, equipment, or software but not less frequently than every three years.

(3) Supervise, test, and monitor those changes in the ADP system which would affect its security posture so that a secure system is maintained.

(4) Monitor system activity to ensure compliance with security directives and procedures.

(5) Review command procedures which affect the overall security of the ADP system, including the receipt, storage, and distribution of material and data.

(6) Establish and maintain liaison with remote facilities served by the ADP system to assure that a remote facility Security Officer is designated by the served activity to ensure compliance with procedures established by the ADP Security Officer.

(7) Conduct risk assessments, and provide documentation whenever there is a major change in facilities, equipment, or software but not less frequently than every three years.

(8) Ensure the correction of security deficiencies of an ADP system approved for handling classified information.

(9) Ensure appropriate review and disposition of system housekeeping or audit records concerning security violations, security related system malfunctions, and tests of the security feature of the ADP system.

(10) Establish and maintain a classified information processing system (CLIPS) document file in accordance with OPNAV C5510.93E (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The Ship's ADP System Security Officer has direct access to the Commanding Officer in matters relating to ADP security.

303.3 CHIEF MASTER-AT-ARMS (CMAA)

a. BASIC FUNCTION. A Chief Master-At-Arms will be assigned in each unit and will be responsible for the supervision, direction, and employment of the assets of the Security Department/Division and assisting the Commanding Officer in

maintaining the security, good order and discipline of the ship. When no security officer is authorized/assigned; the duties, responsibilities, and authority described in paragraph 303.17 are incorporated here.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Organize and train the Master-At-Arms force.

(2) Enforce Navy regulations, unit's regulations, and other directives, establishing standards of dress, grooming, behavior and performance.

(3) Supervise preliminary investigation of suspected or possible violations of the UCMJ.

(4) Assist the Officer of the Day/Command Duty Officer (OOD/CDO) in the execution of the unit's routine.

(5) Supervise extra duty personnel and personnel performing hard labor without confinement, and maintain records of all such duties and labor which are assigned and performed.

(6) Ensure that duty Masters-At-Arms are present at captain's masts, courts-martial, and at the scenes of all emergencies.

(7) Assist the Brig Officer (if assigned) in ensuring the safety of prisoners in the brig and their release in time of emergency. When Condition I is set, release prisoners to man battle stations if directed by the Commanding Officer.

(8) Assist the senior Shore Patrol Officer (when assigned) in the establishment and training of personnel assigned to shore patrol duties.

(9) Maintain the lucky bag.

(10) Furnish escorts for the Commanding Officer, Executive Officer, and visitors, as directed.

(11) Ensure that regulations and instructions regarding unit visitors are enforced.

(12) Ensure proper and timely preparation of the following reports as appropriate: The morning report of prisoners, the daily misconduct report, and the MAA inspection reports.

(13) At sea, make eight o'clock reports to the Executive Officer or the Command Duty Officer. In port, the duty MAA will make eight o'clock reports.

(14) Ensure that the safety responsibilities of the MAA force specified in articles 704.7 and 707.1 are fulfilled.

(15) Ensure duty Master-At-Arms force perform their law enforcement duties under OPNAVINST 5580.1.

c. ORGANIZATIONAL RELATIONSHIPS. The Chief Master-At-Arms reports to the Executive Officer, or to the Security Officer on CV, LCC, LPH, and LHA class ships, for the performance of duty. For routine administration and accountability of personnel assigned to the Chief Master-At-Arms, the CMAA reports to the Division Officer, or Administrative Officer, as appropriate. Personnel of the Master-At-Arms force report to the CMAA.

303.4 COMMAND CAREER COUNSELOR (CCC)

a. BASIC FUNCTION. The CCC is the command's career information program manager (Reference OPNAVINST 1040.6A). The career counseling program shall be under the direction of the Commanding Officer. The Career Counselor ordered in by Bureau of Naval Personnel (BUPERS) or appointed by the Commanding Officer will manage the program. He/she will have the counseling NEC 9588/89 or be in the Navy Counselor rating.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY

(1) Organize and manage an effective retention program utilizing the principles of the Retention Team Manual, NP15878G.

(2) Organize, train, and support the Command Retention Team.

(3) Maintain command retention statistics.

(4) Maintain a tickler file to ensure that all personnel receive the career counseling interviews listed in the Retention Team Manual.

(5) Ensure that the Commanding Officer is kept informed on matters that will affect command retention.

(6) Maintain close liaison with retention offices in the chain of command.

c. ORGANIZATIONAL RELATIONSHIPS. The Command Career Counselor reports directly to the Commanding Officer via the

Executive Officer for the performance of career counseling duties and for retention program management.

303.5. COMMAND MASTER CHIEF (C M/C)

a. BASIC FUNCTIONS. The C M/C is the enlisted advisor to the command on the formulation and implementation of policies pertinent to morale, welfare, job satisfaction, discipline, utilization and training of all enlisted personnel and as such the C M/C has direct access to the Commanding Officer. The C M/C takes precedence over all other enlisted members within a command.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Maintain and promote effectiveness and efficiency of chain of command.

(2) Assist the Commanding Officer in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel in order to promote traditional standards of good order and discipline.

(3) Advise the Commanding Officer on formulation and implementation of changes in policy pertaining to enlisted members.

(4) Attend meetings as directed by the Commanding Officer to keep apprised of current issues and provide a representative enlisted input.

(5) Participate in ceremonies honoring command members.

(6) When appropriate, represent or accompany the Commanding Officer to official functions, inspections, and conferences.

(7) Participate in reception and hosting of official visitors to the command.

(8) Upon invitation and as approved by the Commanding Officer, represent the command and Navy at community and civic functions.

(9) OPNAVINST 1306.2A (NOTAL) provides additional guidance.

c. ORGANIZATIONAL RELATIONSHIPS. The C M/C reports to the Executive Officer but has direct access to the Commanding Officer.

303.6 DRUG/ALCOHOL PROGRAM ADVISOR (DAPA)

a. BASIC FUNCTION. The DAPA is responsible to the Commanding Officer for all drug and alcohol abuse Level I programs. All Navy commands are required to have a minimum of one member assigned to the collateral duty of DAPA. Larger commands should assign DAPAs on the ratio of one DAPA per 300 personnel attached and commands greater than 1000 shall have at least one full time DAPA. The Commanding Officer may appoint as many DAPAs as necessary to satisfy command requirements.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY

(1) Advise the Commanding Officer on the administration of the command alcohol and drug abuse program.

(2) As directed by the Commanding Officer, conduct onboard administrative screenings of identified drug and alcohol abusers to determine the severity of their drug and alcohol problems, amenability to assistance, and provide inputs to prognosis of successful program completion.

(3) Conduct the Level I drug and alcohol abuse prevention and education program for the command (see enclosure (6) of OPNAVINST 5350.4B (NOTAL)).

(4) Monitor, when required, members who return to the command following completion of Level II and III programs with the follow-on support recommendations of the rehabilitation facility (see enclosures (6) and (7) of OPNAVINST 5350.4B (NOTAL)).

(5) Serve as the command self-referral procedure agent (see enclosure (5) of OPNAVINST 5350.4B (NOTAL)).

(6) Prepare drug/alcohol abuse reports as prescribed in enclosure (13) of OPNAVINST 5350.4B (OPNAV 5350-2 applies) (NOTAL).

c. COLLABORATION WITH THE MEDICAL OFFICER. In the performance of his/her duties the Drug/Alcohol Program Advisor (DAPA) will inform the Medical Officer or Medical Department Representative of any condition which may require medical attention and will consult with the Medical Officer or Medical Department Representative regarding cases requiring collaborative efforts.

d. ORGANIZATIONAL RELATIONSHIPS. The DAPA reports to the Executive Officer regarding assigned duties and all drug and alcohol abuse prevention, control, and enforcement programs. Personnel associated with drug and alcohol abuse education,

rehabilitation, identification, and enforcement shall coordinate with the DAPA. Additionally, the DAPA provides inputs to the Planning Board for Training on drug and alcohol education and to the Recreation Committee for development of positive alternatives to alcohol and drug abuse.

303.7 EDUCATIONAL SERVICES OFFICER (ESO)

a. BASIC FUNCTION. The Educational Services Officer assists the Executive Officer in administering educational programs. The basic functions are:

(1) Coordination of officer and enlisted training and on-duty education programs in conjunction with department heads, division officers and the Planning Board for Training.

(2) Plan for and coordinate active command participation in the Navy Campus voluntary education program. Work with the education specialists supporting the command in assisting and meeting the educational needs of the command.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Supervise the administration and operation of the training office and training aids.

(2) Be a member of the Planning Board for Training.

(3) Be responsible for administrative processing of training quota requests.

(4) Assist the Training Officer in administering the command's training program.

(5) Provide material, space, and personnel to examining boards.

(6) Prepare, conduct, and grade examinations for advancement to pay grade E-3 and other examinations as requested.

(7) Direct the command educational program, including encouraging and advising personnel on voluntary programs, processing applications for educational programs, and assisting personnel in obtaining vocational/technical, high school, and college certifications.

(8) Be responsible for the proper handling and safeguarding of educational testing materials.

(9) Obtain technical and administrative information about the Navy Campus voluntary educations program, as well as guidance on testing and counseling service. Coordinate with the appropriate Navy Campus to ensure voluntary educational programs are being provided. Act as liaison with Navy Campus office (CNETINST 1560.3D and OPNAVINST 1560.9 provide additional guidance on the various Navy Campus programs).

(10) Process applications for officer programs and make arrangements for interviews and tests, as required.

c. ORGANIZATIONAL RELATIONSHIPS. The ESO reports to the Executive Officer regarding assigned duties and to the appropriate division officer/department head for the accountability and routine administration of personnel assigned to his/her supervision. The ESO provides liaison with Navy Campus educational advisors to obtain professional assistance in using Navy Campus voluntary educational programs. The ESO collaborates with the following offices in administering the educational programs:

(1) Members of the Planning Board for Training.

(2) Division officers.

(3) Administrative Assistant/Personnel Officer.

(4) Training Assistant of department heads and division officers.

(5) Command Career Counselor.

303.8 EQUAL OPPORTUNITY PROGRAM SPECIALIST (EOPS)

a. GENERAL DUTIES. Performs duties as equal opportunity advisor to commanders/commanding officers of major commands and staffs or as Command Managed Equal Opportunity (CMEO) training facilitators at Fleet Training Centers. Provides briefings on EO matters. Facilitates formal Command Training Team (CTT) and Command Assessment Team (CAT) indoctrination courses and various seminars and workshops. Formulates and revises pertinent EO directives. Writes, edits and publishes documents on EO related matters. Collects data, monitors program progress and prepares reports. Participates in EO meetings, conferences and seminars. Assists in performing inspections. Conducts public/community relations work. Coordinates ethnic observances.

b. SPECIFIC DUTIES. To provide assistance to commands in training, assessment, and investigating. General tasks include but are not limited to the following:

(1) Brief commanders and commanding officers on DOD and Navy equal opportunity policy.

(2) Conduct assist visits and inspections of subordinates commands in conjunction with Immediate Superior in Command inspections.

(3) Conduct initial interview and screen personnel for equal opportunity program training.

(4) Investigate or aid in the investigation of and monitor all alleged discrimination complaints.

(5) Establish and maintain files on all verified complaints.

(6) Conduct informal individual and group assessment interviews.

(7) Report equal opportunity assessment data through the chain of command as required.

(8) Co-facilitate Command Training Team indoctrination and Command Assessment Team indoctrination.

(9) Assist subordinate units in planning, scheduling, and conducting equal opportunity training.

(10) Advise commanders, commanding officers and special observance committees on ethnic celebrations, events and displays.

(11) Apprise subordinate commands on recent developments in areas of equal opportunity.

c. ORGANIZATIONAL RELATIONSHIP. The Equal Opportunity Program Specialist reports directly to the Commander/Commanding Officer, orally or by written reports concerning the performance of his/her duties.

303.9 HEALTH BENEFITS ADVISOR (HBA)

a. BASIC FUNCTION. The Health Benefits Advisor is responsible to the Commanding Officer for the general awareness of health benefits by assigned personnel and their dependents. At selected medical facilities, the HBA is a full time primary billet. For activities other than those with a full time HBA assigned, the HBA is not expected to be expert in all aspects of health benefits, but will be readily available to advise and refer those requiring health benefits assistance.

b. DUTIES AND RESPONSIBILITIES. The health benefits advisor, for activities not assigned a full time HBA, will maintain a file of appropriate health benefits literature, publish frequent awareness material in the plan of the day, and assist assigned personnel and their dependents in obtaining benefits, as required.

c. ORGANIZATIONAL RELATIONSHIPS. The HBA reports to the Executive Officer.

303.10 LEGAL OFFICER (Units without Judge Advocates assigned)

a. BASIC FUNCTION. The Legal Officer is an advisor and staff assistant to the Commanding Officer and the Executive Officer concerning the interpretation and application of the Uniform Code of Military Justice, the Manual for Courts-Martial, and other military laws and regulations in the maintenance of discipline and the administration of justice within the command.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Draft the orders convening courts-martial and the appointing orders of officers assigned to conduct JAG Manual investigations. When circumstances permit, consult a judge advocate when preparing such documents and others related to the administration of Military Justice, JAG Manual investigations, and so forth.

(2) Ensure that officers and enlisted personnel assigned to courts-martial, investigations, and other legal duties are familiar with those duties.

(3) Collaborate with the Training Officer to ensure that all officers and enlisted personnel are fully acquainted with their rights and obligations under the UCMJ.

(4) Supervise the technical and clerical preparation of charges.

(5) Participate, as required, in processing cases involving nonjudicial punishment; and recommend that appropriate cases be referred to trial by courts-martial.

(6) Review court-martial records , and prepare a recommendation in accordance with the MCM to assist the convening authority in deciding what action to take on the sentence. Consult a judge advocate when circumstances permit.

(7) Review for accuracy, clarity, consistency, completeness, and compliance with applicable directives, JAGMAN

investigative reports, and prepare recommended command endorsement.

(8) Refer personnel needing assistance with personal legal problems to the cognizant Naval Legal Service Office or nearest Armed Forces legal assistance officer. (See JAG Manual, Chapter VII.)

(9) Draft orders convening formal pretrial investigations pursuant to Article 32, UCMJ; and

(10) Draft the Convening Authority's action on the record of trial and the court-martial issuing order, when required.

c. ORGANIZATIONAL RELATIONSHIPS. The Legal Officer reports to the Executive Officer for the performance of assigned duties and to the X-Division Officer for matters of accountability and routine division administration of the enlisted personnel assigned to his or her supervision. When a Judge Advocate is assigned, the Judge Advocate shall head a Legal Department and the provisions of paragraph 332 shall apply.

Officers and enlisted personnel assigned to the legal office report to the Legal Officer.

303.11 PERSONNEL OFFICER

a. BASIC FUNCTION. The Personnel Officer is responsible for enlisted personnel placement following the Personnel Assignment Bill and for the administration and custody of enlisted personnel records. SECNAVINST 5720.42E shall be referred to concerning all requests for Department of the Navy records that can reasonably be interpreted as requests under the Freedom of Information Act. Additionally, SECNAVINST 5211.5D must be carefully followed concerning collecting personal information and safeguarding, maintaining, using, accessing, amending, and disseminating personal information maintained in systems of records. Particular attention must be paid to requests for lists of names and duty addresses or home addresses or phone numbers of crew members. See paragraph 510.58.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Supervise the administration of the personnel office.

(2) Maintain the service records of enlisted personnel. Supervise the accounting of enlisted personnel, including the submission of Personnel Diary, maintenance of Enlisted Distribution and Verification Reports, and review Enlisted Manpower Authorization and Ship/Squadron Manning Documents.

(3) Ensure that all directives and communications relating to transfers, receipts, advancements or reductions in rating, reenlistments, or any other changes in the status of enlisted personnel are executed and recorded.

(4) Supervise the processing of enlisted performance evaluations, leave papers, identification cards, and orders.

(5) Comply with directives pertaining to administration of enlisted personnel.

(6) Supervise the compilation and forwarding of information from service records for the use of the Commanding Officer at Commanding Officer's Nonjudicial Punishment, and maintain the mast record if a judge advocate officer is not assigned.

(7) Review the eligibility of personnel to attend service schools.

(8) Initiate correspondence concerning the unit's allowance and use of personnel to the type commander or Chief of Naval Personnel.

(9) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The Personnel Officer reports to the Executive Officer for the performance of duty and to the appropriate Division Officer/Department Head regarding the routine administration of assigned enlisted personnel.

303.12 POSTAL OFFICER

a. BASIC FUNCTION. The Postal Officer supervises the detailed postal functions of the command.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Organize and supervise the postal functions of the unit.

(2) Ensure timely distribution of the mails through mail orderlies appointed from each division.

(3) Ensure that the designation of a Navy Postal Clerk is entered on a separate page 13 (Administrative Remarks) of the service record.

(4) Ensure proper security stowage for all postal effects held in trust.

(5) Ensure audits of stamp accounts are conducted monthly.

(6) Ensure money order reports and funds are audited and verified on each day money order business is conducted, funds are exchanged for U.S. Treasury checks and all funds, reports and related items are submitted by registered mail to the Money Order Division, St. Louis, Missouri.

(7) Ensure Custodian of Postal Effects (COPE) and Military Postal Clerk(s) (MPC) are designated on DD 2257.

(8) Ensure compliance with the OPNAVINST 5112.4B and OPNAVINST 5112.5A (which includes DOD Postal Manuals, Vols I and II respectively); OPNAVINST 5112.6B; and the U.S. Postal Service Publications (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The Postal Officer reports to the Commanding Officer via the Executive Officer on postal matters. Enlisted personnel assigned to the post office report to the Postal Officer for technical direction and personnel administration.

303.13 PUBLIC AFFAIRS OFFICER (PAO)

a. BASIC FUNCTION. The Public Affairs Officer assists the Commanding Officer and the Executive Officer in carrying out the public affairs program of the unit. SECNAVINST 5720.42E shall be referred to concerning all requests for Department of the Navy records that can reasonably be interpreted as requests under the Freedom of Information Act. Additionally, SECNAVINST 5211.5D must be carefully followed concerning collecting personal information and safeguarding, maintaining, using, accessing, amending, and disseminating personal information maintained in systems of records. Particular attention must be paid to requests for lists of names and duty addresses or home addresses or phone number of crew members. See paragraph 510.58.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Keep the Commanding Officer and Executive Officer informed concerning public affairs trends, policies, and potentialities, including directives on security and release of information for publication.

(2) Supervise the preparation of material for public release from the unit following guidance from the chain of command. Supervise compliance with Public Affairs directives in regard to releases or proposed releases concerning unit and

personal achievement, serious accident/incident, and unit participation in community relations activities.

(3) Assist the Commanding Officer in interviews with the press.

(4) Assist in publishing the unit's newspaper, conducting Captain's Call, and other internal communication efforts as desired.

(5) Coordinate and conduct an active community relations program between the unit and local civilian sectors/organizations.

(6) Prepare briefing material and information pamphlets for embarked guests.

(7) Ensure fleet home town news center information is properly compiled and used by the command.

(8) Maintain liaison with higher echelon public affairs offices.

These duties are principal duties only. For more detailed duties, refer to Department of Navy Public Affairs Regulations SECNAVINST 5720.44A (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The Public Affairs Officer reports to the Commanding Officer, normally via the Executive Officer regarding public affairs duties, and to the appropriate division officer/department head regarding routine administration. Enlisted personnel assigned to duty in public affairs report to the Public Affairs Officer.

303.14 RECREATIONAL SERVICES OFFICER

a. BASIC FUNCTION. The Recreational Services Officer is appointed to exercise administrative and executive control and accountability for the recreational services program. The program shall be administered following the Afloat Recreation Manual (BUPERSINST 1710.17 (NOTAL)).

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Develop and administer an active and varied program of recreation activities, interdivisional athletics, off-duty activities and diversions for assigned personnel.

(2) Be custodian of the recreation fund if no other officer is assigned.

(3) Ensure preparation and timely submission of required reports concerning recreational services activities.

(4) Develop a financial budget for appropriated and non-appropriated funds and administer the use of recreation funds per the Recreational Services Manual and Navy Comptroller Manual, Vol. VII (NOTAL).

(5) Supervise the purchase, maintenance, and disposition of all recreation property and equipment required to support the recreational services program. Ensure the equipment meets the safety guidelines established by nationally recognized consensus agencies as determined by BUPERSINST 1710.20.

(6) Supervise the issuance and use of all recreation equipment.

(7) Use the forms specified in the Nonappropriated Fund Accounting Procedures Manual, (NAVSO P-3520 (NOTAL)).

(8) Coordinate Recreational Services activities with special interest groups, clubs, private associations, volunteer tour programs, or other miscellaneous recreation programs under Navy or civilian sponsorship.

(9) Maintain liaison with other units, stations, and civilian communities with respect to available recreation programs and facilities.

(10) Encourage participation in intramural sports programs to stimulate competitive spirit and physical fitness in accordance with the health and physical readiness program (OPNAVINST 6110.1D (NOTAL)) and the weight control instructions.

(11) Maintain close liaison with Recreation Committee, Recreation Council, and the local Fleet Recreation Coordinator.

(12) Train and supervise the personnel assigned in the specialized functions of recreational services.

(13) Coordinate a recreational safety program with the unit's Safety Officer. Promote recreational safety through training and education. Conduct seasonally and geographically appropriate training quarterly.

(14) Attend all meetings of the Recreation Council and Recreation Committee.

(15) Communicate the recreation needs of assigned personnel to the Commanding Officer.

(16) Maintain recreation source materials pertaining to the proper administration of the recreational services program.

(17) The accounts of the Recreational Services Officer will be audited by the local Internal Review Staff as prescribed by BUPERSINST 7510.1, Local Audits of Recreational Services Activities (NOTAL), or the Audit Board as prescribed by the Bureau of Naval Personnel.

(18) Although not mandatory (unless also assigned as Recreation Fund Custodian), it is highly recommended that the Recreational Services Officer attend the BUPERS Afloat Management Course.

c. ORGANIZATIONAL RELATIONSHIPS. The Recreational Services Officer is responsible to the Commanding Officer for the proper functioning of recreation programs. Personnel assigned to recreational services shall report to the Recreational Services Officer. The Recreation Fund custodian shall assist the Recreational Services Officer in administering the recreation program.

303.15 SAFETY OFFICER (Units without Safety Department)

a. BASIC FUNCTION. The Safety Officer will be assigned to duty directly under the Executive Officer but with direct access to the Commanding Officer in matters of safety. The Safety Officer, when not a Department Head, will be of Department Head status and seniority in order to coordinate the safety program effectively. The Safety Officer is responsible for coordinating the implementation of a comprehensive safety program based on objectives established by the Commanding Officer, promoting maximum cooperation in safety matters at all levels, ensuring wide distribution of safety information, monitoring the submission of required safety reports to ensure accuracy and timeliness, and maintaining appropriate safety records and statistics.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Act as the principal advisor to the Commanding Officer on safety and health matters.

(2) Oversee unit-wide planning to implement all elements of the Safety Program.

(3) Prepare and submit, through the chain of command, requests for outside professional safety support such as

industrial hygiene surveys, comprehensive safety inspections and motor vehicle safety training.

(4) Participate in mishap investigations as appropriate.

(5) Ensure timely and accurate submission of required mishap reports.

(6) Maintain and analyze safety records (inspection/survey reports, injury reports, mishap statistics, specific hazard locations, and medical evaluation statistical data).

(7) Participate in or appoint a trained safety supervisor to participate in zone inspections.

(8) Ensure wide dissemination of safety information.

(9) Schedule/coordinate safety training with the Training Officer/Planning Board for Training.

(10) Serve as advisor-recorder of the Safety Council. Prepare agenda for issuance by the Commanding Officer/Executive Officer.

(11) Serve as chairperson of the Enlisted Safety Committee.

(12) Evaluate, in conjunction with the Safety Council, the unit's Safety Program for effectiveness and compliance.

(13) Ensure with the assistance of the 3-M Coordinator, that safety discrepancies beyond the unit's capability are properly identified in the Current Ship's Maintenance Project (CSMP) and are entered into the Availability Workload Package.

(14) Periodically monitor the Navy's Medical Surveillance Program.

c. ORGANIZATIONAL RELATIONSHIPS

(1) The Safety Officer reports to the Commanding Officer for matters regarding safety and to the Executive Officer for matters relating to the administration of programs and the correction of deficiencies.

(2) Personnel assigned to duty under the Safety Officer report to him/her.

(3) The Safety Officer collaborates with all department heads, executive assistants, and division safety officers in

safety matters and program management. All hands have direct access to the Safety Officer.

303.16 SECURITY MANAGER

a. BASIC FUNCTION. The Security Manager is responsible to the Commanding Officer for the management of the command information and personnel security program. An officer or civilian employee, GS-11 or above, designated in writing, as outlined in Chapter 6, Section 620.5 will be assigned this duty as sole, principal, or collateral duty depending upon the scope of the unit's security responsibilities. An officer designated as the command's Security Manager must be U.S. citizen, have a satisfactory Background Investigation, and have completed the Security Manager Correspondence Course, NAVEDTRA 10987 (series). The designation of such officers shall be identified on organizational charts, telephone listings, rosters, etc. The officer will have sufficient staff assistance and authority to carry out an effective information security program. Specific security tasks may be assigned to other officers, but the Security Manager remains responsible for coordinating all aspects of the information security program to ensure proper classification management, personnel security, information systems security, physical measures for protecting classified material, and security education and training.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Serves as the Commanding Officer's advisor and direct representative in matters pertaining to the security of classified information and personnel security.

(2) Develops written command information and personnel security procedures, including an emergency plan which integrates emergency destruction bills where required.

(3) Formulates and coordinates the command's security education program.

(4) Ensures that threats to security, compromises, and other security violations are reported, recorded and, when necessary, investigated vigorously. Ensures incidents falling under the investigative jurisdiction of the Naval Criminal Investigative Service (NCIS) are immediately referred to the nearest NCIS office. Maintains liaison with cognizant staff judge advocate or Naval Legal Service Office to ensure required investigations are completed in accordance with pertinent directives.

(5) Administers the command's program for classification, declassification, and downgrading of classified information.

(6) Coordinates the preparation and maintenance of classification guides in the command.

(7) Maintains liaison with the command's Public Affairs Officer to ensure that proposed press releases and proposed nonofficial works or speeches which could contain classified information are referred for security review. (See SECNAVINST 5720.44A, Public Affairs Manual; SECNAVINST 5510.25A, Responsibility Review of DON Information; and Navy Regs.)

(8) Ensures compliance with accounting and control requirements for classified material, including receipt, distribution, inventory, reproduction, and disposition.

(9) Coordinates with the Security Officer on physical security measures for protection of classified material.

(10) Ensures that any electrical or electronic processing equipment meets control of compromising emanations (TEMPEST) requirements.

(11) Ensures security control of visits to and from the command when the visitor requires, and is authorized, access to classified information.

(12) Ensures protection of classified information during visits to the command when the visitor is not authorized access to classified information.

(13) Prepares recommendations for release of classified information to foreign governments.

(14) Ensures compliance with the Industrial Security Program for classified contracts with DOD contractors.

(15) Ensures that all personnel who are to handle classified information or to be assigned to sensitive duties are appropriately cleared and that requests for personnel security investigations are properly prepared, submitted, and monitored.

(16) Ensures that access to classified information is limited to those with the need to know.

(17) Ensures that personnel security investigations, clearances, and access are recorded.

(18) Coordinates the command program for continuous evaluation of eligibility for access to classified information or assignment to sensitive duties.

(19) Maintains liaison with the command Special Security Officer concerning investigations, access to Sensitive Compartmented Information (SCI), continuous evaluation of eligibility, and changes to information and personnel security policies and procedures.

(20) Maintains records of personnel foreign travel reported by assigned personnel. These records should identify, whenever possible, the traveller's route and mode of travel, destination, length of stay, identity of fellow travellers (when accompanying the traveller), and identity of tour operator (if a tour operator is used).

(21) Coordinates with the command ADP and Physical Security Officers on matters of common concern.

c. ORGANIZATIONAL RELATIONSHIPS

(1) The Security Manager reports to the Commanding Officer on matters of security and to the Executive Officer for administration of the information and personnel security program.

(2) When assigned, the Top Secret Control Officer and the Information systems Security Officer report to the Security Manager. Personnel assigned to the Security Manager report to him/her.

(3) The Security Manager collaborates with Department Heads, the Security Officer, Communications Security Material (CMS) Custodian, Nuclear Safety Officer, ADP System Security Officer and others as necessary to ensure the safeguarding of classified information.

d. REFERENCES

(1) OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

303.17 SECURITY OFFICER

a. BASIC FUNCTION. The Security Officer is responsible for the supervision, direction, and employment of the assets of the Security Department/Division, for the security of the ship, and for assisting the Commanding Officer to maintain good order and discipline of the ship. When no security officer is authorized/assigned; the duties, responsibilities, and authority described

in paragraph 303.17b will be assumed by the CMAA or an assigned officer assisted by the CMAA.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Plan, manage, implement, and direct the ship's physical security, law enforcement, antiterrorism, and loss prevention programs, including development and maintenance of comprehensive physical security instructions and regulations.

(2) Determine adequacy of the ship's physical security, antiterrorism, and loss prevention programs; identify those areas in which improvements are required. Prepare a command Physical Security Plan which identifies material, spaces, and equipment that require protection. Determine specific resources (personnel, material, and funds) required for the security of the command and constraints in resource application; and develop a concept of operations for contingencies and potential threats.

(3) Provide training for the Master-At-Arms force, brig staff, security watch standers, shore patrol personnel, beach guards, and ship's security response force.

(4) Coordinate with Department Heads concerning their respective departments, internal/external, and lower deck security watch and patrol requirements. Matters relating to the security of special weapons is under the cognizance of the Weapons Officer, and the Commanding Officer of the Marine Detachment, if assigned.

(5) Provide assistance to the Beach Guard Officer as required.

(6) Enforce U.S. Navy Regulations with respect to the use or introduction of controlled substances on board. Coordinate the efforts and scheduling of a drug detection dog, when embarked.

(7) Organize and direct the Master-At-Arms force in providing a positive law enforcement program to include both patrol and investigative functions.

(8) Ensure liaison concerning mutual security responsibilities is maintained with federal and civil agencies, host country officials or military activities.

(9) Enforce U.S. Customs laws as required.

(10) Exercise positive supervision over the brig.

(11) Ensure that when in port the brow, gangway (accommodation ladder), pier, forecastle, fantail, and perimeter security watches are manned by properly trained personnel.

(12) Ensure that security watches and Master-At-Arms patrols are established, both at sea and in port, and perimeter security watches are manned by properly trained personnel.

(13) Ensure that security watches and Master-At-Arms patrols are established, both at sea and in port, to maintain a level of security that will protect the ship from any disruption.

(14) When directed by the Commanding Officer, post the internal and/or external security watch.

(15) During general visiting, direct the Master-At-Arms force in the posting of sentries and guides for the general policing of visitor area. Prior to getting underway, ensure a thorough search of the ship for stowaways is made by departments and a report of the search is made to the OOD.

(16) Ensure that the Master-At-Arms force acts as roving safety inspectors and assists the Safety Officer in keeping the safety program viable at all times.

(17) Provide guidance and assistance to the Commanding Officer on crime prevention/loss prevention and its impact on the quality of life.

(18) Develop and maintain a command Missing, Lost, Stolen, or Recovered (MLSR) Property Program and supporting loss prevention plan which:

(a) Identifies and prioritizes, by attractive nature and likelihood of loss, assigned property susceptible to theft and pilferage.

(b) Identifies command property accountability, inventory, causative research, and inspection procedures in effect.

(c) Establishes procedures for adequate internal and external investigative measures, and for the review and trend analysis of losses.

(d) Establishes command function areas and designates personnel to be active in, and responsible for, loss reporting, trend analysis review, and investigative requests and liaison.

(e) Establishes procedures for ensuring that all losses and gains, inventory adjustments, and surveys of property are reported following SECNAVINST 5500.4G and other directives as appropriate.

(f) Monitors legal, disciplinary, and administrative procedures applicable to those found responsible and liable for losses.

(19) Conduct physical security surveys, inspections, and audits.

(20) Identify the real property and assets, by priority, to be protected.

(21) Identify restricted areas and ensure such areas are properly designated by the Commanding Officer.

(22) Determine boundaries and establish perimeters of restricted areas.

(23) Assess the security threat to the ship including restricted areas.

(24) Determine and identify the necessary resources to implement effective Physical Security and Loss Prevention Programs.

(25) Recognize constraints in resource application.

(26) Determine and recommend establishment of barriers at points of ingress and egress (e.g. pier, brows, accommodation ladders, etc.).

(27) Develop and maintain the personnel identification and access control system(s), as required.

(28) Where applicable, coordinate security requirements of embarked staffs and ensure that those requirements are entered in applicable instructions.

(29) Provide technical assistance on all security matters.

(30) Develop security and anti-terrorism aspects of crisis management. Participate in the planning, direction, coordination, and implementation of procedures for crisis management of situations (including hostage situation) which pose a threat to the physical security of the ship. Act as the

commanding officer's crisis manager and primary staff advisor during any security related crisis.

(31) Identify through surveys, inspections, and budget submissions, physical security procedures, equipment, and security upgrades which will detect, delay, deter, and/or prevent wrongful removal, damage, destruction, or compromise.

(32) Identify other physical security measures and procedures necessary to accomplish the ship's mission.

(33) Establish and provide for maintenance of records relating to losses of government and personal property and violations and breaches of physical security measures and procedures. These records shall be retained until completion of the cognizant Immediate Superior in Command (ISIC) inspection cycle, or a minimum of three years, whichever is greater.

(34) Act as ship's point of contact for coordinating and monitoring physical security waivers and exceptions. Additionally, review and endorse requests for waivers and exceptions for forwarding to approving authority.

(35) Establish and maintain liaison and working relationships and agreements with the local NCIS Office or embarked NCIS Agent. Liaison with Federal investigative agencies must be conducted through the ship's servicing NCIS Office which is exclusively responsible for maintaining liaison on all criminal and security investigative and counterintelligence matters with federal law enforcement, security, and intelligence agencies.

(36) Serve as facilitator of, and be responsible for, minutes and records of the ship's Physical Security Review Committee.

(37) Maintain regular contact and coordinate with managers of specialized security programs within the ship concerning physical security threats and requirements.

(38) Maintain contact with and solicit advice from the cognizant staff judge advocate concerning the legal aspects of physical security.

(39) Develop, maintain, and administer an ongoing security education program encompassing physical security, crime prevention, loss prevention, antiterrorism, and local threat conditions.

(40) Identify the number of posts, patrols, and strengths of the security forces sufficient to protect from, react to, and confront situations and circumstances which threaten personnel and property.

(41) Prepare post orders, standard operating procedures, and training plans for the security force and security reaction force, to include use of force, apprehension, and temporary detention of intruders and violators, antiterrorism, and other appropriate topics.

(42) Develop written security orders and/or directives to cover all phases of physical security operations.

c. ORGANIZATIONAL RELATIONSHIPS

(1) The Security Officer reports to the Commanding Officer in matters relating to the physical security of the ship and to the Executive Officer for the administration of the physical security plan.

(2) The Security Officer collaborates with department heads, the Security Manager, and others as necessary to ensure the physical security of the ship.

(3) The Chief Master-at-Arms (unless also the Security Officer), the brig supervisor, and the physical security petty officer report to the Security Officer.

d. REFERENCES

(1) SECNAVINST 5530.4A, Naval Security Forces Ashore and Afloat.

(2) SECNAVINST 5500.29B, Use of Force by Personnel Engaged in Law Enforcement and Security Duties.

(3) OPNAVINST 5530.14B, Physical Security and Loss Prevention Manual.

(4) OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

303.18 SENIOR WATCH OFFICER

a. BASIC FUNCTION. The Senior Watch Officer, under the direction of the Executive Officer, is responsible to the Commanding Officer for the assignment and general supervision of all deck watchstanders, both underway and in port.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Maintain a data file of officer underway and in-port deck watchstanders, including watchstanding qualifications, assignment to watches, and section assignment.

(2) Coordinate the training of deck watch officers.

(3) Prepare the officer underway and in-port watch bills subject to the approval of the Commanding Officer.

(4) Prepare the enlisted underway and in-port watch bills subject to the approval of the Executive Officer.

(5) Schedule rotation of the unit's in-port duty sections.

(6) Arrange for and supervise training of watchstanders required to bear fire arms.

c. ORGANIZATIONAL RELATIONSHIPS. The Senior Watch Officer reports to the Commanding Officer for approval of officer watch bills and to the Executive Officer for the training of deck watch officers. He or she coordinates training with Security Officer as appropriate.

Heads of Departments will recommend qualified enlisted personnel of their departments for departmental watches to the Senior Watch Officer.

303.19 SHIP'S SECRETARY

a. BASIC FUNCTION. The Ship's Secretary is responsible, under the Executive Officer, for the administration and accountability of ship's correspondence and directives, for administration and custody of officer personnel records, and for the maintenance of reports and the forms control program. The Ship's Secretary supervises the preparation of the Commanding Officer's personal correspondence and fitness reports. The Senior Yeoman (YN) is the Commanding Officer's writer.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Supervise the administration of the Captain's office.

(2) Review all correspondence prepared for the signature of the Commanding Officer or Executive Officer, ensuring that it conforms with the Navy Correspondence Manual and command directives.

(3) Process incoming and outgoing correspondence with the exception of Secret and Top Secret, unless also designated as Security Manager and Top Secret Control Officer, to ensure it is expeditiously routed and accounted for.

(4) Maintain the command's central correspondence files following SECNAVINST 5210.11D (NOTAL).

(5) Supervise the forwarding of required reports, and maintain the Master Reports Tickler File.

(6) Advise Department Heads, Executive Assistants, and clerical personnel on proper format of correspondence.

(7) With the exception of Naval Warfare Publications, maintain a reference library of all publications required for ship's administration. Maintain a master list of all publications and their location.

(8) Be the directives control point for all directives prepared, issued, or handled within the Navy directives system with the exception of department and division directives.

(9) Control the reproduction and issuance of directives signed by the Commanding Officer or Executive Officer. Maintain the command's central directives files.

(10) Be responsible for officer personnel record administration.

(11) Supervise the distribution, handling, preparation, and forwarding of officer fitness reports.

(12) Administer the officer personnel accounting system.

(13) Maintain official case files.

c. ORGANIZATIONAL RELATIONSHIPS. The Ship's Secretary reports to the Commanding Officer, to the Executive Officer regarding assigned duties, and to the Administrative Assistant regarding routine administration of personnel assigned to the Captain's office. All personnel assigned to the Captain's office report to the Ship's Secretary.

303.20 NAVY TACTICAL COMMAND SUPPORT SYSTEM COORDINATOR (NTCSS) (OPTIMIZED AND LEGACY SNAP)

a. BASIC FUNCTION. The NTCSS System Coordinator shall be an officer or chief petty officer (or senior petty officer aboard unit level ships) assigned the primary duty to coordinate the

implementation, operation and maintenance of the NTCSS. For Force Level commands, in addition to the NTCSS System Coordinator, an individual Functional Area Supervisor (FAS) will also be assigned for each individual application, such as SUADPS, R-SUPPLY, OMMS-NG, NALCOMIS and RADM. The FAS will report to respective Division Officers/Department Heads for subject related issues. For example, the FAS for R-SUPPLY would report to the Supply Officer for supply-related issues. The NTCSS Coordinator will be assisted by one or more NTCSS system maintainers who will be trained to perform preventive and corrective maintenance on the NTCSS system.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Be responsible for the operation and maintenance of the NTCSS system following Navy NTCSS guidelines.

(2) Serve as the primary point-of-contact between off-ship activities interfacing with the NTCSS system.

(3) Coordinate, monitor, and schedule NTCSS production requirements with functional area supervisors.

(4) Ensure equitable allocation of NTCSS services to all departments with functional requirements.

(5) Install and implement updated software and data files under the guidance of SPAWARSYSCEN and other support commands.

(6) Schedule and coordinate software/hardware assistance from TYCOM, SPAWARSYSCEN and other support commands.

c. ORGANIZATIONAL RELATIONSHIPS. The NTCSS System Coordinator will be a primary billet aboard ships with SNAP I/SNAP II systems. The NTCSS System Coordinator will be designated to provide a single point-of-contact and act as a data manager for NTCSS administration and operation. The NTCSS System Coordinator will report to the C^4I Department Head as a special assistant in controlling the ship's data in all matters relating to the NTCSS system (implementation, operation, maintenance and ADP security requirements). The NTCSS System Coordinator will also keep any customer departments up-to-date as to system status.

303.21 TRAINING OFFICER

a. BASIC FUNCTION. The Training Officer assists the Executive Officer in the formulation and administration of the unit training program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Serve as a member of the Planning Board for Training.

(2) Maintain contact with training activities of the shore establishment to advise the Planning Board on availability, and use of training facilities.

(3) Manage the formal schools training program, including obtaining and canceling quotas, dissemination of quota informa-

tion, preparation of Temporary Additional Duty (TAD) orders, TAD target funds (TADTAR) management, and service record entries.

(4) Coordinate indoctrination courses for all newly reported personnel.

(5) Prepare a training program for midshipmen and reserve personnel embarked for training duty.

(6) Evaluate, with the Planning Board for Training, the effectiveness of using records, reports, graphs, and other control devices for unit-wide, department, and division training programs.

(7) Prepare, issue and maintain training schedules after the Planning Board for Training has outlined the requirements.

(8) Coordinate with the Operations Officer in scheduling training exercises.

(9) Supervise implementation of The Personnel Qualification Standards (PQS) System and ensure its use as the basis for training objectives within the command training program.

(10) Maintain an index of applicable PQS for use in the unit. Ensure that an adequate supply of all applicable PQS packages is maintained.

(11) Supervise the administration of the command's overall training program.

(12) Coordinate a safety training program with the unit's Safety Officer. See paragraph 705.2a and b.

c. ORGANIZATIONAL RELATIONSHIPS. The Training Officer reports to the Executive Officer regarding assigned duties. He/she collaborates with the following officers in developing the overall training program and in implementing special training programs:

(1) Other members of the Planning Board for Training

(2) Department heads

(3) First Lieutenant

(4) Damage Control Assistant

(5) Administrative Assistant/Personnel Officer

(6) Educational Services Officer

(7) Training Assistants of department heads.

(8) Security Manager

(9) Safety Officer

(10) Legal Officer

Personnel assigned to the training office report to the Training Officer.

303.22 3-M COORDINATOR

a. BASIC FUNCTION. The 3-M Coordinator manages all facets of the 3-M program. Prerequisite formal schooling in administration and operation of the shipboard 3-M system or appropriate PQS qualification in 3-M system will be completed prior to assignment.

b. DUTIES AND RESPONSIBILITIES

(1) Carry out the duties and responsibilities set forth in OPNAVINST 4790.4B.

(2) Identify safety deficiencies and coordinate corrective action (See paragraph 705.3).

c. ORGANIZATIONAL RELATIONSHIPS. The 3-M Coordinator reports to the Executive Officer for coordination and direct supervision of all facets of the 3-M program. Department Heads, Division Officers, Departmental 3-M Assistants, and Work Center Supervisors collaborate with the 3-M coordinator on matters relating to the 3-M system. In aircraft carriers the 3-M Coordinator reports to the Maintenance Management Department (MMD) Head.

303.23 LAY READER

a. BASIC FUNCTION. A Lay Reader may be appointed in writing by the Commanding Officer to serve for a period of time to meet the religious needs of a particular religious faith group. Commanding Officers are encouraged to seek the advice and assistance of the Command Chaplain or chaplain attached to a higher echelon regarding the selection of an appropriate lay reader. There is no civilian credential or approval implied in the appointment by the Commanding Officer. In addition, appointment as Lay Reader terminates when the need is no longer apparent; for example, at the end of a deployment, or when the Lay Reader is

transferred. Lay readers shall be selected on the basis of high moral character, motivation and religious interest. Commanding Officers will ensure that lay readers are properly trained. In order to facilitate their work with chaplains and lay readers of all faith groups, Religious Program Specialists (RP) will not be assigned as lay readers.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Conduct lay services of his/her specific faith group. Lay-conducted services are supplemental to the Command Religious Program derived out of necessity and are not to be considered a substitute for divine services conducted by chaplains or ordained civilian clergy.

(2) Except in extraordinary circumstances, chaplains shall be the only persons to administer sacraments aboard Navy ships. In cases of necessity, however, Commanding Officers may permit lay readers to administer sacraments to members of their faith group, providing the lay reader has been approved in writing by the specific religious body. Although religious authority to administer sacraments may be granted to a lay reader by a particular faith group, permission to administer sacraments aboard a Navy ship rests solely with the Commanding Officer.

(3) Offerings should not be taken at lay-conducted services, except as authorized by the Commanding Officer. Any monies collected will be used for religious benevolence purposes only.

c. ORGANIZATIONAL RELATIONSHIPS. Lay readers aboard ships without chaplains report to the Executive Officer regarding their responsibilities. Coordination with a chaplain of the next higher echelon is required unless precluded by military necessity. Lay readers aboard ships with chaplains report directly to the chaplain.

d. REFERENCES

(1) SECNAVINST 1730.7A (NOTAL)

(2) OPNAVINST 1730.1B

303.24 NAVAL RESERVE COORDINATOR

a. BASIC FUNCTION. The Reserve Coordinator assists the Executive Officer in the proper administration of Naval Reserve Personnel assigned to fill valid mobilization billets of the command or assigned for training. The basic functions are:

(1) Coordinate the integration of reserve personnel into their assigned mobilization billets and assist in their training and readiness.

(2) Plan and coordinate training for Selected Reserve personnel embarked on their annual two-week Active Duty for Training (AT) and weekend Inactive Duty Training Travel (IDTT). Maintain liaison with reserve unit representatives in meeting mobilization readiness needs of the command.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY

(1) Manage the reserve training program by planning, monitoring, and evaluating the mobilization training of assigned reserve units/personnel to include:

(a) Monitor mobilization billet qualification progress.

(b) Provide necessary support for reserve unit training functions.

(c) Provide command assessment on the specifics of unit readiness attainment.

(d) Ensure the completion and forwarding of all individual and unit evals/reports as required.

(2) Provide preplanning to optimize training opportunities in the following areas:

(a) Personnel Qualification Standards (PQS)

(b) NOBC/NEC requirements

(c) Watchstanding qualifications

(d) Warfare qualifications

(e) Team training: i.e., Damage Control, firefighting teams, etc.

(f) Indoctrination, lectures, familiarization of command.

(g) School quotas or short courses of instruction available relevant to reserve training.

(3) As a member of the Planning Board for Training (PBFT). Coordinate time periods for scheduling of AT and IDTT to maximize reserve training.

(4) Coordinate with appropriate personnel to ensure adequate planning for:

(a) Berthing

(b) Messing

(c) Watch assignments

(d) Necessary transportation during AT or weekend training

(e) Orders processing, pay, travel claims, receipt of administrative packages (Record of Emergency Data)

(f) Receipt of health records, medical support

(g) Issuing of appropriate foul weather clothing and safety equipment

(5) Notify unit of required security clearances, small arm qualifications.

c. ORGANIZATIONAL RELATIONSHIPS. The Reserve Coordinator reports to the Executive Officer regarding assigned duties and interfaces with the Selected Reserve unit representative for input prior to the training period and while the unit is present to ensure training objectives are achieved. The reserve unit representative shares equally in the responsibility to coordinate training with the Reserve Coordinator. The Reserve Coordinator collaborates with the following officers in administering the command's reserve training program.

(1) Members of the Planning Board for Training

(2) Division Officers

(3) Administrative Assistant/Personnel Officer

(4) Security Manager/Officer

(5) Senior Watch Officer

(6) Medical Representative

303.25 MANAGEMENT CONTROL PROGRAM COORDINATOR

a. BASIC FUNCTION. The Management Control Program Coordinator (MCPC) is responsible under the Executive Officer for coordinating a Management Control Program to fulfill the requirements of the Federal Managers' Financial Integrity Act (FMFIA) of 1982 (31 U.S.C. 3512), SECNAVINST 5200.35D, OPNAVINST 5200.25C and associated directives. In small commands the Executive Officer may choose to exercise this responsibility directly. In large commands, commands with numerous or complex management programs, or commands with oversight responsibility for many subordinate commands, the MCPC shall be a primary or collateral duty billet.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Establish and maintain an inventory of assessable units, segmented along organizational, functional and/or program lines. An alternative methodology can be followed, provided equivalent results are obtained while still identifying vital management controls.

(2) Monitor and make recommendations continuously to improve the effectiveness of management controls. Monitoring efforts should be documented. This process should maximize use of existing management evaluation data and minimize creating processes or procedures solely to execute the MCP.

(3) Establish and coordinate a process that identifies, reports, and corrects material weaknesses. This requirement is not meant to duplicate other existing processes for identifying, reporting on, or correcting material weaknesses, nor to diminish the responsibility of other parts of the chain of command in identifying, reporting, and correcting material weaknesses in their areas. The MCPC ensures, however, that the results of other processes for identifying, reporting and correcting material weaknesses are available for audit or inspection, and are considered in developing the command Statement of Assurance regarding management controls.

(4) Prepare reports required by the Navy MCP for Commanding Officer/Executive Officer review and approval as required.

c. ORGANIZATIONAL RELATIONSHIPS. The MCPC reports to the Executive Officer regarding assigned duties, and coordinates with appropriate department heads and division officers concerning the relationship of departmental/ divisional management controls with the MCP. In commands with an inspection or auditing responsibility over subordinate commands, coordinates

appropriately to incorporate inspection/audit programs in the MCP, if the MCP is not part of the inspection/audit program.

304. BOARDS AND COMMITTEES

a. GENERAL RESPONSIBILITIES. A board or committee is a group of persons organized under a president, chairperson, or senior member to evaluate a situation and make recommendations for solution or improvement; sit as a judicial body; or sit for other purposes as directed in the order establishing the board or committee. They are policy working groups and should not normally be assigned functions requiring supervision or direction.

(1) ORGANIZATION. A board or committee should be created when required functions cannot be performed within the duties already assigned to an individual. Boards and committees which meet infrequently, such as once a year, need be activated only during the period required. When necessary, the membership will be revised by the Executive Officer. Periodic revisions will be done so as to give experience in these duties to as many officers and enlisted personnel as possible, yet provide continuity of membership.

(2) MEMBERSHIP. Officers and enlisted personnel are assigned to boards and committees as a collateral duty by the Commanding Officer or Executive Officer. Such assignments will be announced in a unit notice. Any limits or special conditions governing the assigned duties will be stated in a formal letter to members of the board or committee.

(3) ACTIVATION. The guides which follow provide for the activation and functioning of boards and committees. Additional boards and committees may be established as required.

304.1 AWARDS BOARD

a. PURPOSE. The Awards Board will be responsible for assisting the Commander/Commanding Officer in evaluating recommendations for awards to personnel in the command and to ensure compliance with all directives of higher authority. In addition, the Awards Board is responsible to the Commanding Officer for implementing a system (within the guidelines of higher authority) to recommend approval or disapproval and amount of award to be paid by the Navy Incentive Awards Program.

b. MEMBERSHIP. The board will be composed of two or more officers designated by the Commanding Officer, one of whom will be designated as the Incentive Awards Officer. A chief warrant officer or chief petty officer may also be assigned.

c. PROCEDURE FOR MILITARY AWARDS. The Awards Board will:

(1) Inquire into and analyze all command recommendations for formal or informal awards requiring review by the Commander/ Commanding Officer.

(2) Ensure that the acts or services described in the recommendation fulfill all requirements of applicable directives.

(3) Submit each recommendation in proper format and with appropriate comments for the Commander's/Commanding Officer's consideration.

d. PROCEDURE FOR INCENTIVE AWARDS. The Awards Board will:

(1) Develop a system of review and make recommendation for cash awards to command members for suggestions, inventions, or scientific achievement contributing to efficiency, economy or improvement of operations within the Armed Forces.

(2) The Incentive Awards Officer will be a non-voting member of the board except in cases of a tie vote. He/she will present all associated documents and correspondence for final action by the Commanding Officer.

(3) Final approval or disapproval of the board's recommendations rests with the Commanding Officer.

e. CONVENING DATES. This board will be convened by the senior member when required.

f. REFERENCES

(1) SECNAVINST 1650.1F Navy and Marine Corps Award Manual (NOTAL).

(2) OPNAVINST 1650.8C Cash Awards for Military Personnel for Suggestions, Inventions, and Scientific Achievements (NOTAL).

304.2 CENSORSHIP BOARD

a. PURPOSE. The board will be responsible for wartime censorship of all communications as set forth in applicable directives of higher authority.

b. MEMBERSHIP. This board will consist of the Executive Officer as the unit's Chief Censor and a sufficient number of censors to review outgoing mail. Any officer or warrant officer may be detailed as a Censor by the Commanding Officer.

c. PROCEDURE. The procedures for censoring outgoing personal mail will be as prescribed by the unit's Chief Censor and current instructions pertaining to Armed Forces censorship.

d. CONVENING DATES. Censors will meet at the time prescribed by the unit's chief censor.

304.3 CLAIMS INVESTIGATION BOARD

a. PURPOSE. The Claims Investigation Board will investigate every incident referred to the board which may result in claims against or in favor of the United States Government.

b. MEMBERSHIP. The board normally will consist of the Command Legal Officer and additional members as assigned. The assistants will be under the general supervision of the investigating officer who is the senior member of the board.

c. PROCEDURES

(1) Consider all information and evidence resulting from previous investigations.

(2) Conduct further investigations as necessary to obtain a fair and impartial appraisal. Ensure that a comprehensive, accurate, and unbiased report is made to the Commanding Officer or to higher authority.

(3) Refer all potential admiralty claims to the judge advocate assigned to the immediate superior in command (ISIC) and contact the Admiralty Division, Office of the JAG immediately.

d. CONVENING DATES. The board will consider matters as referred.

e. REFERENCE. JAGINST 5800.7C, Manual of The Judge Advocate General (NOTAL).

304.4 CONTROLLED MEDICINALS INVENTORY BOARD

a. PURPOSE. The Controlled Medicinals Inventory Board will be responsible for conducting monthly inventories of all controlled medicinals, except for bulk stocks carried in a stores account.

b. MEMBERSHIP. This board will be composed of three members, at least two whom shall be officers. Enlisted personnel

in pay grades E-7, E-8 or E-9 may serve as the third member at the discretion of the Commanding Officer. An officer of the Medical, Dental, Nurse, or Medical Service Corps, if assigned, shall be a member provided the officer is not accountable for such substances. On small ships and shore stations (less than 300 personnel), one officer and an individual in pay grades E-7, E-8, or E-9 may constitute the board.

c. PROCEDURES

(1) A surprise inventory will be made monthly, or more frequently, if necessary. The records will be audited, the seals of unissued items checked for tampering, and the stowage security will be validated.

(2) The board will submit a written inventory report for approval of the Commanding Officer.

d. REFERENCE. NAVMED P-117, Manual of the Medical Department (NOTAL).

304.5 ENLISTED EXAMINING BOARD

a. PURPOSE. The Enlisted Examining Board will be responsible for examining eligible, recommended enlisted personnel for advancement and/or change in rating. This board will administer all examinations for advancement in rating.

b. MEMBERSHIP. This board will consist of three or more officers, designated in writing.

c. PROCEDURES. This board will ensure that examinations are administered following current instructions.

d. CONVENING DATES. The Examining Board will convene on examination dates and on other dates as necessary to conduct examinations.

e. REFERENCES

(1) NAVMILPERSMAN

(2) BUPERSINST 1430.16D Manual of Advancement

(3) Other current BUPERS, fleet, and force instructions

304.6 FLIGHT ORDER AUDIT BOARD

a. PURPOSE. The Flight Order Audit Board will establish procedures for ensuring requirements for hazardous duty pay are

met as outlined in references listed in subparagraph e of this section.

b. MEMBERSHIP. The Flight Order Audit Board will be appointed by the Commanding Officer and consists of at least three officers. Two of these shall be from the Supply Department and Air Operations Department.

c. PROCEDURES

(1) Ensure that records are kept, and flight certificates are authentic per current instructions.

(2) Conduct a monthly audit of all entries and documents pertaining to the flight orders issued for the previous month.

d. CONVENING DATES. Audits will be conducted immediately following the end of each month and prior to submission of flight certificates to the Disbursing Officer.

e. REFERENCES

(1) NAVMILPERSMAN

(2) NAVCOMPT Manual, Vol. IV (NOTAL)

304.7 FORMAL SURVEY BOARD

a. PURPOSE. The Formal Survey Board will investigate the loss or damage to certain classes of materials. A formal survey is required for classes of materials or articles designated by the Secretary of the Navy or as specifically directed by the Commanding Officer.

b. MEMBERSHIP. The Commanding Officer will appoint a Formal Survey Board consisting of either one commissioned officer or a board of three officers which includes as many commissioned officers as practicable. The following officers will not serve on the Survey Board:

(1) The Commanding Officer.

(2) The officer in whose records the articles are carried.

(3) The officer having custody of the articles.

c. PROCEDURES. The Survey Officer or a Survey Board will thoroughly inspect the articles to determine their condition at time of survey. If articles are missing, the officer or board

will thoroughly review the circumstances. A full report will be made to the Commanding Officer on the survey form including condition, cause, and accountability, together with a recommendation regarding disposition, replacement, or continuance in service. Missing-lost-stolen-recovered government property reports will be coordinated with the Security Officer.

d. CONVENING DATES. This board will be appointed by the Commanding Officer and will convene whenever a formal survey is required.

e. REFERENCES.

(1) Afloat Supply Procedures, NAVSUP PUB 485 (NOTAL)

(2) SECNAVINST 5500.4G (NOTAL)

304.8 GENERAL MESS ADVISORY BOARD

a. PURPOSE. The General Mess Advisory Board will solicit recommendations from the command's enlisted personnel regarding the operation of the enlisted mess.

b. MEMBERSHIP. The board will consist of one enlisted representative from each department or division ensuring that all enlisted personnel have equitable representation. The board will be chaired by the Food Services Officer. Additional board members may be designated by the Commanding Officer.

c. PROCEDURES. The board considers suggestions, comments, and any other matters (including information from suggestion boxes relating to the operation of the mess.

d. CONVENING DATE. The board will convene monthly.

304.9 HULL BOARD

a. PURPOSE. The Hull Board is established to inspect the hull, tanks, free flood spaces, outboard fittings, valves, and appendages at time of dry docking and prior to undocking to ensure proper condition for waterborne operations.

b. MEMBERSHIP. The board is composed of the Engineer Officer, First Lieutenant, Damage Control Assistant, and Operations Officer. The senior officer is designated the senior member of the board.

c. PROCEDURES. The board conducts hull inspections at time of docking and undocking in company with the Docking Officer.

The senior member of the board reports the findings of the Hull Board to the Commanding Officer.

d. CONVENING DATE. The board meets at the call of the senior member. Normally the board convenes at time of dry docking and just prior to undocking.

304.10 MESS AUDIT BOARD (AFLOAT)

a. PURPOSE. The Mess Audit Board (wardroom and chief petty officer mess) will be responsible for auditing the accounts of the respective mess treasurers.

b. MEMBERSHIP. The Mess Audit Board will be composed of at least three members, and none may be connected with the management of the mess they audit. One member will be an officer who will serve as senior member. The other members of the Mess Audit Board will be commissioned officers, warrant officers, chief petty officers or qualified petty officers. Consideration should be given to the composition of audit boards with regard to the grade of the senior member in relation to that of the custodian of the mess funds.

c. AUDIT FREQUENCY. The Mess Audit Board will conduct audits monthly.

d. AUDIT REPORT. The findings will be reported to the Commanding Officer via the Executive Officer by the tenth of the following month.

e. AUDIT PROCEDURE. In auditing the books of accounts and records of the mess, the Mess Audit Board will be governed by United States Navy Regulations.

304.11 MONIES AUDIT BOARD

a. PURPOSE. The Monies Audit Board will ensure that all government property and monies are accounted for and are properly protected and disposed of; that personnel adhere to regulations and instructions; and that irregularities are corrected. The Monies Audit Board will audit the following in accordance with current directives:

(1) Disbursing cash verification

(2) Post office funds

(3) Imprest funds

(4) Recreation fund

b. MEMBERSHIP. This board will consist of three or more impartial commissioned officers appointed by the Commanding Officer. One of the appointed officers should be a Supply Corps officer. The Disbursing Officer may not serve on the Monies Audit Board. Any two or more of the audit board members may make audits as outlined in the following paragraphs.

c. PROCEDURES

(1) Disbursing cash verification audit members will:

(a) Familiarize themselves with those parts of the Navy Comptroller Manual which pertain to such verification.

(b) Convene at unannounced and irregular intervals (at least once each quarter) to verify the cash account of the Disbursing Officer. The procedures outlined in the Navy Comptroller Manual will be followed.

(c) Immediately after the verification of the Disbursing Officer's official cash, the board will verify safekeeping deposits, including postage stamp stock, funds in the custody of the Disbursing Officer, and government checks on hand (by actual count).

(d) The verifying officers will report their findings in writing to the Commanding Officer immediately upon completion of verification of both official funds and safekeeping deposits.

(e) The verifying officers will be held responsible for correctness of cash verifications performed.

(f) Reference. Navy Comptroller Manual, Vol. IV.

(2) The post office funds audit members will:

(a) Inspect and audit accountable postal effects and monies, including the stamp fixed credit, money order funds and money orders to determine their accuracy.

(b) Become familiar with OPNAVINST 5112.4B (including DOD Postal Manual, Vol. I) which pertains to such verification

(c) Convene at unannounced and irregular intervals (at least once each month) to verify accountable postal effects and monies.

(d) The verifying officers will report their findings in writing to the Commanding Officer immediately upon verifying official funds.

(e) The verifying officers will be held responsible for correctness of verifications performed.

(f) Reference: OPNAVINST 5112.4B (includes DOD Postal Manual, Vol. I).

(3) Imprest fund audit members will:

(a) Verify that the cash and receipts on hand equal the imprest fund amount. This will be done by actual count in the presence of the custodian.

(b) Become familiar with the NAVSUP Manual sections regarding verification.

(c) Convene at unannounced and irregular intervals (at least once each quarter) to verify the imprest fund account of the Disbursing Officer. The procedures outlined in the NAVSUP Manual P-560 (NOTAL) will be followed.

(d) Verify that all transactions were properly approved by the Supply Officer and the Executive Officer, all receipts properly certified, and purchasing directives complied with. (NAVSUP P-560) (NOTAL)

(e) The verifying officers will report their findings in writing to the Commanding Officer immediately upon verifying the official funds.

(f) The verifying officers will be held responsible for correctness of cash verifications performed.

(g) Reference. NAVSUP Manual (NOTAL)

(4) Recreation fund audit members will:

(a) Be designated in writing by the Commanding Officer (Fund Administrator) and be responsible for audits and/property inventories following the Special Services Manual, Navy Comptroller Manual and Nonappropriated Fund Accounting Procedures.

(b) Convene at regularly scheduled and unscheduled/ unannounced intervals (at least twice yearly) to verify the recreation fund account. The detailed procedures outlined in the Special Services Manual will be followed.

(c) Conduct a complete inventory and audit of all property and monies whenever the custodian of the recreation fund is relieved and at other times as directed by the Fund Administrator and as specified in the Special Services Manual. A copy of all audits, to include working papers, documentation and inventories of recreation property, will be retained by the activity reviewed.

(d) Be assisted by the Special Services Officer and the custodian of the recreation fund in the conduct of such audits and inventories. These two officers, however, will not be members of the Audit and Inventory Board.

(e) Have had previous experience or training in accounting, auditing, financial administration or related fields, if possible.

(f) Verify that all transactions were properly approved by command through the budget or in response to deliberations and recommendations from the Recreation Council and Recreation Committee. All receipts should be properly certified and all disbursements made following applicable directives.

(g) Report the findings in writing to the Commanding Officer within ten (10) days of verification of all funds (appropriated and nonappropriated) and records pertaining thereto. The effectiveness of internal controls should be particularly noted.

(h) Be responsible for the correctness of the cash verifications performed.

d. REFERENCES

(1) BUPERSINST 1710.16 Afloat Recreation Manual (NOTAL)

(2) NAVSO P-3520, Nonappropriated Fund Accounting Procedures Manual (NOTAL)

(3) Vol. VII, Navy Comptroller Manual.

304.12 NAVAL COMMERCIAL TRAFFIC FUNDS AUDIT BOARD

a. PURPOSE. This board will audit the accounts of the Clerk of the Naval Commercial Traffic Fund monthly or upon his/her relief.

b. MEMBERSHIP. This board will consist of the Communications Officer and Supply Officer, if practical, or two officers appointed by the Commanding Officer.

c. PROCEDURES. This board will:

(1) Verify the cash balance of the fund.

(2) Conduct a complete audit of all accounts including verifying the rates used.

(3) Make a report of inspection to the Commanding Officer. The report is retained for at least one year subject to audit from Commander, Naval Telecommunications Command or the Commanding Officer, U.S. Navy Regional Finance Center, Washington, D.C.

d. CONVENING DATES. This board will convene monthly or upon the relief of the Commercial Traffic Clerk.

e. REFERENCES: NTP-9, U.S. Navy Commercial Communications Instructions (NOTAL).

304.13 NUCLEAR WEAPONS SAFETY COUNCIL

a. PURPOSE. The Nuclear Weapons Safety Council will ensure that all facets of the nuclear safety program are in effect.

b. MEMBERSHIP. The Council will consist of the Commanding Officer, Executive Officer, Weapons or Combat Systems Officer, Engineer Officer, Security Officer, Nuclear Weapons Safety Officer, Nuclear Weapons Handling Supervisor, Anti-submarine Warfare (ASW) Officer and/or Missile Officer, Damage Control Assistant (DCA), First Lieutenant, Explosive Ordnance Disposal (EOD) Officer (when assigned), a supply officer, the Medical Officer, senior hospital corpsman, senior enlisted person from each nuclear weapons system, Security Manager and Master Chief of the Command.

c. PROCEDURES. The council will ensure that nuclear safety procedures are strictly observed by all command personnel. The council will review the following:

(1) Personnel reliability.

(2) Accident/incident reports.

(3) Safety, education, and training.

(4) Security.

(5) Inspections.

(6) Storage, test, and handling.

(7) Emergency destruction/command disable.

(8) Weapons check sheets.

(9) Nuclear weapons reading file.

d. CONVENING DATES. The council will be convened by the Executive Officer quarterly or as required to maintain an effective nuclear safety program.

304.14 OFFICER CANDIDATE EXAMINING BOARD

a. PURPOSE. The Officer Candidate Examining Board will examine applicants for appointment to the United States Naval Academy or other officer candidate programs and recommend those who are considered qualified.

b. MEMBERSHIP. This board will consist of three line officers of the grade of lieutenant or above. The senior member shall be a lieutenant commander or above.

c. PROCEDURES. This board will:

(1) Personally interview each applicant concerning education, aptitude for military life, desire to become an officer and other matters concerning character or qualifications.

(2) Interview the division officers, petty officers, and others with whom the applicant has served.

(3) Examine the service record of each applicant.

(4) Make a recommendation on each applicant to the Commanding Officer. Only personnel who have outstanding records and are considered exceptional candidates for commissioning shall be recommended.

d. CONVENING DATES. This board will be convened when directed by the Commanding Officer.

e. REFERENCE. NAVMILPERSMAN 1020360 for BOOST, NAVMILPERSMAN 1020315 for PA(WO), and applicable periodic BUPERSNOTE 1120 for all others.

304.15 PHYSICAL SECURITY REVIEW COMMITTEE (PSRC)

a. PURPOSE. The Physical Security Review Committee will be responsible to the Commanding Officer for advising and assisting in applying standards and implementing the command's physical security and loss prevention program.

b. MEMBERSHIPS. The PSRC will be comprised of the following:

(1) Security officer (chairperson).

(2) Commanding Officer, Marine Corps Security Barracks/ Company or, as appropriate, the senior member of the activity Marine Corps Cadre if assigned.

(3) Comptroller/Disbursing Officer.

(4) Security manager and officers or managers of other specialized security programs (i.e., base/activity police/guard supervisor, ADP security officer, etc.).

(5) Public works officer or facilities manager/chief engineer.

(6) Supply officer.

(7) Legal officer or general counsel if available.

(8) Directors/heads of activities/installations and major command functions whose missions are influenced and impacted by security requirements/Department Heads on ships.

(9) Senior rated master-at-arms, or senior designated master-at-arms, assigned physical security duties.

(10) Internal review functional manager if available.

(11) Weapons/ordnance officer.

(12) Naval Criminal Investigative Service. Representative(s) of the Naval Criminal Investigative Service, while not listed in the required membership, should be included if available.

c. PROCEDURES. This committee will:

(1) Assist in determining requirements for and evaluating security afforded to areas of the activity.

(2) Advise on establishment of restricted areas.

(3) Review draft physical security and loss prevention plans or recommended changes prior to submission to the Commanding Officer.

(4) Review reports of significant losses or breaches of security and recommend improvements to the Physical Security and Loss Prevention Program.

d. CONVENING DATES. The PSRC will convene as required and at least quarterly.

e. REFERENCE. Department of the Navy Physical Security and Loss Prevention, OPNAVINST 5530.14B.

304.16 PLANNING BOARD FOR TRAINING

a. PURPOSE. The Planning Board for Training will be responsible to the Commanding Officer for developing a unit's training program with the ultimate goal of well-trained and qualified personnel.

b. MEMBERSHIP. The Planning Board for Training will be comprised of the following:

(1) Executive Officer (chairperson).

(2) Department Heads.

(3) Damage Control Assistant.

(4) Educational Services Officer (recorder).

(5) Training Officer.

(6) Medical Representative.

(7) Safety Officer.

(8) Reserve Coordinator.

(9) Command Master Chief.

(10) Legal Officer

Assistant Department Heads or Department Training Assistants are designated as alternates when attendance by the Department Heads at meetings is impractical.

c. PROCEDURES

(1) Propose policies, methods and procedures for the unit's training program including Naval Reserve personnel when assigned, units embarked for active duty for training, or units on board for inactive duty training.

(2) Consider immediate and long-range objectives for unit's training.

(3) Coordinate the shipwide use of PQS requirements as a basis for training programs and objectives.

(4) Coordinate departmental training activities.

(5) Integrate exercise and drill requirements of the departments into the unit's operating schedule and the plan of the day.

(6) Coordinate formal schools requirements and scheduling.

(7) Make recommendations concerning training records and reports.

(8) Continuously evaluate results of the unit's training program.

(9) Coordinate the unit's indoctrination program.

(10) Function as a habitability board when required.

d. CONVENING DATES. This board will convene as directed by the chairperson and at least monthly.

304.17 PRECIOUS METALS AUDIT BOARD

a. PURPOSE. The Precious Metals Audit Board will be responsible to the Commanding Officer for auditing precious metals in the custody of the Dental Officer.

b. MEMBERSHIP. The audit board will consist of three members. The members will include at least one commissioned officer (a dental officer, whenever possible) and two other members who may be commissioned officers or master/senior chief petty officers. The Dental Officer charged with the custody of the precious or special dental metals will not be a member of the audit board.

c. PROCEDURES. The board will audit the inventory records, make a physical inventory of the metals, and date and sign the report.

d. CONVENING DATES. This board will convene monthly.

e. REFERENCE. NAVMED P-117, Manual of the Medical Department (NOTAL).

304.18 RECREATION COMMITTEE

a. PURPOSE. The Recreation Committee will represent all enlisted personnel in matters concerning the recreational services program and makes recommendations regarding the conduct of the program to the Commanding Officer who will be the Fund Administrator.

b. MEMBERSHIP. The Recreation Committee shall consist of not less than six enlisted personnel designated in writing by the Fund Administrator. Each department, including embarked personnel, should have individual representatives on the Committee. Departments/divisions may be required to elect a joint representative for acceptable representation in proportion to onboard personnel strengths. Where appropriate, ethnic, minority and women's interests should be equally represented. The Fund Administrator may designate additional members as he/she deems appropriate. The Chairperson of the Recreation Committee shall be appointed by the Fund Administrator. The Recreational Services Officer, Recreation Fund Custodian and the Master Chief Petty Officer of the Command shall attend each meeting of the Recreation Committee in an advisory capacity. The Recreational Services Officer and Recreation Fund Custodian shall not have a vote on the Committee. A secretary will be elected from among the Recreation Committee members to record minutes.

c. PROCEDURES

(1) The Recreation Committee shall be accorded all proper means for reviewing the condition of the Recreation Fund. A copy of all Recreation Committee minutes shall be provided to the Recreational Services Officer and the Chairperson of the Recreation Council in the format shown in the Recreational Services Manual. This report shall include the number of affirmative and negative votes for each proposal. Supporting or dissenting comments on recommendations should be enclosed in the report.

(2) The Recreation Committee shall review and endorse the reports of all advisory groups, where established, enclosing such reports and endorsements with the Recreation Committee report to

the Fund Administrator. The Recreation Council and Recreational Services Officer shall receive copies of the minutes of Recreation Committee meetings prior to the council's next scheduled meeting.

(3) Minutes of each Recreation Committee meeting shall be posted in conjunction with the minutes of the Recreation Council meetings for the information of the entire crew.

(4) All members of the Recreation Committee shall be familiar with the policies and procedures in the Morale, Welfare and Recreational Manual; particularly that policy related to the prohibited expenditure of recreation funds.

d. CONVENING DATES. The Recreation Committee shall be convened not less than quarterly and prior to each meeting of the Recreation Council.

e. REFERENCE

(1) BUPERINST 1710.11A, Morale Welfare and Recreational (MWR) Manual.

(2) BUPERSINST 1710.16, Afloat Recreation Manual, (NOTAL).

304.19 RECREATION COUNCIL

a. PURPOSE. The Recreation Council will review the administration of the Recreational Services program and makes recommendations to the Commanding Officer (Fund Administrator) regarding the program.

b. MEMBERSHIP. Recreation Council members shall be designated in writing by the Fund Administrator. The Recreation Council shall include at least three commissioned and/or warrant officers in addition to the Recreational Services Officer and the Recreation Fund Custodian. The total membership of the Recreation Council should equitably represent all embarked personnel, participating units, and any special interests. The Ship's Store Officer and the Athletic Officer should also be members or attend meetings in an advisory capacity. A representative of the Recreation Committee will attend all Recreation Council meetings for information and advisory purposes. The Chairperson of the Recreation Council will usually be the senior member of the council. All members of the Recreation Council shall familiarize themselves with the policies and procedures contained in the Afloat Recreation Manual; particularly that policy related to the prohibited expenditure of recreation funds.

c. PROCEDURES. The Recreation Council shall meet to review recreational services matters including expenditures of recreation funds, reports of advisory groups, where established, and reports of the Recreation Committee, and shall make recommendations to the Commanding Officer; enclosing such reports and endorsements as required in the Afloat Recreation Manual. The status and conduct of the recreational services program will be submitted to the Fund Administrator via the Recreational Services Officer. Each report shall also show the number of affirmative and negative votes for each proposal. Supporting and dissenting comments are encouraged and should be enclosed with the report. Minutes of each Recreation Council meeting shall be posted in conjunction with the minutes of the Recreation Committee meeting.

d. CONVENING DATES. The Recreation Council shall meet at times designated by the Chairperson, but not less than quarterly. In addition, the Recreation Council will meet whenever the Custodian of the Recreation Fund is relieved or at any other time as may be directed by the Fund Administrator.

e. REFERENCE: BUPERSINST 1710.16, Afloat Recreation Manual (NOTAL).

304.20 ENLISTED SAFETY COMMITTEE

a. PURPOSE. The Enlisted Safety Committee will make recommendations concerning the unit's safety program to the Safety Council and enhance interdepartmental communication in mishap prevention at division and work center levels. On small commands (less than 300 personnel), the Enlisted Safety Committee may be combined into the Safety Council.

b. Membership. The Enlisted Safety Committee is comprised of at least the following members:

(1) Unit's Safety Officer (senior member).

(2) Division safety petty officers.

(3) Chief Master-At-Arms.

(4) Recorder (as selected).

c. PROCEDURE. The Enlisted Safety Committee will convene to receive the most recent safety bulletins and messages; exchange information; improve communications; review conditions; mishaps and injuries; suggest improvements; and provide written recommendations to the Safety Council and Commanding Officer.

d. CONVENING DATES: Quarterly or more often as required.

304.21 SAFETY COUNCIL

a. PURPOSE. The Safety Council will develop recommendations for policy in safety matters and analyze progress of the overall safety program.

b. MEMBERSHIP. The council will consist of the following members:

(1) Commanding Officer or Executive Officer (chairperson).

(2) Unit Safety Officer (Advisor - recorder).

(3) Department Heads.

(4) Security Officer.

(5) Medical Department Representative.

(6) Master Chief Petty Officer of the Command.

(7) Training Officer

c. PROCEDURE. The unit's Safety Officer will prepare an agenda for the Chairperson's issuance prior to each meeting. Agenda information should show the extent of any problem(s) and suggested approaches to problem resolution. The Safety Council will review statistics compiled by the Safety Officer and Department Heads from the mishap/near mishap reports, inspection reports (including zone inspections), safety related messages and directives from higher authority, and reports from the Medical Department Representative. The Council will continually review and monitor results of procedures and training as shown in Figure 7-2. The Council will recommend to the Commanding Officer action to correct an unsafe or unhealthful condition, any safety training required unit wide or in a particular area, and provide an evaluation as to the unit's overall safety status as related to material, personnel, and training. Since many Safety Council members are also on the Planning Board for Training and training is integrated with safety, these boards could meet concurrently or consecutively. The Safety Officer will keep records of the Safety Council meetings, and minutes will be issued by the Chairperson.

d. CONVENING DATES: Quarterly or more often if required.

304.22 SHIP SILENCING BOARD

a. PURPOSE. The Ship Silencing Board will advise the Commanding Officer on appropriate ship silencing procedures, assist the Engineer Officer in formulating a detailed ship silencing program and ensure proper coordination of the ship silencing program.

b. MEMBERSHIP. The Ship Silencing Board will consist of the following officers:

(1) Executive Officer (chairperson)

(2) Engineer Officer

(3) Weapons Officer/Deck Officer

(4) ASW Officer

(5) Other officers or petty officers as directed by the Commanding Officer.

c. PROCEDURES. The Ship Silencing Board will assist the Commanding Officer in developing and executing long range plans for enhancing the acoustic environment of the ship and recommend ship silencing procedures. The board will assist the Engineer Officer in formulating a detailed ship silencing program. It will periodically review the plans and instructions for currency. The board will examine the silencing program and recommend steps necessary for the coordination of all elements in the ship.

d. CONVENING DATES. The board will meet at the call of the Chairperson at least once each quarter.

304.23 SPECIAL COURTS-MARTIAL PANEL

a. PURPOSE. Special Court-Martial Panels exercise military jurisdiction as set forth in the Uniform Code of Military Justice and the Manual for Courts-Martial.

b. MEMBERSHIP. Each special court-martial will be convened in accordance with the provisions of the Uniform Code of Military Justice and the Manual for Courts-Martial and will consist of such personnel as are required by law.

c. PROCEDURES. Special courts-martial will be conducted in accordance with the Uniform Code of Military Justice and the Manual for Courts-Martial.

d. CONVENING DATES. Courts will convene when directed by the Convening Authority.

e. REFERENCES

(1) Uniform Code of Military Justice

(2) Manual for Courts-Martial, United States, 1984

(3) JAG Manual

304.24 SUMMARY COURTS-MARTIAL PANEL

a. PURPOSE. Summary Court-Martial Panels exercise military jurisdiction as set forth in the Uniform Code of Military Justice and the Manual for Courts-Martial.

b. MEMBERSHIP. Each summary court-martial will consist of one commissioned officer appointed by the Convening Authority in accordance with R.C.M. 1301, Manual for Courts-Martial.

c. PROCEDURES. Summary courts-martial will be conducted in accordance with the Uniform Code of Military Justice and the Manual for Courts-Martial.

d. CONVENING DATES. Courts will convene when directed by the Convening Authority.

e. REFERENCES:

(1) Uniform Code of Military Justice.

(2) Manual for Courts-Martial, United States, 1984

(3) JAG Manual.

304.25 WARDROOM ADVISORY BOARD

a. PURPOSE. The Wardroom Advisory Board will collect recommendations from the wardroom for the operation of the wardroom mess.

b. MEMBERSHIP. The board will consist of one officer of each rank assigned and in addition, one representative from each embarked squadron as designated by each squadron commander.

c. PROCEDURES. The board considers suggestions and any other matters of mess administration (including information from the suggestion box) and recommends changes to the Wardroom Mess President.

d. CONVENING DATES. The board meets at the call of the senior member.

304.26 ENVIRONMENTAL COMPLIANCE BOARD

a. PURPOSE. The Environmental Compliance Board will assist the Commanding Officer in executing his or her responsibilities under environmental laws and regulations.

b. MEMBERSHIP. The board will consist of the following personnel:

(1) Executive Officer

(2) Safety Officer

(3) Department heads

(4) Environmental Protection/Compliance Officer

(5) Legal Officer

(6) Command Master Chief

(7) Others as designated by the Commanding Officer

c. PROCEDURES. The board will monitor the unit's compliance with environmental laws as they effect the unit's mission and operations, assess the need for special training, equipment, support personnel, and so forth.

d. CONVENING DATES. The board meets quarterly or as designated by the senior member or the Commanding Officer.

305. COLLATERAL DUTIES. All collateral duties will be assigned in a ship's notice, signed by the Commanding Officer.

305.1 ATHLETIC OFFICER

a. BASIC FUNCTION. The Athletic Officer will be designated in writing by the Commanding Officer to plan, organize, and administer the athletic aspects of the recreational services program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Plan, schedule, promote, and supervise unit athletic activities, including intramural, intermural and informal athletic activities.

(2) Coordinate programs, personnel, funds, equipment, and encourage participation in the athletic phase of the recreational services program.

(3) Be sure all personnel are apprised of the Navy sports program and the opportunities to qualify for national and international competition as outlined in the Afloat Recreation Manual.

(4) Be responsible for the procurement and maintenance of athletic equipment and assigned facilities as approved by the Recreational Services Officer and Commanding Officer. Equipment shall comply with national consenus agency standards and national sports governing body standards.

(5) Work with the Medical Department in planning and promoting physical fitness activities as outlined in the Physical Readiness Program, OPNAVINST 6110.1D.

(6) Serve as a member or an advisor to the Recreation Committee and Recreation Council, as appropriate.

(7) Recommend appointment of interested volunteers to assist in the Athletic Program.

c. ORGANIZATIONAL RELATIONSHIPS. The Athletic Officer reports directly to the Special Services Officer regarding the effective management of the athletic program.

d. REFERENCES

(1) BUPERSINST 1710.16 Afloat Recreation Manual (NOTAL)

(2) OPNAVINST 6110.1D

(3) NAVSO P-3520 Accounting Handbook for Nonappropriated Funds (NOTAL)

305.2 BRIG OFFICER

a. BASIC FUNCTION. The Brig Officer will exercise positive supervision over the brig and all prisoners confined therein and is responsible to the Commanding Officer for the performance thereof.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Be responsible for the confinement and safekeeping of prisoners from the time they are committed to his/her care by proper written order until the time they are properly released, subject to such orders as may be issued by the Commanding Officer.

(2) Prepare, issue, and revise, as necessary, written orders (including a daily brig routine and instructions to the brig staff and prisoners) necessary to carry out the provisions of the Corrections Manual.

(3) Inspect the brig daily to ascertain the condition of the prisoners and to care for their needs. When the Brig Officer is absent for any reason for a period in excess of 24 hours, the Command Duty Officer will make this daily inspection.

(4) Ensure all personnel assigned to brig duty are properly trained and qualified in accordance with SECNAVINST 1640.9A (NOTAL).

(5) Inspect all incoming and outgoing prisoner mail in accordance with the Corrections Manual.

c. ORGANIZATIONAL RELATIONSHIPS. The Brig Officer will report to the Executive Officer.

d. REFERENCE. Department of the Navy Corrections Manual, SECNAVINST 1640.9A (NOTAL).

305.3 COMMAND FITNESS COORDINATOR

a. BASIC FUNCTION. The Command Fitness Coordinator (CFC) will be designated in writing by the Commanding Officer to plan, organize, and administer the commands implementation of the Navy's physical readiness program as defined in OPNAVINST 6110.1D.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Ensure the official physical readiness test (PRT), as scheduled by the Commanding Officer, is properly conducted.

(2) Maintain the command PRT Summary Report for the Commanding Officer.

(3) Design and implement the command directed physical conditioning program and when appropriate, coordinate with recreational services for required physical training or testing facilities.

(4) Advise the chain of command on all physical readiness program matters, particularly about members who need assistance in meeting physical readiness standards.

(5) Report to the command's safety officer any physical readiness program related injuries and provide documentation as needed.

(6) Distribute health and fitness materials in support of BUPERS health promotion initiatives.

(7) Maintain updated health and fitness educational resources for use by command personnel.

(8) Maintain individual member's most recent 6110/2 for four consecutive official tests.

(9) Instruct assistants, as appropriate, in conducting the PRT and command directed physical conditioning program following OPNAVINST 6110.1D. One assistant shall be designated for every twenty-five members being tested.

(10) Encourage assistants to complete the Navy Exercise Leadership course.

c. ORGANIZATIONAL RELATIONSHIPS. The CFC will report to the Commanding Officer for the physical readiness of the command and to the Executive Officer for the administration of the program.

305.4 COMMUNICATIONS SECURITY MATERIAL CUSTODIAN

a. BASIC FUNCTION. The Communications Security Material (CMS) Custodian, under the supervision of the Communications Officer, will be responsible to the Commanding Officer for the maintenance of the current allowance of CMS material. The CMS custodian will exercise control over the receipt, correction, stowage, security, accounting, distribution, and authorized

destruction of all CMS-distributed material. When the CMS Custodian is absent, the First Alternate will assume the custodian's duties. The CMS Custodian shall not be assigned any collateral duties.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Proper handling, control, and accountability of material issued to the command through the CMS System.

(2) Acquire, monitor, and maintain the command's required holdings of Communications Security (COMSEC) material.

(3) Maintain technical custody of all CMS publications and equipment.

(4) Make periodic inventories of CMS-distributed material and prepare required reports.

(5) Supervise correction of all COMSEC material and ensure that changes are properly made and receipts forwarded as necessary.

(6) Instruct designated CMS-users as to security and stowage requirements involved.

(7) Prepare for signature of the Commanding Officer and authenticate by signature on appropriate copies, all correspondence, semi-annual inventories, transfers of command, relief of custodian, routine destructions and other records and reports incident to duties of the CMS Custodian.

(8) Authenticate by initials, corrections made on routine accounting records and reports of CMS material on all copies thereof.

(9) Maintain a file of all general messages pertaining to CMS material, and advise the Communications Officer and the Commanding Officer of important information therein.

(10) Advise the Commanding Officer and other appropriate persons of changes in COMSEC regulations and material.

(11) Report any actual or suspected loss or physical compromise of classified information to the Commanding Officer, Communications Officer and Security Manager.

(12) Maintain a Destruction Bill for CMS material under his/her cognizance and arrange for destruction of such publications.

(13) Ensure that effective editions of all necessary CMS material are maintained in the crypto center, radio rooms, signal bridge and other spaces, as required.

(14) Carry out periodic destruction of superseded material following current instructions.

(15) Initiate requisitions for supplies, materials, and services within budgetary limitations established by the Operations Officer.

(16) Ensure the care and maintenance of equipment and spaces assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The CMS Custodian will report to the Commanding Officer for the performance of duties and to the Communications Officer for functional direction and administration. All subcustodians of CMS materials will report to the CMS Custodian.

d. REFERENCES

(1) CMS-4

(2) OPNAVINST 5510.1H--Information and Personnel Security

(3) U.S. Navy Regulations

305.5 CONTROLLED SUBSTANCES BULK CUSTODIAN

a. BASIC FUNCTION. The Controlled Substances Bulk Custodian should not be a medical department officer or independent duty corpsman with prescription writing authority or easy, frequent access to medicinals. He/she shall be appointed in writing and will be responsible for and maintain custody of all unissued narcotics, alcohol, alcoholic beverages and controlled drugs, including those contained in supply block (3) of all embarked medical units.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Be familiar with Chapter 21, Manual of the Medical Department (NOTAL) regarding the receipt, custody, and security of controlled substances.

(2) Maintain reports to substantiate proper receipt and expenditure of items in his/her custody.

(3) Ensure that an inventory of all drugs in his/her custody is held by the Controlled Medicinals Inventory Board as soon as possible after the last day of each month. Working quantities of drugs and narcotics may be issued by receipt to medical department personnel.

(4) Ensure the combination change envelope (SF 700) is in the custody of the Commanding Officer or his/her representative.

c. ORGANIZATIONAL RELATIONSHIPS. The Controlled Substances Bulk Custodian will report directly to the Commanding Officer in the performance of duties.

305.6 CRYPTO SECURITY OFFICER. Duties, responsibilities, and authority of the Crypto Security Officer are covered in CSP-1 (NOTAL).

305.7 CUSTODIAN OF CLEANING ALCOHOL. The Engineering Officer of the Watch or Engineering Duty Officer will have custody of the Engineering Department cleaning alcohol, which will be kept in locked stowage. The sole key to this stowage will be in the possession of the Engineering Officer of the Watch or Engineering Duty Officer.

305.8 DIVING OFFICER

a. BASIC FUNCTION. The Diving Officer will be responsible, under the Commanding Officer, for safe diving operations.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Provide overall supervision of diving operations. Ensure strict adherence to procedures and precautions.

(2) Establish a diving training program and schedule frequent training dives to ensure that the divers are fully qualified.

(3) Supervise the maintenance of the diving locker and diving equipment.

(4) Supervise the maintenance of the Diving Log (DD 2544) and ensure that all required reports are made.

c. ORGANIZATIONAL RELATIONSHIPS. The Diving Officer will report to the Commanding Officer on safe diving operations from the ship and to the Executive Officer on administration and training of personnel. The Diving Officer will keep the Department Head and the Executive Officer informed of technical matters concerning diving operations.

d. REFERENCES

(1) U.S. Navy Diving Manual (NAVSEA 0994-LT-001-9010)

305.9 ELECTRICAL SAFETY OFFICER

a. BASIC FUNCTION. The Electrical Safety Officer will be responsible to the Executive Officer in conducting an effective shipwide electrical safety program. He/she will be a technically qualified officer or senior petty officer.

b. DUTIES AND RESPONSIBILITIES.

(1) Ensure that newly reported personnel are indoctrinated immediately in electrical safety precautions.

(2) Indoctrinate all hands on electrical hazard awareness, shock prevention and general electrical safety precautions yearly.

(3) Conduct spot checks of the electrical safety program to ensure that appropriate equipment is included, tested and tagged. Report discrepancies to the Engineer Officer, Safety Officer, and Executive Officer.

(4) Following safety checks, approve/disapprove all personal electrical tools, equipment, and devices for use aboard ship.

(5) Ensure that records verifying completion of electrical indoctrination and hazard awareness training are kept.

c. ORGANIZATIONAL RELATIONSHIPS. The Electrical Safety Officer will report to the Engineer Officer on the electrical safety program.

305.10 LIBRARY OFFICER

a. BASIC FUNCTION. The Library Officer will organize, plan, and administer a library service for unit personnel. On small ships the position of Library Officer may be filled by a petty officer.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY.

(1) Assign library tasks and supervise the enlisted personnel assigned to the unit's library by the Administrative Assistant.

(2) Administer general library methods and procedures approved by the Recreation Council and the Executive Officer and submit recommendations for change in methods and procedures to the Recreation Council and the Executive Officer for approval.

(3) Supervise work which avails books, pamphlets, magazines, bulletins and newspapers to unit personnel.

(4) Supervise processing, cataloging and circulating of library books and material.

(5) Recommend library policies such as hours of service, and lending of books to encourage greater library use.

(6) Ensure well-lighted, quiet, attractive location for the library and equip it with comfortable furnishings, as practical. Ensure maintenance and cleanliness of the space.

(7) Assume accountability for library material.

(8) List new books received in the unit paper and in the plan of the day.

(9) Draft unit correspondence to Bureau of Naval Personnel (BUPERS) on library needs and the general condition of the unit's library collection.

(10) Initiate requisitions for desired books and periodicals not available through BUPERS to the Recreation Council. Handle purchase requisitions and supervise the installation of equipment.

c. ORGANIZATIONAL RELATIONSHIPS. The Library Officer will report to the Executive Officer for matters pertaining to the administration of the library. Personnel assigned to the library will report to the Library Officer.

d. REFERENCE. Naval General Library Manual. (NAVEDTRA 38021 (NOTAL)).

305.11 SHIP'S MAINTENANCE MANAGEMENT OFFICER. (Not applicable to CV/CVN which have Maintenance Management Departments.)

a. BASIC FUNCTION. The Ships Maintenance Management Officer (SMMO) will be responsible to the Commanding Officer for coordinating the planning, execution, and documentation of ship maintenance requirements at the depot, intermediate, and organizational levels.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Act as the ship's single point of contact for external maintenance requirements/actions.

(2) Ensure all deferred maintenance is included in the CSMP and such data is both accurate and timely.

(3) Ensure that on-going ship's 3M training program achieves the objective of ensuring the required maintenance is defined in the CSMP and such data is accurate and timely.

(4) Ensure that all identified maintenance requirements by external organizations (i.e., inspection groups, MTT, INSURV, etc.) are properly formatted and entered into the CSMP in an accurate and timely manner.

(5) Coordinate the planning, scheduling and acceptance of repairs ship wide as they relate to both emergent and routine maintenance actions.

(6) Ensure that all requests for outside maintenance assistance and completed maintenance actions are properly documented in an accurate and timely manner.

(7) Coordinate with both internal and external repair activities to prevent work stoppage or delays.

(8) Ensure that accurate and timely status reports for on-going maintenance actions by external repair activities are provided to all concerned.

c. ORGANIZATIONAL RELATIONSHIPS. The Ships Maintenance Management Officer will report to the Commanding Officer via the Executive Officer regarding his or her assigned duties. The ship's 3M coordinator shall coordinate his or her efforts as they relate to CSMP/MDCS matters with the Ship's Maintenance Management Officer.

305.12 MESS TREASURER

a. BASIC FUNCTION. The Mess Treasurer is responsible for all financial matters of mess administration. All members of a mess who are attached to the unit for duty are eligible to serve as Mess Treasurer and, if appointed, will so serve. Officers or enlisted personnel E-6 and above charged with the custody or disbursement of public funds are not eligible to serve as Mess Treasurer. The Mess Treasurer will be appointed by the Commanding Officer after election by the members of the mess. The Mess Treasurer will normally be elected for periods of not less than

six months nor more than one year. By tradition, officers who have previously served as caterer or treasurer of that mess are often excused from further service.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY

(1) Maintain records and forward reports as prescribed by the Naval Supply Systems Command. At the close of each month the financial reports will be reviewed to determine how well the mess is meeting its financial plan, and the ability of the mess to meet its current and future cash requirements.

(2) Incur no indebtedness which cannot be discharged by the funds appropriated by the mess. Pay all bills before leaving port unless unusual circumstances prevail. Should any bills remain unpaid, the number and amount will be reported to the Commanding Officer.

(3) The accounts of the Mess Treasurer will be audited as required by Naval Supply Systems Command.

(4) No stores will be procured by a mess whereby the supplier permits payment upon consumption.

(5) Without written authority from the Mess Treasurer and Mess Caterer, neither the Mess Management Specialist nor any other person will be permitted to incur indebtedness in the name of the mess.

(6) The Mess Treasurer will be responsible for accounting for all funds of the mess.

c. ORGANIZATIONAL RELATIONSHIPS. The Mess Treasurer will be responsible to the Executive Officer regarding assigned duties. Any persons assigned to assist the Mess Treasurer will report to him/her.

d. REFERENCE. Food Service Management-Officer's Quarters and Messes Afloat and Chief Petty Officer's Mess afloat, (NAVSUP P-486, Vol. II (NOTAL)).

305.13 MESS CATERER

a. BASIC FUNCTION. Daily operations of the wardroom mess(es) will be under the direct supervision of the Wardroom Mess Caterer. He/she will be responsible for the procurement, storage, preparation, and service of food in the mess. The Mess Caterer is the division officer for all personnel assigned. The Commanding Officer will normally appoint the Mess Caterer. Whenever possible, a Supply Corps officer, other than the Food

Service Officer, should be given consideration for assignment as the Mess Caterer. When a supply officer, who does not hold another accountable position, has been appointed Mess Caterer, it is recommended that he or she also be assigned the duties of Mess Treasurer. The Commanding Officer may permanently assign the collateral duty of Mess Caterer, or cause an election of the Mess Caterer on a periodic basis, with the members of the mess voting by ballot, except when a wardroom mess officer billet has been established.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY

(1) Be responsible for the efficient operation of the mess; supervise the procurement, storage, and issue of all provisions and supplies for the mess; and be in charge of the Government property in use by the mess.

(2) Procure no stores for the mess under an agreement where the supplier permits payment upon consumption.

(3) Ensure that no one incurs indebtedness in the name of the mess without written authority of the Mess Treasurer and Mess Caterer.

(4) Approve all menus for the mess.

(5) Coordinate assignment of Mess Management Specialists and Food Service Attendants to the mess with the Food Service Officer. Once personnel are assigned, detail their duties within the mess. In the case of permanent details, such assignment is subject to confirmation by the Executive Officer.

(6) Supervise the preparation and service of food in the mess.

(7) Supervise the cleaning of equipment and spaces assigned to the mess.

(8) Be responsible for the care and cleanliness of officer berthing spaces.

(9) Provide the enlisted personnel whose rations are commuted to mess the same menu as provided the members of the mess and an appropriate place to dine.

c. ORGANIZATIONAL RELATIONSHIPS. The Mess Caterer will be responsible to the Executive Officer regarding assigned duties. Mess Management Specialist and such persons assigned to the mess report to the Mess Caterer.

d. REFERENCE: NAVSUP Publication 486, Vol II (NOTAL).

305.14 NAVAL WARFARE PUBLICATIONS CUSTODIAN

a. BASIC FUNCTION. The Naval Warfare Publications (NWP) Custodian will be responsible to the Executive Officer for maintaining the current allowances of NWPs. He/she will exercise control over the receipt, correction, stowage, security, accounting, distribution, and authorized destruction of all NWPs.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY.

(1) Control the NWP library including receipt, safeguarding, accounting for, and distribution of publications within the command and transfer of the publications outside of the command.

(2) Ensure that the authorized NWP allowance is available for issue.

(3) Ensure that appropriate action is initiated in the event of loss or compromise of a classified publication.

(4) Sign all memorandum records and receipts for publications.

(5) Ensure that changes and corrections to NWPs are entered.

(6) Ensure that NWPs are page-checked upon receipt and after entry of a change in accordance with NWP 0 (NOTAL).

(7) Instruct personnel to whom NWPs are issued as to the security and stowage requirements.

(8) Maintain records and files as required by NWP 0 (NOTAL).

(9) Bring all new publications and corrections to existing publications to the attention of the Commanding Officer, Executive Officer, and other personnel who need to know.

(10) Maintain a destruction bill for classified publications under his/her cognizance and arrange for destruction of such publications as authorized or directed.

(11) Ensure that NWPs in the library are inspected at least once every six months and that the entire NWP library is inspected at least once annually. An informal report will be submitted to the Commanding Officer.

(12) Carry out periodic destruction of superseded publications following current instructions.

(13) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The NWP Custodian will report to the Executive Officer for performance of assigned duties and will be responsible to the Security Manager for accountability and control of classified NWPs. Personnel assigned as NWP Clerks will be under the supervision of the NWP Custodian and report to him/her.

305.15 NUCLEAR WEAPONS HANDLING SUPERVISOR

a. BASIC FUNCTION. The basic function of the Nuclear Weapons Handling Supervisor will be to observe nuclear weapons handling operations. He/she will be a technically qualified officer or senior petty officer designated for each nuclear weapons battery or assembly/maintenance capability. In organizations where contractor personnel conduct nuclear weapons handling operations, technically qualified contractor personnel, of appropriate experience and seniority, may function as the Nuclear Weapons Handling Supervisor. The Commanding Officer will certify the qualifications of all Nuclear Weapons Handling Supervisors.

b. DUTIES AND RESPONSIBILITIES.

(1) Observe all handling operations involving the physical movement of a nuclear weapon.

(2) Oversee the operation. He/she shall not read check sheets or technical publications except for reference, and shall not engage in the physical actions of the operation.

(3) Stop any nuclear weapons handling operation when the safety or security of the weapon involved could be in jeopardy.

c. ORGANIZATIONAL RELATIONSHIPS. The Nuclear Weapons Handling Supervisor shall report to the Weapons Officer.

305.16 NUCLEAR WEAPONS RADIOLOGICAL CONTROLS OFFICER

a. BASIC FUNCTION. The Nuclear Weapons Radiological Controls Officer is responsible to the Commanding Officer for the implementation and management of the command Nuclear Weapons Radiological Controls Program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Coordinate and direct the command's efforts in reducing personnel radiation exposure from nuclear weapons to as low as reasonably achievable.

(2) Keep the Commanding Officer informed on the status of the command's efforts in man-rem reduction.

(3) Review each radiation exposure report from the Navy Dosimetry Center before the exposures are transcribed into individual health records.

(4) Supervise all training associated with the Nuclear Weapons Radiological Controls Program.

(5) Supervise the process authorizing command personnel, visiting nuclear weapons workers, and visitors other than nuclear weapons workers to receive exposure from nuclear weapons.

(6) Review the Nuclear Weapons Radiological Controls Program annually.

(7) Coordinate radiation medical examination scheduling for nuclear weapons workers with the medical department.

c. Organizational RELATIONSHIPS. The Nuclear Weapons Radiological Controls Officer reports through the appropriate chain of command to the Commanding Officer. He/she coordinates radiation health support with the Medical Officer as appropriate.

d. REFERENCE. NAVSEA TW120-AA-PR0-010.

305.17 NUCLEAR WEAPONS SAFETY OFFICER (NSO)

a. BASIC FUNCTION. The Nuclear Weapons Safety Officer (NSO) is the vital element of the Nuclear Weapons Safety Program. He/she may have other duties, but these must not prevent him/her from adequately performing his/her duties as NSO. The NSO may not serve concurrently as the Security Officer or Nuclear Weapons Handling Supervisor. He/she should have a broad working knowledge of each weapons system under his/her observation, but need not be technically qualified in specific areas. He/she need not be in constant attendance during nuclear weapons evolutions but should selectively sample performance during such evolutions. The NSO shall be appointed in writing in each nuclear capable ship and on each staff having nuclear capable ships assigned.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Establish, conduct, and maintain the Nuclear Weapons Safety Program.

(2) Be familiar with the applicable safety rules, ordnance safety requirements, the personnel reliability program (PRP) and security requirements.

(3) Establish a required nuclear weapons safety reading plan, which provides for initial reading and periodic review of required publications selected by the NSO that govern nuclear weapons surety. The program shall be tailored to ensure that personnel are required to review document revisions or changes when change information affects an individual’s assigned nuclear mission.

(4) Establish a nuclear weapons safety education and training program. Suggested aids are posters, unclassified plan of the day notes, lectures, discussion groups, on-the-job training demonstrations, movies, safety briefings, and onboard assistance team visits.

(5) Monitor safety practices and procedures to include weapon handling, safety devices, and accident drills. The results should be critiqued with the personnel concerned.

(6) Assist in preparing and verifying weapon and weapons system check sheets.

(7) Assist the security manager in random monitoring of PRP documentation.

(8) Ensure that qualified officer and enlisted supervisors are present for all evolutions involving nuclear weapons.

(9) Monitor the PRP.

c. ORGANIZATIONAL RELATIONSHIPS. The NSO will report directly to the commanding officer on nuclear weapon safety matters.

305.18 PHOTOGRAPHIC OFFICER

a. BASIC FUNCTION. The photographic officer will coordinate usage of assigned photographic.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Develop and maintain a capability of taking pictures on short notice. A unit's photographer and alternate photographer will also be trained to take pictures of reasonable quality under all conditions. The Executive Officer may also designate other assistants.

(2) Maintain custody of the unit's photographic equipment and ensure that photographic equipment and consumables purchased from Operating Target (OPTAR) funds are used for official purposes.

c. ORGANIZATIONAL RELATIONSHIPS. The Photographic Officer will report to the Intelligence and Operations Officers on items of intelligence interest; to the Public Affairs Officer on publication information and fleet home town news center pictures; and to the Commanding Officer, via the Executive officer, on damage casualty photography. Personnel assigned to assist the Photographic Officer will report to him/her.

305.19 RADIATION HEALTH OFFICER

a. BASIC FUNCTION. The Radiation Health Officer will plan, direct, and administer programs for protection of personnel from radiation.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY. The Radiation Health Officer will provide consultation regarding the health aspects of exposure to radiation sources and supervise the radiation health protection program following NAVMED P5055 (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The Radiation Health Officer will report to the Medical Officer. If no medical officer is assigned, he/she will report to the Executive Officer.

305.20 RECREATION FUND CUSTODIAN

a. BASIC FUNCTION. Generally, the Recreational Services Officer will be custodian of the Recreation Fund. If another officer is available he/she should serve as custodian for the Recreation Fund. Chaplain Corps officers may not be assigned to this function. Following the Nonappropriated Funds Accounting Procedures Manual and the Afloat Recreation Manual, individuals detailed to duty involving the disbursement of public funds shall not be charged with the handling, custody, or accountability of recreation funds, records, or monies. The Recreation Fund Custodian shall establish necessary internal controls and records to ensure proper receipt, safe-keeping, deposit, disbursement,

and accountability for nonappropriated recreation funds. Reports required by the Afloat Recreation Manual shall be prepared, submitted and maintained by the Recreation Fund Custodian.

b. DUTIES AND RESPONSIBILITIES

(1) Maintain accounting procedures following the Nonappropriated Fund Accounting Procedures Manual (NOTAL) and the Afloat Recreation Manual (NOTAL).

(2) Assist the Recreation Services Officer in the supervision, custodianship and accountability of all recreation property and equipment.

(3) Assist in preparing and maintaining the Recreation Fund budget to support expenditure of nonappropriated funds and of appropriated funds as authorized in Volume II of the Navy Comptroller Manual. The budget must be approved by the Fund Administrator.

(4) Maintain references and source material on the administration of Recreation Fund expenditures.

(5) Prepare and submit a Recreation Fund Financial Statement (NAVPERS 7010/2) as required in the Afloat Recreation Manual and BUPERSINST 7010.15. A copy of all such financial statements will be retained in the activity files and disposed of per SECNAVINST 5212.5C (NOTAL).

(6) In addition to the required Recreation Fund Financial Statement, prepare financial reports on the status of the Recreation Fund and submit them to the Fund Administrator on a regular basis.

(7) Serve as a non-voting member of the Recreation Committee and Recreation Council.

(8) Prepare financial reports on the status of the Recreation Fund for reference and utilization by the Fund Administrator, Recreation Committee, Recreation Council and Recreational Services Officer.

(9) When the Recreation Fund Custodian is absent from the activity for any period beyond 15 days and less than 46 days, the Fund Administrator shall detail in writing another officer to act for the custodian. The person acting in the custodian's absence shall sign a memorandum receipt for all recreation funds and property. When absence is to be for a period of more than 45

days, the custodian shall be relieved following the procedures prescribed in the Afloat Recreation Manual with copies of the audit provided the immediate superior in command.

(10) Where the availability of a commissioned officer to perform the duties of the Recreation Fund Custodian is not appropriate, a letter of request providing detailed circumstances and justification for an exception may be forwarded to Chief of Naval Personnel (PERS-65) for consideration.

(11) Attend the Afloat Recreational Management Course offered periodically by MNPC. Contact the local Fleet Recreational Coordinator for quotas.

c. ORGANIZATIONAL RELATIONSHIPS. The Recreation Fund Custodian will report to the Commanding Officer, through the Recreational Services Officer for the performance of assigned duties.

d. REFERENCES

(1) BUPERSINST 1710.11A, Moral, Warfare and Recreation (MWR) Manual (NOTAL)

(2) NAVSO P-3520, Nonappropriated Fund Accounting Procedures Manual (NOTAL)

(3) Navy Comptroller Manual, Vol. VII (NOTAL)

(4) BUPERSINST 1710.16, Afloat Recreation Manual (NOTAL).

(5) BUPERSINST 7510.1, Local Audits of Nonappropriated Fund Instrumentalities (NAFI's) (NOTAL).

305.21 SECURITY OFFICER

a. BASIC FUNCTIONS. When no full-time security officer is authorized/assigned, the basic functions, duties, responsibilities, and authority; and organizational relationships described in paragraph 303.17 will be assigned as collateral duties to the CMMA. If assignment to the CMMA is not practical, these duties will apply collaterally to an assigned officer assisted by the CMAA.

305.22 TOP SECRET CONTROL OFFICER

a. BASIC FUNCTION. The Top Secret Control Officer (TSCO) will be responsible, under the Security Manager, for the receipt, custody, accounting for and distribution of Top Secret information within the command, and its transmission outside the command

except material distributed by the Communications Security Material (CMS) System.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Maintain a system of accountability which will record the source, downgrading, movement from one office to another, current custodian, destruction, or other disposition of all Top Secret material for which he or she is responsible. The words "for which responsible" are intended to allow deviations from the general rule that there is one TSCO for the command. There may be Top Secret information in the command for which the command TSCO will not be held responsible. Provision has been made, for example, that Top Secret messages handled by communications facilities for relay or broadcast delivery only are not brought under the control of the command TSCO. Responsibilities for accounting, control, and destruction of Top Secret messages in these circumstances have been given to communications supervisors as described in NTP 4, Fleet Communications (NOTAL). Also, in some commands, relatively small amounts of Top Secret material are handled, except in one major command element. A TSCO can be designated for that major element which results in better control of access to and transmission of Top Secret. In this case, the command TSCO would not be responsible for material received only by the major element. This situation occurs sometimes in research and development-type commands. The element TSCO would report to the security manager.

(2) Keep dissemination of Top Secret information to the absolute minimum necessary for proper planning or action. There will be no "standard routing" for Top Secret material in a command.

(3) Transmit Top Secret material within the command by direct personal contact. The TSCO doesn't have to deliver the material personally but the material has to be delivered to the person who is to assume responsibility for it. Top Secret material will never be dropped in a "IN" basket.

(4) Maintain a continuous chain of signed receipts and disclosure records for all Top Secret material. Person-to-person contact is necessary for the receipting.

(5) Ensure that physical inventories of Top Secret material are conducted at least once annually.

(6) Maintain a current roster of persons within the command who are authorized access to Top Secret information. The TSCO should know who in the command requires access and be able

to assist the security manager in determinations of access to be granted in the command.

(7) Ensure that all Top Secret material is accounted for and properly transferred when custodians are relieved of their duties. This requirement applies to the sub-custodian of the command as well as the TSCO.

c. ORGANIZATIONAL RELATIONSHIPS. The TSCO will report to the Security Manager. Personnel assigned to the TSCO will report to him/her.

305.23 WARTIME INFORMATION SECURITY PROGRAM OFFICER

a. BASIC FUNCTION. The Wartime Information Security Program (WISP) Officer will be the head of the Censorship Board and will be responsible to the Commanding Officer. The duties of the WISP will be assigned to the Executive Officer.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Be responsible for the prompt and proper censorship of communications as set forth in applicable directives of higher authority or when so directed by the Commanding Officer.

(2) Ensure that members of the Censorship Board are properly trained and familiar with pertinent directives.

(3) Call meetings of the Censorship Board when directed by appropriate regulations or superior authority.

(4) Perform other assigned duties.

c. ORGANIZATION RELATIONSHIPS. The WISP Officer will report to the Commanding Officer regarding performance of duties. Members of the Censorship Board will report to the WISP Officer.

305.24 WITNESSING OFFICIAL

a. BASIC FUNCTION. The Witnessing Official/Alternate will assist the Security Manager, TSCO or CMS Custodian in entering changes, conducting inventories and witnessing the destructing of classified material.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Witnessing Official/Alternates's duties will follow CMS-4 (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The Witnessing Official Alternate will report to the Commanding Officer.

310. HEADS OF DEPARTMENTS

a. GENERAL DUTIES. The Head of a Department (Department Head) of a command or other activity will be the officer detailed as such by competent authority. He/she will be the representative of the Commanding Officer in matters pertaining to the department. All persons assigned to the department will be subordinate to him/her and all orders issued by him/her will accordingly be obeyed by them. In the performance of his/her duties as Department Head, he/she will conform to the policies and comply with the orders of the Commanding Officer.

b. DIRECT COMMUNICATIONS WITH COMMANDING OFFICER. The Department Head will confer directly with the Commanding Officer concerning departmental matters whenever such action is necessary for the good of the department, command or the Naval service. The Commanding Officer will be informed as to the general condition of all machinery and other installations of his/her department, and especially of any circumstance or condition which may affect command safety or operations including the need for and the progress of repairs other than those of a minor nature. Without permission of the Commanding Officer, the Department Head will not disable the machinery or equipment for which responsible when such action may adversely affect the safety or operation of the command. The Executive Officer will be kept appropriately informed of all matters described here.

c. SPECIFIC RESPONSIBILITIES. The Department Head, subject to the orders of the Commanding Officer will:

(1) Organize and train the department for battle readiness.

(2) Prepare and maintain the bills and orders for the organization and operation of the department.

(3) Assign personnel to stations and duties within the department.

(4) Be responsible for the effectiveness of the department. Plan, direct, and supervise the work and training of departmental personnel.

(5) Coordinate the department safety program with the unit's Safety Officer and supervise the department's division safety officers. Ensure all security measures and safety precautions are strictly observed by all persons within the

department and others concerned with matters under department control. Ensure safety precautions are kept conspicuously posted and personnel are frequently and thoroughly instructed and drilled in their observance.

(6) Make frequent inspections of the personnel, material and assigned spaces of the department. Each Department Head or a representative will inspect daily and report the condition of the department to the Executive Officer, who will make a similar report to the Commanding Officer.

(7) Control the expenditure of allotted funds and operate the department within the limit of such funds.

(8) Ensure economy in the use of public money and stores.

(9) Assume responsibility for the proper operation, maintenance, preservation, custody and inventory of equipment and other material assigned to the department.

(10) Maintain records and submit department reports.

(11) Maintain custody of the keys for departmental spaces and storerooms except those assigned by regulation to the custody of another officer. Designate subordinates within the department to have duplicate keys.

(12) Be responsible for the cleanliness and upkeep of departmental spaces except as prescribed by regulation or other competent authority.

(13) Anticipate the personnel and material needs of the department and submit timely requests to fulfill requirements.

(14) Cooperate with other department heads to ensure full command coordination.

(15) Ensure optimum readiness within the department in accordance with NWP 62-1 (NOTAL) .

(16) Supervise the training and professional development of junior officers assigned to the department.

(17) Advise division officers regarding morale matters or discipline within the department, and keep the Commanding Officer informed of any matter adversely affecting the department, command, or the Naval service.

(18) Maintain a maintenance and material management system or a current unit's maintenance project for the department.

(19) Approve exchanges of duty between similarly qualified officers or enlisted personnel of the department, subject to instructions from the Executive Officer and the Senior Watch Officer.

(20) Maintain standards of performance and conduct; evaluate performance by means of drills, exercises, inspections, and other control devices; initiate fitness reports and evaluation sheets, and review periodic marks; and make recommendations to the Executive Officer for meritorious masts and disciplinary matters.

(21) Implement a department training program within the command training program.

(22) Supervise the execution of PQS topics applicable to the department. Qualify personnel for watch stations and equipment/system operation and maintenance.

(23) Review eligibility of departmental enlisted personnel for advancement in rating.

(24) Forward special requests to the Executive Officer, with recommended action. In the case of requests involving special privileges, comment on past conduct and performance.

(25) Submit budgetary requirements for the maintenance and operations of the department, and approve expenditures from funds allocated by the Commanding Officer.

(26) Prepare the department organization manual and directives and ensure dissemination and observance.

(27) With the DCA, supervise the training of departmental personnel in damage control.

(28) Perform other duties as assigned.

d. FUNCTIONAL RELATIONSHIPS. In addition to those duties prescribed in the previous section for the department head, he/she will be responsible for the supervision of the specific functional area to which assigned.

e. ORGANIZATIONAL RELATIONSHIPS. A Department Head will report to the Commanding Officer for the operational readiness of the department; for the general condition of the machinery and

other installations, including the need for and progress on major repairs and any circumstances affecting operational readiness; and for any matters relating to the department which may affect the department, the command, or the Navy. He/she will report to the Executive Officer for all administrative matters and advise the Executive Officer of direct reports to the Commanding Officer. Immediate subordinates assigned to the Department Head will report directly to him/her.

f. TRANSFER OF GOVERNMENT PROPERTY. Neither a Department Head nor his or her subordinates will transfer government property from a command or activity without the approval of the Commanding Officer.

g. DUTIES WHEN FITTING OUT A UNIT. Each Department Head will, during the fitting-out period, carefully inspect all parts of the unit and all apparatus and equipment assigned to the department. He/she will keep the Commanding Officer informed of the results and the corrective action taken.

h. DUTIES UPON DETACHMENT. When the Department Head of a unit or head of a major subdivision of an activity is detached from such duty, the officer and the relief will jointly inspect the material and the records of the department. Upon completion of the inspection, both officers will submit a joint report to the Commanding Officer which will include:

(1) A statement of any defects, deficiencies or unsatisfactory conditions within the department or major subdivision having the potential to affect adversely the safety, well-being, readiness, fiscal integrity, or command performance.

(2) A statement of the transfer of the equipage charged to the department or subdivision (not required in activities where equipage is held in the plant account).

(3) If there is disagreement between these officers as to the conditions observed, a statement of the facts in dispute will be submitted to the Commanding Officer.

(a) In the event of a disagreement, the Commanding Officer will ascertain actual conditions, fix the responsibility and take appropriate action.

(b) Should circumstances prevent a joint inspection, the incoming Department Head will make the inspection and the report as soon as possible, and in any event, within 20 days after taking charge.

i. DUTIES OF PROSPECTIVE DEPARTMENT HEAD. An officer ordered to duty as prospective Head of Department of a command or activity to be commissioned or established will perform the duties prescribed in this chapter, subject to the orders of the officer to whom he/she has reported for duty.

311. ASSISTANTS TO DEPARTMENT HEADS. Assistants required for the proper performance of department functions may be assigned to each department concerned. Department Heads will ensure that their assistants efficiently perform their assigned duties. The prescribed duties of a Department Head will not be construed to relieve subordinates from their responsibilities which includes the supervision and training of personnel assigned to them; the proper care, preservation, and economical use of equipage and stores in their charge; the upkeep and cleanliness of assigned spaces; and the maintenance of records and preparation of reports required in connection with their duties. All officers will perform other duties as may be assigned.

311.1 DEPARTMENT ADMINISTRATIVE ASSISTANT

a. GENERAL DUTIES. The Department Administrative Assistant will function as an aid to the department head in the details of administration.

b. SPECIFIC DUTIES, RESPONSIBILITIES, AND AUTHORITY:

(1) Supervise department administrative personnel, ensuring maintenance of assigned office spaces and the upkeep of office equipment.

(2) Supervise the assignment and training of the department administrative personnel.

(3) Screen all incoming correspondence routed to the department, and initiate action when appropriate; screen all outgoing correspondence.

(4) Assist the Department Head in implementing directives from higher authority as they pertain to the administration of the department.

(5) Assist in the preparation of all department directives; and, following release by the Department Head, exercise control over their issuance, ensuring effective dissemination.

(6) Supervise maintenance of department records, and maintain a tickler file on all required reports.

(7) Coordinate preparation of the department in-port daily watch bill.

(8) Assign tasks to and evaluate the performance of enlisted personnel assigned to the department office.

c. ORGANIZATIONAL RELATIONSHIPS. The Department Administrative Assistant will report to the Department Head. Department enlisted personnel assigned to the department office will report to the department administrative assistant.

311.2 DEPARTMENT TRAINING OFFICER

a. BASIC FUNCTION. The Department Training Officer will assist the Department Head in coordinating the department training program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Assist in developing a department training program in support of unit training objectives.

(2) Assist in developing a program of individual training based on existing PQS requirements, where applicable, to provide qualified reliefs for key personnel on existing PQS requirements.

(3) Implement approved training plans and policies within the department.

(4) Coordinate the administration of division training programs within the department. This responsibility will entail supervision of the preparation of training materials and review of curriculum, courses, and lesson plans; assistance in the selection and training of instructors; observation of instruction given at drills, on watch, on station, and in the classroom, followed by recommendations to the Department Head; procurement of, through the unit's Educational Services Officer, required training aids and devices including films, projectors training courses, and books.

(5) Assist the Department Head in the periodic review of PQS and division training records. Provide training progress updates to the Department Head when required.

(6) Maintain department training records and reports.

(7) Disseminate information about fleet and service schools.

(8) Assist in planning and coordinating the training of the junior officers of the department following unit training policy.

(9) Initiate requisitions for training supplies and materials, subject to the approval of the Department Head.

c. ORGANIZATIONAL RELATIONSHIPS. The Department Training Officer will report to the Department Head. He/she will collaborate with the unit's Training Officer in coordinating the department training program with the training objectives of the unit and assists the Division Training Assistants in their training programs.

312. AIRCRAFT INTERMEDIATE MAINTENANCE OFFICER

a. BASIC FUNCTION. In ships with an Aircraft Intermediate Maintenance Department, the head of that department will be designated the Aircraft Intermediate Maintenance Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he or she will be responsible under the Commanding Officer, for the supervision and direction of the intermediate maintenance effort of aircraft embarked or assigned to the ship.

b. SPECIFIC DUTIES. The Aircraft Intermediate Maintenance Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his department, which includes:

(1) The intermediate maintenance support for all embarked aircraft.

(2) The intermediate and organizational maintenance for aircraft assigned to the ship.

(3) The operation, care, and maintenance of all intermediate aircraft maintenance support equipment allocated, and providing prepositioned organizational aircraft maintenance support equipment for the embarked air wing.

(4) The frequent review and submission of changes to the applicable allowance lists, and the maintenance of accurate equipage and calibration records.

(5) The coordination of assignment of organizational maintenance work spaces to embarked air wing, and the maintenance and security of these spaces when the air wing is not embarked.

(6) Updating of facility plans to accommodate deck load changes and new weapons systems.

(7) Review of outstanding ship alterations and the submission of recommendations on proposed ship alterations concerning the aircraft maintenance facilities.

(8) The scheduling and conduct of a monthly maintenance material meeting for representatives from all supported activities and the supply department.

(9) The coordination of personnel requirements in conjunction with the air wing maintenance officer to ensure that necessary skills and quantities of personnel are available to support the intermediate maintenance requirements of the embarked air wing.

(10) The administration of a dynamic, aggressive quality assurance (QA) program.

(11) The providing of qualitative and quantitative analysis of aviation 3-M documentation to the Commanding Officer or to appropriate authority to determine the department's production efficiency and management effectiveness.

(12) The performance of other duties assigned by cognizant authority.

c. ORGANIZATIONAL RELATIONSHIPS. The Aircraft Intermediate Maintenance Officer will report to the Commanding Officer on matters concerning aircraft intermediate maintenance support of the embarked air wing and the assigned aircraft. He/she reports to the Executive Officer for all administrative matters.

313. AIRCRAFT MAINTENANCE OFFICER

a. GENERAL DUTIES. In aviation units which have an Aircraft Maintenance Department, the head of that department will be designated the Aircraft Maintenance Officer. In addition to those duties prescribed elsewhere by regulations for the head of a department, he or she will be responsible, under the Commanding Officer, for the supervision and direction of the maintenance effort in support of the unit aircraft.

b. SPECIFIC DUTIES. The Aircraft Maintenance Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his department, which includes the following:

(1) Organize and administer the operation of the Aircraft Maintenance Department including assignment of responsibilities and management of personnel, facilities, material, and workflow.

(2) Provide training for permanently and temporarily assigned personnel.

(3) Continuously and progressively analyze the mission of the department and ensure that timely planning is conducted and that a statement of requirements to meet future needs is initiated.

(4) Ensure that the production output of the department is of the proper quantity and quality following applicable specifications and directives.

(5) Maintain liaison with other department heads and representatives of higher authority and other maintenance organizations.

(6) Ensure compliance with maintenance, safety and security procedures.

(7) Monitor programs to prevent fuel, hydraulic, and oil contamination; foreign object damage and corrosion.

(8) Provide data analysis summaries to the Commanding Officer and other superiors in the chain of command, as requested.

(9) Ensure that the Individual Material Readiness List (IMRL) is frequently reviewed and changes submitted; that accurate equipage records are maintained, and required reports are submitted.

c. ORGANIZATIONAL RELATIONSHIPS. The Aircraft Maintenance Officer will report to the Commanding Officer for the maintenance effort of the department in support of the unit aircraft. He/she will report to the Executive Officer for the routine administration of the department.

314. AIR OFFICER

a. GENERAL DUTIES. In ships which have an Air Department, the head of that department will be designated the Air Officer. In addition to those duties prescribed elsewhere by regulations he/she will be responsible, under the Commanding Officer, for the

supervision and direction of launching and landing operations and for servicing and handling of aircraft.

b. SPECIFIC DUTIES. The Air Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include the following:

(1) Aircraft launching, landing, and handling operations, including visual traffic control related to these functions.

(2) Crash salvage and aircraft fire fighting.

(3) The operation, daily inspection, and care of aircraft handling equipment (including elevators, tractors, tow bars, firefighting vehicles) , as well as maintenance of catapults, arresting gear, and visual landing aids.

(4) The care, stowage and issue of aviation fuels and lubricants and the operation, maintenance and security of the systems pertaining thereto; the keeping of fuel records and the daily submission of the fuel report to the Commanding Officer.

(5) Control of aircraft (while airborne) in the landing pattern and on launch until control is assumed by the Operations Officer or other aircraft control authority.

c. SAFETY PRECAUTIONS. In those parts of the ship where aircraft and flammables assigned to the Air Department are stowed or handled, the Air Officer will ensure that applicable safety precautions are posted conspicuously and that the personnel concerned are instructed and drilled frequently in the safety precautions.

d. ORGANIZATIONAL RELATIONSHIPS. The Air Officer will report to the Commanding Officer for the conduct of flight operations. He/she will report to the Executive Officer for all administrative matters.

e. ASSISTANTS TO THE AIR OFFICER. When assigned, the Assistant Air Officer will report to the Air Officer. The following will also report to the Air Officer, or, when assigned, to the Assistant Air Officer:

(1) Flight Deck Officer.

(2) Catapult Officer.

(3) Arresting Gear Officer.

(4) Hangar Deck Officer

(5) Aviation Fuels Officer.

(6) Administrative Assistant.

(7) Aircraft Handling Officer.

(8) Training Assistant (Air).

315. AIR WING COMMANDER

a. GENERAL DUTIES. The Air Wing Commander is directly responsible to the assigned Battle Group Commander both ashore and afloat. He exercises command over units assigned by the type commander for operational and administrative control. He acts as principal advisor to the Battle Group Commander on air wing tactical employment and is responsible for the total warfighting capability of the air wing. A Deputy Wing Commander shall be responsible for the coordination and supervision of all activities of the several squadrons and detachments in the execution of approved employment schedules, material readiness, communications and intelligence functions of the air wing.

b. SPECIFIC DUTIES. The Deputy Air Wing Commander, under the Air Wing Commander, will be responsible for the proper performance of the air wing as a whole, which includes the following:

(1) Execute approved employment schedules for squadrons and detachments of the air wing.

(2) Maintain material readiness within the air wing.

(3) Coordinate intelligence functions for the air wing.

(4) Coordinate the departments concerned with the planning, scheduling and execution of flight operations.

(5) Maintain an active and continuing safety program within the air wing, both in the air and on the deck, to promote safety consciousness and reduce accidents.

(6) Maintain records of accountability and handle correspondence and reports.

(7) Instruct air wing personnel on ship's organization, regulations and procedures.

(8) Administer liberty within the air wing following policies of the Air Wing Commander.

(9) Investigate reports referred to him or her involving disciplinary offenses by personnel of the air wing, and make recommendations to the ship's Commanding Officer or the squadron Commanding Officer, as appropriate, concerning their disposition.

(10) Safeguard the physical, mental and moral well being of assigned personnel; sustain within the air wing a sound state of morale.

(11) Maintain the spaces and equipment assigned to the air wing.

(12) Provide for the physical security of all embarked aircraft assigned to the air wing.

(13) Submit fitness reports on air wing staff officers and commanding officers of squadrons assigned to the air wing. Prepare concurrent fitness reports of the officer in charge of each of the composite squadron detachments assigned to the air wing per BUPERSINST 1610.10.

(14) When squadrons or detachments under his/her cognizance report to or depart from the ship, ensure that movement reports are filed promptly with the movement report center or the Movement Report Officer, as appropriate.

c. ORGANIZATIONAL RELATIONSHIPS. The Air Wing Commander will report to the Battle Group Commander for the operational readiness and tactical performance of the air wing. The Air Wing Commander will coordinate with the CV(N) Commanding Officer for maintenance and cleanliness requirements of spaces assigned to the air wing. The Carrier Commanding Officer retains sole responsibility for the execution of launch and recovery operations. The Air Wing Commander assists the Carrier Commanding Officer in this area by providing recommendations regarding airborne emergencies, divert, and bingo situations. The Air Wing Commander will coordinate with the ship's Operations Officer concerning employment, scheduling, training, and tactical air operations; with the Air Officer in matters of shipboard aircraft handling, maintenance, security, and safety of operations; and with other department heads in matters of mutual interest and responsibility. The Air Wing Commander will receive reports from commanding officers and officers in charge of embarked squadrons or other attached aircraft units.

316. AVIATION OFFICER

a. GENERAL DUTIES. In air-capable (except LPD class) ships that have a Navy helicopter detachment embarked, an Aviation Department will be organized. The Officer in Charge of the helicopter detachment will be the Department Head and will be designated the Aviation Officer. On LPD class ships where an Aviation Officer is permanently assigned, he will retain the duties as Air Department Head. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for the specific missions of the embarked aircraft.

b. SPECIFIC DUTIES. The Aviation Officer, under the Commanding Officer, will be responsible for the proper functions of his/her department which will include:

(1) Safety of aircraft, flight deck, and aviation department personnel.

(2) Maintaining and servicing the helicopter and equipment assigned.

(3) Supervising helicopter operations.

(4) Training personnel involved in helicopter operations and aircraft support.

(5) Advising the Commanding Officer on the state of training and readiness of the Aviation Department.

(6) Coordinating maintenance, cleanliness, and preservation of assigned spaces.

(7) Briefing personnel on rescue techniques and helicopter rescue equipment.

(8) Advising the Commanding Officer on flight operations, including flight scheduling and improvements in air operations.

(9) Morale, discipline and welfare of assigned personnel.

(10) Maintaining custody and ensuring replacement of Individual Material Readiness List (IMRL) equipment.

(11) Providing required aircraft accounting reports per AIRTYCOM directives.

c. ORGANIZATIONAL RELATIONSHIPS. The Aviation Officer will be responsible to the Commanding Officer for the accomplishment of specific missions. He/she will be responsible to the Executive Officer in administrative matters. He/she will report to the Helicopter Squadron Commanding Officer through the ship's Commanding Officer. He/she will be also responsible to the parent command to ensure that squadron policies and doctrine are carried out.

316.1 HELICOPTER CONTROL OFFICER

a. GENERAL DUTIES. In air-capable ships which have an Aviation Department, or have a Navy helicopter detachment embarked, or in LPD class ships, the Helicopter Control Officer (HCO) will be responsible, under the Aviation Officer, for the supervision and direction of launching and landing operations and for servicing and handling of all embarked helicopters. The HCO will be a graduate of the helicopter indoctrination course unless a designated helicopter pilot.

b. SPECIFIC DUTIES, RESPONSIBILITIES AND AUTHORITY

(1) Supervise all flight deck operations.

(2) Man the helicopter control station during flight quarters.

(3) Originate all transmissions from the helicopter control station to the bridge and helicopter.

(4) Ensure that the flight deck check-off list is completed.

(5) Receive reports from the Landing Signalman Enlisted (LSE) and crash party, and report ready for launch and recovery to the bridge.

(6) Exercise control over the helicopter during launch and recovery and over-deck operations.

(7) Ensure safe flight deck procedures are observed during flight operations.

c. ORGANIZATIONAL RELATIONSHIPS. The HCO will be responsible to the Aviation Officer, or to the Aviation Coordinator/ Aviation Facilities Manager when the Aviation Officer is not embarked.

317. COMMUNICATIONS OFFICER

a. GENERAL DUTIES. In units which have a Communications Department, the head of that department will be designated the Communications Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer (or the Operations Officer in units which do not have a Communications Department), for visual and electronic exterior communications and for the administration of the internal systems pertaining thereto.

b. SPECIFIC DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Communications Officer, under the Commanding Officer (or the Operations Officer in units which do not have a Communications Department), will be responsible for the proper performance of the functions of his or her department, which include:

(1) The receipt, transmission, and internal distribution of all visual and electronic messages. Handling responsibilities begin with the receipt of an incoming message or computer diskette, or upon the delivery of an originator's draft outgoing message to the Communications Department/Center.

(2) The proper handling, control, and accountability of all material issued to the department/division through the communications security material (CMS) system.

(3) The maintenance and direction of a communications security program which includes cryptological security, transmission security, and physical security of communications security materials (COMSEC), computer diskettes and automated data, and information.

(4) The operation and preventive maintenance of all visual and electronic exterior communications equipment assigned to the Communication Department. He or she will ensure that the necessary liaison exists with the Operations Department for the repair of assigned electronic equipment.

(5) Ensure observance of the restrictions on transmissions as required by emission control (EMCON) condition in effect.

(6) Ensure proper separation and control of classified material and information in the radio spaces. Control access to radio spaces and classified material. Enforce ADP security and proper handling procedures and accountability of computer diskettes and automated information systems.

c. ORGANIZATIONAL RELATIONSHIPS. The Communication Officer will report to the Commanding Officer (or the Operations Officer

in units which do not have a Communications Department) for the readiness and employment of all visual and electronic exterior communications equipment and for the proper functioning of all associated internal systems and procedures. He/she will report to the Executive Officer for the administration of the Communications Department.

Assistants to the Communications Officer may include:

(1) A Radio Officer who will be responsible, under the Communications Officer, for electronic exterior communications and the administration of the internal systems pertaining thereto, including the operation and preventive maintenance of communications equipment.

(2) A Signal Officer who will be responsible, under the Communications Officer, for visual exterior communications and the administration of the internal systems pertaining thereto, including the operation and preventive maintenance of communications equipment.

(3) A Custodian of CMS material who will be responsible, under the Communications Officer, for procurement, custody, correction, issue, physical security, disposition, and reporting of such material.

(4) A Crypto Security Officer who will be responsible, under the Communication Officer, for secure and efficient cryptographic operations and for the supervision and training of all crypto operators. Crypto operators will be designated by the Commanding Officer, as prescribed by the Chief of Naval Operations, to perform duties involving the processing of messages in the classified communications spaces. This applies only to commands operating off-line cryptographic equipment.

(5) A Message Center Officer (Traffic Officer) who will be responsible, under the Communications Officer for message center operations and the administration of internal systems pertaining thereto, and also for the expeditious and proper handling of all incoming and outgoing messages, excluding tactical voice messages.

318. DEEP SUBMERGENCE OFFICER

a. GENERAL DUTIES. In units which have a Deep Submergence Department, the head of the department will be designated the Deep Submergence Officer. In addition to those duties prescribed elsewhere by regulations for the head of a department, he/she is

responsible, under the Commanding Officer, for the supervision and direction of the launch and recovery operations and the servicing and handling of the deep submergence vehicle.

b. SPECIFIC DUTIES. The Deep Submergence Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) Vehicle launching, recovery, and handling operations.

(2) The care and stowage of vehicle ballast, lubricants, and compensating oil.

(3) Safety aspects associated with servicing of the vehicle, stowage, and security of all equipment and specialized support vans associated with the deep submergence vehicle.

c. SAFETY PRECAUTIONS. In those parts of the ship where the vehicle and flammables are stowed or handled, the Deep Submergence Officer will ensure that applicable safety precautions are conspicuously posted and that the personnel concerned are instructed and drilled frequently and thoroughly in the safety precautions.

d. ORGANIZATIONAL RELATIONSHIPS. The Deep Submergence Officer will report to the Commanding Officer for the operational functions of the department. He/she will report to the Executive Officer for the routine administration of the Deep Submergence Department.

319. DENTAL OFFICER

a. GENERAL DUTIES. The head of the Dental Department of a command or other activity will be an officer of the Dental Corps and will be designated the Dental Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for preventing and controlling dental diseases and supervising dental hygiene within the command and for advising the Commanding Officer on all dental matters. The Dental Officer will practice within the scope of clinical privileges granted by the Commanding Officer.

b. SPECIFIC DUTIES

(1) Provide dental care and treatment to personnel of the command, and, when directed by the Commanding Officer, to other persons in the armed services of the United States, as required.

(2) Furnish other dental services as are authorized by law, and provided in these regulations, and in the Manual of the Medical Department (NAVMED P-117 (NOTAL)) .

(3) Report to the Commanding Officer any condition within the command or community which may endanger the dental health of either, and cooperate with local health authorities.

(4) Conduct periodic dental examinations and advise, with respect thereto, on the physical fitness of the personnel.

(5) Procure, inspect, store, issue, transfer, and account for dental stores and equipment.

(6) Formulate the policies and procedures of the Dental Department in conformance with Bureau of Medicine and Surgery (BUMED) directives.

(7) Integrate dental personnel with the Medical Department during general quarters or other emergencies, if so ordered by the Commanding Officer.

(8) Assist the Medical Officer in the identification of the dead.

(9) Ensure that Dental Department personnel are assigned only to duties directly or indirectly related to dental care or to the administration of dental facilities. This does not preclude assignment as members of courts-martial, audit, inventory and interview boards.

c. ADVERSE ENTRIES IN DENTAL RECORDS. The Dental Officer will conform to U. S. Navy Regulations concerning adverse entries in dental records.

d. COLLABORATION WITH THE MEDICAL OFFICER. The Dental Officer will inform the Medical Officer of any disease or condition discovered in the course of dental treatment or examination which requires medical attention and will consult with the Medical Officer regarding all cases requiring collaboration in treatment.

e. ORGANIZATIONAL RELATIONSHIPS. The Dental Officer will report to the Executive Officer for the administration of the Dental Department. Assistant Dental Officers will report to the Dental Officer.

320. ENGINEER OFFICER

a. GENERAL DUTIES. The head of the Engineering Department of a unit will be designated the Engineer Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for the operation, care, and maintenance of all propulsion and auxiliary machinery, the control of damage, and, upon request of the head of department concerned, the accomplish-ment of repairs beyond their capabilities.

(1) In addition to the Engineering Department, nuclear-powered ships may have a Reactor Department when so designated by the Chief of Naval Operations. The head of the Reactor Department will be designated as the Reactor Officer and will be responsible for those duties normally assigned to the Engineer Officer that are prescribed elsewhere for the Reactor Officer. In nuclear-powered ships not having a Reactor Department, the Engineer Officer will be responsible for those duties prescribed for the Reactor Officer in addition to those prescribed for the Engineer Officer.

(2) On nuclear-powered ships, the Engineer Officer and/or the Reactor Officer and his principal assistants will also be guided by the provisions of the Engineering Department Manual for Naval Nuclear Propulsion Plants, OPNAVINST C9210.2 (NOTAL).

b. SPECIFIC DUTIES. The Engineer Officer, under the Commanding Officer, will be responsible for the proper perform-ance of the functions of his/her department, which include:

(1) The operation, care, and maintenance of all machinery, piping systems, and electrical and electronic devices not specifically assigned to another department.

(2) Damage control.

(3) The repair of the hull and its appurtenances.

(4) The furnishing of power, light, ventilation, heat, refrigeration, compressed air, and water; and the operation, care and maintenance of associated equipment.

(5) The operation, care and maintenance of boat machinery.

(6) The care, stowage and use of fuels and lubricants not assigned to other department.

(7) The maintenance of underwater fittings.

(8) The maintenance of the Engineering Log and, except in ships having a Reactor Department, the Engineer's Bell Book.

(9) The maintenance of the hull, machinery and electrical system in battle readiness.

(10) Fire fighting. (Control of aircraft fires is the responsibility of the Air Officer in ships having an Air Department).

(11) The maintenance of interior communications equipment.

(12) The control and restoration of engineering and ship control casualties.

(13) The coordination of all naval shipyard work and correspondence or communication relating to alterations or repairs to the hull and installed equipment. When the ship is in overhaul, this is the duty of the overhaul coordinator who may be assigned from another department.

(14) The maintenance of required operating and maintenance records.

(15) Technical assistant to the Executive Officer in carrying out chemical, biological, and radiological defense procedures.

(16) Safe handling of hazardous materials. Ensure compliance with current safety precautions and environmental protection laws and regulations in the procurement, stowage, usage, and disposal of hazardous material.

(17) The providing of ship facilities, equipment and key personnel required for repairs to the hull and machinery for repairs to material and equipment of other departments within the capacity of the Engineering Department.

(18) The maintenance and repair of all equipment associated with the degaussing system, and act as Degaussing Officer.

(19) Establish an organization of qualified personnel to monitor progress and inspect work performed on Engineering Department equipment by ship's force, commercial contractors, Intermediate Maintenance Activities, and depot level repair

activities, and to witness quality control tests as appropriate to ensure prompt and correct work completion.

(20) Personally inspect boilers, main engine, and generator reduction gears, the main and auxiliary condensers, main engine lube oil sumps, and the main engine internals before closure to ensure proper reassembly. The results of these inspections shall be reported to the Commanding Officer and entered in the Engineering Log. In the absence of the Engineer Officer, the Commanding Officer may assign this responsibility to the Main Propulsion Assistant.

(21) The proper operation of the ship's equipment in a manner that will achieve economy of fuel usage as directed by the Commanding officer.

c. ORGANIZATIONAL RELATIONSHIPS. The Engineer Officer will report to the Commanding Officer for the operational readiness and operation of the main propulsion and electrical plants and the damage control organization and systems. He/she will report to the Executive Officer for administration of the Engineering Department.

d. ASSISTANTS TO THE ENGINEER OFFICER. Assistants to the Engineer Officer may include a Main Propulsion Assistant; Reactor Control Assistant; Damage Control Assistant; Electrical Officer, Auxiliaries Officer, Administrative Assistant (engineering); and special assistants such as technical assistants for nuclear, biological, and chemical defense, fire marshal, and gas free engineering.

320.1 DAMAGE CONTROL ASSISTANT

a. GENERAL DUTIES. The Damage Control Assistant (DCA) will be responsible, under the Engineer Officer, for establishing and maintaining effective damage control organization and for supervising repairs to the hull and machinery, except as specifically assigned to another department or division.

b. SPECIFIC DUTIES

(1) The prevention and control of damage including control of stability, list, and trim. Supervise placing the ship in the condition of closure ordered by the Commanding Officer. Ensure that appropriate closure classifications are assigned and conspicuously marked on or adjacent to the objects to which they apply. Supervise the carrying out of prescribed test of compartments and spaces for tightness. Prepare and maintain bills for the control of damage and stability, and ensure that correct compartment check-off lists are posted.

(2) The training of the ship's repair party personnel in damage control, including fire fighting, emergency repairs and nonmedical defense against nuclear, biological, and chemical warfare using PQS for standardizing training.

(3) The operation, care, and maintenance of auxiliary machinery piping and drainage systems not assigned to other departments or divisions, and of the ship repair facilities; and repair of the hull and boats.

(4) The supervision and organization of the ship's Damage Control Petty Officer (DCPO) maintenance workcenter, and training of ship and embarked staff personnel assigned DCPO responsibilities.

c. ORGANIZATIONAL RELATIONSHIPS. THE DCA will report to the Engineer Officer.

320.2 ELECTRICAL OFFICER

a. GENERAL DUTIES. The Electrical Officer will be responsible, under the Engineer Officer, for the proper operation and maintenance of the electrical power generating, storage and distribution systems, and auxiliary electrical systems and equipment.

b. SPECIFIC DUTIES. The Electrical Officer will be responsible for maintaining required records associated with systems and equipment under his/her cognizance, including operating logs and preventive maintenance.

c. ORGANIZATIONAL RELATIONSHIPS. The Electrical Officer will report to the Engineer Officer.

320.3 MAIN PROPULSION ASSISTANT

a. GENERAL DUTIES. The Main Propulsion Assistant (MPA) will be responsible, under the Engineer Officer, for operation, care and maintenance of the ship's propulsion machinery, related auxiliaries, and such other auxiliaries as may be assigned. In nuclear-powered ships having a Reactor Department, certain duties prescribed herein will be the responsibility of the Reactor Officer and his assistants, as prescribed elsewhere herein.

b. SPECIFIC DUTIES

(1) The effective operation of the main engines and power generation equipment and assigned auxiliaries. The Main Propulsion Assistant will make or cause to be made frequent

examinations of the machinery and equipment for which he/she is responsible and will ensure that repairs and adjustments are made subject to such authorizations as may be required. On getting underway, coming to anchor, and at other times when unusual care is required, he/she will personally supervise the operation of the main engines. Except in cases of emergency, he/she will ensure that fires are not lighted or secured under a boiler without permission of the Commanding Officer. He/she will ensure that the main engines are not turned except in obedience to a signal from, or by permission of, the Officer of the Deck.

(2) The care, stowage, and use of fuels, except those for aircraft, and the operation, maintenance, and security of systems pertaining thereto; the keeping of fuel records and the daily submission of a Fuel and Water Report to the Commanding Officer.

(3) The preparation and care of the Engineering Log, and, except in ships having a Reactor Department, the Engineer's Bell Book. He/she will inspect the logs daily and, more often when necessary, to ensure they are kept properly.

(4) The preparation of such operation, maintenance, and other engineering records, as necessary.

c. ORGANIZATIONAL RELATIONSHIPS. The MPA will report to the Engineer Officer.

321. FIRST LIEUTENANT

a. GENERAL DUTIES. In ships with a Deck Department, the head of the department will be designated the First Lieutenant. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for supervising the employment of equipment associated with deck seamanship, and, in ships not having a Weapons or Combat Systems Department, of the ordnance equipment.

b. SPECIFIC DUTIES. The First Lieutenant, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) The preservation and cleanliness of the exterior of the ship except that part of the exterior assigned to another department.

(2) The operation, care, and maintenance of the ground tackle, mooring lines, and related equipment. Before entering port, the First Lieutenant will ensure that the ground tackle and, when appropriate, the mooring lines are ready. When

anchored, he/she will keep informed as to the condition of the ground tackle and will promptly inform the Commanding Officer of any corrective action necessary. When made fast to a dock, he/she will ensure that the lines are properly tended to accommodate changes in weather, tides and currents.

(3) The operation, care, and maintenance of the ship's boats, except boat machinery, of the life rafts and other lifesaving equipment. The First Lieutenant will ensure that the ship's boats are secured adequately and that the required life jackets and other standard safety equipment are in place and in serviceable condition. When at sea and at other appropriate times, the First Lieutenant will ensure that a supply of fresh water, provisions and other necessary articles are in the boats or attached to the life rafts (where appropriate) or similar lifesaving equipment.

(4) The operation, care, and maintenance of ship's booms and winches (except winch machinery) associated with amphibious, replenishment, salvage, and mine sweeping operations.

(5) The operation, care and maintenance of the towing gear and equipment, rigging, gangways, fueling and provisioning-at-sea gear, and other deck appurtenances. When at sea, the First Lieutenant will ensure that all gear about the weather decks is properly secured and, as appropriate, ready for use.

(6) All matters related to deck seamanship including loading and unloading operations.

(7) In ships not having an Air Department, the operation, care, and maintenance of the ship's flight deck, hanger, and all other prescribed flight deck equipment.

(8) In ships not having a Weapons or Combat Systems Department, the functions of the Weapons Department.

(9) The planning and execution of deck seamanship evolutions including anchoring, mooring, fueling, and replenishment at sea.

(10) The supervision of loading, unloading and stowage of cargo.

(11) The supervision of operation of the paint, sail, and boatswains' lockers (stowage, care, accountability, issue, and proper disposal of associated materials and equipment).

(12) The maintenance of a master life raft and boat personnel assignment list for the ship, including temporarily

embarked personnel. Provide the current assignments to each officer and petty officer in charge of abandon ship stations.

(13) Promote traffic safety through vehicular training.

c. ORGANIZATIONAL RELATIONSHIPS. On ship's which have a Deck Department, the First Lieutenant will report to the Commanding Officer for employment and readiness of deck and seamanship equipment and to the Executive Officer for administration of the Deck Department. In ships with a Deck Department but not a Weapons Department, the Weapons Officer will be an assistant to the First Lieutenant and will be responsible for those duties relating to ordnance prescribed elsewhere for the Weapons Officer. In small ships, the duties of the First Lieutenant and Weapons Officer may be assigned to one officer. On ship's which do not have a Deck Department, the First Lieutenant will report to the Operations Officer in ships which have a Combat Systems Department or to the Weapons Officer in ships with primary characteristics related to ordnance or aircraft. The following will report to the First Lieutenant:

(1) Gunnery Officer (in ships whose primary characteristics are related to other than ordnance or aircraft).

(2) Cargo Officer.

(3) Ship's Boatswain.

(4) Boat Group Commander.

(5) Assistants as prescribed for the Weapons Officer.

322. MEDICAL OFFICER

a. GENERAL DUTIES. The head of the Medical Department will be an officer of the Medical Corps and will be designated the Medical Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for maintaining the health of the personnel of the command, making inspections incident thereto and advising the Commanding Officer on hygiene and sanitation affecting the command. The Medical Officer will practice within the scope of clinical privileges granted by the Commanding Officer.

b. SPECIFIC DUTIES

(1) Ensure that his/her department provides medical care to the personnel of the command and to other U. S. armed forces personnel as required.

(2) Furnish medical care, as provided by law and regu lation, for dependents of persons in the naval service; for civilian employees of the Naval Establishment who are injured or become sick while at work; for civilian employees and dependents outside the continental limits of the United States; and for other supernumeraries specified in NAVMEDCOMINST 6320.3B.

(3) Report to the Commanding Officer any condition within the command or community which may endanger the health of either, and cooperate with local health authorities.

(4) Advise the Commanding Officer on the medical aspects of all pertinent quarantine regulations, and of the condition of the command in reference thereto, and assist health authorities in quarantine inspections.

(5) Conduct physical examinations, and advise the Commanding Officer as to the physical fitness of the personnel.

(6) Procure, inspect, store, issue, transfer, and account for medical stores and equipment, except those specifically assigned to the Dental Officer.

(7) Treat the sick and injured.

(8) Establish policies and procedures for administration of the Medical Department according to current directives.

(9) Conduct routine inspections of the unit's messing, food service, living, berthing, brig, and working spaces to ensure sanitary conditions exist.

(10) Conduct a weekly physical examination (the scope of which may be determined by indicating factors) of food service personnel, barbers, and personnel employed in the mess.

(11) Establish and supervise the crew training in personal hygiene, first aid, cardiopulmonary resuscitation (CPR), and other subjects as directed by the Commanding Officer.

(12) Prepare drafts of fitness reports for officers assigned to the Medical Department, including concurrent reports for the Flight Surgeon of the air wing (when embarked).

(13) Provide designated stations with required medical items for personnel decontamination, and advise on medical aspects of personnel decontamination training in nuclear, biological, and chemical (NBC) warfare defense.

(14) Maintain record of personnel radiation dosages in health records.

(15) Prepare and submit to Chief, BUMED (with a copy sent directly) any medical intelligence information of general naval medical interest, especially when in foreign waters or ports. Reports shall be made whenever appropriate and not necessarily periodically.

(16) Identify and care for the dead.

(17) Provide training in shipboard pest control for selected medical department personnel, and establish a pest control program.

(18) Ensure that personnel of the Medical Department are assigned only to duties related to patient care or to the administration of directly related facilities. This does not preclude assignment as members of courts-martial, audit, inventory, and interview boards.

(19) When appropriate, obtain samples/specimens to detect the possibility of biological attack. Advise and assist the DCA in decontamination of biological agents.

(20) Medical treatment and assignment of HIV(+) personnel shall be in accordance with SECNAVINST 5300.30C.

(21) Provide guidance concerning smoking in eating facilities, working spaces, and berthing spaces, and its potential impact on health, as described in SECNAVINST 5100.13A.

c. ADVERSE ENTRIES IN MEDICAL RECORDS. The Medical Officer will conform to U. S. Navy Regulations concerning adverse entries in medical records.

d. COLLABORATION WITH DENTAL OFFICER. The Medical Officer will inform the Dental Officer of any disease or condition discovered in the course of medical treatment or examination which requires dental attention and will consult with the Dental Officer regarding all cases requiring collaboration in treatment.

e. ORGANIZATION RELATIONSHIPS. The Medical Officer reports to the Commanding Officer in matters related to the health or well being of the ship's company. The Medical Officer reports to the Executive Officer in matters related to the administration of the Medical Department. Assistant Medical Officers and the Medical Administrative Officer report to the Medical Officer. The air wing Flight Surgeon, when embarked, reports to the Medical Officer on matters pertaining to sanitation, health,

medical treatment, and the fitness of air wing personnel to control aircraft.

f. RESPONSIBILITIES ON SHIPS HAVING NO MEDICAL OFFICER. When a medical officer department head is not embarked, enlisted medical personnel will represent the Surgeon General, through delegated authority, in all medical functions performed. They will be directly responsible to the Commanding Officer for the care of the sick, wounded and dead; the sanitation and hygiene of the command; the shipboard pest control program; the health of personnel; and the preparation of medical reports and records.

(1) The Medical Department Representative shall have direct access to the Commanding Officer regarding the health of the personnel of the command.

(2) In the routine performance of administrative duties, the Medical Department Representative will report to the Executive Officer or, in the case of deployed staffs without a medical department officer assigned, to the Chief Staff Officer.

(3) For organizational purposes, the senior Medical Department Representative and any other medical personnel assigned will be attached to the X Division, if established, or to the Operations Department.

(4) Preparation and execution of performance evaluations of the senior enlisted Medical Department Representative will not be delegated below the officer exercising direct supervision of the representative's professional duties.

(5) The Medical Department Representative will perform clinical procedures commensurate with his/her training and experience, and as directed by instructions to non-physician health care providers.

g. COLLATERAL DUTIES. NAVREGS 1990 forbids the assignment of medical personnel to duties unrelated to their specialties while assigned to a combat area during a period of armed conflict.

323. NAVIGATOR

a. GENERAL DUTIES. The head of the Navigation Department or Division of a ship will be designated the Navigator. The Navigator normally will be senior to all watch and division officers. The Chief of Naval Personnel will order an officer as Navigator aboard large combatant ships. Aboard other ships, the Commanding Officer will assign such duties to any qualified officer serving under his/her command. In addition to those

duties prescribed by regulations for the head of a department, he or she will be responsible, under the Commanding Officer, for the safe navigation and piloting of the ship. The Navigator will receive all orders relating to navigational duties directly from the Commanding Officer and will make all reports in connection therewith directly to the Commanding Officer.

b. SPECIFIC DUTIES

(1) Advise the Commanding Officer and Officer of the Deck as to the ship's movements, and, if the ship is running into danger, as to a safe course to be steered. To this end the Navigator will:

(a) Maintain an accurate plot of the ship's position by celestial, visual, electronic, or other appropriate means.

(b) Prior to entering pilot waters, study all available sources of information concerning the navigation of the ship therein. Consult with the Commanding Officer about the advisability of requesting and employing a pilot and tugs; considering such circumstances as changing waterway configurations, experience in these pilot waters, extent of congestion or restriction of the waterway, and size of the ship.

(c) Give careful attention to the course of the ship and depth of water when approaching land or shoals.

(d) Maintain record books of all observations and computations made in navigating the ship, with results and dates involved. Such books shall form a part of the ship's official records.

(e) Report in writing to the Commanding Officer, when underway, the ship's position at 0800, 1200, and 2000 each day and other times required by the Commanding Officer.

(f) Procure and maintain all charts, sailing directions, light lists, and other publications and devices for navigation as may be required. Maintain records of corrections affecting such charts and publications. Correct navigational charts and publications as directed by the Commanding Officer and, in any event, prior to any use for navigational purposes. Corrections will be made following such reliable information as may supplied to the ship or as the Navigator is able to obtain.

(2) The operation, care, and maintenance of the ship's navigational equipment. To this end he/she will:

(a) When the ship is underway and weather permits, determine daily the error of the master gyro and standard magnetic compasses and report the result to the Commanding Officer in writing; cause frequent comparisons of the gyro and magnetic compasses to be made and recorded; adjust and compensate the magnetic compasses when necessary, subject to the approval of the Commanding Officer; prepare tables of deviations and post correct copies at the appropriate compass stations.

(b) Ensure that chronometer comparisons are made to determine their rates and error, and that the ship's clocks are set to the local standard zone time or in accordance with the orders of the senior officer present.

(c) Ensure that assigned electronic navigational equipment is kept in adjustment, and, if appropriate, that calibration curves or tables are maintained and checked at prescribed intervals.

(3) Advise the Engineer Officer and the Commanding Officer of deficiencies in the steering system and monitor the progress of corrective actions.

(4) Inspect daily, and more often when necessary, the Deck Log and take any corrective action as may be necessary and within his/her authority to ensure that it is kept properly.

(5) Prepare reports and records required in connection with navigational duties, including those pertaining to the compasses, hydrography, oceanography, and meteorology.

(6) Conduct navigation training of personnel such as junior officers, boat coxswains, and boat officers; train quarterdeck personnel in procedures for honors and ceremonies and all junior officers in Navy etiquette.

(7) Normally, be assigned as Officer of the Deck for honors and ceremonies, and other special occasions.

(8) Relieve the Officer of the Deck as authorized by the Commanding Officer (in writing).

(9) Compare charted depths with observed soundings and provide feedback to the Defense Mapping Agency with respect to chart information and accuracy, copy to the Oceanographer of the Navy, following NAVPUB 606, GUIDE TO MARINE OBSERVING AND REPORTING (NOTAL). Provide sounding information as necessary.

c. DUTIES WHEN PILOT IS ON BOARD. The duties prescribed for the Navigator in these regulations will be performed by him/her whether or not a pilot is on board.

d. ORGANIZATION RELATIONSHIPS. The Navigator reports to the Commanding Officer concerning navigation and to the Executive Officer for the routine administration of the Navigation Department or Division. The following officers report to the Navigator:

(1) The Engineer Officer concerning the steering engine and steering motors.

(2) The Assistant Navigator, when assigned.

(3) The Oceanography Officer, when assigned, for the provision of information on weather and sea conditions affecting navigation.

324. OPERATIONS OFFICER

a. GENERAL DUTIES. The head of the Operations Department of a unit will be designated the Operations Officer. In addition to those duties prescribed by regulations for the head of a department, he/she will be responsible, under the Commanding Officer, for all operational aspects of the assigned mission. As such, he/she is charged with maintaining operational readiness in support of battle plans or other instructions as may be directed by higher authority.

b. SPECIFIC DUTIES. The Operations Officer is responsible for the proper performance of the functions of his/her department which include:

(1) The conduct of surface and air search.

(2) The execution of anti-air warfare (AAW), anti-surface warfare (ASUW), anti-submarine warfare (ASW), electronic warfare (EW), strike warfare (STW), and intelligence/cryptologic operations as directed, including the maintenance/dissemination of intelligence data, except on those platforms where any of the above functions and responsibilities are assigned to another officer.

(3) The control of assigned aircraft when airborne, except when this control is assigned to other authority or under the land-launch control of the Air Officer.

(4) The management and maintenance of battle group command and control systems and associated equipments in support of an embarked flag.

(5) The preparation of operation plans and orders and other reports and directives.

(6) The maintenance and repair of all electronic equipment except as assigned to another department.

(7) The collection, interpretation, display, and dissemination of meteorological and oceanographic information.

(8) In units not having a Communications Department, the functions prescribed in these regulations for the communications department.

(9) In units having a Combat Systems Department and not a Deck Department, the functions prescribed in these regulations for the Deck Department.

(10) The collection and transmission of requests for operational and logistic services required by the command in support of operations.

(11) The obtaining of clearance and operating assignments incident to the movements and operations of the unit.

(12) The preparation and issuing of training schedules.

(13) Providing photographic services.

(14) The maintenance and dissemination of the ship or unit's operating schedule.

(15) In units not having an Air Department, the functions prescribed elsewhere in these regulations for that department.

(16) In units not having a Deck Department, the functions prescribed elsewhere in these regulations for that department.

c. ORGANIZATIONAL RELATIONSHIPS. The Operations Officer will report to the Commanding Officer concerning operations, intelligence, and tactical employment of the unit and assigned aircraft. He/she will report to the Executive Officer for the administration of the Operations Department.

The following officers, when assigned, will report to the Operations Officer:

(1) Administrative and training assistants of the Operations Department (Subparagraphs 311.1 and 311.2 respectively).

(2) Air Operations Officer (supplied by the appropriate type commander)

(3) Combat Information/Direction Center (CIC/CDC) Officer (Subparagraph 324.1)

(4) Communications Officer (when not a department head) (Subparagraph 317.)

(5) Electronics Material Officer (EMO) (Subparagraph 324.2)

(6) Electronic Warfare (EW) Officer (Subparagraph 324.3)

(7) Intelligence Officer (Subparagraph 324.4)

(8) Oceanography Officer (Subparagraph 324.5)

(9) Photographic Officer (Subparagraph 305.18)

(10) Strike Operations Officer (supplied by the appropriate type commander)

(11) First Lieutenant when the ship has a Combat Systems Department but not a Deck Department

(12) Cryptologic Officer on those ships which have CESM capabilities (Subparagraph 324.6).

324.1 COMBAT INFORMATION CENTER OFFICER

a. GENERAL DUTIES. The Combat Information Center (CIC) Officer, when assigned, will be responsible, under the Operations Officer, for the operation and maintenance of CIC and related spaces. NOTE: On some ships CIC is named the Combat Direction Center (CDC). For the purpose of these regulations, the term CIC refers equally to both CIC and CDC.

b. SPECIFIC DUTIES

(1) The collection, analysis, display, and dissemination of combat and operational information.

(2) The execution of anti-air warfare (AAW), anti-surface warfare (ASUW), anti-submarine warfare (ASW), and electronic warfare (EW) in support of mission requirements.

(3) Command and control support to flag officers when embarked.

(4) The operation of all CIC related equipment, including radar, underwater search equipment (except in those units with ASW armament installed), and all warfare area related equipment used for obtaining and evaluating combat and operational information (unless equipment operation is specifically designated the responsibility of another officer).

(5) Assist the Navigator and Officer of the Deck (OOD) with the safe navigation of the ship by ensuring CIC maintains complete navigational and surface contact plots.

(6) The maintenance of Electronic Warfare Module related equipment (when the Electronic Warfare Officer, and Electronic Module personnel are under the CIC Officer).

(7) The supervision and training of personnel assigned.

(8) The tactical control of aircraft when airborne, except when this control is assigned to other authority or when under marshall, approach, or departure control (Air Operations Officer) or when under the land-launch control of the Air Officer.

324.2 ELECTRONICS MATERIAL OFFICER (EMO)

a. GENERAL DUTIES. The Electronics Material Officer (EMO) will be responsible, under the Operations Officer, for the readiness of all assigned electronic equipment, the administration of the electronic material function, and the repair of all shipboard electronic equipment other than weapons control radars in non-CV/CVN class ships and equipment specifically assigned to another division. In ships having a Combat Systems Department, the EMO's duties will be assumed by the Electronic Coordination Officer (ECO).

b. SPECIFIC DUTIES

(1) Responsible for the maintenance and repair of all electronic equipment, excluding weapons control radars in non-CV/CVN class ships and equipment specifically assigned to another division.

(2) Manage and supervise the electronics preventive maintenance program.

(3) Provide for maximum operational readiness of electronic equipment by performing operational tests and established maintenance procedures.

(4) Provide for correct use, maintenance, and repair of assigned electronic repair equipment.

(5) Direct equipment modifications required by authorized field changes.

(6) Establish and maintain a reporting and record system following with current instructions on the material status of all electronic equipment under his/her cognizance, including authorized equipment changes, repairs, and expenditure of repair funds.

(7) Assist and advise operating personnel, as requested by cognizant officers, in the proper operational procedures and characteristics of electronic equipment, including performance capabilities and limitations.

(8) Prepare, for forwarding through the Engineer Officer, work lists for shipyard availability repairs, and provide detailed specification and information requests for shipyard work. Follow-up with shipyard officials on work status, keep informed of work progress, and carry out inspection of completed work.

(9) Keep informed of the ship's current electronic equipment allowance and ensure the requisition and procurement of authorized equipment. Supervise the installation or storage of such equipment.

(10) Advise the Supply Officer on the requisitioning of electronic spare parts and ensure the ready availability of such parts.

(11) Maintain a technical library including one or more copies of instruction books for each type of equipment under his/her cognizance, and other related Navy manuals and commercial publications.

(12) Conduct a training program for assigned personnel.

(13) Be responsible for the cleanliness and preservation of assigned spaces.

(14) Be aware of developments in electronic equipment, maintenance and repair techniques, especially information affecting the ship's installation.

c. ORGANIZATIONAL RELATIONSHIPS. The EMO will report to the Operations officer.

324.3 ELECTRONIC WARFARE OFFICER (EWO)

a. GENERAL DUTIES. The Electronic Warfare Officer, under the Operations Officer, will be responsible for the organization, operation, and coordination of electronic warfare (EW), including detailed knowledge of electronic support measures (ESM), electronic counter-measures (ECM) , electronic counter-countermeasures (ECCM), and cryptologic electronic support measures (CESM) in ships equipped for this function.

b. SPECIFIC DUTIES

(1) Supervise, train, qualify, and assign all EW equipment operators, CIC watch officers and other personnel connected with EW operations.

(2) Maintain an effective passive intercept organization capable of performing duties as an electronic intercept guard unit, search unit, direction-finder unit, or control unit within an assigned force, as ordered by the Officer in Tactical Command (OTC).

(3) Provide CIC and EW watches with a current electronic order of battle for friendly, potential nonfriendly, and enemy forces.

(4) Establish an effective emission control plan within the unit, including use of evasion and deception techniques.

c. ORGANIZATIONAL RELATIONSHIPS. The EWO will report to the Operations Officer. On CV/CVN class ships the EWO may report to the CICWO or EMO.

d. REFERENCE. NWP 33

324.4 INTELLIGENCE OFFICER

a. GENERAL DUTIES. The Intelligence Officer, under the direction of the Operations Officer, will be responsible for collecting and disseminating intelligence information. This duty will normally be assigned to an officer in the Operations Department.

b. SPECIFIC DUTIES

(1) Collect and maintain a classified file of all incoming information of intelligence value from various national, fleet, force, and unit intelligence collection sources and be familiar with its contents. Ensure compliance with reports required for specific operations.

(2) Inform the Commanding Officer, Executive Officer, and Operations Officer of intelligence materials held and of requirements for additional material, maps, charts, and publications.

(a) Material required for deployment as part of a tactical force will be distributed by the cognizant commander.

(b) Material required for deployment will be obtained prior to departure from the U.S.

(3) Provide briefings in a timely manner about intelligence information and route items of general interest within the command.

(4) Supervise the command's Intelligence Collection Team.

(5) Provide secure stowage for classified intelligence material following OPNAVINST 5510.1H and other applicable directives.

c. ORGANIZATIONAL RELATIONSHIPS. The Intelligence Officer will report to the Operations Officer regarding assigned duties and coordinate intelligence matters with the Operations Officer. Assistants, as assigned, will report to the Intelligence Officer.

324.5 OCEANOGRAPHY OFFICER

a. GENERAL DUTIES. The Oceanography Officer, when assigned, will be responsible, under the Operations Officer, for providing information concerning meteorological and oceanographic conditions, operational applications products, and tactical decision aids, as may be required.

b. SPECIFIC DUTIES. The oceanography officer will be responsible for:

(1) Observing, recording and reporting environmental observations.

(2) Forecasting weather and sea conditions for surface and air operations.

(3) Assessing the environmental effects on the operations and performance of naval platforms, weapons, and sensors.

(4) Providing operational applications products for the optimum employment of naval platforms, weapons, and sensors.

(5) Providing tactical decision aids which integrate the air-ocean environment and the tactical action situation.

(6) Providing warnings and advisories of heavy or cold weather occurrences.

(7) Advising the Intelligence and Navigation Officers on mapping, charting, and geodesy procedures and related matters. Provide feedback to the Oceanographer of the Navy and the Defense Mapping Agency on product adequacy and coverage.

(8) Preparation of such reports and records as required.

(9) The operation, care and maintenance of meteorological and oceanographic equipment and instruments.

(10) The supervision and training of personnel assigned to him or her.

(11) The additional duty (ADDU) support to embarked staffs and flags.

c. ORGANIZATIONAL RELATIONSHIPS. The Oceanography Officer reports to the Operations Officer or the Navigator as appropriate and may be ADDU to embarked staffs and flags.

324.6 CRYPTOLOGIC OFFICER

a. GENERAL DUTIES. The Cryptologic Officer will be responsible, under the Operations Officer for operating and maintaining cryptologic systems and related spaces, and providing combat information to CIC.

b. SPECIFIC DUTIES

(1) Advise and assist the Operations Officer in planning for the employment of cryptologic systems.

(2) Conduct ship cryptologic intercept operations, and, when directed, coordinate intercept operations between units. Develop combat information from cryptologic intercept.

(3) Operate and maintain special security communications circuits.

(4) Provide information to support intelligence requirements and objectives identified by, or levied on, the command.

c. ORGANIZATIONAL RELATIONSHIPS. The Cryptologic Officer will report to the Operations Officer.

325. REACTOR OFFICER

a. GENERAL DUTIES. In ships with a Reactor Department, the head of that department will be the Reactor Officer. In addition to those duties prescribed elsewhere by regulations for the head of a department, he/she will be responsible, under the Commanding Officer, for the operation, care, maintenance, and safety of the installed reactor plants and their associated auxiliaries. He will receive all orders relating to the operation, maintenance, and safety of the installed reactor plants and their associated auxiliaries directly from the Commanding Officer and will make all reports in connection therewith directly to the Commanding Officer. He will also be responsible for those duties normally prescribed for the Engineer Officer that are prescribed under the Reactor Officer's specific duties.

b. SPECIFIC DUTIES. The Reactor Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his department, which include:

(1) The operation, maintenance, and repair of the reactor plants and their associated auxiliaries.

(2) The maintenance of the reactor plant and auxiliaries in a maximum state of battle readiness ensuring the ability to carry out the assigned mission and sustain damage.

(3) Maintaining nuclear fuel records and submitting reports when required.

(4) The safety of reactors and the disposal of radioactive wastes originated in the reactor plants. The Reactor Officer will act as the technical assistant to the Commanding Officer on reactor safety.

(5) The operation of the main engine throttles.

(6) The maintenance of the Engineer's Bell Book.

c. ORGANIZATIONAL RELATIONSHIPS. The Reactor Office will report to the Commanding Officer for the operation, maintenance,

safety of the reactor plants and their associated auxiliaries. He will report to the Executive Officer on matters concerning the administration of the department.

d. RELATIONS WITH ENGINEER OFFICER. The special responsibilities of reactor plant operation require that the Reactor Officer and Engineer Officer exercise close coordination and cooperation in the operation and maintenance of the propulsion plant. In this regard, the Reactor Officer and his assistants will be responsible, as prescribed in their specific duties, for some duties normally prescribed for the Engineer Officer and his assistants on nuclear-powered ships not having a Reactor Department.

e. ASSISTANTS TO THE REACTOR OFFICER. Assistants to the Reactor Officer may include a Reactor Control Assistant, a Reactor Mechanical Assistant, a Chemistry/Radiological Assistant, and a Reactor Training Assistant.

325.1 REACTOR CONTROL ASSISTANT

a. GENERAL DUTIES. The Reactor Control Assistant will be responsible, under the Reactor Officer, for the safe and effective operation, care and maintenance of the reactor electrical, control and instrumentation systems.

b. SPECIFIC DUTIES

(1) Review and forward, as required, logs, records and reports relating to reactor control.

(2) Frequently examine equipment and systems for which responsible, and supervise repairs or adjustments. Forward any recommendations for better operating and maintenance procedures to the Reactor Officer for approval by higher authority.

(3) Keep nuclear fuel records and submit a nuclear fuel report to the Commanding Officer weekly.

c. ORGANIZATIONAL RESPONSIBILITIES. The Reactor Control Assistant will report to the Reactor Officer.

325.2 REACTOR MECHANICAL ASSISTANT

a. GENERAL DUTIES. The Reactor Mechanical Assistant will be responsible, under the Reactor Officer, for the safe and effective operation, care and maintenance of the reactor mechanical and assigned main steam systems.

b. SPECIFIC DUTIES

(1) Review and forward, as required, logs, records and reports relating to reactor mechanical systems.

(2) Frequently examine machinery and equipment for which responsible, and supervise repairs or adjustment. Forward any recommendations for better operating and maintenance procedures to the Reactor Officer for approval by higher authority.

(3) Inspect the Engineering Bell Book daily (more often when necessary) and take such corrective action as may be necessary.

c. ORGANIZATIONAL RELATIONSHIPS. The Reactor Mechanical Assistant will report to the Reactor Officer.

325.3 CHEMISTRY/RADIOLOGICAL ASSISTANT

a. GENERAL DUTIES. The Chemistry/Radiological Assistant will be responsible, under the Reactor Officer, for the reactor plant chemistry and radiological controls.

b. SPECIFIC DUTIES

(1) Review and forward logs, records and reports relating to reactor plant chemistry and radiological controls.

(2) Frequently examine reactor plant chemistry and radiological controls, and supervise adjustments thereto. Forward any recommendations for better operating and maintenance procedures to the Reactor Officer for approval by higher authority.

(3) Submit a daily report of the reactor and steam plant chemistry and radiological survey to the Commanding Officer via the Reactor Officer.

c. ORGANIZATIONAL RELATIONSHIPS. The Chemistry/Radiological Assistant will report to the Reactor Officer.

325.4 REACTOR TRAINING ASSISTANT

a. GENERAL DUTIES. The Reactor Training Assistant will be responsible, under the Reactor Officer, for implementation and supervision of the Propulsion Plant training programs. He is to ensure that the high standards of training and qualification, vital to the successful operation of naval nuclear propulsion plants, are constantly maintained.

b. SPECIFIC DUTIES. The Reactor Training Assistant, under the Reactor Officer, shall:

(1) Supervise the propulsion plant training organization and assure the objectives of the training program are being met. In doing this, he shall consult closely with division officers and shall provide guidance and assistance as necessary.

(2) Keep the Reactor and Engineer Officers informed of the training progress and deficiencies.

(3) Monitor the division officers' program for individual advancement in rate training to ensure they are effective and are in accordance with ship's policy.

(4) Perform such other tasks as may be assigned by the Reactor Officer or Engineer Officer with regards to training.

c. ORGANIZATIONAL RELATIONSHIPS. The Reactor Training Assistant will report to the Reactor Officer.

326. REPAIR OFFICER

a. GENERAL DUTIES. In ships with a Repair Department, the head of that department will be designated the Repair Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for repairs and alterations on those ships and aircraft made available for such work.

b. SPECIFIC DUTIES. The Repair Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) The timely planning, scheduling, accomplishment and inspection of work to ensure its satisfactory completion per prescribed methods and standards.

(2) The operation of an adequate job-order system and the maintenance of a record of charges for materials used.

(3) The preparation of budget estimates for work performed by his department.

c. ORGANIZATIONAL RELATIONSHIPS. The Repair Officer reports to the Commanding Officer concerning the performance of the Repair Department and the Executive Officer for the routine administration of the Repair Department. Other officers assigned to the Repair Department will report to the Repair Officer.

327. RESEARCH OFFICER

a. GENERAL DUTIES. In units which have a Research Operations Department, the head of that department will be designated the Research Officer. The Research Officer will be responsible for the operations, maintenance, and security of specified research, special purpose communications, and associated equipment. He/she will be the technical assistant to the Commanding Officer on certain research operations.

b. SPECIFIC DUTIES

(1) Conduct specified research operations following tasks levied by the Commanding Officer and per technical directives and guidance issued by competent authority.

(2) Supervise the operations, maintenance and repair of research operations and special communications spaces and related equipment.

(3) Be responsible for the security of specific research operations, spaces, equipment and personnel. Supervise and coordinate, through the Security Manager, the disposal or destruction of classified equipment and material associated with research operations.

c. ORGANIZATIONAL RELATIONSHIPS. The Research Officer will report to the Commanding Officer on specified research operations and to the Executive Officer for the routine administration of the Research Operations Department. Other officers assigned to the Research Operations Department report to the Research Officer.

328. SUPPLY OFFICER

a. GENERAL DUTIES. The head of the Supply Department will be designated the Supply Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for procuring, receiving, storing, issuing, shipping, transferring, selling, accounting for, and, while in his/her custody, maintaining all stores and equipment of the command, except as otherwise prescribed in these regulations. The Commanding Officer is the Contracting Authority for the command. On ships without Supply Corps officers assigned, contracting responsibilities may be delegated to the Supply Officer per NAVSUP 560 (SUBPARS) (NOTAL).

b. SPECIFIC DUTIES. The Supply Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) Inspecting material received under orders and contracts requiring inspection on delivery. For material of a technical nature the Supply Officer may be assisted by qualified inspectors appointed by cognizant department heads.

(2) The operation of:

(a) The general mess, including preparation and service of food, except at shore activities with separate messing facilities.

(b) The wardroom mess on ships with an established billet for a Supply Corps officer as Wardroom Mess Officer.

(c) The ship's store, Navy exchange, commissary store, and any subsidiary activities and services, except at activities with separate facilities.

(d) Stores for sale and issue of clothing and small stores.

(e) Ship's stores ashore.

(f) Fuel plants and annexes ashore.

(g) The ship's laundry.

(3) Disbursing Government funds, except where there is an Assistant for Disbursing who would have the responsibility for procurement, custody, transfer, issue of, and accounting for funds. In such case, the Supply Officer will exercise general supervision over and inspect the accounts of the Assistant for Disbursing.

(4) When there is an Assistant for Food Service Afloat or Ship's Store, the Supply Officer may be relieved by that officer from responsibility for the procurement, receipt, storage, custody, issue, transfer, maintenance of proper records, accounting for, and submission of returns for food service or ship's store material. Such relief is subject to written request by the Supply Officer and approval by the Commanding Officer and is terminated upon relief or detachment of the Supply Officer or the Assistant for Food Service Afloat or Ship's Store. The Supply Officer will continue to be responsible to the Commanding Officer for the overall administration of the Supply Department, including food service afloat and ship's store; and in turn the Assistants to the Supply Officer for Food Service Afloat or Ship's Store are responsible to the Supply Officer for the

efficient operation of their areas, as required by the Naval Supply Systems Command publications.

(5) Accounting which, where applicable, will include:

(a) Allotment accounting.

(b) Cost accounting.

(c) Appropriation accounting.

(d) Property accounting.

(e) Preparation of civilian payrolls.

(6) The coordination in ships and at other activities not operating under the plant account of the periodic inventories of equipment, including repair parts, in the custody of the several heads of departments.

(7) The administration of the ship's supplies and equipage funds so that all essential material requirements are met.

(8) The coordination, preparation, and submission of department operating budgets, if desired by the Commanding Officer.

(9) Training of selected food service personnel in shipboard pest control and coordinating control procedures with the Medical Department.

(10) Operating the information systems equipment aboard ship. During General Emergency/Abandon Ship, the Supply Officer is responsible for ensuring destruction/salvage of ADP material.

c. ORGANIZATIONAL RELATIONSHIPS. The Supply Officer will report to the Commanding Officer on matters which may adversely affect the operational readiness of the ship and to the Executive Officer for the routine administration of the Supply Department. The Assistant Supply Officer and the Assistant for Disbursing will report to the Supply Officer.

d. FISCAL DUTIES ASHORE. The Navy Supply Officer of a shore activity responsible for disbursing and accounting, will be designated the Fiscal Officer and will head the Fiscal Department.

329. WEAPONS OFFICER

a. GENERAL DUTIES. In units which have a Weapons Department, the head of that department will be designated the Weapons Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for supervising the employment of ordnance equipment and equipment associated with deck seamanship, except for that ordnance or deck equipment specifically assigned to another department. On those classes of ships with a Combat Systems Department, the Department Head will be designated the Combat Systems Officer whose duties will include the duties otherwise specified for the Weapons Officer.

b. SPECIFIC DUTIES. The Weapons Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) The operation, care, maintenance and inspection of the armament, armament appurtenances, magazine spaces, fire control equipment, guns and gun directors, missile batteries, and weapons direction equipment.

(2) The procurement, care, handling, testing, stowage, accounting for, and issue and use of explosives, including ammunition, ammunition components, propellants, pyrotechnics, and nuclear weapons.

(3) The operation, maintenance, and repair of electronic equipment, ASW systems and associated sonar systems, and mine warfare systems assigned to the Weapons Department.

(4) Conducting periodic inspection of magazines and testing of sprinkler systems in accordance with existing directives.

(5) Maintaining the physical security and integrity of magazines and ready-service storage spaces.

(6) Ensuring the external physical security of the unit, in coordination with the Security Officer, when assigned. In general, the Security Officer, in coordination with the Weapons Officer, will prepare a Command Physical Security Plan. The Weapons Officer will execute the plan.

(7) Directing, through the First Lieutenant, the planning and execution of deck seamanship operations and evolutions, including anchoring, mooring, fueling, replenishment at sea, operation of the ship's boats, and care and maintenance of associated equipment.

(8) Directing the operation of the paint, sail and boatswain's lockers; and the stowage, care, accountability, and issue of associated materials and equipment.

(9) Directing, through the First Lieutenant, the maintenance, inspection, stowage and accountability of life rafts, emergency lifeboats, life jackets and other survival equipment.

(10) Supervising and coordinating the maintenance and painting of the ship's exterior, except for those areas specifically assigned to other departments.

c. SAFETY PRECAUTIONS. The Weapons Officer will ensure that in each part of the ship where ammunition is stowed or handled, or where weapons appliances are operated, applicable safety orders are posted in conspicuous places and that personnel concerned are frequently and thoroughly instructed and drilled in them.

d. ORGANIZATION OF THE WEAPONS DEPARTMENT

(1) In ships which have a Weapons Department but do not have a Deck Department, the First Lieutenant will be an assistant to the Weapons Officer and will be responsible, under the Weapons Officer, for the performance of those duties, other than those relating to ordnance, prescribed elsewhere in these regulations for a First Lieutenant. In small ships, the duties of the Weapons Officer and of the First Lieutenant may be assigned to one officer.

(2) In ships with shipboard ASW armament installed and which have a Weapons Department, the ASW Officer will be an assistant to the Weapons Officer for duties relating to submarine detection, classification, and attack.

(3) In ships with shipboard missile armament installed and which have a Weapons Department, the Fire Control Officer will be an assistant to the Weapons Officer for duties relating to the operation, care and maintenance of the missile, including nuclear missiles, and the connected appurtenances, except for those missiles or missile armaments which may be assigned to the ASW officer.

(4) In ships with gun armament installed and which have a Weapons Department, the Gunnery Officer will be an assistant to the Weapons Officer for duties relating to the operation, care, and maintenance of the gun armament and the connected appurtenances.

(5) In ships that have the capability to on load nuclear weapons, the Weapons Officer will be the Nuclear Weapons Officer. He will have duties relating to safety, preservation, testing, inspection, surveillance and processing of nuclear weapons and their associated equipment (less equipment installed in aircraft).

(6) In ships requiring additional groups in the Weapons Department, an Ordnance Officer and the Commanding Officer of the Marine Detachment may be assigned as assistants to the Weapons Officer.

(7) In small ships with only one or two types of shipboard armament, any duties prescribed for assistants to the Weapons Officer may be assigned to the Weapons Officer.

e. ORGANIZATIONAL RELATIONSHIPS. The Weapons Officer will report to the Commanding Officer concerning readiness of the department and to the Executive Officer for the routine administration of the department. The following officers, when assigned, report to the Weapons Officer:

(1) Department Administrative Assistant

(2) Gunnery Officer

(3) Fire Control Officer

(4) Antisubmarine Warfare Officer

(5) Nuclear Weapons Officer

(6) Missile Officer

(7) First Lieutenant

(8) Ordnance Officer

(9) Commanding Officer of the Marine Detachment (as directed by the Commanding Officer).

329.1 ANTISUBMARINE WARFARE OFFICER

a. GENERAL DUTIES. The Antisubmarine Warfare (ASW) Officer, will be responsible, under the Weapons Officer, for employment, operation, and maintenance of all ASW equipment, except as otherwise assigned.

b. SPECIFIC DUTIES

(1) The conduct of underwater ASW search and attack.

(2) The operation, care, and maintenance of all ASW equipment, including active and passive sonar; ASW weapons, launching, and fire control equipment; attack aids; torpedo countermeasures; and underwater communication equipment used in the identification and classification of submarines.

(3) The supervision and training of assigned personnel and other personnel assigned ASW stations or duties.

(4) Act as the Nuclear Weapons Officer for the ASW battery (if nuclear capable) when no Nuclear Weapons Officer is separately designated.

c. ORGANIZATIONAL RELATIONSHIPS. THE ASW Officer will report to the Weapons Officer.

329.2 GUNNERY OFFICER

a. GENERAL DUTIES. The Gunnery Officer will be responsible, under the Weapons officer, for the employment, operation and maintenance of gunnery assigned.

b. SPECIFIC DUTIES

(1) The conduct of naval gunfire.

(2) The operation, care, and maintenance of all gun armament, including designation equipment, fire control equipment, naval guns and associated ordnance, and attack aids used in controlling and firing guns.

(3) The supervision and training of assigned personnel and other personnel assigned gunnery stations or duties.

c. ORGANIZATIONAL RELATIONSHIPS. The Gunnery Officer will report to the Weapons Officer.

329.3 MISSILE OFFICER

a. GENERAL DUTIES. The Missile Officer will be responsible, under the Weapons Officer, for the employment, operation, and maintenance of all missile equipment, except as otherwise assigned.

b. SPECIFIC DUTIES

(1) The conduct of anti-surface and anti-aircraft missile attack.

(2) The operation, care and maintenance of all ship-launched missile armament, including designation equipment, fire control equipment, associated navigational equipment, missiles and associated ordnance, attack aids, test equipment, and telemetering equipment used in firing and controlling missiles.

(3) The supervision and training of the assigned personnel and other personnel assigned missile stations or duties.

(4) Act as the Nuclear Weapons Officer for the missile battery (if nuclear capable) when no Nuclear Weapons Officer is separately designated.

329.4 NUCLEAR WEAPONS OFFICER

a. GENERAL DUTIES. The Nuclear Weapons officer will be assigned on ships possessing nuclear weapons capability. He will be responsible, under the Weapons Officer, for the safety, preservation, assembly, testing, inspection, surveillance, and preparation of nuclear weapons and associated equipment (less equipment installed in aircraft).

b. SPECIFIC DUTIES

(1) The safety, testing, and handling of nuclear weapons and components assigned.

(2) The operation, care, and maintenance of nuclear weapons and associated equipment, including test and handling equipment.

(3) The cleanliness, preservation, and security of assigned nuclear weapons spaces.

(4) The supervision and training of assigned personnel and other personnel assigned to nuclear weapons stations or duties.

c. ORGANIZATIONAL RELATIONSHIPS. The Nuclear Weapons Officer will report to the Weapons Officer.

330. SAFETY OFFICER

a. GENERAL DUTIES. On those ships having a Safety Department, the head of the Safety Department in certain ships will be designated the Safety Officer. In addition to those duties prescribed elsewhere by regulation for the head of department, he/she will be responsible for a comprehensive safety program based on objectives established by the Commanding Officer.

b. SPECIFIC DUTIES. The Safety Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) Act as the principal advisor to the Commanding Officer on safety matters.

(2) Oversee unit-wide planning to implement all elements of the Safety Program.

(3) Prepare and submit, through the chain of command, requests for outside professional safety support such as industrial hygiene surveys, comprehensive safety inspections, and motor vehicle safety training.

(4) Participate in mishap investigations as appropriate.

(5) Ensure timely and accurate submission of required mishap reports.

(6) Maintain and analyze safety records (inspection/survey reports, injury reports, mishap statistics, and medical evaluation statistical data).

(7) Participate in or appoint a trained safety representative to participate in zone inspections.

(8) Ensure wide dissemination of safety information.

(9) Schedule/coordinate safety training with the Training Officer/Planning Board for Training

(10) Serve as a advisor-recorder of the Safety Council. Prepare agenda for issuance by the Commanding Officer/Executive Officer.

(11) Serve as chairperson of the Enlisted Safety Committee.

(12) Evaluate, in conjunction with the Safety Council, the unit's Safety Program for effectiveness and compliance.

(13) Ensure with the assistance of the 3-M Coordinator, that safety discrepancies beyond the unit's capability are properly identified in the CSMP and are entered into the Availability Workload Package.

(14) Act as Hazardous Material/Hazardous Waste Coordinator.

c. ORGANIZATIONAL RELATIONSHIPS

(1) The Safety Officer will report to the Commanding Officer for safety matters and to the Executive Officer for administration of programs and correction of deficiencies.

(2) Personnel assigned to duty under the Safety Officer will report to him/her.

(3) The Safety Officer will collaborate with department heads and with departmental and divisional safety officers in matters concerning safety.

331. COMBAT SYSTEMS OFFICER

a. GENERAL DUTIES. In units with a Combat Systems Department, the head of that department will be designated the Combat Systems Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he will be responsible, under the Commanding Officer, for the supervision and direction of the employment of the unit's combat system, including ordnance equipment.

b. SPECIFIC DUTIES. The Combat Systems Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his department, which include:

(1) The operation, care, maintenance, and inspection of the armament, armament appurtenances, and magazine spaces.

(2) The procurement, care, handling, testing, stowage, accounting for, and use of explosives, propellants, pyrotechnics, and nuclear weapons.

(3) The operation, maintenance and repair of electronic equipment of the unit, except as assigned to another department.

(4) The operation, maintenance, and repair of ASW weapons systems and associated sonar systems.

(5) The operation, maintenance and repair of the equipment connected with mine warfare.

(6) In units not having an Air Department, the functions prescribed elsewhere in these regulations for that department.

(7) Supervise the maintenance of the unit's combat systems including armament, associated appurtenance, magazine spaces, search and detection equipment, command and control equipment, and fire control equipment.

(8) Supervise the operation of the unit's armament and fire control equipment, including guns, gun directors, missile batteries, fire control systems, ASW weapons control system, and associated sonar systems.

(9) Conduct periodic inspection of magazines and testing of sprinkler systems per existing directives.

(10) Maintain physical security and integrity of magazines and ready-service stowage spaces.

(11) Ensure external security of the unit.

c. SAFETY PRECAUTIONS. The Combat Systems Officer will ensure that where ammunition is stowed or handled aboard ship, or where weapons appliances are operated, applicable safety orders are conspicuously posted and the personnel concerned are thoroughly instructed and drilled in safety.

d. ASSISTANTS TO THE COMBAT SYSTEMS OFFICER (See Figure 3-2)

(1) In ships with shipboard ASW armament and a Combat Systems Department, the ASW Officer is an assistant to the Combat Systems Officer concerning submarine detection, classification, and attack.

(2) In ships with shipboard missile or gun armament and a Combat Systems Department, the Weapons Control Officer (if assigned) will be an assistant to the Combat Systems Officer for the performance of those duties assigned to the Fire Control Officer and the Ordnance Officer.

(a) In ships with shipboard gun and/or missile armament and a Combat Systems Department, the Ordnance Officer will assist the Combat Systems Officer in the operation and maintenance of the gun and missile armament and connected appurtenances except for those missile armaments assigned specifically to the ASW Officer. In instances where multipur-

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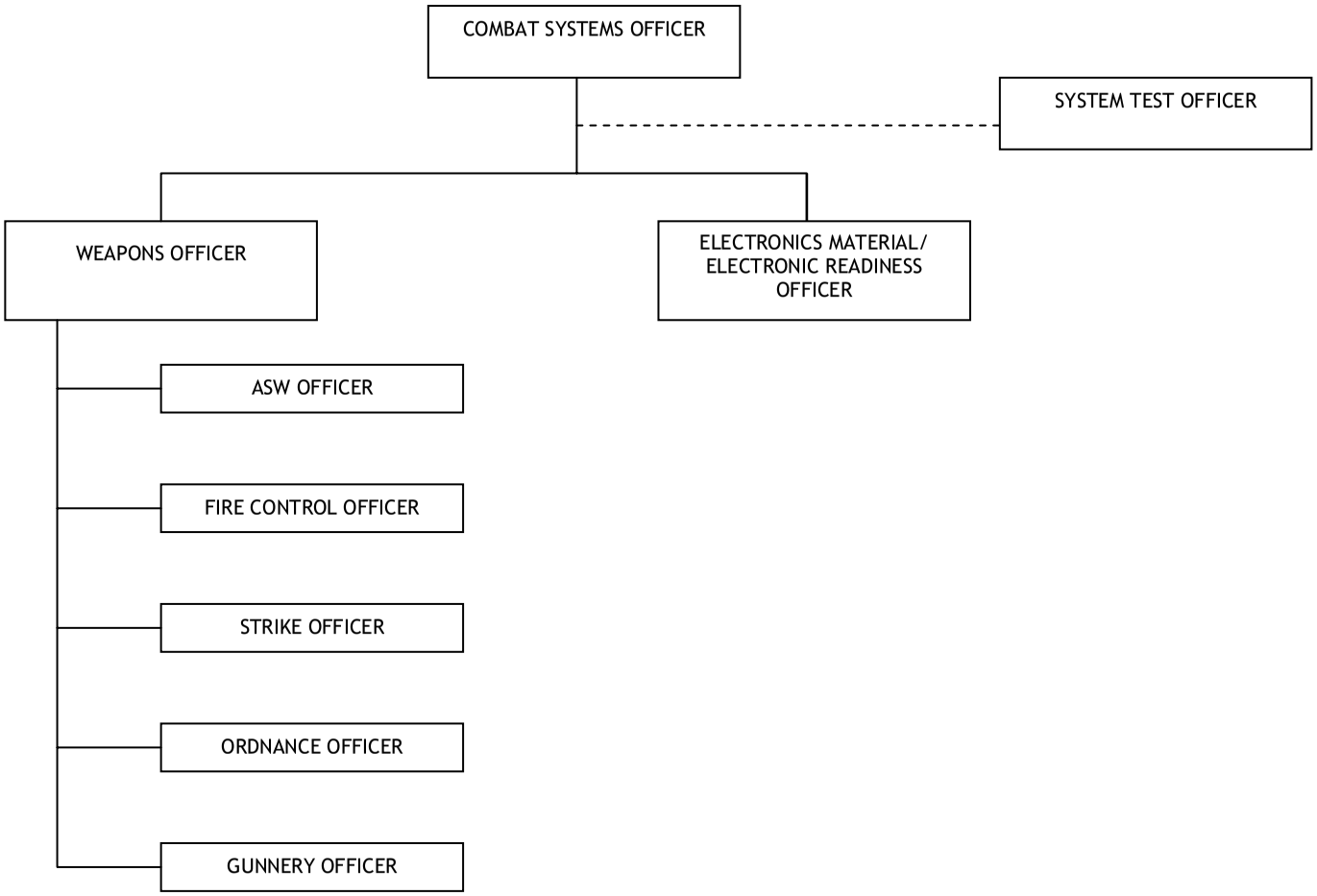


Figure 3-2. Sample Combat Systems Organization

pose missile armaments are installed, the Ordnance Officer will be responsible for their operation and maintenance.

(b) In ships with shipboard gun and/or missile fire control equipment and a Combat Systems Department, the Fire Control Officer will assist the Combat Systems Officer in the operation and maintenance of weapons designation and fire control equipment and attack aids used in firing and controlling guns and/or missiles.

(c) In ships requiring additional groups in the Combat Systems Department, a Gunnery and/or Missile Officer may be assigned as assistants to the Combat Systems Officer.

(3) In ships with nuclear weapons and a Combat Systems Department, the Weapons Officer will have the collateral duty of Nuclear Weapons Officer and will assist the Combat Systems Officer in safety, preservation, assembly, testing, inspection, surveillance, and processing of nuclear weapons, excluding nuclear missile weapons and their associated equipment (equipment installed in aircraft is the responsibility of the parent squadron).

(4) In ships with a Combat Systems Department, the Electronics Material Officer or Electronic Readiness Officer (if assigned) will assist the Combat Systems Officer in those duties relating to the material readiness of all communications (internal and external), non-fire control radars, NTDS, weather measuring, and other electronic equipment not assigned to the Fire Control Officer or Ordnance Officer.

(5) In ships with a Combat Systems Department, the Systems Test Officer is responsible, under the Combat Systems Officer, for those duties defined elsewhere in these regulations.

(6) In smaller ships with a Combat Systems Department but only one of two types of shipboard armament discussed in this article, any duties prescribed for assistants to the Combat Systems Officer may be assigned to the Combat Systems Officer.

(7) In ships with a Combat Systems Department the Strike Officer, under the Combat Systems Officer, is responsible for the maintenance of all strike weapons, firing systems, and training on board the ship.

f. ORGANIZATIONAL RELATIONSHIPS. The Combat Systems Officer will report to the Commanding Officer concerning readiness of the department and to the Executive Officer for the administration of the department. The following officers, when assigned, report to the Combat Systems Officer:

(1) Department/Administrative Assistant.

(2) Weapons/Weapons Control Officer.

(a) Fire Control Officer.

(b) Ordnance Officer.

(c) Gunnery Officer.

(d) Strike Officer

(3) Antisubmarine Warfare Officer.

(4) Electronic Readiness/Material Officer.

(5) Systems Test Officer

331.1 SYSTEM TEST OFFICER

a. GENERAL DUTIES. The System Test Officer (STO) is responsible, under Combat Systems Officer, for the integration and management of combat system maintenance efforts, evaluation of combat systems material and operational readiness, and combat system alignment.

b. SPECIFIC DUTIES

(1) Maintain knowledge of prescribed combat system-level standards of performance for normal and casualty modes of operation.

(2) Direct and functionally integrate combat systems/subsystems to achieve the optimum combat system material readiness status.

(3) Maintain maximum combat systems material readiness through management of corrective maintenance efforts of the combat system, including recommendation for maintenance priorities and scheduling of corrective maintenance.

(4) Coordinate with other departments the required maintenance of related support subsystems.

(5) Keep the Combat Systems Officer, and other departmental officers in their areas of responsibility, informed of the material readiness of the combat systems and the results of combat system tests.

(6) Assist the Combat Systems Officer in evaluating combat system operational readiness.

(7) Maintain the proficiency of the ship's Electronics Readiness Team through training of team personnel and recommending assignment of specific subsystem technicians to the team. The exact composition of an Electronics Readiness team (number of personnel, rates, and ratings) and the exact duties will vary with the configuration of the combat system.

(8) Initiate and/or review internal reports on the operation and material readiness of the combat systems and subsystems.

(9) Maintain the Combat Systems Smooth Log (CSSL) following ship and type commander directives.

(10) Be the Technical Librarian for all combat systems technical publications, including technical bulletins, and newsletters. Maintain the library and ensure all publications are updated when changes are received on board, and that appropriate work center supervisors receive and install all changes in a timely manner.

(11) Assist the Combat Systems Officer with the configuration management of the combat systems. Execute these duties by ensuring that no modifications are made without the expressed permission of the Combat Systems Officer. Coordinate all such modifications so as to maintain the documented configuration.

(12) In addition to the configuration management duties, ensure that strict adherence to software configuration is maintained. All software received shall be controlled by the STO to ensure only the correct version is installed in the combat system.

(13) The STO shall be the primary Combat Systems Officer of the Watch (CSOOW) and as such shall be responsible for ensuring the proper training of the ship's CSOOWs.

(14) The STO will be a key member of the ship's Combat Systems Training Team (CSST), Ship's Electronic Readiness Team (SERT), and Total Ship's Training Team (TSTT) and will ensure Combat Systems Operating Sequencing System (CSOSS) training is given a high priority during all training evolutions.

331.2 ELECTRONICS READINESS OFFICER

a. GENERAL DUTIES. The Electronics Readiness Officer is responsible for evaluating the operational readiness and

monitoring the maintenance of the combat systems, including the unit's search and detection equipment and command and control equipment.

332. LEGAL OFFICER (Units with a Judge Advocate Assigned)

a. GENERAL DUTIES. On those ships having a Legal Department, the head of the Legal Department shall be a Judge Advocate and shall be designated the Legal Officer. The Legal Officer functions as the principal adviser and staff assistant to the Commanding Officer and the Executive Officer concerning the interpretation and application of the UCMJ, the MCM, the JAGMAN, and other laws and regulations, maintenance of good order, discipline, efficiency, and economy of command, administration of justice within the command, and administration and operation of the command. The Legal Officer is also the principal advisor to the Commanding Officer on operational law matters, to include: interpretation of treaties, status of forces agreements, Law of Armed Conflict, Law of the Sea.

b. SPECIFIC DUTIES

(1) Draft orders convening courts-martial, appointing orders of persons assigned to conduct JAG Manual investigations, and other legal documents.

(2) Ensure officers and enlisted personnel assigned to courts-martial, investigations and other legal duties are well versed in the legal aspects of their duties.

(3) Collaborate with the Training Officer to ensure all officers and enlisted personnel are fully acquainted with their rights and obligations under the UCMJ.

(4) Supervise the technical and clerical preparation of charges.

(5) Participate in the proper processing of cases involving nonjudicial punishment and recommend that appropriate cases be referred to trial by courts-martial.

(6) Review records of courts-martial for legality of procedure, findings, and sentences.

(7) Review for accuracy, clarity, consistency, completeness, and legal sufficiency investigative reports prepared in accordance with the JAG Manual and prepare command endorsement, as appropriate.

(8) Provide personal legal assistance in accordance with Chapter VII, JAG Manual.

(9) Provide advice and assistance on Standards of Conduct, conflicts of interest, integrity and efficiency, Freedom of Information Act and Privacy Act matters, environmental law matters, congressional inquiries, and fiscal law matters.

(10) Assist in the execution of the Law of Armed Conflict (Law of War) Program.

(11) Maintain liaison with ISIC Judge Advocate and other judge advocates, as appropriate, concerning significant legal matters requiring coordination outside the command.

(12) Maintain liaison with appropriate local and governmental legal authorities.

(13) Represent the Commanding Officer at legal, disciplinary and regulatory conferences and meetings.

(14) Participate in the proper processing of personnel for administrative discharge. Arrange for counsel for the respondent, when appropriate, through the serving naval legal service office.

c. ORGANIZATIONAL RESPONSIBILITIES. The Legal Officer reports to the Commanding Officer for legal matters and to the Executive Officer for matters relating to the administration of his department. The Legal Officer shall keep the Executive Officer informed regarding legal matters upon which he or she has advised the Commanding Officer unless otherwise directed by the Commanding Officer. Personnel assigned to duty under the Legal Officer report to him/her.

333. COMMAND CHAPLAIN

a. GENERAL DUTIES. On those ships having a Chaplain Department, the head of the Chaplain Department will be an officer of the Chaplain Corps and will be designated the Command Chaplain. In addition to those duties prescribed elsewhere by regulations for the head of a department, he/she will be responsible, under the Commanding Officer, for providing and facilitating religious ministries for all personnel and for advising the Commanding Officer on all matters related to religious, moral, and spiritual need.

b. SPECIFIC DUTIES. The Command Chaplain will be responsible for the proper performance of the functions of his/her department which includes the following:

(1) Developing a comprehensive program of religious ministry which includes provision for personnel of all faith groups.

(2) Conducting divine services and providing appropriate sacramental ministry and pastoral care.

(3) Organizing voluntary programs of religious education.

(4) Visiting the sick and those confined to brigs or correctional facilities.

(5) Serving as liaison between command and welfare organizations such as the Navy Relief Society and American Red Cross.

(6) Assisting the Casualty Assistance Calls Officer and providing pastoral care to grieving families.

(7) Representing the command in contacts with community religious and ecclesiastical bodies or authorities.

(8) Manning battle stations at General Quarters from which ministry can be provided to the wounded.

(9) Submitting required reports regarding religious ministries aboard the command per OPNAVINST 1730.1B.

c. COLLATERAL DUTIES. NAVREGS 1990 forbids the assignment of chaplains to duties unrelated to their specialties while assigned to a combat area during a period of armed conflict. When assigning collateral duties to the chaplain during other periods and in other areas, the governing factor for Commanding Officers shall be the recognition of the primacy of the chaplain's duty of religious ministry. Chaplains will not be assigned collateral duties which involve:

(1) Actions in violation of the religious practices of the chaplain's ecclesiastical authority.

(2) Violation of noncombatant status.

(3) Serving as director or treasurer of fund drives.

(4) Serving in any capacity relating to the solicitation, collection, or disbursing of any monies, except as administrator or custodian of a religious offerings fund.

(5) Serving on a court-martial or rendering judgement in disciplinary cases, except as required by article 0845 of U.S. Navy Regulations.

(6) Standing watches other than that of duty chaplain.

d. ORGANIZATIONAL RELATIONSHIPS. The Command Chaplain reports to the Commanding Officer in matters related to the spiritual and moral well-being of those within the command. The Command Chaplain reports to the Executive Officer in matters related to the administration of the department. Other chaplains assigned and appointed Lay Readers report to the Command Chaplain.

e. REFERENCES

(1) OPNAVINST 1730.1B

(2) U.S. Navy Regulations article 0722

(3) SECNAVINST 1730.7A (NOTAL)

334. MAINTENANCE MANAGEMENT OFFICER

a. General Duties: In CV/CVNs the head of the Maintenance Management Department will be designated the Maintenance Management Officer. In addition to the duties, prescribed elsewhere by regulations for the head of a department, he/she will be responsible, under the Commanding Officer, for coordinating the planning, execution, and documentation of ship maintenance requirements at the depot, intermediate, and organization levels.

b. Specific Duties: The Maintenance Management Officer, under the Commanding Officer, will be responsible for the proper performance of his/her department, which includes:

(1) Act as the ship's central point of contact for coordinating plans and requirements related to scheduled availabilities.

(2) Oversees the ship's 3M program under the direct supervision of the Executive Officer.

(3) Coordinate the planning, support and execution of ship's maintenance utilizing the on board maintenance management system.

(4) Maintain the ship's Current Ship's Maintenance Project (CSMP).

(5) Maintain required documentation and ensure data processing support specified by governing Fleet Modernization Program (FMP), 3M, and on board maintenance management systems instructions.

(6) Provide necessary support to TYCOMs, SYSCOMs, and PERA CV in matters relating to FMP, ship's maintenance, and 3M requirements.

(7) Act as the specific point of coordination between the ship and industrial activities; provide other services as directed by TYCOM instructions.

(8) Manage and coordinate the ship's quality assurance program and production control services as established by applicable directives.

(9) Manage the operation of the Maintenance Support Center.

c. ORGANIZATIONAL RELATIONSHIPS. The Maintenance Management Officer will report to the Commanding Officer for matters pertaining to command policy and performance. He reports to the Executive Officer on administrative matters. Under the direct supervision of the Executive Officer, the Maintenance Management Officer oversees and is responsible for the 3M coordinator's management of the ship's 3M program.

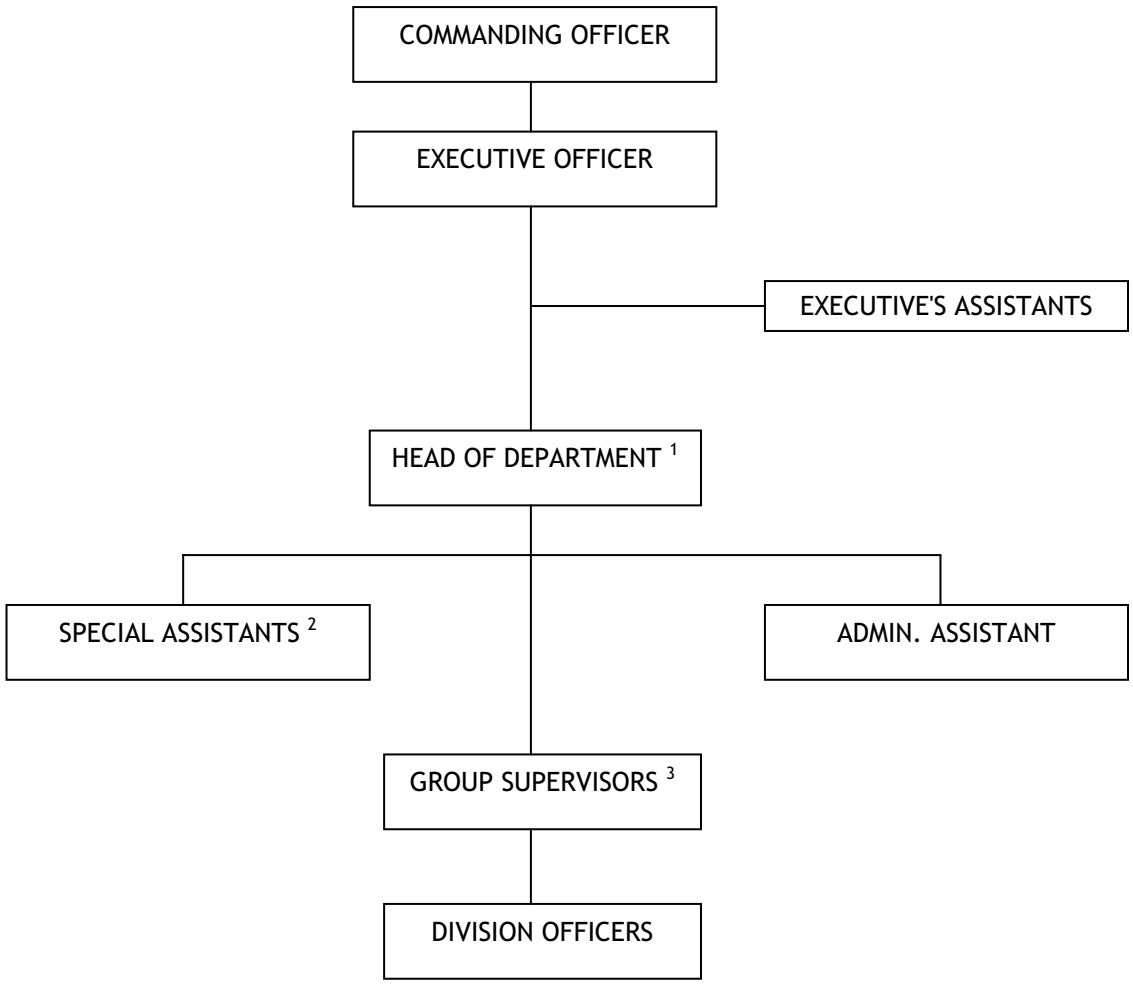
350. DEPARTMENT ORGANIZATION

a. Figure 3-3 illustrates the standard organization of a department and the lines of authority and relative position of the officers. For the lower echelons of the organization, the structure must be expanded or combined to fit the needs of the unit.

b. Functional guides in this chapter generally apply to all units. However, some units may find the prescribed responsibilities are not carried out as indicated. These general guides may be modified to suit particular needs. Type commanders may generate guides for specific department heads to supplement the general guides, thus detailing the functions and requirements for specific type commands.

351. DEPARTMENT DUTY OFFICER

a. GENERAL DUTIES. The department duty officer will be the officer or petty officer with the day's duty in port who



NOTES:

1. Department head has direct access to the commanding officer on matters specifically related to his/her department. However, he/she shall keep the executive officer appropriately informed.
2. Department training officer, 3-M assistant, warrant officers assigned as technical assistants, and so forth.
3. In charge of the major organizational elements within the department (for example, main propulsion assistant, damage control officer, and so forth).

Figure 3-3. Department Organization

represents the head of department and is responsible for the functioning of the department.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The department duty officer will:

(1) Carry out the functions of the head of the department in his/her absence.

(2) Make frequent inspections of departmental spaces to ensure physical security and good order and discipline.

(3) Make reports to the Command Duty Officer or the Executive Officer, as required.

(4) Perform other assigned duties.

c. ORGANIZATIONAL RELATIONSHIPS. The department duty officer will report to the Command Duty Officer for the functioning security, good order, and discipline of the department and to the head of the department for functional direction and assignment to watches. Members of the department will report to him/her as prescribed in the department organization plan.

360. DIVISION ORGANIZATION. The functional guides in this section are general and apply to a division officer and any assistants in all types of units. when developing departmental organization manuals, department heads should prepare supplementary guides for each division officer, setting forth the responsibilities and relationships for each assignment in the department. In smaller divisions, the functions of the division junior officer and division training assistant may be assigned to a petty officer or be assumed by the division officer. Figure 3-4 illustrates the basic organization of a division. The organization may be modified to meet the needs of particular divisions.

361. DIVISION OFFICER (DO)

a. BASIC FUNCTION. A division officer will be assigned by the Commanding Officer to command a division of the unit's organization.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. A division officer will:

(1) Be responsible, under the head of the department, for the duties assigned to the division and for the conduct of subordinates, following regulations and orders of the Commanding Officer and other superiors.

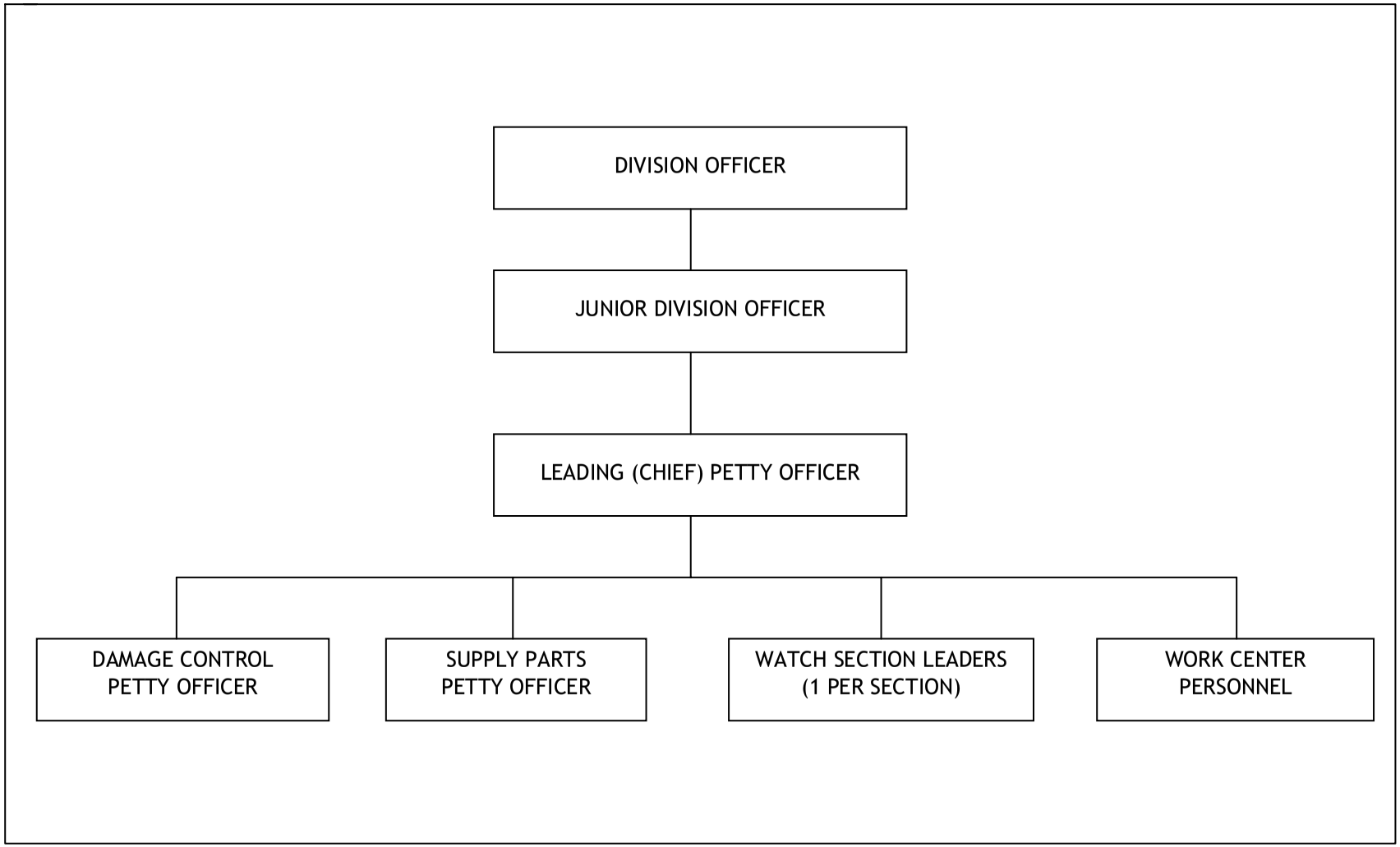


Figure 3-4. Typical Division Organization

(2) Keep informed of the capabilities and needs of each subordinate, and within his/her authority, takes actions to maintain the efficiency of the division and welfare and morale of subordinates.

(3) Suppress improper language, unseemly noise and disturbances, encourage financial management, discourage indebtedness, alcohol abuse, and improper personal behavior, such as sexual harassment, and promote equal opportunity.

(4) Report to the Executive Officer, via the department head, infractions of regulations, orders, and instructions which warrant disciplinary action.

(5) By personal supervision and frequent inspection, ensure that spaces, equipment, and supplies assigned to the division are satisfactorily maintained.

(6) Promptly report to the department head repairs which may be required or other defects which need correction which he/she is unable to effect.

(7) Instruct subordinates in applicable safety precautions, and require strict observance.

(8) Maintain a copy of this instruction and other orders for the division, and ensure that the pertinent parts are posted where accessible to subordinates.

(9) Ensure optimum material readiness within the division.

(10) Administer PQS (if PQS has been implemented) within the division, and provide personnel with guidance and incentives for accomplishing PQS. Designate petty officers qualified to authenticate completion of individual PQS qualifications. (See Chapter 8).

(11) Direct the operation of the division through leading petty officers as prescribed in the division organization.

(12) Assign personnel to watches and duties within the division, and develop rotation programs for battle stations, watches, and general duties to ensure the training and proficiency of assigned personnel.

(13) Schedule and conduct training for division personnel. Division training should include indoctrination of new personnel, including review of member’s Navy Goal Card;

preparation for advancement in rating, including correspondence courses and personnel advancement requirement in both military and professional subjects; individual instruction and drills in unit duties; team training in operational requirements of the division; instruction in principles of effective leadership; and individual training through Defense Activity for Nontraditional Education Support (DANTES). The division officer will obtain guidance from the educational services officer.

(14) Initiate enlisted performance evaluation sheets for personnel of the division. (See NAVMILPERSMAN and BUPERSINST 1616.9A.)

(15) Maintain a division notebook to include the Navy Goal Card and containing personal data, training data, a space and equipment responsibility log, the watch and battle stations to be manned, and other useful data for the orientation of relieving officer and for ready reference (Standard record forms - NAVPERS 1070/6, Division Officer's Personnel Record Form - which may be filed in a three-ring binder are available through the general supply system).

(16) Be responsible for all forms, reports, and correspondence originated or maintained by the division.

(17) Maintain a division organization manual and other directives necessary for division administration.

(18) Ensure that prescribed security measures are strictly observed by personnel of the division.

(19) Make recommendations for personnel transfers and changes in the division allowance to the department head.

(20) Forward requests for leave, liberty, and special privileges with recommendations.

(21) Conduct periodic inspections, exercises, and musters to evaluate performance and discipline in the division. Initiate appropriate disciplinary and administrative action following UCMJ and other regulatory directives.

(22) Cooperate with other division officers in the department, and recommend improvements in departmental policies and procedures to the department head.

(23) Supervise the performance of the work centers within the division in carrying out the shipboard maintenance and material management system.

(24) Ensure damage control equipment, fittings, and checkoff list, in assigned spaces are in proper working condition and properly labeled.

(25) Ensure only authorized personnel operate electrical and electronic equipment under proper supervision.

(26) Frequently inspect assigned spaces and work centers and remove unauthorized or unsafe electrical equipment.

(27) Maintain records of personnel receiving electrical safety training as required by this article.

(28) Approve or disapprove and maintain records of individual requests to have personally owned electric/electronic equipment on board. Equipment must be inspected and found safe before approval by the division officer.

(29) Maintain a list of portable electrical equipment under his/her cognizance.

(30) Administer the Divisional Retention Program.

(31) Supervise the division damage control (safety) petty officer in safety matters.

c. ORGANIZATIONAL RELATIONSHIPS. The division officer will report to the department head regarding assigned duties. The following personnel will report to the division officer:

(1) The junior division officer regarding assigned duties.

(2) Warrant officers, when so assigned, for the performance of their duties as technical or material assistants.

(3) The leading chief petty officer or petty officer, for the daily operations in the division.

362. JUNIOR DIVISION OFFICER (JDO)

a. BASIC FUNCTION. The junior division officer will assist the division officer in coordinating and administering the division and develops a thorough understanding of the functions, directives, and equipment of the division in preparation for division officer duties.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Contingent upon the division organization, the junior division officer will:

(1) Supervise preparation and maintenance of watch, quarter, and station bills and other bills needed to operate the division.

(2) Aid in formulating and implementing policies and procedures within the division.

(3) Supervise the division in its daily routine, and conduct inspections to ensure division functions are properly executed.

(4) Aid in administering discipline within the division.

(5) Evaluate individual performances of division personnel with the assistance of the leading division petty officers and recommend periodic marks to the division officer.

(6) Provide guidance to division personnel utilizing the Navy Goal Card Program.

(7) Ensure maintenance of routine logs and records and preparation of required reports.

(8) Act as division officer in the absence of the regularly assigned division officer.

(9) Perform other duties assigned by the division officer.

(10) Assist the division officer in the administration of the Divisional Retention Program.

c. ORGANIZATIONAL RELATIONSHIPS. The junior division officer will report to the division officer. Personnel will report to the junior division officer as designated in the division organization.

363. DIVISION TRAINING ASSISTANT

a. GENERAL DUTIES. The training assistant, normally the junior division officer, will aid the division officer in administering training within the division and incorporates the program into departmental and unit-wide training programs.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Assist the division officer in planning, developing, and coordinating the division training program within departmental and unit training objectives.

(2) Develop monthly division training schedules, and obtain the training space and material to support these schedules.

(3) Train instructors within the division.

(4) Supervise preparation of training materials, and reviews curricula, courses, and lesson plans prepared within the division.

(5) Obtain, maintain custody of, and issue training aids and devices.

(6) Supervise the preparation, administration, and correction of tests in personnel advancement requirements (PARs) within the division and, in conjunction with the unit training officer, arrange for examinations and advancement in rating.

(7) Observe instructions given at drills, on watch, on stations, and in classrooms and make recommendations as appropriate.

(8) Maintain training records and prepare required reports.

(9) Keep personnel informed of PQS and training progress, using graphs, charts, and similar means.

(10) Submit requests for scheduling drills and exercises through the division officer.

(11) Initiate requisitions for division training supplies and materials.

(12) Supervise the administration of POS (if PQS has been implemented) within the division, and provide guidance for PQS accomplishment.

(13) Inform division personnel of available fleet and service schools, and encourage their use.

(14) Advise division personnel on Navy and DANTES correspondence courses and aid them in applying for courses.

(15) Consult with the department training officer and the unit training officer in training matters affecting the division.

(16) Aid the division officer in all other training functions.

c. ORGANIZATIONAL RELATIONSHIPS. The division training assistant will report to the division officer. Enlisted personnel assigned will report to the division training assistant.

364. DIVISION LEADING (CHIEF) PETTY OFFICER (LPO)

a. BASIC FUNCTIONS. The chief petty officer or petty officer designated by the division officer as the leading petty officer normally will be the senior chief petty officer or petty officer in the division. The leading petty officer will assist the division officer in administering, supervising, and training division personnel.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Assist the division officer in preparing watch and liberty lists for division personnel.

(2) Assist in assigning personnel in cleaning stations, and supervising assigned petty officers in their cleaning duties.

(3) Prepare, for submission to the division officer, requisitions required to maintain allowances.

(4) Assist in training and PQS qualification of division personnel.

(5) Under the supervision of the division officer, assign tasks and generally supervise the division section leaders.

(6) Supervise the division damage control petty officer in his/her duties.

(7) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The division leading petty officer will report to the junior division officer. The work center supervisor will report to the division leading petty officer.

365. DIVISION DAMAGE CONTROL PETTY OFFICER (DCPO)

a. BASIC FUNCTION. The division damage control petty officer will be responsible, under the division leading petty officer, for damage control functions of the division and related matters.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Know all phases of the ship's damage control organization and procedures.

(2) Assist in instructing division personnel in damage control, fire fighting, and NBC defense procedures.

(3) Ensure preparation and maintenance of damage control check-off lists for the division's spaces.

(4) Supervise setting of specified material conditions within division spaces, and make reports as required.

(5) Ensure completion of all required PMS for damage control in accordance with OPNAVINST 4790.4B (NOTAL).

(6) Act as division safety petty officer and ensure safety precautions and danger signs are posted in required division spaces.

(7) Assist the division officer in inspecting divisional spaces for cleanliness and preservation.

(8) Perform other duties assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The division damage control petty officer will report to the work center supervisor. Division personnel assigned to damage control duties will report to the division damage control petty officer.

366. WORK CENTER SUPERVISOR (WCS) (OTHER THAN AVIATION UNITS)

a. BASIC FUNCTION. The work center supervisor will be the senior petty officer in charge of a maintenance group and will be responsible to the department head, via the division officer, for 3-M system operation within the work center.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Be trained in the 3-M system.

(2) Have a working knowledge of all provisions in Chapters 1, 2, and 3 of the 3-M Manual (OPNAVINST 4790.4B (NOTAL)).

(3) Be thoroughly acquainted with all instructions pertaining to the 3-M system.

(4) Screen and sign documents prepared by personnel in the work center following OPNAVINST 4790.4B (NOTAL).

(5) Provide 3-M instruction for newly assigned personnel within the maintenance group.

(6) Be aware of and disseminate to personnel in the work center all new developments in the 3-M system.

(7) Ensure that personnel in the work center comply with requirements of the 3-M system and with applicable environmental protection laws and regulations.

(8) Prepare the PMS weekly work center schedule.

(9) Periodically inspect 3-M software and hardware for legibility and completeness.

(10) Review Maintenance Requirements Cards (MRCs) and submit discrepancies by PMS Feedback Report (OPNAV 4790/7B) following OPNAVINST 4790.4B (NOTAL).

(11) Screen all documents for accuracy and legibility prior to submission to the department 3-M assistant.

(12) Advise the department head and division officer concerning inability to complete scheduled maintenance and any other problems involving 3-M operation.

(13) Ensure that the status of work center maintenance is correctly reflected on the departmental maintenance control board.

(14) Assign personnel to perform PMS actions and check that they are done following the MRCs.

(15) Ensure that all corrective maintenance actions are properly documented.

(16) Require all personnel assigned to the work center to:

(a) Be familiar with the weekly work center schedule, MRCs, Tag Guide Lists (TGL), Equipment Guide Lists (EGL), and other necessary documentation following OPNAVINST 4790.4B (NOTAL).

(b) Carry out assigned maintenance responsibilities under PMS.

(c) Document all corrective maintenance actions.

(d) Record completion of preventive maintenance actions on the weekly work center schedule.

(e) Record any discrepancy noted or identified as deferred maintenance requirement for future accomplishment.

(f) Inform the work center supervisor of inability to complete scheduled maintenance and any other problems in 3-M operation.

(g) Perform other duties assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The work center supervisor will report to the leading petty officer and the department 3-M assistant. All personnel assigned to the work center will report to the work center supervisor.

d. Work center supervisors in aviation units should refer to OPNAVINST 4790.2E (NOTAL) for additional duties unique to aviation.

370. MARINE DETACHMENTS AFLOAT

a. APPROPRIATE DUTIES

(1) The primary duty of Marine detachments afloat is the security of weapons per OPNAVINST C8126.1 (NOTAL). Operational and administrative control of Marine detachments afloat is vested in the Commanding Officer of the ship.

(2) Performing the duties as listed below, provided assignment to these duties does not degrade the Marine detachment's capability to perform its primary mission and they do not preclude the Marine detachment from sharing equitably in the ship's liberty program.

(a) Gun crews.

(b) Ceremonial duties, shore patrol, mess duty, laundry duty, mail handling, and working parties which are assigned on a pro rata basis to the entire ship's company.

b. INAPPROPRIATE DUTIES

(1) Performing duties as orderlies aboard Navy Ships.

(2) Performing in any supervisory position involved in administration of the ship's brig.

(3) Performing in any supervisory position involving administration of the ship's correctional custody program.

(4) Administering the ship's pass and badge system.

(5) Providing personal bodyguards or PSD's for VIP's.

(6) Performing as damage control petty officers for common spaces.

c. ADDITIONAL DUTIES

(1) Marine Corps Security Force (MCSF) members will not be assigned additional duties which detract from or interfere with the operations for which the MCSF is primarily organized.

(2) MCSF officers will normally be assigned only those duties which have direct involvement with the physical security of the supported activity. This does not preclude their assignment to collateral duties which are shared on an equitable basis by other officers of the activity, such as courts-martial, boards, committees, etc.

(3) Assignment of MCSF officers to duties other than those directly related to their primary MCSF duties will be made only with the prior approval of the CNO and the CMC. Requests to make such assignments will be submitted in writing by the installation commander or ship's commanding officer, as appropriate, to the CNO via the chain of command and the CMC. Requests will contain justification for requesting the additional duty for a MCSF officer. Requests will also fully identify the MCSF officer by name, social security number, and billet and describe additional duties to be assigned. If approved, additional duties will be valid only for the individual specified. They are not incumbent with the MCSF billet.

d. RESPONSIBILITY OF THE DETACHMENT COMMANDER. The Marine detachment commander will be responsible to the Commanding Officer of the ship for:

(1) The efficiency of the detachment.

(2) Internal administration applicable to the detachment.

(3) Conforming with administrative instructions issued by CMC relative to preparing and submitting of personnel and pay data, training, promotions, disciplinary reports, accounting for Marine Corps property, and similar details.

(4) Training not conducted under the supervision of a head of department. The Marine detachment commander is also responsible to any department head for training conducted under the latter's supervision and for the care and operation of equipment, supplies, and spaces assigned to the Marine detachment.

e. SPECIAL ASSIGNMENTS. Conduct of Fleet Anti-Terrorism Security Teams (FAST), and the status of Marine detachments (afloat) during a Service Life Extension Program (SLEP), or extended ship overhaul, are set out in SECNAVINST 5530.4A, enclosure (2), paragraphs 3 and 4.

f. BATTLE STATIONS. Where practicable, the Commanding Officer of the ship will employ the Marine detachment as an intact division in the organization of the ship for battle.

g. GUARD DUTY. Interior guard duty will be conducted as nearly as possible following the provisions of current security directives. Permanent or standing orders for sentries will be approved by the Commanding Officer of the ship via the Marine detachment commander. When necessary, the Officer of the Deck may give special orders to sentries. Such orders will normally be communicated to the sentries by the sergeant or corporal of the guard.

h. REFERENCES

(1) SECNAVINST 5530.4C, Naval Security Force Employment and Operations.

(2) SECNAVINST 5500.29B, Use of Deadly Force and the Carrying of Firearms by Personnel of the Department of the Navy in Conjunction with Law Enforcement, Security Duties and Personal Protection.

(3) OPNAVINST 5530.14C, Navy Physical Security.

371. MARINE ASSIGNMENTS AFLOAT OTHER THAN MARINE DETACHMENTS. Marines, other than members of a Marine detachment, may be detailed to other duties afloat, including but not limited to communications, staff, liaison, guard, aviation, and combat cargo when so ordered by the CNO in coordination with the CMC.

371.1 SHIP COMBAT CARGO OFFICER

a. BASIC FUNCTION. The member of the ship's complement corresponding to the team embarkation officer is the ship combat cargo officer. Each major ship of the amphibious force normally has aboard a trained Marine officer assigned to this duty. Ships with combat cargo officer billets include the attack cargo ship

(LKA), general purpose amphibious assault ship (LHA), amphibious transport dock (LPD), and helicopter/dock landing ship (LHD). On amphibious ships, such as the tank landing ship (LST) and the landing ship dock (LSD), where no Marine combat cargo officer is provided, a Navy officer, normally the First Lieutenant, functions as the ship combat cargo officer.

b. SPECIFIC DUTIES

(1) During the Planning Phase

(a) Advise the Commanding Officer on plans for loading and unloading troop cargo; troop communication requirements; and plan for embarking, billeting, and messing troops.

(b) Prepare, correct, maintain, and distribute the Ship's Loading Characteristics Pamphlet.

(c) Establish and maintain liaison with the embarkation team commander.

(d) Advise and assist the team embarkation officer in preparing the detailed loading and unloading plans.

(e) Provide embarkation team commander with current inventory of USMC Landing Force Operational Reserve Material (LFORM) to include inspection dates on all LFORM, dates pallets of class I were loaded and must be rotated, and lot numbers of class V munitions, as appropriate.

(2) During the Embarkation and Rehearsal Phases

(a) Maintain continuous liaison with the embarkation team commander through the team embarkation officer.

(b) Ensure that the loading plan is being followed.

(c) Ensure that a hatch list is maintained at each hatch, as appropriate.

(d) Keep the Commanding Officer informed of the progress of loading the embarkation.

(e) Advise the Commanding Officer and embarkation team commander of problem areas encountered during the rehearsal phase and recommends corrective action.

(f) In conjunction with the First Lieutenant/Weapons Officer (or Combat Systems Officer), ensure that USMC Landing

Force Operational Reserve Material is not inadvertently offloaded with other landing force material during training exercises/ operations. Release authority for use of LFORM will normally be issued prior to any contingency operation.

(3) During Unloading

(a) Make frequent inspections to ensure that unloading is proceeding according to plan.

(b) Ensure that all items of cargo requested on a priority basis are expeditiously located and unloaded.

(c) In cooperation with the team embarkation officer, maintain data from which periodic unloading progress reports are made.

(d) Keep a record of boat requirements, by number and type, necessary to complete unloading.

(4) Handling Cargo. The ship combat cargo officer is not responsible for handling cargo, operating cargo handling equipment, nor for the cargo's safety and security in the cargo holds. The First Lieutenant, his/her assistants, and deck division officers are responsible to the Commanding Officer for these details.

c. ORGANIZATIONAL RELATIONSHIPS. The Ship Combat Cargo Officer serves as a special staff officer to the Commanding Officer. He/she reports directly to the Executive Officer.

380. FLAGSHIPS AND EMBARKED STAFFS. Special arrangements must be made to facilitate working relations between the flagship and an embarked staff. The staff of an embarked commander and enlisted personnel serving with the staff are subject to the internal regulations, orders, and routine of the flagship. Members of the staff will respect the integrity of command of the flagship.

381. PERSONNEL RELATIONSHIPS. Enlisted personnel of the embarked staff will normally be administered as a flag division of the flagship. A staff officer is appointed by the embarked commander as flag division officer. Direct liaison with the flagship Executive Officer must be exercised. The flag division officer, with the approval of the chief of staff and after coordination with the Commanding Officer of the flagship, will assign enlisted flag division personnel to duties, watches, and battle stations; regulate their leave and liberty; and ensure that they comply with the flagship's routine. Flag division enlisted personnel will be responsible to the Commanding Officer

of the flagship for safety, cleanliness, security, and routine maintenance of their assigned spaces. They will obey flagship orders and other directives to which regularly assigned flagship personnel are subject.

a. SHIPBOARD. The Commanding Officer will exercise jurisdiction over staff enlisted personnel in matters of discipline. The Commanding Officer will not discipline staff officers but will make appropriate reports to the commander embarked for corrective action.

b. LEAVE AND LIBERTY of staff enlisted personnel will conform as closely to that of flagship personnel as flag work permits. The flag division officer regulates leave and liberty for staff officers.

c. PERSONNEL RECORDS. The flagship will maintain the records of enlisted personnel.

d. TRAINING AND EDUCATION. The commander embarked is responsible for the training and education of staff personnel.

e. SHIPBOARD ASSIGNMENTS. Quarters and stations assigned staff officers and enlisted personnel will be shown in the flagship's standard organization book.

f. REPRODUCTION UNIT. Where personnel and facilities permit, photographic and reproduction personnel of the staff and flagship will become a single reproduction unit under the staff photographic and reproduction officer.

g. METEOROLOGY UNIT. Where personnel and facilities permit, personnel of the staff and flagship who are assigned to oceanography duties will become a single unit under the supervision and management of the staff oceanographer.

382. CIC AND COMMUNICATIONS. Staffs embarked on flagships with no flag plot will share flagship Combat Information Center (CIC) facilities. In such cases, the organization of CIC will be as mutually agreed to by the Commanding Officer of the ship and the embarked commander. The commander of a staff embarked will assume control of flagship communications. This control will be exercised through the staff communications officer who will:

a. Coordinate with the flagship communications officer to ensure smooth functioning of communications and to outline policies of the commander.

b. Provide a standard operating procedure for operation of all communications, including cryptographic.

c. Organize officer and enlisted communication watches to meet requirements. Integrate staff and flagship personnel into a single communication facility.

d. Coordinate and supervise training of all communication personnel.

e. Ensure that the organization of the communication unit of the flagship is such that, if the flag is transferred, the ship's organization for communications remains intact.

383. LOGISTICS

a. REPAIR REQUESTS AND MAINTENANCE. Staff personnel will be responsible for the routine maintenance of equipment and spaces which they use. Requests for repairs beyond the capacity of staff personnel will be submitted on forms in use by the flagship to the staff logistics or material officer, who will submit them to the Commanding Officer of the flagship for final approval. This procedure permits orderly scheduling by the flagship, proper maintenance of material records, and centralized control of the workload.

b. BOATS AND VEHICLES. The flag lieutenant will regulate the employment of the boats and vehicles assigned to the staff. He/she will be responsible for the appearance, training, and performance of boat crews and drivers. He/she will also ensure that equipage meets the requirements of safety regulations and instructions.

Staff enlisted personnel will operate the boats assigned to the staff if personnel allowance permits. The staff boat crews will be responsible for routine painting, cleanliness, and upkeep. Maintenance and repairs beyond the capacity of the staff boat crews will be requested from the flagship.

When no boats are assigned to the embarked staff or when the number assigned is insufficient, additional boats will be assigned to the staff as requested. The number requested, however, must be within flagship capabilities.

Requests for special boat trips will be made to the flagship's Executive Officer, or in his/her absence, to the Command Duty Officer. Such requests should be made early to allow time for planning maximum usage of each trip.

The operation, and maintenance of staff vehicles will be the responsibility of staff personnel. Repairs beyond the capacity of staff personnel will be requested from the flagship.

c. MEDICAL. When the staff is embarked, the staff medical officer and assistants will have full access to the flagship's medical facilities and supplies to perform their duties. The flagship's medical officer may be ordered to additional duty with the commander embarked when the ship is designated the flagship. When required, the staff medical officer may be ordered to additional duty with the flagship.

d. SUPPLY. The staff supply officer will maintain the staff quarterly suballotment granted by the type commander. If no supply officer is assigned to the staff, the flagship supply officer will maintain the quarterly suballotment and pertinent reports and records. The flagship's supply officer, on request of the staff supply officer or a designated representative, will procure all staff supplies and equipment, and surveys and replaces labor-saving devices and equipment.

e. DISBURSING FUNCTIONS

The flagship's disbursing officer will perform all disbursing functions required by the embarked staff.

f. QUARTERING STAFF PERSONNEL. The flagship will be notified of the number of officers' quarters required by the staff. Delineation of spaces between staff and flagship depends on circumstances but generally will conform to the ship's booklet of general plans for ships specifically configured as flagships. For ships not configured as flagships, the embarking commander and the commanding officer of the ship should agree to an equitable temporary arrangement. Space available to the staff will be further allocated to staff divisions by a staff officer designated by the embarked commander.

(1) Flag and commanding officer's quarters. If there is but one cabin available in a flagship or other ship in which a flag officer is embarked, the flag officer, the Commanding Officer, and the chief of staff will share it jointly, and the choice of accommodation shall be in the order named. If quarters for a flag officer are available in the ship, the Commanding Officer will not be required to share his/her accommodations, if available; and other officers of the staff above the grade of commander will be assigned to cabin accommodations, if available; and other officers of the staff will be assigned to appropriate quarters. After the Executive Officer, all assignments of wardroom accommodations to officers of the staff and ship's company will be made according to rank.

(2) Assignment of officers' quarters afloat. All commissioned officers, not in command, of the grade of commis-

sioned warrant officer and above will, insofar as practical, be wardroom officers and occupy wardroom quarters. The assignment of officers' quarters on board ship will be per the plans of the ship insofar as practical, as issued by the Naval Sea Systems Command and approved by the CNO.

(a) Rooms and bunk rooms not specifically designated on the plans will be assigned by the Commanding Officer who will exercise due regard for the relative rank of the officers concerned and desirability of permanence of quarters assigned to watchstanding officers.

(b) Each commissioned warrant officer and warrant officer will have a room when such is available, per the plans of the ship. When necessary, however, two or more of them will occupy one room jointly. The rooms need not be assigned in the order of seniority.

(c) Officers of any Government service (military or civil) taking passage, with or without organized units, in a ship of the Navy not fitted for transportation of passengers will be provided quarters under their rank and seniority relative to the officers regularly attached to the ship when conditions permit.

(d) In a ship of the Navy which has passenger quarters, officers of any Government service (military or civil) taking passage with or without organized units will be assigned to quarters with due regard for their relative seniority. No officer regularly attached to such a ship will be displaced from quarters because of a passenger, although he/she may, when passenger accommodations aboard are insufficient, be required to share the quarters. However, his/her performance of duty will not be impaired thereby. Shifting of berthing assignments because of changes in relative seniority of passengers, as a result of the embarkation or debarkation of passengers at intermediate ports, will be held to a minimum.

(3) Quarters Afloat for Enlisted Personnel. When enlisted persons of the armed services of the United States are embarked in a ship of the Navy as organized units, they will, when practical, be quartered and messed apart from the crew of the ship.

g. CLEANLINESS AND UPKEEP. Staff personnel will maintain a satisfactory standard of cleanliness and material upkeep of spaces assigned. This includes officer and working spaces, living quarters, washrooms, and storerooms. This does not in any way relieve the Commanding Officer of the flagship of the continuing responsibility for the material condition of the ship The Commanding Officer of the flagship will be notified of those

spaces for which the staff has assumed responsibility for cleanliness and upkeep when embarked.

384. REPORTING REQUIRED FOR LIAISON

a. COMMAND. *A COMMANDER SHALL KEEP HIS/HER IMMEDIATE SUPERIOR INFORMED OF*:

(1) *THE ORGANIZATION OF THE COMMAND, THE PROSPECTIVE AND ACTUAL MOVEMENTS OF THE UNITS OF THE COMMAND, AND THE LOCATION OF HIS/HER HEADQUARTERS.*

(2) *THE PLANS FOR EMPLOYMENT OF HIS/HER FORCES.*

(3) *THE CONDITION OF THE COMMAND AND OF ANY REQUIRED ACTION PERTAINING THERETO WHICH IS BEYOND HIS/HER CAPACITY OR AUTHORITY.*

(4) *INTELLIGENCE INFORMATION WHICH MAY BE OF VALUE.*

(5) *ANY BATTLE OR ACTION INVOLVING UNITS OF THE COMMAND.*

(6) *ANY IMPORTANT SERVICE OR DUTY PERFORMED BY PERSONS OR UNITS OF THE COMMAND.*

(7) *ANY UNEXECUTED ORDERS AND MATTERS OF INTEREST UPON BEING RELIEVED OF COMMAND.*

b. FLEET COMMANDER. *A FLEET COMMANDER AND, WHEN DIRECTED, OTHER COMMANDERS SHALL SUBMIT TO THE CHIEF OF NAVAL OPERATIONS AS SOON AS PRACTICABLE AFTER THE END OF THE FISCAL YEAR OR UPON BEING RELIEVED A REPORT WITH THE INFORMATION NECESSARY TO PERMIT A COMPREHENSIVE REVIEW OF THE OPERATIONS AND CONDITIONS OF THE COMMAND FOR THE PERIOD INVOLVED.*

c. UNDERWAY. *WHEN UNDERWAY, THE COMMANDING OFFICER OF THE FLAGSHIP SHALL MAKE REPORTS TO THE FLAG OFFICER EMBARKED, SUBJECT TO HIS/HER ORDERS.* In addition, certain reports are required from the ship's officers to ensure staff officers are informed of the ship's movements.

(1) *THE SHIP'S NAVIGATOR SHALL REPORT THE SHIP'S POSITION TO THE STAFF NAVIGATOR AT 0800, 1200, AND 2000.*

(2) The Commanding Officer is responsible for all movements of the flagship. Movements will be relayed to the commander.

(3) The staff watch officer, the flagship officer of the deck, and the Tactical Action Officer will exchange information

to keep one another adequately informed on matters of which each have cognizance. When in company, the staff watch officer will be informed of prospective maneuvers of the flagship. Maneuvering signals should be brief but specific, giving the new course, speed, and any other pertinent information.

(4) *THE SIGNAL BRIDGE SUPERVISOR SHALL REPORT TO THE OFFICER OF THE DECK, STAFF WATCH OFFICER, AND TACTICAL ACTION OFFICER THE SIGHTING OF NAVIGATIONAL AIDS OR HAZARDS; THE SIGHTING OF SHIPS OR AIRCRAFT: THE IDENTITY OF UNITS WHEN CALLS ARE EXCHANGED; AND THE SIGHTING, RECEIVING, OR TRANSMISSION OF SIGNALS.*

d. MOORED OR AT ANCHOR. When the flagship is moored or at anchor, the signal bridge supervisor will report to the Officer of the Deck all movements of ships getting underway or coming to anchor, movements of small craft toward the flagship, movements of Navy or merchant ships which will pass and required salutes or dips, shifting of personal flags, and any other occurrences worthy of notice. The Officer of the Deck will notify the staff duty officer of occurrences worthy of note. The signal bridge supervisor will report to the flag lieutenant or the staff duty officer, prior to 0800, any movements of ships during the preceding night. The staff duty officer will screen these reports and relay to the force commander and chief of staff those currently required by those officers.

385. TACTICAL RELATIONSHIPS

a. The Commanding Officer is always responsible for the navigation of the flagship. When in formation, the flagship will maneuver in obedience to the signals of the Officer in Tactical Command (OTC) in the same manner as other ships in the formation, and its Commanding Officer is responsible for station keeping, course, and speed as circumstances may dictate.

b. When the commander is the OTC, he/she may orally direct the flagship to change course, speed, or station. In such cases *THE FLAGSHIP SHALL NOTIFY OTHER SHIPS IN THE FORMATION BY SIGNAL HOIST THAT IT IS MANEUVERING INDEPENDENTLY AND NOT TO FOLLOW FLAGSHIP MOVEMENTS; IT SHALL ALSO INDICATE THE NEW STATION ASSIGNED AS APPROPRIATE.*

c. *WHEN THE MOVEMENTS OF THE FLAGSHIP ARE NO LONGER TO BE DIRECTED BY THE FLAG, THE COMMANDING OFFICER OF THE FLAGSHIP SHALL BE INFORMED. IF PRACTICAL, HE/SHE SHALL BE FURTHER INFORMED OF THE INTERVAL DURING WHICH HE/SHE WILL ACT INDEPENDENTLY.*

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CHAPTER 4

WATCH ORGANIZATION

400. ESTABLISHMENT OF WATCHES

a. A watch is defined as any period of time during which an individual is assigned specific, detailed responsibilities on a recurring basis. Watches on board ships are set both in port and underway. The Commanding officer will establish the watches necessary for the safety, security, and proper operation of the command.

b. On board ships, the watch of the Officer of the Deck (OOD) and the Engineering Officer of the Watch (EOOW) will be regular and continuous, except as provided herein.

c. In units not underway, the Commanding Officer may authorize, subject to restrictions imposed by a senior in the chain of command, the standing of a day's duty in lieu of regular and continuous watches.

401. ASSIGNMENT OF WATCH OFFICERS

a. Within these regulations, a watch officer is one regularly assigned to duty in charge of a watch or portion of a watch. Subject to restrictions imposed by a senior in the chain of command or by regulation, a Commanding Officer may assign to duty in charge of a watch or to a day's duty any commissioned or warrant officer under his/her authority whom he/she deems qualified. Medical, Medical Service, Nurse, Dental, and Chaplain Corps personnel may not be assigned watches or duties not related to medical, dental, or religious functions respectively. Normally officer watch assignments are proposed by the Senior Watch Officer and approved by the Commanding Officer.

b. Marine officers below the grade of major may be assigned as Officer of the Deck (OOD) in port. Marine officers on the junior watch list may stand Junior Officer of the Deck (JOOD) at sea.

c. At times when the number of commissioned or warrant officers qualified for watch standing is reduced to an extent which may interfere with proper operation of the command or cause undue hardship, the Commanding Officer may assign to duty in-charge-of-watch, or to stand a day's duty (subject to such restrictions as may be imposed by a senior in the chain of command or by regulation) any petty officer or non commissioned officer who is subject to his/her authority and is, in the

opinion of the Commanding Officer, qualified for such duty. On board ship, unless otherwise authorized by the Chief of Naval Operations, the assignment of enlisted personnel to a day's command duty will be limited as described in U. S. Navy Regulations, 1990, paragraph 0803.

402. STATION OF WATCH OFFICERS

a. Unless otherwise prescribed by the Commanding Officer, the watch officer's station will be where he/she can best perform the duties assigned and supervise those on watch under him/her.

b. When authorized and not at the above station, the watch officer will be ready to appear when summoned.

c. Conduct the watch in a smart and military manner.

403. GENERAL DUTIES OF WATCH OFFICERS AND WATCHSTANDERS. The following provides general guidance for all watch officers and watchstanders. Each person on watch will:

a. *BE RESPONSIBLE FOR ENSURING THE PROPER PERFORMANCE OF ALL DUTIES OF THE WATCH. ALL SUBORDINATE WATCHSTANDERS WILL BE SUBJECT TO ORDERS OF THE WATCH OFFICER OR A WATCHSTANDER IN CHARGE OF SPECIFIC DUTIES OR PERSONNEL.*

b. *REMAIN RESPONSIBLE FOR THE WATCH AND REMAIN AT THE STATION UNTIL PROPERLY RELIEVED OR SECURED BY PROPER AUTHORITY. THE WATCHSTANDER WILL OBEY ALL ORDERS AND REGULATIONS AND WILL REQUIRE THE SAME OF ALL SUBORDINATES ON WATCH. THE WATCHSTANDER WILL INSTRUCT THEM ON THE PERFORMANCE OF THEIR DUTIES AND SHALL ENSURE THAT THEY ARE AT THEIR STATIONS, ALERT, AND READY FOR DUTY. WATCHSTANDERS WILL TRAIN THEMSELVES AND SUBORDINATES TO FORESEE SITUATIONS WHICH MAY ARISE AND TO TAKE TIMELY, REMEDIAL ACTION.*

c. *CONDUCT ONESELF IN A SMART AND MILITARY MANNER BEFITTING THE STATURE OF A PERSON ON WATCH.*

d. *USE PHRASEOLOGY CUSTOMARY TO THE SERVICE WHEN ISSUING ORDERS AND MAKING REPORTS.*

e. *DEMAND FORMALITY IN ALL RELATIONSHIPS.*

f. *PROMPTLY INFORM THE APPROPRIATE PERSONS OF MATTERS PERTAINING TO THE WATCH WHICH ARE NECESSARY TO THEIR DUTIES.*

g. *CONDUCT REQUIRED INSPECTIONS OF THE WATCH TO ENSURE THEIR PROPER PERFORMANCE, AS DIRECTED HEREIN AND AS AMPLIFIED BY THE COMMANDING OFFICER.*

h. *PRIOR TO RELIEVING THE WATCH, THE RELIEVING WATCH OFFICER SHALL BECOME THOROUGHLY ACQUAINTED WITH ALL MATTERS REQUIRED FOR THE PROPER PERFORMANCE OF HIS/HER DUTIES. HE/SHE SHALL DECLINE TO RELIEVE THE PRECEDING WATCH OFFICER SHOULD ANY SITUATION EXIST WHICH JUSTIFIES SUCH ACTION UNTIL THE COMMANDING OFFICER OR OTHER COMPETENT AUTHORITY HAS BEEN ADVISED AND HAS PROVIDED GUIDANCE.*

404. WATCHSTANDING PRINCIPLES. *THE FOLLOWING WATCHSTANDING PRINCIPLES MUST BE PRACTICED:*

a. *WATCHSTANDERS WILL RECEIVE SUFFICIENT TRAINING TO PERFORM THE DUTIES OF THE WATCH STATION PRIOR TO ASSIGNMENT.*

b. *WATCHSTANDERS WILL BE FULLY ATTENTIVE TO THE DUTIES AND RESPONSIBILITIES OF THE ASSIGNED WATCH STATION.*

c. *WATCHSTANDERS WILL FREQUENTLY REVIEW ALL OF THE EMERGENCY PROCEDURES OF THEIR WATCH STATION IN ORDER TO BE READY TO EXECUTE EMERGENCY PROCEDURES WITHOUT DELAY.*

d. *WATCHSTANDERS WILL NOT LEAVE THEIR WATCH STATION UNLESS PROPERLY RELIEVED OR SO ORDERED BY THE OFFICER IN CHARGE OF THE WATCH STATION.*

e. *THROUGHOUT THE WATCH, A WATCHSTANDER WILL KNOW TO WHOM IN THE WATCH ORGANIZATION HE/SHE REPORTS AND ALL WATCHSTANDERS WHO REPORT TO HIM/HER.*

f. *WHILE ON WATCH, WATCHSTANDERS WILL NOT BE ASSIGNED OR ASSUME ANY OTHER DUTIES WHICH MAY DISTRACT THEM FROM THEIR WATCH FUNCTION.*

g. *MEMBERS OF PATROLS AND SENTRIES SHALL REPORT ALL VIOLATIONS OF THE UNIT'S REGULATIONS, DIRECTIVES, AND OTHER BREACHES OF GOOD ORDER AND DISCIPLINE;* shall try to the utmost to suppress such violations; *SHALL REPORT ANY KNOWN OR PROBABLE VIOLATION OF SAFETY PRECAUTIONS OR SAFETY REGULATIONS;* shall try to the utmost to suppress such violations and other malpractice which may endanger the safety or security of a naval unit and its personnel. *ALL WATCHSTANDERS AUTHORIZED TO CARRY ARMS SHALL BE INSTRUCTED ON THE FOLLOWING ORDERS TO SENTRIES AND THE CIRCUMSTANCES UNDER WHICH A WEAPON MAY BE FIRED. WATCHES REQUIRING THE CARRYING OF ARMS WILL BE ASSIGNED ONLY TO PERSONS WHO HAVE BEEN TRAINED IN THE FIRING OF THE WEAPON ASSIGNED.*

405. ORDERS OF THE SENTRIES

a. Take charge of this post and all government property in view.

b. Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.

c. Report all violations of orders I am instructed to enforce.

d. Repeat all calls from any post more distant from the guard house (quarterdeck) than my own.

e. Quit my post only when properly relieved.

f. Receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer, Officer of the Day, Officer of the Deck, and officers and petty officers of the watch only.

g. Talk to no one except in the line of duty.

h. Give the alarm in case of fire or disorder.

i. Call the Corporal of the Guard or Officer of the Deck in any case not covered by instructions.

j. Salute all officers and all colors and standards not cased.

k. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.

406. USE OF DEADLY FORCE

a. CONDITIONS UNDER WHICH SECURITY FORCE PERSONNEL MAY USE DEADLY FORCE. Deadly force is that force which a person uses with the purpose of causing - or which he/she knows, or should know, would create a substantial risk of causing - death or serious bodily harm. (General guidance on the use of deadly force is contained in SECNAVINST 5500.29B and OPNAVINST 5580.1, Law Enforcement Manual). Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

(1) SELF-DEFENSE. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.

(2) PROPERTY INVOLVING NATIONAL SECURITY. When deadly force reasonably appears to be necessary to prevent the threatened theft of, damage to, or espionage aimed at property or information specifically designated in writing by a commander or other competent authority as vital to the national security; to prevent the actual theft of, damage to, or espionage aimed at property or information which - though not vital to the national security - is of substantial importance to the national security; or to apprehend or prevent the escape of an individual whose unauthorized presence in the vicinity of property or information vital to the national security reasonably appears to present a threat of theft, sabotage or espionage. Property will be specifically designated as vital to the national security only when its loss, damage or comprise would seriously prejudice national security or jeopardize the fulfillment of an essential national defense function.

(3) PROPERTY NOT INVOLVING NATIONAL SECURITY BUT INHERENTLY DANGEROUS TO OTHERS. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property, such as operable weapons or ammunition, which in the hands of an unauthorized individual presents a substantial, potential danger of death or serious bodily harm to others.

(4) SERIOUS OFFENSES AGAINST PERSONS. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (such as murder, armed robbery, aggravated assault or rape).

(5) DETENTION, APPREHENSION, AND ESCAPE. When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to effect the detention, apprehension, or prevent the escape of a person likely to cause death or serious bodily harm to another.

(6) LAWFUL ORDER. When directed by the lawful order of a superior authority who shall be governed by the provisions set forth herein and by SECNAVINST 5500.29B.

b. In order to comply with local law, a Commanding Officer may impose further restrictions on the use of deadly force if in his/her judgment such restrictions would not unduly compromise important security interests of the United States.

c. ADDITIONAL CONSIDERATIONS INVOLVING FIREARMS. If, in any of the circumstances set forth above it becomes necessary to use a firearm, the following precautions will be observed, provided it is possible to do so consistent with the prevention of death or serious bodily harm:

(1) An order to halt will be given before a shot is fired. Firing a warning shot is a safety hazard and is prohibited.

(2) Shots will not be fired if they are likely to endanger the safety of innocent bystanders.

(3) Shots will not normally be fired from a moving vehicle.

d. REFERENCES

(1) OPNAVINST 5530.14B, Department of the Navy Physical Security and Loss Prevention Manual.

(2) SECNAVINST 5500.29B, Use of Force by Personnel Engaged in Law Enforcement and Security Duties.

(3) OPNAVINST 5580.1, Law Enforcement Manual.

407. LENGTH OF WATCH AND ROTATION. The length of time for continuous watches is normally four hours. However, the length of assignment to a watch should be based on the conditions under which the watch will be stood. *THE OFFICER IN CHARGE OF A WATCH STATION SHALL ENSURE THAT WATCHSTANDERS ARE ROTATED FREQUENTLY ENOUGH TO STAND AN EFFECTIVE WATCH.*

a. The standard watches in Navy units are:

0000-0400	Mid Watch
0400-0800	Morning Watch
0800-1200	Forenoon Watch
1200-1600	Afternoon Watch
1600-1800	First dog Watch
1800-2000	Second dog Watch
2000-0000	Evening Watch

b. In-port duty personnel are normally assigned a day's duty from 0800 to 0800 the following day. Duty personnel may also be assigned specific four-hour watches during the duty day.

410. DEVELOPING A WATCH ORGANIZATION. Operational requirements are considered first in developing a watch organization. Based on these requirements, functions and responsibilities of personnel are delineated in writing. The watch organization must also be based on capabilities of personnel and the wishes of commanding officers and department heads. No firm guidance for individual units can be presented. However, the basic organization charts shown in this chapter may be used to develop more

detailed organizational plans. The unit watch organization should be charted and explained in the unit's organization book to ensure that personnel know their responsibilities and relationships while on watch. Ship Manning Documents (SMDs) and Naval Warfare Publications (NWPs, particularly the NWP 65 series) provide significant input to the watch organization.

411. ASSIGNMENTS TO WATCHES

a. Departments aboard ship are responsible for specified watches, and department heads are responsible for the supervisory duties. When one department has insufficient personnel to staff all stations in a specified condition of readiness, the Executive Officer may require other departments to supplement some stations. Personnel should be assigned during Condition III watch to stations that they will man during Condition I.

b. For watches which are not the responsibility of a single department (quarterdeck, and so forth), department heads will assign the required number of personnel and the Senior Watch Officer will be responsible for that watch bill. These types of watches are not included in the Watch, Quarter, and Station Bill but are published periodically in an approved and signed watch bill and in the Plan of the Day.

c. On nuclear-powered ships, the assignment of engineering department key watches will be as defined in the Engineering Department Manual for Naval Nuclear Propulsion Plants (NOTAL).

412. SETTING THE WATCH. Setting the watch will occur upon a change of watch condition within the ship such as getting underway, mooring, and changing the condition of readiness. Personnel responsible for setting the watch must make the watch station ready to function as rapidly as possible and ensure that necessary equipment, material, and subordinate personnel are on station.

413. RELIEVING THE WATCH

a. RULES FOR RELIEVING THE WATCH. Relieving the watch will be controlled and precise. The ability to handle casualties and tactical decisions is significantly reduced during the transition period between watches. Accordingly, the following rules will apply:

(1) The relieving watch will be on station in sufficient time to become familiar with equipment conditions and the overall situation and still relieve on time.

(2) The relieving watch will inspect all spaces and equipment as required by the Commanding Officer before relieving the watch.

(3) If practical, the relieving watch will examine all applicable equipment log readings on the station since he/she last had the watch, noting any unusual variations such as voltages, pressures, and temperatures. Such variations will be discussed and resolved prior to watch relief. (Check that the preceding watch has completed the log sheets as required.)

(4) The relieving watch will read the remarks sections of applicable logs from the last time that he/she was on watch (or from the time of getting underway, plant start-up, equipment light-off; or for the preceding three watches if continuity of watches has been interrupted), carefully noting and discussing unusual conditions, deviations, or other matters of importance.

(5) Both the relieved watch and the relieving watch are responsible for ensuring that the relieving watch is completely aware of all unusual conditions. These include tactical situations, equipment out of commission or in repair, personnel working aloft, outstanding orders, deviations from normal plant or equipment line-up, forthcoming evolutions (if known), and any other matters pertinent to the watch.

(6) The relief will be executed smartly under the following guidelines:

(a) Permission is obtained from the appropriate watch supervisor to relieve the watch.

(b) Relief reports, "Ready to relieve."

(c) Person being relieved gives a status report of the watch section.

(d) Relief tours the watch station.

(e) Person being relieved completes briefing of relief (including unexecuted orders and anticipated evolutions) and answers any questions.

(f) When the relief is fully satisfied that he/she is completely informed regarding the watch, he/she relieves the watch by saying, "I relieve you."

(g) Responsibility for the watch station then shifts to the oncoming watchstander, and the person being relieved states, "I stand relieved."

(h) The person assuming the watch will report his/her relief to the same person from whom permission was requested to relieve.

(i) On stations where a log is maintained, the log will be completed and signed by the offgoing watchstander before leaving the watch station.

(7) The relief of the Engineering Officer of the Watch shall be conducted following the procedures listed in the Engineering Departmental Manual for Naval Nuclear Propulsion Plants (OPNAV C9210.2 (NOTAL)) (when applicable).

b. CONTINUITY OF CONTROL AND KNOWLEDGE. *THE OOD, DIVING OFFICER OF THE WATCH, AND THE EOOW WILL NOT RELIEVE UNTIL THE WATCH DIRECTLY UNDER THEIR COGNIZANCE HAS BEEN PROPERLY RELIEVED.* This will help provide for continuity of control and knowledge in case of a casualty during the transition period. *AT NO TIME WILL THE TWO SENIOR (KEY) PEOPLE OF A WATCH AREA BE IN THE PROCESS OF TRANSFERRING THE WATCH AT THE SAME TIME.*

c. PATTERN OF RELIEF. The specific lead times for ensuring proper relief of members of the watch is flexible and may be reduced during quiet periods, but the sequence of relief is firm. The general pattern of relief will be:

(1) One-half hour before the hour - Oncoming watch is on station to make inspection, read logs and turn-over sheets, and obtain information from relief.

(2) Fifteen minutes before hour - Watch members are relieved.

(3) On the hour - Supervisors relieve (OOD, EOOW, etc.).

420. *THE DECK AND ENGINEERING LOGS. NO ERASURES SHALL BE MADE IN THE DECK LOG, MAGNETIC COMPASS RECORD, ENGINEERING LOG, OR ENGINEER'S BELL BOOK. WHEN A CORRECTION IS NECESSARY, A SINGLE LINE SHALL BE DRAWN THROUGH THE ORIGINAL ENTRY SO THAT THE ENTRY REMAINS LEGIBLE. THE CORRECT ENTRY SHALL THEN BE INSERTED SO AS TO ENSURE CLARITY AND LEGIBILITY. CHANGES SHALL BE MADE ONLY BY THE PERSON REQUIRED TO SIGN THE RECORD FOR THE WATCH AND SHALL BE INITIALED BY HIM/HER ON THE MARGIN OF THE PAGE. SHOULD THE COMMANDING OFFICER DIRECT A CHANGE TO ONE OF THE FOREGOING RECORDS, THE PERSON CONCERNED SHALL COMPLY, UNLESS THE PROPOSED CHANGE IS BELIEVED TO BE INCORRECT. IN SUCH EVENT THE COMMANDING OFFICER SHALL ENTER SUCH REMARKS ON THE RECORD OVER HIS/HER OWN SIGNATURE. AFTER THE COMMANDING OFFICER SIGNS A LOG, NO CHANGES SHALL BE MADE WITHOUT HIS/HER PERMISSION.*

421. THE DECK LOG

a. *THE DECK LOG SHALL BE PREPARED IN THE MANNER AND FORM PRESCRIBED BY THE CHIEF OF NAVAL OPERATIONS (OPNAVINST 3100.7B). THE DECK LOG SHALL BE A COMPLETE DAILY RECORD, BY WATCHES, WHICH SHALL DESCRIBE EVERY OCCURRENCE OF IMPORTANCE CONCERNING THE CREW AND THE OPERATION AND SAFETY OF THE SHIP OR ITEMS OF HISTORICAL VALUE. THE DECK LOG SHALL INCLUDE INFORMATION REGARDING:*

(1) *ORDERS UNDER WHICH THE SHIP IS OPERATING AND THE CHARACTER OF DUTY IN WHICH ENGAGED.*

(2) *SIGNIFICANT CHANGES IN THE STATE OF THE SEA AND WEATHER.*

(3) *COURSES AND SPEEDS OF THE SHIP.*

(4) *BEARING AND DISTANCES OF OBJECTS DETECTED.*

(5) *POSITION OF THE SHIP.*

(6) *TACTICAL FORMATION OF THE SHIPS IN COMPANY.*

(7) *DRAFT.*

(8) *SOUNDINGS.*

(9) *ZONE DESCRIPTION.*

(10) *PARTICULARS OF ANCHORING AND MOORING.*

(11) *CHANGES IN THE STATUS OF SHIP'S PERSONNEL OR PASSENGERS (TAKEN PRISONER, ABSENTEES, TAD, ETC.), OTHER THAN THOSE RECEIVED OR LOST BY REASON OF PERMANENT CHANGE OF STATION.*

(12) *DAMAGE OR ACCIDENT TO THE SHIP, ITS EQUIPAGE, OR CARGO.*

(13) *DEATH OR INJURIES TO PERSONNEL, PASSENGERS, VISITORS, LONGSHOREMEN, HARBOR WORKERS, OR REPAIR PERSONNEL.*

(14) *MEETING, ADJOURNING, OR RECESSING OF COURTS-MARTIAL AND OTHER FORMAL BOARDS.*

(15) *ARRESTS, SUSPENSIONS, AND RESTORATIONS TO DUTY.*

(16) *OTHER MATTERS SPECIFIED BY COMPETENT AUTHORITY.*

b. *SHIPS MAY BE EXEMPT FROM RECORDING DAILY ENTRIES BY WATCHES IN THE DECK LOG ONLY UNDER THE FOLLOWING CIRCUMSTANCES.*

(1) *THE CHIEF OF NAVAL OPERATIONS, THROUGH THE FLEET OR FORCE COMMANDER, MAY DIRECT THAT THE DECK LOG FOR SHIPS ENGAGED IN SPECIAL OPERATIONS, WHOSE OPERATIONS ARE RECORDED THROUGH MEANS OTHER THAN THE DECK LOG, BE LIMITED TO THE NONOPERATIONAL DATA REQUIRED BY THE PRECEDING PARAGRAPH. ENTRIES SHALL BE MADE WHEN NOTEWORTHY EVENTS OCCUR RATHER THAN DAILY BY WATCHES. THE OPERATIONAL DATA FOR SUCH SHIPS SHALL BE RECORDED IN THE MANNER PRESCRIBED BY THE CHIEF OF NAVAL OPERATIONS. OPNAVINST 3100.7B (NOTAL) provides current guidance for procedures for keeping deck logs.*

(2) *WHILE UNDERGOING A SCHEDULED PERIOD OF REGULAR OVERHAUL, CONVERSION, OR INACTIVATION, SHIPS MAY MAKE LOG ENTRIES WHEN NOTEWORTHY EVENTS OCCUR RATHER THAN DAILY BY WATCHES.*

422. *THE MAGNETIC COMPASS RECORD. THE MAGNETIC COMPASS RECORD SHALL BE A LOG OF GYRO AND MAGNETIC COMPASS COURSES, ADJUSTMENTS, AND TESTS. GYRO AND MAGNETIC STEERING COURSES SHALL BE RECORDED HOURLY AND UPON STEADYING ON A NEW COURSE. DURING FREQUENT AND RAPID MANEUVERING, ENTRIES NEED ONLY BE MADE HOURLY. GYRO AND STANDARD MAGNETIC COMPASS COURSES SHALL BE RECORDED AT LEAST DAILY. POSITION ENTRIES SHALL BE MADE AT 0800, 1200, AND 2000 AT A MINIMUM. THE NAVIGATOR SHALL SIGN AND SUBMIT THE RECORD TO THE COMMANDING OFFICER FOR APPROVAL QUARTERLY.*

423. *THE ENGINEERING LOG. THE ENGINEERING LOG SHALL BE A COMPLETE DAILY RECORD BY WATCHES OF IMPORTANT INFORMATION ABOUT THE ENGINEERING DEPARTMENT AND THE OPERATION OF THE PROPULSION PLANT. THE ENGINEERING LOG SHALL INCLUDE:*

a. *TOTAL MILES STEAMED FOR THE DAY.*

b. *DRAFT AND DISPLACEMENT (SURFACE SHIPS ONLY).*

c. *COMBINED TOTAL FUEL, WATER, AND LUBRICATING OIL ON HAND (SURFACE SHIPS ONLY).*

d. *DISPOSITION OF ALL ENGINES, BOILERS, AND PRINCIPAL AUXILIARIES AND ALL CHANGES TO THEM.*

e. *ALL INJURIES AND MATERIAL CASUALTIES OCCURRING IN THE DEPARTMENT.*

f. *OTHER MATTERS SPECIFIED BY COMPETENT AUTHORITY.*

THE ENGINEERING LOG SHALL BE PREPARED IN THE MANNER AND FORM PRESCRIBED BY THE COMMANDER, NAVAL SEA SYSTEMS COMMAND (NSTM CHAPTER 090 REFERS).

424. THE ENGINEER'S BELL BOOK

a. *THE ENGINEER'S BELL BOOK SHALL BE A CHRONOLOGICAL RECORD OF ORDERS PERTAINING TO THE SPEED OF THE PROPULSION ENGINES OR MOTORS. IT SHALL SHOW FOR THE SHAFT TO WHICH IT PERTAINS, EACH TIME A PROPELLER SPEED IS ORDERED, THE MEANING OF SUCH ORDER, AND THE CORRESPONDING REVOLUTIONS PER MINUTE. SHIPS AND CRAFT EQUIPPED WITH CONTROLLABLE PITCH PROPELLERS SHALL, IN ADDITION TO SIGNALED SPEED AND REVOLUTIONS PER MINUTE, RECORD PROPELLER PITCH FOR EACH SIGNALED CHANGE IN SPEED. THE SHAFT COUNTER READINGS SHALL BE RECORDED UPON GETTING UNDERWAY, HOURLY THEREAFTER, AND UPON SECURING THE ENGINE. ALL OTHER ENTRIES SHALL BE MADE UPON RECEIPT OF EACH ORDER. NAVAL SHIPS TECHNICAL MANUAL, CHAPTER 090 PROVIDES SPECIFIC GUIDANCE ON REQUIRED ENTRIES.*

b. *WHEN PROPULSION ENGINES OR MOTORS ARE CONTROLLED DIRECTLY BY THE BRIDGE THROUGH ELECTRO/MECHANICAL/ELECTRONIC MEANS, THE BELL BOOK NEED NOT INCLUDE ENGINE ORDERS PROVIDED THE DECK LOG RECORDS SUCH ORDERS. THE BELL BOOK AND DECK LOG SHALL SHOW THE TIME THE CONTROL OF ENGINES OR MOTORS IS ASSUMED AND RELINQUISHED BY THE BRIDGE.*

c. *FOR SHIPS NOT EQUIPPED WITH AUTOMATIC BELL LOGGERS, TWO PERSONS SHALL BE STATIONED AT THE THROTTLE CONTROL STATION, DURING MANEUVERING OPERATIONS IN RESTRICTED WATERS, TO EXECUTE AND RECORD ENGINE ORDERS SEPARATELY.*

d. *ON SHIPS WHERE BELL BOOK ENTRIES ARE RECORDED THROUGH USE OF ELECTRONIC BELL/DATA LOGGER, EQUIPMENT BEING PLACED OUT OF COMMISSION DOES NOT ALLEVIATE THE SHIP OF THE RESPONSIBILITY TO MAINTAIN A BELL BOOK AS DESCRIBED ABOVE. SHOULD SUCH A CASUALTY OCCUR, A BELL BOOK WILL BE ESTABLISHED ON THE BRIDGE, PROPULSION CENTRAL CONTROL STATION, OR MAIN ENGINE ROOMS, AS PRESCRIBED BY THE COMMANDING OFFICER.*

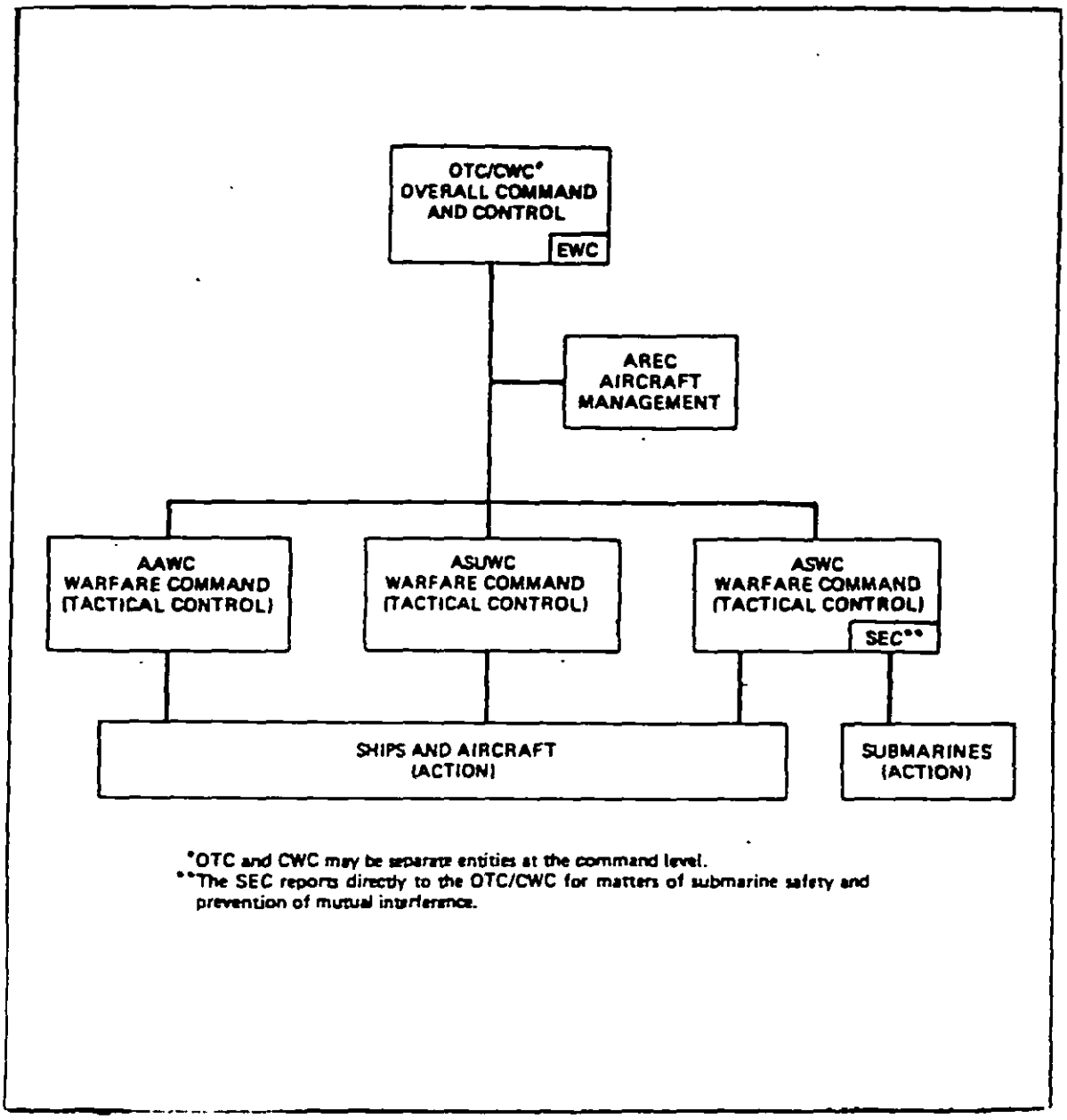
430. THE WATCH ORGANIZATION UNDERWAY. The shipboard watch organization underway is based on the condition of readiness and the tactical environment. Although a Tactical Commander's organization is normally transparent to shipboard watch structures, the Composite Warfare Commander Doctrine may be the doctrine under which individual ships will operate when assigned to tactical organizations such as a Carrier Battle Group (CVBG), Surface Combatant Task Group (SCTG), or Amphibious Task Force/ Task Group (ATF/ATG). It is therefore necessary tactical knowledge for all non-engineering watchstanders underway. The following section provides general information. Specific details

can be found in the Composite Warfare Commander's Manual (NWP 10-1).

430.1 COMPOSITE WARFARE COMMANDER DOCTRINE. The threat to U.S. naval forces has increased rapidly in severity. Potentially hostile air, surface, and subsurface forces have been strengthened through the development of improved weapons, sensors, and delivery systems, deployed in increasingly large numbers of platforms designed specifically for their use. Because of the increases in the system capabilities and numbers of potentially hostile forces, the reaction time that is available to friendly forces during combat has been significantly reduced. In order to provide for adequate response within the shorter available reaction time, a Composite Warfare Commander (CWC) doctrine has been developed for ships and staffs operating in Battle Groups or Battle Forces. The doctrine aligns responsibilities within the force for surveillance and reaction, and emphasizes the decentralization of authority for tactical decisions in combat. These improved procedures are more responsive under reduced reaction time and enable the Officer in Tactical Command (OTC) to make more effective use of the sensors and weapons systems of the force.

The CWC doctrine embodies a basic organizational structure that is conducive to flexible implementation, and a body of recommended operational principles, with their associated supporting procedures. Use of this doctrine enables the OTC of a naval force at sea to aggressively wage combat operations against air, surface, and subsurface threats while carrying out the primary mission of the force. The OTC can implement the doctrine whenever, and to whatever extent, he may require, depending upon the composition and mission of the force and the nature and severity of the threats that are faced.

Figure 4-1 illustrates the CWC command structure. The OTC/CWC exercises overall responsibility for command and control of the force. Subordinate to the CWC are three principal warfare commanders, the Antiair Warfare Commander (AAWC), Antisurface Warfare Commander (ASUWC), and Antisubmarine Warfare Commander (ASWC). The warfare commanders are responsible for collecting, evaluating, and disseminating tactical information and, at the discretion of the CWC, are delegated authority to respond to threats with assigned forces. Supporting the CWC and the warfare commanders are the Submarine Element Coordinator (SEC), a cell of the ASWC staff, who, when assigned, is responsible for coordinating the actions of direct support submarines, and the Air Element Coordinator (AREC) who is responsible for managing and coordinating the distribution of carrier aircraft and keeping



*OTC and CWC may be separate entities at the command level.
**The SEC reports directly to the OTC/CWC for matters of submarine safety and prevention of mutual interference.

Figure 4-1. CWC Command Structure

the CWC and other warfare commanders and coordinators apprised of carrier air operations.

The OTC will normally be the CWC. Nevertheless, Figure 4-1 shows the OTC and the CWC as separate entities at the command level to provide for special conditions that may require the OTC to delegate the CWC function.

The NWP 10-1 (NOTAL) series of tactical publications should be consulted for current CWC doctrine. A complete understanding of CWC doctrine and current Task or Battle Group CWC organization is imperative to support full coordination of the shipboard combat organization. NWP 10-1 (NOTAL) is the leading publication of the NWP 10 series and is complementary to NWP 8 (NOTAL), which describes the overall military command and control structure. The concepts described in these two publications will govern future tactical development and design of afloat command and control support systems and facilities. NWP 8 (NOTAL), NWP 10-1 (NOTAL), and the NWP 10 (NOTAL) series will thus be of importance in the development of operational guidelines for the afloat node of the Navy Command and Control System (NCCS)--Tactical Flag Command Center (TFCC).

430.2. SHIPBOARD CONDITIONS OF READINESS. Underway watch conditions depend on the readiness level required to meet the ship's current or expected situation. Condition IV is the condition of readiness for optimum peacetime cruising, condition III is the condition of readiness for combatting single warfare area threats for extended periods. Condition I is the highest degree of readiness and is intended primarily to combat the ship's primary mission area threat or multiple threats. Certain types of ships modify condition I to accomplish specific missions (condition II). Depending on the condition of readiness, various watch stations are manned. Manning requirements vary with individual ship types, and specific Condition watches are contained in applicable type Ship's Manning Document and/or Combat Systems Doctrine.

431. SHIP CONTROL WATCHES

431.1. COMMAND DUTY OFFICER UNDERWAY

a. BASIC FUNCTION. If assigned, the Command Duty Officer (CDO) Underway is that officer, eligible for command at sea, empowered by the Commanding Officer for a specified watch to supervise and direct the Officer of the Deck (OOD) in matters concerning the general operation and safety of the ship.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. When assigned, the CDO Underway shall:

(1) Keep informed of the tactical situation and of factors affecting the safe navigation of the ship, such as steaming formations, ship's position, other ships movements, land, and shallow water areas.

(2) Keep informed concerning effective operation plans and orders, signals, intentions of OTC and the Commanding Officer, and other matters concerning the ship or force operations.

(3) Be familiar with tactical publications, voice radio communication procedures, recognition and authentication procedures, and the U. S. Coast Guard Navigation Rules of the Road.

(4) Keep informed of the operating procedures of the ship.

(5) Keep informed of the status of the bridge watch, and ensure that the OOD maintains an alert and efficient watch.

(6) Advise or direct the OOD as required in the ship's operation, and in time of danger or emergency take command action until the Commanding Officer or the Executive Officer relieves the CDO of his/her responsibilities on the bridge.

(7) Ensure that the OOD makes all required reports to the Commanding Officer and to the Flag (when embarked).

(8) If authorized by the Commanding Officer in writing, relieve the OOD when necessary to ensure the safety of the ship and inform the Commanding Officer immediately.

(9) Coordinate the man aloft program in port and underway following ship's directives. Allow no one to go aloft unless they meet qualifications required by ship's directives. Be familiar with the ship's particular hazards of electronic radiation to personnel/ordnance (HERP/HERO) restrictions before permitting anyone to go aloft. Manage the combat systems and operations departments tag out log following OPNAV and ship's directives.

(10) Perform other duties as required.

c. ORGANIZATIONAL RELATIONSHIPS. While on watch, the CDO Underway, if so empowered by the Commanding Officer, has the same relationship with the OOD as that prescribed for the Executive

Officer. The CDO Underway reports to the Commanding Officer for all matters affecting the watch and to the Executive Officer concerning the internal administration of the ship. The OOD shall make routine reports to the Commanding Officer and the CDO.

431.2. TACTICAL ACTION OFFICER

a. BASIC FUNCTION. When assigned, the Tactical Action Officer (TAO) is the Commanding Officer's representative concerning the tactical employment and the defense of the unit.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The TAO is responsible for the safe and effective operation of the combat systems of the unit (including aircraft under the unit's tactical control) and for any other duties prescribed by the Commanding Officer. The TAO is responsible for the smooth and efficient operation of the Combat Information Center (CIC) including collection, display, and dissemination of tactical and other operationally significant data. Circumstances permitting, the TAO shall carry out promptly and precisely special orders and shall report any deviations to the Commanding Officer. The TAO shall keep the Commanding Officer fully informed of the current tactical picture and will immediately inform the Commanding Officer on any and all matters which pose a potential combat threat to the unit. The TAO, when authorized by the Commanding Officer will direct the employment of weapons and direct the Officer of the Deck to maneuver as required to fight or defend the unit. The TAO will stand watch in CIC.

c. ORGANIZATIONAL RELATIONSHIPS. The TAO reports directly to the Commanding Officer concerning the tactical employment and defense of the unit; to the appropriate department heads for any actual or potential problems in the combat system which may affect the unit's offensive or defensive capability; and to the OOD for ship maneuvering and inform the OOD of the status of combat systems and the tactical situation. The Executive Officer may direct the TAO in the general duties and safety of the unit. When the Commanding Officer is not present, the Executive Officer may direct the TAO in time of danger or emergency. He/she may relieve the TAO and will do so should it, in his/her judgement, be necessary. The Commanding Officer will be promptly informed of such action.

(1) RELATIONS WITH THE OFFICER OF THE DECK. When so authorized by the Commanding Officer, the TAO may direct the OOD to take tactical actions required to fight or defend the unit. When, in the opinion of the OOD, such direction will cause immediate danger to the unit, the OOD shall decline such direction and immediately advise the Commanding Officer. In all

cases the Commanding officer should be advised of any action outside of standard procedures.

(2) RELATIONS WITH THE CIC AND WARFARE WATCH OFFICERS/ COORDINATORS. The CIC and warfare watch officers/coordinators (when assigned) report to the TAO for all matters concerning the tactical employment and defense of the ship.

(3) REPORTS TO SENIORS. The TAO will inform the Commanding Officer and appropriate Department Heads of any actual or potential problem in the combat system which may effect the unit's offensive or defensive capabilities. He also will inform superiors in the tactical chain-of-command (i.e., Warfare Commander, OTC) of such combat system status.

(4) REPORTS REQUIRED BY TACTICAL ACTION OFFICER. The TAO will be informed promptly of any combat system change that may affect the fighting capabilities of the unit.

431.3 OFFICER OF THE DECK UNDERWAY (OOD)

a. BASIC FUNCTION. The Officer of the Deck (OOD) underway has been designated by the Commanding Officer to be in charge of the ship including its safe and proper operation.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The OOD Underway shall:

(1) Be aware of the tactical situation and geographic factors which may affect safe navigation and take action to avoid the danger of grounding or collision following tactical doctrine, the U. S. Coast Guard Navigation Rules of the Road, and the orders of the Commanding Officer or other proper authority.

(2) Be informed of current operation plans and orders, intentions of the OTC and the Commanding Officer, and other matters of ship or force operations.

(3) Issue necessary orders to the helm and main engine control to avoid danger, to take or keep an assigned station, and to change course and speed following orders of proper authority.

(4) Make all required reports to the Commanding officer. When a CDO is specified for the watch, make the same reports to the CDO.

(5) Ensure that required reports to the OOD concerning tests and inspections and the routine reports of patrols, watches, and lifeboat crews are made promptly and that the bridge watch and lookouts are posted and alert.

(6) Supervise the personnel on watch on the bridge, ensure that all required deck log entries are made, and sign the log at the end of the watch.

(7) Issue orders for rendering honors to passing ships as required by regulations and custom.

(8) Ensure that the Executive Officer, CDO (when assigned), and department heads concerned remain informed of changes in the tactical situation, operation schedule, the approach of heavy weather, and other circumstances which may require a change in the ship's routine or other actions.

(9) Be aware of the status of the engineering plant, and keep the Engineering Officer of the Watch advised of power requirements and the operational situation so he/she may operate the engineering plant effectively.

(10) Carry out the routine of the ship as published in the plan of the day and other ship directives. Keep the Executive Officer advised of any changes in routine.

(11) Supervise usage of the general announcing system; the general, chemical, collision, sonar, and steering casualty alarms; and the whistle following the orders of the Commanding Officer, tactical doctrine, and the U. S. Coast Guard Navigation Rules of the Road.

(12) Permit no person to go aloft on the masts or stacks or to work over the side except when wind and sea conditions permit and then only when all applicable safety precautions are observed.

(13) Supervise transmissions and acknowledgements on the primary and secondary tactical voice radio circuits, and ensure that proper phraseology and procedures are used in all transmissions.

(14) Supervise and conduct on-the-job training for the Junior Officer of the Watch (JOOW), the Junior Officer of the Deck (JOOD), and enlisted personnel of the bridge watch.

(15) Assume other responsibilities as assigned by the Commanding Officer.

(16) Supervise the striking of the ship's bell to denote the hours and the half-hours from reveille to taps. Request permission of the Commanding Officer to strike eight bells at the hours of 0800, 1200, and 2000.

(17) On ships that do not station a damage control watch officer, supervise the maintenance of a log of all fittings which are in violation of the material condition of readiness prescribed. Entries will show the name and rate of the person requesting permission to open a fitting, approximate length of time to be open, and time closed. Anyone, without permission, who violates the material condition of readiness in effect shall be the subject of an official report.

(18) Permit no person on weather decks during heavy weather conditions without permission of the Officer of the Deck and then only when all applicable safety precautions are observed.

c. ORGANIZATIONAL RELATIONSHIPS. The OOD reports directly to the Commanding Officer for the safe navigation and general operation of the ship; to the Executive Officer (and CDO if appointed) for carrying out the ship's routine; and to the Navigator on sighting navigational landmarks, and on making course/speed changes. The following personnel report to the OOD:

(1) The TAO for directing ship maneuvering if authorized by the Commanding Officer and inform the OOD of the status of combat systems and the tactical situation.

(2) The Junior Officer of the Deck (JOOD) and the Junior Officer of the Watch (JOOW) concerning their duties and on-watch training.

(3) The CIC Watch Officer (when a TAO is not assigned) concerning air and surface radar search and tracking, combat and tactical information affecting maneuvering and safe navigation, and sonar search on ships provided with sonar equipment but not an ASW weapon battery.

(4) The EOOW for the prompt and proper execution of all engine orders.

(5) The Diving Officer of the Watch on a submarine for the safe and proper control of the ship while submerged.

(6) The Communication Watch Officer for transmission and receipt of visual signals and other communications affecting the operations or maneuvering of the ship.

(7) The Quartermaster of the Watch (QMOW) for the supervision of the Helmsman (when senior to the Boatswain's Mate of the Watch), for the proper maintenance of the Deck Log, and for navigational matters.

(8) The Damage Control Watch for reporting and controlling hull damage and casualties and for setting and maintaining prescribed material conditions.

(9) The Boatswain's Mate of the Watch (BMOW) for supervision of the lifeboat and life buoy watches; for supervision of the Helmsman when senior to the QMOW; for supervision of the air and surface lookouts; for the operation of the engine order telegraph, engine revolution indicator, and general announcing system; for supervision of the 1JV phone talkers; and for supervision of fog and other special watches.

(10) The bridge talkers for relay and display of information received from various control stations.

(11) The Duty Master-at-Arms for the discipline and good order of the crew.

(12) The Duty Brig Watch for performance of brig personnel and prisoners.

(13) The Oceanography Officer or Weather Watch Officer, when assigned, for the provision of forecasts, warnings, and advisories of weather and sea conditions affecting the operations and maneuvering of the ship.

431.4. JUNIOR OFFICER OF THE DECK UNDERWAY (JOOD)

a. BASIC FUNCTION. The Junior Officer of the Deck (JOOD) (when assigned) is the principal assistant to the OOD. During Condition IV the JOOD should be an "as required" watch.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The JOOD shall:

(1) Assist the OOD in his/her duties as the OOD may direct.

(2) Become familiar with the duties of the OOD in order to qualify as OOD.

(3) Perform other duties as the OOD may direct.

c. ORGANIZATIONAL RELATIONSHIPS. The JOOD reports to the OOD while on watch.

The following report to the JOOD:

(1) All persons making routine reports to the OOD will report via the JOOD.

(2) Members of the watch as the OOD may direct.

431.5 JUNIOR OFFICER OF THE WATCH UNDERWAY (JOOW)

a. BASIC FUNCTION. The Junior Officer of the Watch (JOOW) (when assigned) is an additional line officer on watch under instruction for qualification as OOD. The JOOW will stand the watch in the pilot house but may be stationed on the open bridge during complex tactical operations or when directed by the OOD for indoctrinational purposes.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The JOOW shall:

(1) Assist the OOD in his/her duties as the OOD may direct.

(2) Become familiar with the duties of the OOD in order to qualify as OOD.

(3) Ensure that the ship's routine is conducted according to the Plan of the Day and supervise the use of the general announcing system.

(4) Ensure required routine reports are accurate and promptly submitted to the OOD.

(5) Ensure that the watch is posted and alert and provide watch supervision as the OOD may direct.

(6) Perform other duties as the OOD may direct.

c. ORGANIZATIONAL RELATIONSHIPS. The JOOW reports to the OOD and to the Navigator through the Senior Watch Officer for training and assignment to watches. Routine reports to the OOD will be made through the JOOW when the JOOD is unavailable. Members of the watch may report to the JOOW, if so directed by the OOD.

431.6. CIC WATCH OFFICER

a. BASIC FUNCTION. The CIC Watch Officer (CICWO) is a representative of the CIC Officer and supervises the operation of the CIC during the watch period.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY. The CIC Watch Officer shall:

(1) Supervise personnel on watch in the Combat Information Center, ensuring that air, surface, and submarine contacts are detected and reported within the capabilities of the

equipment; that summary and geographic plots and status boards are correct and current; that voice radio and phone circuits are manned; and that correct procedures and terminology are used.

(2) Evaluate operational information received in the Combat Information center by voice, radio, radar, sonar. electronic warfare support measures, visual lookouts, direction finders, intelligence, and dispatches.

(3) Disseminate evaluated information to appropriate control stations including the bridge, flag plot, war room, Strike Operations Center, air operations, air intelligence, secondary conn, and weapons control stations.

(4) Keep the OOD advised of recommended procedures for maintaining station, avoiding navigational hazards and collisions, and speed or course changes necessary to change or regain station.

(5) Control the use of radar, sonar, electronic warfare support measures/countermeasure equipment, and voice circuits (other than primary and secondary tactical circuits) as designated by the CIC Officer of the flag CIC Officer, if embarked.

(6) Alert the OOD when the OOD fails to acknowledge any transmission to the ship over the primary or secondary tactical circuits. Under no circumstances shall the CIC Watch Officer acknowledge a transmission on these circuits unless specifically authorized to do so by the OOD.

(7) Keep the OOD informed concerning all radars in operation and those under repair, and allow no radar to be intentionally disabled without permission of the Commanding Officer.

(8) Ensure that the CIC logs are properly maintained for the duration of the watch.

(9) Be familiar with the operation plans, orders, tactical publications, directives, and regulations of higher authority which affect the watch or the operation of the CIC.

(10) Supervise air controllers and strike controllers on watch in the control of aircraft during flight operations.

(11) Supervise and evaluate the on-the-job training of enlisted CIC personnel on watch, including the ship's lookouts.

(12) Be prepared to initiate search and rescue (SAR) procedures.

(13) When the ship is part of a task organization underway, be prepared to assume duties as the warfare commander, warfare coordinator, or TAO if necessary.

(14) Control the combat direction system, if no Combat Systems Officer of the Watch is assigned, including selection of the proper operational program, to provide a capability consistent with expected tactical environment.

(15) Report all landfalls; maintain navigation track and position when within radar range of land, when operations are conducted in dangerous or restricted waters and during sorties and entries; report to the OOD when the unit is standing into danger and as the OOD directs.

(16) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The CIC Watch Officer reports directly to the TAO, when assigned, for matters pertaining to the tactical situation or the operation of combat systems. Otherwise the CICWO reports to:

(1) The OOD for:

(a) The conduct of radar, air, and surface search, and sonar search and tracking.

(b) Supplying combat and tactical information and making recommendations concerning the maneuvering and safe navigation of the ship.

(2) The Operations Officer, and the Strike Operations Officer, and, if a flag is embarked, to the appropriate Flag Duty Officer for:

(a) AAW, ASW, ASUW, and Strike Warfare information including strike reports, reports of battle damage sustained by friendly forces, and SAR incidents.

(b) Directions from higher authority and reports from friendly forces received on CIC controlled tactical circuits.

(3) The Oceanography Officer, when assigned, for the provision of environmental data and tactical decision aids.

(4) The CIC officer concerning the duties of watch.

d. The following report to the CIC Watch Officer:

(1) Modular CIC - All module watch officers/supervisors.

(2) Conventional CIC - All personnel of the CIC watch team; air and surface lookouts may report contacts directly to CIC but under the supervision of the BMOW.

(3) Sonar Supervisor - while conducting sonar search on ASW weapons system configured ships.

431.7 COMMUNICATIONS WATCH OFFICER

a. BASIC FUNCTION. The Communications Watch Officer (CWO) is a representative on watch of the Communications Officer. The CWO is responsible for the reliable, rapid, and secure conduct of external visual and radio communications. Although not responsible for the operation of tactical and air control voice radio, the CWO administers all communications hardware under his/her cognizance in support of tactical, air control, data, and administrative (non-operational) communication requirements. Additionally, the CWO is responsible for the efficient administration of internal routing and related communications systems.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CWO shall:

(1) Direct main Communications Center personnel on watch in handling communications traffic, and exercise general supervision over the Crypto Center, radio rooms and the signal bridge watch through their respective supervisors.

(2) Ensure proper reproduction and internal routing, and expedite the delivery of all incoming visual and radio communications (with the exception of tactical signals) addressed to, or of interest to, the unit, the embarked flag, or other attached units.

(3) Ensure the release by proper authority of all outgoing traffic and direct transmission of messages.

(4) Ensure that all outgoing traffic is free of crypto-security violations. Should an error be noted after transmission of a message, the Communications Officer and Crypto Security Officer should be notified at once.

(5) Ensure the maintenance of the communications files and logs.

(6) Ensure the application of all communications-related directives and regulations.

(7) Know radio frequencies and transmitter setups in use by the Radio Officer or Communications Watch Supervisor. maintain discipline in the radio spaces, and ensure effective operation of the unit's radio equipment.

(8) Be proficient in all assigned crypto-aids and know the duties of the Crypto Security Officer. In his/her absence assume responsibility for the Crypto Center as follows:

(a) Maintain the security and readiness of the Crypto Center, including equipment and publications.

(b) Observe emission control (EMCON) condition in effect.

(9) At the beginning of each watch, conduct a sight inventory and accept custody of all publications assigned to main Communications Center. Assume responsibility for classified material following security regulations. Inventory and account for communications security material (CMS) as required.

(10) Be prepared to execute the emergency destruction of classified matter.

(11) Immediately inform the Communications Officer or the Crypto Security Officer of any significant incidents, violation of communications security, or failure of communications equipment. For equipment failure, consult with the Communications Officer to effect immediate repairs.

(12) Ensure that current watch bills are maintained in main radio, main Communications Center, and the signal bridge.

(13) Supervise on-the-job training of communications watch standers during the watch. Ensure that training is maximized and progress is recorded.

(14) Make "readiness for getting underway" and "manned and ready for GQ" reports for the Communications Department.

(15) Determine the routing and precedence of traffic and transmitter and receiver setup, subject to the approval of the Communications Officer and Radio Officer.

(16) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS

(1) The CWO reports to the OOD for expeditious transmission and receipt of message traffic and general watch administra-

tion. The CWO coordinates directly with the CICWO and/or TAO for communications circuit requirements.

(2) The following report to the CWO:

(a) Radio watch supervisor.

(b) Signal bridge watch supervisor.

(c) Main communications and message center supervisor.

(d) Message center and crypto center messengers.

431.8. ENGINEERING OFFICER OF THE WATCH (EOOW)

a. BASIC FUNCTION. The Engineering Officer of the Watch (EOOW) is the officer or petty officer on watch designated by the Engineer Officer to be in charge of an Engineering Department watch section. He/she is responsible for safe and proper performance of engineering department watches following the orders of the Engineer Officer, the Commanding Officer, and higher authority.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Engineering Officer of the Watch shall:

(1) Supervise personnel on watch in the Engineering Department (except damage control), ensuring that machinery is operated according to instructions, required logs are maintained, machinery and controls are properly manned, and all applicable inspections and safety precautions are carried out.

(2) Ensure that interior communication circuits are properly manned and that circuit discipline is maintained and correct procedures and terminology are followed.

(3) Ensure that all orders from the OOD concerning the speed and direction of rotation of the main engines are executed promptly and properly.

(4) Immediately execute all emergency orders concerning the speed and direction of rotation of the screws.

(5) Immediately inform the OOD and the Engineer Officer of any casualty which would prevent the execution of engine speed orders or would affect the operational capability of the ship.

(6) Ensure that directives and procedures issued by higher authority which concern the operation of machinery in the Engineering Department are followed.

(7) Keep informed of the power requirements for operations. Ensure that the propulsion and auxiliary machinery combination will effectively meet operational requirements. Advise the OOD and the Engineer Officer when any modification of the propulsion plant or major auxiliaries is required.

(8) Supervise and coordinate on-the-job training for engineering personnel on watch.

(9) Assume such other responsibilities as the Engineer Officer may direct.

(10) In addition, on nuclear-powered ships, the EOOW will also be governed by the requirements of the Engineering Department Manual for Nuclear Propulsion Plants (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The Engineer Officer or, if not present, the Main Propulsion Assistant (MPA) may direct the EOOW concerning the watch duties or relieve the EOOW if necessary. The EOOW reports to the OOD for the speed and direction of rotation of the main engines and for standby power requirements and other services. He/she reports to the Engineer Officer for technical control and matters affecting the watch administration. The following personnel report to the EOOW:

(1) Watch supervisor of the engineering department watches.

(2) Personnel in after steering for technical control.

431.9. DAMAGE CONTROL WATCH OFFICER

a. BASIC FUNCTION. The Damage Control Watch Officer (when assigned) is responsible for supervising the maintenance of any material condition of readiness in effect on the ship and for checking, repairing, and keeping in full operating condition the various hull systems.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Damage Control Watch Officer shall:

(1) maintain a written damage control log which shall include hourly entries of the firemain pressure and the number of pumps on the firemain, and other entries such as getting underway, anchoring and mooring, general quarters, emergency

drills, and setting of material conditions with discrepancies reported and corrective action taken.

(2) Supervise maintenance of a log of all fittings which are in violation of the set material condition of readiness prescribed. Entries will show the name and rate of the person requesting permission to open a fitting, time the request is made, type of fitting, approximate length of time to be open, and time closed. Anyone who, without permission, violates the material condition of readiness in effect shall be made the subject of an official report.

(3) At the end of each watch, obtain a report from the Oil King on fuel tanks emptied during the watch; note the numbers of tanks in the damage control log and whether or not they have been ballasted.

(4) Report at least hourly to the OOD on the ship's watertight integrity.

(5) Underway, cause the damage control patrols to take and report soundings of all voids and cofferdams at least once each four-hour watch. In port, soundings shall be taken at least once each day. In addition, have these patrols check the material readiness in their areas and report corrective action taken.

(6) Cause the draft to be taken, or computed if at sea, and logged daily on the 04-08 watch, prior to entering or leaving port, and before and after fueling, provisioning, or rearming. In all classes of submarines, draft readings shall be observed and logged hourly when in port. Submarine in port duty officers shall review these draft entries periodically.

(7) Notify the OOD, Damage Control Assistant, and Weapons Department Duty Officer when the fire alarm board shows the temperature of any magazine is above 105 degrees F.

(8) Ensure that the master key to repair lockers is issued only to authorized personnel.

(9) Daily at 1700, request the OOD to pass the word, "All divisions check the setting of material condition Yoke and make reports to Damage Control Central." After a half-hour, ensure action by any division failing to report. Advise the OOD of any discrepancies between this report and the status reflected by the log maintained under paragraph (2) above.

c. ORGANIZATIONAL RELATIONSHIPS. The Damage Control Watch Officer reports directly to the OOD on all matters affecting

watertight integrity, stability, or other conditions affecting the safety of the ship. He/she reports to the Damage Control Assistant for technical control and matters affecting administration of the watch. Damage control patrols or the petty officers in charge of repair parties report to the Damage Control Watch Officer.

431.10. COMBAT SYSTEMS COORDINATOR

a. BASIC FUNCTION. If assigned, the Combat System Coordinator (CSC) is responsible for assisting the TAO in managing the Combat System and ensuring that the Combat System is operating at the highest degree of availability and effectiveness possible. The title of this watch station may vary between units depending upon hardware and software configurations.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CSC will:

(1) Control the Combat System configuration. Initialize the system and enter appropriate weapons and system doctrine. Monitor system status, system operation, and allocate system resources to the warfare coordinators. Monitor the tactical situation and evaluate system performance in a tactical context. Under direction of the TAO, the CSC changes doctrine and system configuration. He acts as principal agent between the TAO and warfare coordinators for Combat System and weapon resource control.

(2) Be the primary interface between the Combat System and the Combat Systems Officer of the Watch (CSOOW). As relayed through the CSC, the CSOOW responds to the TAO's orders regarding system configuration and also generates information concerning system faults.

(3) Assume duties of warfare coordinators as directed.

431.11. COMBAT SYSTEMS WARFARE COORDINATORS. Depending upon the complexity of the combat system aboard, the mission areas assigned, and the relationships with the Composite Warfare Commanders and subordinate warfare commanders (CWC, AAWC, ASUWC, ASWC), a unit may need to assign onboard Warfare Coordinators to assist the TAO/CICWO. The NWP 65 series (NOTAL) of tactical publications provides a basis for individual ship Combat Systems Doctrine; these documents delineate the specific watch station, duties, and responsibilities.

431.12. COMBAT SYSTEMS OFFICER OF THE WATCH

a. BASIC FUNCTION. If assigned, the Combat Systems Officer of the Watch (CSOOW) is the officer or petty officer on watch who

has been designated by the Combat System Officer to be in charge of the combat system department equipment and those watches not concerned with tactical operations. He/she is primarily responsible for the safe and proper performance of the combat system department equipment following the orders of the Combat System Officer, the Commanding Officer, and higher authority.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CSOOW will:

(1) Supervise the personnel on watch not concerned with tactical operations in the combat system department, making certain that equipment is operating within specified tolerances and limits, that required operating logs are maintained, that applicable inspections are being made, and that safety precautions are being observed.

(2) Ensure that interior communication devices in combat system department spaces under his/her survey are properly manned and that proper procedures and terminology are being used by combat system department personnel.

(3) Ensure that all orders received from the tactical action officer regarding the use and configuration of the combat system are promptly and properly executed.

(4) Ensure that all orders received from the OOD concerning personnel safety and ship safety are promptly and properly executed. Comply with all ships bills concerning safety precautions and Navy safety precautions in general.

(5) Ensure that the EOOW is advised of all anticipated support requirements.

(6) Immediately execute all emergency combat system operating sequences when required.

(7) Immediately inform the TAO and the Combat System Officer and, as time permits, the EOOW of any casualty which would prevent the execution of an order that would in any way affect the capability of the ship.

(8) Be familiar with and ensure application of all directives and procedures promulgated by higher authority which concern the operation of the combat system and the equipment which comprise it.

(9) Keep informed of the requirements placed upon the combat system by present and future operations and ensure that the availability of the combat system will effectively meet operational requirements, advising the TAO, CICWO during

Conditional IV, the Combat Systems Officer, and the EOOW when any modification is required.

(10) Supervise and coordinate on-the-job training for Combat System Department personnel on watch not concerned with tactical operations.

(11) Assume such other responsibilities as the Combat System Officer may direct.

c. ORGANIZATIONAL RELATIONSHIPS. The Combat System Officer or, in his/her absence, the System Test Officer may direct the CSOOW concerning the duties of his/her watch or relieve the CSOOW when such action is believed necessary. The CSOOW reports to the TAO via the CSC for the configuration of the combat system, present and anticipated. He/she reports to the OOD for all matters concerning personnel safety and the safety of the ship. He reports to the Combat System Officer for technical control and matters affecting the administration of his watch.

The following personnel report to the CSOOW:

1. All watch supervisors in the combat system central and personnel in the combat system rooms who are not concerned with tactical operations.

2. Personnel called to maintain equipment in any of the combat system equipment rooms.

431.13 WEATHER WATCH OFFICER

a. BASIC FUNCTION. On those ships with Aerographer's Mates (AGs) assigned, the Weather Watch Officer is an officer or senior petty officer who is a qualified forecaster.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Weather Watch Officer will:

(1) Supervise the AGs on watch in the collection of environmental data.

(2) Prepare forecasts and warnings.

(3) Produce operational environmental products.

(4) Disseminate information as needed.

c. ORGANIZATIONAL RELATIONSHIPS. The Weather Watch Officer reports to the Oceanography Officer who in turn briefs the Commanding Officer and Embarked Flag. The Weather Watch Officer

will disseminate emergency information as necessary to such persons as Flight Deck Control, First Lieutenant, and OOD, etc.

432. DECK WATCHES

432.1. BOATSWAIN'S MATE OF THE WATCH. The Boatswain's Mate of the Watch (BMOW) (when assigned) shall stand his/her watch on the bridge. The BMOW should be assigned as required during Condition IV steaming. His/her primary duty shall be to assist the OOD in carrying out the ship's routine and ensuring the efficient functioning of the watch. He/she shall ensure by inspection that all members of the underway watch are posted, alert and are in the prescribed watchstanding uniform. In addition, he/she shall assist the OOD in supervising and instructing members of the watch, except the helmsman if the BMOW is junior to the QMOW, and shall report to the OOD when the watch has been properly relieved. He/she shall normally be under the direct supervision of the JOOW (when assigned) in the performance of assigned duties. This watch normally will be stood by a boatswain's mate from the Weapons/Deck Department who has been designated as qualified and assigned by the Ship's Boatswain, subject to the approval of the Senior Watch Officer.

432.2. LOOKOUTS, SKY AND SURFACE. A proper lookout will be maintained at all times. This lookout watch will man assigned lookout stations and perform duties in accordance with ship's lookout directions. The posting and training of lookouts will conform to the U. S. Coast Guard Navigation Rules of the Road and the Protective Measures Assessment Protocol. When prevailing conditions and circumstances permit, forward lookout responsibilities may be assigned to other qualified bridge watchstanders.

432.3. MESSENGER. The Messenger stands watch on the bridge and delivers messages, answers telephones, and carries out such duties as the OOD and BMOW may direct. The messenger will normally be assigned from the weapons/deck department.

432.4. BRIDGE SOUND-POWERED TELEPHONE TALKERS

a. JV TALKER. The JV Talker mans the JV phones on the bridge. He/she will know all other stations on the circuit and relay orders from the OOD to these stations including paralleling the orders of the engine order telegraph. In addition, he/she shall relay all information from these stations to the OOD. The JV Talker normally will be a Helmsman under instruction assigned from the weapons/deck department.

b. JL/JS TALKER. The JL/JS Talker mans the JL/JS phones on the bridge. He/she will know all other stations on the circuit

and relay orders from the OOD to these stations. In addition, the JL/JS Talker will advise the OOD of all information coming over the circuit. The JL/JS Talker will normally be assigned from the operations department.

432.5. LIFEBOAT WATCHES. Lifeboat watches are set to ensure that each ship is capable of rapidly recovering personnel from the sea. The maneuvering and seakeeping characteristics of the ship, sea conditions, availability of rescue helicopters, and nature of ship's operations will be factors in the readiness posture of lifeboat watches. Although lifeboat watches are not required on station at the lifeboat, crews should always be designated when at sea.

432.6. LIFE BUOY/AFTER LOOKOUT. The Life Buoy/After Lookout Watch will be stationed at a designated location aft. The watch will have a life ring affixed with a strobe light and will remain alert for persons overboard. In addition, he/she will man sound-powered phones and will check communications with the bridge at least every half-hour. During low visibility, this watch will be augmented by one person who will be the phone talker.

432.7. FOG LOOKOUTS (WHEN REQUIRED). The watch will be stationed during fog or reduced visibility to detect (either by hearing fog signals or actually sighting) approaching ships or craft. The watch is stood where approaching ships can best be seen or heard. The Fog Lookout must be in communication with the OOD and is normally assisted by a phone talker in order that the Fog Lookout's hearing is not impaired by the telephone. Although under the direct supervision of the OOD, Fog Lookouts will be trained by the CIC Officer. Posting and training of Fog Lookouts will meet requirements of the U. S. Coast Guard Rules of the Road.

433. ENGINEERING WATCHES. Due to the various engineering configurations, the engineering watches vary from ship type to ship type. Specific engineering watches and their responsibilities can be found in Ship's Manning Documents, and Type Commander and Ship's Engineering Department Organization and Regulations Manual.

434. COMBAT SYSTEM WATCHES. Specific combat system watches and their responsibilities can be found in NWP 65 series (NOTAL), Ship's Manning Documents, Type Commander and Ship's Combat Systems Doctrines, and Department Organization and Regulations Manuals.

435. NAVIGATION WATCHES

435.1. QUARTERMASTER OF THE WATCH. The Quartermaster of the Watch (QMOW) is stationed on the bridge. The watchstander shall be assigned from the Navigation Department/Division and shall:

a. Report to the OOD changes of weather, temperature and barometer readings (except on ships with a Meteorology Division);

b. Be a qualified helmsman and supervise the helmsman on watch if senior to the BMOW;

c. Execute sunset and sunrise procedures and instruct the messenger in calling officers and enlisted personnel at specified times;

d. Enter in the Ship's Log all data required by current instructions or as directed by the OOD;

e. Assist the OOD in navigational matters;

f. When BMOW is not assigned, assume the responsibilities of the BMOW;

g. Perform other duties as assigned.

435.2. HELMSMAN. A qualified helmsman, as recorded in the service record, will steer courses ordered by the Conning Officer. He/she will alternate with other members of the deck watch as directed by the Boatswain's Mate of the Watch and approved by the Conning Officer.

435.3. RESTRICTED MANEUVERING HELMSMAN. Restricted Maneuvering Helmsman will hold a higher qualification than the helmsman and will be utilized during all restricted maneuvering evolutions. His/Her relationship with the Conning Officer shall be the same as for a helmsman. He/She shall additionally be under the supervision of the Helm Safety Officer (also referred to as Ship Control Safety Officer).

435.4. LEE HELMSMAN. The Lee Helmsman will stand watch at the engine order telegraph on the bridge and will ring up the Conning Officer's orders to the engines ensuring that all bells are correctly answered. He/she must be a qualified helmsman. He/she will alternate with the other members of the deck watch as directed by the Boatswain's Mate of the Watch and approved by the Conning Officer.

435.5. AFTER STEERING. This watch is stationed in after steering to line up and operate the steering engines as directed

by the OOD and take over steering control in the event of a steering casualty. An electrician's mate and machinist's mate (when assigned) will be qualified to shift steering units and handle steering equipment emergencies. The After Steering Helmsman will be a qualified helmsman.

435.6. SHIP CONTROL SAFETY OFFICER. Whenever feasible, the Ship Control Safety Officer shall be a commissioned line officer. If not a regularly assigned OOD/JOOD, he/she must have demonstrated proficiency to the Commanding Officer or his/her designated representative prior to designation. This officer will ensure that steering control station personnel acknowledge and comply with all orders of the Conning Officer. He/She shall assist as necessary in the event of a steering casualty and will have no other duties while assigned.

436. SERGEANT OF THE GUARD. The Sergeant of the Guard will be assigned from the Marine Detachment (when embarked). When no Marine Detachment is embarked, these duties will be performed by the Duty Master-At-Arms. The duties as assigned by the Commanding Officer shall include the following:

a. Posting and proper performance of all members of the marine guard.

b. Posting and proper performance of all ship's internal security sentries not otherwise assigned.

c. Knowledge of SECNAVINST 5530.4A, SECNAVINST 5500.29B, and OPNAVINST 5530.14B concerning security forces, physical security and loss prevention, and the use of deadly force.

437. CONDITION IV (Peacetime Readiness). Condition IV watches require an adequate number of qualified/personnel for the safe and efficient operation of the ship and permits the best economy of personnel assignment to watches. Requirements for Condition IV are:

a. No weapon batteries are manned.

b. The engineering plant is ready for speeds as ordered.

c. Material condition Yoke is modified for access during daylight.

d. Complete surface lookout coverage is provided. Air lookouts are on duty when flight operations are in progress in the vicinity.

e. Combat Information Center (CIC) is manned sufficiently. Exterior/interior communications are manned sufficiently to cover the circuits in use.

f. Aircraft are in the condition of readiness required by the flight schedule.

Figure 4-2 shows a sample generic condition IV watch organization. However, specific watches and their responsibilities are found in the Ship's Manning Document and/or the Combat Systems Doctrine for individual ship types.

438. CONDITION III (Wartime/Heightened/Tension Readiness). Condition III watches require sufficient number of personnel to man a limited number of weapons systems for prolonged periods. Condition III must provide the capability to conduct or repel an urgent attack while the ship is called to General Quarters. The non-weapon related requirements of Condition IV also apply to Condition III.

Actual watches manned during Condition III will vary depending on the ship's combat systems configuration. Specific watches and their responsibilities are found in the Ship's Manning Document and/or the Combat Systems Doctrine for individual ship types.

439. CONDITION I (General Quarters). Condition I requires the manning of all weapons systems, sensors, damage control, and engineering stations. Material condition Zebra is set throughout the ship, and engineering systems are configured for maximum flexibility and survivability. With all hands at General Quarters stations, the ship is prepared to fight at its maximum capability.

As with Condition III, the individual stations manned during Condition I are ship specific. Specific watches and their responsibilities are found in the Ship's Manning Document and/or the Combat Systems Doctrine for individual ship types.

440. THE WATCH ORGANIZATION IN-PORT

a. For the basic peacetime in-port watch organization the Commanding Officer should maintain the maximum feasible number of duty sections. To reduce the total number of hours personnel are required to be on board for work and duty, each duty section shall be the minimum size necessary to ensure safety, security, and the performance of required functions. When in defense condition (DEFCON) five, ships moored pier-side in U. S. ports should maintain six duty sections, or, if less, as many sections as the Commanding Officer determines can be qualified in duty

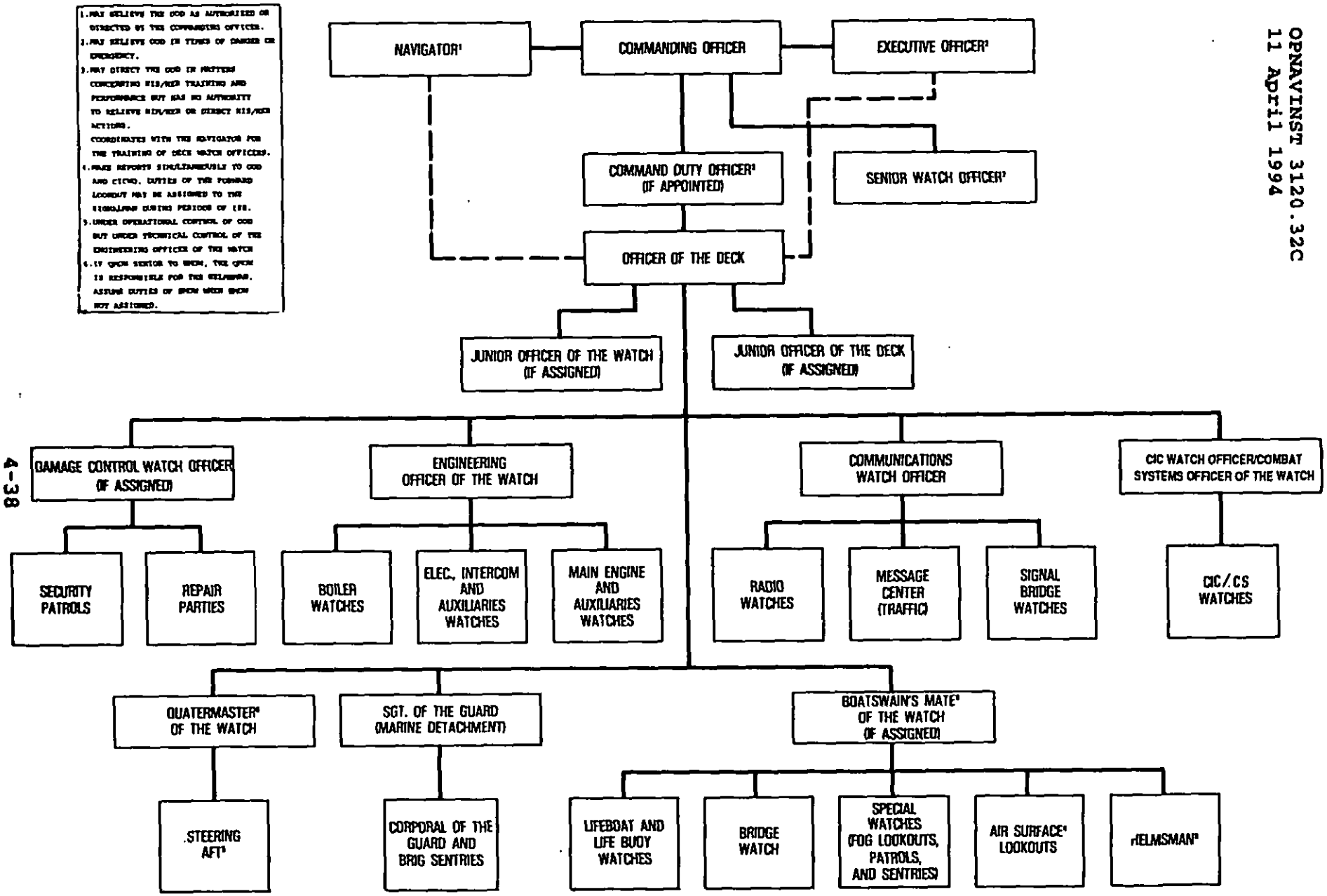


Figure 4-2. Sample Generic Watch Organization Underway - Condition Watch IV

section responsibilities for safety and security. It is not intended that ships in DEFCON five in U. S. ports maintain a capability to conduct operational missions using duty sections, or that this article imply any degree of steaming notice. Steaming notice requirements are established by Fleet Commanders.

b. In wartime or in special situations, additional watches for security, anti-sabotage, and weapon systems manning may be established. Figure 4-3 is a sample organizational chart of an in-port watch organization and a basic functional guide for the CDO and the OOD (in-port). The functional guides of other watches in Figure 4-3 are similar to those described for the watch organization underway.

441. SHIP OPERATION WATCHES

441.1. COMMAND DUTY OFFICER IN-PORT

a. BASIC FUNCTION. The CDO (in-port) is that officer or authorized petty officer designated by the Commanding Officer to carry out the routine of the unit in port and to supervise the OOD (in-port) in the safety and general duties of the unit. In the temporary absence of the Executive Officer, the duties of the Executive Officer will be carried out by the CDO (in-port).

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CDO (in-port) shall:

(1) Advise and, if necessary, direct the OOD (in-port) in the general duties and safety of the unit.

(2) Keep informed of the unit's position, mooring lines or ground tackle in use, status of the engineering plant, and all other matters which affect the safety and security of the unit.

(3) In times of danger or emergency, take appropriate action until a more senior officer assumes command.

(4) Relieve the OOD (in-port) when necessary for the safety of the unit and inform the Commanding Officer when such action is taken.

(5) Conduct frequent security inspections. Give particular attention to the security of the unit's boats and to the safety of personnel embarked therein.

(6) In the absence of the Executive Officer, receive the Eight O'clock Reports from the department duty officers and report the condition of the unit to the Commanding Officer.

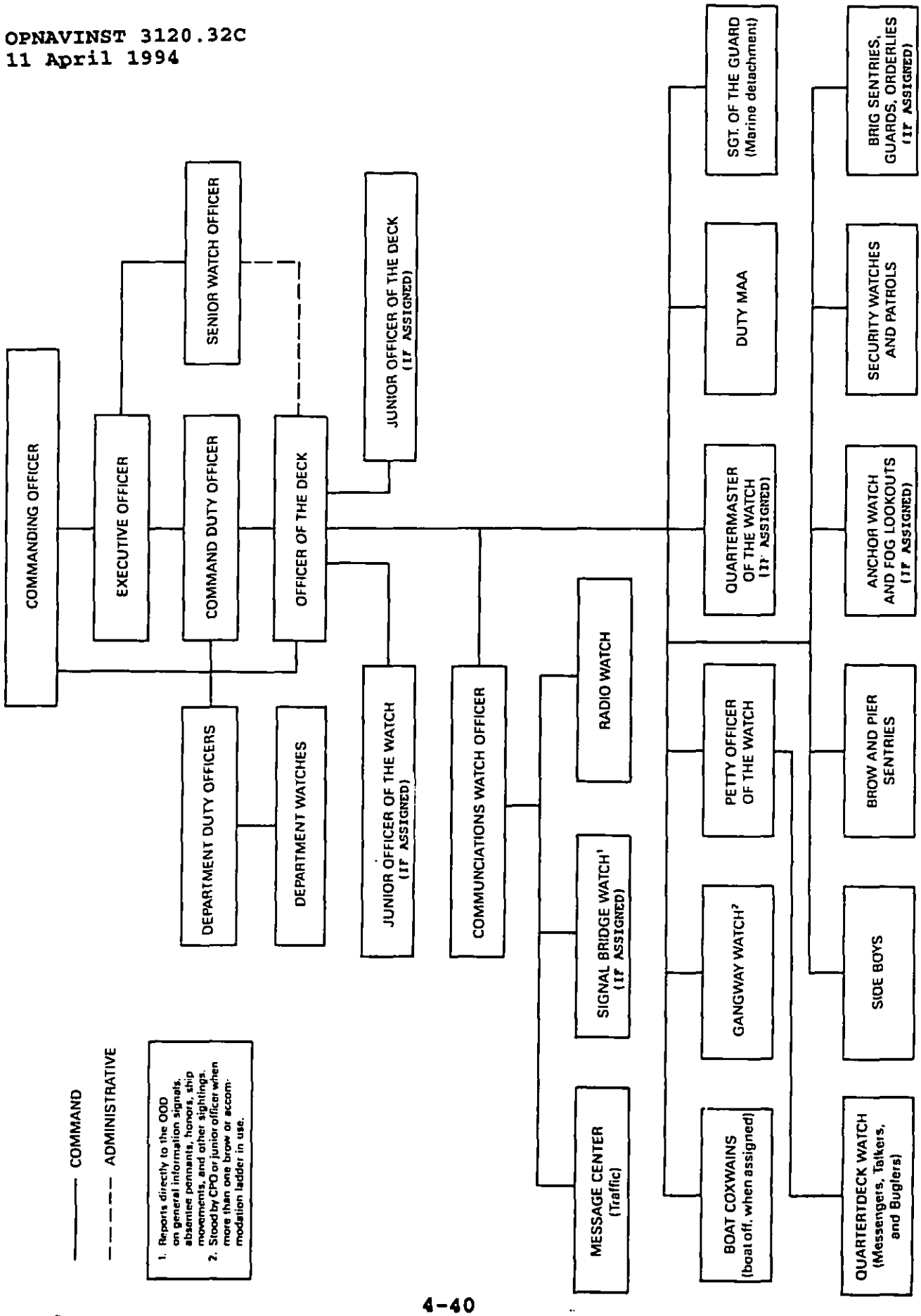


Figure 4-3 Sample Watch Organization in Port

(7) Keep advised of internal administrative matters and direct the OOD (in-port) in matters affecting the unit's routine.

(8) Assume other responsibilities as directed by the Commanding Officer.

(9) Muster, drill, and inspect duty emergency parties.

c. ORGANIZATIONAL RELATIONSHIPS. The CDO (in-port) reports to the Executive Officer, or in his/her absence, the Commanding Officer. The OOD's (in-port) routine reports to the Commanding Officer will also be made to the CDO (in-port). If the Executive Officer is temporarily absent, the heads of departments or the department duty officers report to the CDO (inport) concerning the operation and administration of their departments.

441.2. NEST DUTY OFFICER. When ships of one type are nested together, the detail of the nest duty officers will follow regulations established by the type commander. Under other circumstances, the designation of the Nest Duty Officer is regulated by the senior in the nest. The Nest Duty Officer is responsible to the senior officer in the nest for the control, safety, and security of the nest as a whole in the same manner that the CDO (in-port) is responsible to the Commanding Officer for an individual ship.

441.3. OFFICER OF THE DECK IN-PORT

a. BASIC FUNCTION. The OOD (in-port) is that officer or petty officer on watch designated by the Commanding Officer to be in charge of the unit. He/she is primarily responsible for the safety, security, and proper operation of the unit.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The OOD (in-port) shall:

(1) Keep continually informed of the unit's position, mooring lines or ground tackle in use, tide and weather information, the status of the engineering plant, the status of the unit's boats, and all other matters affecting the safety and security of the unit; and take appropriate action to prevent grounding, collision, dragging, or other danger following with the U. S. Coast Guard Navigation Rules of the Road and the orders of the Commanding Officer and other proper authority.

(2) Ensure that required reports to the OOD (in-port) concerning tests and inspections and the routine reports of patrols, watches, and sentries are promptly originated and that

the quarterdeck watch, lookouts, anchor watch, and other sentries or patrols are properly posted and alert.

(3) Ensure all required entries are made in the deck log, and sign the log at the conclusion of the watch.

(4) Carry out the routine as published in the Plan of the Day, ensuring the Executive Officer, CDO (in port), and department heads are informed of circumstances which require changes in routine or other action on their part.

(5) Initiate and supervise unit's evolutions or operations as necessary.

(6) Attend one of the unit's gangways, and supervise watch personnel assigned to attend other gangways;

(7) Supervise the operations of the unit's boats following the boat schedule published by the Executive Officer and the orders of the Commanding Officer and other proper authority.

(8) Ensure that boats are operated safely and all boat safety regulations are observed. Give particular attention to changes in wind or sea conditions and notify the CDO (in-port) when the suspension of boating is advisable. Ensure that boats are not overloaded, and reduce the allowed loading capacity when weather conditions require caution. Recommend use of boat officers to the CDO when weather or other conditions warrant. Require boat passengers to wear life jackets when conditions are hazardous; ensure that all boats assigned trips are fully equipped, manned, fueled, and in working order; provide harbor charts to boat coxswains; give boat coxswains trip orders and orders to shove off.

(9) Supervise the general announcing system, the general and chemical alarms, and the whistle, gong, and bell following the orders of the Commanding Officer and U. S. Coast Guard Navigation Rules of the Road.

(10) Permit no person to go aloft on masts or stacks or to work over the side of the ship except when wind and sea conditions permit, and then only when all safety precautions are observed.

(11) Display required absentee pennants, colors, and general information signals, and supervise the rendering of honors.

(12) Make all required reports to the CDO (in-port), Executive Officer, and Commanding Officer as directed by standing orders to the OOD.

(13) Supervise and conduct on-the-job training for the JOOW, the JOOD, and enlisted personnel of the quarterdeck watch.

(14) Assume other responsibilities as the Commanding Officer may assign.

(15) Supervise striking of the ship's bell to denote the hours and half-hours from reveille to taps, requesting permission of the Commanding Officer to strike eight bells at 0800, 1200, and 2000.

c. ORGANIZATIONAL RELATIONSHIPS. Paragraph 441.1 provides authority for the CDO (in-port) to relieve the OOD (in-port) when necessary for the safety of the ship. The OOD (in-port) reports directly to the Commanding Officer for the safety and general duties of the ship and to the CDO (in-port) or Executive Officer when CDO is not assigned, for carrying out the ship's routine. The following personnel report to the OOD (in-port):

(1) The JOOW for assigned duties and watch training.

(2) The Communications Watch Officer for the expeditious transmission and receipt of operational and general messages.

(3) The Quartermaster of the Watch for assigned duties.

(4) The boat coxswains, or boat officers when assigned, for the safe and proper operation of ship's boats.

(5) The officer, petty officer, or JOOD (in-port) in charge of the gangway watch for the maintenance of a properly posted and alert watch on the crew's brow or accommodation ladder.

(6) The Petty Officer of the Watch for supervising the quarterdeck watch, the anchor watch, fog lookouts, brow and dock sentries when there is no Marine Detachment assigned, and security watches and patrols under the control of the OOD (in-port).

(7) The duty Master-At-Arms for maintenance of good order and discipline and security and processing of prisoners.

(8) The Sergeant of the Guard for direction of the guard in performing their duties (in ships having a Marine Detachment).

441.4. JUNIOR OFFICER OF THE DECK IN-PORT

a. BASIC FUNCTION. When assigned, the JOOD (in-port) is that officer or petty officer assigned as the principal assistant to the OOD (in-port). The JOOD (in-port) is generally assigned to the crew's brow or gangway.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The JOOD (in-port) shall:

(1) Be in charge of the crew's brow or gangway.

(2) Maintain a properly posted and alert watch at the brow or gangway.

(3) Ensure that all personnel leaving the unit have the authority to leave and are properly attired.

(4) Maintain a record of all personnel departing or returning from leave.

(5) Keep the OOD (in-port) informed of any actions and decisions.

(6) Perform other duties as the OOD (in-port) directs.

c. ORGANIZATIONAL RELATIONSHIPS. The JOOD (in-port) reports to:

(1) The OOD (in-port) for the performance of the watch.

(2) The Navigator, through the Senior Watch Officer, for training and assignment to watches.

The following report to the JOOD (in-port):

(1) Members of the brow or gangway watch regarding their duties,

(2) Other members of the watch as the OOD (in-port) directs.

441.5. JUNIOR OFFICER OF THE WATCH IN-PORT

a. BASIC FUNCTION. When assigned, the JOOW (in-port) is an additional officer or petty officer on watch on the quarterdeck for qualification as OOD (in-port).

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The JOOW (in-port) shall:

(1) Assist the OOD (in-port).

(2) Become familiar with the duties and responsibilities of the OOD (in-port) in order to qualify as OOD.

(3) Ensure that the unit's routine is carried out following the Plan of the Day, and supervise usage of the general announcing system.

(4) Ensure that required routine reports are accurately and promptly submitted to the OOD (in-port).

(5) Ensure that the watch is properly posted and alert and supervise members of the watch as the OOD may direct.

(6) Perform such other duties as the OOD (in-port) may direct.

c. ORGANIZATIONAL RELATIONSHIPS. The JOOW (in-port) reports to:

(1) The OOD (in-port).

(2) The Navigator, through the Senior Watch Officer, for training and to the respective section leaders for assignment to watches.

The following report to the JOOW (in-port):

(1) Members of the watch as the OOD (in-port) may direct.

441.6. BOAT OFFICER/COXSWAINS

a. BASIC FUNCTION. The Boat Officer (when assigned) is responsible to the OOD (in-port) for the safe and proper operation of his/her boat and the conduct of personnel embarked. Boat officers will be qualified and assigned in accordance with current directives.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Boat Officer (when assigned) shall:

(1) Have completed Small Boat Officer PQS and be certified by the Commanding Officer. Be designated in writing as Boat Officer.

(2) Man the boat when called away.

(3) Ensure that the boat coxswain has received and understands his/her orders.

(4) Ensure that the boat has a chart of the prescribed route and that the rules of the road and proper boat etiquette are observed.

(5) Ascertain if he/she is the senior line officer eligible for command at sea embarked in the boat. If not the senior line officer embarked, advise the senior line officer embarked, eligible for command at sea, of this fact.

(6) In time of danger or emergency, give any orders necessary to the coxswain to avoid danger. If he/she is not the senior line officer eligible for command at sea, ensure that such embarked senior line officer is advised of the danger or emergency.

(7) Require the crew and passengers to wear life jackets when operating under adverse weather conditions.

(8) Ensure that the capacity of the boat is not exceeded and that the number of passengers is reduced as sea conditions dictate.

(9) Be thoroughly familiar with rules of the road in fog. The Boat Officer will not begin a boat run if reduced visibility endangers the boat, crew, or passengers.

(10) Maintain proper conduct among all embarked personnel.

c. ORGANIZATIONAL RELATIONSHIPS. The Boat Officer reports to:

(1) The OOD (in-port) and/or embarked senior line officer, eligible for command at sea, for orders and special instructions.

(2) The First Lieutenant, through the Senior Watch Officer, for training and qualifications; and to the Navigator for navigational training, training in honors and ceremonies, boat etiquette, discipline in boats, and responsibilities in the boat of senior officer present and of the boat officers.

The following report to the Boat Officer:

(1) The Boat Coxswain.

(2) Embarked passengers for military control.

441.7. DEPARTMENT DUTY OFFICER

a. BASIC FUNCTION. The department duty officer is the officer or petty officer representing the department head and as such is responsible for the functioning of the department.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Department Duty Officer shall:

(1) Fulfill the functions of the department head in his/her absence.

(2) Frequently inspect department spaces to ensure physical security and good order and discipline.

(3) Make Eight O'clock Reports to the CDO (in-port) or the Executive Officer, as applicable.

(4) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The department duty officer reports to the CDO (in port) for the functioning, security, and good order and discipline of the department and to the department head for functional direction and assignment to watches. Department members report to the department duty officer as prescribed in the departmental organization plan.

441.8. COMMUNICATIONS WATCH OFFICER

a. BASIC FUNCTION. The Communications Watch Officer (CWO) is a representative on watch of the Communications Officer. The CWO is responsible for the reliable, rapid, and secure conduct of external visual and radio communications. Although not responsible for the operation of tactical and air control voice radio, the CWO administers all communications hardware under his/her cognizance in support of tactical, air control, data and administrative (non-operational) communication requirements. Additionally, the CWO is responsible for the efficient administration of internal routing and related communications systems.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CWO shall:

(1) Direct main Communications Center personnel on watch in handling communications traffic, and exercise general supervision over the Crypto Center, radio rooms, and the signal bridge watch through their respective supervisors.

(2) Ensure proper reproduction and internal routing, and expedite the delivery of all incoming visual and radio communica-

tions (with the exception of tactical signals) addressed to or of interest to the unit, the embarked Flag, or other attached units.

(3) Ensure the release by proper authority of all outgoing traffic and direct transmission of messages.

(4) Ensure that all outgoing traffic is free of crypto-security violations. Should an error be noted after transmission of a message, the Communications Officer and Crypto Security Officer should be notified at once.

(5) Ensure the maintenance of the communications files and logs.

(6) Ensure the application of all communications-related directives and regulations.

(7) Know radio/frequencies and transmitter setups in use by the Radio Officer or Communications Watch Supervisor. Maintain discipline in the radio spaces, and ensure effective operation of the unit's radio equipment.

(8) Be proficient in all assigned crypto-aids and know the duties of the Crypto Security Officer. In his/her absence assume responsibility for the Crypto Center as follows:

(a) Maintain the security and readiness of the Crypto Center, including equipment and publications.

(b) Observe emission control (EMCON) condition in effect.

(9) At the beginning of each watch, conduct a sight inventory and accept custody of all publications assigned to main Communications Center. Assume responsibility for classified material following security regulations. Inventory and account for communications security material (CMS) as required.

(10) Be prepared to execute the emergency destruction of classified matter.

(11) Immediately inform/the Communications Officer or the Crypto Security Officer of any significant incidents, violation of communications security, or failure of communications equipment. For equipment failure, consult with the Communications Officer to effect immediate repairs.

(12) Ensure that current watch bills are maintained in main radio, main Communications Center, and the signal bridge.

(13) Supervise on-the-job training of communications watch standers during the watch. Ensure that training is maximized and progress is recorded.

(14) Make "readiness for getting underway" and "manned and ready for GQ" reports for the Communications Department.

(15) Determine the routing and precedence of traffic and transmitter and receiver setup, subject to the approval of the Communications Officer and Radio Officer.

(16) Perform other duties as assigned.

(17) Ensure proper separation and control of classified material and information in the radio spaces. Control access to radio spaces and classified material. Enforce ADP security, proper handling procedures and accountability of computer diskettes and automated information.

c. ORGANIZATIONAL RELATIONSHIPS

(1) The CWO reports to the OOD (in-port) for expeditious transmission and receipt of visual signals and to the Communications Officer for all other traffic and general watch administration.

(2) The following report to the CWO:

(a) Radio watch supervisor.

(b) Signal bridge watch supervisor.

(c) Main communications and message center supervisor.

(d) Message center and crypto center messengers.

442. QUARTERDECK WATCHES

442.1. PETTY OFFICER OF THE WATCH

a. BASIC FUNCTION. The Petty Officer of the Watch (POOW) is the primary enlisted assistant to the OOD (in-port) of large ships. When assigned, the Boatswain's Mate of the Watch (BMOW) and/or the Quartermaster of the Watch (QMOW) will carry out the duties of the Petty Officer of the Watch.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Petty Officer of the Watch shall:

(1) Assist the OOD and JOOW (in-port) and supervise and instruct sentries and messengers.

(2) Wear the uniform prescribed by type regulations or SOPA instructions. Ensure smartness of quarterdeck accoutrements during each morning watch.

(3) Carry out the daily routine and orders as the OOD (in-port) directs.

(4) Notify the OOD and JOOW (in-port) of changes in weather or change in barometric pressure readings of .04 or more in any one hour. When assigned, the QMOW shall assume this responsibility.

(5) Enter in the deck log all events of interest as directed by the OOD (in-port). No erasures shall be made in the deck log. When assigned, the QMOW shall assume this responsibility.

(6) Require the messenger to obtain the bridge instrument readings from the bridge. When assigned, the QMOW shall assume this responsibility.

(7) Require the messenger to make the calls listed in the call book kept on the quarterdeck. When assigned, the QMOW shall assume this responsibility.

(8) Return salutes and carry out routine for the OOD or the JOOW (in-port) when neither is at the gangway.

(9) Call away boats in time to ensure they are ready to leave the ship as prescribed in the boat schedule.

(10) Keep a list of personnel who may be absent on duty from the ship during meals and notify the duty ship's cook of the approximate number and time of return.

(11) Assemble liberty parties in time for inspection by the OOD (in-port) prior to embarking on scheduled liberty boats.

(12) In all classes of submarines, observe and log draft readings hourly. Ensure draft readings are reviewed periodically by the In-port Duty Officer.

(13) Perform other duties as the OOD or JOOW may direct.

c. ORGANIZATIONAL RELATIONSHIPS. The POOW reports to the OOD (in-port). Enlisted personnel standing watches who have routine reports to make to the OOD (in-port) report to the POOW.

442.2. MESSENGERS. The OOD (in-port) messengers will stand a four-hour watch with the OOD and JOOD (in-port) and perform duties as assigned. Messengers will not be assigned by division officers until they have a comprehensive knowledge of the ship and its organization. The OOD (in-port) may request additional messengers as needed.

442.3. SIDE BOYS. When required, the prescribed number of side boys will be on deck, and in the uniform of the day. They will be mustered, inspected, and instructed in their duties by the BMOW. They will perform such duties as the OOD (in-port) directs.

443. SECURITY WATCHES

443.1. DUTY MASTER-AT-ARMS (MAA). The Duty MAA will perform his/her duties in accordance with OPNAVINST 5580.1. This watch will be stood by personnel of the master-at-arms force following additional instructions of the Executive Officer.

443.2. GANGWAY WATCH. When requested, the gangway watch will be posted at the foot of the brow or gangway. They will perform duties as directed by the OOD (in-port) including security of the brow and ceremonial duties.

443.3. SERGEANT OF THE GUARD. This watch will be stood by personnel of the Marine Security Force. When no Marine Security Force is embarked, these watch duties will be performed by the duty MAA. These duties will be performed per the orders of the Commanding Officer of the Marine Security Force and the instructions of the Executive Officer.

443.4. SECURITY WATCHES AND PATROLS. Additional security watches and patrols may be assigned at the discretion of the Commanding Officer to increase physical security. Accordingly, watch personnel must keep the Commanding Officer informed through at least hourly reports to the OOD (in-port). Personnel assigned to security watches and patrols will be qualified by the Security Officer, if assigned, or the department head responsible for specific watch and patrol areas. Duties of security watches and patrols include but are not limited to:

a. Maintaining continuous patrols above and below decks.

b. Checking classified stowage including spaces containing classified equipment.

c. Being alert for evidence of sabotage, theft, and hazards.

d. Checking security of weapons magazines.

e. Obtaining periodic soundings of designated tanks and spaces.

f. Periodically inspecting damage control closures;

g. Checking the disbursing office and other spaces containing public funds;

h. Checking ship store outlets and storerooms.

i. Knowledge of SECNAVINST 5530.4A, SECNAVINST 5500.29B, and OPNAVINST 5530.14B concerning security forces, physical security and loss prevention, and the use of deadly force.

444. ADDITIONAL WATCHES

444.1. QUARTERMASTER OF THE WATCH (QMOW) When assigned, the QMOW will perform duties assigned by the OOD (in-port) and in accordance with the instructions of the navigator. He/she will be responsible for making entries in the Deck Log. He/she will also execute sunrise and sunset; ensure the proper handling of absentee pennants, anchor and riding lights, and hail boats; and assist the OOD (in-port) in rendering honors. He/she will take bearings (when at anchor) and temperature and barometer readings, and advise the OOD. He/she will maintain a call book and instruct the messenger in calling officers and enlisted personnel at specified times. When a Quartermaster of the Watch is not assigned, the duties of this watch will be carried out by the Duty Quartermaster, the Petty Officer of the Watch, or a Messenger.

444.2. BRIG STAFF. This watch will be stood by personnel who have been properly trained and qualified using the Brig Job Qualification Requirement (JQR) in accordance with the Department of the Navy Corrections Manual, SECNAVINST 1640.9A. Brig staff will perform their duties following the orders of the Brig Officer and applicable directives.

444.3. ANCHOR WATCH. When at anchor, this watch (when assigned) will be stationed as directed by the Commanding Officer. The instruction of this watch is the responsibility of the First Lieutenant assisted by the ship's boatswain. Watch duties are under the direction of the OOD (in-port). The watch will be posted in the immediate vicinity of the ground tackle and will maintain a continuous watch on the anchor chain to observe the strain, and the direction the chain is tending. Conditions will be reported to the OOD (in-port) every 30 minutes or more often if the OOD (in-port) so directs. The anchor watch will have

means for rapid and continuous communication with the OOD (in-port) via sound powered phone if available. The anchor detail will be ready for instant call while at anchor.

444.4. FOG LOOKOUTS (WHEN REQUIRED). Information concerning this watch is set forth in paragraph 432.7

444.5. SOUNDING AND SECURITY PATROL. The Sounding and Security Patrol will be regular and continuous. Only well-indoctrinated, experienced personnel will be assigned. The patrol will follow an irregular route in conducting a continuous inspection of all spaces (except those where a watch is posted or designated limited or exclusion areas) in order to detect and prevent fire, flooding, theft, sabotage, or other irregularities affecting physical security. Soundings and results of the inspection will be reported hourly to the OOD (in-port) and logged in the ship's Deck Log. Any unusual conditions will be reported to the OOD (in-port).

444.6. ANTI-SNEAK/ANTI-SWIMMER ATTACK WATCH. This watch is posted at the discretion of the Commanding Officer when there is a possibility that sneak/swimmer attack may be launched against the ship. The watch consists of topside sentries, a picket boat crew, sonar operator, and main engine personnel. The watch will carry out those functions specified by the Commanding Officer including, but not limited to, a vigilant watch for swimmers or small craft approaching the ship, intermittent discharge of hand grenades (concussion type) in the water around the ship, activating sonar, turning over the ship's screws, and patrolling (by small boat) around the ship.

444.7. ADDITIONAL DEPARTMENTAL WATCHES AND DUTIES. The following additional watches may be required. These are typical of the departmental watches established on Navy units. It is the responsibility of type and unit commanders to establish these and other departmental watches as required and to issue the necessary guidance.

a. EXECUTIVE STAFF

(1) Duty driver
(2) Duty Yeoman

b. NAVIGATION DEPARTMENT

(1) Duty Quartermaster
(2) Fog signal watch

c. OPERATIONS/COMMUNICATIONS DEPARTMENT

(1) Guard mail petty officer
(2) Radio watch
(3) Signal watch
(4) Telephone switchboard watch

d. WEAPONS (COMBAT SYSTEM)/DECK DEPARTMENT

(1) Combat Systems Officer of the Watch (CSOOW)
(2) Deck, forecastle, fantail sentries *
(3) Duty Boat crew(s) *
(4) Duty Boatswain's Mate *
(5) Duty Electronics Technician
(6) Duty Fire Control Technician
(7) Duty Gunner's Mate
(8) Duty Sonar Technician

e. ENGINEERING DEPARTMENT

(1) Auxiliary engineering watch
(2) Boat engineers
(3) Cold iron watch
(4) Duty auxiliary watch
(5) Duty boiler/gas turbine technician
(6) Duty Electrician's Mate
(7) Duty Hull Technician
(8) Duty I/C [Technician] [Electrician's Mate]
(9) Duty Machinist's Mate
(10) Duty oil king

f. MEDICAL/DENTAL DEPARTMENT

(1) Duty Dental Technician
(2) Duty Hospital Corpsman

g. SUPPLY DEPARTMENT

(1) Duty Mess Specialist
(2) Duty Ship's Serviceman
(3) Duty Storekeeper.
(4) Jack of the Dust

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* In ships with a combat systems department these watches are the responsibility of the operations department.

CHAPTER 5

GENERAL GUIDANCE AND REGULATIONS

500. PURPOSE AND SCOPE. This chapter contains general regulations and guidance concerning the administration of naval units and naval personnel.

510 REGULATIONS

510.1. ADDRESS AND TELEPHONE NUMBER REQUIREMENT. All officers will keep the ship's secretary informed of their current local address and telephone number ashore.

510.2. ALARM BELLS AND THE GENERAL ANNOUNCING SYSTEM. These communications devices serve important purposes within naval units. The following guidance pertains to their proper use:

a. *NO PERSON WILL, WITHOUT PROPER AUTHORITY AND DUE CAUSE, TAMPER WITH, OPERATE, OR OTHERWISE DISTURB ANY CONTACT MAKER USED TO SOUND THE GENERAL OR SPECIAL PURPOSE ALARMS.*

b. The general announcing system (1MC) will not be used without permission of the Officer of the Deck except in emergencies. The use of this system will be for matters of general importance. The system will not be used to relay messages for officers or enlisted personnel except in emergencies or when their immediate presence is necessary for the operation of the ship or equipment.

c. No person will strike the ship's bell or gong without permission of the Officer of the Deck, and then only to indicate the time, or (when at anchor) a fire alarm or fog signal.

d. Boat gongs will be sounded only by direction of the Officer of the Deck to indicate the prospective departure of officers' boats and in advance of the arrival and departure of the Commanding Officer and other senior officials.

510.3. ALCOHOL. All alcohol designated for treatment of medical or dental patients, either directly or indirectly, shall be in the custody of the medical or dental officer. No one shall have access to alcohol except as prescribed by these officers. Alcohol used for other purposes and alcoholic beverages in transit as cargo shall be in the custody of the supply officer or other officer designated by the Commanding Officer. These officers shall supervise in person all receipts and issues of alcohol and alcoholic beverages in their custody and shall keep

proper records of all transactions to ensure strict responsibility and detect losses promptly. In ships to which no medical officer is attached, all alcohol and alcoholic beverages shall be in the custody of the controlled substances custodian, except for small quantities which may be issued to the leading petty officer in the medical department. If possible, bulk alcohol shall be kept in a three combination safe or, if this is not possible, under lock and key. All transactions between the bulk custodian and medical department representative shall be receipted for. Issues from the working stock in the sick bay shall be covered by prescription. Alcohol shall be inventoried monthly by a special inventory board appointed by the commanding officer for this purpose. Only department heads are authorized to sign requests for the issuance of alcohol. It shall be drawn only in limited quantities sufficient for immediate use and shall be issued only to responsible petty officers. *THE PERSON TO WHOM ALCOHOL IS ISSUED FOR USE SHALL BE RESPONSIBLE FOR ENSURING THAT:*

a. *IT IS USED ONLY FOR THE PURPOSE FOR WHICH ISSUED.*

b. *IT IS WITHHELD FROM UNAUTHORIZED PERSONS.*

c. *IT IS PROTECTED FROM THEFT.*

d. *THE UNUSED PORTION IS RETURNED IMMEDIATELY TO THE OFFICER FROM WHOM IT WAS DRAWN.*

U.S. Navy Regulations article 1162 discusses the prohibition of alcoholic liquors for beverage purposes on board any ship, craft, aircraft, or in, any vehicle of the Department of the Navy, except as modified by SECNAVINST 1700.11C.

510.4. ANCHORING. *THE COMMANDING OFFICER SHALL:*

a. *SELECT A SAFE PLACE TO ANCHOR.*

b. *AFTER ANCHORING, HAVE SUCH BEARINGS AND ANGLES TAKEN AND ENTERED IN THE DECK LOG AS WILL ENABLE THE EXACT POSITION OF THE SHIP TO BE LOCATED ON THE CHART.*

c. If practicable, when the ship is anchored at a place which has not been surveyed, have the depth of water and character of the bottom examined to a distance from the anchor of at least one and one-half times the radius of the ship's swinging circle and have the results entered in the Deck log.

510.5. ARMED FORCES IDENTIFICATION CARDS AND LEAVE PAPERS. Armed Forces Identification Cards (DD Form 2N) are property of the U.S. Government and shall be kept in the individual's immediate possession at all times, except when surrendered to

proper authority for identification or investigation, or while in disciplinary confinement. *NO PERSON WITHOUT PROPER AUTHORITY SHALL:*

a. *HAVE IN HIS/HER POSSESSION MORE THAN ONE PROPERLY VALIDATED ARMED FORCES IDENTIFICATION CARD.*

b. *DEPART ON LIBERTY WITHOUT HIS/HER OWN PROPERLY VALIDATED IDENTIFICATION CARD; OR, IN THE CASE OF LEAVE, WITHOUT HIS/HER OWN PROPERLY VALIDATED LEAVE PAPERS AND IDENTIFICATION CARD.*

c. *HAVE IN HIS/HER POSSESSION A FALSE OR UNAUTHORIZED IDENTIFICATION CARD; OR A MUTILATED, ERASED, ALTERED, OR NOT PROPERLY VALIDATED IDENTIFICATION CARD; OR AN IDENTIFICATION CARD BEARING FALSE OR INACCURATE INFORMATION CONCERNING A NAME, GRADE, SERVICE NUMBER, OR DATE OF BIRTH.*

d. *RETURN FROM LEAVE WITHOUT DEPOSITING HIS/HER LEAVE PAPERS WITH THE PROPER AUTHORITY. ANY PERSON RETURNING WITHOUT AN IDENTIFICATION CARD SHALL REPORT THE LOSS TO THE OOD IN PERSON.*

e. The Armed Forces liberty pass (DD Form 345) may be used to control the authorized absence (other than leave) of enlisted members when, in the judgment of the Commanding Officer or a senior officer in the chain of command, it is necessary for security, operations, or other special circumstances. Such liberty pass issue will follow NAVMILPERS Manual.

510.6. ARREST BY CIVIL AUTHORITIES. *ANY PERSON ARRESTED OR DETAINED BY CIVIL AUTHORITIES WILL IMMEDIATELY ADVISE THE COMMANDING OFFICER (OOD OR CDO) AND STATE THE FACTS CONCERNING SUCH ARREST OR DETENTION.*

510.7. BERTHING. *NO PERSON WILL*:

a. *SLEEP IN ANY SPACES OR USE ANY BUNK OR BERTH OTHER THAN THAT TO WHICH ASSIGNED, EXCEPT AS AUTHORIZED BY PROPER AUTHORITY.*

b. *SLEEP IN OR LIE ON ANY BUNK OR BERTH WHILE CLOTHED IN DUNGAREES OR WORKING CLOTHES OR WHILE WEARING SHOES.*

c. *SMOKE IN ANY BERTHING AREAS.*

d. *REMOVE ANY MATTRESS FROM ANY BUNK OR PLACE OF STOWAGE OR PLACE SUCH MATTRESS ON THE DECK OR IN ANY PLACE OTHER THAN A BUNK, EXCEPT AS MAY BE AUTHORIZED BY PROPER AUTHORITY.*

e. *CREATE A DISTURBANCE OR TURN ON ANY WHITE LIGHT IN ANY BERTHING OR LIVING SPACE DURING THE NIGHT HOURS BETWEEN TAPS AND REVEILLE, EXCEPT AS REQUIRED TO PERFORM ASSIGNED DUTIES.*

f. *FAIL TO TURN OUT OF HIS/HER BUNK AT REVEILLE, EXCEPT WHEN HE/SHE IS ON THE SICK LIST OR IS AUTHORIZED TO LATE BUNK.*

g. *BE AUTHORIZED LATE BUNK PRIVILEGES UNLESS HE/SHE HAS HAD A MIDWATCH OR MADE A BOAT TRIP AS A CREW MEMBER AFTER 2200 THE PREVIOUS DAY OR IS SPECIFICALLY AUTHORIZED LATE BUNK PRIVILEGES BY THE EXECUTIVE OFFICER OR COMMAND DUTY OFFICER. ALL LATE SLEEPERS WILL TURN OUT AT 0700.*

510.8. BULLETIN BOARDS. For the purposes of this article, the term "division officer" will include all unit division officers and all other officers in charge of personnel embarked in a naval unit but not regularly assigned to a division of the unit.

a. All division officers will maintain a bulletin board in an accessible space in their division which will display all immediately applicable directives and orders (including the Plan of the Day) affecting personnel of the division.

b. Each department head will maintain a bulletin board in the departmental office or other accessible space which will be used to display all immediately applicable directives and orders (including the Plan of the Day) affecting officer and enlisted personnel of the department.

c. Unit personnel will be responsible for knowledge of all orders and directives (including the Plan of the Day) posted on division and department bulletin boards.

510.9. CARD GAMES AND GAMBLING. *NO PERSON WILL:*

a. *GAMBLE FOR MONEY WITH PLAYING CARDS, DICE, OR OTHER APPARATUS OR METHODS ON BOARD NAVAL UNITS.*

b. *ENGAGE IN ANY CARD GAMES OR OTHER GAMES DURING PRESCRIBED WORKING HOURS OR DURING THE HOURS BETWEEN TAPS AND REVEILLE, OR DURING DIVINE SERVICES.*

510.10. CIVILIAN CLOTHING. Unless the Secretary of the Navy directs that uniforms be worn at all times and except as noted in U.S. Navy Uniform Regulations (NAVPERS 15665), civilian clothing

may be worn by all officers and enlisted personnel under the following regulations. Area commanders and the Senior Officer present may suspend this privilege to meet local conditions, advising the Chief of Naval Personnel when such action is taken.

a. Officers and enlisted personnel are permitted civilian clothing aboard naval units. Such clothing may be worn while leaving or returning to the naval unit, awaiting transportation to leave the unit, while on authorized leave of absence, liberty, or in any off-duty status on shore.

b. When civilian clothing is worn, naval personnel will ensure that their dress and personal appearance are appropriate for the occasion and will not bring discredit on the naval service. Current styles and fashions are authorized. The wearing of uniform items with civilian attire is unauthorized except as provided in U. S. Navy Uniform Regulations.

510.11. CONCESSIONS. Particular attention is directed to those sections of U.S. Navy Regulations and the NAVSUP P-487 (NOTAL) concerning concessions or dealing with tradespersons. *NO CONCESSIONS WILL BE GRANTED NOR ANY ARRANGEMENT MADE WITH DEALERS OR TRADESPERSONS BY WHICH THEY AGREE TO PAY A PORTION OF THEIR SALES PROFIT TO THE SHIP'S STORE.* All items sold aboard naval units for profit (for example, popcorn, canned beverages, and so forth) must be handled through the ship's store.

510.12. CONTAGIOUS AND COMMUNICABLE DISEASES. The following provisions should be observed to minimize the potential impact of communicable diseases:

a. Any person contracting a communicable disease shall be isolated immediately upon detection. Incoming personnel shall be examined and appropriate action taken to prevent the spread of communicable diseases. To minimize the spread of contagious diseases, all mess gear and food containers shall be sterilized and sanitary precautions shall be effected in washrooms, laundries, and barbershops.

b. *QUARANTINE DISEASE SHALL BE REPORTED TO HIGHER AUTHORITY FOLLOWING CURRENT DIRECTIVES.*

c. *THE MEDICAL OFFICER SHALL SUBMIT A MEDICAL QUARANTINE LIST UPON ENTERING PORT AND PRIOR TO GRANTING LIBERTY. A NEW LIST SHALL BE SUBMITTED WHENEVER CHANGES OCCUR. THE MEDICAL QUARANTINE LIST SHALL BE FORWARDED TO THE COMMANDING OFFICER VIA THE EXECUTIVE OFFICER WITH COPIES TO ALL DEPARTMENT HEADS AND THE COMMAND DUTY OFFICER/OFFICER OF THE DECK.*

d. *DIVISION OFFICERS SHALL CHECK THE MEDICAL QUARANTINE LIST AND DENY LIBERTY AND LEAVE TO ALL PERSONNEL ON THE MEDICAL QUARANTINE LIST.*

e. Medical treatment and assignment of HIV(+) personnel shall be in accordance with SECNAVINST 5300.30C.

510.13. CREW'S HEADS AND WASHROOMS. Crew's heads and washrooms will be open at all times except when closed for cleaning during the prescribed daily cleaning schedule.

a. *NO PERSON WILL LOITER OR DRY CLOTHING IN ANY CREW'S HEAD OR WASHROOM.*

b. *NO PERSON WILL THROW RUBBISH OR OTHER SOLID MATTER INTO BOWLS OR URINALS.*

510.14. CUSTOMS. Upon arrival of a naval unit in United States territory after visiting a foreign port, it is subject to customs and other inspections by Federal authorities.

a. On such occasions, customs declarations will be distributed to all hands in sufficient time to be filled out and returned before arrival in port.

b. *IT SHALL BE THE DUTY OF ALL PERSONNEL TO ACCURATELY COMPLETE CUSTOMS DECLARATIONS PRIOR TO ARRIVAL IN PORT.*

c. *NO PERSON, WITHOUT PERMISSION FROM THE COMMANDING OFFICER, SHALL BRING ON BOARD ANY ARTICLE, ANIMAL, OR ANY OTHER THING, THE INTRODUCTION OF WHICH INTO U.S. TERRITORY IS FORBIDDEN OR RESTRICTED UNDER CURRENT REGULATIONS.*

510.15. DISCLOSURE OF DRUG AND ALCOHOL ABUSE INFORMATION. The rules on usage of disclosures of drug or alcohol abuse information have been carefully defined and precisely limited in OPNAVINST 5350.4C. Privileged communications, confidentiality, and the permissible uses of drug and alcohol abuse information provided or obtained from members under various circumstances are discussed in depth in OPNAVINST 5350.4C.

510.16. DIVINE SERVICES. Accessible and appropriate space shall be provided for divine services. *NO PERSON SHALL CONDUCT HIMSELF/HERSELF IN A MANNER WHICH WOULD INTERFERE WITH PROPERLY AUTHORIZED DIVINE SERVICES.*

510.17. ELECTRICAL AND ELECTRONIC EQUIPMENT. The use of electrical or electronic equipment improperly designed for shipboard use can represent a safety, operational, or fire hazard. Hazards include the potential compromise of unit radio

security through operation of electronic equipment which have unknown or undesired emissive properties.

a. *ONLY AUTHORIZED PERSONNEL WILL OPERATE ELECTRICALLY POWERED MACHINERY OR EQUIPMENT.*

b. *NO PERSON WILL OPERATE AN ELECTRICALLY POWERED PORTABLE TOOL/EQUIPMENT UNLESS IT BEARS A SHIPS IDENTIFICATION MARKING/ TAG INDICATING IT HAS BEEN INSPECTED AND IS ELECTRICALLY SAFE FOR USE ON BOARD NAVAL SHIPS.*

c. *NO PERSON WILL HAVE IN HIS/HER POSSESSION ON BOARD A NAVAL SHIP ANY ELECTRICAL APPLIANCE (OTHER THAN AN ELECTRIC SHAVER, TOOTHBRUSH, OR HAIR DRYER) EXCEPT AS AUTHORIZED BY THE ELECTRICAL SAFETY OFFICER AND THEN ONLY AFTER IT HAS BEEN INSPECTED AND PROVEN SAFE FOR USE ON BOARD NAVAL SHIPS BY THE ELECTRICAL OFFICER OR ELECTRONIC MATERIAL OFFICER. WHEN AUTHORIZED, SUCH ELECTRICAL EQUIPMENT WILL NOT BE USED IN ANY SPACE OR IN ANY MANNER OTHER THAN THAT FOR WHICH IT WAS AUTHORIZED.* Prohibited personally owned electric/electronic equipment are listed in NAVSHIPS Technical Manual, Chapter 300, para 300-2.70 (NOTAL).

510.18. EMERGENCY EQUIPMENT. *NO PERSON SHALL USE EMERGENCY EQUIPMENT FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT IS INTENDED. EMERGENCY EQUIPMENT INCLUDES ITEMS SUCH AS BATTLE LANTERNS, EMERGENCY FIRST AID BOXES, SHORING, WRENCHES, LIFE RINGS, EQUIPMENT IN LIFE RAFTS AND BOATS, PORTABLE FIRE PUMPS, FIRE HOSES, AND FUEL FOR EMERGENCY MACHINERY.*

510.19. FALSE STATEMENTS. *NO PERSON WILL, IN ANY OFFICIAL CAPACITY, KNOWINGLY OR WILLFULLY MAKE ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENTS OR REPRESENTATIONS, OR MAKE USE OF ANY FALSE WRITING OR DOCUMENTS KNOWN TO CONTAIN ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENT OR ENTRY* (Articles 107 and 132 UCMJ and paragraphs 31 and 58 Manual for Courts-Martial, 1984).

510.20. FRESH WATER. The demands placed on ship's evaporators for make-up feed water and water for washing, cooking, and drinking make it mandatory that every person on board ship practice the utmost prudence and economy in the use of fresh water. The galleys, sick bay, and laundry are authorized to use only that amount of fresh water that is consistent with cleanliness and sanitation. Fresh water may be used for general cleaning purposes at such times as may be directed by the Commanding Officer.

a. Salt water will not be used for cleaning purposes in any food preparation spaces, nor will salt water connections be permitted in these spaces.

b. Cross connections between fresh water and salt water systems, or other systems that may contaminate the potable water, are not permitted.

c. *NO PERSON WILL WILLFULLY WASTE, OR LOSE, OR CAUSE THE LOSS OF ANY FRESH WATER ON BOARD SHIPS.*

510.21. GOVERNMENT PROPERTY. *NO PERSON SHALL:*

a. *CONCEAL OR FAIL TO REPORT TO PROPER AUTHORITY THE LOSS, REMOVAL, DESTRUCTION, OR DAMAGE OF GOVERNMENT PROPERTY ENTRUSTED TO HIS/HER CARE OR CUSTODY.*

b. *REMOVE WITHOUT PROPER AUTHORITY FROM ITS REGULAR PLACE OF STOWAGE OR LOCATION, FOR ANY PURPOSE WHATEVER, ANY ARTICLE OF GOVERNMENT PROPERTY, INCLUDING HULL AND DAMAGE CONTROL FITTINGS, FIRST AID EQUIPMENT, LIFE SAVING AND EMERGENCY EQUIPMENT, AND STORES AND FOODSTUFFS.*

c. *HAVE IN HIS/HER POSSESSION ANY ARTICLE OF GOVERNMENT PROPERTY EXCEPT AS MAY BE NECESSARY FOR THE PERFORMANCE OF HIS/HER DUTY OR AS MAY BE AUTHORIZED BY PROPER AUTHORITY.*

510.22. GROOMING AND PERSONAL APPEARANCE. It is the responsibility of officers in command to ensure their personnel are neat and well groomed at all times. (See U.S. Navy Uniform Regulations, NAVPERS 15665I for current standards.)

510.23. HEALTH, SANITATION, AND MESSING. *ALL PERSONS SHALL:*

a. *REPORT PROMPTLY TO THE MEDICAL OFFICER THE EXISTENCE OR SUSPICION OF ANY COMMUNICABLE DISEASES IN THEMSELVES OR IN PERSONS WITH WHOM THEY ARE LIVING OR OTHERWISE COME IN CONTACT.*

b. Report immediately for medical treatment if they have any discharge, inflammation, or sores in their genital area; or if they have displayed other symptoms of a venereal disease or the Human Immunodeficiency Virus (HIV); or if they are aware that they have contracted a venereal disease; or have been infected with the HIV. (The reporting and treatment is a personal and confidential matter except to the extent necessary for building the BUMED HIV data base, or as otherwise authorized by SECNAVINST 5300.30C or other competent authority. No disciplinary action will be taken for having contracted an infection or disease.)

c. *USE MEASURES MADE AVAILABLE BY THE MEDICAL DEPARTMENT IF THEY HAVE BEEN EXPOSED TO A POSSIBLE VENEREAL DISEASE.*

d. *ENSURE THAT ANY PERSON SUFFERING FROM INFECTIONS OR FROM A CONTAGIOUS DISEASE IS NOT ASSIGNED TO DUTY SUCH AS ON THE MESS DECKS, IN STORES AREAS, OR ON WORKING PARTIES ENGAGED IN HANDLING PROVISIONS OR OTHER ASSIGNMENTS WHICH MIGHT CONTRIBUTE TO THE SPREAD OF CONTAGIOUS DISEASES.*

e. References

(1) U.S. Navy Regulations article 1143

(2) SECNAVINST 5300.30C

510.24. HITCHHIKING. *NO NAVAL PERSONNEL WILL, ON A PUBLIC ROAD, STREET, OR HIGHWAY, ENDEAVOR BY WORDS, GESTURES, OR OTHERWISE TO BEG, SOLICIT, OR HITCHHIKE A RIDE IN OR ON ANY MOTOR VEHICLE.* Accepting rides at established service personnel pickup stations is authorized.

510.25. INDEBTEDNESS. Since indebtedness brings a discredit to the naval service, debts shall not be incurred when there is no reasonable expectation of repaying them. The Commanding Officer's interest in the matter of indebtedness of personnel attached to a naval unit will be directed principally to the establishment of facts so that corrective or disciplinary measures may be taken.

510.26. INSPECTION OF PROPERTY. *NO PERSON WILL REFUSE TO PRESENT FOR INSPECTION BY THE OOD OR AUTHORIZED REPRESENTATIVE ANY ITEM OF BAGGAGE OR ARTICLE IN HIS/HER POSSESSION OR ON HIS/HER PERSON OR KNOWINGLY CONCEAL IN ANY CONTAINER OR ON HIS/HER PERSON ANY ARTICLE WITH INTENT TO DECEIVE OR EVADE THE LAWFUL INSPECTION OF SUCH ARTICLES.*

510.27. INTOXICATED PERSONS. All persons intoxicated to such an extent as to create a disturbance or to make their being at large dangerous to their personal safety or to the safety of the unit shall be placed under protective restraint upon direction of the Commanding Officer, the Command Duty Officer, or the Officer of the Deck.

a. The Officer of the Deck or the Command Duty Officer shall ensure that all persons who return on board in an intoxicated condition, or found on board intoxicated, shall be promptly examined by the medical officer or a qualified representative.

b. When restraint is imposed on an individual, it should be in such a manner as to accomplish the desired degree of restraint

with a minimum of force. Attachment of an individual to a fixed or immovable object should only be authorized when all else fails, and then a continuous guard should be posted with specific instructions to care for the welfare of the person under restraint in the event of an emergency.

510.28. LEAVE AND LIBERTY. No person will:

a. Proceed from the confines of a naval unit without permission of proper authority.

b. Proceed from the confines of a naval unit while knowingly in a restraint status without permission of the Commanding Officer, the Executive Officer, or in emergencies, the Command Duty Officer.

c. Proceed from the confines of a naval unit while knowingly on the sick list, binnacle list, or the medical quarantine list.

d. Fail to report his/her departure from or return to a naval unit to the OOD or an authorized representative.

510.29. LIGHTS. *NO PERSON SHALL:*

a. *TURN ON ANY WHITE LIGHTS, OTHER THAN STANDING LIGHTS, DURING THE HOURS BETWEEN TAPS AND REVEILLE, IN ANY LIVING SPACE, PASSAGEWAY, OFFICE, MESS DECK, LOUNGE OR RECREATION AREA, CONTROL ROOM, SHOP, MACHINERY SPACE, OR OTHER WORKING SPACE, UNLESS SUCH LIGHT IS INCIDENT TO THE PERFORMANCE OF DUTY OR AUTHORIZED BY PROPER AUTHORITY.*

b. *EMPLOY ANY LIGHTING DEVICE, OTHER THAN FLASHLIGHTS OR HAND LANTERNS THAT HAVE BEEN ALTERED TO PRODUCE A DIM RED LIGHT, ON ANY WEATHER DECK OR IN ANY SPACE VISIBLE FROM WITHOUT DURING PERIODS WHEN THE UNIT IS DARKENED. FURTHER, SUCH LIGHTS WILL BE USED ONLY WHEN NECESSARY FOR THE PERFORMANCE OF DUTY.*

510.30. SHIP'S KEYS CUSTODY AND ADMINISTRATION AND LOCKED SPACES. Keys for spaces requiring control over access will be administered in accordance with the following provisions:

a. Magazine keys will be handled as prescribed by Navy Regulations. Keys for reduction gear casings will be kept in the custody of the Engineer Officer and will be handled under current instructions. Keys to supply department spaces will be handled as prescribed in the NAVSUP Manual (NOTAL). Keys for special weapons spaces will be handled under current security instructions. Keys for other spaces should be kept in the custody of designated officers. Special attention should be

given to the security of keys of spaces containing combustibles and gasoline.

b. Each department head shall maintain a key control log and a key locker which shall contain all the required keys to his/her spaces. Keys to key lockers shall be available to the OOD at all times for use in any emergency. Duplicate keys may be kept, under proper security arrangements, in secured positions.

c. LOCKED SPACES. *NO PERSON WILL:*

(1) *HAVE THE KEY TO ANY SPACE ON BOARD A NAVAL SHIP OTHER THAN THE LOCKER TO WHICH ASSIGNED FOR THE STOWAGE OF PERSONAL PROPERTY, UNLESS SUCH KEY IS USED IN THE PERFORMANCE OF REGULARLY ASSIGNED DUTIES.*

(2) *LOCK FROM THE INSIDE ANY OFFICE, SHOP, OR OTHER SPACE ON BOARD A NAVAL UNIT TO PREVENT ACCESS TO SUCH SPACE FROM WITHOUT, EXCEPT AS MAY BE AUTHORIZED BY PROPER AUTHORITY.*

510.31. MAIL AND POSTAL MATTERS. No facilities of the Armed Forces Postal Service will be used by unauthorized persons. The major overseas commander of the military service concerned may authorize certain personnel to send or receive mail in the event of a national emergency, hostilities, or occupation.

510.32. MESS GEAR. The removal of mess gear from the mess decks is prohibited. The senior petty officer in charge of the compartment in which mess gear is found will ensure its immediate return to the mess decks.

510.33. MOTION PICTURES. Certain courtesies are to be observed in order to ensure proper decorum at this important unit privilege.

a. At the completion of a motion picture, all persons will remain at attention until the Commanding Officer and the flag officers have departed. All enlisted persons will remain in their places until all officers are clear of the movie area.

b. All persons will sit in seats reserved for their particular grade or rate.

c. No person will create a disturbance or conduct oneself in an inappropriate manner while attending motion pictures.

510.34. MOTOR VEHICLES. The following provisions relate to personnel operating motor vehicles assigned to Navy units:

a. *NO PERSON SHALL OPERATE A GOVERNMENT-OWNED MOTOR VEHICLE ASSIGNED TO A NAVAL UNIT UNLESS SPECIFICALLY DESIGNATED TO DO SO BY THE COMMANDING OFFICER, AND THEN ONLY FOR OFFICIAL UNIT BUSINESS.*

b. Military personnel operating government-owned motor vehicles shall comply with all post, station, local, state, and federal directives. U.S. Government operator's permit is not required for non-emergency type vehicles under one ton. (All personnel operating government-owned emergency vehicles (i.e. police, ambulance, fire, rescue, etc.) are required to have a U.S. Government operator's permit with an emergency vehicle operator endorsement.)

c. *ALL PERSONS OPERATING GOVERNMENT-OWNED MOTOR VEHICLES ASSIGNED TO A NAVAL UNIT SHALL OBTAIN THE PERMISSION OF THE OOD BEFORE DRIVING AWAY FROM THE UNIT AND SHALL REPORT TO THE OOD UPON RETURN. Arrival and departure reports of vehicles assigned to naval vessels may be made to the beach guard.*

510.35. WORKING STOCKS OF NARCOTICS. All narcotics and other controlled substances authorized for medical purposes shall be in the custody of the medical or dental officer. No one shall have access to this material except as prescribed by these officers or the Commanding officer.

a. The medical and dental officers shall supervise in person all receipts and issues of narcotics and other controlled substances in their custody and shall keep proper records of all transactions to ensure strict accountability and detect losses promptly.

b. *WITH THE EXCEPTION OF MEDICAL AND DENTAL OFFICERS, NO PERSON SHALL PRESCRIBE OR ADMINISTER ANY NARCOTICS OR OTHER CONTROLLED SUBSTANCES, EITHER TO ONESELF OR TO ANOTHER PERSON, EXCEPT TO AID THE INJURED DURING ACTION OR EMERGENCIES.* The medical and dental officers may authorize certain hospital corpsmen and dental technicians to administer narcotics and controlled drugs to patients in sick bay per the medical and dental officers' prescription.

c. In units to which no medical officer is attached, all narcotics and dangerous drugs shall be in the custody of the controlled substances custodian, except small quantities of necessary narcotics and dangerous drugs which may be issued to the leading petty officer in the medical department. The narcotics and dangerous drugs shall be kept in a three-combination safe or, if this is not possible, under lock and key. All transactions between the bulk custodian and medical department representative shall be receipted for. Issues from the working

stock in the sick bay shall be covered by prescription. Narcotics and dangerous drugs shall be inventoried monthly by a special inventory board appointed for this purpose.

510.36. NAVAL CUSTOMS, CEREMONIES, AND TRADITIONAL EVENTS. Many time-honored naval customs, ceremonies, and traditional events celebrate unique mission accomplishments, areas of operation, special qualifications, personal and command milestones, and professional achievements. These events are part of our naval heritage and include various initiations, hail and farewells, promotion and advancement ceremonies, dining in/out parties, and other well-established traditional events. When conducted under command sponsorship and within reasonable constraints, these activities serve to enhance morale, esprit de corps, pride, professionalism, and unit cohesiveness.

a. To ensure human dignity and uphold the highest professional standards, these events must be able to withstand close public scrutiny and both reflect and reinforce our Navy core values of honor, commitment, and courage. All current Navy directives and policies, especially those regarding equal opportunity and sexual harassment, will be followed. The following guidelines shall be incorporated into the planning and conducting of all ceremonies and events:

(1) *THE COMMANDING OFFICER OR HIS/HER DIRECT REPRESENTATIVE SHALL PERSONALLY BE INVOLVED IN THE PLANNING AND EXECUTING OF ALL EVENTS.*

(2) *GLAMORIZATION OF ALCOHOL AND ALCOHOL ABUSE BY EVENT PARTICIPANTS AND GUESTS SHALL NOT BE TOLERATED.*

(3) *SEXUALLY SUGGESTIVE ACTIVITIES, PROPS, COSTUMES, SKITS, GAGS, OR GIFTS ARE PROHIBITED. PERSONAL AND RELIGIOUS BELIEFS OF THOSE IN ATTENDANCE SHALL BE RESPECTED AT ALL TIMES.*

(4) *COERCION OF NAVY MEMBERS TO PARTICIPATE SHALL NOT BE TOLERATED. ANY PARTICIPATION BY PRINCIPLES OR GUESTS SHALL BE VOLUNTARY.*

(5) Proper medical screening of participants (when appropriate) and compliance with applicable health, safety, and environmental regulations shall be part of event planning.

510.37. OFFICIAL FORMS, RECORDS, AND CORRESPONDENCE. *NO PERSON SHALL:*

a. *HAVING POSSESSION, CUSTODY, OR CONTROL OF OFFICIAL CORRESPONDENCE, FORMS, OR RECORDS, KNOWINGLY DELIVER THEM OR*

DIVULGE THEIR CONTENTS TO ANY PERSON NOT AUTHORIZED TO RECEIVE THEM.

b. *SELL, BARTER, OR TRADE OFFICIAL CORRESPONDENCE, RECORDS, OR FORMS FOR MONETARY GAIN OR OTHER CONSIDERATIONS.*

510.38 SMARTNESS, OUTFITS, UNIFORMS, AND CLOTHING.. The wearing of the naval uniform should be a matter of personnel pride to all personnel. Each member of the naval service is a representative of the U. S. Government, and his/her dress and conduct should reflect credit upon oneself, the naval service, and the country.

a. Uniforms will be kept scrupulously clean with lace, devices, and insignia bright and free from tarnish and corrosion.

b. Hats and caps will be worn squarely on the head, bottom edge horizontal except for the beret which is worn either at the front hairline or toward the back of the head and tilted slightly to the right.

c. Shoes will be kept well shined and in good repair. Leather shoes are required for all personnel aboard ship for normal daily operations. Poromeric (e.g. CORFAM) shoes may be worn:

(1) When immediately departing or returning to the ship, or

(2) When specifically authorized by the Commanding Officer for ceremonial or other special occasions.

Poromeric shoes ashore remain an individual option except in designated hazardous areas where leather safety shoes are required.

d. *NO PERSON SHALL:*

(1) *WEAR FRAYED, TORN, DIRTY, OR OTHERWISE MUTILATED CLOTHING.*

(2) *WEAR ANY ARTICLE OF CLOTHING WHICH IS NOT PRESCRIBED AS PART OF THE UNIFORM OF THE DAY.*

(3) *WEAR ANY ARTICLE OF A NAVAL UNIFORM IN A MANNER THAT WOULD BRING DISCREDIT TO THE NAVAL SERVICE.*

(4) *IF THAT PERSON IS ENLISTED, HAVE ANY ARTICLE OF UNIFORM CLOTHING WHICH IS NOT LEGIBLY MARKED WITH HIS/HER NAME AND/OR SERVICE NUMBER; OR ANY ARTICLE OF CLOTHING OR BEDDING*

MARKED WITH THE NAME AND/OR SERVICE NUMBER OF ANOTHER PERSON WHICH HAS NOT BEEN MARKED "DC" FOR "DISCARDED CLOTHING" BY THE CHIEF MASTER-AT-ARMS AND RECORDED IN THE DC CLOTHING RECORD BOOK.

(5) *SELL, BARTER, EXCHANGE, LEND, OR GIVE AWAY CLOTHING, ARMS, MILITARY OUTFITS, OR EQUIPMENT FURNISHED BY THE GOVERNMENT. NO NAMES, DESIGNS, OR MARKS EXCEPT THE NUMBER PRESCRIBED FOR OFFICIAL IDENTIFICATION WILL BE PLACED ON ANY FOUL WEATHER CLOTHING OR OTHER EQUIPMENT FURNISHED BY THE GOVERNMENT.*

(6) *WEAR OR HAVE EXPOSED UPON THE UNIFORM, ARTICLES SUCH AS WATCH CHAINS, FOBS, PINS, JEWELRY, HANDKERCHIEFS, COMBS, CIGARS, CIGARETTES, PIPES, OR SIMILAR ITEMS, EXCEPT THAT TIE CLASPS, CUFF LINKS, SHIRT STUDS, AND EARRINGS WILL BE WORN AS PRESCRIBED IN UNIFORM REGULATIONS. WEARING OF WRIST WATCHES, IDENTIFICATION BRACELETS, AND INCONSPICUOUS RINGS IS PERMITTED. NO ECCENTRICITIES IN DRESS WILL BE PERMITTED.*

(7) *SMOKE, EAT, DRINK BEVERAGES, PLACE HANDS IN POCKETS, PUBLICLY DISPLAY AFFECTION (HOLD HANDS, WALK ARM-IN-ARM, EMBRACE, ETC.) WHILE IN UNIFORM AS A PEDESTRIAN.* Clearly, common sense must prevail for situations such as commencement of/return from deployments.

e. SPECIAL CLOTHING. The Supply Officer will procure, store, and issue special clothing under current allowances and standard accounting procedures.

(1) Special clothing will be drawn from the Supply Officer for each department by the head of department and reissued to individuals on an allowance/need basis via division officers who will account to the department head by sub-custody receipts.

(2) Special clothing will be worn only when prescribed by proper authority. No names, designs, or markings, other than authorized stenciled markings, will be placed on such clothing.

510.39. PAINTING. Painting will conform to the instructions contained in Naval Ships' Technical Manual (NSTM), Chapter 631 (NOTAL), and ship concealment camouflage instructions, where applicable.

a. Color schemes for painting interior surfaces incident to habitability improvement will be in accordance with instructions issued by COMNAVSEASYSCOM and the type commander. Compartment labels, damage control markings, name plates, and instruction plates will not be painted.

b. *NO PERSON SHALL, UNDER ANY CIRCUMSTANCES STOW PAINT IN ANY SPACE OTHER THAN IN PROPERLY DESIGNATED FLAMMABLE LIQUID STOREROOMS OR PAINT LOCKERS. NO PERSON SHALL, UNDER ANY CIRCUMSTANCES, DISPOSE OF PAINT OR OTHER HAZARDOUS MATERIALS OVER THE SIDE, IN REGULAR TRASH RECEPTACLES, OR BY ANY OTHER UNAUTHORIZED MEANS.*

c. Supervision of the paint locker and the control and issue of paint, paint pots, and brushes is the responsibility of the First Lieutenant. All paint, paint pots, and brushes will be checked in to the paint locker daily at the end of working hours unless authorized for after working hours use by the First Lieutenant. Such material will be returned to the paint locker upon completion of the work, however, not later than the time designated by the First Lieutenant.

510.40. PERMISSION TO LEAVE THE SHIP OR LIMITS OF THE COMMAND. When directed by the Commanding Officer, the Executive Officer may grant permission to officers junior to him/her to leave the ship.

a. When approved by the Commanding Officer, this authority may be delegated to the heads of departments with respect to the officers of their departments.

b. When officers senior in rank to the Executive Officer desire to leave the ship, they shall obtain the required permission directly from the Commanding Officer. All other officers shall obtain permission from the executive officer or the officer delegated by the Commanding Officer.

c. All officers shall report to the officer of the deck their permission to leave and the fact of their return to the ship. The departure and return of officers senior to the Executive Officer shall be reported to the latter by the officer of the deck.

d. Within commands other than ships, the provisions of this article shall apply insofar as practicable but may be modified by the Commanding Officer to meet local conditions.

510.41. PERSONAL EFFECTS. The command and individuals have a shared responsibility to safeguard the personal property of members of the unit.

a. *NO PERSON WILL MAINTAIN PERSONAL BELONGINGS OR OTHER ARTICLES IN ANY LOCKER CLOSET, PEACOAT LOCKER, OR SPACE OTHER THAN THAT REGULARLY ASSIGNED TO HIM/HER OR AUTHORIZED BY PROPER AUTHORITY TO USE.*

b. Each person is responsible for obtaining a lock and keeping his/her locker locked at all times. Any evidence of tampering with locks or unauthorized entry into a personal locker will be reported to the Chief Master-At-Arms immediately.

c. When any enlisted person on board a naval unit is declared a deserter or becomes mentally or physically incapacitated to the extent that he/she can no longer care for his/her personal effects, they will be collected, inventoried, and sealed by a division petty officer in the presence of the division officer and a master-at-arms and delivered to the Chief Master-At-Arms for safekeeping and disposition under current instructions. Only personnel designated will handle or disturb in any way the personal effects of another person.

d. The personal effects of an absent or incapacitated officer will be inventoried and packed by two officers designated by the Executive Officer and will be delivered to the supply office for safekeeping and disposition per current instructions.

510.42. PERSONALLY OWNED TOOLS AND MATERIALS. The division officer will maintain a permanent file of itemized, descriptive inventory sheets for any personally owned tools, materials, or equipment authorized to be brought on board. Each inventory sheet will be signed by both property owner and division officer. All electric/electronic tools, equipment, or devices will be checked and approved as described in paragraph 510.17.

a. *NO PERSON WILL TAKE ASHORE ANY TOOLS, MATERIALS, OR EQUIPMENT, WHETHER THEY ARE GOVERNMENT OR PERSONAL PROPERTY, UNLESS THEY ARE SPECIFICALLY LISTED ON A DULY AUTHENTICATED PROPERTY PASS.*

b. Enlisted personnel desiring to bring personally owned tools, materials, or equipment on board will first obtain permission to do so from their division officer. All such items must be considered by the division officer to be comparable to Government-owned items used in unit work or business.

510.43. PETITIONS, PROTEST, AND DISSIDENT AND RELATED ACTIVITIES. The right of expression of any person in naval service should be preserved to the maximum extent, consistent with good order and discipline and national security. See articles 1150-1156, NAVREGS, 1990.

a. Commanders and Commanding Officers should be alert to conduct which would impair or destroy the effectiveness of the unit. Commanding Officers must ascertain the nature and purpose of all significant group activities, including activities of racial/ethnic organizations, within their commands to the extent

reasonably necessary to prevent conduct that is unlawful or dangerous to military loyalty, discipline, or morale. The commander will properly terminate such activity, using force, if necessary. For related guidance refer to OPNAVINST 1620.1A (NOTAL).

b. *UNLESS APPROVED BY THE COMMANDING OFFICER, NO PERSON IN THE NAVAL SERVICE WILL PARTICIPATE IN PICKETING, DEMONSTRATIONS, SIT-INS, POLITICAL SPEECHES, AND SIMILAR ACTIVITIES ON BOARD ANY SHIP, CRAFT, OR AIRCRAFT, OR IN ANY VEHICLE OF THE DEPARTMENT OF THE NAVY; ON ANY MILITARY INSTALLATION; IN A FOREIGN COUNTRY; ON DUTY OR IN UNIFORM.*

c. *UNLESS APPROVED BY THE COMMANDING OFFICER, NO PERSON WILL ORIGINATE, SIGN, DISTRIBUTE, OR PROMULGATE PETITIONS OR PUBLICATIONS, INCLUDING PAMPHLETS, NEWSPAPERS, MAGAZINES, HANDBILLS, FLYERS, OR OTHER PRINTED OR WRITTEN MATERIAL ON BOARD ANY SHIP, CRAFT, OR AIRCRAFT, OR IN ANY VEHICLE OF THE DEPARTMENT OF THE NAVY; ON ANY MILITARY INSTALLATION; IN A FOREIGN COUNTRY; ON DUTY OR IN UNIFORM.*

d. Peaceful meetings, assemblies, congregations, or group discussions by off-duty personnel are lawful and will not be prohibited. However, group activities undertaken in a manner or involving a subject matter that would render the activity illegal are subject to control or prohibition.

e. A Commander or Commanding Officer may control or prohibit any activities when, in his/her judgment, the activity would:

(1) Materially interfere with the safety, operation, command, or control of the ship or the assigned duties of particular members or of the command.

(2) Present a clear danger to the loyalty, discipline, morale, or safety of personnel of the command.

(3) Involve distribution of material or the rendering of advice or counsel that causes, attempts to cause, or advocates insubordination, disloyalty, mutiny, or refusal of duty; solicits desertion; discloses classified information; motivates violence or racial disharmony; or otherwise involves the planning or execution of unlawful conduct or acts.

f. Military personnel must reject participation in organizations that espouse supremacist causes; attempt to create illegal discrimination based on race, creed, color, sex, religion, or national origin; or, advocate the use of force or violence, or otherwise engage in efforts to deprive individuals of their civil rights. *ACTIVE PARTICIPATION, SUCH AS PUBLICLY DEMONSTRATING OR*

RALLYING, FUND RAISING, RECRUITING AND TRAINING MEMBERS, AND ORGANIZING OR LEADING SUCH ORGANIZATIONS IS INCOMPATIBLE WITH MILITARY SERVICE, AND IS THEREFORE PROHIBITED. Commanders have authority to employ the full range of administrative procedures, including separation or appropriate disciplinary action against military personnel who actively participate in such groups.

g. *MILITARY PERSONNEL MAY NOT JOIN OR MAINTAIN MEMBERSHIP IN ANY MILITARY LABOR ORGANIZATION THAT ENGAGES IN OR ATTEMPTS TO ENGAGE IN NEGOTIATING OR BARGAINING ON BEHALF OF MILITARY PERSONNEL CONCERNING THE TERMS OR CONDITIONS OF MILITARY SERVICE, INDIVIDUAL GRIEVANCES OR COMPLAINTS ARISING OUT OF THE TERMS OF CONDITIONS OF SERVICE, OR STRIKES, PICKETS, MARCHES, OR DEMONSTRATES CONCERNING SUCH MATTERS.* See DODIR 1354.1 of 25 Nov 80.

510.44. PETS. *NO PERSON WILL HAVE IN HIS/HER POSSESSION OR BRING ABOARD A NAVAL UNIT ANY ANIMALS, BIRDS, REPTILES, OR FISH, FOR ANY PURPOSE WHATEVER, WITHOUT PERMISSION OF THE COMMANDING OFFICER.*

510.45. PHOTOGRAPHIC EQUIPMENT. *NO PERSON SHALL:*

a. *POSSESS OR INTRODUCE ON BOARD A NAVAL UNIT ANY CAMERA OR OTHER PHOTOGRAPHIC EQUIPMENT CAPABLE OF EXPOSING A PHOTOGRAPHIC PLATE OR FILM WITHOUT PERMISSION OF THE COMMANDING OFFICER OR AUTHORIZED REPRESENTATIVE.*

b. *MAKE PHOTOGRAPHS OF A NAVAL UNIT OR ITS EQUIPMENT, OR OF OBJECTS FROM THE UNIT, WITHOUT PERMISSION OF THE COMMANDING OFFICER, AND THEN ONLY OF THE OBJECTS FOR WHICH PERMISSION WAS SPECIFICALLY GIVEN.*

c. *WHILE ON WATCH OR DUTY AS A SENTRY OR MEMBER OF A PATROL, KNOWINGLY PERMIT THE INTRODUCTION OF ANY CAMERA OR PHOTOGRAPHIC EQUIPMENT ON BOARD A NAVAL UNIT UNLESS SUCH EQUIPMENT IS AUTHORIZED BY THE COMMANDING OFFICER OR AUTHORIZED REPRESENTATIVE.*

510.46. PLAN OF THE DAY. A plan of the day will be published daily by the Executive Officer or an authorized representative and will issue such orders and directives as the Executive Officer may issue. When the Executive Officer is absent from the unit it will be issued by the Command Duty Officer.

a. The Plan of the Day will be posted on all department and division bulletin boards.

b. All persons will read the Plan of the Day each day. They are responsible for obeying applicable orders contained therein. In port, the Plan of the Day will be read at quarters.

510.47. REFUSE, RUBBISH, TRASH, GARBAGE, HAZARDOUS WASTE, OILS, AND OILY WASTE DISPOSAL. Incinerators, compactors, garbage grinders, or water separators and oily waste systems shall be used to the maximum extent possible with the objective of maximum reduction of visible waste discharge overboard. *EXCEPT WHERE AN EMERGENCY SITUATION EXISTS AND FAILURE TO DO SO WOULD ENDANGER THE HEALTH OR SAFETY OF SHIPBOARD PERSONNEL, NO PERSON WILL:*

a. *DISPOSE OF GARBAGE BY MEANS OTHER THAN THOSE APPROVED BY THE EXECUTIVE OFFICER.*

b. *THROW ANY TRASH, CHEWING GUM, OR OTHER WASTE MATERIAL IN URINALS, ON DECK, OR IN ANY OTHER PLACE OTHER THAN DESIGNATED TRASH RECEPTACLES.*

c. *DISCHARGE OR OTHERWISE DISPOSE OF ANY WASTE IN SUCH A MANNER AS TO ENDANGER THE PUBLIC HEALTH OR WELFARE OR THAT VIOLATES ANY APPLICABLE ENVIRONMENTAL PROTECTION LAW.*

d. *THROW OVERBOARD WOOD, TRASH, BOTTLES, BOXES, GARBAGE, UNPIERCED METAL CONTAINERS, OR OTHER FLOATABLE ARTICLES UNLESS EVERY EFFORT HAS BEEN MADE TO PACKAGE FOR NEGATIVE BUOYANCY.*

e. *DISCHARGE UNPULPED GARBAGE, WHEN UNDERWAY, IN NAVIGABLE WATERS OF THE U.S. PLUS THE CONTIGUOUS ZONE OUT TO 12 NAUTICAL MILES; PULPED GARBAGE IN U.S. NAVIGABLE WATERS OUT TO THREE NAUTICAL MILES. DISCHARGE GARBAGE WITHIN 12 NAUTICAL MILES OF ANY FOREIGN COASTLINE.*

f. *DISCHARGE UNPULPED TRASH AT SEA WITHIN 25 NAUTICAL MILES OF ANY SHORELINE; PULPED TRASH IN NAVIGABLE WATERS OF THE U.S. PLUS THE CONTIGUOUS ZONE OUT TO 12 NAUTICAL MILES. (EXCEPT THAT SUBMARINES MAY DISCHARGE COMPACTED TRASH THAT IS NEGATIVELY BUOYANT WITHIN 25 NAUTICAL MILES OF THE U. S. COAST UP TO 12 NAUTICAL MILES PROVIDED THE DEPTH OF WATER IS GREATER THAN 1000 FATHOMS.*

g. *DISCHARGE OILS OR OILY WASTE, WHEN UNDERWAY, WITHIN 50 NAUTICAL MILES FROM ANY SHORELINE.*

h. *DISCHARGE HAZARDOUS WASTE IN THE NAVIGABLE WATERS OF THE U.S. PLUS THE CONTIGUOUS ZONE OUT TO 12 NAUTICAL MILES OR IN A MANNER NOT CONSISTENT WITH NSTM, CHAPTER 593 (NOTAL).*

i. *THROW ANYTHING OVERBOARD AT SEA EXCEPT FROM THE FANTAIL AND THEN ONLY WITH THE PERMISSION OF THE OFFICER OF THE DECK.*

j. *DISCHARGE SOLID WASTE WHEN INPORT IN ANY PLACE EXCEPT DESIGNATED TRASH LIGHTERS OR RECEPTACLES ON THE PIER.*

k. *DISCHARGE HAZARDOUS WASTE WHEN INPORT IN OTHER THAN PROPERLY LABELED CONTAINERS SPECIFIED IN NSTM CHAPTER 593 (NOTAL) TO THE RECEIVING SHORE ACTIVITY.*

l. *DISCHARGE PULPED GARBAGE WHEN INPORT EXCEPT INTO THE COLLECTION, HOLDING, AND TRANSFER (CHT) SYSTEM FOR TRANSFER TO THE SHORE RECEIVING FACILITIES.*

m. *DISPOSE OF ANY MEDICAL WASTE UNLESS THE COMMAND MEDICAL REPRESENTATIVE HAS APPROVED THAT SUCH DISPOSAL FOLLOWS APPLICABLE LAWS AND BUMED PROCEDURES.*

n. REFERENCE

U. S. Navy Regulations, 1990, article 1163

510.48. REMOVAL OF EQUIPMENT FROM SHIP. Before any unit's equipment or spare parts are removed permanently (over one week), the Commanding Officer must grant permission. This applies to items removed to the unit's storeroom ashore. Before any of the unit's allowance of equipment and spare parts are removed temporarily from the unit, permission is required as follows:

Item	Grants Permission
Correspondence and unit publications	Executive Officer
Equipage and department publications	Cognizant officer
Spare parts	Supply Officer and Cognizant officer

510.49. REQUIRED READING BY OFFICERS. Within a reasonable period of time after reporting for duty in a unit (as determined by the Executive Officer), officers will read the following publications and report orally to the Executive Officer (via respective head of department for officers below department head level) that such has been completed. Further, they will read semi-annually the publications preceded by an asterisk (*) and refer frequently to the other publications listed, plus any/all available publications relative to outstanding performance as a naval officer.

a. United States Navy Regulations

b. Standard Organization and Regulations of the U. S. Navy (OPNAVINST 3120.32C

*c. Department Organization and Instructions (for department to which assigned)

*d. Effective Executive Officer's Memoranda

e. Officer of the Deck Order Book

f. Department of the Navy Information and Personnel Security Program Regulation (OPNAVINST 5510.1H).

g. Uniform Code of Military Justice

*h. Standards of Conduct and Government Ethics (SECNAVINST 5370.2J)

510.50. RESTRICTED SPACES. *NO PERSON SHALL ENTER ANY RESTRICTED SPACE UNLESS PROPERLY AUTHORIZED AND IN THE PERFORMANCE OF OFFICIAL DUTY.*

510.51. SABOTAGE OR WILLFUL DAMAGE. Any person who has reason to believe that the ship is in danger of sabotage or willful damage will immediately notify the Officer of the Deck or Command Duty Officer.

510.52. SAFE COMBINATIONS. The Security Manager will maintain a current record of combinations for all safes on board a naval unit except the safe assigned to the Paymaster for safeguarding public funds.

a. Any person setting or changing the combination on any safe on board a naval unit (except the Paymaster's safe) will place the combination in a sealed envelope on which has been written the exact location of the safe and deliver it to the Security Manager.

b. *THE DISBURSING OFFICER WILL NEITHER DIVULGE NOR IN ANY MANNER ENTRUST TO ANY OTHER PERSON THE COMBINATION OF ANY SAFE WHICH CONTAINS OFFICIAL FUNDS; EXCEPT THAT WHEN PHYSICALLY INCAPACITATED AND UNABLE TO OPEN SUCH SAFE, HE/SHE MAY, UPON THE ORDERS OF THE COMMANDING OFFICER, DIVULGE THE COMBINATION TO A DESIGNATED BOARD OF OFFICERS.*

c. No person to whom sole custody of a safe combination has been entrusted will be detached from a naval unit unless custody of the safe is turned over to another authorized person or the safe is locked open.

510.53. SAFE NAVIGATION. *THE COMMANDING OFFICER OF A SHIP AND, AS APPROPRIATE, OF AN AIRCRAFT SHALL:*

a. *PRESERVE ALL INFORMATION RECEIVED OR PROCURED CONCERNING SAFE NAVIGATION.*

b. *ENSURE THAT THE CURRENT AUTHORIZED ALLOWANCE OF NAUTICAL AND AERONAUTICAL CHARTS AND PUBLICATIONS ARE ON BOARD AND ARE CORRECTED TO DATE PRIOR TO ANY USE FOR NAVIGATIONAL PURPOSES.*

c. *MAKE EVERY EFFORT TO OBTAIN FROM RELIABLE SOURCES (FOREIGN OR OTHERWISE) ALL INFORMATION THAT WILL AID IN ANY CASE OF DOUBT ABOUT SAFE NAVIGATION OVER PROPOSED ROUTES OR PORTS TO BE VISITED.*

d. *KEEP INFORMED OF THE ERROR OF ALL COMPASSES AND OTHER DEVICES AVAILABLE AS AIDS TO NAVIGATION.*

e. *IMMEDIATELY BEFORE LEAVING AND AS SOON AS PRACTICABLE AFTER ENTERING PORT, REQUIRE THE NAVIGATION OFFICER TO ASCERTAIN THE DRAFT OF THE SHIP, FORWARD AND AFT, AND ENTER IT IN THE LOG.*

f. *HAVE THE ANCHORS READY FOR LETTING GO WHEN THE PROXIMITY OF LAND OR THE DEPTH OF WATER IS SUCH THAT THERE IS DANGER OF GROUNDING.*

g. *ENSURE THAT LOOKOUTS ARE PROFICIENT IN THEIR DUTIES AND ARE STATIONED IN ACCORDANCE WITH THE BEST PRACTICE OF SEAMANSHIP, HAVING IN MIND ANY SPECIAL CONDITIONS, THE RESULTS TO BE ACCOMPLISHED, AND THE PHYSICAL LIMITATIONS OF PERSONNEL. WHEN UNDERWAY DURING LOW VISIBILITY OR WHEN APPROACHING OR TRAVERSING CONGESTED TRAFFIC LANES OR AREAS, AT LEAST ONE LOOKOUT SHALL BE STATIONED ON THE BOW AS FAR FORWARD AND AS NEAR THE WATER AS FEASIBLE.*

h. *REQUIRE THAT AVAILABLE ELECTRONIC AND OTHER AIDS TO SAFE NAVIGATION BE EMPLOYED DURING PERIODS OF LOW VISIBILITY AND OTHER TIMES WHEN NEEDED.*

i. *ENSURE THAT DEVICES FOR FIXING THE SHIP'S POSITION AND FOR ASCERTAINING THE DEPTH OF WATER ARE EMPLOYED WHEN UNDERWAY ON SOUNDINGS; ENTERING OR LEAVING PORT; OR UPON APPROACHING AN ANCHORAGE, SHOAL, OR ROCK, WHETHER OR NOT A PILOT IS ON BOARD. IF CIRCUMSTANCES WARRANT, HE/SHE SHALL REDUCE SPEED TO THE EXTENT NECESSARY TO PERMIT THESE DEVICES TO BE OPERATED EFFICIENTLY AND ACCURATELY.*

j. *OBSERVE EVERY PRECAUTION PRESCRIBED BY LAW TO PREVENT COLLISIONS AND OTHER ACCIDENTS ON THE HIGH SEAS, INLAND WATERS, OR IN THE AIR.*

k. *WHEN UNDERWAY IN RESTRICTED WATERS OR CLOSE INSHORE AND UNLESS UNUSUAL CIRCUMSTANCES PREVENT, STEAM AT A SPEED WHICH WILL NOT ENDANGER OTHER SHIPS OR CRAFT OR PROPERTY CLOSE TO THE SHORE.*

l. *WHEN DOCKING A SHIP WITH TUG ASSISTANCE, ENSURE THAT CONTROL OF THE SHIP AND CONTROL OF THE TUG(S) REMAIN VESTED IN ONE PERSON.*

m. *TAKE SPECIAL CARE THAT THE LIGHTS REQUIRED BY LAW TO PREVENT COLLISIONS AT SEA, IN PORT, OR IN THE AIR ARE KEPT IN ORDER AND BURNING IN ALL WEATHER FROM SUNSET TO SUNRISE, AND REQUIRE THAT MEANS FOR PROMPTLY RELIGHTING OR REPLACING SUCH LIGHTS ARE AVAILABLE.*

n. *KEEP A NIGHT ORDER BOOK, WHICH SHALL BE PRESERVED AS PART OF THE SHIP'S OFFICIAL RECORDS, IN WHICH SHALL BE ENTERED HIS/HER ORDERS WITH RESPECT TO COURSES, ANY SPECIAL PRECAUTIONS CONCERNING THE SPEED AND NAVIGATION OF THE SHIP, AND ALL OTHER ORDERS FOR THE NIGHT FOR THE OFFICER OF THE DECK.*

o. *WHEN UNDER THE TACTICAL COMMAND OF A SENIOR, PROMPTLY GIVE NOTICE TO SUCH SENIOR AND TO THE SHIP OR AIRCRAFT ENDANGERED IF THE DIRECTED COURSE IS LEADING THE SHIP OR AIRCRAFT OR ANY OTHER SHIP OR AIRCRAFT INTO DANGER.*

p. *WHEN UNDER THE TACTICAL COMMAND OF A SENIOR, PERFORM NO INDEPENDENT EVOLUTION WITHOUT ORDERS FROM SUCH SENIOR, EXCEPT AS NECESSARY TO AVOID COLLISION OR IMMINENT DANGER.*

510.54. SEARCH AND SEIZURE. Search, seizure, and inspection are complex topics and are treated in detail in the MCM and JAGMAN. Specific guidance can be found in Military Rules of Evidence 311 through 317, MCM.

510.55. SHIPBOARD TRAFFIC ROUTES. All persons will use the following routes when proceeding to their general quarters or emergency stations; forward and up on the starboard side; aft and down on the port side.

510.56. SHIP HANDLING. The Commanding Officer of a ship will afford frequent opportunities to the Executive Officer (and to other officers of the ship as practicable) to improve his/her (their) skill in ship handling.

510.57. SMALL ARMS. Authority to arm security and watchstanding personnel is vested in the Commanding Officer by Navy Regula-

tions, SECNAVINST 5500.29B and 10 USC 1585. Small arms will be issued by appropriate authority to watches, sentries, and other person specified in writing by the Commanding Officer.

a. No person will be issued arms until he/she has qualified with assigned weapon(s) under OPNAVINST 3591.1C. Initial qualification standards outlined in above instructions will not be waived. Annual qualification while underway can be accomplished using ranges detailed in NSWC MP 83-280 (NOTAL).

b. *PRIOR TO FIREARMS QUALIFICATION AND ANNUALLY THEREAFTER, ALL PERSONNEL WILL RECEIVE TRAINING IN THE USE OF DEADLY FORCE AND WILL SIGN A STATEMENT TO BE ENTERED IN THEIR TRAINING RECORD THAT SUCH TRAINING WAS RECEIVED UNDER SECNAVINST 5500.29B.*

c. When properly trained and qualified, personnel will be authorized to carry firearms when performing law enforcement of security duties.

d. *NO PERSON SHALL DRAW A FIREARM UNLESS ITS ACTUAL USE IN THE SITUATION WOULD BE PROPER UNDER GUIDELINES GOVERNING THE USE OF DEADLY FORCE.* Firearms may be drawn and readied for use in situations where it is anticipated that they may be actually required.

e. *PERSONNEL AUTHORIZED TO CARRY A WEAPON IN THE PERFORMANCE OF THEIR DUTIES WILL CARRY THE WEAPON AS FOLLOWS:*

(1) *SHOTGUN WITH MAGAZINE TUBES FULLY LOADED BUT NO ROUND CHAMBERED*

(2) *SERVICE RIFLE WITH FULLY LOADED MAGAZINE INSERTED BUT NO ROUND CHAMBERED*

(3) *1911A1 PISTOL WITH FULLY LOADED MAGAZINE BUT NO ROUND CHAMBERED*

(4) *9mm SERVICE PISTOL AND REVOLVERS WILL BE CARRIED FULLY LOADED (INCLUDES ROUND CHAMBERED IN 9mm DOUBLE ACTION PISTOL).*

f. No person will clean, repair, or adjust any small arms except those persons specifically designated by appropriate authority, i.e. Commanding Officer, Executive Officer, Weapons Officer. Personnel firing small arms shall be taught and supervised in the cleaning of weapons fired so that individuals clean the weapon he/she fired.

g. Personal small arms brought aboard a naval unit for transportation purposes will be turned in to the Weapons Officer or First Lieutenant.

510.58. SOLICITORS, TRADESPERSONS, AND AGENTS. *NO PERSON WILL FURNISH A ROSTER OR THE NAMES OF ANY OTHER MEMBERS OF THE CREW TO ANY SOLICITOR, TRADESPERSON, OR AGENT WITHOUT PERMISSION OF THE COMMANDING OFFICER.* All releases of personnel rosters, recall bills, and the like must be accomplished following the Privacy Act. Consult a judge advocate if there is any doubt about the propriety of a contemplated release.

510.59. SPECIAL REQUESTS AND REQUEST MAST. The right of any person to make special request of their organizational superiors or to communicate with the Commanding Officer through a request mast at a proper time and place may not be denied or restricted.

a. Requests will be forwarded promptly through the chain of command to the appropriate level for decision. The reason should be stated when a request is not approved or recommended.

b. No person will, through intent or neglect, fail to act on or forward promptly any request or appeal which is his/her duty to act on or forward.

c. Requests for exchange of duty will be made only between people fully qualified to stand each other's watches. Exchanges of duty will be for a full day only. Exchanges for portions of a day should not be approved.

510.60. SWIMMING. *NO PERSON SHALL SWIM OVER THE SIDE WITHOUT EXPRESS PERMISSION OF THE COMMANDING OFFICER.* Swimming over the side is expressly prohibited when in harbor or other fleet concentrations without approval of the senior officer present afloat (SOPA); or when in waters known or suspected to be contaminated. Whenever swimming parties are authorized, the following measures will be effected:

a. At least two swimmers, qualified as life guards, will be posted.

b. One boat and boat crew will be in the water in the vicinity of the swimming area.

c. All swimmers will remain within the designated boundaries of the swimming area.

510.61. TAX-FREE TOBACCO PRODUCTS. Except for bulk sales to certain units under orders to proceed beyond the three-mile limit of the United States, tax-free cigarettes may not be sold by unit

stores or activities within the three-mile limit or international boundary, as the case may be, of the United States.

510.62. TIPPING. *NO PERSON SHALL ACCEPT ANY MONEY OR OTHER COMPENSATION FROM OR OFFER THE SAME TO A PERSON ON BOARD A NAVAL UNIT IN RETURN FOR A SERVICE PERFORMED IN THE LINE OF DUTY, WHICH IS HIS/HER DUTY TO PERFORM ON BOARD A NAVAL UNIT, REGARDLESS OF THE CIRCUMSTANCES INCIDENT TO SUCH SERVICE.*

510.63. UNAUTHORIZED ALTERATIONS AND TAMPERING. No change or alteration will be made to any system or component without the approval of the Commanding Officer. All changes, regardless of scope, will be entered in prints, instruction books, and material histories by the responsible petty officer. Nothing in this article is intended to waive the requirement for approval of configuration changes and ships' alterations by the Naval Sea Systems Command. *NO PERSON SHALL TAMPER WITH, MANIPULATE, OR OPERATE IN ANY MANNER ANY HULL FITTINGS AND EQUIPMENT, DAMAGE CONTROL FITTINGS AND EQUIPMENT, VALVES, ELECTRICAL EQUIPMENT AND CONTROLS, MACHINERY, VENTILATION CONTROLS AND THERMOSTATS, OR OTHER EQUIPMENT WHICH IS NOT HIS/HER DUTY TO OPERATE, REPAIR, OR ADJUST.*

510.64. UNAUTHORIZED ARTICLES. *NO PERSON WILL:*

a. *POSSESS ON BOARD A NAVAL UNIT THE PROPERTY OF ANOTHER PERSON IN THE NAVAL SERVICE WITHOUT PERMISSION FROM PROPER AUTHORITY.*

b. *PURCHASE ANY DANGEROUS WEAPONS PROHIBITED BY NAVY REGULATIONS IN ANY PORT OUTSIDE THE UNITED STATES, UNLESS AUTHORIZATION HAS BEEN OBTAINED IN WRITING FROM THE COMMANDING OFFICER.*

c. *PROFFER, SELL, OR EXHIBIT, DISPLAY OR DISTRIBUTE ANY LEWD, LASCIVIOUS, OR OBSCENE WRITING, DRAWING, OR PHOTOGRAPH. (OPNAVINST 1620.1A)*

d. *HAVE IN HIS/HER POSSESSION ON BOARD A NAVAL UNIT ANY MEDICINE OR DRUGS EXCEPT AS MAY BE AUTHORIZED BY THE MEDICAL OFFICER OR BY THE PRESCRIPTION OF A CIVILIAN DOCTOR.*

510.65. UNAUTHORIZED ENTRY. No person will:

a. *ENTER ANY SPACE ON BOARD A NAVAL UNIT WHICH IS MARKED EXCLUSION, LIMITED, CONTROLLED, OR RESTRICTED AREA OR WHICH IS KNOWN TO BE RESTRICTED, EXCEPT AS NECESSARY TO PERFORM HIS/HER DUTY.*

b. Enter or pass through the wardroom, the wardroom galley, officers' staterooms, passageways in the vicinity of officer's staterooms, or any space marked OFFICER'S COUNTRY, or known to be officers' country, except as necessary to perform his/her duty, if he/she is enlisted.

c. Enter any office space or shop which is not his/her duty to enter.

510.66. WARTIME INFORMATION SECURITY PROGRAM. Whenever Armed Forces censorship is established:

a. *ALL PERSONAL COMMUNICATIONS TO OR FROM PERSONS IN THE ARMED FORCES OR PERSON ACCOMPANYING OR SERVING WITH THE ARMED FORCES OF THE UNITED STATES SHALL BE SUBJECT TO CENSORSHIP IN AREAS OR UNITS WHERE CENSORSHIP HAS BEEN ESTABLISHED.*

b. *PERSONAL CABLES, RADIOGRAMS, TELEGRAMS, OR TELEPHONE CALLS WHICH TRANSIT THE BORDERS OF A CENSORSHIP AREA SHALL BE TRANSMITTED ONLY THROUGH FACILITIES APPROVED BY HIGHER AUTHORITY.*

c. *TANGIBLE PERSONAL COMMUNICATIONS MAY BE CARRIED BY HAND, SHIPPED AS BAGGAGE OR IN PERSONAL EFFECTS, OR OTHERWISE TRANSMITTED; BUT THEY SHALL BE SUBMITTED TO THE CENSORSHIP BOARD PRIOR TO SUCH TRANSMISSION.*

CHAPTER 6

UNIT BILLS

600. ELEMENTS OF A UNIT BILL

a. POLICY. A unit bill sets forth policy for assigning personnel to duties or stations for executing specific evolutions or accomplishing certain functions. It consists of:

(1) A PREFACE, stating the purpose of the bill, the assigned responsibility for maintaining the bill, and background or guidance.

(2) A PROCEDURE, containing information and policies necessary to interpret the tabulated material and all special responsibilities of individuals with regard to planning, organizing, directing, or controlling the function or evolution to which the bill relates.

b. GENERAL INFORMATION. The unit bills in this chapter may be used as written or as a guide for TYCOMs/unit commanders in formulating administrative, operational, and emergency bills. The applicability of this guidance will vary with the differences in ship manning, configuration, missions, and so forth. Each type commander will furnish information and direction for insertion into this publication as appropriate to ensure unit bills are viable and current. The format of each unit bill should be consistent with guidance provided in this chapter. Each unit's bill must provide sufficient guidance to permit assignment of personnel by name.

610. WATCH, QUARTER, AND STATION BILL. The Watch, Quarter, and Station Bill is a composite of other bills and is the Commanding Officer's summary of assignments of personnel to duties and stations specified within each of the unit's bills. Its primary purpose is to inform division personnel of those assignments. For units under Ship Manpower Document (SMD) or Squadron Manpower Document (SQMD), that publication also serves as a Battle Bill. In it, personnel are assigned by name.

620. ADMINISTRATIVE BILLS

620.1 BERTHING AND LOCKER BILL

a. PURPOSE. To establish uniform policies for assignment of berthing and locker facilities.

b. RESPONSIBILITY FOR THE BILL. The Personnel Officer is responsible to the Executive Officer for maintaining the Berthing and Locker Bill.

c. INFORMATION. Berthing and locker assignments shall be made on the basis of this bill. Changes based on conditions within the ship are authorized. The following considerations govern allocation of berthing spaces to divisions and assignment of berths to individuals.

(1) Proximity to battle stations

(2) Division administration

(3) Morale

(4) Dispersal of key personnel.

d. PROCEDURES AND RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall control berthing assignments through the Personnel Officer and the Wardroom Mess Treasurer/Caterer and shall approve requests for modification of berthing areas.

(2) THE WARDROOM MESS TREASURER/CATERER shall assign officers to staterooms according to grade and billet assignments.

(3) THE PERSONNEL OFFICER shall maintain, as assisted by the CMAA, a numbering plan of all bunks and lockers in the living compartments.

(4) HEADS OF DEPARTMENTS shall supervise berthing for all divisions within the department and require compliance with assignments.

(5) THE DIVISION OFFICER shall supervise berthing within the division and shall ensure that:

(a) Bunks and lockers are numbered following Personnel Officer instructions.

(b) All division personnel are assigned to bunks and lockers.

(c) Inspections are held for proper storage of lockers and cleanliness of bedding material.

(d) Inventories of bunks and lockers are maintained and the Personnel Officer is notified of changes in availability.

(e) Bedding for personnel who will be absent for prolonged periods is properly maintained and stowed.

(f) A list of all bunks and locker assignments in the division is maintained.

(g) Any insect or rodent infestations in berthing spaces and lockers is reported to the Medical Officer/senior medical department representative.

(6) THE CHIEF MASTER-AT-ARMS shall assume custody of bedding and temporary berthing facilities (including folding cots) not assigned to a division.

(7) OFFICERS shall be assigned to living quarters following grade and billet assignment, with consideration for individual preference where practical. No ship's officer shall be moved from his/her stateroom to accommodate another officer except as directed by the Executive Officer.

(8) ENLISTED PERSONNEL (including passengers, survivors, or evacuees) shall be assigned berthing by their division officer.

(9) CHANGES IN ASSIGNMENTS shall be authorized by the officer who made the original assignment.

(10) REQUESTS FOR CHANGES in allocations of division berthing facilities shall be initiated by the division officer and forwarded to the Personnel Officer via the head of department.

(11) THE FOLLOWING GENERAL BERTHING POLICIES shall be observed except as modified by the Executive Officer:

(a) Bedding shall not be removed from berths for sleeping about the decks.

(b) Folding cots shall not be used.

(c) Passageways or routes to emergency gear shall not be blocked by cots.

(d) Topside sleeping on cots shall not be permitted at sea.

(e) Head-to-foot sleeping shall prevail.

(f) Luggage and trunks belonging to officers and enlisted personnel shall be stored as directed by the Mess Caterer and Chief Master-At-Arms, respectively.

(g) Bunks and lockers in each compartment shall be numbered consecutively starting with the uppermost forward bunk to starboard, nearest the centerline of the compartment. Starting with the number one, numbering shall continue down the tier of bunks, then to the uppermost bunk in the next tier to starboard, and so forth, until the tier farthest to starboard is numbered.

620.2 CLEANING, PRESERVATION, AND MAINTENANCE BILL

a. PURPOSE. To establish policies for the assignment of personnel to duties involving maintenance, preservation, and cleanliness of the exterior and interior of the hull, hull fittings, machinery, and equipment.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for maintaining this bill.

c. INFORMATION. General procedures for cleaning and preservation are contained in this bill. Detailed assignments by division officers of personnel to hull cleaning and preservation duties should be based on the division responsibilities outlined in this bill.

d. PROCEDURES AND RESPONSIBILITIES

(1) EXECUTIVE OFFICER SHALL:

(a) Assign departmental responsibility for hull cleanliness and preservation, and ensure that assignments do not overlap or leave areas for which no department is responsible.

(b) Convene a space assignment review board periodically to recommend changes in assignments.

(c) When making required inspections, ensure that the provisions of this bill are being followed.

(d) Alternate responsibility among ship's company departments/divisions for air/troop unit spaces for cleaning and maintenance when the air/troop unit is not embarked.

(2) HEADS OF DEPARTMENTS shall:

(a) Assign responsibilities for cleaning and maintenance to division officers following the provisions of this bill.

(b) Require a high state of cleanliness, material preservation, and good order in the spaces and equipment assigned to their divisions.

(3) DIVISION OFFICERS shall:

(a) Assign individuals to cleaning, preservation, and maintenance duties in those stations indicated by the head of department.

(b) Ensure by personal inspections that painting and cleaning procedures outlined in this bill and other directives are followed by personnel of the division.

(c) Ensure that the following are properly cleaned and maintained per applicable Maintenance Requirement Cards (MRC) of the Planned Maintenance Subsystem:

1. Doors, hatches, air and battle ports that swing into the space and their fittings, knife edging, and comings.

2. Ladders resting on the deck of the space.

3. Outside casing, cover, knife edges, and screens of ventilation systems opening within the space.

4. Escape or access trunks leading into the space.

5. Mechanical devices and equipment, including fan blades, exterior casings of electrical and darken ship switches, and external surfaces of scuttlebutts.

6. Exteriors of first aid boxes and lockers, except for the lockers of personnel not assigned to the division.

7. Interior of all lockers in which division gear is stored.

8. Life rafts and lifesaving equipment.

9. All canvas.

10. All light traps.

11. The exterior of all fire hoses, fog nozzles, fog applicators, and other firefighting equipment.

(4) FIRST LIEUTENANT shall:

(a) Supervise the side cleaners, through the Ship's Boatswain or other designated subordinate, in maintaining the cleanliness and preservation of the ship's exterior following all environmental protection regulations and laws, except for those parts assigned to other divisions.

(b) Control the issue and stowage of cleaning gear, paints, primers, and brushes.

(5) DEPARTMENT HEADS/DIVISION OFFICERS assigned alternate responsibility for air/troop spaces shall:

(a) Assign individuals to cleaning and maintenance duties in air/troop unit living spaces when these spaces are vacant.

(b) Ensure that spaces are in a good state of preservation, clean, and ready for occupancy prior to embarkation of the air/troop unit.

(c) Inspect living spaces of the air/troop unit prior to debarkation to ensure that spaces are left in a good state of preservation and cleanliness.

(6) THE OPERATIONS OFFICER (or any officer designated by the Executive Officer) is responsible for cleaning, preserving, and maintaining flag spaces when the staff is not embarked.

(7) DAMAGE CONTROL ASSISTANT shall prepare and maintain, subject to approval of the Executive Officer, a detailed chart listing all spaces and equipment with assigned division responsibilities. On ships having a separate 3M office, this responsibility may be performed by the 3M office.

(8) COMPARTMENT RESPONSIBILITY MARKING

(a) There shall be painted on a bulkhead in each space or compartment a sign identifying the space, setting forth the frames which bound the space, and the division (or squadron) responsible for cleaning and maintenance, such as:

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(b) The above markings shall have a photoluminescent background, (12" x 15" in size) with stenciled 2-inch black letters centered in this background. When practicable this sign shall be placed at eye level and easily seen upon entering the space.

(c) Division officers may post a placard showing the name and location of the person assigned to the space.

e. GENERAL PROCEDURES. General procedures for cleaning and preservation include:

(1) Cleaning gear will be issued to divisions periodically under the supervision of the First Lieutenant.

(2) Deck swabs shall be thoroughly cleaned before stowage in racks. Cleaning gear and swabs shall not be stowed near switchboards or other apparatus. Blower intakes and exhausts shall not be used for drying or stowage.

(3) Sand soap (or similar material) in lieu of coarse abrasives shall be used to clean engraved or stamped label plates, aluminum, brass, CRS, or porcelain insulators. Chipping hammers and steel wool shall be used only as specifically authorized by a head of department. Steel wool shall never be used on electrical equipment.

(4) Issue of paints, brushes, and primers shall be regulated by the First Lieutenant, who shall exercise close supervision of paint locker activities to prevent waste. Paint shall be issued only on request-for-paint chits signed by the division CPO/LPO and approved by the First Lieutenant or his/her designated representative.

(5) The division CPO/LPO signature on the request for paint certifies that he/she has inspected the area to be painted and that the area is properly prepared for primer application or painting.

(6) All paint, paint pots and brushes shall be returned to the paint locker at the end of working hours unless authorized by the First Lieutenant for after working hours use. Such material will be returned to the paint locker upon completion of the work, however, not later than the time designated by the First Lieutenant. Paint shall be stored in sealed containers. Brushes shall be thoroughly cleaned after use. Paint and other hazardous substances must be properly disposed of following all environmental protection regulations and laws.

(7) Application of paint shall be regulated by division officers per NAVSHIPS Technical Manual, Chapter 631 (Preservation of Ships in Service) (NOTAL).

(8) Spillage of paints, greases, or oils shall be cleaned by the department responsible for such spillage.

620.3 FORMATION AND PARADE BILL

a. PURPOSE. To establish policies for functions requiring divisional or departmental formations.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for the Formation and Parade Bill.

c. INFORMATION. Required quarters and formations shall be held in accordance with this bill. Changes to this bill for special circumstances will be authorized by the Executive Officer. This bill prescribes for evolutions and functions as follows:

(1) Regular divisional quarters for;

(a) Fair weather parade

(b) Foul weather parade

(c) Personnel inspections

(d) Mustering on station

(2) Officers' call

(3) Quarters for entering and leaving port

(4) Manning the rail

(5) General assembly

d. RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall allocate formation areas.

(2) HEADS OF DEPARTMENT shall supervise the overall arrangement of their respective departments as prescribed in this bill.

(3) DIVISION OFFICERS shall ensure that divisions carry out procedures as prescribed in this bill.

e. PROCEDURES

(1) REGULAR DIVISIONAL QUARTERS

(a) Fair Weather Parade. At the sounding of quarters for muster, all personnel shall fall in ranks at attention. The Division Petty Officer will conduct an immediate muster, fill out

the report, and have the report delivered to the Division Officer. At the sounding of officers' call, all officers will fall in at the designated area and make their reports to the Executive Officer and receive the orders of the day. During the time that the Division Officer is attending officers' quarters, the Division Petty Officer will read pertinent extracts from the plan of the day and provide additional instructions. On return of the Division Officer, the Division Petty Officer will call the division to attention for instruction and inspection. Divisions shall be regularly inspected by the Division Officer, Department Head, or Executive Officer. On completion of quarters, the Division Officer will command "Division, dismissed" or "Post, quarters" and all hands will salute.

(b) Foul Weather Parade. The procedures prescribed in subparagraph 1 are the same for foul weather parade except that a protected area will be designated for quarters.

(c) Personnel Inspections. The procedures for personnel inspections will be the same as for regular divisional quarters at fair or foul weather parade, with modifications as prescribed by the Executive Officer.

(d) Mustering On Station. When called away, division officers will ensure that a sight muster is made of all personnel assigned and that signed muster reports are submitted to the Executive Officer's office. The muster will normally be taken in assigned working spaces.

(2) OFFICERS' QUARTERS

(a) When officers' call is sounded, all officers will proceed smartly to their quarters area.

(b) Upon completion of divisional musters, division and department officers will proceed to and report to their respective head of department.

(c) Upon receipt of departmental musters, heads of departments will proceed to the area designated and make their morning muster report to the Executive Officer. When dismissed, they will return to their division officers and disseminate any information, instructions, or orders as appropriate.

(d) For foul weather parade, department heads will hold division officer quarters in any convenient area.

(e) In units where the number of officers assigned permits, all officers will attend quarters with the Executive Officer.

(3) QUARTERS FOR ENTERING AND LEAVING PORT

(a) The crew shall be paraded at quarters on those special or ceremonial occasions specified in U.S. Navy Regulations.

(b) Personnel shall be formed into ranks parallel to the centerline on the side of the ship from which honors will be rendered and, if making a pier on the inboard side, they shall be sized off according to height, normally in two ranks. Both ranks shall face the same direction. Division officers and division leading chief petty officers shall stand outboard of the division rank and shall be prepared to render passing honors.

(c) Personnel shall be properly attired in the prescribed uniform. Ranks shall be carefully formed and maintained in a military manner. Personnel in ranks will remain at parade rest. However, when approaching or leaving a pier, buoy, or anchorage, personnel in ranks shall be called to attention. If the ship is delayed appreciably in reaching or leaving its moorings, permission will be granted to stand easy.

(d) Special details such as personnel assigned to ground tackle, colors, and halyards shall conform to orders issued to the crew at quarters until signaled to execute their particular evolution. Colors shall be bent on and ready. They shall be raised smartly upon signal that the ship is moored or anchored. When appropriate the bridge shall order details to stand by their lines, boats, booms, and/or gangway and only at this time shall ranks be broken. Personnel shall not lean on lifelines or bulwarks.

(e) A police whistle or bugle shall signal when contact with the ground is broken or made. At this signal, as appropriate, the anchor ball shall be hoisted or lowered, colors shifted, calls hoisted or hauled down, boat booms swung out or in, and accommodation ladders raised or lowered. Upon leaving a nest or pier, lines shall be taken in as ordered. Personnel shall return immediately to quarters when lines are on board. Lines shall not be stowed, however, until retreat from quarters is sounded.

(f) When entering or leaving a foreign port the guard of the day, when appropriate, shall be paraded on the quarterdeck or other location as set forth in U.S. Navy Regulations.

(4) MANNING THE RAIL. When the word is passed, "Quarters for manning the rail," all divisions shall fall in at fair

weather parade. "All hands man the rail" will be the order for division officers to file their divisions to areas designated. The side to be manned will be announced. When in place, division officers will dress their divisions at normal interval. After equalizing spacing, division officers shall order excess personnel to report to the CMAA for assignment to other areas. Division officers and chiefs shall fall in behind their respective divisions. Department heads and staff officers shall take designated stations. The Honor Guard will parade on the quarterdeck.

(5) GENERAL ASSEMBLY. Quarters for assembly will be ordered when the crew is addressed as a unit. The crew will parade following unit instructions. For foul weather parade, announcements will be made over the unit's general announcing system.

620.4 GENERAL VISITING BILL

a. PURPOSE. To specify procedures and restrictions for the control of visitors to naval units. To ensure physical security of the unit, integrity of classified information, and reasonable privacy of unit personnel.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for overall arrangements for visitors and for augmentation or deviation from this bill.

c. INFORMATION

(1) When general visiting is permitted, all unit personnel are encouraged to entertain visitors with general information about the unit and the Navy without disclosing classified matters or showing classified areas.

(2) General visiting shall be as specified in the Navy Information and Personnel Security Program Regulation (OPNAVINST 5510.1H). When scheduled, general visiting normally will occur between 1300 and 1600.

d. PROCEDURES AND RESPONSIBILITIES

(1) THE SECURITY OFFICER, IF ASSIGNED, OR THE CMAA shall ensure that cameras or firearms are not brought on board by visitors. Quarterdeck personnel shall collect cameras and firearms, tag them, and prepare a receipt for the owner. Upon leaving the unit and upon presentation of the proper receipt, owners may retrieve cameras or firearms.

(2) THE AIR OFFICER (if assigned) shall:

(a) Be responsible for the operation and safety of the elevators and the electric stairways. A sufficient number of personnel shall man the elevators during general visiting hours. The elevator shall be operated only with the safety rails engaged. Two persons shall be stationed on the hangar deck to ensure that visitors are well clear of the elevator before it is operated. Four safety persons shall ride the elevator (one for each edge) to see that visitors remain well clear of the edges at all times. Visitors shall not be allowed on the elevator without guides. Only the number of guests that can be safely handled in accordance with existing circumstances shall be allowed on the elevator. The elevator shall not be raised until each edge guard has notified the elevator operator that his/her edge is clear. Two persons shall be stationed at the flight deck level to ensure that all visitors are well clear of the flight deck guardrail before the elevator is lowered. Additional personnel shall be

stationed at both the head and foot of electric stairways to ensure safety.

(b) Be responsible for arranging aircraft and automotive equipment so that routes are clear. He/she shall also ensure that visitors do not climb on or inside aircraft except those specifically designed for static display purposes. Under these conditions, adequately trained personnel from the activity having custody of the display must be present during hours of general visiting.

(3) THE SECURITY OFFICER, IF ASSIGNED, OR THE CMAA shall:

(a) Ensure the unit is rigged for visitors. Rope barriers shall be rigged at restricted places, and rope lanes and stanchions shall be rigged along channels of transit. Placards and signs shall be posted to guide visitors and provide information. The specific route to be rigged shall be as directed by the Executive Officer.

(b) Arrange for visitor parking and post sufficient personnel to direct traffic and parking during general visiting.

(c) The security department/division shall periodically inspect the route during general visiting.

(4) THE ENGINEER OFFICER (aircraft carriers) shall ensure the elevator pump room is manned during general visiting hours.

(5) THE MEDICAL OFFICER (if assigned) shall provide first aid personnel. Visitors requiring first aid shall be escorted to sick bay. The Command Duty Officer will be notified when a visitor is injured or requires first aid.

(6) THE DENTAL OFFICER (if assigned) shall have one dental officer available during general visiting hours in case of emergency. Clearance forms for treating civilians shall be available.

(7) THE PUBLIC AFFAIRS OFFICER shall have a sufficient number of welcome aboard pamphlets available at the point of embarkation for issue to each visitor. The guides shall ensure each visitor in their tour group has received a pamphlet prior to the tour.

(8) THE CHIEF MASTER-AT-ARMS shall:

(a) Be responsible for posting and instructing sentries and guides, and for general policing of visitor areas,

and ensuring observance of safety precautions, uniform regulations, general good order, and "No smoking" restrictions.

(b) Immediately following debarkation of the last visitor, supervise a thorough search of the unit by the master-at-arms force to ensure that all visitors have cleared the unit, and report the results to the Officer of the Deck.

(c) Place departmental duty petty officers on roving patrol to assist sentries and guides, and to ensure that they remain properly stationed and alert.

e. DEFINITIONS

(1) CASUAL VISITING. Casual visiting refers to visits on board by individuals or specific groups, as differentiated from general public.

(2) GENERAL VISITING. General visiting refers to specifically authorized occasions when the unit hosts the general public and is on an unclassified basis only.

(3) VISIT APPROVAL. Visit approval is granted by the Commanding Officer for visitors who will have access to classified information at the unit.

(4) VISITOR. For security purposes, a visitor is anyone who is not in the unit or a member of an embarked staff.

f. PROCEDURES FOR VISIT APPROVAL. Requests for classified visits are submitted following Chapter 18, OPNAV 5510.1H in sufficient time to process. Under no circumstances may a request hand-carried by a visitor be the basis for granting access. Visit requests must be submitted and approved for all visitors except as noted in OPNAVINST 5510.1H (e.g., Member of Congress). Any visitor authorized access to classified information must present identification at the time of the visit. Identification must include a recent and easily recognizable photograph, name, and social security number of the bearer. Visits by foreign nationals require the approval of the Navy International Programs Office (NIPO-10) or a commander who has delegated approval authority in SECNAVINST 5510.34.

g. RECORDS AND REPORTS. A visitors log, maintained by the security manager (SM), shall show the following data: name, signature, nationality, title, office, sponsor, clearing authority, date, and duration of visit. A file of clearance certifications of all visitors cleared for classified visits shall be maintained by the SM. Records of classified visits by foreign

nationals shall be reported to CNO as required by SECNAVINST 5510.34. When any visitor expresses undue interest in information that he/she is not authorized to receive or expresses feelings hostile to the best interests of the United States, a report shall be submitted immediately to CNO via chain of command as required by OPNAVINST 5510.1H with an advance copy directly to CNO.

h. CASUAL VISITS. Casual visits must be approved in advance by the commanding officer and the visitors must be properly identified and cleared. However, under conditions described in OPNAVINST 5510.1H, unclassified visits may be authorized. Persons included in such visits may be specifically invited guests, members of the U.S. Armed Forces, close relatives of unit personnel, and other persons on legitimate business. No person shall have access to the unit until he/she is properly identified and the visit is authorized per this bill. The following general categories of visitors will be admitted to a unit as indicated:

(1) VISITORS WITH VISIT APPROVAL

(a) Visit approval for individuals who require access to classified information must be approved by the Commanding Officer prior to the visit.

(b) Identification must be presented at each visit.

(c) Shipyard personnel are allowed on board during assigned availabilities without receiving duty officer approval. However, an authorized access list must be available and appropriate identification presented and checked against the access list. At all other times, visit clearance procedures must be followed.

(2) VISITORS WITHOUT VISIT APPROVAL. The number of uncleared visitors allowed on board must be held to a minimum. The following uncleared visitors are authorized to visit after approval by the duty officer, and, when on board, they will be constantly escorted by a member of the unit:

(a) Close relatives of unit personnel.

(b) Service personnel of the U.S. Armed Forces may be permitted on board on a not-to-interfere basis.

(c) Exceptions must be approved in advance by the Commanding Officer or Executive Officer. If the duty officer is unable to obtain prior authorization and believes that a particular visit would serve the best interest of the Navy or unit,

he/she may grant approval but shall notify the Commanding Officer of the circumstances as soon as practicable. Uncleared visitors may not enter nuclear engineering spaces nor any other limited or exclusion area.

(3) FOREIGN NATIONALS AND REPRESENTATIVES OF FOREIGN GOVERNMENTS OR FOREIGN PRIVATE INTERESTS. Unclassified controlled visits of foreign nationals within the capacity of the unit to handle them may be authorized locally by the Commanding Officer, subject to local restrictions established by higher authority. Classified visits must be authorized by CNO following OPNAVINST 5510.1H and then only with the approval of the Commanding Officer. SECNAVINST 5510.34 provides additional guidance for foreign nationals visiting nuclear powered ships. For visits by distinguished persons, such as foreign dignitaries and federal, state, and local officials, the Executive Officer shall appoint one or more officer guides to escort the visitors. Visits to various areas of the unit shall be as directed by the Executive Officer. All foreign nationals will be escorted constantly by a member of the unit. Foreign nationals shall not be permitted to visit or tour a unit without prior approval of the Commanding Officer. They shall be allowed to visit only those parts of the unit specifically authorized.

(4) CASUAL VISITORS. Casual visitors (individual guests) shall be accompanied by unit personnel whenever they are permitted to visit areas of the unit not authorized by general visiting orders.

i. GUESTS

(1) OFFICERS. Officers shall be permitted to have personal guests aboard during visiting hours (between the hours of 1600 and 2200 daily) and at other times with the approval of the Executive Officer. Officer's guests shall be escorted at all times. It shall be the individual officer's responsibility to ensure that they are not shown spaces which might embarrass naval personnel attached to the unit or contain classified material.

(2) CHIEF PETTY OFFICERS

(a) Chief petty officers shall be permitted to entertain guests in their messroom and lounge during regular visiting hours when general visiting is permitted and at other times with the approval of the Executive Officer. Chief Petty Officers' guests shall be escorted at all times.

(b) Guests shall not be permitted in any part of the chief petty officer quarters other than the messroom and lounge.

(3) ENLISTED GUESTS

(a) When general visiting is permitted, enlisted personnel may entertain members of their families in a common area such as the mess decks. The guests shall not be permitted in other areas of the unit except those authorized for general visiting.

(b) Enlisted personnel may, with the permission of the OOD, entertain guests in the areas designated above outside of working hours and at times other than during general visiting hours.

j. SPECIAL EXHIBITS. On certain occasions, special exhibits may be displayed by direction of the Executive Officer during hours of general visiting. The head of department concerned shall detail qualified personnel to rig, guard, and stow exhibits, and if appropriate explain their use. Personnel so detailed shall wear the uniform of the day plus a duty belt or clean flight clothing, as appropriate.

k. CLASSIFIED SPACES. Visitors without visit clearance shall not have access to spaces containing classified or sensitive equipment unless such equipment has been concealed and protected. Examples are plotting rooms, combat information centers, crypto centers, communication spaces, radio rooms, sonar spaces, and fire control or radar spaces. Inadvertent disclosure of classified operational characteristics of ships or aircraft, either through conversation or access to instruments from which such data may be inferred, shall be avoided.

l. RECEPTION AND GUIDANCE ORGANIZATION. A reception and guidance organization will assist for large numbers of visitors and it shall be detailed as follows:

(1) OFFICER IN CHARGE: (Normally not below the rank of lieutenant). He/she shall:

(a) Act directly under the control of the Command Duty Officer and shall assume control of all details incidental to the general visiting program, reporting to the CDO as necessary.

(b) Direct the muster, instruction, and posting of sentries and guides by the Chief Master-At-Arms. Sentries and guides shall be mustered at least one-half hour prior to scheduled general visiting, inspected for their uniforms and general appearance, and provided with appropriate instruction.

(c) Before the start of general visiting, ensure that all route designators and guard lines are properly placed.

(d) Post additional sentries as necessary, particularly where qualified swimmers may be necessary to assist visitors in and out of boats and on accommodation ladders.

(e) Detail personnel to maintain a count of general visitors coming aboard and leaving the unit.

(f) Direct sentries and guides to secure at the completion of general visiting.

(g) Direct a search of the unit to ensure that all visitors have departed and provide a report to the Command Duty Officer.

(2) ASSISTANTS. As required, one junior officer or chief petty officer from each department.

(3) GUIDES. As required, personnel from each department shall be detailed to conduct tours of the unit. One person shall be assigned to a readily manageable group of visitors (ordinarily 15 people).

m. SENTRIES

(1) Sentries will be stationed to assist visitors and prevent tampering with equipment.

(2) The uniform for sentries shall be uniform of the day plus duty belt.

(3) Sentries shall be inspected, instructed, and posted by the Chief Master-At-Arms.

n. BOAT OFFICERS AND BEACH GUARD. When use of boats is necessary, the OOD shall arrange for boat officers and beach guard to ensure the safety of all visitors while embarking in boats and enroute to the unit.

(1) Junior officers from all departments shall act as boat officers and beach guard as scheduled by the Senior Watch Officer.

(2) An adequate number of personnel shall be assigned as required by the situation.

620.5 OFFICIAL CORRESPONDENCE AND CLASSIFIED MATERIAL CONTROL BILL

a. PURPOSE. To establish procedures and to assign responsibilities for receiving, sending, marking, accounting for, inventorying, controlling, and destroying official correspondence and classified material.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer, assisted by the Security Manager (SM) (formerly classified material control officer), is responsible for this bill.

c. GENERAL PRINCIPLES

(1) SCOPE. For the purpose of this bill, the term "official correspondence" means all written material, documents, publications, charts, messages, and so forth addressed to or sent from the command. It includes delivery by U.S. mail, guard mail, courier, supply shipment, naval message, hand carried, or any other means. This bill applies generally to unclassified matter and specifically to classified matter but does not treat the subjects of clearance, access authorization, briefing and debriefing, communications security material (CMS), nor standard unclassified forms and records. Security measures covered in the Security Bill, section 620.9, are not repeated here.

(2) RESPONSIBILITY. The Executive Officer is responsible for the handling of all official correspondence.

(3) ASSISTANTS. The Commanding Officer shall appoint the following assistants in the control and handling of classified materials:

(a) Security Manager (SM).

(b) Top Secret Control Officer (TSCO).

(c) Enlisted assistants to TSCO and SM.

(d) Department custodians and enlisted assistants to department custodians, where the handling of Top Secret material is involved.

Written designation of these individuals is required. Prerequisites are listed in the Navy Information and Personnel Security Program Regulation (OPNAVINST 5510.1H).

(4) DUTIES OF SM. The SM provides advice, develops command security procedures, ensures that personnel are appropriately cleared and instructed, coordinates security

control and storage measures, administers the classification management program, maintains records of current classified matter for which the command is responsible, and carries out such other duties delineated in Department of the Navy Information and Personnel Security Program Regulation (OPNAVINST 5510.1H).

(5) ASSIGNMENT OF PERSONNEL. Personnel who handle, control, and account for classified material for the command should be assigned in a manner which will provide for reasonable longevity and continuity.

(6) NAVY FORMS. Use Navy forms whenever possible. Procure Navy forms from tender or base Servmarts or through normal Cog I supply channels.

(7) REDUNDANT RECORDS. Redundancy or duplication of records is not desirable. An annual clean-out day will be established at each command where a portion of the work performed in each office will be devoted to the disposal or destruction of unneeded classified holdings.

(8) QUANTITY OF CLASSIFIED MATERIAL. The number of active classified documents held by the command must be only those required for the current or anticipated operation and administration of the unit or of historical significance to the unit. Classified documents and material that are not permanent valuable records of the government will not be retained more than 5 years from the date of origin unless such retention is authorized by and follows the records disposition schedules of SECNAVINST 5216.5C. Severe restriction of the number of copies and frequent review and destruction are essential to maintaining the minimum necessary amount of classified material.

(9) ACCOUNTABILITY CONTROL. Accountability for incoming material shall be maintained by the use of sequentially assigned activity control numbers (ACNs) (commonly known as route slip numbers) to appear on material control forms (OPNAV 5216/10 and OPNAV 5211/7) and on the document itself in the case of Secret, Top Secret, and direct turnover Confidential material.

ACN series will be assigned by calendar year to each of the classifications in the following manner:

Multiple copies of Top Secret and Secret documents shall be assigned an ACN with copy numbers added (that is, ACN T1-82 copy 1 of 3, ACN S2-82 copy 2 of 3, and so forth).

d. DEFINITIONS

(1) Accountability. Accountability, as used in this bill, is the procedures, including the required records, for handling and controlling classified information. The level of accounting and control of the classified information must be commensurate with its assigned classification. Classified information will be accounted for following Chapter 10 of OPNAVINST 5510.1H.

(2) Audit. The word audit, as used in this bill, shall mean the examination of records such as TOP SECRET inventory to determine completeness and accuracy.

(3) Inventory. The word inventory, as used in this bill, shall mean the process of accounting for documents including the physical sighting or accounting for be examining written evidence of disposition such as certificates of destruction or transfer receipts.

(4) Receipt. The word receipt, as used in this bill, shall mean a record of acknowledgment for classified information received by or transferred from the command or from one Classified Material Control Center to another.

(5) Transfer. The word transfer, as used in this bill, shall mean material transferred outside the physical control of the command or Classified Material Control Center within the command.

e. CORRESPONDENCE PROCEDURES. The Executive Officer shall control all incoming correspondence routing. The Security Manager is responsible for ensuring that correct procedures for handling classified correspondence are followed. He/she may reassign responsibility for Top Secret to the TSCO. The Executive Officer shall control all outgoing correspondence. Officers to whom correspondence is routed shall read and handle such correspondence for information or action as appropriate. Correspondence in routing shall be reviewed each working day by each department officer for new correspondence. Correspondence in routing shall not be removed from routing by department officers unless so indicated.

(1) RECORDS

(a) Guard Mail Petty Officer's (GMPO) Log. The GMPO log is a record of all incoming registered U.S. and guard mail and all outgoing registered guard mail transported to and from the unit and guard mail centers of post offices by the unit's GMPO. The GMPO log shall be maintained by the yeoman except

during mail trips, at which time it will be maintained accurately and neatly by the GMPO. The purpose of this log is to record accountability for outgoing registered guard mail and all incoming registered U.S. and guard mail. See subparagraph (2) concerning accountability for outgoing registered U.S. mail by the GMPO. The log shall be divided into an incoming and an outgoing section concerning each piece of incoming registered or certified U.S. or guard mail and each piece of outgoing registered guard mail, and will contain the following information concerning each item:

1. Registry/certified number

2. Originating command

3. Addressee

4. Unit or office to which delivered

5. Date and time of delivery

6. Signature of person to whom delivered

(b) Firm Mail Book for Registered, Registered C.O.D., and Certified Mail. The firm mail book for registered C.O.D. and certified mail (PS Form 3877) is a record of all outgoing certified and registered U.S. mail. The book shall be maintained by the yeoman and will accompany the GMPO to the U.S. post office to certify outgoing certified and registered U.S. mail.

(c) Incoming Mail/Correspondence Log. Individual incoming mail/correspondence logs are to be maintained as follows for Top Secret, Secret, Confidential, and controlled unclassified material.

1. Top Secret, Secret, and Confidential Material--Logs will be maintained in a loose-leaf binder, file folder, or a two-post clipboard and shall consist of the second carbon copy of the classified material control form (OPNAV 5216/10).

2. Unclassified--The log will consist of the second copy of OPNAV 5211/7 in an appropriate 3-inch by 5-inch file (filed in ACN order).

(d) Outgoing Mail Log. An outgoing mail log will be maintained for material transmitted via certified or registered mail (including registered guard mail and confidential or unclassified material when sent via certified/registered mail). This log shall be maintained by the yeoman. The log will contain the following information on each piece dispatched:

1. Registry/certified number

2. Contents

3. Addressee

4. Signature of person preparing item for mailing

5. Date and time of delivery to GMPO

7. Signature of GMPO to whom delivered.

The purpose of this log is to have a chronological record of all material from the command via registered or certified mail. Top Secret material will be transmitted through the Armed Forces Courier Service (ARFCOS) following pertinent directives.

(e) Originator File. An originator file may be maintained for Secret, Confidential, and controlled unclassified material. This file is composed of hardback copies of OPNAV 5216/10 or third copy of OPNAV 5211/7 filed by command/types of command, and date of the material. The interfiling of the aforementioned forms in one file will expedite locating important material.

(2) RECEIPT PROCEDURES. The yeoman shall normally receive all incoming mail except Top Secret. Mail received during the yeoman's absence shall be delivered to the Executive Officer or the Command Duty Officer (CDO) in that order. All mail will be opened upon receipt and a quick check made for correspondence requiring the immediate attention of the Executive Officer. Registered mail shall be receipted for in the GMPO log and shall be signed by the yeoman. In the absence of the yeoman, the GMPO Log shall be signed by the Executive Officer or Command Duty Officer in that order, who shall then assume proper custody of registered mail. Upon return, the yeoman shall receive the registered mail involved.

(a) Unclassified Correspondence. When the yeoman has opened the incoming mail and determined that it is unclassified, he/she shall sort it into two categories:

1. Routing without a Route Slip. For unclassified mail not requiring control, a rubber stamp with check boxes may be used for routing; thus the correspondence itself will bear a complete record of officers who have seen it. A sample routing stamp is shown in figure 6-1.

1. Routing Stamps used for routine uncontrolled unclassified correspondence will have provisions for the following:

a. Indication of routing to officers with blocks for an information key and officers's initials.

b. Disposition instructions upon completion of routing to include: destruction, retention by a specific officer, or the yeoman.

c. Space for stamping correspondence with data received.

2. Sample Route Stamp:

DATE		
	KEY	INIT
CO		
XO		
NAV		
OPS		
COMM		
WEAP		
1ST LT		
ENG		
MPA		
DCA		
E/RC		
SUP		
MED		
CMAA		
YN		
DESTROY		FILE:

3. Keys for use on Route Stamp:

I - Routed for information.
R - Retain in Department or collateral duty files.
S - See officer noted in blank (that is SCO, SXO, and so forth).

Figure 6-1 Sample Routing Stamp

2. Routing with the Mail Control Form. Mail requiring control is routed by the Correspondence Document Control Card (OPNAV 5211/7). Controlled mail may consist of unclassified mail requiring action, mail of historical importance to the command, and that having future reference value.

a. Complete OPNAV 5211/7 with the following information as applicable:

i. Originator

ii. Originator serial number

iii. Date of correspondence

iv. Number of copies received (also specify copy numbers if material is so identified)

v. Registered or certified mail number, if applicable

vi. ACN (1-73) (in "Route Sheet No." block)

vii. Date received

vii. Subject (In case of instructions and notices, give complete directive or instruction designation, such as SECNAVINST C5400.11D).

vii. Routing instructions as desired.

vii. Disposition intended when known (e.g. "ENG RETAIN").

vii. File number.

b. Attach the original and first copy of OPNAV 5211/7 to the document for routing.

c. Place the second copy of the OPNAV 5211/7 in the incoming mail log, filed by ACN.

d. The third copy of OPNAV 5211/7 may be used as desired (that is, originator file, action tickler file, locator file, and so forth).

(b) Confidential and Secret Correspondence. Confidential correspondence may be divided into two categories: non-controlled Confidential mail which provides general

information and does not require a reply and which can be routed by the use of a rubber stamp (Figure 6-1); and controlled Confidential mail, which requires action, has historical importance or future reference value, and is handled as described below. When the unit's yeoman determines that incoming material is Secret or controlled Confidential, he/she should prepare a Correspondence Material Control form (OPNAV 5216/10). Classified material is also received via supply channels. The supply departmental yeoman or spare parts petty officer receiving any classified material directly shall deliver it to the unit's yeoman for processing.

1. Complete OPNAV 5216/10 with the following information, as applicable:

a. ACN (S-82 or C-82)

b. Classification of control form (Note: The control form may remain unclassified by use of the term "Classified Subject" in the subject block.)

c. Originator

d. Originator serial number date of material

e. File number

f. Date received

g. Number of copies received (also specify copy numbers if material is so identified)

h. Registered or certified mail number under which the material was received (if by hand, so state)

i. Addressee

j. Subject

k. Routing instructions as desired

l. Disposition intended, when known (e.g. WEPS RETAIN).

2. Attach the original and one copy of OPNAV 5216/10, and the appropriate classified cover sheet to the document for routing.

3. Place one copy of OPNAV 5216/10 in the Confidential incoming log.

4. The remaining copy may be used as desired (e.g. originator file, action tickler file, locator file, etc.)

(c) Top Secret Correspondence. This correspondence shall be handled by the TSCO or the SM. He/she shall assign an activity control number to each piece of incoming Top Secret correspondence and shall enter this number in the ARFCOS log. This log is a part of the continuous chain of receipts system and is similar to the GMPO log. He/she shall ensure a Top Secret Correspondence Material Control form (OPNAV 5216/10) and the Record of Disclosure form (OPNAV 5511/13) are prepared.

1. Assign a Top Secret ACN to each document and copy of incoming material.

2. Conduct a page check and record result in the document.

3. Fill out OPNAV 5216/10 with the following information, as applicable:

i. ACN (T-73)

ii. Classification of control form (Note: The control form may be kept unclassified by use of the term "Classified Subject" in the subject block)

iii. Originator

iv. Originator serial number and date (or other reference)

v. Date received

vi. File number

vii. Originator copy number (use subject block)

viii. ARFCOS number (use subject block) Subject

ix. Subject

x. Routing instructions

xi. Disposition intended.

4. Attach the original and one copy of OPNAV 5216/10 and the appropriate classified cover sheet to the document for routing.

5. Place one copy of the OPNAV 5216/10 in the Top Secret log.

6. The remaining copy may be used as desired (that is, originator file, action tickler file, locator file, and so forth).

7. Ensure that disclosure sheet is attached prior to routing.

(3) ROUTING AND FILING

(a) Unclassified Correspondence

1. The Executive Officer shall assign the routing by indicating officers responsible for action, information, and permanent retention. The lead action officer for all action correspondence shall be designated at the department head level. The Executive Officer shall instruct the yeoman on internal routing procedures.

2. Any officer desiring mail for either permanent or temporary retention shall so signify on the correspondence. When a copy of the correspondence is desired for routing within a department or for other reasons, this also shall be indicated. On completion of routing, the Executive Officer will monitor action required on the correspondence and return it to the unit's yeoman for filing or other disposition.

3. Unclassified correspondence normally shall be filed by the yeoman in the unit's unclassified files. If desired, filing may be indicated by circling the file number on the incoming mail log control form.

4. Upon completion of routing, the original control form normally shall be filed in the unit's files with the correspondence and the unit's file copy of any reply. Retention of the document by a department head, will be indicated on the original OPNAV 5216/10. One flimsy shall be retained by him/her as the control sheet for his/her record and the original returned to the unit's administrative office, attached to a letter size paper and filed in the unit's subject files.

(b) Secret and Confidential Correspondence. Except as modified in subsequent paragraphs, the unit's yeoman shall

follow the same procedures as detailed in subparagraph (1) for unclassified correspondence.

1. Secret and Confidential correspondence shall be properly safeguarded while in routing.

2. Secret and Confidential correspondence normally shall be filed in the unit's classified files. If desired, filing may be indicated by circling the file number on the incoming mail log control form.

3. Secret and Confidential material may be reproduced only upon specific approval of Security Manager. It may be reproduced only on equipment designated for reproduction of classified material.

4. Upon completion of routing, the original control form normally shall be filed in the unit's files with the correspondence and the unit's file copy of any reply required. Retention of a document by a department head will be indicated on the original OPNAV 5216/10 in the appropriate block and dated. One copy shall be retained as the control sheet for his/her record, and the original will be returned to the unit's administrative office attached to letter size paper, and filed in the unit's subject files.

5. Classified material shall be handled per OPNAVINST 5510.1H and shall be under constant surveillance by appropriately cleared personnel with the proper need to know when outside of the safes.

(c) Top Secret Correspondence

1. The TSCO shall inform the Commanding Officer and Executive Officer when Top Secret material is received.

2. The TSCO shall prepare the OPNAV 5216/10 control sheet and the OPNAV 5511/13 record of disclosure sheet. He/she shall indicate the minimal routing and deliver the Top Secret material to the Executive Officer. The Executive Officer will indicate any routing and disclosure necessary and return it to the TSCO for prompt delivery to the commanding officer. Disclosure records will be retained for five years after the documents are transferred, downgraded, or destroyed.

When the Commanding Officer has finished with the Top Secret material, he/she will return it to the TSCO, as appropriate, for further routing. Complete entries on the record of disclosure sheet shall be made each time it is seen by anyone. Top Secret material shall be disclosed only on a "need to know" basis to

properly cleared personnel. Extreme care should be taken to prevent unauthorized or inadvertent access to Top Secret material.

(d) Responsibilities

1. Department heads are responsible for classified material which enters the department's mail system for internal routing or permanent retention.

2. All officers shall review unclassified mail in routing at least once each working day. An officer designated for information shall read the correspondence and initial the route stamp or control form. If an officer's action is required on a particular piece of correspondence, he/she is responsible for taking action prior to the date indicated. An officer designated to retain correspondence may remove the correspondence when all other routing is complete. The procedures prescribed for retention of classified documents and return of control sheet originals shall be followed.

3. If any officer is required to retain a Top Secret document, his/her custodial assumption will be indicated by "dating" and "signing" in "Receipt Signature" block opposite his/her routing code under the section Control Center Primary Routing on the original OPNAV 5216/10, and the original will be returned to the TSCO as appropriate. The officer shall retain the routed flimsy control form and disclosure sheet for his/her records and control of the correspondence thereafter.

4. The TSCO then shall file the original control form by holder and in ACN sequence. In this manner he/she has an up-to-date record of all Top Secret material held by individuals with the command.

5. The TSCO will annotate the flimsy of the OPNAV 5216/10 in the incoming Top Secret log as to the disposition of the correspondence (e.g., retained by sonar officer, filed in 3000 Top Secret file).

6. Top Secret material shall be handled per OPNAVINST 5510.1H and shall be under constant surveillance by authorized and properly cleared personnel when outside the safes. A continuous chain of receipts shall be maintained.

(e) Cross-Reference Locator Sheets. The proliferation of classified material through indiscriminate distribution or reproduction of copies is a constant problem. Accounting is enlarged or circumvented. Updating generally

fails. A Cross-Reference Locator Sheet, OF 21, Figure 6-2, should be kept in the unit's master file system in lieu of maintaining an extra copy of material. This practice will ensure that later or revised material will not be filed automatically. Rather, it will be routed to the user to provide most current information upon which to base his/her action.

(f) Routing Guidance. A guide similar to Figure 6-3 may be prepared for routing periodically received material. This could ensure a continuity of attention and distribution within the unit as personnel change.

(g) Distribution and Disposal. A disposal guide similar to Figure 6-4 should be prepared using SECNAV Instruction 5212.5C as guidance. This, plus a periodic review and vigorous expurgation of files, is mandatory for a manageable accounting system.

(4) PROCEDURES AND RESPONSIBILITIES FOR OUTGOING CORRESPONDENCE. Action shall be completed on each piece of action correspondence on or before the day indicated by the Executive Officer. If the action cannot be completed, the Executive Officer shall be so informed by the responsible officer. In general, if an unusual delay in answering action mail is unavoidable, the responsible officer shall draft a letter of acknowledgement explaining the reason for the delay. Department heads shall initiate recurring reports for which they are responsible in a timely manner. Responsible officers shall prepare outgoing correspondence, including reports, in a double-spaced, pen or pencil "rough" format, indicating appropriate security classification and downgrading declassification category. These roughs shall be delivered to the Executive Officer for review and delivery to the Commanding Officer as appropriate.

(a) Identifying Origin

1. Letters are to be addressed as originating from the Commanding Officer for all matters that pertain to the operation of the unit, management, and discipline.

2. The originator of correspondence within the command should be identified by a code and/or initials as prescribed in the Navy Correspondence Manual, SECNAVINST 5216.5C.

USS _____

OFFICIAL CORRESPONDENCE CROSS REFERENCE LOCATOR SHEET
OPTIONAL FORM 21

A. CORRESPONDENCE OR DIRECTIVE: ACTIVITY CONTROL NUMBER _____

CLASSIFICATION: TS/S/C/U

ORIGINATOR: _____

SERIAL & DATE OR INST/NOTE NO. _____

SUBJECT: _____

B. LOCATOR:

SUBJECT CORRESPONDENCE WILL BE MAINTAINED BY:

_____ _____
TITLE SIGNATURE

LOCATION: _____

RELOCATION AUTHORIZED BY:

_____ _____
(XO SIGNATURE) (DATE)

C. REMARKS:

D. INSTRUCTIONS:

1. OFFICIAL CORRESPONDENCE CROSS-REFERENCE SHEETS WILL BE USED AS FILE COPIES OF ORIGINAL CORRESPONDENCE REMOVED FROM ITS CENTRAL LOCATION TO SOME OTHER PLACE SUCH AS A OPERATIONS FOLDER, TRAINING RECORD, AND SO FORTH. IT WILL BE USED WHENEVER OFFICIAL CORRESPONDENCE OR DIRECTIVES ARE FILED IN SOME OTHER THAN ITS NORMAL LOCATION AND MAY BE USED FOR TEMPORARY REMOVALS IF DESIRED.

2. CORRESPONDENCE REMOVED FROM ITS NORMAL LOCATION WILL BE MAINTAINED BY THE PERSON LISTED BY TITLE IN B ABOVE.

3. ONLY THE EXECUTIVE OFFICER MAY AUTHORIZE THE REMOVAL OF OFFICIAL CORRESPONDENCE FROM NORMAL FILES ON OTHER THAN STRICTLY TEMPORARY BASIS.

Figure 6-2. Reference Locator Sheet

TITLE	COPIES ORDINARILY RECEIVED	ROUTING/DISPOSITION NOTE: CLASSIFIED MATERIAL SHALL BE ROUTED ONLY ON A NEED TO KNOW BASIS
TOP SECRET MATERIAL	AS RECEIVED	CONTROLLED BY TSCO
SECRET NOTICES, LETTERS, INSTRUCTION	AS RECEIVED	ROUTED BY SUBJECT MATTER.
COMTAC PUBLICATIONS	AS RECEIVED	1 - CO/XO/NAV/OPS/COMM AVAILIABLE TO ALL OFFICERS/SELECTED PETTY OFFICERS FOR READIING. COMM RETAIN UNTIL REVISED.
ELECTRONIC INFORMATION	2	1 - ELECTRONICS MATERIAL OFFICER BULLETINS FOR UNIT'S FILES. RETAIN UNTIL REPLACED BY EIMB. 2 - ROUTED TO INTERESTED DIVISION OFFICERS AND PETTY OFFICERS.
QUARTERLY INFORMATION	2	1 - CO/XO/ALL OFFICERS ROUTING BULLETIN COMM RETAIN FILE TWO YEARS. 2 - PETTY OFFICERS.
INTELLIGENCE PUBLICATIONS	1	1 - CO/XO ALL OFFICERS ROUTING. INTEL RETAIN UNTIL REVISED/SUPERSEDED.
NAVAL COMMUNICATIONS BULLETIN	2	1 - CO/XO/NAV/COMM/RMs. COMM RETAIN FOR TWO YEARS 2 - DESTROY.
FBM WEAPONS SYSTEM DEFICIENCY ANALYSIS SUMMARY REPORT	2	1 - CO/XO/WEPS. WEPS RETAIN FOR SIX MONTHS.
TROUBLE FAILURE REPORT AND ELAPSED TIME METER REPORTS	1	1 - INTERNALLY GENERATED. NAV/WEPS RETAIN FOR ONE YEAR.
SPECIAL WEAPONS ORDNANCE PUBLICATIONS (SWOPS)	1	1 - CO/XO/WEPS/1ST LT/SUP RETAIN UNTIL CANCELED
SPALT DOCUMENTS	1	1 - TO NAV OR WEPS AS INDICATED BY SUBJECT.

Figure 6-3. Sample Guide for Routing of Periodically Received Material

TITLE	COPIES ORDINARILY RECEIVED	ROUTING/DISPOSITION NOTE: CLASSIFIED MATERIAL SHALL BE ROUTED ONLY ON A NEED TO KNOW BASIS
NAVSEA JOURNAL	3	1 - CO/XO/ALL OFFICERS ROUTING. ENG RETAIN FILE TWO YEARS 2 - TO ENG DEPT. PERSONNEL FOR ROUTING AND FILE. 3 - TO EMO FOR ROUTING AND FILE.
MAINTENANCE DAA COLLECTION ANALYSIS REPORT	2	1 - 2 - CO/XO/MDC COORDINATOR. FILE INDEFINITELY.
ESO-OSD-SPCC COSAL CHANGES	2	1 - SUPPLY RETAIN INDEFINITELY. 2 - TO COGNIZANT DEPARTMENT.
DEPARTMENT OF DEFENSE FACT SHEETS	3	1 - CO/XO/ALL OFFICERS ROUTING, DESTROY. 2 - CPOs. DESTROY. 3 - OFF-CREW READING. DESTROY.
USN/USL REPORTS	1	1 - CO/XO/ALL OFFICERS ROUTING. SONAR RETAIN INDEFINITELY.
MISSILE SYSTEM INSTALLATION INTERRUPTED FOR PARTS (MISP)	2	1 - CO/XO/SUP. SUP RETAIN INDEFINITELY. 2 - SUPPLY RETAIN INDEFINITELY.
NAVAL ORDNANCE BULLETIN	1	1 - CO/XO/WEP/1ST LT/SUP. WEPS RETAIN FILE TWO YEARS.
NUCLEAR WEAPONS SAFETY	1	1 - CO/XO/WEPS/1ST LT/SUP. WEPS RETAIN FILE TWO YEARS.
CINCLANTFLT NEWSLETTER	3	1 - CO PERSONNEL FILE. 2 - ALL OFFICERS ROUTING. COMM RETAIN INDEFINITELY. 3 - SELECTED CPOs. DESTROY.
QUICK LOOK REPORTS	1	1 - CO/XO/WEPS. WEPS RETAIN INDEFINITELY.

Figure 6-3. Sample Guide for Routing of Periodically Received Material (Cont')

1. SECNAVINST 5212.5B PARTS I AND II. "DISPOSAL OF NAVY AND MARINE CORPS RECORDS FOR USN AND USNS VESSELS," CONTAINS GUIDANCE AND CONSTITUTES AUTHORITY TO DESTROY OFFICIAL CORRESPONDENCE, LOGS, AND OTHER RECORDS. BEFORE INSTITUTING DISPOSAL SCHEDULES FOR MATERIAL UNDER THEIR COGNIZANCE, DEPARTMENT HEADS WILL RESEARCH THIS PUBLICATION TO VERIFY THAT DISPOSAL IN ACCORDANCE WITH THE SCHEDULE IS PERMITTED. DEPARTMENT HEADS WILL IMPLEMENT DISPOSAL SCHEDULES AS THEY SEE FIT TO KEEP THE VOLUME OF MATERIAL IN THEIR CUSTODY TO A MINIMUM. QUESTIONS WILL BE PRESENTED TO THE EXECUTIVE OFFICER FOR RESOLUTION.

2. THE FOLLOWING RETENTION PERIODS HAVE BEEN EXTRACTED FROM SECNAVINST 5212.5B, NTP 4, AND CMS-4, AND SHOULD COVER THE MAJORITY OF, BUT NOT ALL, SITUATIONS THAT REQUIRE VIGOROUS DISPOSAL ACTION. THE RETENTION PERIODS LISTED ARE FROM THE LATEST DATA ON THE CORRESPONDENCE OR RECORDS OR FROM THE DATE THE CORRESPONDENCE WAS DESTROYED IN THE CASE OF ACCOUNTABILITY RECORDS.

CATEGORY	RETENTION PERIOD
GENERAL CORRESPONDENCE FILES (INCLUDING FILES MAINTAINED FOR LOG PURPOSES)	2 YEARS
MOST INTERNALLY PRODUCED RECORDS AND FILES	NONE
OPERATIONAL LOGS (SONAR OR ECM CONTACT LOGS, AND SO FORTH)	2 YEARS
FILE COPIES OF MESSAGE TRAFFIC (EXCEPT AS NOTED BELOW)	3 MONTHS
INTELLIGENCE SUMMARIES	30 DAYS
VISUAL AND RADIO STATION CIRCUITE FILES	6 MONTHS
FLEET BRAODCAST FILES	UNTIL CANCELED
GENERAL MESSAGE FILES	2 YEARS
CMS FILES	2 YEARS
CERTIFICATES OF DESTRUCTION	2 YEARS
RECORDS OF RECEIPT, TRANSFER, OR ISSUE	2 YEARS
TS DISCLOSURE SHEET	2 YEARS*
INVENTORY AND CONTROL OF RECORDS	2 YEARS
ARFCOS RECORDS	2 YEARS
RECORDS OF INSPECTIONS (NWAI, NTPI, ORSE, ADMIN, SALVAGE, AND SO FORTH)	PERMANENT
ENGINEER'S LOG, BELL BOOK	3 YEARS
CO/NAV/WEPS/ENG/DAY ORDERS	2 YEARS
NAVIGATION LOGS (BEARINGS BOOK, SOUNDING BOOK, AND SO FORTH)	3 YEARS
REQUISITION FILES	1 YEAR
WORK REPEST AND JOB ORDER FILES	1 YEAR
MACHINERY AND EQUIPMENT OPERATING LOGS OR RECORDS	1 YEAR
GENERAL MESS MENUS	6 MONTHS
POD FILES AND WATCH LISTS	6 MONTHS
CSMP RECORD CARDS	2 YEARS
MACHINERY HISTORY CARDS	UNTIL DISPOSAL, REPLACEMENT OR CONVERSION OF EQUIPMENT
ENGINEERING MONTHLY SUMMARY	2 YEARS
CUSTODY CARDS FOR GOVERNMENT EQUIPMENT	UNTIL DISPOSAL OR TRANSFER OF EQUIPMENT
DIRECTIVES (INSTRUCTIONS & NOTICES)	UNTIL SUPERSEDED OR CANCELED

*AFTER DOCUMENT SHOWN ON FORM IS DOWNGRADED, TRANSFERRED OR DESTROYED.

3. THE PHYSICAL DESTRUCTION OF CLASSIFIED MATERIAL SHALL BE ACCOMPLISHED AS DIRECTED BY THE SECURITY MANAGER.

6-4. Sample Disposal Schedule

(b) Signing Correspondence

1. The Commanding Officer shall sign all official correspondence addressed to higher authority relating to the mission or efficiency of the command. The Commanding Officer must also sign court-martial convening orders, referral of charges to courts-martial, and certain other documents related to the administration of Military Justice. See MCM and JAGMAN.

2. The Executive Officer or department head may sign official correspondence other than that described above, "By direction." In orders affecting pay and allowances, "By direction of the Commanding Officer" shall appear after the title of his/her office.

3. Facsimile signature of the Commanding Officer, Executive Officer, and department heads may be used for routine correspondence, routine service record entries, and receipt of enlisted personnel. Facsimile signatures shall be initialed by authorized personnel. Facsimile signature stamps shall be safeguarded when not in use.

4. "Acting" shall appear below the signature of the Executive Officer when temporarily succeeding to command.

5. In the absence of the Executive Officer, the duty officer is authorized to sign "By direction" correspondence or papers relating to personnel transfers occurring outside of normal working hours. The previously established signature restrictions apply.

6. Signatures on service record entries and pay documents shall be as specified in NAVMILPERSMAN and PAYPERSMAN.

(c) Finished Correspondence and Reports

1. The ship's yeoman shall deliver the correspondence to the preparing officer who shall proofread and approve it by initialing the file copy. In the case of classified correspondence, rough drafts shall accompany the finished correspondence.

2. The preparing officer shall deliver the smooth correspondence to the Executive Officer and the roughs and carbons to the yeoman (or Top Secret control officer in the case of Top Secret) for appropriate disposal.

3. The Executive Officer shall:

a. Check for accuracy and initial the file.

b. Obtain the appropriate signature.

c. Send correspondence to the unit's yeoman if Unclassified, Confidential, or Secret. Top Secret correspondence shall be delivered to the TSCO.

(d) Accounting Procedures for Outgoing Material. Upon receipt of completed and signed correspondence received from the Executive Officer, the TSCO for Top Secret, and the yeoman for Secret, Confidential, and Unclassified correspondence, shall enter the required date in the appropriate logs and ensure subsequent mailing of the correspondence. The following steps will be taken after signature, and will terminate upon actual mailing or delivery of the correspondence.

1. Serialize each outgoing classified piece of correspondence.

2. Date stamp each outgoing letter with the date it is signed.

3. Return Receipt from Addressee. As required by OPNAVINST 5510.1H, enclose a return receipt with each piece of outgoing Top Secret and Secret material. A Record of Receipt (OPNAV 5511/10) will serve this purpose. When this postcard is signed by the recipient and returned to the originating activity, it will be filed by the TSCO or the yeoman for at least two years. Cards will be filed in numerical sequence by ACN.

4. Address and seal all letters in two opaque containers in accordance with OPNAVINST 5510.1H.

5. Transmit classified material per OPNAVINST 5510.1H. Applicable portions of the GMPO log, Outgoing Mail log, Firm Mail Book (PS 3877), and/or ARFCOS receipt to sender (ARFCOS Form 1) will be completed.

(e) Recurring Reports and Action Tickler File. The Executive Officer will maintain a tickler file for all recurring reports and incomplete or pending action correspondence with action addressee. The Executive Officer shall annotate or record completions.

(5) DOWNGRADING AND DECLASSIFICATION

(a) TOP SECRET. THE TSCO and each department head shall review at least annually Top Secret material under their cognizance and downgrade or declassify where applicable following downgrading or declassification instructions, classification guides, or as directed by the original classification authority. See Executive Order No. 12356, part 3."

(b) SECRET. The Security Manager and each department head shall review at least annually Secret material under their cognizance and downgrade or declassify where applicable in accordance with downgrading or declassification instructions, classification guides, or as directed by the original classification authority. See Executive Order No. 12356, part 3."

(c) CONFIDENTIAL. The SM, department heads, and the unit's yeoman shall review, at periodic intervals not to exceed twice yearly, Confidential material under their cognizance and declassify where applicable following downgrading or declassify-cation instructions, classification guides, or as directed by the original classification authority. See Executive Order No. 12356, part 3."

(d) REPORT. A report of the completion of this review shall be made as occurring and at least annually to the SM who shall in turn report to the Commanding Officer.

(6) DESTRUCTION

(a) CONFIDENTIAL. OPNAVINST 5510.1H does not require a record of destruction of Confidential material; however, a record of the following Confidential material is required:

1. Material received which requires a report of destruction of superseded or cancelled material and/or residue of a change.

2. Material destroyed prior to date authorized by SECNAVINST 5212.5C, Disposal of Navy and Marine Corps Records. Route slips or other records will be maintained which identify the subject matter, date of destruction, method of destruction, signature of person destroying material, and who or what authorized destruction.

(b) SECRET AND TOP SECRET. A certification of destruction of Top Secret and record of destruction of Secret documents shall be prepared and retained for a period of two years. Destruction shall be accomplished by authorized means in the presence of two witnessing officials for Top Secret and

Secret. All witnessing officials shall be thoroughly familiar with the regulations and procedures for safeguarding classified information. Witnessing officials shall be guided by the procedures in OPNAVINST 5510.1H. The witnessing officials must sign the destruction report.

(c) CLASSIFIED MATERIAL. Classified material will be destroyed by shredding, burning, pulping, or pulverizing provided destruction is complete and reconstruction is impossible. Shredding into 1/32-inch strips and mixing the strips with other shredded material or complete burning of the material and thoroughly stirring the ashes is recommended.

(7) INVENTORY

(a) All Top Secret material must be inventoried at a change or transfer of command, and must be done at least once a year and upon relief of the TSCO. The custodian shall conduct the inventory in the presence of a properly cleared disinterested official. For transfer of command, the inventory will be conducted by the TSCO. At the same time, the Top Secret records shall be audited for completeness and accuracy. Publications distributed under the Communications Security Material System shall be signed and accounted for following CMS 4L (NOTAL).

(b) Prior to an inventory of Top Secret material, an audit of the records will be made by the inventory board as follows:

1. Obtain the last inventory of holdings from the previous audit.

2. Add all incoming and outgoing material received since that inventory as shown by higher sequence control log sheets.

3. Delete material transferred or destroyed since the last audit as shown by certificates of destruction and/or completed control log sheets.

4. The list of remaining documents will comprise the audit of Top Secret Material accountable by the command.

(c) Inventories will be conducted in the following manner:

1. Inventory all Top Secret material listed on the current audit report.

2. Both members of the inventory board will physically sight each document. In the case of sub-custodied material the certified inventory list of Top Secret material may be used.

3. Report to the Commanding Officer the results of the inventory in the format of Figure 6-5.

(d) For Top Secret material held in the custody of other departments:

1. The TSCO will provide the department custodian with a list of departmental holdings.

2. Both members of the inventory board will physically sight each document. In the case of sub-custodied material the certified inventory list of Top Secret material may be used.

3. Report to the TSCO the results of the inventory in the format of Figure 6-6.

f. PAGE CHECKS

(1) TOP SECRET. Top Secret documents shall be page checked on the following occasions:

(a) Upon initial receipt.

(b) After entry of a change involving page reentry/removal. The change residue, including pages removed from a document, must also be page checked prior to destruction.

(2) RECORD OF PAGE CHECKS. Page checks shall be recorded on the record of page checks provided in the publication. If the document does not have one, a notation shall be entered on the Record of Changes page or any other permanent page/space in the document.

g. MESSAGE HANDLING

(1) REPRODUCTION. The Teletype copy of a message shall be reproduced as received. Shotgun distribution of Unclassified messages is encouraged and may be allowed for Confidential and Secret messages.

(2) BROADCAST FILE. The fleet broadcast check-off and record of destruction shall be used whenever the unit is maintaining its own communication guard to account for the receipt and destruction of the broadcast file. Non-received

DEPARTMENT OF THE NAVY

IN REPLY REFER TO

From: Top Secret Control Officer
To: Commanding Officer

Subj: (TOP SECRET INVENTORY)

1. I have inventoried (or had inventoried) and page-checked all subject documents listed on the audit report dated (insert date).

2. The following discrepancies exist:

(signature)

5510
Ser
(date)

FIRST ENDORSEMENT

From: Commanding Officer
To: Top Secret Control Officer

1. Noted

(signature)

Figure 6-5. Sample Format Top Secret Inventory Report

DEPARTMENT OF THE NAVY

IN REPLY REFER TO

From: Top Secret Control Officer
To: (name)

Subj: (NAME) DEPARTMENT TOP SECRET INVENTORY

1. According to the unit's records, you have custody of the Top Secret documents listed below. Conduct an inventory and page check of these ACNs and report the results by endorsement.

(date) (signature)

(date)

FIRST ENDORSEMENT

From: (name)
To: Top Secret Control Officer

1. I have inventoried and page-checked the Top Secret Documents in my custody listed above.

2. The following discrepancies exist:

(signature)

Figure 6-6. Sample Format Department Top Secret Inventory Report

numbers are left blank. Top Secret messages will be fully lined-out. All others will indicate receipt and ultimate destruction.

(3) STATION FILE. Messages entered into the unit's station files shall be handled in the same manner as other classified material with the following exceptions:

(a) Confidential

1. Confidential messages shall be handled and safeguarded in a manner similar to other Confidential material, except that logging, listing, and proof of destruction is not required.

2. The communications watch supervisor shall ensure a routing stamp is placed on the message, indicating action, information, or retention by officers.

3. The message shall be handled in a manner similar (less the OPNAV 5216/10 or message log) to any other Confidential document.

(b) Secret

1. A distinct series of ACNs shall be recorded for Secret messages (that is, SlM-85).

2. Receipt of a Secret message concerning the command shall be recorded in a Secret message log under the supervision of the communications watch supervisor. This log will contain the following minimum information:

a. ACN (SlM-85)

b. Originator

c. DTG

d. Subject

e. Method of receipt (broadcast, hand, mail)

f. Disposition (WEPS, name file, and so forth)

g. Date of destruction

3. Place an OF 21, Cross-Reference Locator Sheet, (Figure 6-2), in the appropriate station file to tickle for the message during the routing or stowage in a different location.

4. The communications watch supervisor shall route stamp the message indicating action, information, and retention officers.

5. The message shall be handled in a manner similar (less OPNAV 5216/10) to any other Secret document.

6. Extra copies of Secret messages received via broadcast that have no value to the command may be destroyed immediately after receipt by authorized means. Destruction of Top Secret and Secret must be certified by two witnessing officials who will place their initials next to the appropriate broadcast serial numbers on the check-off sheets.

7. Copies of Secret messages will not be made without express permission of the designated official. Keep the number of copies to a minimum by using fillers in the various radio files where appropriate.

8. Outgoing Secret messages shall be entered in the Secret message log in a manner similar to the incoming message log.

9. Destruction of Secret messages will be the same as other Secret material. Lining out of the entry in the Secret message log will suffice for record of destruction. The date of destruction and signature of the authorized person conducting the destruction must be in the log.

(c) Top Secret

1. The TSCO will assign a distinct series of ACNs for Top Secret messages (that is, TlM-85 vice SlM-85).

2. The receipt of a Top Secret message which is of concern to the command shall be recorded in a Top Secret message log under supervision of the communications watch supervisor. This log will contain the following information:

a. ACN (TlM-85)

b. Originator

c. DTG

d. Subject

e. Method of receipt (broadcast, hand, mail)

f. Copy number (1 of 2) (3 of 5)

g. Disposition (WEPS, name file, and so forth)

h. Custody signature

i. Date of destruction

3. Place an OF 21, Cross-Reference Locator Sheet, Figure 6-2, in the appropriate station file as a tickler for the message during routing or stowage in a different location.

4. Deliver message to TSCO for handling in a manner similar (less the OPNAV 5216/10) to any other Top Secret document. The record of disclosure may be used to indicate routing.

5. Additional copies of Top Secret messages received via broadcast that have no value to the command may be removed from broadcast rolls and ticklers entered in the broadcast files. The messages may be destroyed immediately by authorized methods. Destruction must be certified by two witnessing officials who will place their initials next to the appropriate broadcast serial numbers on the check-off sheets.

6. Copies of any Top Secret message will not be made without the express permission of the Commanding Officer.

7. Outgoing Top Secret messages shall be entered in the Top Secret message log in a manner similar to the incoming message log.

8. Hand delivered outgoing Top Secret messages will be signed for by the recipient on the record of receipt (OPNAV 5511/10).

h. WATCH-TO-WATCH CUSTODY. Classified material frequently is required on a continuing basis at certain watch locations. Continuing accountability for this material is required.

i. CLASSIFIED MATERIAL FOR INTERNAL USE. Secret and Top Secret material generated by keeping night order books, marking charts, filling in forms, and so forth, even if internal to the unit, must be assigned an ACN and accounted for.

j. BY-PRODUCT MATERIALS

(1) By-products and residue of Classified material (including typewriter ribbons, carbon paper, and so forth) will

be protected at the same level as the information produced and destroyed by authorized means.

(2) The person responsible for the basic document or the yeoman shall ensure proper disposition of by-products and residue of material up to and including Confidential.

k. THE SHIP'S SEAL. The Executive Officer shall have custody of the ship's seal for use as directed by the Commanding Officer. The seal shall be kept in a secure place and shall be used on forms and documents in circumstances similar to those of a notary public. Examples of usage are as follows:

(1) To authenticate copies of books, records, papers, or documents submitted in evidence before civil courts.

(2) To authenticate reenlistment contracts, honorable discharges, commendations and citations, and oaths of office.

(3) To authenticate personal legal papers of individuals in the ship's company, such as insurance claims, statements, and signatures.

l. REFERENCES FOR THE OFFICIAL CORRESPONDENCE AND CLASSIFIED MATERIAL CONTROL BILL

(1) U.S. Navy Regulations.

(2) Department of the Navy Information Security Program Regulation, OPNAVINST 5510.1H.

(3) Department of the Navy Correspondence Manual, SECNAVINST 5216.5C.

(4) Disposal of Navy and Marine Corps Records, SECNAVINST 5212.5C.

(5) OPNAVINST 5112.5A (includes DOD Postal Manual, Vol II) (NOTAL).

620.6 ORIENTATION BILL

a. PURPOSE. This bill sets forth the procedures for indoctrination of newly reported enlisted personnel.

b. RESPONSIBILITY FOR THE BILL. The I-Division Officer, under the direction of the Executive Officer, is responsible for this bill.

c. INFORMATION. Personnel in pay grades E-l through E-4 reporting aboard shall be assigned to the I-Division for initial indoctrination and training. The mission of the I-Division is twofold:

(1) To orient newly reported personnel to their individual responsibilities, duties, and opportunities.

(2) To acquaint newly reported personnel with departmental and special office facilities and functions and the relationship of each individual to the overall unit operations.

d. Indoctrination shall include:

(1) Review and verification of service, pay, and health records jointly by the individual and the I-Division Officer

(2) Briefings and counseling on the following: (a) Command's history, mission, organization, regulations, routine, and current operating schedule; (b) Total Quality Leadership (TQL); (c) Career benefits, advancement, educational opportunities, and educational services; (d) Personnel procedures and legal services; (e) Security, crime prevention, loss prevention, anti-terrorism, and local threat conditions; (f) Morale and religious services; (g) Equal Opportunity/Human Resources Management; (h) Drug and alcohol abuse; (i) Medical and dental services; (j) Safety; (k) Vehicle regulations; (l) Energy awareness/environmental control rules; (m) Standards of conduct; (o) Ombudsman program

Supervised indoctrination of newly reported personnel will provide a well-informed crew with a minimum disruption of daily routine. Since the number of new personnel fluctuates at any given time, it may be necessary to disband I-Division when, periodically, there are too few new personnel. The Executive Officer shall determine when I-Division training is in effect.

e. RESPONSIBILITIES

(1) THE I-DIVISION OFFICER will be appointed by the Executive Officer and shall be responsible for the administration

of I-Division and coordination of training. He/she shall be aware of all personnel reporting aboard and activate I-Division when there are sufficient new personnel to justify the expenditure of time and effort on the part of personnel concerned. He/she will publish a list of personnel assigned to the I-Division at least five working days prior to orientation lectures. Lecturers will be notified via the plan of the day five days in advance and personally by the I-Division Officer at least one day in advance of the lectures.

(2) DIVISION OFFICERS shall ensure that newly reported personnel in their division are present at the appointed time and place for all I-Division meetings and that their personnel have no conflicting requirements. Division officers shall be responsible for the indoctrination of new personnel in their specific duties within the division and department. They shall review the service record of each newly assigned person as they report to the division.

(3) DEPARTMENTAL TRAINING OFFICERS AND PERSONNEL IN CHARGE OF SPECIAL OFFICES shall assign instructors. The names of the instructors so assigned shall be submitted to the I-Division Officer. Instructors shall prepare a lecture/tour outline for submission to the I-Division Officer for filing and future reference. The plan should list all training aids and include sketches of charts to be used. These plans will be reviewed continually and updated.

f. INSTRUCTOR DUTIES. When notified by the cognizant departmental training officer or cognizant special officer, instructors shall report to the I-Division Officer for a briefing on their duties as I-Division instructors. Each instructor shall become familiar with the prepared lecture outline in the I-Division training syllabus. He/she shall report to the CMAA 10 minutes prior to his/her period of instruction shown in the indoctrination schedule and shall be responsible for the indoctrination and accounting for I-Division personnel during his/her period of instruction. If the instruction period ends prior to the scheduled completion time, he/she shall turn over I-Division personnel to the CMAA for the next scheduled event. Instructors shall make every effort to acquaint I-Division personnel with the task of each rating assigned to his/her department and, insofar as practical, spaces occupied and the relation of the department to the overall operation of the unit. Instructors should endeavor to stress the importance of each person to the overall effectiveness of the unit and make each person realize his/her own importance.

620.7 PERSONNEL ASSIGNMENT BILL

a. PURPOSE. To establish responsibilities and procedures for assigning and reassigning officer and enlisted personnel to billets within the unit's organization, including collateral and special duties.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for this bill.

c. INFORMATION

(1) The Chief of Naval Operations has developed a series of manning documents for all classes of ships. These documents, called Ship Manpower Documents (SMDs) or Squadron Manpower Documents (SQMDs), display in detail the rationale for manning of ship classes and squadrons based on configuration, compound workload, specified operating profile, and required operational capabilities.

(2) Organizational manning provides the minimum quantitative and qualitative personnel needs of a ship class for effective performance of prescribed mission and combat operations. SMD will be implemented by revising the individual unit's manpower authorizations, OPNAVINST 1000.16H (NOTAL), to reflect organizational manning. With a view toward attainment of organizational manning, authorizations will be written commensurate with current end-strength and will be increased, where required, as additional billets become available.

(3) Where sufficient manpower will not be available in the foreseeable future to permit organizational manning, conditional manning may be required. This will generally occur as outlined in OPNAVINST 1000.16H (NOTAL).

(4) Commanding Officers are invited to take the following actions pursuant to their particular class SMD:

(a) Retain the document for guidance. The organization and assignment of billets shown in the SMD have been developed to achieve optimum use of authorized resources. However, the SMD is advisory in nature. Actual organization and assignment of personnel continue to be the responsibility of command.

(b) Submit recommended changes to the document as dictated by changes in ship configuration, functional requirements, or modifications to quantitative manning criteria. Manpower authorizations and changes thereto are administered per OPNAVINST 1000.16H (NOTAL).

d. PROCEDURES AND RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall:

(a) Assign officers to departments.

(b) Review assignment of officers made by heads of departments.

(c) Assign officers as required to collateral duties outside of the department to which assigned.

(d) Formulate policies and direct the Personnel Officer in assigning enlisted personnel to departments and special details.

(2) HEADS OF DEPARTMENTS shall:

(a) Assign officers to established billets within their respective departmental organization, subject to the approval of the Executive Officer.

(b) Assign officers to battle stations in accordance with the Battle Bill.

(c) Assign officers to watches within the department following the department watch organization.

(d) Assign enlisted personnel to divisions or specific billets within the departmental organization.

(e) Review personnel requirements, and initiate recommendations to the Personnel Officer or the Ship's Secretary, as applicable, for revision of personnel allowances.

(f) Keep the Executive Officer informed as to mission-degrading shortages of personnel and critical NECs within their departments.

(3) DIVISION OFFICERS shall:

(a) Assign enlisted personnel to sections and duties within the divisional organization.

(b) Assign enlisted personnel to watches and duties following the watch organization and various unit's bills.

(c) Assign enlisted personnel to special details as required.

(d) Assign enlisted personnel to battle stations and battle watches in accordance with the Battle Bill.

(4) THE PERSONNEL OFFICER shall:

(a) Assign enlisted personnel received on board for duty to unit's departments per departmental allowances prescribed by the Executive Officer and higher authority.

(b) Establish quotas for the assignment of enlisted personnel to special details subject to the approval of the Executive Officer.

(c) Advise the Executive Officer concerning proposed revisions to unit and departmental personnel allowances.

e. REASSIGNMENT PROCEDURES

(1) INTERDEPARTMENTAL TRANSFERS

(a) The interdepartmental transfer of officers shall be authorized by the Executive Officer and shall be reported to the Ship's Secretary.

(b) The Executive Officer shall establish a rotation schedule for junior officers to ensure proper indoctrination.

(c) The interdepartmental transfer of enlisted personnel shall be authorized by the Executive Officer and shall be processed in accordance with procedures prescribed by the Personnel Officer.

(d) Requests for interdepartmental transfer of enlisted personnel shall be forwarded to the Executive Officer via the heads of departments concerned.

(2) INTERDIVISIONAL TRANSFERS

(a) The interdivisional transfer of officer and enlisted personnel shall be made upon the recommendation of the head of the department, subject to the approval of the Executive Officer.

(b) At the time of transfer, all interdivisional transfers of personnel shall be reported to the Ship's Secretary and Personnel Officer, as applicable, for purposes of record and administration.

f. TEMPORARY ASSIGNMENT OF PERSONNEL. The temporary assignment of enlisted personnel to duties listed in this paragraph shall be coordinated and administered by the Personnel Officer per the following procedures and the instructions of the Executive Officer. Requests for the replacement of personnel temporarily assigned to such duties shall be forwarded to the Personnel Officer for action:

(1) MASTER-AT-ARMS FORCE

(a) The Executive Officer shall select a chief petty officer to serve as Chief Master-at-Arms (CMAA). He/she shall be permanently assigned to the executive staff. A petty officer first class may be similarly assigned on a permanent basis as Assistant to the CMAA at the discretion of the Executive Officer.

(b) The CMAA shall forward requests to the Personnel Officer for the replacement of duty master-at-arms (MAA) force personnel at the expiration of their tour of duty or at other times as necessary.

(2) MESS DECKS MASTER-AT-ARMS FORCE

(a) The billet of Mess Decks Master-At-Arms is usually written into the SMD billet structure as a Mess Management Specialist (MS). When this is the case, the individual will be a permanent member of the supply department. When this is not the case, the individual will be transferred to the supply department for temporary duty. A rated Master-At-Arms shall not be assigned as a Mess Decks Master-At-Arms following SECNAVINST 5530.4C.

(b) The Supply Officer shall forward requests to the Personnel Officer for replacement of personnel at the expiration of their normal tour of duty, or at other times as necessary.

(3) FOOD SERVICE ATTENDANTS, WARDROOM ROTATIONAL POOL MEMBERS, AND CPO MESS ATTENDANTS

(a) All departments, plus embarked units, shall transfer personnel to the Supply Department for temporary duty as Food Service Attendants (FSA), wardroom rotational pool members, and CPO mess attendants. Medical/dental personnel are prohibited from performing these duties per U.S. Navy Regulations, 1990, Article 1063. The total command allowance for ship's company personnel to perform these functions is displayed under the S-2 and/or S-5 Division Food Servicemen section of the applicable Ship Manpower Documents (SMD) or Fleet Manpower Documents (FMD). An SMD displays the total number of FSAs based on projected workload within the defined mission scenario contained in the Required Operational Capability/Projected Operational Environment

(ROC/POE). Absent an approved SMD/FMD, it is recommended that food service attendants be provided at a ratio of 1 to 25 from ship's enlisted company and 1 to 18 from the enlisted complements of embarked commands, the number of CPO mess attendants furnished will be on a 1 to 15 ratio, and that the number of wardroom rotational pool members assigned will equal 12 percent of its officer population.

(b) For accounting purposes a "tour of duty" as used hereinafter refers to the aggregate service an individual performs as a food service attendant, wardroom rotational pool member, or CPO mess attendant. The normal tour of duty shall be 90 days. An individual who completed a normal tour in one, or in a combination, of these areas, shall not be required to serve a second tour, unless the tenets of subparagraphs 3 or 4 are met. However, an individual may be transferred from one functional area to another during the tour.

(c) Personnel shall not be assigned two consecutive tours unless on a voluntary basis. Volunteer status should be established by means of a service record entry signed by the individual.

(d) Personnel shall be assigned involuntarily to a second tour only with approval of the Executive Officer, and only when all non-rated personnel of the command have performed at least one tour. If involuntary assignment of a second tour is required, appropriate entries (including justification for the assignment) shall be made in the individual's enlisted service record.

(e) Petty officers will not be assigned as food service attendants, wardroom rotational pool members, or CPO mess attendants except when personnel of the lower pay grades are not available. Exceptions may be made afloat for commanding officers' and unit commanders' messes where Mess Management Specialists may serve in the rotational pool including bedmaking services. NAVSUP Pub 486, Volumes I and II (NOTAL) contain the duties and responsibilities of the Mess Management Specialist rating, and duties of food service attendants/wardroom rotation pool members and CPO mess attendants.

(f) Personnel may be assigned to food service duties immediately upon reporting onboard. However, if the personnel situation allows, it is preferable for an individual to work in his/her rate prior to such assignment, and to have attended shipboard indoctrination (I Division).

(4) TOUR OF DUTY OF MASTER-AT-ARMS FORCE, FOOD SERVICE ATTENDANTS, WARDROOM ROTATIONAL POOL MEMBERS, AND CPO MESS ATTENDANTS

(a) Duty Master-at-Arms, food service attendants, wardroom rotational pool members, and CPO mess attendants shall not be reassigned to parent departments prior to completing a normal tour without the approval of the Executive Officer.

(b) Personnel who have served a normal tour of duty shall not be reassigned to similar duties until they have completed a corresponding period of time in their regularly assigned department. Exceptions will occur only in unusual circumstances, and on approval by the Executive Officer.

(5) AIR WING/DETACHMENT PERSONNEL. In addition to supplying food service attendants, wardroom rotational pool members, MA and CPO mess attendants, an embarked air wing/detachment shall detail certain ratings to specific departments. All SK, DK, MS, and strikers, and those rapid supplymen (AK and AN) listed in the Integrated Services section of each Squadron Manpower Document (SQMD), will be assigned to the Supply Department. All PH's and strikers (except those required to perform organizational maintenance and listed in Work Center 240 of appropriate squadrons SQMD) will be assigned to the ship's or operations department's photographic laboratory. All HM ratings and strikers will be assigned to the Medical Department. Required personnel will be assigned to the Air Department for watches and details as directed by the Executive Officer. Air wing/detachment personnel designated for intermediate level aircraft maintenance functions shall be made available to unit AIMD as specified by separate directive.

(6) I-DIVISION

(a) When activated, the I-Division Officer shall prescribe the temporary assignment of personnel within the I-Division per directives of the Executive Officer.

(b) Personnel temporarily assigned to the I-Division shall report directly to the I-Division Officer or his/her representative.

(c) I-Division personnel will berth and muster with their regularly assigned divisions.

620.8 PERSONNEL RECALL BILL

a. PURPOSE. To establish uniform procedures for the rapid recall of all or selected personnel on liberty or shore leave.

b. INFORMATION. This bill (as modified by type and/or unit commanders) gives general procedures for recall situations.

c. PROCEDURES AND RESPONSIBILITIES

(1) THE PERSONNEL OFFICER shall:

(a) Maintain a complete, up-to-date listing of the local addresses and phone numbers of all unit personnel.

(b) Keep all command duty officers informed of the location of the listing.

(2) THE COMMANDING OFFICER, EXECUTIVE OFFICER, OR COMMAND DUTY OFFICER shall:

(a) Initiate personnel recall when required or directed by higher authority.

(b) Notify the Commanding Officer, Executive Officer, Senior Watch Officer, and Navigator of the recall order.

(3) ALL DEPARTMENT HEADS (DUTY DEPARTMENT HEADS) shall initiate recall of departmental personnel as directed by type and/or unit commanders.

620.9 SECURITY BILL

a. PURPOSE. To prescribe procedures and assign responsibilities for handling and safeguarding classified (except nuclear weapons) material and information.

b. RESPONSIBILITY. The Security Manager (SM) is responsible for this bill. The SM will ensure that this bill is coordinated with the Security Officer, if assigned, and integrated into the ship's security plan.

c. INFORMATION. Much of the unit's equipment and details of its operations and capabilities are classified. One of the primary responsibilities of naval personnel, therefore, is to ensure that classified information is not revealed to personnel without proper clearance, access authorization, and a need to know. Regulations which govern security of classified information do not guarantee protection nor do they meet every conceivable situation.

(1) SAFEGUARDING CLASSIFIED INFORMATION. Three basic techniques are used to safeguard classified information:

(a) Access to the unit and specific areas within is restricted by rules, alarm systems, locks, and/or guards.

(b) Classified correspondence and objects are clearly marked, strictly accounted for, used only by authorized personnel, and securely stowed.

(c) Unit personnel are screened, instructed, and monitored to ensure their integrity and reliability and their understanding of the need and techniques for safeguarding classified information.

(2) SOURCES OF ADDITIONAL INFORMATION

(a) OPNAVINST 5510.1H provides detailed regulations, guidance, and procedures for classifying, marking, handling, and safeguarding classified information and for access to and disclosure of this information.

(b) CSP-1 (NOTAL) and NTP-4 (NOTAL) contain instructions on communication and cryptographic security.

(c) OPNAVINST C8126.1 (NOTAL) and OPNAVINST 5510.162 (NOTAL) contain information pertinent to the security and safeguarding of nuclear weapons, including personnel reliability.

(d) The Official Correspondence and Classified Material Control Bill details procedures for handling official classified correspondence.

(e) The General Visiting Bill specifies procedures for control of visitors to ensure physical security of the ship and integrity of classified information.

(f) The Security from Unauthorized Visitors Bill establishes policies and promulgates instructions for security of the ship from unauthorized visitors when "repel boarders" action is not appropriate.

(g) Article 510.30 provides procedures and assigns responsibilities for custody and care of ship's locks and keys and delineates unauthorized entry areas.

(h) SECNAVINST 5510.34 (NOTAL) provides additional guidance in the case of foreign nationals visiting nuclear-powered ships.

d. DEFINITIONS

(1) ACCESS. The ability and opportunity to obtain knowledge or possession of classified information.

(2) CONTROLLED AREA. An area adjacent to or encompassing limited or exclusion areas, within which uncontrolled movement does not permit access to classified information.

(3) CONFIDENTIAL INFORMATION. Information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security.

(4) EXCLUSION AREA. An area containing classified information which is of such nature that access to the area constitutes, for all practical purposes, access to such classified information.

(5) FOR OFFICIAL USE ONLY. Applies to information, records, and other materials which have not been given a security classification, but which contain information which may be withheld from the public for one or more of the reasons cited in the Freedom of Information Act exemptions 2 through 9. No other material shall be considered or marked FOR OFFICIAL USE ONLY, as FOUO is not authorized as a form of classification to protect national security interests.

(6) LIMITED AREA. An area containing classified information, but within which access may be controlled by escort and other internal restrictions and controls.

(7) NEED TO KNOW. The necessity for possession of classified information by an individual in order to fulfill his/her official responsibilities. A security clearance does not in itself establish a need to know.

(8) PERSONNEL SECURITY CLEARANCE. An administrative determination by designated authority that an individual is eligible, from a security standpoint, for access to classified information.

(9) RESTRICTED DATA. The term Formerly Restricted Data refers to classified defense information which has been removed from the Restricted Data category. Disclosure of either Restricted Data or Formerly Restricted Data to other than U.S. citizens shall be in accordance with OPNAVINST 5510.1H. All data concerning:

(a) The design, manufacture, or employment of nuclear weapons.

(b) The production of special nuclear weapons.

(c) The use of special nuclear material in the production of energy.

(10) SECRET INFORMATION. Information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security.

(11) TOP SECRET INFORMATION. Information, the unauthorized disclosure of which reasonably could expected to cause exceptionally grave damage to the national security.

e. PROCEDURES

(1) PHYSICAL SECURITY

(a) Access Restrictions

1. Naval units are Level One areas and internal entry shall be restricted and controlled as prescribed in the General Visiting Bill and the Security from Unauthorized Visitors Bill. The latter bill is addressed in Section 620.10.

2. Individual units shall designate Level Three areas.

3. The following procedures shall be enforced within each Level Three area.

a. A clearly defined perimeter barrier.

b. All entry and exit points shall be protected by locks and approved alarm systems or shall be continuously guarded by a qualified member of the unit.

c. Entry shall be restricted to personnel on an entry list approved by the Commanding Officer or other persons individually authorized in writing by the Commanding Officer.

c. All personnel shall be identified by the guard before entry is permitted.

4. Individual units shall designate limited areas.

5. The following procedures shall be enforced within limited areas:

a. A clearly defined perimeter barrier.

b. Access shall be limited to unit members with appropriate security clearances. Persons not cleared for access to the information contained within a limited area may, with appropriate approval, be admitted. However, they must be controlled by an escort/attendant or other security measures designed to prevent access to the classified information within the area.

c. All entry and exit points are either guarded or controlled by a watchstander whose duties include a check of identification.

(a) Enforcement. The Self Defense Force shall be prepared to enforce access restrictions and physical entry.

(2) SECURITY OF CLASSIFIED MATTER

NOTE: Disclosure of classified information to foreign nationals will be in accordance with SECNAVINST 5510.34 (NOTAL). Foreign nationals are not permitted access to Restricted Data or Formerly Restricted Data under any circumstances.

(a) Personnel with responsibility for classified material shall stow it per OPNAVINST 5510.1H.

(b) Classified correspondence shall be received, accounted for, inventoried, controlled, destroyed, transmitted, and marked as prescribed in the Official Correspondence Bill and in unit instructions regarding handling of Single Integrated Operational Plan - Extremely Sensitive Information (SIOP-ESI) and Sealed Authenticator Systems (SAS).

(c) *NO PERSON SHALL:*

1. *REMOVE CLASSIFIED MATTER FROM ITS PROPER PLACE OF STOWAGE WITHOUT PERMISSION OF PROPER AUTHORITY, AND THEN ONLY AS NECESSARY FOR PERFORMING HIS/HER ASSIGNED DUTIES.*

2. *KNOWINGLY DELIVER OR DIVULGE CONTENTS OF ANY CLASSIFIED MATTER TO ANYONE NOT AUTHORIZED TO RECEIVE IT OR HAVE A NEED TO KNOW.*

3. *COPY OR RECORD ANY PORTION OF CLASSIFIED MATTER WITHOUT PERMISSION OF PROPER AUTHORITY; AND, IF COPIED, FAIL TO MARK, HANDLE, AND SAFEGUARD SUCH WRITING AS CLASSIFIED INFORMATION.*

4. *POSSESS ANY CLASSIFIED MATTER NOT NECESSARY TO THE PERFORMANCE OF ASSIGNED DUTIES; OR FAIL TO REPORT THE CIRCUMSTANCES OF ANY CLASSIFIED MATTER FOUND ADRIFT AND TURN IT IN TO THE OOD OR THE DUTY OFFICER.*

(d) The combinations of all safes and of all locks employed for the safeguard of classified information or nuclear weapons shall be changed, recorded, and safeguarded per OPNAVINST 5510.1H (NOTAL).

(e) Unit movement. The Commanding Officer may release information concerning unit's past movements or locations providing the information has no special military or international significance which, if disclosed would be harmful to national policy or security.

(f) Classified subjects. The following classified subjects may be divulged only to properly cleared persons who have a clearly established need to know.

1. Information about nuclear weapons or the use of nuclear energy for the generation of useful power or other technical information concerning atomic energy.

2. The presence of nuclear weapons on board.

3. Offensive weapons and equipment.

4. ASW equipment and measures.

5. Electronic warfare deception measures.

6. Unrevealed war plans.

7. Codes, ciphers, and communication procedures.

8. Interception and use of enemy communication traffic.

9. Intelligence procedures and information.

10. Hitherto undisclosed devices or weapons.

11. Details of the performance capabilities of ships and their equipment.

12. Details of the unit's movements.

13. Details of operations, operational techniques, state of training, and specified exercises.

14. Details of construction, arrangement, operational characteristics, or capabilities of any part of nuclear propulsion plants.

(3) PERSONNEL CLEARANCE, RELIABILITY, AND PERSONAL CENSORSHIP

(a) Action shall be initiated to establish a security clearance for each person who reports to the unit for permanent duty requiring access to classified material.

(b) Each person who reports to the unit for duty shall be interviewed, and service and health records shall be carefully examined to verify the integrity, emotional and mental stability, and sense of personal responsibility of the individual. Additionally, personnel shall be monitored by responsible seniors throughout their service on board to ensure maintenance of requisite standards.

(c) All personnel assigned shall be thoroughly instructed in the requirements and procedures for safeguarding classified information:

1. Upon reporting for duty.

2. Periodically while attached.

3. Prior to detachment.

f. RESPONSIBILITIES

(1) THE COMMANDING OFFICER shall:

(a) Issue interim security clearances when necessary, based on a check of local records or either initiation of the required investigation or evidence of a completed appropriate investigation.

(b) Issue final security clearances for newly assigned personnel who require access to special access program information and who are eligible for the final clearance required.

(c) Suspend access, remove from duty assignment, and report any individual who does not meet the required security standards.

(2) THE SECURITY MANAGER shall:

(a) Initiate necessary investigation and clearance requests and keep a log of the security clearance status of personnel.

(b) Maintain records of access granted to personnel.

(c) Direct the changing of safe and lock combinations in implementation of paragraph 620.9.e(2)(d).

(d) Ensure by frequent inspection that the provisions of this bill on stowage and handling of classified material are maintained by all departments and that security areas are properly posted, controlled, and guarded.

(e) Coordinate the training of unit personnel in the understanding and implementation of this bill. Ensure all personnel are briefed upon reporting and periodically while aboard, and debriefed upon detachment to ensure an understanding of the need for safeguarding classified information, of the techniques and procedures prescribed for this purpose, and of individual responsibilities in this area.

(3) THE MEDICAL OFFICER shall:

(a) Conduct an interview with and review the health record of each person who reports for duty. Adjustment, attitude, motivation, stability, reliability, and so forth, will be evaluated. The results will be provided to the Executive Officer.

(b) Continuously monitor unit personnel for evidence of mental or emotional ability and advise the Executive Officer when such a condition is detected.

(4) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER IF THE UNIT HAS A COMBAT SYSTEMS DEPARTMENT) shall:

(a) Provide for frequent checks and tests of the control station, supervisory alarm circuits, lighting, and communication. Maintain appropriate records of the checks and test.

(b) Provide a written procedure for control of weapons system keys.

(5) DEPARTMENT HEADS shall:

(a) Train assigned personnel in the understanding and implementation of this bill.

(b) Establish amplifying instructions for department watch and duty personnel on access control procedures and classified material stowage and handling procedures prescribed in this bill.

(6) ALL HANDS shall:

(a) Report all security violations, actual or suspected, to the Security Manager, CMAA, and OOD/duty officer.

(b) Exercise the strictest personal censorship.

(c) When on watch, ensure that entry control of security areas is properly maintained.

(d) Comply with security procedures established in this bill.

620.10 SECURITY FROM UNAUTHORIZED VISITORS BILL

a. PURPOSE. To establish policies and promulgate instructions for security from unauthorized visitors when "repel boarders" action is not appropriate.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for maintaining this bill.

c. INFORMATION. Occasionally an unauthorized person (commercial agent, occupant of a pleasure boat, member of a non-military organization, etc.) may attempt to board the unit for various reasons including sheer mischief, revelry, or political purposes. Such boardings do not require "repel boarders" action but must be prevented and the problem disposed of. Section 21 of the Internal Security Act of 1950 (codified at 50 U.S.C. 797 (1982)), provides that those found guilty of willful violations of orders or regulations issued for the protection or security of "military or naval aircraft, . . . vessels, harbors, ports, piers, water-front facilities, bases, . . . stations, vehicles, equipment, explosives, or other [military] property or places," shall be liable to a fine not to exceed $5,000 or to imprisonment for not more than one year, or both, if the order or regulation in question was "posted in conspicuous and appropriate places." Implementing regulations include DODDIR 5200.8 of 29 July 1980, Security of Military installations and Resources (NOTAL); SECNAVINST 5511.36A, Authority of Military Commanders under the Internal Security Act of 1950 to Issue Security Orders and Regulations for the Protection or Security of Property or Places under their Command; and OPNAVINST 5530.14B, Physical Security and Loss Prevention.

d. PROCEDURES

(1) THE EXECUTIVE OFFICER shall:

(a) Ensure that signed security orders and regulations are prepared as shown in Figure 6-7 and are made available for posting at the gangway or other appropriate place.

(b) Issue security orders and regulations to unit personnel.

(c) Ensure that duty officers are familiar with the procedures of local law enforcement agencies when in a foreign port.

DEPARTMENT OF THE NAVY

IN REPLY REFER TO

(Date)

From: Commanding Officer
To: All Concerned

Subj: SECURITY ORDERS AND REGULATIONS FOR THE PROTECTION OF USS

Ref: (a) SECNAVINST 5511.36
(b) Section 21, Internal Security Act of 1950, (codified at 50 U.S.C. 797 (1982))

1. In accordance with the provisions of reference (a), no person, other than members of this unit's company and other than employees of the United States or contractors who are authorized to perform services on board this unit, shall come on board, com in contact with, or cause an object to touch the unit without my advance consent or that of my duly authorized representative.

2. Any person who willfully violates this regulation is subject to a fine not to exceed $5,000.00 or imprisonment for not more than one year, or both, as provided in reference (b).

3. This regulation does not cancel or abrogate any other regulation or order of this command.

(Commanding Officer)

Figure 6-7. Sample Format for Security Orders and Regulations

(2) THE DUTY OFFICER shall:

(a) Post the signed security orders and regulations at the gangway or other appropriate place when warranted.

(b) Inform unauthorized persons who approach of the posted orders and the possible penalty for violating the orders.

(c) When necessary, station additional personnel to prevent unauthorized persons from boarding the unit.

(d) If the attempted violation occurs in a foreign port, obtain the aid of local law enforcement agency for external assistance if possible. Obtain the Commanding Officer's permission prior to allowing local law enforcement personnel on board.

(3) THE PETTY OFFICER OF THE WATCH/TOPSIDE SENTRY shall:

(a) Require that all persons identify themselves before coming aboard.

(b) Inform the Officer of the Deck (OOD) immediately if unauthorized persons attempt to board.

(c) Inform unauthorized persons who attempt to board of the contents of the posted orders.

(d) Using minimum force, prevent unauthorized persons from boarding.

(e) Unauthorized persons who board, despite all efforts, will be taken into custody using a minimum of force. They will be segregated topside and treated courteously.

e. PROSECUTION. In effecting the provisions of this bill, the Commanding Officer shall ensure compliance with U.S. Navy Regulations, 1990.

(1) IN THE UNITED STATES, ITS TERRITORIES, AND POSSESSIONS. Willful violators of security orders and regulations must be taken into custody and delivered immediately to the custody of a United States Marshal. This action should be coordinated with Naval Criminal Investigative Service Resident Agent. Depending on the circumstances of the violation and local conditions, Federal law enforcement officers may arrest or take custody of the violator at the unit; otherwise the Navy must complete the transfer. City, county, or state police should be requested to transport the violator(s) to the United States Marshal, accompanied by a unit officer (preferably one who witnessed the violation if available). If the police are unable

to assist, members of the Marine Corps or shore patrol using a Navy vehicle may effect the transfer. The location of the nearest United States Marshal may be obtained from the local legal services office.

(2) IN A FOREIGN PORT. In the event of willful violation or attempted violation of the unit's security orders and regulations in a foreign port, the local law enforcement agencies should be notified immediately. Violators should not be taken into custody unless absolutely necessary to maintain the unit's safety and security. Paragraph 2 of the example security orders (Figure 6-7) should be deleted when the unit is deployed in a foreign country.

(3) ENFORCEMENT. Units of the Self Defense Force shall be prepared to assist the Commanding Officer to ensure compliance with U.S. Navy Regulations if required.

620.11 SECURITY WATCH AND ANTI-TERRORISM BILL

a. PURPOSE. To reduce the effect of terrorist and other security threats which threaten U.S. naval vessels world-wide. To provide direction to maximize security of the ship based on current threat conditions and consistent with performance of assigned missions and routine functions. This is accomplished by implementing certain security watches, criteria, and practices. The duty of the security watches is to safeguard the ship and ship's company from sabotage, terrorism, civil disturbance, danger, or compromise. When required, the security watches will be augmented by the Self Defense Force (SDF). Emphasis is directed toward antiterrorism measures designed to protect vessels in port or at anchorage.

b. RESPONSIBILITY

(1) Commanding officers of all U.S. Navy commissioned ships will develop physical security standards particular to their ship to ensure continuity of purpose while providing maximum effective antiterrorism defense during each Threat Condition (THREATCON).

(2) The Security Officer is responsible for the maintenance and accuracy of a security bill. The Security Officer will ensure ship's company is trained in security and will establish, under the supervision of the Commanding Officer, a formal qualification program. In the absence of a Security Officer, the Weapons Officer will be so designated. Rated Master-At-Arms (if assigned) should serve as the assistant Security Officer.

(3) All watchstanders bearing arms shall be qualified following OPNAVINST 3591.1C and weapons will be loaded per OPNAVINST 5580.1. Small arms training shall be conducted following the Small Arms Training Tables located at the end of this bill. The tables identify the maximum number of personnel required to be trained to meet the security requirements of the largest class ship in each category. Ships are not required to train to this number when watch section or crew complements are less. All armed personnel must be properly trained. An attrition rate of up to 45 percent is authorized for crew transfers, untoward circumstances, non-effectives, etc.

(4) Watchstanders will be familiar with and understand the authorized use of deadly force. (General guidance on the use of deadly force is contained in SECNAVINST 5500.29B and OPNAVINST 5580.1, Law Enforcement Manual.) Deadly force is that force which a person uses with the purpose of causing -- or which he or she knows, or should know, would create a substantial risk of

causing -- death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

(a) Self-defense. When deadly force appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.

(b) Property involving national security. When deadly force reasonably appears to be necessary: (a) to prevent the threatened theft of, damage to, or espionage aimed at property or information specifically designated by a commander or other competent authority as vital to the national security; (b) to prevent the actual theft of, damage to, or espionage aimed at property or information which - though not vital to the national security - is of substantial importance to the national security; or (c) to apprehend or prevent the escape of an individual whose unauthorized presence in the vicinity of property or information vital to the national security reasonably appears to present a threat of theft, sabotage or espionage. Property shall be specifically designated as vital to the national security only when its loss, damage or compromise would seriously prejudice national security or jeopardize the fulfillment of an essential national defense mission.

(c) Property not involving national security but inherently dangerous to others. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property, such as operable weapons or ammunition, which is inherently dangerous to others, i.e., property which, in the hands of an unauthorized individual, presents a substantial danger of death or serious bodily harm to others.

(c) Serious offenses against persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm.

(d) Detention, Apprehension, and Escape. When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to effect the detention, apprehension, or prevent the escape of a person likely to cause death or serious bodily harm to another.

(e) Lawful order. When directed by the lawful order of a superior authority who shall be governed by the provisions of this Directive.

(5) In order to comply with local law, a commander may impose further restrictions on the use of deadly force if in his/her judgement such restrictions would not unduly compromise important security interests of the United States.

(6) Additional Considerations Involving Firearms. If, in any of the circumstances set forth above it becomes necessary to use a firearm, the following precautions will be observed, provided it is possible to do so consistent with the prevention of death or serious bodily harm:

(a) An order to halt will be given before a shot is fired. Firing a warning shot is a safety hazard and is prohibited.

(b) Shots will not be fired if they are likely to endanger the safety of innocent bystanders.

(c) Shots will not normally be fired from a moving vehicle.

c. HOW SECURITY IS OBTAINED. Alertness, position and mobility provide the best security. U.S. Navy ships present particularly lucrative targets to terrorists and other organizations seeking to destroy, damage, disrupt, or embarrass individual units or organizations. Terrorists are not limited by conventions of civilized society. Constant vigilance is required to avoid their acts. Measures must be taken to deter them, and shipboard conditions must be established which minimize the effects of terrorism. Under unusual circumstances or when danger is suspected, ships should be moved to anchorage clear of harbor activity or get underway. If there is the slightest doubt about the Security Force's ability to handle a threat, the SDF shall be activated immediately. The development of specific plans to counter terrorist acts must consider:

(1) Ability to maintain highest state of operational readiness.

(2) Measures to improve physical security through the use of duty and guard force personnel, limit access to deck and interior of a ship by hostile persons, and barriers to physically protect the ship.

(3) Availability of effective command, control, and communication systems with emphasis on supporting duty officers, security forces, and key personnel.

(4) An antiterrorism awareness program for all personnel.

(5) Protection of high risk assets and personnel.

(6) Measures necessary to limit liberty, activities, and social engagements.

d. GENERAL

(1) Anyone with reason to believe the ship is in danger of sabotage or terrorist attack shall immediately notify the Officer of the Deck (OOD).

(2) All hands shall be alert to attempts to board the unit from anywhere except at the brows, sea ladders, or normal access areas.

(3) Where hostile or subversive elements exist, all hands shall be alert for floating mines or attempts to attach limpet mines to the ship.

(4) Any person who desires to visit the ship shall be denied access until cleared by the OOD.

(5) Material brought on board shall be thoroughly inspected by watchstanders, designated members of the Master at Arms Force, or other petty officers trained in proper search procedures. These inspections shall be conducted prior to bringing material aboard the ship when practical. Contractor tools/materials or ship's stores/equipment and like items are to be inspected as soon as practical on weather decks, sponsons, or hangar decks before being struck below.

e. WATCHES - SHIPS. Security is the direct, immediate, and moral responsibility of all persons assigned to the ship. Personnel identified as part of the in-port watch organization whose duties will directly affect security include the CDO, OOD, JOOD, JOOW, Quarter Deck Watches (POOW and Messengers), Duty MAA, Gangway Watch, Sergeant of the Guard, and Security Watch/Patrols. The primary duties, responsibilities, and authority of these in-port watchstanders are contained in Section 440. In addition, the following personnel will augment the in-port watch organization to meet security needs:

(1) Nuclear Weapons Response Force - The nuclear weapons response force consisting of a Security Alert Team (SAT) (two people), Backup Alert Force (BAF) (three people), and Reserve Force (RF) (10 people) will be armed and deployed during increased THREATCONs. Members of the reserve force may also serve as elements of the self defense force provided they are not assigned duties which would take them off the ship.

(2) Self Defense Force - The self defense force (one squad of 13 persons per 200 crew members - maximum of three squads) will augment the normal watch force and/or other on-board security forces. Section 630.12 provides requirements and standards for members of the self defense force.

(3) Nuclear Reactor Security Team - The nuclear reactor security team responds to any attempt to sabotage or damage the reactor plant aboard nuclear powered ships. Section 640.9 provides requirements and standards for members of the nuclear reactor security team.

(4) Pier Entrance Sentry - The watch station is at the head of the pier. The watchstander shall control personnel and vehicle access on the pier. He/she shall notify the OOD of any violations or unusual events. The watchstander shall remain at the station until properly relieved. Upon relief he/she will report to the OOD.

(5) Pier Security Sentry - The Sentry shall patrol the pier area between the bow and stern of the ship. The Sentry shall watch for approaching persons, vehicles, or boats and prevent loitering near the ship. The Sentry shall prevent unauthorized persons from approaching except by the brow. The Sentry shall allow no one to board or leave the ship except by the brow. If the sentry is unable to ascertain the purpose of the approach, and if the sentry believes that the approaching person, vehicle, or boat is intent on causing harm, destruction, or theft of property, he shall notify the OOD and take appropriate action.

(6) Forecastle Sentry - The watch station is on the forecastle. The watchstander shall prevent unauthorized persons from approaching or coming on board. He/she shall notify the OOD of any person or boat approaching close to the ship. He/she shall be alert to any heavy strain on the anchor chain or mooring lines. If any undue strain is noted, he/she shall sound the whistle for assistance and notify the OOD. He/she shall permit no one to board the ship except at the brow unless authorized by the OOD. He/she shall keep a watch, if physically possible, on boats secured at the boom. In the event of irregularity, he/she shall request assistance from the OOD or sound the whistle. The watchstander shall remain at the station until properly relieved. Upon relief he/she will report to the OOD.

(7) Fantail Sentry - The guidance in the foregoing section shall apply except the watch station is on the fantail. He/she shall watch vessels and boats tied astern to see they are riding clear and are not adrift. He/she shall also watch the mooring lines to ensure they are not too taut or slack. In the

event of irregularity, he/she shall request assistance from the OOD or sound the whistle.

(8) Topside Sentry - The watch station is on the superstructure level and is positioned so that the watchstander can best cover areas about the ship. The watchstander shall prevent unauthorized persons from approaching or coming on board. He/she shall notify the OOD of any person or boat approaching close to the ship. He/she shall also watch for unusual personnel loitering on the ship. In the event of irregularity, he/she shall request assistance from the OOD or sound the whistle. The watchstander shall remain at the station until properly relieved. Upon relief he/she will report to the OOD.

(9) Brow Watch - The watch station is on the pier at the foot of the brow. The watchstander shall check IDs and inspect baggage prior to personnel boarding the ship.

f. RESPONSIBILITY FOR POSTING WATCHES. The OOD is directly responsible to the Command Duty Officer for posting all security watches and sentries and shall ascertain that personnel on watch are familiar with and proficient in their duties.

g. SECURITY ORDERS. The CDO shall receive a folder containing current threat condition, security orders and instructions. All sentries and security patrols shall receive written instructions.

h. ISSUE OF ARMS TO WATCHES. Arms, ammunition, and law enforcement equipment required by this bill shall be issued to the first watch 15 minutes before posting the watch. Watch personnel shall sign a receipt for gear issued and a receipt book will be kept with each set of equipment. Each succeeding watch shall be required to sign for the equipment upon relieving the watch. Shortages or violations will be reported immediately to the CDO and the First Lieutenant.

i. ANTI-TERRORISM PROCEDURES AND POLICIES.

(1) In assessing the terrorist threat to U.S. personnel and interests, Department of Defense intelligence agencies use a five-step scale (CRITICAL, HIGH, MEDIUM, LOW, and NEGLIGIBLE) to describe the severity of the threat. Threat levels are determined by intelligence personnel following assessment of six factors:

(a) EXISTENCE - A terrorist group is present, assessed to be present, or able to gain access to a given country or location.

(b) CAPABILITY - The acquired, assessed, or demonstrated level of capability to conduct terrorist attacks.

(c) INTENTION - Recent demonstrated anti-U.S. terrorist activity or a stated intent to conduct such activity.

(d) HISTORY - Demonstrated terrorist activity over time.

(e) TARGETING - Current credible information on activities indicative of preparation for specific terrorist operations.

(f) SECURITY ENVIRONMENT - Internal political and security considerations that impact on the capability of terrorist elements to carry out their intentions.

(2) The following combinations of these factors result in the assignment of threat levels:

(a) CRITICAL - Factors of existence, capability, and targeting must be present. History and intention may or may not be present.

(b) HIGH - Factors of existence, capability, history, and intention must be present.

(c) MEDIUM - Factors of existence, capability, and history must be present. Intention may or may not be present.

(d) LOW - Existence and capability must be present. History may or may not be present.

(e) NEGLIGIBLE - Existence and/or capability may or may not be present.

(3) Threat assessments include assigned threat levels and provide the latest details on terrorist activities for a particular location. Threat assessments provide information to assist a commander in determining the appropriate THREATCON. THREATCON declaration remains the exclusive responsibility of local commanders, commanding officers, or heads of U.S. Agencies. THREATCONs have the following associated conditional meanings:

(a) THREATCON ALPHA: This condition is declared when a general threat of possible terrorist activity is directed toward installations and personnel, the nature and extent of which are unpredictable, and where circumstances do not justify full implementation of THREATCON BRAVO measures. However, it may be necessary to implement certain selected measures from THREATCON BRAVO as a result of intelligence received or as a

deterrent. The measures in this threat condition must be capable of being maintained indefinitely.

(b) THREATCON BRAVO: This condition is declared when an increased and more predictable threat of terrorist activity exists. The measures in this threat condition must be capable of being maintained for weeks without causing undue hardships, without affecting operational capability, and without aggravating relations with local authorities.

(c) THREATCON CHARLIE: This condition is declared when an incident occurs or intelligence is received indicating that some form of terrorist action against installations and personnel is imminent. Implementation of this threat condition for more than a short period will probably create hardship and will affect the peacetime activities of the ship and its personnel.

(d) THREATCON DELTA: This condition is declared when a terrorist attack has occurred in the immediate area or intelligence has been received that terrorist action against a specific location or person is likely. Normally, this threat condition is declared as a localized warning.

j. PRE-PORT ARRIVAL PROCEDURES. High levels of activity, both aboard ship and on the pier when a vessel arrives in port, must not be allowed to degrade security. Security must be integrated into pre-arrival procedures and should include the following actions:

(1) Obtain a current threat assessment from the appropriate local Naval Criminal Investigative Service Office. The local NCIS Office serving as the designated producing agency will be dependent on the area of operation. If any doubt exists as to where to obtain threat assessment information, commands shall contact the appropriate Fleet Commander command or the Navy Anti-Terrorist Alert Center (ATAC) Washington, DC, by message or Secure Telephone Unit (STU) III (301) 433-9490 or AUTOVON 288-9490.

(2) Establish Senior Officer Present Afloat (SOPA) for security of all ships.

(3) Brief crew on threat, security precautions, recall procedures, and ship's self defense force duties.

(4) Muster security force, brief threat specifics, review rules of engagement and use-of-force policies, security assignments, and responsibilities.

(5) Brief beach guards and shore patrol on threats and review special procedures applicable to the specific port visit including pier and/or fleet landing security and access control procedures.

(6) Review list of emergency points of contact: port services, American Embassy/Consulate, local security, and other U.S. ships. Whenever possible prior to port visits, establish liaison with local authorities to coordinate physical security procedures and determine physical security interaction particular to the port being visited.

(7) If the port is operating under THREATCON BRAVO or a threat to a specific ship is received, use a Military Working Dog and divers to conduct a search of the pier prior to the ship's arrival. If a suspicious item is found, notify the appropriate Explosive Ordnance Disposal Unit. Once cleared, shore security elements will maintain security until relieved by ship's personnel.

k. SHIPBOARD TERRORIST THREATCON MEASURES. The measures outlined below are for use aboard U.S. Navy vessels. These measures serve two purposes: first, the crew is alerted, additional watches are created, and there is greater security; second, these measures display the ship's resolve to prepare for and counter the terrorist threat. These actions will convey to anyone observing the ship's activities that the ship is prepared, the ship is an undesirable target, look elsewhere. The measures outlined below do not account for local conditions and regulations, special evolutions, or current threat intelligence. The command must maintain flexibility. As threat conditions change, the ship must be prepared to take action to counter the threat. When necessary, additional measures must be taken immediately. While the simple solution to THREATCON CHARLIE or DELTA is to get underway, this option may not always be available.

(1) THREATCON ALPHA Measures

(a) Brief crew on the threat, ship security, and security precautions to be taken while ashore.

(b) Muster and brief security personnel on the threat and rules of engagement.

(c) Review security plans and keep them available. Keep key personnel who may be needed to implement security measures on call.

(d) Consistent with local rules, regulations, and status of forces agreement, post qualified armed fantail sentry and forecastle sentry. Rifles are the preferred weapon.

(e) Consistent with local rules, regulations, and status of forces agreement, post qualified armed pier sentry and pier entrance sentry.

(f) Issue two-way radios to all sentries, roving patrols, quarterdeck watch, and response force. If practical, all guards shall be equipped with at least two systems of communication (e.g., two-way radio, telephone, whistle, or signal light).

(g) Issue night vision devices to selected posted security personnel.

(h) Coordinate pier/fleet landing security with SOPA, co-located forces, and local authorities. Identify anticipated needs for mutual support (security personnel, boats, and equipment) and define methods of activation and communication.

(i) Tighten shipboard and pier access control procedures. Positively identify all personnel entering pier/fleet landing area.

(j) Consistent with local rules, regulations, and status of forces agreement, establish unloading zone(s) on the pier away from the ship.

(k) Deploy barriers to keep vehicles away from ship. Barriers may be ship's vehicles, equipment, or items available locally.

(l) Post signs in local language(s) to explain visiting and loitering restrictions.

(m) Inspect all vehicles entering pier for unauthorized personnel, weapons, and/or explosives.

(n) Inspect all personnel, hand carried items, and packages before they come aboard. Where possible, screening should be at pier entrance or foot of brow.

(o) Direct departing and arriving liberty boats to make a security tour around the ship and give special attention to the waterline and hull. Boats must be identifiable night and day to ship's personnel.

(p) Water taxis, ferries, bum boats, and other harbor craft require special concern because they can serve as ideal platforms for terrorists. Unauthorized craft should be kept away from the ship; authorized craft should be carefully controlled, surveilled, and covered.

(q) Identify and inspect workboats.

(r) Secure spaces not in use.

(s) Regulate shipboard lighting to best meet threat environment. Lighting should include illumination of the water-line.

(t) Rig hawsepipe covers and rat guards on all lines, cable, and hoses. Consider using an anchor collar.

(u) Raise accommodation ladders, stern gates, Jacob ladders, etc. when not in use. Clear ship of all unnecessary stages, camels, barges, oil donuts, and lines.

(v) Conduct security drills to include bomb threat and repel boarders exercises.

(w) Review individual actions in THREATCON BRAVO for possible implementation.

(2) THREATCON BRAVO Measures

(a) Maintain appropriate THREATCON ALPHA measures.

(b) Review liberty policy in light of the threat and revise it as necessary to maintain safety and security of ship and crew.

(c) Conduct divisional quarters at foul weather parade to determine status of on-board personnel and disseminate information.

(d) Ensure an up-to-date list of bilingual personnel for area of operations is readily available. Ensure warning tape in pilot house/quarterdeck that warns small craft to remain clear is in both the local language and English.

(e) Remind all personnel to: (a) be suspicious and inquisitive of strangers, particularly those carrying suitcases or other containers; (b) be alert for abandoned parcels or suitcases; (c) be alert for unattended vehicles in the vicinity; (d) be wary of any unusual activities; and (e) notify the OOD of any suspicions.

(f) Remind personnel to lock their parked vehicles and check them for signs of tampering before entering.

(g) Designate and brief picket boat crews. Prepare boats and place crews on fifteen minute alert. If situation warrants, make random picket boat patrols in immediate vicinity of the ship with the motor whaleboat or gig. Boat crews will be armed with rifles, one M60 with 200 rounds of ammunition, and ten concussion grenades.

(h) Consistent with local rules, regulations, and Status of Forces Agreement (NOTAL), establish armed brow watch on the pier to check identifications (IDs) and inspect baggage prior to personnel boarding ship.

(i) Man signal bridge or pilot house and ensure flares are available to ward off approaching craft.

(j) After working hours, place armed sentries on a superstructure level(s) from which they can best cover areas about the ship.

(k) Arm all members of the quarterdeck watch and Security Alert Team (SAT). In the absence of a SAT, arm two members of the SDF.

(l) Provide shotgun and ammunition to quarterdeck. If situation warrants, place sentry with shotgun inside the superstructure at a site from which the Quarterdeck can be covered.

(m) Issue arms to selected qualified officers to include CDO and ACDO.

(n) Arm Sounding and Security Patrol.

(o) Muster and brief ammunition bearers/messengers.

(p) Implement procedures for expedient issue of firearms and ammunition from Small Arms Locker(s) (SAL). Ensure a set of SAL keys are readily available and in the possession of an officer designated for this duty by the commanding officer.

(q) Load additional small arms magazine clips to ensure adequate supply for security personnel and response forces.

(r) Inform local authorities of actions being taken as THREATCON increases.

(s) Test communications with local authorities and other U.S. Navy ships in port.

(t) Instruct watches to conduct frequent random searches under piers, with emphasis on potential hiding places, pier pilings, and floating debris.

(u) Conduct searches of the ship's hull and boats at intermittent intervals and immediately before it puts to sea.

(v) Move cars and objects such as crates and trash containers 100 feet from the ship.

(w) Hoist boats aboard when not in use.

(x) Terminate all public visits.

(y) Set material condition YOKE, main deck and below.

(z) After working hours, reduce entry points to ship's interior by securing selected entrances from inside.

(aa) Duty department heads ensure all spaces not in regular use are secured and inspected periodically.

(bb) Remove one brow if two are rigged.

(cc) Maintain capability to get underway on short notice or as specified by Senior Officer Present Afloat (SOPA). Consider possible relocation sites (different pier, anchorage, etc.). Rig brow/accommodation ladder for immediate raising/removal.

(dd) Ensure .50 cal mount assemblies are in place with ammunition in ready service lockers (.50 cal machine guns themselves will be maintained in the armory, pre-fire checks completed, ready for use).

(ee) Prepare fire hoses. Brief designated personnel on procedures for repelling boarders, small boats, and ultra-light aircraft.

(ff) Obstruct possible helicopter landing areas in such a manner to prevent hostile helicopters from landing.

(gg) Review riot/crowd control procedures, asylum seeker procedures, and bomb threat procedures.

(hh) Monitor local communications (ship to ship, TV, radio, police scanners, etc.).

(ii) Implement additional security measures for high-risk personnel as appropriate.

(jj) Review individual actions in THREATCON CHARLIE for possible implementation.

(3) THREATCON CHARLIE Measures

(a) Maintain appropriate THREATCON ALPHA and BRAVO measures.

(b) Cancel liberty. Execute emergency recall.

(c) Be prepared to get underway on one (1) hour's notice or less. If conditions warrant, request permission to sortie.

(d) Muster and arm Security Alert Team (SAT), Backup Alert Force (BAF), and Reserve Force (RF). Position SAT and BAF at designated location(s). Deploy RF to protect command structure and augment posted security watches. In the absence of a SAT/BAF/RF, muster and arm one squad of the Self Defense Force (SDF).

(e) Place armed sentries on a superstructure level(s) from which they can best cover areas about the ship.

(f) Establish .50 or .30 caliber machine gun positions.

(g) Deploy STINGER surface-to-air missiles.

(h) Man surface search, air search, and navigational radar. Coordinate with SOPA.

(i) Man passive sonar to detect boats, swimmers, or underwater vehicles. Ships with high power sonars operate actively for random periods to deter underwater activity. Position any non-sonar equipped ships within the envelope of sonar-equipped ships. Coordinate with SOPA.

(j) Man one or more repair lockers. Establish communications with an extra watch in DC Central.

(k) Deploy picket boat(s). Boats should be identifiable night and day from the ship (e.g., lights or flags).

(l) If feasible, deploy helicopter as observation/gun platform. Helicopter should be identifiable night and day from the ship.

(m) Activate antiswimmer watch. (Portions of watch may already be implemented by previous THREATCON measures.)

(n) Issue weapons to other selected Officers and Chief Petty Officers in the duty section (commanding officer, executive officer, department heads, etc.).

(o) Issue concussion grenades to topside rovers, forecastle and fantail sentries, and bridge watch.

(p) Erect barriers and obstacles as required to control traffic flow.

(q) Strictly enforce entry control procedures and searches.

(r) Enforce boat exclusion zone.

(s) Minimize all off-ship administrative trips.

(t) Discontinue contract work.

(u) Set material condition ZEBRA, second deck and below.

(v) Secure from inside all unguarded entry points to interior of ship.

(w) Turn ship's screws and move rudder at frequent and irregular intervals.

(x) Rig additional fire hoses. Fire hoses will be charged when manned just prior to actual use.

(y) Review individual actions in THREATCON DELTA for implementation.

(4) THREATCON DELTA Measures

(a) Maintain appropriate THREATCON ALPHA, BRAVO, and CHARLIE measures.

(b) Permit only necessary personnel topside.

(c) Prepare to get underway and, if possible, cancel port visit and depart.

(d) Post sentries with M 60 machine gun(s) to cover possible helicopter landing areas.

(e) Arm selected personnel of SDF.

(f) Deploy M-79 grenade launchers to cover approaches to ship.

Small Arms Training Table for Surface Ship (Non-Nuclear Capable)

Watch Title	Maximum Per Watch Section	Total To Be Trained Per Ship Based On Five Duty Section Watch		
		.45	12Ga	M14/M16
CDO	1	5	0	0
OOD	6	30	0	0
POOW	6	30	0	0
MAA	3	15	15	0
(a) Pier	6	0	30	30
(a) Selected Officers	2	10	0	0
(a) Selected CPOs	2	10	0	0
SSDF	45/ship	10	45	45
Shooters		110	90	55
Attrition (45%)		50	41	25
Total Shooters Trained/Year		160	131	80

Small Arms Training Table for Surface Ships (Nuclear Capable)

Watch Title	Maximum Per Watch Section	Total To Be Trained Per Ship Based On Five Duty Watch Section		
		.45	12Ga	M14/M16
CDO	1	5	0	0
OOD	6	30	0	0
POOW	6	30	0	0
MAA	3	15	15	0
Rover	6	30	0	0
FZ Alarm	6	30	0	0
Launch Console	6	30	0	0
SAT	2	10	0	0
BAF	3	15	0	15
RF	10	50	30	0
(a) Pier	4	0	20	20
(a) Selected Officers	2	10	0	0
(a) Selected CPOs	2	10	0	0
SSDF	45/ship	10	45	25
Shooters		275	110	60
Attrition (45%)		124	50	27
Total Shooters Trained/Year		399	160	87

(a) THREATCON augmentation (see 620.11.k).

Small Arms Training Table for Submarines

Watch Title	Maximum Per Watch Section	Total To Be Trained Per Ship Based On Three Duty Section Watch .45	12Ga	M14/M16(Afloat)
CDO	1	3	0	0
OOD	6	9	0	0
EDO	1	3	0	0
DCPO	1	3	0	0
BDW	3	9	0	0
EDPO	1	3	0	0
POOD	3	9	9	0
TMOW/LOS	3	9	0	0
SAT	2	6	0	0
BAF	3	9	0	9
RF	6	18	18	0
(a) Pier/Sail	3	9	9	9
SSDF	13/ship	3	13	7
Shooters		93	49	25
Attrition (45%)		42	22	11
Total Shooters Trained/Year		135	71	36

Small Arms Training Table for Submarine Tenders

Watch Title	Maximum Per Watch Section	Total To Be Trained Per Ship .45	12Ga	M14/M16(Afloat)
CDO	1	10	0	0
OOD	6	60	0	0
JOOD	6	60	0	0
POOW	6	60	60	0
Duty Armorer	2	12	12	12
FZ Watch	6	36	36	0
Duty MAA	2	12	12	0
SAT	2	12	0	0
BAF	3	18	18	0
RF	10	60	60	0
(a) Pier	6	6	48	48
SSDF	45/ship	10	45	25
Shooters		392	327	85
Attrition (45%)		176	147	38
Total Shooters Trained/Year		568	474	123

(a) THREATCON augmentation (see 620.11.k).

Small Arms Training Table for CV/CVN

Watch Title	Maximum Per Watch Section	Total To Be Trained Per Ship Based On Five Duty Watch Section		
		.45	12Ga	M14/M16
CDO/OOD	1	10	0	0
OOD	6	30	0	0
POOW (Forward Quarterdeck)	6	30	30	0
POOW (Aft Brow)	6	30	30	0
Rover (Forward Weapons)	6	30	30	0
Rover (Aft Weapons)	6	30	30	0
Armorer	2	10	10	10
(a) Pier	4	10	20	20
(a) Selected Officers	2	10	0	0
(a) Selected CPOs	2	10	0	0
Rated MAA	24/ship	24	24	0
SSDF	45/ship	10	45	25
Shooters		234	219	55
Attrition (45%)		105	99	25
Total Shooters Trained/Year		339	318	80

USMC Provides SAT/BAF/RF

(a) THREATCON augmentation (see 620.11.k).

620.12 UNIT SECURITY BILL

a. PURPOSE. To provide for the particular security measures required by nuclear capable ships. The procedures and responsibilities in this bill are additional to general shipboard security measures provided elsewhere in this manual.

b. RESPONSIBILITY. The Security Officer is responsible for this bill. If no Security Officer is authorized/assigned, the Weapons Officer assisted by the CMAA, is responsible.

c. INFORMATION. Each nuclear capable ship shall prepare a detailed Unit Security Bill in accordance with directive(s) of its Type Commander. The bill should reflect the capability of the Self-Defense Force to augment the Security Force and/or act as a recovery force.

620.13 ZONE INSPECTION BILL

a. PURPOSE. To set forth responsibilities and procedures for zone inspections.

b. RESPONSIBILITY. The Executive Officer is responsible for this bill.

c. INFORMATION. Periodic zone inspections ensure that proper measures are taken to keep machinery, spaces, and equipment operational, clean, and in a satisfactory state of preservation. All spaces of a unit should be visually inspected at least quarterly. Inspecting officers should be selected from the most experienced officers, and they should rotate the zones inspected. Inexperienced officers may be assigned as assistant inspectors to gain experience.

d. RESPONSIBILITIES

(1) Whenever possible, THE COMMANDING OFFICER should inspect a different zone during each inspection to ensure that he/she inspects the whole unit within a reasonable period of time. He should assure him/herself that zone inspections are being conducted and that correction of deficiencies is being satisfactorily pursued.

(2) THE EXECUTIVE OFFICER shall:

(a) Publish the date and time of zone inspections.

(b) Assign inspecting officers and assistant inspecting officers or chief petty officers to inspect the several zones in such a manner that the entire unit is visually inspected at least quarterly. The inspecting officers shall be department heads and other senior officers of the command.

(c) Participate in zone inspections when possible.

(d) Review reports of discrepancies and corrective action and make appropriate reports to the Commanding Officer.

(e) Maintain an auditable record indicating that all spaces in the unit have been inspected at least once a quarter. This record should be maintained to show all inspections since last ship's zone inspection.

(3) THE ENGINEER OFFICER shall review requests for assistance for discrepancy correction from other departments and make appropriate comments on the feasibility of correction and recommendations to the Executive Officer.

(4) THE DAMAGE CONTROL ASSISTANT shall:

(a) Designate the number of zones, zone boundaries, and inspection routes to ensure direct access, logical order, to all spaces in the zone (except voids and cofferdams) subject to the approval of the Executive Officer.

(b) Investigate and assist in correcting unsatisfactory conditions noted on inspection reports, particularly serious, and/or long standing conditions.

(c) Review requests from the repair division for assistance in correcting discrepancies noted in zone inspections. Report serious or long-standing repair and/or firefighting discrepancies to the Engineer Officer and Executive Officer.

(5) The 3M Coordinator shall:

(a) Maintain inspection report files.

(b) Furnish the inspecting party with a list of discrepancies noted during the previous inspection of that zone.

(c) Assemble inspection reports and, after approval by the Executive Officer, distribute them to department heads and division officers.

(6) HEADS OF DEPARTMENTS shall:

(a) Provide personnel for various inspecting parties.

(b) Require division officers to prepare and report spaces ready for inspection prior to the time published for zone inspection.

(c) Review inspection reports, and ensure that discrepancies noted within the department are corrected. Material deficiencies not immediately correctable should be recorded in a formal document (e.g., equipment status log or work request). These documents will be monitored until the deficiencies are corrected.

(d) Submit to the Executive Officer (via the Damage Control Assistant and Engineer Officer) a report of corrective action taken within the department.

(7) The DIVISION OFFICER shall:

(a) Assign personnel to stand by and report divisional spaces ready for inspection to the inspecting officer.

The division officer shall stand by his/her spaces or accompany the inspecting officer through the area. Division officers will ensure that all lockers, stowage cabinets, drawers, and so forth are unlocked and open for inspection.

(b) Review inspection reports, and ensure correction of discrepancies noted for the division.

(c) Submit a status report on correction of discrepancies to the department head.

(8) INSPECTING OFFICERS shall inspect assigned zones and submit a report of discrepancies noted to the damage control assistant and 3M Coordinator.

(9) THE ADMINISTRATIVE ASSISTANT shall:

(a) Assign qualified recorders to the inspection parties to take notes and prepare the inspection reports for reproduction.

(b) Assist the 3M Coordinator in preparing and distributing the composite report of zone inspections.

(10) THE CHIEF MASTER-AT-ARMS shall coordinate with other departments for selection of qualified guides to accompany the inspection parties.

(11) PERSONNEL shall:

(a) Prepare spaces for inspection as directed by the Division Officer or the Division Chief Petty Officer.

(b) When the word is passed, personnel shall stand by the spaces for which responsible.

e. PROCEDURES. At the designated time for zone inspection, the word shall be passed over all circuits. Inspecting parties shall immediately assemble at the location designated by the Executive Officer.

Special instructions may then be provided to the inspecting parties. Upon dismissal each party shall thoroughly and expeditiously inspect its assigned zone.

As the inspection officer approaches: The space will be presented by the responsible individual, by saluting and saying, "Good morning/afternoon Sir/Ma'am. (Rank), (Last name), compartment (number), (number) Division, standing by for inspection." Inspecting officers shall report completion of the

inspection to the 3M Coordinator. When all have reported, the 3M Coordinator shall request the OOD to pass the word "Secure from zone inspection."

f. INSPECTION CRITERIA. Zone inspection parties shall particularly note previously reported discrepancies; fire hazards; faulty safety devices; damage control equipment discrepancies; deterioration of the hull and fittings; and the state of cleanliness, material condition, and preservation of each compartment. Each space shall be assigned an adjective grade as follows:

(1) Outstanding - no discrepancies.

(2) Excellent - minor discrepancies; no damage control discrepancies.

(3) Satisfactory - no major discrepancies which have not had corrective action initiated.

(4) Unsatisfactory - major discrepancies noted in any inspection area.

g. ZONE INSPECTION PARTIES. Assignment of personnel and zones to the several inspection parties shall be promulgated by a unit notice or an entry in the plan of the day.

h. REPORTS OF INSPECTION. Upon completion, each inspecting officer shall list the discrepancies noted in the zone. This list, prepared in the form shown in Figure 6-8, or other approved Fleet Commander form, shall be submitted to the 3M Coordinator. The 3M Coordinator, assisted by the Administrative Assistant, shall consolidate these reports into a composite report. After approval by the Executive Officer, the reports shall be distributed to department heads and division officers within a timely interval specified by the Executive Officer.

i. REPORT OF CORRECTIVE ACTION TAKEN. On the inspection report division officers shall pencil in action taken to correct the discrepancies noted for the division, and shall forward the report to the department head.

Department heads shall prepare composite reports of action taken and submit them to the Executive Officer via the 3M Coordinator and the Engineer Officer. After verifying that all feasible corrective action has been taken, the Engineer Officer shall submit a written statement to that effect, with pertinent comments, to the Executive Officer for further transmission to the Commanding Officer.

DEPARTMENT OF THE NAVY

IN REPLY REFER TO

(Date)

From: Inspection Officer, Zone
To: Executive Officer
Via: 3M Coordinator
Engineer Officer

Subj: REPORT OF ZONE INSPECTION

1. On (date), I made an inspection of ZONE (list number). The following conditions were noted:

Compt. & Compt. No.	Frames	Responsible	Discrepancies and Remarks

Inspecting Officer

Copy to:
Commanding Officer

Figure 6-8. Sample Format for Report of Zone Inspection

630. OPERATIONAL BILLS

630.1 BOAT BILL

a. PURPOSE. To set forth policies and procedures concerning the ship's boats, and to define the responsibilities of ship's personnel in regard to ship's boats.

b. RESPONSIBILITY. The First Lieutenant, under direction of the Executive Officer, is responsible for maintaining this bill.

c. PROCEDURES AND RESPONSIBILITIES

(1) THE TRAINING OFFICER shall institute, as directed by the Commanding Officer, indoctrination courses for all line officers on their responsibilities regarding boat safety and management. PQS qualification packages should be used where applicable.

(2) THE EXECUTIVE OFFICER shall:

(a) Promulgate boat schedules.

(b) Designate the proper uniform for boat crews in conformance with local regulations.

(c) Exercise overall supervision of boating. In the absence of the Executive Officer, the CDO shall perform this function.

(3) THE NAVIGATOR shall:

(a) Provide the boat officers, OOD and boat coxswains with a section of the appropriate harbor chart showing the ship's berth, other occupied anchorages, all commonly used landings and compass courses thereto, and a copy of local traffic rules and navigational dangers and aids.

(b) Ensure calibration or repair of boat compasses, keep a calibration table in each boat, and inspect it frequently for accuracy.

(c) When weather conditions dictate, augment the boat crew with a qualified quartermaster or signalman with required signal equipment.

(d) In conjunction with the First Lieutenant, brief all boat officers before entry into a port where boats will be required. The Navigator or senior QM, if the Navigator is not available, accompanies the first boat run.

(4) THE FIRST LIEUTENANT shall:

(a) Qualify members of boat crews.

(b) Provide competent crews for all boats assigned in accordance with this bill.

(c) Ensure that there are trained boat crew replacements ready at all times.

(d) Ensure that all boat crew members are at least qualified second class swimmers.

(e) Conduct thorough training for all boat crew members. This training shall include:

1. Rules of the road.

2. Boat seamanship.

3. Sea manners.

4. Boat etiquette and discipline.

5. Safety precautions.

(f) Require coxswains to check and record compass courses and enroute times during boat trips in both fair and foul weather and under various conditions of tide.

(g) Supervise the daily inspection of the ship's boats and equipment. Ensure the report of inspection is entered in the ship's log. This shall include inspection of the engine, hull, lights, boat gear, and emergency equipment; and a test of the fog signal.

(h) Be responsible for the operation, care, and maintenance of the ship's boats, except boat machinery.

(i) Train all boat officers and certify their qualifications.

(j) In conjunction with the Navigator, brief all boat officers prior to entry into port where boats will be required.

(5) THE ENGINEER OFFICER is responsible for:

(a) Training and assigning sufficient numbers of qualified boat engineers.

(b) The operation and maintenance of boat machinery and electrical installations.

(c) Conducting boat repairs within the capability of ship's force.

(d) Fueling boats, as necessary, prior to 0800 daily.

(e) Conducting daily inspections of boat machinery and electrical installations.

(6) THE OFFICER OF THE DECK shall:

(a) Directly supervise the ship's boats, and comply with the boat schedules published by the Executive Officer and other proper authority.

(b) Ensure that boats are operated safely and that all boat safety regulations are observed.

(c) Ensure that boats are not overloaded, and that loading capacity is reduced to a safe margin when weather conditions require.

(d) Use boat officers under such conditions as:

1. Foul weather or reduced visibility (existing or expected) and on long trips.

2. First boat trips in foreign or unfamiliar harbors and when required by local regulations.

3. Returning large liberty parties after sunset, especially prior to sailing.

(e) Require all boat passengers and crew to wear life jackets when weather or sea conditions are hazardous.

(f) Ensure that boat coxswains understand the navigational information provided by the Navigator.

(g) Ensure that designated engineering department personnel fuel and inspect the boats prior to 0800 daily, that they are clean and smart, and that the crew is in proper uniform.

(h) Assign one member of the boat crew as a bow lookout. The requirement is particularly important in boats such as LCMS where the coxswain's forward vision is severely limited.

(i) Give coxswains trip orders and shove off orders.

(j) Notify the CDO when weather conditions make the suspension or resumption of boating advisable.

(j) Inspect boats secured alongside hourly. If weather or sea conditions hinder safety, hoist boats in or send them to a safe haven.

(k) In port, require the coxswain of the lifeboat(s) to inspect and report daily at sunset the readiness of the lifeboat(s); and, at sea, require similar inspection and report at the beginning of each watch.

(7) THE BOAT OFFICER shall:

(a) Man the assigned boat when called away.

(b) Ensure that the boat coxswains have received and understand their orders.

(c) Ascertain who is the senior commissioned line officer in the boat when passengers are embarked. Ensure that the senior commissioned line officer embarked is cognizant that he/she has authority over all persons embarked and is responsible for the safety and management of the boat.

(d) In time of danger or emergency, give orders to the coxswain necessary to avoid the danger. If not the senior embarked, ensure that the senior commissioned line officer is aware of the danger or emergency.

(e) Require the boat crew and all personnel embarked in the boat to comply with regulations concerning safety and conduct. All boat passengers and crew must wear life jackets when weather or sea conditions are hazardous.

(8) COXSWAINS are responsible for operating their boats as follows:

(a) Rules of the Road must be obeyed strictly. Especially important is the Rule of Good Seamanship which requires that boats give way to ships and seaplanes. Boats should turn away from ships or sailing vessels early and radically to show clearly their intentions not to embarrass larger and less maneuverable vessels.

(b) Boats must not cut close across the bow or stern of a ship moored or anchored or pass close around the corner of a pier, except when it cannot be avoided. In such situations coxswains must run slowly to ensure no danger of collision with any boat which may be obscured.

(c) Boats must run dead slow when passing other boats alongside ships or landings, when in narrow or crowded waters, and when passing deeply laden boats.

(d) Coxswains must record compass courses and enroute times during boat trips in both fair and foul weather and under various conditions of tide.

(e) Ensure that boat crew and personnel embarked comply with all safety regulations. All on board must wear life jackets when weather or sea conditions are hazardous.

d. HOISTING AND LOWERING. When anchored in a roadstead, boats not to be used during the night should be hoisted. If hoisting is impractical, they should be secured and frequently inspected. Ship's personnel must be trained in lowering and picking up boats at anchor and underway. Care should be taken not to lower boats in a sea trough or in waters too rough for recovery. Create a lee when practicable on the side to which boats are to be hoisted or lowered.

(1) SHIP'S SPEED. The ship shall not exceed reasonable safe speed when recovering or lowering boats underway. Five knots is the maximum safe speed under calmest conditions. A slight amount of way on the ship is helpful to the boat crew in hooking the boat to the falls.

(2) STERNWAY ON THE SHIP. Boats must not be picked up or lowered when the ship has sternway on. If necessary to do so, the falls should be hooked or unhooked in reverse of normal order.

(3) RECOVERING A BOAT. When recovering a boat at sea, a course should be selected which gives the ship a minimum roll and provides a lee on the side where recovery is in progress. Screws should not be backed in such manner as to throw a wash forward on the recovery side. All hands in the boat should keep firm grip on the knotted lifelines while being hoisted or lowered. All persons in boats being hoisted in or out by the davits shall wear kapok life preservers and safety helmets.

(4) OVERLOADED BOATS. Boats should not be lowered or hoisted when overloaded. When human life is in jeopardy and depending upon conditions, however, the motor whaleboat loading limit of seven persons, stated in Naval Ships Technical Manual (NSTM) Chapter 583 (NOTAL), may be exceeded for brief life saving evolutions. The boat and boat davit safety factors are sufficient to permit the hoisting of the motor whaleboat to the tail or deck edge when carrying its full capacity. However, under no

condition shall the boat be swung in or out when carrying more than seven people. If practical, personnel outside the regular crew should enter the boat at the rail or after it is waterborne and disembark prior to hoisting or at the rail.

(5) WHALE BOATS AS LIFEBOATS. Whale boats used as lifeboats should not have rigged canopies. Boats so rigged cannot be lowered or hoisted without danger to the bow hook.

e. EQUIPMENT IN BOATS

(1) Two 18-inch life rings must be secured--one forward and one aft--in each boat in such manner that they can be easily broken out.

(2) Kapok life jackets shall be readily accessible for all crew members and passengers. The number of personnel allowed in a boat shall never exceed the number of life jackets.

(3) Lights prescribed by law must be displayed by all boats underway between sunset and sunrise or in reduced visibility.

(4) All boats must carry fog signaling equipment. This shall include a bell and foghorn or other sound-producing mechanical appliance.

(5) Fueling instructions must be posted in all power boats.

(6) Maximum operating speed must be posted prominently and permanently in all boats.

(7) A boat compass must be in all boats while away from the ship.

(8) Portable hull parts listed in chapter 583, NAVSHIPS Technical Manual (NOTAL) and the boat outfits listed in the Hull Allowance will be carried in boats at all times when waterborne.

(9) Compass course books and harbor charts must be in the boats when waterborne.

(10) Recall and lifeboat signals must be posted in the boats where they may be easily read by the coxswains.

(11) A set of "Standing Orders to Boat Coxswains" shall be kept in each boat.

630.2 CIVIL DISASTER BILL

a. PURPOSE. To provide for an effective, organized force capable of civil disaster relief work.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for maintaining this bill in a correct and current status.

c. INFORMATION. In civil disaster relief, units may deal with demoralized, hysterical, or apathetic survivors who are incapable, temporarily at least, of intelligent action in their own behalf. Mass destruction of homes and other buildings, widespread fires, and absence of public utilities should be anticipated. The security of the unit is paramount when dispatching the civil disaster detail.

d. PROCEDURES AND RESPONSIBILITIES. The civil disaster detail shall be a combination of the assistance detail and the self defense force. If security permits, the entire landing party and all three sections of the assistance detail may be used for large disasters. The responsibilities for the civil disaster detail are identical to those in the Rescue and Assistance Bill and the Self-Defense Force Bill, with the following elaborations:

(1) The Executive Officer shall be officer in charge of the disaster detail. In the Executive Officer's absence, the Operations Officer or other designated officer shall take charge. The officer in charge shall. be assisted by the Self-Defense Force Commander and the Assistance Detail Officer.

(2) A platoon headquarters shall be assigned to the landing party. Interpreters, if available and required, will be added to the platoon headquarters.

(3) The Self-Defense Force shall not carry arms unless so directed by the Commanding Officer.

e. GENERAL PLAN

(1) PHASE I, PLANNING PHASE. This period begins with the ordering of a unit to a disaster area and extends until the unit's arrival. During this phase the aid most urgently needed shall be determined. Advance preparations shall be based on this information.

(2) PHASE II, INVESTIGATION OF EXTENT OF DISASTER. Following a large scale disaster, many confusing and inaccurate reports may be received from survivors. During phase II a qualified group is sent to the scene to determine what is most

urgently needed. No supplies or assistance should be provided until the investigating team reports.

(3) PHASE III, INITIAL DISASTER RELIEF. Initial effort shall be rescue, fire fighting, and medical aid. The senior officer present or a representative shall set up headquarters in the disaster area to direct and coordinate relief and rescue work, and shall establish liaison with the local government, Red Cross, and any other recognized relief agencies on the scene. Every effort shall be made to cooperate and coordinate with the rescue work by other governments.

(4) PHASE IV, AID AND ASSISTANCE. During this phase, medical aid and rescue work shall be continued. Food and supplies shall be distributed as directed by the senior officer present. An attempt shall be made to restore disrupted public utilities.

(5) PHASE V, WITHDRAWAL. Following the relief efforts, and when directed, units shall withdraw from the disaster area. Equipment used in the rescue work shall be recovered prior to leaving unless otherwise directed.

f. ACTION TAKEN

(1) PHASE I, PLANNING PHASE

(a) A Planning board, consisting of qualified departmental representatives, meets to plan for the specific disaster.

(b) Maps and/or charts of the area are assembled, and reproduced, if possible, to provide enough maps for rescue operations. The GEOREF grid system shall be used.

(c) The Operations Department prepares portable communications equipment and prepares a communications plan(s).

(d) The Engineering Department alerts assistance details. The Weapons Department alerts landing party. Teams should be self-sustaining with adequate supplies of food and water for own use. Crowbars, picks, fire axes, shovels, two blankets, and a stretcher for each assistance team should be provided. If fires are anticipated, firefighting teams should break out firefighting gear.

(e) Boats, if required, shall be ready and boat crews briefed on landing areas. A beach guard, if required, shall be alerted, the personnel in charge shall be the beachmasters.

(f) The Supply Department shall provide for food and supplies and be prepared to establish field kitchens and serve meals to survivors.

(g) The Medical Department should have medical teams equipped to assist as necessary, and be prepared to set up a field hospital.

(h) All departments should be ready to furnish equipment and supplies. Each department shall account for all supplies and material used in relief efforts.

(2) PHASE II, INVESTIGATION OF EXTENT OF DISASTER

(a) Upon arrival in the disaster area, a survey team should be dispatched immediately. This team should consist of qualified representatives from the medical, engineering, supply, and operations departments. A signalman with portable communications equipment should accompany the group as well as an interpreter (if available) if in a non-English speaking country.

(b) The survey team shall contact local authorities and determine the extent of immediate assistance needed. This information shall be relayed to the senior officer present for action.

(c) Upon completion of survey the survey team will return, if requested, to brief the senior officer present and to assist in relief preparations.

(d) If available, helicopters should survey outlying areas to determine the extent of the disaster.

(e) Special medical supplies found necessary (that is whole blood, plasma, vaccines, disinfectants, and so forth) should be ordered.

(3) PHASE III, INITIAL DISASTER RELIEF

(a) The general objectives of this phase are:

1. To rescue persons requiring immediate attention.

2. To fight and extinguish fires.

3. To render medical aid.

4. To provide aid in any way that will ease the situation. Be prepared to evacuate U.S. nationals.

(b) A command center will be set up in the disaster area to work with other governments to avoid duplication of rescue effort. Adequate personnel should be assigned to the center to record operations in its area and to maintain a map for fixing the location of rescue teams, marking areas for search, and ensuring total coverage.

(c) All personnel shall be equipped to support themselves with food and water while in the disaster area. All personnel shall be unarmed unless specifically authorized by the Commanding Officer.

(d) As feasible, interpreters shall be assigned to the command center, search teams, and medical units.

(4) PHASE IV, ROUTINE AID AND ASSISTANCE

(a) The general objectives of this phase are to:

1. Continue medical aid and rescue work.

2. Provide food and supplies as required and directed.

3. Repair insofar as practical, utilities such as communications, water, and electrical supply.

4. Provide temporary shelter.

(b) Expand medical aid and rescue work to outlying areas. Provide or obtain local transportation to expedite assistance efforts.

(c) Set up field kitchens to provide food on a survival basis. As soon as possible, feeding should be turned over to local authorities or relief agencies with the unit furnishing basic items such as flour, salt, sugar, tea, milk, coffee, and beans as requested and available. Receipts should be obtained for stocks turned over to relief agencies. Use of indigenous personnel and salvage of local stocks should be encouraged. The sooner survivors are able to assist themselves, the sooner they can recover from the shock.

(d) Local sources of water shall be investigated and information disseminated to survivors. The location of each source of water shall be fixed on the command center map. The unit shall attempt to restore the local source of power and light. If possible, emergency lines shall be rigged to provide power to important centers. If possible, local communications shall be restored.

(e) Depending on the severity of the weather, shelter shall be provided for survivors. Tents and/or local sources of material may be used for temporary shelter.

(f) Distribution of food and water by air drop shall be coordinated to ensure they are made where local authorities or relief workers can supervise distribution. These shall be restricted to areas where supplies are urgently needed.

(5) PHASE V, WITHDRAWAL. When the situation is under control and when directed, the unit will withdraw from the disaster area. Only emergency relief, not rehabilitation, is the purpose of assisting in a disaster area. All equipment and supplies will be recovered and returned to the unit unless otherwise directed.

630.3 COLD WEATHER BILL

a. PURPOSE. To set forth procedures for preparing the ship for cold weather operations.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for this bill.

c. INFORMATION. The cold weather bill will be effective prior to deployment to areas of extremely cold weather. Personnel should execute the measures of this bill as soon as orders for deployment are received.

d. PROCEDURES AND RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall supervise overall preparation for cold weather deployment.

(2) THE SUPPLY OFFICER shall:

(a) Ensure that material and repair parts are at full allowance and submit requisitions as far in advance as possible. Requisitions must clearly indicate special purpose of operation requiring full allowance.

(b) Ensure that spare boat batteries are on board to allowance. Coordinate with Engineer Officer.

(c) Ensure special dry cell batteries (for use in temperatures below 0 degrees Fahrenheit), low temperature/cold weather greases, anti-freeze, and cold weather fluids are on board. Coordinate with Engineer Officer and First Lieutenant.

(d) Ensure that full allowance of materials needed for special mooring are on board. Coordinate with First Lieutenant.

(e) Ensure that full allowance of extreme cold weather clothing is on board.

(3) THE FIRST LIEUTENANT shall:

(a) Complete preservation of all exposed areas to resist corrosion during any long period when routine maintenance cannot be done.

(b) Designate stowage for additional heavy weather and bulk clothing.

(c) All temporary shelter or windscreens for exposed personnel and topside watchstanders.

(d) Rig additional life and safety lines.

(e) Ensure that enough deicing equipment is on board. Coordinate with Supply Officer.

(f) Procure sections of telegraph poles 10 feet to 14 feet long for ice fenders.

(g) Sluice down all running rigging with low temperature grease.

(h) Store all towing lines, mooring lines, and cargo gear below decks except when in use.

(4) THE ENGINEER OFFICER shall:

(a) all temporary steam heating coils around piping, directly inboard of the shell, on overboard discharge and drains above the water line.

(b) Test heating coils in cargo and fuel oil tanks (when appropriate) in accordance with planned maintenance subsystem (PMS) procedures.

(c) Test operation of preheaters, reheaters, temperature controls, and condensate traps of heating systems in accordance with PMS procedures.

(d) Procure space heaters for temporary shelters topside. Coordinate with Supply Officer.

(e) all steam unit heaters in deck cargo handling area.

(f) Procure two Herman-Nelson burning heaters for warming deck machinery and deicing ground tackle equipment. Coordinate with Supply Officer.

(g) Ensure that ventilation blowers are operated on low speed to maintain a slight positive pressure to avoid drafts and conserve heat.

(h) Prepare foul weather clothing drying rooms.

(i) If ambient temperatures below 20 degrees F are expected, substitute refrigerator fluorescent lighting tubes for the normal ones installed in cargo spaces.

(j) Coordinate with other departments in cleaning and inspecting ventilation systems following PMS procedures.

(k) Replace grease in topside electric motors with proper cold weather grease.

(l) Drain, flush, and refill hydraulic winch systems with cold weather fluid in accordance with PMS procedures.

(m) Secure and drain all weather deck fire plugs and fire mains.

(n) Stow fire hoses and fittings below decks.

(o) Stow P-250 pumps below decks.

(p) All electric air preheaters on all boat engines.

(q) All portable heaters in boat engine compartments.

(r) Raise boat engine starting battery's specific gravity to 1.280.

(s) all antifreeze solution in boat engines to provide protection to -20 degrees F, and keep salt water cooling system drained except during operation.

(t) all thermal insulation above and behind main distribution switchboards to prevent condensation.

(u) all additional lagging on exposed piping which will not be completely drained when not in use.

(5) ALL DEPARTMENT HEADS shall review ATP 17 (NOTAL), Naval Arctic Operations, and take such action as may be required.

(6) The Oceanography Officer, when assigned, shall:

(a) Prepare a climatological summary and briefing on expected condition prior to deployment to areas of extremely cold weather.

(b) Compute and monitor the Wind Chill Factor when the ambient air temperature is below 50 degrees F, and advise command authorities when protective measures are necessary for personnel working in exposed areas.

630.4 DARKEN SHIP BILL

a. PURPOSE. To prescribe responsibilities and procedures for darkening ship.

b. RESPONSIBILITY FOR THE BILL. The Damage Control Assistant (DCA), under the Executive Officer, is responsible for this bill.

c. INFORMATION

(1) SMOKING LAMP. The smoking lamp is out on all weather decks and in any other place visible from outside the ship during darken ship.

(2) WHITE LIGHTS. No white lights shall be visible from outside the ship.

(3) FLASHLIGHTS. Only flashlights producing a dim red light shall be permitted in darkened spaces.

(4) WEATHER DECK ACCESS. Weather deck access shall be via doors and hatches equipped with either light locks or cut-out switches. All precautions necessary to prevent showing any light shall be taken.

(5) LIGHT LOCK SCREENS

(a) Light lock screens shall be rigged at all times. The screens maybe tied back when the ship is not darkened.

(b) The DCA may approve removal of specific light lock screens. Unrigged screens shall be stowed as directed by the DCA in a location convenient to the opening.

(6) HANGAR DECKS

(a) All hangar deck lighting shall be set up for automatic operation when darken ship is ordered.

(a) Hangar bay roller curtains may be open when turning up aircraft provided all white lights are out and fire doors are closed.

(c) All lifelines around elevator pits shall be rigged when preparing to darken ship. Unless operations require, they shall remain up at all times when the hangar bays are darkened.

(7) NAVIGATION LIGHTS. Navigation lights shall be extinguished on orders of the OOD under the prescribed lighting measure.

d. RESPONSIBILITIES

(1) HEADS OF DEPARTMENTS. Heads of department with assigned spaces shall:

(a) Ensure that spaces are darkened in accordance with the bill.

(b) Take additional action necessary to effectively darken their spaces when darken ship is ordered.

(2) DAMAGE CONTROL ASSISTANT. The DCA shall assign responsibilities to divisions for maintaining and closing DOG-ZEBRA fittings and shall supervise the darkening of the ship.

(3) DIVISION OFFICERS. Division officers of divisions assigned DOG-ZEBRA closure responsibilities shall:

(a) Ensure closure of all DOG-ZEBRA fittings assigned to their divisions when darken ship is ordered.

(b) Supervise the maintenance and promulgation of a division Darken Ship Bill listing the DOG-ZEBRA fittings that the division is responsible for and the names of personnel assigned to close them.

(c) Ensure that the Division Damage Control Petty Officer periodically inspects the closure of all DOG-ZEBRA fittings within division responsibility, and reports their initial closure to damage control central when darken ship is ordered.

(d) Ensure that all light traps under their cognizance are painted dull black and all light trap screens and automatic cut-out switches are in place and in good repair.

(3) Ensure that all DOG-ZEBRA fittings within division responsibility are stenciled on both sides with a red "Z" encircled with a black "D".

e. PROCEDURE

(1) ACTION. When darken ship is ordered, the following action shall be initiated by designated personnel:

(a) Officer of the Deck

1. Order the following word passed over all circuits of the 1MC announcing system: "DARKEN SHIP; DIVISIONS CONCERNED MAKE DARKEN SHIP REPORTS TO THE OFFICER OF THE DECK (damage control central, when manned)."

2. Illuminate navigation lights in accordance with the prescribed lighting measure.

(b) Division Damage Control Petty Officers. Supervise the closure of all DOG-ZEBRA fittings assigned to their division.

(2) REPORTS

(a) Division Damage Control Petty Officers. Report to damage control central (if manned) or the OOD that all DOG-ZEBRA fittings assigned to their divisions are closed.

(b) Damage Control Central (if manned). Report the ship darkened to the OOD when all divisional darken ship reports are received.

(c) Security Patrols. Check the ship for lights continually throughout the night and report all exposed lights to damage control central (if manned) or the OOD.

630.5 DRY DOCKING BILL

a. PURPOSE. To specify procedures and assign responsibilities for preparing the ship for entering dry dock, and for establishing required services for the ship while in dock.

b. RESPONSIBILITY FOR THE BILL. The Engineer Officer, under the supervision of the Executive Officer, is responsible for this bill.

c. INFORMATION

(1) The responsibilities set forth in Chapter 7, U.S. Navy Regulations, govern the scope of this bill.

(2) Docking and undocking are all hands evolutions and require coordination with the docking facility, adequate preparations, smart seamanship, and adherence to sound procedures.

(3) On nuclear ships, the reactor must be shut down before the water level in the dock is permitted to fall below the ship's minimum draft.

d. PROCEDURES AND RESPONSIBILITIES

(1) THE OPERATIONS OFFICER shall:

(a) Obtain necessary authorization for docking and undocking at the time required by tide and other circumstances.

(b) Consult with the Navigator, DCA, and Engineer Officer to ensure that sufficient water exists to enter dock under anticipated conditions of list and trim, draft loading, and tide.

(c) Make arrangements for tugs as required.

(2) THE FIRST LIEUTENANT shall:

(a) Ensure that adequate lifelines are rigged.

(b) Ensure line handlers are on board and on the dock.

(c) Ensure that personnel working over the side and in the superstructure comply with OPNAVINST 5100.19C (NOTAL), Safety Precautions for Forces Afloat. Exceptions: life jackets will not be required in dry docks without water. Personnel working on scaffolds provided with a guard rail will not require

a tending line. The safety harness with Dyna-Break and safety line is required.

(d) Ensure that all staging is adequately constructed and supported and that personnel are instructed in safe practices while working on staging.

(e) Ensure that all ship's personnel in the dock have "hard hats" and that ship's watches are instructed to ensure that these are worn.

(3) THE DCA shall:

(a) Prior to Docking

1. Provide ship's docking plan, last docking report, and any special circumstances to the Docking Officer following current instructions.

2. Ensure that ship has zero list and specified trim. Maximum allowable draft will depend on the dock and will be specified by the Docking Officer.

3. Ensure that all retractable equipment extending beyond the hull has been housed.

4. Ensure that all tanks are either full or empty, if possible, on docking. Main circulating water valves will be open during pumping or flooding of dock.

5. Deliver ship's "dry dock fittings" to Docking Officer.

6. Ensure that ship and dock have equipment ready for service connections which may include:

a. 240 V DC electrical power.

b. 440 V AC electrical power.

c. Flushing and drainage connections for sanitary tanks.

d. Cooling water supply and discharge for auxiliary sea water cooling systems.

e. Compressed air.

f. Cooling water for air conditioning plants.

g. Cooling water for diesel if an emergency electrical power source is not available.

h. Drain pump overboard connection.

i. Facilities for disposing or retaining any primary coolant discharge.

j. Water connections for fire mains.

7. On nuclear ships, consult the Engineer Officer to ensure that decay heat for the estimated docking time has been calculated and that adequate cooling facilities, including the required backup, are available.

(b) In Dock. After landing on the blocks but before reducing depth of water over the keel, ensure that the shore power and auxiliary seawater (ASW) supply to motor generator (MG) sets, reactor coolant fresh water (RCFW) pumps, and diesel engine (if shore power not available) are connected and in operation.

1. While ship is in the dock, ensure that no weights are shifted without permission of the Docking Officer. If permission is granted, the DCA shall keep adequate records of the weight shifts and give them to the Docking Officer prior to undocking.

2. After the shaft is secured by orders from the Commanding Officer on entering the dock, ensure it remains secured until ordered otherwise by the Commanding Officer on leaving the dock.

3. Secure all openings to the dock from inside the ship with valves or blanks when work is not actually being performed on the system.

4. Discharge no liquids into the dock except into the containers provided and with the permission of the Docking Officer.

5. In freezing weather, drain all water lines subject to freezing.

6. Ensure that the ship is adequately grounded at all times.

7. Ensure that adequate facilities for disposal or retention of primary coolant discharge are maintained ready and intact after use.

8. Provide signs for sanitary tank blows to prevent them from being blown with over five psig while in dock.

9. Ensure that adequate fire precautions are observed and that fire extinguishers and fire watches are available during burning and welding operations.

(c) On Undocking

1. Ensure that ship is compensated for zero list and specified trim angle.

2. Ensure that all equipment extending beyond the hull has been housed.

3. Ensure that all connections to sea are observed carefully as dock is flooded prior to undocking and that all leaks are reported immediately to the Commanding Officer and Docking Officer.

4. Ensure that circulating water systems are vented when the ship is clear of the blocks but before operating applicable machinery.

(4) THE SENIOR MEMBER OF THE HULL BOARD shall:

(a) Immediately after Docking

NOTE FOR NUCLEAR SHIPS: Prior to normal access to the dock, the Engineer Officer shall require the proper radiation survey to be conducted and ensure that radiation area signs are properly installed.

1. Ensure that the Hull Board (in company with the Docking Officer) inspects the ship being careful to observe:

a. The position of the ship on the blocks. If the ship is not properly placed for required work or the ship is not adequately centered on the keel blocks or properly shored, notify the Commanding Officer and Engineer Officer immediately.

b. The condition of hull fittings, propeller, and all appendages.

c. The condition of the hull.

d. The condition of zincs.

e. Details of any known or observed damage.

2. Submit the report of the Hull Board to the Commanding Officer with a copy to the Engineer Officer.

(b) Just Prior to Undocking

1. Ensure that the Hull Board inspects in detail all tanks and free flooding spaces opened or worked on during the dock period.

2. Inspect all outboard valves to ensure that they are properly secured. Report the results to the Commanding Officer and Engineer Officer, who shall enter the results in the smooth engineering log.

3. Inspect the external hull, hull fittings, and appendages to ensure proper condition for waterborne operations.

4 Inspect the dock itself to ensure no debris or flotsam will enter ship's tanks or sea chests or foul operating equipment or fittings.

(5) THE MEDICAL OFFICER (nuclear ships) shall ensure that all personnel working on the ship wear appropriate radiation exposure measurement equipment.

(6) THE DUTY OFFICERS shall:

(a) In connection with this bill, carry out the duties of all department heads in their absence, working through the Engineering Duty Officer of the Watch for Engineering.

(b) Ensure that the duty section is properly instructed and strictly follows the safety precautions for dry dock.

(7) THE ENGINEER OFFICER shall:

(a) Ensure compliance with publications and directives from higher authority.

(b) Advise the Commanding Officer and Docking Officer of results of required radiation surveys.

(c) Ensure strict adherence to all instructions on hull integrity.

(d) Ensure that the Command Duty Officer and the Engineering Duty Officer are fully informed of plant conditions, safety measures, and special precautions required.

(e) Ensure that adequate topside lighting is provided either by installed dock lights or temporary lighting, particularly in areas where normal passage is obstructed or disrupted by service lines or work in progress.

(8) ALL HANDS shall:

(a) Use a parachute type safety harness with safety lines tended from above whenever working over the side.

(b) Wear hard hats while in the dock.

(c) Request permission from DCA prior to shifting any weights while in dock.

(d) Ensure that they do not operate any equipment which projects through the hull except with the permission of the Commanding Officer and with a safety observer outside the hull.

(e) Refrain from sleeping topside, horseplay, leaning on lifelines, and other negligent practices which might lead to falling over the side in dry dock.

(9) THE EXECUTIVE OFFICER shall ensure that the provisions of paragraph (8) are published at quarters and in the plan of the day, prior to entering dock and at least weekly while in dock.

e. REFERENCES

(1) Naval Ships Technical Manual (NOTAL)

(2) Reactor Plant Manual (Nuclear Ships) (NOTAL)

630.6 EMCON BILL

a. PURPOSE. To prescribe procedures for expeditiously setting emission control (EMCON) conditions, to ensure the maintenance of EMCON conditions when set, and to designate an Emission Control Center (EMC or EMCON center).

b. RESPONSIBILITY FOR THE BILL. The Operations Officer is responsible for this bill.

c. GENERAL INFORMATION

(1) EMCON plans and orders aid Officers in Tactical Command (OTCs) in controlling emissions of their command to avoid detection and/or for successful mission accomplishment.

(2) EMCON plans vary considerably with fleet and task organization commanders. A supervised positive control system must be used to set and maintain the conditions ordered.

(3) EMCON orders may be received by directives, OP orders, voice/CW radio, flag hoist, flashing light, and by internal communications when the OTC is embarked. Individual commands are responsible for setting and maintaining ordered EMCON conditions until modified or canceled.

d. DEFINITIONS

Emission control (EMCON). Managing electromagnetic transmissions in such a way that the command receives essential information, while controlling the probability of detection, identification, positioning, and homing by enemy forces. Implicit in this goal is minimum degradation by self-interference through manipulation of the electromagnetic spectrum.

EMCON orders. Any order, except a radar guard order, that implements emission control. EMCON orders may effect, modify, or amplify the EMCON plan or, when no plan has been issued, to establish emission control. EMCON orders may modify emission status provisionally established by other EMCON orders.

EMCON plans. Plans establishing the emission and readiness condition for each piece of electromagnetic emitting equipment.

HERO (Hazards of Electromagnetic Radiation to Ordnance) EMCON. Restricting electromagnetic transmissions to prevent dudding, loss of reliability, ignition, or possible warhead detonation of ordnance.

e. RESPONSIBILITIES. Figure 6-9 sets forth responsibility for the control of electronic equipment.

(1) BRIDGE/COMMUNICATIONS. In the event that bridge/communications personnel are informed first of EMCON orders, the order will be passed to the EMC.

(2) CIC WATCH OFFICER. CIC is normally designated the EMC. The CIC Watch Officer or the EW Officer will disseminate EMCON conditions to departments concerned and aircraft under CIC control. The CIC Watch Officer will notify the bridge and the flag bridge (flag embarked) when the specified EMCON condition is set.

(3) WEAPONS CONTROL. Weapons control will coordinate HERO EMCON among the embarked air wing/detachments, weapons department, CIC, air department, and communications.

f. PROCEDURES

(1) Upon receipt of an EMCON order, the EMC will notify communications, bridge, flag bridge, CATCC, navigator, weapons, pri-fly, air intelligence, AIMD, and aircraft under CIC control of the changed conditions.

(2) CATCC will promulgate EMCON information upon receipt to all ready rooms and aircraft under its control.

(3) Primary flight control will disseminate EMCON information to the Landing Safety Officer and all aircraft under its control.

(4) Communications, air, weapons, and navigation departments; CATCC; and the air wing/detachments will report to CIC when the prescribed EMCON is set. When all stations have reported, the CIC Watch Officer will report "EMCON set" to the bridge (and the flag bridge when flag embarked). The CIC Watch Officer will ensure that ESM operators monitor own ship frequencies to prevent unauthorized emissions.

(5) When doubt exists as to the EMCON condition in effect, stations desiring to energize equipment will first confirm the current EMCON status by contacting the EMC.

(6) When EMCON orders so require, equipment will be placed in "standby" (unless complete shutdown is necessary to prevent emission, as determined for specific equipment by the CIC or EW Officer).

EQUIPMENT	RESPONSIBILITY
1. RADIO TRANSMITTERS/REMOTE OPERATING STATIONS	BRIDGE, CIC, CATCC, PRI FLY, COMM, AIR WING, LSO
2. RADIOSONDE EQUIPMENT	METRO
3. RADIO HOMERS	CATCC
4. TACAN	CATCC, AIR WING
5. AIRCRAFT RADARS (SEARCH, TRACK, FIRE CONTROL)	AIR WING
6. RADIO ALTIMETER	AIR WING
7. IFF	CIC, AIR WING, CATCC
8. ALTITUDE DETERMINING RADAR	CIC
9. SONAR	CIC
10. UNDERWATER TELEPHONE	CIC
11. AIR AND SURFACE SEARCH RADARS	CIC, CATC
12. PRECISION LANDING RADAR	CATCC
13. APPROACH SPEED INDICATING RADAR	AIR
14. SHIP's FIRE CONTROL RADARS	WEPS
15. FATHOMETER	NAV
16. NAVIGATION RADAR	NAV/CIC
17. ACTIVE ELECTRONIC WARFARE EQUIPMENT	CIC

Figure 6-9 Responsibility for the Control of Electronic Equipment

(7) The Oceanography Officer, when assigned, shall apprise command authorities of the atmospheric refractive effects on electromagnetic emissions and recommend the optimum use of EMCON.

630.7 FLIGHT OPERATIONS BILL

a. PURPOSE. The purpose of this bill is to set forth departmental responsibilities for manning stations during flight operations.

b. RESPONSIBILITY FOR THE BILL. The Air Officer is responsible for this bill.

c. INFORMATION

(1) Flight quarters stations for air department and air wing/detachment personnel are the same as the general quarters stations except that hangar deck repair parties and the aviation fuels repair party will not be fully manned during flight quarters unless specifically ordered by the Air Officer.

(2) CV Naval Air Training and Operating Procedures Standardization (NATOPS) Manual and air department instructions provide procedures for landing, launching, and handling aircraft.

(3) When flight quarters are sounded for respot or helicopter operations, a reduced number of designated air department and air wing/detachment personnel will man their stations.

d. RESPONSIBILITIES. When flight quarters are sounded, heads of departments concerned shall follow the current CV NATOPS Manual; and, in addition:

(1) THE AIR WING/DETACHMENT COMMANDER shall ensure that squadron ready rooms and aircraft are manned.

(2) THE ENGINEER OFFICER shall:

(a) Make sure that the prescribed firemain pressure is available and that electric firemain pumps not in use are lined on the firemain for remote starting.

(b) Make sure that a high pressure air compressor is started and placed on the line.

(c) Make sure that the following stations are manned:

1. Aircraft elevator machinery rooms.

2. 5MC amplifier room.

3. Light control stations, forward and aft (night operations).

4. Bomb elevator control panels (when required).

5. Torpedo elevator control panels (when required).

6. AFFF stations, if not set up for automatic operation and HCFF stations, if installed.

(3) THE COMMUNICATIONS OFFICER shall:

(a) Make sure that all communication equipment necessary for control of aircraft is in operation.

(b) Make sure that all circuits required by the current communication plan are set up and these circuits are patched appropriately throughout the ship.

(4) THE MEDICAL OFFICER shall:

(a) Make sure that adequately trained medical department personnel and equipment are stationed on or near the flight deck.

(b) Make sure that a medical officer is readily available during launching and landing of aircraft or when taxi operations are in progress. This does not necessarily require that he/she be on the flight deck.

(5) THE OPERATIONS OFFICER shall:

(a) Make sure that all control equipment, except that equipment assigned to other departments, is in operation for control of aircraft.

(b) Make sure that adequately trained air control personnel have manned flight quarters stations.

e. CALLS. The OOD shall order the following calls sounded over all circuits of the lMC announcing system:

(1) When all flight quarters stations must be manned:

(a) "Boots and Saddles" on the bugle (when available).

(b) The Boatswain's Mate of the Watch (BMOW) shall pass the word "Man all flight quarters stations."

(c) The BMOW shall pass the word "The fantail is secured," prior to launch or recovery of aircraft.

(2) When flight quarters are scheduled only for respot, helicopter operations, and so forth:

(a) "Boots and Saddles," followed by two short blasts on the bugle (when available).

(b) The BMOW shall pass the word "Flight quarters for respot, (or launching or recovering helicopter, as appropriate)".

(3) Special situation (pilots not required):

(a) "Boots and Saddles" sounded on the bugle (when available).

(b) The BMOW shall pass the word "Man all flight quarters stations, pilots not required".

f. SPECTATORS

(1) All personnel whose presence is not required on the flight deck, in the catwalks, or on the flight deck level of the island structure will stand clear of those areas during flight operations.

(2) The Air Officer shall designate areas of the island structure for use by spectators during flight operations.

630.8 HEAVY WEATHER BILL

a. PURPOSE. To set forth procedures for preparing the ship for heavy weather.

b. RESPONSIBILITY FOR THE BILL. The First Lieutenant, under the Executive Officer, is responsible for this bill.

c. INFORMATION. The heavy weather bill will be placed in effect during periods of actual or forecasted high winds and seas, severe thunderstorms, hurricanes/typhoons, tsunami, or shipboard icing.

d. PROCEDURES AND RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall, upon learning of a heavy weather warning:

(a) Prescribe setting of material and heavy weather conditions.

(b) Supervise overall preparations.

(c) Publish the following in the Plan of the Day when heavy weather is occurring or expected:

HEAVY WEATHER PROCEDURES

When heavy weather procedures are in effect no personnel are permitted on the weather decks without permission of the Officer of the Deck. Personnel working or standing watch on weather decks during heavy weather, even when proceeding briefly from one station to another, shall wear life jackets. Additionally, personnel working in the weather shall wear a standard Navy safety harness attached to the life line by means of the harness "D" rings. A life jacket shall be worn over the safety harness.

(2) THE COMMAND DUTY OFFICER shall:

(a) Assume responsibilities of the Executive Officer in his/her absence.

(b) Notify the Commanding Officer and Executive Officer of unexpected weather conditions.

(c) Supervise general recall when directed by the Executive Officer.

(3) THE NAVIGATOR shall:

(a) Maintain a continuous plot of the destructive wind and high sea warnings and of ships in the vicinity.

(b) Provide anchorage chart on the bridge, if in port, designating bearing points; and commence logging bearings at prescribed intervals.

(4) THE OPERATIONS OFFICER shall:

(a) Sketch harbor outline on reflection plotter. Plot adjacent shipping so that anchor dragging may be detected.

(b) Light off surface search radar. These functions shall be assigned to the Combat Systems Officer if the unit has a Combat Systems Department.

(c) If ordered, have locking pin inserted in air search radar antenna. These functions shall be assigned to the Combat Systems Officer if the unit has a Combat Systems Department.

(d) Secure power to prescribed radio antennas.

(e) Set up sortie communications and organization prior to getting underway.

(5) THE ENGINEER OFFICER shall:

(a) Supervise setting of material and heavy weather conditions.

(b) Secure unnecessary ventilation, power, and lighting systems.

(c) Coordinate security patrols.

(d) Regulate trim and list of the ship. Make recommendations to the Commanding Officer for ballasting, and ballast as ordered.

(e) Consolidate liquid cargo as feasible to reduce free-surface effects.

(f) Keep all bilges and voids as dry as possible.

(g) Keep the Commanding Officer and OOD informed as to watertight integrity.

(h) Make sure all doors, hatches, manhole covers, and tank tops are secure.

(i) Make sure frequent inspections of the steering gear are made.

(j) Maintain every precaution against fire.

(k) Set steaming watch prescribed.

(6) THE FIRST LIEUTENANT shall:

(a) In Port

1. Hoist boats aboard, or send them to a safe berth.

2. Rig in all boat booms and accommodation ladders.

3. Run additional mooring lines as necessary.

4. At anchor prepare to veer, slip the moor, and/or drop another anchor as directed.

5. If moored to a buoy, prepare to veer, slip the moor, or drop an anchor.

6. If possible, clear any ships from alongside or rig fenders between the ships.

(b) At Sea

1. Put preventers on the anchors.

2. Secure all boats and equipment, striking below all movable equipment.

3. Ensure deck cargo is secure.

(c) At Sea or in Port

1. Lower and lash fueling rigs to the deck.

2. Run the span wire to padeyes on the deck.

3. Double lashings on equipment stowed on the main deck and weather decks and on all vehicles.

4. Check stowage of all storerooms, workshops, and living spaces under his/her cognizance.

5. Make sure all life boats and inflatable life rafts are secured.

6. Check closure of all hatches and doors.

7. Rig heavy weather life lines.

(7) THE GUNNERY OFFICER shall:

(a) Secure gun watches, and send personnel below.

(b) Ensure all equipment is secure, train centering pins are engaged, and gun and director covers are lashed down.

(c) Inspect magazines for proper stowage and securing of magazine battens.

(d) Strike down ammunition from ready service boxes.

(e) Check closure of all doors and hatches.

(8) THE SUPPLY OFFICER shall:

(a) Secure and inspect all cargo and storerooms under his/her cognizance.

(b) Revise menu as necessary.

(c) Secure mess furniture and equipment.

(9) THE MEDICAL DEPARTMENT shall:

(a) Secure all movable medical equipment.

(b) Station corpsmen in vicinity of forward and after battle dressing stations.

(c) Ensure all necessary supplies are at each dressing station to handle casualties for several hours or days.

(d) Prepare empty staterooms in near proximity for serious casualties if it is not possible to move the injured to sick bay.

(10) THE OFFICER OF THE DECK shall:

(a) In Port

1. Keep informed of the condition in effect, and ensure proper preparations are taken.

2. Station personnel to tend lines as appropriate.

3. Request tugs to clear any ships from alongside.

4. Make sure all service lines not actually required are removed from the ship.

5. Keep the Commanding Officer, Executive Officer, and Command Duty Officer informed of the status of preparations to get underway or cope with the storm when remaining in port.

6. If expecting a seismic sea wave (tsunami) or storm surge, have additional mooring lines run out leaving considerable slack in regular mooring lines. If necessary, place fenders between the ship and the pier.

(b) At Sea

1. Keep advised of the location and movement of the destructive wind and high sea areas, location of other shipping in the vicinity, and location and distance from land.

2. Advise the Commanding Officer of any change of the sea, wind, and barometer.

3. Make sure that personnel on watch are adequately protected; and, if advisable, move watches to sheltered areas while maintaining the safety of the ship.

4. Minimize the number of personnel on weather decks and, if necessary, restrict movements on weather decks except by direct permission of the OOD.

5. Make sure personnel on weather decks wear life jackets (also safety lines if working where they may be swept over the side).

6. Be alert for impending material damage to the ship and take appropriate steps to prevent or minimize it.

7. Make sure that lookouts report to the Officer of the Deck if personnel are sighted on the weather decks.

8. When expecting heavy weather, pass the word "All departments prepare for heavy weather. Make completion reports to the OOD."

9. When heavy weather conditions are set, pass the following word frequently: "Heavy weather. All hands stand clear of weather decks. No personnel shall go on the weather decks without permission of the Officer of the Deck. All hands authorized to be on the weather deck shall wear life jackets."

(11) The Oceanography Officer, when assigned, shall:

(a) Provide timely warnings of high winds and seas, severe thunderstorms, hurricanes/typhoons, and the accumulation of ice on the ship.

(b) Interpret the local effects of warnings of tsunamis (seismic sea waves).

(c) Brief command authorities and recommend the setting and cancellation of conditions of readiness.

e. WEATHER CONDITIONS OF READINESS AND ACTION TO BE TAKEN

(1) CONDITION FOUR - Trend indicates heavy weather and/or high seas within 72 hours.

(a) The CDO shall notify the Commanding and Executive Officers of condition changes whether aboard or ashore.

(b) The CDO shall make plans to place a higher condition of readiness in effect.

(2) CONDITION THREE - Heavy weather is possible within 48 hours.

(a) In Port (Command Duty Officer)

1. Notify the Commanding and Executive Officers of condition changes.

2. If capable, take on fuel and make preliminary preparations to get underway for sea or a protected anchorage.

(b) At Sea (Officer of the Deck)

1. Rig ship for heavy weather.

2. Take action to minimize damage effects of the weather.

(3) CONDITION TWO - Heavy weather and or high seas are anticipated within 24 hours.

(a) In Port (Command Duty Officer)

1. Notify the Commanding and Executive Officers of condition changes.

2. Terminate liberty or grant only on basis of return within four hours.

3. Prepare to get underway on four hours' notice.

4. Secure ship for heavy weather.

(b) At Sea (Officer of the Deck): Continue action to prevent damage.

(4) CONDITION ONE - Heavy weather is anticipated within 12 hours.

(a) In Port (Command Duty Officer)

1. Notify the Commanding and Executive Officers of condition changes.

2. Recall liberty party.

3. If capable of getting underway, sortie (when directed by SOPA).

4. If remaining in port, run extra lines; ready ground tackle; ballast; set bridge, steaming, and anchor watches as appropriate.

(b) At Sea (Officer of the Deck): Continue action to prevent damage to ship.

f. SEISMIC SEA WAVE (TSUNAMI) AND STORM SURGE WARNINGS. The seismic sea wave or tsunami (often mistakenly called a tidal wave) generates from a submarine earthquake or volcanic eruption and moves out from the generation area at speeds up to 500 miles per hour (435 knots). Because of this high speed of advance, tsunami warnings are promulgated only a few hours before arrival. The amount of time will vary with location, course, distance, and intervening sea bottom. A storm surge (also mistakenly called

tidal wave) is an abnormal rise of the sea along a shore as the result, primarily, of the winds of a storm. The storm surge is frequently the most dangerous aspect of a coastal storm as heights may reach 20 feet or more. Storm surge warnings can be made well in advance of their occurrence.

(1) AT SEA

(a) If in shoal waters, attempt to reach deeper water before the arrival of the wave.

(b) In deep water, there should be no danger from this phenomenon.

(2) IN PORT (Command Duty Officer)

(a) Notify the Commanding and Executive Officers of the warning.

(b) If possible, recall the liberty party.

(c) Cancel liberty.

(d) Set bridge and steaming watches.

(e) If possible to get underway and into deep water, do so as soon as possible.

(f) Hoist all boats and accommodation ladders and rig in boat booms.

(g) If unable to get underway, veer additional chain and drop another anchor.

(h) If alongside, run additional slack mooring lines and wires to take the strain if the normal mooring lines part. Slack normal mooring lines.

(i) Attempt to clear all ships alongside.

g. ROGUE WAVES. A dangerous phenomenon during periods of high seas is the occasional appearance of a giant wave, which may be nearly twice the height of the significant wave height being experienced at the time. These waves cannot be forecast precisely. Therefore, they may occur without warning, although advisories may be issued describing general areas where these waves are likely to occur. Ships should be rigged for heavy weather when traversing these potential giant wave areas if avoidance is not operationally feasible.

630.9 AMPHIBIOUS AVIATION AND AIR CAPABLE SHIPS AVIATION OPERATIONS PROCEDURES BILL

a. PURPOSE. To set forth guidance for Amphibious Aviation and Air Capable ships aviation operations.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer shall assign an appropriate officer to maintain this bill.

c. INFORMATION

(1) Amphibious Aviation and Air Capable ships aircraft missions include search and rescue, vertical replenishment, undersea warfare, amphibious assault, aerial reconnaissance, and airborne mine counter-measures. Aircraft operate with virtually all fleet units.

(2) To ensure safe aviation operations, the standard operating procedures in NWP 3-04.1 and the LHA/LPH/LHD/MCS NATOPS manuals will be used unless modified by appropriate authority in unusual situations.

630.10 HELICOPTER INFLIGHT REFUELING BILL

a. PURPOSE. To set forth a guide for helicopter inflight refueling operations.

b. RESPONSIBILITY FOR THE BILL. The Operations or Weapons Officer (Combat Systems Officer, if the unit has a Combat Systems Department) as directed by the Commanding Officer, shall maintain this bill.

c. INFORMATION. To ensure safe helicopter inflight refueling operations, the standard procedures in NWP 42 (NOTAL) will be used as modified by appropriate authority to account for unusual situations.

630.11 INTELLIGENCE COLLECTION BILL

a. PURPOSE. To establish responsibilities, procedures, and guidance for collecting and reporting intelligence information (both at sea and in port).

b. RESPONSIBILITY FOR THE BILL. The Intelligence Officer, under the supervision of the Operations Officer, is responsible for maintaining this bill. The Officer of the Deck is responsible for its execution.

c. INFORMATION. The routine collection of intelligence will not interfere with operations and training. All collection activities will be strictly overt unless specifically directed by higher authority.

d. PROCEDURES AND RESPONSIBILITIES (AT SEA)

(1) THE OFFICER OF THE DECK shall:

(a) Notify the Commanding Officer and call away the Intelligence Collection Team upon sighting a target of intelligence interest.

(b) If directed by the Commanding Officer, maneuver the ship around the target to obtain full photographic coverage. Ensure that such maneuvering is not construed as hostile, threatening, or provocative.

(c) Identify the target from available recognition guides.

(d) Record the following data:

1. Date, time, position of sighting

2. CPA and unusual maneuvers of the target

3. Nationality and hull markings

4. Unusual deck cargo or personnel topside

5. If a merchant ship, the hull type and sequence of uprights.

6. Sea state and weather conditions

7. Range to target at time of photographs.

(2) THE PHOTOGRAPHIC OFFICER, as part of the Intelligence Collection Team, shall report to the bridge with the intelligence camera kit to photograph according to current instructions on obtaining optimum photographic coverage. Film negatives and prints of target photography will be provided the Intelligence Officer for annotation and disposition as required by current instructions on handling intelligence photography. The Intelligence Officer will also be provided the date and time of photography, camera type, focal length, film type, and type of filter (if used).

(3) THE CIC WATCH OFFICER, as a member of the Intelligence Collection Team, shall:

(a) Maintain a Dead Reckoning Tracer (DRT) plot of the target, and provide target course and speed information to the OOD.

(b) Conduct an Electronic Intelligence (ELINT) search, identifying, logging, and reporting intercepted signals associated with the target.

(c) Recommend any desirable own-ship EMCON plan to the OOD.

(4) THE SONAR WATCH OFFICER/PETTY OFFICER shall tape record and log any acoustic signals associated with the target and provide the data to the Intelligence Officer for disposition as required by current instructions for handling acoustic intelligence (ACINT).

(5) THE INTELLIGENCE OFFICER, as leader of the Intelligence Collection Team, shall:

(a) Report to the bridge and coordinate collection activities when the Intelligence Collection Team is called away.

(b) Collect data recorded by various team members, and prepare messages and reports required by current instructions.

e. PROCEDURES AND RESPONSIBILITIES (IN PORT). Intelligence collection activity in port will be as directed by the Commanding Officer in response to specific intelligence collection requirements or as conditions indicate. The Intelligence Officer will coordinate in-port collection activity and report information obtained following pertinent directives.

630.12 SELF DEFENSE FORCE BILL

a. PURPOSE. To establish the organization of the self defense force, and to promulgate responsibilities for its operation, training, and logistic support.

b. RESPONSIBILITY FOR THE BILL. When no Security Officer is assigned the Weapons Officer (or Combat Systems Officer, if the unit has a Combat Systems Department) is responsible for this bill. The CO of the Marine Detachment (MARDET) (if assigned) and CMAA will assist as required.

c. INFORMATION

(1) Units will form, equip, and train a self defense force to augment the normal watch and/or other on-board security organizations. The force will provide a capability for reacting to emergency security situations aboard ship and at pier side to protect the ship, its sensitive equipment, and the ship's personnel. The force will provide a capability for immediately reacting to protect the ship, its sensitive equipment and the ship's personnel, in emergency security situations or against acts of terrorism aboard ship, at pierside, or in water, surrounding the ship whether inport or underway. A concept of defense in depth will be used, wherever possible, to provide the earliest advance warning of impending threat. Training and preparedness are vital to the success of the defense force.

(2) Self defense force personnel must be mature, reliable individuals, skilled in the safe and effective use of small arms, and knowledgeable in interior guard, riot control procedures, and the establishment of a perimeter defense on board ship and at a pier side. Marine security detachments, when embarked in sufficient numbers, will fulfill this function. The size of the self defense force shall be based on the size of the ship's complement. One 13-man squad (squad leader plus three four-man teams) per 200 crew members, with a minimum of one squad and a maximum of three squads per ship is a sound ratio. On ships with less than 100 crew members and on submarines the size of the security force will be determined by the Commanding Officer/Type Commander. Squads and teams should be commanded by a qualified junior officer. On ships having only one squad as the self-defense force, the squad should be commanded by a junior officer or senior petty officer.

(3) The commander of the self defense force shall command the unit in accordance with the orders of the Commanding Officer of the ship or such other authority as the Commanding Officer may direct.

(4) Self defense force personnel shall be relieved from afloat watches and special duties whenever the defense force is activated or on a standby status.

(5) Because of the variety of possible threats, numerous bills could be key to activating the Self Defense Force Bill. Members of the following Bills should be trained in those procedures:

(a) Security Bill (para. 620.9)

(b) Security from Unauthorized Visitors Bill (para 620.10)

(c) Security Watch Bill (para. 620.11)

(d) Unit Security Bill (para 620.12)

(e) Nuclear Reactor Security Bill (para. 640.9)

(f) Anti-Sneak/Anti-Swimmer Attack Bill (para 650.1)

d. RESPONSIBILITIES

(1) The COMMANDING OFFICER shall:

(a) Ensure that all possible measures are taken for the self defense of the command.

(b) Ensure that a trained self defense force exists within the command.

(2) HEADS OF DEPARTMENTS shall:

(a) Assign qualified personnel to the self defense force.

(b) Provide the Security Officer (or when no Security Officer is assigned, the Weapons Officer) with an up-to-date roster, by division, of the self defense force personnel.

(c) Assignments will be made in a manner which ensures maximum stability in defense force composition.

(3) The COMMUNICATIONS OFFICER shall:

(a) Provide communications equipment as requested by the commander of the defense force.

(b) Prepare a self defense force communications plan when required.

(4) The OPERATIONS OFFICER shall:

(a) Schedule and coordinate the operations of the defense force.

(b) Coordinate logistic and communications requirements of the defense force when operating ashore.

(c) Make sure that the defense force is adequately trained and arrange for training facilities ashore as required.

(5) The Security Office, or, when no Security Officer is assigned, the Weapons Officer, assisted by the CMAA or the COMARDET, if one is assigned, shall:

(a) Maintain a current master list of all personnel assigned to the defense force.

(b) Coordinate the training of the defense force, exercising the force at least monthly.

(c) Assign an officer or senior petty officer, subject to the approval of the Commanding Officer, to command the defense force.

(d) Provide realistic training on a regular basis to exercise the defense force in countering all threats, particularly terrorism.

(e) Integrate the self-defense force into the command's physical security plan.

(f) Implement anti-terrorism security measures.

(6) The Weapons Officer (or Combat Systems Officer, if unit has a Combat Systems Department) shall:

(a) Ensure that defense force arms and equipment are ready and in good repair.

(b) Maintain and issue arms, equipment, and ammunition to the defense force as required.

(7) The SUPPLY OFFICER shall:

(a) Issue rations and water to the defense force as required.

(b) Provide items of supply required by the defense force which are not specifically identified elsewhere in this bill.

(8) The TRANSPORTATION OFFICER shall:

(a) Provide vehicular transportation for the defense force as requested by the Operations Officer.

(b) Provide vehicle operator and maintenance personnel to support the defense force.

(9) The FIRST LIEUTENANT shall:

(a) Provide boats, crews, and gear for transportation of personnel and supplies.

(10) The COMMANDER OF THE SELF-DEFENSE FORCE shall:

(a) Command the defense force in all operations.

(b) Coordinate the issue of equipment and rations to the defense force.

(c) Assist the Security/Weapons Officer in the training and operations of the defense force.

(11) The INTELLIGENCE OFFICER shall:

(a) Exploit all sources of intelligence including local and government officials to determine possibility and nature of an expected threat.

(b) Keep Commanding Officer appraised at any potential threatening situations.

630.13 NAVIGATION BILL

a. PURPOSE. The purpose of this bill is to prescribe uniform responsibilities and procedures for safely navigating the ship, including navigating in restricted waters in low visibility.

b. RESPONSIBILITY FOR THE BILL. The Navigator is responsible for this bill.

c. INFORMATION. The Commanding Officer is responsible for the safe navigation of his/her ship or aircraft, except as prescribed otherwise for ships at naval shipyards or stations, in dry dock, or in the Panama Canal. In time of war or during exercises simulating war, the provisions of this bill pertaining to use of lights and electronic devices may be modified by competent authority. See also Chapter 7 of U.S. Navy Regulations and U.S. Coast Guard Rules of the Road.

d. PROCEDURES AND RESPONSIBILITIES

(1) THE COMMANDING OFFICER of a ship and, as appropriate, of an aircraft shall:

(a) Preserve all information received concerning safe navigation.

(b) Make sure that the authorized allowance of nautical and aeronautical charts and publications are on board and that such charts and publications are corrected to date before use.

(c) In case of doubt, obtain from reliable sources (including foreign) all useful information about safe navigation over proposed routes or places of visit.

(d) Keep informed of the error of all compasses and other aids to navigation.

(e) Immediately before leaving port and as soon as practical after entering port, require the Navigator to ascertain and enter the draft of the ship (forward and aft) in the log.

(f) Have the anchor ready to let go when there is danger of grounding.

(g) Make sure that lookouts are stationed in accordance with weather conditions, anticipated results, and physical limitations of personnel. At least one lookout shall be stationed in the bow as far forward and as near the water as

feasible when underway during low visibility or when approaching or traversing congested traffic lanes or areas.

(h) Require that electronic and other aids to safe navigation are used during low visibility and when otherwise needed.

(i) Make use of effective devices for fixing the ship's position and ascertaining the depth of water when underway on soundings; when entering or leaving port; or upon approaching an anchorage, shoal, or rock, whether or not a pilot is on board. Speed should be reduced to permit the accurate operation of these devices when necessary.

(10) Observe every precaution prescribed by law to prevent collision and other accidents.

(11) Steam at a speed which will not endanger other ships or craft or property close to shore when underway in restricted waters or close to shore unless unusual circumstances prevent it.

(12) Operate lights required by law to prevent collision. Make sure these lights are burning in all weather, from sunset to sunrise. Lights that burn out are to be replaced promptly.

(13) Maintain a night order book for the OOD which shall contain the Commanding Officer's orders with respect to courses, special precautions concerning the speed and navigation of the ship, and all other orders for the night.

(14) When under the tactical command of a senior, give prompt notice to such senior and to any other endangered ships or aircraft if the directed course is leading into danger.

(15) When under tactical command of a senior, perform no independent evolution without orders from such senior, except when avoiding collision or other imminent danger.

(16) When anchoring:

(a) Select a safe place to anchor.

(b) Upon anchoring, record bearing and angles in the log to establish the exact position of the ship.

(c) When the ship is anchored at a place which has not been surveyed, examine the depth of the water and character of the bottom to a distance from the anchor of at least one and one-half times the radius of the ship's swinging circle and record the results in the log.

(2) THE NAVIGATOR shall:

(a) Be responsible, under the Commanding Officer, for the safe navigation of the ship as delineated in paragraph 323 of this ruction.

(b) Be responsible for the training and performance of the Navigation and Piloting Details, including those for low visibility navigation.

(c) Keep the Commanding Officer informed of all matters affecting the safe navigation of the ship.

(3) ALL DEPARTMENT HEADS shall be responsible for the individual training and assignment of qualified personnel to the navigation details.

(4) THE FIRST LIEUTENANT shall be responsible for the preparation and timely release of the anchor as ordered by the Commanding Officer.

e. SPECIAL MEASURES DURING LOW VISIBILITY

(1) Regular watch stations will be augmented as listed in Table 6-1.

(2) Special low visibility navigation details will be exercised frequently in clear weather, simulating low visibility conditions.

(3) Condition ZEBRA modified will be set. The engineering plant may be operated split plant, depending on the orders of the Commanding Officer.

STATION	PERSONNEL	DUTIES
FORECASTLE	FOG LOOKOUT (OFFICER OR PO)	REPORT TO THE BRIDGE THE RELATIVE BEARINGS AND ESTIMATED RANGES ALL SOUNDS AND SIGHTS.
	TELEPHONE TALKER	RELAY INFORMATION BETWEEN LOOKOUT AND BRIDGE.
	ANCHOR DETAIL	STAND BY ANCHOR.
CHAINS	LEADSMAN (SN)	TAKE SOUNDINGS, AND REPORT TO THE BRIDGE.
FATHOMETER	OPERATOR (QM OR ST)	REPORT SOUNDINGS TO NAVIGATOR, AND RECORD.
FIRE CONTROL	GENERAL QUARTERS TEAM	TAKE RANGES AND BEARINGS AND REPORT.
SATNAV/GPS	OPERATOR (QM)	TAKE READINGS, AND REPORT TO NAVIGATOR AS DIRECTED.
CIC	GENERAL QUARTERS TEAM	MAINTAIN SHIP'S POSITION, AND REPORT TO BRIDGE. ASSIST FIRE CONTROL RADAR IN LOCATING DESIGNATED OBJECTS.
SURFACE LOOKOUT	REGULAR LOOKOUTS	REPORT TO THE OOD THE RELATIVE BEARINGS AND ESTIMATED RANGES OF ALL SIGHTS AND SOUNDS.
	TELEPHONE TALKERS (SN/SA)	RELAY ALL INFORMATION BETWEEN LOOKOUTS AND BRIDGE.

Table 6-1. Low Visibility Navigation Detail

630.14 REPLENISHMENT BILL

a. PURPOSE. To set forth policies for assigning personnel to duties and stations; and to establish certain procedures for replenishing the ship at sea, transferring passengers and light freight, fueling, defueling, and the internal transfer of fuel, using either connected replenishment (CONREP) or vertical replenishment (VERTREP) as appropriate. Detailed casualty control procedures tailored to the specific unit must be issued and regularly rehearsed by the ship control team, conning officer, helmsman, ship control safety officer, engineering officer of the watch, after steering, and rig captains to ensure proficiency in the event of an emergency.

b. RESPONSIBILITY FOR THE BILL. The First Lieutenant shall be responsible for this bill under the supervision of the Executive Officer.

c. INFORMATION. NWP 14, Replenishment at Sea (NOTAL), provides the necessary doctrine for this evolution. Fueling and transfer of light cargo or personnel often occur simultaneously, but the handling of heavy cargo and ammunition is usually a separate operation. Although the rigging and stations differ with the type of replenishment operation, the personnel involved and the communications used are practically the same. Planning is necessary in order to anticipate problems of the varying characteristics of replenishment ships and by sea and weather conditions. NWP 14, Loading and Underway Replenishment of Nuclear Weapons (NOTAL), provides guidance for units handling nuclear weapons. For underway replenishment with allied units, refer to ATP 16, Replenishment at Sea (U) (NOTAL). OPNAVINST 5090.1A (NOTAL) provides additional environmental safeguards for fueling, defueling, internally transferring fuel, or handling other hazardous substances, as well as procedures to be followed should discharge of oil or other hazardous substance occur.

d. RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall:

(a) Coordinate the operation within guidance provided by the Commanding Officer.

(b) Make sure that emergency breakaway procedures are reviewed with the other ship.

(c) Make sure that the spill control detail is in a high state of readiness supported by exercises and drills and inspections of the equipment.

(d) Establish time for replenishment detail to be set.

(2) THE OFFICER OF THE DECK shall:

(a) Ascertain the time of the operation and the station(s) to be used.

(b) Inform the department heads as early as possible and order the detail over all circuits of the announcing system.

(c) Before going alongside, ensure that steering control in the pilot house and after steering is checked out in all modes of operation (except manual/hand crank). Check for gyro error and determine the operational status of the standby gyros and associated alarms.

(d) Make sure that personnel assigned ship control functions are knowledgeable in the operation of equipment unique to their watch stations and that they are thoroughly familiar with casualty control procedures. Watch station personnel substitutions shall be kept to a minimum consistent with operational requirements, available resources and the elimination of fatigue. Training shall be conducted with qualified supervision only.

(e) Make sure that correct visual signals are displayed during the approach and while alongside another ship.

(f) Assist the conning officer in relaying orders to the helm and to the engine order telegraph and revolution indicator.

(g) Make sure that the smoking lamp is controlled.

(h) Do not allow aircraft engines to be turned up while approaching or alongside another ship unless directed to do so by the Commanding Officer.

(i) Upon receipt of a report of a discharge of oil or other hazardous substance:

1. Call away the Spill Response Detail.

2. Notify the Commanding Officer, Executive Officer, OTC, and ships in company or alongside.

3. Establish communications with the Spill Response Detail.

(j) Upon receipt of a line throwing announcement from the firing ship, such as, "On the (name of ship), standby for shot lines, all hands topside take cover," pass the word over the lMC, "On the (name of ship), standby for shotlines (port/ starboard side, forward/aft/midships, all stations). All hands topside take cover." NWP 14 (NOTAL), Article 2.3.4.3 refers.

(3) SHIP CONTROL SAFETY OFFICER may be assigned and shall:

(a) Be stationed so that the helmsman and lee helmsman may be observed in the performance of their duties.

(b) Make sure that he/she is knowledgeable in the operation of equipment associated with the helm and the lee helm and thoroughly familiar with casualty control procedures.

(c) Ensure that after steering is kept continually informed of the progress of the evolution with particular attention to course and speed changes.

(d) Make sure that the helmsman is advised when the approach ship crosses the control ship's wake and prior to tensioning and detensioning rigs in order to anticipate rudder requirements.

(4) THE FIRST LIEUTENANT shall:

(a) Recommend which replenishment stations should be used.

(b) Exercise general supervision over all rigging evolutions.

(c) Keep the Executive Officer informed on the status of the rigging.

(d) Make sure that designated emergency breakaway equipment is provided and that all personnel are trained in emergency breakaway procedures.

(e) Make sure that spill response equipment is available to all transfer and fueling stations should a spill occur.

(f) Make sure that a lifebuoy watch is stationed on each engaged side. The lifebuoy watch shall man sound powered phones, and have a 24-inch life ring with light.

(g) Make sure the ready lifeboat and crew are standing by when there is no ship or helicopter in life guard station for rescue operations.

(5) THE ENGINEER OFFICER shall:

(a) Provide the fuel oil connections to be used.

(b) Supervise the connecting and disconnecting of fuel oil hoses as necessary.

(c) Supervise the internal handling and transfer of fuel oil.

(d) Supervise the pumping of fuel oil.

(e) Inform the Commanding Officer, Executive Officer, First Lieutenant, OOD, and Supply Officer of the amount of fuel oil to be transferred or defueled.

(f) Steam with split plant whenever possible.

(g) Make sure that engineering department watch station personnel are familiar with casualty control procedures that may be in effect while in a restricted maneuvering condition.

(h) Supervise the proper operation and line-up of applicable fuel systems including:

1. Use fuel system line-up and operating check-off lists.

2. Double check fuel system valves to ensure proper system alignment.

3. Conduct continuous sounding of all fuel system tanks.

4. Isolate service suction tanks from the tanks being fueled or defueled.

5. Secure all overboard fuel discharge points.

6. Set topside watches at possible spill locations with direct communications to applicable fuel transfer control stations.

(i) Publish procedures for terminating and cleaning up the spillage, as appropriate.

(j) Make sure that equipment, fittings, and hoses have been tested and are working properly.

(k) Before fueling, defueling, or transfer evolutions, report to the Commanding Officer that the ship is ready in all respects for fueling, defueling, or fuel transfer operations and that all equipment, hoses, and fittings have been tested and are properly working as required by applicable NAVSEA and NAVSUP directives.

(l) Make sure that a draft before and after fueling is taken and reported to the OOD.

(m) Keep the Commanding Officer, Executive Officer, and OOD informed of the progress and estimated time of completion of fueling, defueling, or internal fuel transfer operations.

(n) Upon completion of the evolution, report to the Commanding Officer, Executive Officer, OOD, and the Supply Officer the amount of fuel oil received or transferred, the pumping rate, and the amount of fuel aboard.

(o) During rearming or vertical replenishment (VERTREP) operations, make sure that fire hoses, charged to nozzle, are laid out to the replenishment station.

(p) Perform all refueling functions normally assigned to the Air Officer when directed (for example, LAMPS or VERTREP detachment not assigned).

(q) Make sure that personnel are assigned to repair sound-powered phones.

(6) THE AIR OFFICER shall:

(a) Be responsible for handling and stowing aviation fuel hoses.

(b) Supervise connecting and disconnecting aviation fuel hoses.

(c) Supervise internal handling, fueling, defueling, and transferring of aviation fuels including:

1. Aviation fuel system line-up and operating check-off lists.

2. Double checking all aviation fueling system valves for proper system alignment.

3. Continuous sounding of aviation fuel system tanks.

4. Securing all overboard aviation fuel discharge points.

5. Setting topside watches at possible aviation fuel spill locations with direct communications to applicable aviation fuel transfer control stations.

(d) Issue procedures for terminating and cleaning up the spillage.

(e) Before refueling, make sure hoses and fittings are properly working and have been tested in accordance with applicable directives and instructions.

(f) Before such operations, report to the Commanding Officer that the ship is ready to begin aviation fueling, defueling, or transfer and that all equipment hoses and fittings are properly working and have been tested as required by applicable directives and instructions.

(g) Control flight deck evolutions incident to maneuvers of the helicopter during VERTREP.

(h) Supervise the pumping of aviation fuel to another ship.

(7) THE OFFICER IN CHARGE OF A FUELING OR TRANSFER STATION shall:

(a) Direct the personnel in their respective stations following instructions of the First Lieutenant.

(b) Make sure that phones to the bridge are manned and that accurate information from each station is transmitted to the bridge.

(c) Make sure that station personnel understand their emergency breakaway assignments.

(d) Make sure that safety precautions are observed and personnel wear required life jackets and protective clothing.

(e) Discuss emergency breakaway procedures with the other ship.

(8) THE MEDICAL DEPARTMENT REPRESENTATIVE shall station qualified medical department personnel to provide first aid.

(9) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER IF THE UNIT HAS A COMBAT SYSTEM DEPARTMENT) shall:

(a) Exercise general supervision over the handling of line-throwing guns.

(b) Supervise transferring, handling, and stowing of ammunition items.

(c) Enforce all safety precautions for handling ammunition.

(d) Properly and expeditiously stow or strike down ammunition.

(10) THE SUPPLY OFFICER shall be responsible for organizing, stationing, and supervising personnel employed in receipt, handling, and disposition of supplies, provisions, equipment, and material under his/her cognizance; and make sure that provisions are properly stowed.

(11) APPROPRIATE DIVISION OFFICERS shall:

(a) Assign personnel who have been trained in safety precautions and emergency procedures to duty stations.

(b) Assign personnel to the ship's lJV and ship-to-ship sound-powered phones.

(12) THE OPERATIONS OFFICER shall ensure that oil and hazardous pollution spill reports required by OPNAVINST 5090.1A (NOTAL) are submitted (OPNAV 5090-2 and OPNAV 5090-3 apply).

(13) The OCEANOGRAPHY OFFICER, when assigned, shall:

(a) Provide a thorough briefing of forecasted weather and sea conditions for the planning of underway replenishment operations.

(b) Ensure that adequately trained weather observation personnel are stationed during underway replenishment operations.

e. COMMUNICATIONS

(1) The primary internal and ship-to-ship communications during fueling or transfer operations are:

(a) lJV - Bridge to all transfer and fueling stations.

(b) XlJV - Bridge to engineering control, steering aft, switchboard, and forward and after gyros.

(c) 4JV - Fuel oil and JP fuel transfer stations to associated engineering control stations.

(d) 3JG - Gasoline transfer station to associated gasoline control stations (air department).

(e) Bridge-to-bridge circuit.

(f) Station-to-station circuit between transfer or fueling stations of the two ships.

(2) Available circuits will vary among ship types because of the number of outlets involved and the dissimilar information passed over the circuits.

f. ADDITIONAL INFORMATION. Each unit shall add additional instructions as necessary. As a minimum, these instructions shall include a spill control detail to meet local requirements under OPNAVINST 5090.1B and applicable Fleet Commander and Type Commander directives. Procedures for using sinking agents, dispersants, and other pollution abatement equipment and materials shall be included.

630.15 RESCUE AND ASSISTANCE BILL

a. PURPOSE. To organize qualified personnel within each duty section or the entire unit to render emergency assistance to persons or activities outside the unit without lowering the unit's security below acceptable standards.

b. RESPONSIBILITY FOR THE BILL. The Engineer Officer shall be responsible for this bill under the supervision of the Executive Officer.

c. INFORMATION. The nucleus of personnel assigned to duties within this bill shall consist of those ratings that are best qualified for rescuing personnel from the water, assisting another unit in distress, and assisting persons or activities in distress ashore. The security of the unit shall be the paramount consideration when dispatching rescue and assistance details away from the unit. Search and rescue doctrine is in NWP 19-1 (NOTAL). The water rescue portion of this bill contains the general procedures and responsibilities of shipboard personnel in recovering one or more persons from the water.

d. PROCEDURES AND RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall:

(a) Make sure the assistance detail is maintained in a high state of readiness through frequent exercises and drills and inspection of their equipment.

(b) Coordinate all departments in matters involving the assistance detail.

(2) DIVISION OFFICERS shall:

(a) Assign qualified personnel for the duties designated in this bill.

(b) Maintain equipment required in execution of this bill in a ready and accessible condition.

(c) Post assignments to the rescue and assistance detail on the division watch, quarter, and station bill.

(3) THE DAMAGE CONTROL ASSISTANT shall maintain custody of the rescue and assistance chests and ensure that they are ready and accessible.

(4) THE OFFICER IN CHARGE OF THE RESCUE AND ASSISTANCE DETAIL shall:

(a) Receive the muster report from the enlisted assistant whenever the detail is called away.

(b) Direct the assistance detail in their duties while cooperating with the responsible authority in units or activities being assisted.

e. ORGANIZATION AND EQUIPMENT

(1) PERSONNEL. The organization of the rescue and assistance details shall be as required by the Type Commander.

(2) ACTION OF PERSONNEL

(a) All personnel assigned to the detail shall muster with prescribed equipment.

(b) The officer in charge shall muster the party and select personnel and equipment to meet the particular emergency.

(c) The rescue detail shall be augmented as necessary.

(d) The officer in charge shall establish communications with the OOD.

(e) The crews of boats called away shall man their boats and prepare them for lowering. Boats shall be lowered on orders from the OOD and shall make the designated accommodation ladder for loading and further instructions.

(f) Officers in charge shall be in command of their boats and shall direct the unit at the scene of the emergency.

(g) Visual and/or voice communications shall be maintained with the parent unit.

(3) BOATS. If available, at least one motor whaleboat shall be prepared for lowering at all times, both at sea and in port. Motor whaleboats or other boats shall be used by the rescue and assistance details, as appropriate.

There shall be at least one complete boat crew, designated by the First Lieutenant, available at all times when underway for the use of the assistance detail. In port, available boats and crews shall be used.

(4) RESCUE AND ASSISTANCE CHESTS. Rescue and assistance chests shall contain equipment designated in NWIP 62-1 (NOTAL) and any additional related equipment. The contents of the chest shall be listed on the outside of it. Equipment is listed on an allowance equipage list (AEL) in the ship's Consolidated Ship's Allowance List (COSAL).

(5) SPECIAL RESCUE CHESTS. Chests containing ship deck recovery equipment and rescue boat equipment shall follow Tables 6-2 and 6-3. Other special rescue chests shall contain type commanders' designated equipment with contents listed on the outside. Additional related equipment may be included. Equipment is listed on an allowance equipage list (AEL) in the ship's COSAL.

f. THE RESCUE AND ASSISTANCE DETAIL. The rescue and assistance detail shall be employed within the following general guides:

(1) PLANE CRASHES IN THE VICINITY OF THE SHIP shall be treated as man overboard at sea or in port. The following considerations shall be included:

(a) A ship engaged in duties as lifeguard/plane guard or safety shall maintain the rescue detail on deck during flight operations and be prepared to rescue personnel either by boat or ship pickup.

(b) Rescue and assistance equipment listed Table 6-4 should be included in the boat equipment used for rescuing aircraft personnel. (NWP 19-1 NOTAL)

(c) When ship pickup is made, the detail shall be augmented by personnel from designated repair stations.

(d) Rescue and assistance procedures for plane crash shall be initiated by passing the word: "PLANE CRASH. STARBOARD (PORT) SIDE. SECTION 1 (2) (3)."

(2) IN CASES OF DISTRESS in another ship or distress ashore the following considerations apply:

(a) In port the rescue and assistance detail may be augmented by personnel on board as circumstances require and security permits. The Executive Officer, or in his/her absence the CDO, shall effect such augmentation.

(b) At sea the rescue and assistance detail shall be augmented by the personnel of one designated damage control

QUANTITY	DESCRIPTION
1	BOAT HOOK
2	GRAPPLING HOOKS 7 LB, 100 FEET, ¾-INCH DIAMETER NYLON LINE SPLICED TO CHAIN
1	SHEARS, MATERIAL CUTTING HAND
1	KNIFE, HOOK BLADE OR J-KNIFE-NSN 1R1670-01-088-4654-LX
1	HATCHET OR AXE
2	BATTLE LANTERNS
5	FLASHLIGHTS
1	RADIO, SET (HAND HELD)
1 (SET)	SEMAPHORE FLAGS
1	HANDHELD SIGNAL LIGHT
1	FIRST AID KIT WITH AIR WAY
1	BOARDING LADDER
1	VERY PISTOL WITH RED-WHITE-GREEN FLARES
1	M-14 RIFLE AND BANDOLIER OF AMMUNITION
1	BLANKETS
1	LITTER, SEA AIR RESCUE (MEDEVAC)

Table 6-2. Boat Rescue Equipment

QUANTITY	DESCRIPTION
2	J-BAR DAVITS (500 LB SWL MINIMUM PER NAVSHIPS DRAWING 8051645271 REV. D) RIGGED WITH 2 2-INCH CIRCUMFERENCE NYLON VANG GUYS, LOCATED P.S, ONE EACH DESIGNATED RECOVERY STATION. EQUIPPED WITH A SNATCH BLOCK AND 3-INCH MINIMUM CIRCUMFERENCE BY 20 FATHOM NYLON HOISTING LINE WITH A DOUBLE RESCUE HOOK. (CLUSTER OF 3 CHEM LIGHTS TO IDENTIFY RESCUE HOOK DURING NIGHT USE-(9Z 4030-00-863-8546.) NORMALLY RIGGED AT ALL TIMES WHEN UNDERWAY. NOTE: THE NOMINALLY RATED 500 LB UNIT CAN SAFELY HANDLE A TWO-MAN LIFT IF NECESSARY.
2	EMBARKATION NETS/LADDERS, ONE ACH PORT AND STARBOARD STATION, LONG ENOUGH TO REACH THE WATER AT SHIP'S LIGHT LOAD LINE, RIGGED WITH 4X4s AT VARIOUS INTERVALS (EXCEPT THE BOTTOM) TO PREVENT CURLING AND 1-1/2-INCH CIRCUMFERENCE NYLON SURGE LINES LONG ENOUGH TO ACCOMMODATE FREE BOARD OF SHIP, SECURED TO BOTTOM "D" RINGS TO REDUCE FORE AND AFT MOVEMENT OF THE NET. TWO 50-POUND SANDBAGS FITTED WITH SNAP HOOKS FOR ATTACHING TO THE BOTTOM OF THE NET TO KEEP IT SUBMERGED. ADEQUATE NUMBER OF CHEM LIGHTS AVAILABLE TO OUTLINE THE SIDES AND BOTTOM OF THE NET. NORMALLY RIGGED AT ALL TIMES WHEN UNDERWAY.
1	STOKES LITTER WITH FLOTATION, HOISTING SLINGS, AND TRAIL LINE ASSEMBLIES.
2	HEAVING LINES, 100 FEET LONG, WITH YELLOW MONKEY FISTS (CHEM LIGHT AVAILABLE TO ATTACH NEAR FIST FOR NIGHT USE).
6	HEAVING LINES, 100 FEET LONG WITH INTERNATIONAL ORANGE PLASTIC BALL (NSN 4020-01-344-0552) (CHEM LIGHT AVAILABLE TO ATTACH NEAR BALL FOR NIGHT USE)
1	SHEARS, MATERIAL, HANDCUTTING.
1	RESCUE KNIFE, V-BLADED
2	PORTABLE DC FLOOD LIGHTS.
2	GRAPPLING HOOKS (7 LB, 100 FEET, ¾ INCH DIAMETER LINE SPLICED TO CHAIN).
2	SAFETY HARNESS AND INHERENTLY BUOYANT LIFE JACKET WITH BUTTON HOLE IN BACK FOR SAFETY HARNESS "D" RING.
2	RESCUE STROP (HORSE COLLAR)
2	FIRST AID KIT.
2	BLANKETS (ADDITIONAL AS REQUIRED.)
1	FUN, M-14, AND BANDOLIER OF AMMUNITION.
2	24 INCH LIFE-RING WITH LINE ATTACHED, LENGTH TO SUIT FREE BOARD OF SHIP (CHEM LIGHTS AVAILABLE TO ATTACH TO LIFE-RING FOR NIGHT USE).
1	MEGAPHONE, PORTABLE BATTERY OPERATED.

Table 6-3. Ship Deck Recovery Equipment

QUANTITY	DESCRIPTION
1	WET SUIT ENSEMBLE
1	WRAP-AROUND MASK (WITH CHEMICAL LIGHT ATTACHMENT)
1	SNORKEL WITH FLEXIBLE MOUTHPIECE
1 PR	ROCKET JET FINS
1	UDT LIFE VEST
1	SWIMMER'S HARNESS COMPLETE WITH TWO 4" AND TWO 6" CHEMICAL LIGHTS, ONE SDU-5E STROBE LIGHT, ONE "J" KNIFE, AND A WHISTLE ALL ATTACHED.
1	SWIMMER/SURVIVOR TENDING LINE, POLYPROPYLENE 800 POUND TEST. 300 YARDS LONG, EQUIPPED WITH COMPACT REEL AND A QUICK RELEASE HOOK FITTED ON THE END ATTACHING TO HARNESS.

Table 6-4. Rescue Swimmer Equipment (For Both Ship and Boat Rescue Swimmer)

repair station as circumstances require and fighting conditions permit.

(c) Rescue and assistance procedures shall be initiated by passing the word: "AWAY THE RESCUE AND ASSISTANCE DETAIL. SHIP IN DISTRESS (DISTRESS ASHORE). SECTION 1 (2) (3)."

(3) RESCUE OF A LARGE NUMBER OF SURVIVORS will be carried out as stated in the Rescue of Survivors bill.

(4) IN CASES OF REQUESTS FOR ASYLUM OR TEMPORARY REFUGE, the following procedures apply:

(a) On the high seas or in territories under exclusive U.S. jurisdiction, at his or her request, an applicant for asylum or temporary refuge will be received on board. Under no circumstances shall the applicant be surrendered to foreign jurisdiction or control, unless at the direction of the Secretary of the Navy or higher authority.

(b) In territories under foreign jurisdiction, temporary refuge shall be granted for humanitarian reasons and only in extreme or exceptional circumstances wherein life or safety of the applicant is put in imminent danger. A request by foreign authorities for return of custody of the applicant under protection of the temporary refuge will be reported to the Chief of Naval Operations or the Commandant of the Marine Corps. The requesting foreign authorities will be informed that the case has been referred to higher authorities for instructions. When temporary refuge has been granted, it will be terminated only when directed by the Secretary of the Navy or higher authority. While temporary refuge can be granted in these circumstances, permanent asylum will not be granted.

(c) Foreign nationals who request assistance in forwarding requests for political asylum in the United States will not be received on board, but will be advised to apply in person at the nearest American Embassy or Consulate. If a foreign national is already onboard, however, such person will not be surrendered to foreign jurisdiction or control unless at the personal direction of the Secretary of the Navy or higher authority.

630.16 RESCUE OF SURVIVORS BILL

a. PURPOSE. To organize qualified ship's personnel for rescuing large numbers of survivors from the water.

b. RESPONSIBILITY FOR THE BILL. The Weapons Officer, under the supervision of the Executive Officer, is responsible for this bill.

c. INFORMATION. Rescue of a large number of survivors shall be accomplished by the rescue of survivors detail augmented as necessary by personnel from all repair parties.

d. RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER SHALL:

(a) Coordinate rescue operations.

(b) Ensure a high state of readiness of the rescue of survivors detail through frequent exercises and drills.

(2) Heads of Departments shall ensure that qualified personnel are assigned from each watch section to stations and duties.

(3) DIVISION OFFICERS shall:

(a) Assign qualified personnel from each watch section to duties and responsibilities for equipment. In assigning personnel, he/she shall consider the possibility that the rescue of survivors detail may be called away while the ship is at general quarters.

(b) Post assignments to duty on the Watch, Quarter, and Station Bill.

(4) THE FIRST LIEUTENANT shall:

(a) Train personnel assigned to the rescue of survivors detail.

(b) Take charge of rescue operations on deck.

(c) Ensure the availability and maintenance of deck equipment.

(5) THE DAMAGE CONTROL ASSISTANT shall:

(a) Assist the First Lieutenant in rescue operations on deck.

(b) Ensure the availability and maintenance of engineering equipment.

(6) THE SUPPLY OFFICER shall:

(a) Feed survivors as directed.

(b) Receive valuables and personal possessions from survivors for safe keeping.

(7) THE EXECUTIVE OFFICER or designated department head shall assign temporary bunks to survivors.

(8) THE SECURITY OFFICER/CMAA shall coordinate special security requirements.

(9) THE OPERATIONS OFFICER SHALL:

(a) Ensure communications equipment and operators are trained in appropriate verbal and recorded message traffic procedures related to the rescue of survivors.

(b) Ensure the availability and maintenance of communication equipment related to the rescue of survivors.

e. PROCEDURES

(1) Survivors shall be brought on board by J-bar davits, cargo nets, knotted lines, Jacob's ladders, or any other method available. Swimmers shall be equipped in accordance with Table 6-4 and be prepared to enter the water to assist injured or exhausted personnel.

(2) As survivors are recovered from the water, they shall be identified, cleansed of oil, bathed, and examined by the medical staff, the sequence being dictated by the physical condition of each survivor.

(3) The Executive Officer shall coordinate with designated department heads to ensure berthing assignments are made in such a manner that as far as possible, all survivors remain in a group.

(4) Valuables or other personal possessions shall be tagged and placed in the custody of the Supply Officer. Oil-soaked clothing shall be weighted and thrown overboard.

(5) Rescue of survivors procedure shall be initiated by passing the word "AWAY THE RESCUE OF SURVIVORS DETAIL. RESCUE SURVIVORS. SECTION 1 (2) (3)."

(6) When the rescue of survivors detail is called away and the ship is at general quarters, personnel shall not leave their battle stations until released by control officers.

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630.17 EQUIPMENT TAG-OUT BILL

a. PURPOSE. To establish fundamental requirements for a standardized and disciplined method of equipment isolation and de-energization. This bill establishes the Tag-out Users Manual (NAVSEA S0400-AD-URM-010/TUM) as the primary reference for establishing, maintaining, enforcing and training of tag-out program and tag-out processes used in all naval ships and craft. The Tag-out Users Manual provides:

(1) A procedure, using standard tags and forms, to provide for personnel and ship safety, and prevent damage to equipment when a system, or portion of a system, is in an abnormal lineup or in an abnormal condition.

(2) A procedure, using standard tags and forms, to provide temporary special instructions or to indicate that unusual action must be exercised to operate equipment.

(3) A procedure, using standard labels, to identify installed instruments or gages that are unreliable or not in normal operating condition.

b. RESPONSIBILITIES

(1) The Commanding Officer/Officer in Charge is required to ensure that all persons within the command know applicable safety precautions and procedures and to ensure that all persons performing work or testing do so in compliance with this bill. Department Heads are responsible for ensuring that personnel assigned understand and comply with the procedures of this bill. The ship is responsible for ensuring the adequacy and accuracy of all tag-outs of ship’s systems and components, and will control the tagged-out systems and/or components being isolated, unless the system or component is formally transferred to the repair activity.

(2) A repair activity is responsible for ensuring the establishment of safe conditions under which repair activity personnel perform all work. The repair activity is responsible to ensure that all persons concerned know applicable safety precautions and procedures.

c. APPLICABILITY. This tag-out bill and the associated Tag-out Users Manual are applicable to all activities performing work

aboard naval ships and craft, including new construction and decommissioned ships.

d. STANDARD TAG-OUT REQUIREMENTS. To ensure continuous respect for tag-out isolations in support of personnel, equipment, and ship safety, strict enforcement of tag-out procedures is required by the ship and the repair activity. The procedures of the Tag-out User's Manual are mandatory to standardize tag-out processes. These procedures incorporate the following fundamental tag-out principles:

(1) Two persons shall independently confirm the adequacy and accuracy of the proposed isolation. Appropriate references shall be used to ensure complete isolation of the system, piping, or electrical circuit, and to prevent operation of the system or component from all stations that could exercise control.

(2) A person designated by the Commanding Officer/Officer in Charge as the Authorizing Officer, shall review the proposed tag-out and when satisfied, sign to signify approval of the adequacy and accuracy of the tag-out.

(3) For Repair Activity work, a Repair Activity Representative shall sign indicating repair activity concurrence with the tag-out.

(4) Specific authorization shall be provided by the Authorizing Officer to attach tags. Two persons shall independently verify that the component is in the required position or condition and that the tag is properly attached to the correct component.

(5) When tag-out isolation is no longer required, the Authorizing Officer shall provide specific authorization to remove tags. For tag-outs requested by the repair activity, a Repair Activity Representative shall sign indicating repair activity concurrence with tag removal.

(6) Components may not be operated or removed when tagged with a danger tag.

(7) A record of all active tag-out actions shall be maintained and available for review.

e. ENFORCEMENT. The tag-out program shall be audited to ensure compliance with all Tag-out User's Manual requirements. At a minimum, audits will validate:

(1) Tags and labels are correctly installed.

(2) Component position agrees with the position specified on the tag.

(3) Identified deficiencies are corrected in a timely manner to ensure personnel, ship, and equipment safety.

f. TRAINING. Personnel assigned to prepare tag-outs, review tag-outs, attach tags, remove tags, check tags, position components, or perform tag-out program audits shall be qualified for these duties, and knowledgeable of the involved systems/ components. All newly reported personnel not previously qualified shall receive indoctrination training on the tag-out program.

PAGES 6-167 THROUGH 6-192 HAVE BEEN REMOVED.

SECTION 630.18 BEGINS ON PAGE 6-193

630.18 DIVING BILL (DIVERS)

a. PURPOSE. To establish procedures and precautions for U.S. Navy diving operations provided by organic ship's divers, provided by an outside diving activity, or conducted on ships adjacent in a nest or on a pier.

b. RESPONSIBILITY FOR THE BILL. The diving officer is responsible for this bill, and in addition, shall develop, incorporate into this bill, and employ a Diving Safety Check-off List, tailored to the individual unit. (A sample checklist and associated documentation are provided at the end of this bill.)

c. INFORMATION

(1) This regulation is intended for SCUBA diving, but these guidelines also apply to dives made with lightweight diving equipment.

(2) All diving operations will be conducted following the U.S. Navy Diving Manual, NAVSHIPS 0994-LP-001-9010 (NOTAL).

(3) The Commanding Officer may designate as ships divers, personnel from any department who are graduates of U.S. Navy diving courses, have had a current diving physical examination within five years per article 15-66 of the Manual of the Medical Department (NAVMED P-117), and are currently qualified as Navy divers .

(4) Explosive Ordnance Disposal (EOD) Teams, when embarked, are capable of performing most routine ships diving services. Shipboard EOD Teams, composed of one officer and five enlisted technicians, have diving equipment organic to team equipment allowances. The EOD officer may be designated ships diving officer during periods of team embarkation.

(5) Diving services may be required under the following circumstances.

(a) Underwater inspection of hull, screws, rudder, and/or sonar domes.

(b) Aircraft lost in shallow water.

(c) Personnel casualties in shallow water.

(d) Flooded compartments.

(e) Ordnance lost in shallow water (EOD personnel only).

(f) As required by the Commanding Officer.

(6) Increased vigilance must be maintained, when at anchor or in port, for diving operations that may be conducted by foreign national ships, contractors, and foreign contractors. Foreign and commercial dive procedures vary and may not correspond with U.S. Navy dive and dive notification procedures.

d. RESPONSIBILITIES

(1) The Commanding Officer, or in his/her absence the Command Duty Officer, shall ensure, by use of own ship's Diving Bill and the Diving Safety Check-off List designating appropriate equipment to be secured and tagged-out, and the Diving Safety Check-off List employed by the Diving Officer/Diving Supervisor, that diving operations may be safely conducted on or near his/her ship.

(2) The Diving Officer shall be responsible for the safe conduct of diving operations under the U.S. Navy Diving Manual (NOTAL).

(3) The Engineer Officer shall furnish the Diving Officer or Supervisor information on the physical condition and status of any ship's equipment that might affect divers. He/she shall not operate or energize any equipment that may affect diving operations without first notifying the diving supervisor.

(4) The Reactor Officer (nuclear powered ships) shall provide the Diving Officer information on the status of the reactor plant system and required radiological controls.

(5) The OOD shall keep informed of the status of the diving operation, and be alert to changes in sea or weather conditions which might affect the diving operation. In addition, the OOD shall be aware of diving operations conducted on adjacent ships and ensure that the Diving Officer/Diving Supervisor of the unit conducting the dive is aware of the ship's engineering and SONAR status.

(6) The Medical Officer shall ensure that annual physical examinations of divers are conducted under Chapter 15, Manual of the Medical Department.

e. GENERAL DIVING PROCEDURES AND PRECAUTIONS

(1) When divers are working over the side, the location and status of all ship's machinery within the diving area must be determined prior to operations. The status of this equipment

must not be altered without prior notification of the Engineering Duty Officer and concurrence of the Diving Supervisor.

(2) The Diving Officer shall notify the Reactor Officer and the Radiation Control Officer before diving operations commence near a nuclear-powered ship.

(3) Divers working near a nuclear-powered ship shall wear dosimetry as required by the Radiological Manual for Nuclear Powered Ships (NAVSHIPS 389-0153).

(4) Prior to a diving operation, the Diving Officer will ascertain the location of the nearest medical facilities and recompression chamber.

(5) Divers shall not enter the water until permission is granted by the OOD and the international signal "CODE ALPHA" is flying from the ship and the diving boat.

NOTE: Systems marked with an asterisk in item (6) will be tagged out under the Equipment Tag-out Bill, paragraph 630.17, and will be verified by both the Safety Officer and the Diving Officer.

(6) Without specific prior knowledge and concurrence in each instance by the Diving Officer:

(a) Main ballast tanks will not be flooded or blown.

(b) Sanitary tanks will not be blown.

(c) The stern planes will not be moved.*

(d) The rudder will not be moved.*

(e) The screw will not be turned. With concurrence of the Diving Officer, screws may be turned at minimum jacking speed. In this case, the OOD, via the Engineering Duty Officer, shall ensure that screws are turning no faster than minimum jacking speed.

(f) The mooring lines will not be adjusted.

(g) The secondary propulsion motors will not be rigged out or trained, nor will the screw be turned.*

(h) The main seawater system will not be operated.

(i) The anchor and anchor chain will not be manipulated in any way.*

(j) The torpedo tubes will not be exercised.*

(k) Radioactive effluents will not be discharged.

(l) Sonar will not be energized.*

(7) Diving equipment will be checked prior to the dive and periodically throughout the operation to ensure proper functioning.

(8) All boats will stay outside a 50-yard radius of diving operations.

(9) Except in extreme emergencies, no diving operation will commence unless four qualified divers are present.

(10) Divers will always dive with one standby diver in a ready condition.

(11) Under no circumstances shall a diver enter the water if unable to meet all the requirements of the dive.

(12) Under low-visibility water conditions, divers will use a buddy line. If a surface tender is also necessary, standard line-pull signals shall be used.

(13) Divers will be checked for sickness and injury immediately upon leaving the water.

(14) If in a nest, all ships in the nest shall be informed.

(15) When divers are working over the side, the word will be passed every 30 minutes, "Divers are working over the (port)/(starboard) side between frames _____ and _____. Do not (add appropriate words based on own ship's Diving Bill, e.g. Do not operate any underwater sonar equipment)."

(15) The active sonar shall not be operated if divers are in the water anywhere in the nest.

(16) When divers are working near adjacent ships the provisions of this bill apply. The duty officer shall clear with the duty officer of the ship from which divers are working before undertaking any evolution prohibited by this bill.

Delivery Date:_____

Pier: _____

From: Commanding Officer, Consolidated Divers Unit

To: Command Duty Officer, USS _____

Subj: PREPARATION FOR AND SAFETY PRECAUTIONS DURING DIVING OPERATIONS

Ref: (a) OPNAVINST 3120.32C, Standard Organization and Regulations of U.S. Navy

(b) NAVSEA 0994-LP-001-9110, U.S. Navy Diving Manual Vol 1
(c) OPNAVINST 5100.19C, Navy Occupational Safety and Health Manual for Forces Afloat

Encl: (1) Diving Safety Checklist
(2) Passing the Word
(3) Receipt of Diving Operations Check-off Sheet

1. Diving operations are scheduled to commence on _____ From:_____ To: _____

2. Nature of diving operations: JSN _____

3. Diving operations will be conducted on your vessel commencing approximately _____ on _____, you are requested to assign a responsible contact person, who is knowledgeable of the ship and work to be performed, to be available to the Diving Supervisor until diving operations are completed. Diving operations will be conducted following references (a) through (c) which require a diving safety checklist be completed prior to commencement of diving operations. The applicable portions of enclosure (1) are to be completed and returned to the Diving Supervisor upon arrival.

IF THE CHECKLIST IS NOT COMPLETED WITHIN 30 MINUTES FOLLOWING THE DIVE TEAM'S ARRIVAL, DIVING SERVICES WILL BE CANCELED. THE DIVE CAN BE RESCHEDULED THROUGH YOUR MAINTENANCE COORDINATOR AT NAVSURFPAC/LANT READINESS SUPPORT GROUP.

CDP SIGNATURE _____

4. All suctions and discharges within 50 feet of the work area must be red tagged out.

5. A ship's force representative will escort CDU on board diver representative while personally sighting all applicable tags prior to signing the Diving Safety Checklist to authorize diving operations on the ship (reference (a), paragraph 630.17.f(1)(h)).

6. The CDU on board diver representative shall initial the Tag-Out Record Sheet indicating repair activity satisfaction with the completeness of the tag-out. When verified, the tags serve to alert personnel removing tags that repair activity concurrence is required (reference (a) paragraph 630.17).

7. Sound powered phone communications are required from the weather deck to the below deck space where the work is to be accomplished.

THE SOUND POWERED PHONES SHALL BE MANNED BY SHIPS FORCE PERSONNEL KNOWLEDGEABLE OF THE WORK BEING CONDUCTED.

8. If you have any questions concerning this check-off sheet, contact Consolidated Divers Unit (CDU) at _____ or _____ (_____ after normal working hours). Request to talk to the Repair Officer, Scheduling Officer, or the Command Duty Officer after hours.

/s/

DIVING SAFETY CHECKLIST

1. THE COMMAND DUTY OFFICER shall:

a. Ensure that all precautions listed in the following paragraphs have been properly accomplished and will be adhered to while diving operations are in progress. The Diving Supervisor will be informed immediately of any changing conditions or projected operations that may affect diving operations.

b. Ensure that no drills are conducted on board that would impede the efficiency of diving operations or jeopardize diver safety.

c. Grant permission to commence diving operations.

d. The following personnel must be informed of diving operations and their location. Signature is required verifying notification.

(1) ASW OFFICER (Duty Sonar Tech) _____

(2) ENGINEERING DUTY OFFICER _____

(3) RADCON OFFICER (if applicable) _____

(4) DECK OFFICER _____

COMMAND DUTY OFFICER SIGNATURE _____

2. THE CHIEF ENGINEER shall:

a. Ensure all equipment/machinery indicated below are secured and red tagged.

#1 Main Circulation Pump _____

#2 Main Circulation Pump _____

Jacking Gears _____

Shafts Locked _____

Control reversible Pitch Pump _____

Fin Stabilizers _____

Bow Thruster _____

Sonar _____

Fathometer _____

Impressed Current _____

Cathodic Protection _____

b. List below the status of operation and standing equipment having seawater suctions or discharges. Any equipment in automatic standby within divers working area must be placed in manual standby.

EQUIPMENT	LOCATION	SUCTION/DISCHARGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

c. Ensure that all suctions and discharges within 50 feet of the divers' working area are red tagged out.

d. Provide blank flange, if required _____

DANGER

EQUIPMENT STATUS OR DRILLS WILL NOT BE CHANGED
WITHOUT THE DIVING SUPERVISOR'S AUTHORIZATION

CHIEF ENGINEER SIGNATURE _____

3. WEAPONS/DECK shall:

a. Ensure that the following precautions have been properly accomplished and will be adhered to while diving operations are in progress:

(1) All sonar and underwater electronic equipment secured and danger tagged.

(2) Mooring lines will not be adjusted.

(3) Anchors and anchor chain will not be manipulated during diving operations.

(4) Chain stoppers have been passed.

WEAPONS OFFICER SIGNATURE _____

DECK OFFICER SIGNATURE _____

4. THE OFFICER OF THE DECK shall:

a. Ensure that small boats and craft are kept clear of the diving operations.

b. Display Code ALPHA at the OUTBOARD yardarm.

c. During diving operations, pass the word listed in enclosure (2).

THE WORD SHOULD BE PASSED OVER THE SHIP'S GENERAL ANNOUNCING SYSTEM AT 15 MINUTE INTERVALS.

d. Ensure that no shipboard evolutions will be conducted in the vicinity of the divers' working area or inside the safe distance surrounding the diving area (designated by the Diving Supervisor).

e. Notify the Diving Supervisor immediately of any change in the ship's condition.

f. Pass these precautions on to the relieving OOD.

OFFICER OF THE DECK SIGNATURE:_____

5. ON BOARD DIVER REPRESENTATIVE shall:

a. Personally sight all applicable red tags.

b. Review and initial the "authorize" blocks of the applicable Red Tag Sheet in the ship's Tag-out Log. Upon completion of dive operations, initial the clearance authorization blocks on the back of the Red Tag Sheets.

c. Ensure ship's OOD retains enclosure (2) of this document to be used while passing the word for diving operations.

d. Ensure ship is tagged and ready to dive within the 30 minute time frame or contact the Diving Supervisor if unable to accommodate.

ON BOARD DIVER REPRESENTATIVE SIGNATURE _____

DIVING SUPERVISOR

A. I have reviewed the sonar transmission status board and I am aware of the ship's location, time, and date of projected sonar transmissions. I will request permission from the CDO before conducting any dive operations after 1600. If diving after 1600 I will contact SOPA _____ or Pier SOPA and request all sonar transmissions be canceled until completion of diving operations.

DIVING SUPERVISOR SIGNATURE: _____
Time/Date: _____/_____

B. Diving operations were completed for the day. SOPA and the Command Duty Officer have been notified. The Diving Supervisor should brief the Chief Engineer, Main Propulsion Assistant, or Engineering Duty Officer.

DIVING SUPERVISOR SIGNATURE _____

COMMAND DUTY OFFICER SIGNATURE: _____

Time/Date: _____/_____

PASSING THE WORD

Officer of the Deck shall:

a. Pass the following over all circuits every fifteen minutes:

"THERE ARE DIVERS WORKING OVER THE SIDE ON BOARD USS _____. DO NOT OPERATE ANY UNDERWATER EQUIPMENT, ROTATE SCREWS, CYCLE RUDDERS, TAKE SUCTION FROM OR DISCHARGE TO THE SEA, RUN DRILLS OR THROW ANYTHING OVER THE SIDE, BEFORE CHECKING WITH THE DIVING SUPERVISOR."

MEMORANDUM

From: Command Duty Officer USS _____
To: Diving Supervisor

Subj: RECEIPT OF DIVING OPERATION CHECK OFF SHEETS

1. I have received the Dive Safe Check-off sheets. I fully understand, and will inform my chain of command, as to the nature of diving operations to be conducted and when they will commence.

2. I will ensure that no drills are scheduled on board that would impede the efficiency of diving operations or jeopardize diver safety.

3. I understand that if the ship tag-out is not completed correctly in a timely manner normally 30 minutes from when the job is scheduled, the Diving Supervisor will move on to other waterfront obligations, and the job will be rescheduled.

DATE/TIME DELIVERED _____/_____

DELIVERED TO: _____
PRINT

_____
SIGNATURE

DELIVERED BY: _____
PRINT

_____
SIGNATURE

ADDITIONAL NOTES:

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630.19 SHIP'S SILENCING BILL

a. PURPOSE. This bill provides a guide for reducing own ship's noise to enhance the performance of installed acoustic sonars and to decrease the acoustic detectability of own ship.

b. RESPONSIBILITY FOR THE BILL. The Engineer Officer is responsible for this bill, and shall work with and through the Ship Silencing Board to accomplish the objectives of this bill.

c. INFORMATION. Noise is simply defined as unwanted sound. Shipboard noise is usually an undesirable by-product of some useful activity, such as running propulsion machinery auxiliaries, or tools. It can also be generated by careless activity such as dropping tools or slamming hatches. While shipboard noise may impact the crew adversely physically and/or psychologically and indicate poor equipment maintenance, this bill is primarily concerned with "tactical" noise. The noise generated by one's own ship directly influences the performance of installed acoustic sonars and can aid the enemy in detection for an attack on the ship. There are four general areas or methods of reducing own ship's noise.

(1) EQUIPMENT MAINTENANCE. Proper maintenance is vital to noise reduction. Installed devices for acoustically monitoring equipment must be used properly to produce increased reliability and reduced noise. Detailed procedures are in appropriate directives and manuals. If special equipment is not installed, the human ear and other tests can be used.

(2) EQUIPMENT MODIFICATION. Effective noise reduction may involve major equipment alterations, replacement, or sound isolation of the equipment using special mountings. Material histories should contain information to support such activities.

(3) PERSONNEL INDOCTRINATION. All hands must be indoctrinated continually in the proper steps for noise reduction and, in particular, in those personnel actions which can degrade or enhance noise reduction efforts.

(4) OPERATIONAL MEASURES. There are several actions that can be taken to reduce shipboard noise, based on the tactical situation. They consist of: reduction or elimination of certain specified activity; restriction on the operation of certain equipment; speed limitations; and plant configuration.

d. PROCEDURES. The following procedures require detailed supplemental instructions for each particular class or type of ship.

(1) THE EXECUTIVE OFFICER shall:

(a) Chair the Ship Silencing Board.

(b) Ensure an effective all-hands training program on quiet ship procedures, including the indoctrination of new personnel.

(c) Supervise overall implementation of the quiet ship program.

(d) Ensure quiet ship conditions are defined and that implementing instructions are posted.

(2) THE ENGINEER OFFICER shall:

(a) Supervise the preparation and maintenance of detailed instructions for quiet ship conditions.

(b) Maintain the ship's acoustic monitoring program.

(3) THE ASW OFFICER (Operations Officer if no ASW officer is assigned) shall:

(a) Advise the Commanding Officer on the appropriate quiet ship condition for current and projected operations.

(b) Notify the Engineer Officer or other appropriate officer of any unusual acoustic noises in installed acoustic sensors which may be generated by shipboard equipment.

(4) ALL DEPARTMENT HEADS shall ensure that their departments are secured (acoustically) for sea.

(5) THE OFFICER OF THE DECK shall:

(a) Set the quiet ship condition as directed by the Commanding Officer.

(b) Keep the EOOW informed of any anticipated changes in the quiet ship condition.

(c) Keep rudder use, rate of rudder changes, and rapid speed changes to a minimum.

630.20 SHORE FIRE CONTROL PARTY BILL

a. PURPOSE. To set forth the organization, command responsibilities, and personnel composition of the shore fire control party; provide lists of equipment to be used; and enumerate the conditions under which the shore fire control party may be called into service.

b. RESPONSIBILITY FOR THE BILL. The Operations Officer, under the supervision of the Executive Officer, shall maintain this bill.

c. INFORMATION

(1) The primary mission of the ship's shore fire control party is to provide shore fire control for guns supporting limited operations ashore and to coordinate that support with U.S. or allied forces ashore.

(2) The secondary mission is to provide tactical control of aircraft supporting limited operations ashore and provide coordination similar to that for gunfire support.

(3) The shore fire control party may be sent ashore under varying combat conditions. It must be prepared to defend itself from direct military assault and infiltration by irregular forces.

d. RESPONSIBILITIES AND PROCEDURES

(1) THE EXECUTIVE OFFICER shall:

(a) Exercise general supervision over the shore fire control party's preparations for debarking.

(b) Ensure the shore fire control party's readiness by conducting drills and inspections.

(2) DIVISION OFFICERS shall:

(a) Assign qualified personnel.

(b) Post all assignments on the Watch, Quarter, and Station Bill.

(c) Ensure personnel are equipped with the basic equipment.

(3) THE OPERATIONS OFFICER shall:

(a) Provide pertinent gridded charts and intelligence to the Shore Fire Control Party Officer.

(b) Ensure communication equipment is broken out, tested, and delivered to the Shore Fire Control Party.

(c) Provide effective cipher, authentication, and communication plans to the Shore Fire Control Party Officer.

(d) Assist the Shore Fire Control Party Officer with training.

(4) THE WEAPONS OFFICER (or COMBAT SYSTEMS OFFICER) or other designated qualified officer shall:

(a) Issue to the shore fire control party prescribed weapons, ammunition, and equipment.

(b) Assist the Shore Fire Control Party Officer with training.

(5) THE SUPPLY OFFICER shall issue the rations required by the Shore Fire Control Party Officer.

(6) THE OFFICER OF THE DECK shall assist the Executive Officer in overall preparations and provide a boat for the party.

(7) THE SHORE FIRE CONTROL PARTY OFFICER shall:

(a) Report to the Commanding Officer for orders and information.

(b) Supervise readying the party for landing. Issue supplementary instructions as to weapon, ammunition, pack, ration, clothing, and equipment requirements to fit the situation.

(c) Report to the Executive Officer when party is ready.

(d) Train the shore fire control party.

(8) THE SHORE FIRE CONTROL PARTY shall:

(a) Under supervision of the Shore Fire Control Party Petty Officer assemble for detailed instructions.

(b) Assemble and prepare own packs, receive, and check equipment.

(c) Prepare for landing.

e. PERSONNEL QUALIFICATIONS. In addition to individual qualifications, all shore fire control party personnel shall be familiar with the pertinent portions of the SECNAVINST 5060.22 (series) (NOTAL). Knowledge of parade display and ceremonial provision of the manual are required only as necessary for orderly conduct of training.

630.21 SPECIAL SEA AND ANCHOR DETAIL BILL

a. PURPOSE. To establish policies for assigning personnel to stations and duties when the ship is in restricted waters and preparing to get underway or return to port.

b. RESPONSIBILITY FOR THE BILL. The Weapons Officer (or Combat Systems Officer) or Deck Officer is responsible for this bill.

c. INFORMATION. The special sea and anchor detail supplements the regular steaming watch. In some instances special sea and anchor detail personnel will relieve the regular watch.

d. RESPONSIBILITIES

(1) HEADS OF DEPARTMENTS shall:

(a) Ensure division officers assign qualified personnel to ship and engine control stations as provided by this bill.

(b) Initiate readiness for getting underway or for entering restricted waters reports to the OOD 30 minutes before the ship is to get underway or enter restricted waters. A report of "Ready to get underway" means the department is secured for sea and all navigational and ship control equipment of the department is functional.

(c) A report of readiness to enter restricted waters means a department is ready to enter restricted waters. If doubt exists concerning a department's ability to get underway or to enter restricted waters, notify the OOD immediately.

(2) THE OFFICER OF THE DECK shall:

(a) Call away the special sea and anchor detail as directed.

(b) Supervise the procedures in this bill unless otherwise indicated herein.

(3) DIVISION OFFICERS shall assign personnel to this bill.

e. PROCEDURE FOR GETTING UNDERWAY. The OOD shall ensure that the events in type commander and ship check-off sheets for getting underway occur within the time sequence given. Table 6-5 is a sample check-off sheet.

TIME PRIOR TO GETTING UNDERWAY	EVENT
8 HOURS	START GYROS. ENERGIZE AND CALIBRATE ALL RADAR REPEATERS.
6 HOURS	VERIFY SCHEDULE OF LIGHTING OFF BOILERS.
3 HOURS	VERIFY ARRANGEMENTS FOR DISCONTINUING SERVICES FROM THE PIER SUCH AS SHORE POWER, CRANE SERVICE.
2 HOURS	ASCERTAIN FROM THE EXECUTIVE OFFICER: 1. IF ANY VARIATION IN STANDARD SEQUENCE OF SETTING SPECIAL SEA AND ANCHOR DETAILS EXISTS. 2. TIME OF HEAVING SHORT OR "SINGLING UP" LINES. 3. DISPOSITION OF BOATS. 4. INSTRUCTIONS CONCERNING U.S. AND GUARD MAIL. 5. NUMBER OF PASSENGERS AND TIME OF ARRIVAL. AFTER OBTAINING PERMISSION FROM THE EXECUTIVE OFFICER, START HOISTING BOATS AND VEHICLES AS SOON AS NO LONGER REQUIRED. AFTER OBTAINING PERMISSION FROM THE EXECUTIVE OFFICER, RIG IN BOOMS AND ACCOMMODATION LADDERS NOT IN USE AND SECURE THEM FOR SEA. HAVE THE WORD PASSED AS TO THE TIME THE SHIP WILL GET UNDERWAY. ENERGIZE ALL RADARS EXCEPT THOSE PROHIBITED BY LOCAL ELECTROMAGNETIC EMISSION RESTRICTIONS. CONDUCT FORMAL GETTING UNDERWAY BRIEF. (MINIMUM 2 HOURS IF POSSIBLE)
1 ½ HOURS	MUSTER THE CREW.
1 HOUR	SET CONDITION YOKE. TUNE AND PEAK RADARS. CONDUCT RADIO CHECKS ON ALL REQUIRED CIRCUITS. ENSURE THAT PIT SWORD IS IN RAISED POSITION.
45 MINUTES	UNDERWAY OOD, JOOD, AND JOOW TAKE STATIONS ON THE BRIDGE. N, A, AND E DIVISIONS MAN AFTER STEERING AND PILOT HOUSE AND TEST STEERING ENGINE, CONTROLS, COMMUNICATIONS, AND EMERGENCY STEERING ALARM. CLEAR THE SHIP OF VISITORS.
30 MINUTES	SET SPECIAL SEA AND ANCHOR DETAIL. PREPARE BOTH ANCHORS FOR LETTING-GO. OOD SHIFT WATCH TO THE BRIDGE. TEST THE SOUND-POWERED PHONE CIRCUITS IN USE. RECEIVE DEPARTMENTAL REPORTS OF READINESS TO GET UNDERWAY. MAA MAKE REPORT OF INSPECTION FOR STOWAWAYS. RECORD DRAFT OF SHIP FORE AND AFT. RAISE DECK EDGE ANTENNAS IF REQUIRED.
15 MINUTES	OBTAIN THE COMMANDING OFFICER'S PERMISSION TO TEST THE MAIN ENGINES AND DIRECT ENGINEERING CONTROL ACCORDINGLY AFTER ENSURING THAT THE SCREWS ARE CLEAR. REPORT READY FOR GETTING UNDERWAY TO THE EXECUTIVE OFFICER. TEST WHISTLE. "HEAVE SHORT" OR "SINGLE UP" LINES WHEN SO ORDERED. STAND BY TO RECEIVE TUGS AND PILOTS. IF ALONGSIDE A PIER, ENSURE THAT ALL SHORE CONNECTIONS ARE BROKEN AND THAT THE BROWS ARE READY TO BE REMOVED. WHEN REQUIRED, SOUND "QUARTERS FOR LEAVING PORT."
10 MINUTES	ORDER "MANEUVERING BELLS" BY SETTING THE ENGINE REVOLUTION INDICATOR SYSTEM ON A CERTAIN REPETITIVE NUMBER COMBINATION BEYOND THE RANGE OF THE ENGINES SUCH AS 999 (IF APPLICABLE). WARN ENGINEERING CONTROL TO STAND BY TO ANSWER ALL BELLS. IF A FLAG OFFICER IS EMBARKED, REQUEST PERMISSION TO GET UNDERWAY AS SCHEDULED.
ZERO TIME	UNDERWAY.

Table 6-5. Time Schedule for Getting Underway

f. PROCEDURE FOR ENTERING PORT OR RESTRICTED WATERS. When preparing to enter restricted waters and/or to anchor or moor, the OOD shall ensure that the events occur within the time schedule of Table 6-6.

g. ORGANIZATION. This bill will have detailed information concerning stations, personnel assignments, and duties of the special sea and anchor detail organization.

h. COMMUNICATIONS. Where the primary maneuvering circuit (1JV) is overcrowded when special sea and anchor details are set, consider using the auxiliary maneuvering circuit (XlJV). Use portable two-way radios (walkie talkies) as back up. When entering or leaving port, activate and test the appropriate maritime UHF Bridge to Bridge circuit with another unit at the earliest opportunity.

TIME PRIOR TO ENTERING PORT OR RESTRICTED WATERS	EVENT
[1] WHEN DIRECTED	DEBALLAST AS FAR IN ADVANCE AS POSSIBLE AND FOR AS LONG AS REGULATIONS PERMIT. PASS THE WORD "GO TO YOUR STATIONS, ALL THE SPECIAL SEA AND ANCHOR DETAIL." HAVE BOTH ANCHORS READY FOR LETTING-GO PRIOR TO ARRIVAL AT CHANNEL ENTRANCE. BLOW TUBES. DUMP ALL TRASH AND GARBAGE OVERBOARD.* PUMP BILGES WHEN CONDITIONS PERMIT.* SUBJECT TO THE CONCURRENCE OF THE NAVIGATOR RAISE THE PIT SWORD. ENSURE SMART APPEARANCE OF THE SHIP.
1 HOUR	CONDUCT ENTERING PORT OR RESTRICTED WATERS BRIEF WHEN DIRECTED. ASCERTAIN EXPECTED TIME OF ANCHORING OR MOORING FROM THE NAVIGATOR, AND NOTIFY ENGINEER OFFICER, WEAPONS OFFICER, FIRST LIEUTENANT, AND ENGINEERING CONTROL. PASS THE WORD, "MAKE ALL PREPARATIONS FOR ENTERING PORT. SHIP WILL ANCHOR (MOOR SIDE TO) AT ABOUT . ALL HANDS SHIFT INTO THE UNIFORM OF THE DAY." MAN DEPTH DETERMINING DEVICES. WEATHER PERMITTING, REMOVE SUCH CANVAS COVERS AS ARE NORMALLY OFF WHEN IN PORT. OBTAIN INFORMATION CONCERNING BOATING FROM EXECUTIVE OFFICER AND INFORM FIRST LIEUTENANT. LAY OUT MOORING LINES IF REQUIRED. SET UP AND CHECK ALL HARBOR AND TUG RADIO FREQUENCIES.
30 MINUTES	SOUND "MAN ALL BOATS" AS SIGNAL OF EXECUTION FOR BOAT CREWS, WINCH CREWS, BOAT HANDLERS, BOOM AND GANGWAY RIGGING DETAILS TO TAKE STATIONS. OBTAIN INFORMATION FROM NAVIGATOR ON DEPTH OF WATER AT ANCHORAGE, ANCHOR AND SCOPE OF CHAIN TO BE USED AND INFORM FIRST LIEUTENANT. WHEN MOORING TO A PIER, INFORM FIRST LIEUTENANT AS TO RANGE OF TIDE AND TIME OF HIGH WATER.
20 MINUTES	WHEN REQUIRED, DESIGNATED PERSONNEL FALL IN AT QUARTERS FOR ENTERING PORT. DIRECT CMAA TO INSPECT UPPER DECKS TO SEE THAT CREW IS IN PROPER UNIFORM.
15 MINUTES	STATION IN-PORT DECK WATCHES. INSTRUCT GUARD MAIL PETTY OFFICER, MAIL CLERK, MOVIE OPERATOR, SHORE PATROL, AND ANY OTHER DETAILS LEAVING THE SHIP IN THE FIRST BOAT TO STAND BY ON THE QUARTERDECK. IF MOORING TO A BUOY, LOWER MOTOR WHALEBOAT WITH BUOY DETAIL AS DIRECTED. STAND BY TO RECEIVE TUGS AND PILOTS.
UPON ANCHORING OR MOORING	SET THE IN-PORT WATCH. SECURE MAIN ENGINES, GYROS, AND NAVIGATIONAL RADARS AS DIRECTED. RECORD DRAFT OF SHIP FORE AND AFT.

[1] * IN ACCORDANCE WITH MARPOL REGULATIONS AND OPNAVINST 5090.1 (NOTAL).

Table 6-6. Time Schedule for Entering Port or Restricted Waters

630.22 EMERGENCY TOWING BILL

a. PURPOSE. To establish policies for assigning personnel to stations and duties to ensure a basic organization which will function when the ship is either towing or being towed.

b. RESPONSIBILITY FOR THE BILL. The Weapons Officer/First Lieutenant is responsible for this bill.

c. INFORMATION

(1) The special sea detail will be set for towing operations. Effective communications between the First Lieutenant on the forecastle or fantail and the OOD on the bridge are particularly important. When the ship is towing, the Conning Officer will be informed continually of the progress in getting the towing cable to the towed ship. Whenever towing or being towed, a towing watch will be maintained to observe towing conditions, keep the OOD informed, and cast off if so ordered. When the ship is being towed, the watch will be prepared to veer or heave in chain as ordered by the OOD. A cutting torch and unshackling kits will be on the forecastle when the ship is being towed (on the fantail when the ship is towing) to part the chain or hawser quickly in an emergency.

(2) The circumstances under which a ship may take another in tow or be towed are so varied that no definite rules can be set. In view of this, officers and deck petty officers must be well indoctrinated in this important phase of seamanship. The U.S. Navy Towing Manual (NOTAL), are the pertinent references for Towing.

d. PROCEDURES AND RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall assist the Commanding Officer in the general supervision of a towing operation.

(2) THE FIRST LIEUTENANT is:

(a) Responsible for the organization and training of the deck division for towing operations.

(b) Responsible for the maintenance and availability of deck equipment to be employed.

(c) In charge of the fantail if towing or the forecastle if being towed.

(3) THE ENGINEER OFFICER shall:

(a) Make qualified personnel available to the First Lieutenant for specialized duties and for operating equipment under the cognizance of the Engineering Department.

(b) Be responsible for the condition, maintenance, and availability of engineering department equipment.

e. TOWING PROCEDURE

(1) The procedure for the approach and passing of the tow cable will vary with sea and weather conditions and the relative rate of drift of the two ships. The procedure must be understood by both ships prior to commencing the operations. The U.S. Navy Towing Manual (NOTAL), describes various situations and the procedure for passing the tow hawser for each. Crenshaw's "Ship Handling (NOTAL)," with a slightly different view, should be evaluated before commencing preparations.

(2) When close enough, pass the messenger to the ship being towed. The forecastle will notify the fantail by telephone on which side the messenger is being passed so the appropriate 21-thread messenger may be bent on the three-inch messenger.

(3) Have towed ship haul in messenger and tow wire and connect up. Pass a round turn around the paying bitt to control the wire as it pays to the tow. Have one person stationed at the hawser reel to maintain a slight amount of tension on the tow hawser to keep the tow hawser moving freely off the drum and to prevent the hawser from fouling by paying out in surges. When the preventer link seats in the ring shackle, disconnect the easing-out/inhaul pendant from the preventer link. This will prevent the easing-out/inhaul pendant from becoming a fouling hazard if it is necessary to slip the tow hawser in an emergency.

(4) When the tow hawser is connected and both ships are in all respects ready to proceed, the engines will be started ahead as slowly as possible and stopped the instant the hawser begins to tauten out; turns will then be increased slowly until the inertia of the tow is overcome and both ships are moving slowly with steady tension on the hawser. Speed will be increased little by little up to that at which it is considered advisable to continue. At no time should an additional amount of strain be placed on the tow hawser to cause it to lift completely out of the water. The course may be changed gradually as necessary.

f. PROCEDURE WHEN BEING TOWED

(1) Stop the anchor on the anchor chain which is to be paid out. Unbend it from the chain. Haul out the desired chain on deck by anchor windlass. Set up on the windlass brake (and compressor if desired) in order to keep the chain from backing into chain locker.

(2) Shackle the chain stopper to the towing padeye on forecastle.

(3) Secure a special shackle to the end of the anchor chain in order to connect to the thimble on the end of the tow hawser.

(4) Haul the tow hawser on board, and secure it to the swivel on the end of the anchor chain. Have the special shackle ready to place on thimble of tow hawser.

(5) Veer out the anchor chain in order to provide a heavy towing catenary. Approximately 60 fathoms should be paid out.

(6) Veer or haul on chain as desired to keep ships in step (that is, taking wave crests together). When a comfortable distance is found, the strain may be shifted to the towing padeye by placing the stopper on the anchor chain and veering the chain.

g. CASTING OFF THE TOW. Generally, if the towed ship is using a scope of anchor chain to the towing hawser, the towed ship will cast off hawser after heaving in the chain and disconnecting the hawser from the chain. Casting off will only be accomplished when both ships are ready and on signal from the ship receiving the hawser, the towing ship's engines will be stopped until such time as all hawser and messengers are no longer in danger of fouling the screws.

h. COMMUNICATIONS BETWEEN SHIPS DURING TOWING OPERATIONS

(1) Normally, communications will be by radio or visual means. Use international signals from ATP 1, Volume II (for naval ships) or H.O. 102 (NOTAL) (for merchantmen).

(2) Additionally, the following are the SOUND SIGNALS for night towing:

(a) I am putting my rudder right - 1 short blast.

(b) I am putting my rudder left - 2 short blasts.

(c) Go ahead - 2 long blasts.

(d) Stop - 1 long, 2 short blasts.

(e) All fast - 2 long, 1 short blast.

(f) Haul away - 2 short, 1 long blast.

(g) Let go - 2 long, 5 short blasts.

(h) Pay out more line - 1 short, 2 long blasts.

(i) Avast hauling - 3 short blasts.

(j) I am letting go - 3 groups of 5 short blasts each.

630.23 VISIT AND SEARCH, BOARDING AND SALVAGE, AND PRIZE CREW BILL

a. PURPOSE. To set forth an organization to which personnel shall be assigned for visiting and searching, boarding and salvaging, and placing a prize crew on board ship on the high seas; and to prescribe appropriate responsibilities and procedures.

b. RESPONSIBILITY FOR THE BILL. The Operations Officer is responsible for this bill and shall advise the Executive Officer of required changes or other matters affecting the bill.

c. GENERAL. Under certain circumstances U.S. Navy ships are authorized to approach and visit ships encountered inside the territorial waters of the U.S. or in international waters. In addition, there are limited circumstances in which U.S. Navy ships may become involved in salvage operations or the taking of a prize. This bill describes generally the circumstances under which these situations may occur and prescribes responsibilities of officers and crew assigned to carry out such operations.

d. INFORMATION.

(1) APPROACH AND VISIT. As a general rule, vessels in international waters are immune from the jurisdiction of any nation other than the flag nation. However, under international law, a warship may approach any vessel in international waters to verify its nationality. In addition, unless the vessel encountered is itself a warship or non-commercial government vessel of another nation, it may be stopped, boarded and the ship's documents examined, provided there is reasonable ground for suspecting that it is:

(a) Engaged in piracy;

(b) Engaged in the slave trade;

(c) Engaged in unauthorized broadcasting;

(d) Without nationality; or

(e) Though flying a foreign flag, or refusing to show its flag, in reality, of the same nationality as the warship.

(2) VISIT AND SEARCH. Under the law of armed conflict, belligerent warships or aircraft may visit and search a merchant vessel for the purpose of determining its true character, i.e., enemy or neutral, nature of cargo, manner of employment, and other facts bearing on its relation to the conflict. Such visits

occur outside neutral territorial seas. This right does not extend to visiting or searching warships or vessels engaged in government non-commercial service. In addition, neutral merchant vessels in convoy of neutral warships are exempt from visit and search, although the convoy commander may be required to certify the neutral character of merchant vessels' cargo.

(3) SUPPORT FOR LAW ENFORCEMENT. U.S. naval units provide support to the United States Coast Guard (USCG) and other U.S. law enforcement agencies, primarily in the area of drug interdiction. When a naval unit is operating under USCG tactical control with a Law Enforcement Detachment (LEDET) embarked, the support may include providing a platform for approach, visit, and arrest/seizure of suspect vessels pursuant to the law enforcement authority of the USCG. Detailed guidance is found in the various Operation Orders (OPORDs) governing the affected naval units.

(4) Additional information pertaining to the above is found in NWP-9, The Commander's Handbook on the Law of Naval Operations, chapters 3 and 7 (NOTAL).

e. RESPONSIBILITIES AND PROCEDURES

(1) THE EXECUTIVE OFFICER shall:

(a) Designate, subject to the approval of the Commanding Officer, an Examining Officer to train and direct the visit and search party in accordance with the rules and procedures prescribed in NWP-9 and appropriate provisions of applicable OPORDs.

(b) Designate, subject to the approval of the Commanding Officer, a Boarding Officer to train and direct the boarding and salvage party.

(c) Designate, subject to the approval of the Commanding Officer, a Prize Master to organize, train, and direct the prize crew.

(d) Coordinate all departments in organizing, training, and equipping personnel necessary for the various parties and crews required by this bill.

(2) HEADS OF DEPARTMENTS shall require division officers to assign and equip qualified personnel for the parties and crews prescribed by this bill.

(3) DIVISION OFFICERS shall:

(a) Assign qualified personnel.

(b) Post all assignments required by this bill on division watch, quarter, and station bills.

(c) Ensure that designated division personnel participate in required training and equip themselves with the basic equipment.

f. APPROACH AND VISIT

(1) DUTIES OF THE EXAMINING OFFICER. Personnel in the boat sent by U.S. naval vessels may carry arms. The Examining Officer shall inquire of the master and, if necessary, the crew regarding the nature of the vessel and its activity, relative to the circumstances which gave rise to the approach and visit; i.e., piracy, slave trade, etc. The Examining Officer shall recommend to his/her Commanding Officer one of the following actions:

(a) That the ship be released (if ownership of the ship has been recently transferred).

(b) That the ship be detained or seized and sent in for adjudication (if papers, questioning of personnel, search, and inspections do not result in satisfactory proof of ship's innocence).

(2) PAPERS TO BE EXAMINED. The ship's papers to be examined are:

(a) A certificate of registry or bill of sale (if the ship has been transferred recently from enemy to neutral ownership).

(b) The crew list.

(c) The passenger list.

(d) The ship's log (to determine whether the ship has deviated from her direct course).

(e) The bill of health.

(f) The ship's clearance papers.

(g) The certificate of charter.

(h) The invoices or manifests of cargo.

(i) The bills of lading.

(j) A consular declaration certifying the innocence of the cargo may be included but is not considered conclusive evidence of innocence.

(3) REPORTS. The Examining Officer's report to the Commanding Officer of the visiting warship shall include the following information:

(a) Name and nationality of visited ship.

(b) Registry Number.

(c) Gross tonnage.

(d) Port and date of departure and destination.

(e) Number of passengers.

(f) General character of cargo.

(g) Any additional remarks and recommendations.

(4) RECORD OF ACTION TAKEN. After the Commanding Officer of the visiting ship is advised of the findings, appropriate entries shall be written in the visited ship's log as follows:

<u>If the visited ship is cleared by the visiting ship's Commanding Officer</u>:

The _____ (given name, nationality and class of ship, as steamer or sailing ship) was visited by me at _____ (give hour and date). I have examined the papers concerning the ship and her cargo, produced by the master, which show that her voyage is lawful. The circumstances have been reported to the Commanding Officer of the visiting ship, who has directed that the ship be allowed to proceed on her voyage.

The ship is accordingly allowed to proceed on her voyage.

Entered _____ (give hour, date, and geographical position when entry is made).

(Signed name) _____
(Grade) _____, U.S. Navy Examining Officer

Note

The name of the visiting ship and the name or grade of its Commanding Officer shall not be disclosed.

<u>If the visited ship is to be detained for search or other appropriate action</u>:

The _____ (give name, nationality and class of ship, as steamer or sailing ship) was visited by me at _____ (give hour and date). I have examined the ship's papers concerning the ship and her cargo, produced by the master, which were _____ (irregular; fraudulent; defaced; in part destroyed; in part concealed; apparently regular but owing to suspicions having been aroused by (state reasons), a search appeared to me to be warranted. The circumstances have been reported to the Commanding Officer of the visiting ship, who has directed that the ship be detained for the following reason _____ (state reason, whether one of those noted immediately above or any other reason justifying detention).

The ship is accordingly detained.

Entered _____ (give hour, date and geographical position when entry is made).

(Signed name) _____
(Grade) _____, U.S. Navy Examining Officer

Note

The name of the visiting ship and the name or grade of its Commanding Officer shall not be disclosed.

(5) BOARDING AND SALVAGE

(a) General. Should the inspections by the Examining Officer or other circumstances reveal a need for further detention or seizure, the boarding and salvage party shall be directed by the Commanding Officer to board and take command of the ship, restrain the crew, and conduct salvage operation as necessary.

The composition of the boarding and salvage party shall be dictated by the size and mission of the visited ship. A portion of the boarding and salvage party shall consist of the rescue and assistance party.

The boarding and salvage party shall be alert for attempts at sabotage such as scuttling, fire, explosions, damage to power plant, and equipment, and contamination of fuel oil, water, and provisions.

(b) Duties of the Boarding Officer. The Boarding Officer shall organize, train, and equip the boarding and salvage party and direct boarding and salvage operations on board ships to be taken as prizes or the salvage of any abandoned ship.

(6) SPECIFIC DUTIES OF COMMANDING OFFICER OF CAPTURING VESSEL AND OF PRIZE MASTER

(a) Commanding Officer of Capturing Vessel

1. Section 7657 of Title 10, United States Code, specifies duties of the Commanding Officer of the capturing vessel as follows:

a. Secure the documents of the captured vessel, including the log, and the documents of cargo, together with all other documents and papers, including letters, found on board;

b. Inventory and seal all the documents and papers;

c. Send the inventory and documents and papers to the court in which proceedings are to be held, with a written statement -- (1) Showing that the documents and papers are all the papers found, or explaining why any are missing, and (2) Showing that the documents and papers are in the same condition as found, or explaining why any are in different condition;

d. Send as witnesses to the prize court the master, one or more of the other officers; the supercargo, purser, or agent of the prize; and any other person on board who is interested in or knows the title, national character, or destination of the prize; or if any of the usual witnesses cannot be sent, send the reasons therefore to the court; and

e. Place a competent prize master and a prize crew on board the prize and send the prize, the witnesses, and all documents and papers, under charge of the prize master, into port for adjudication.

2. In the absence of instructions from higher authority as to which port to deliver the prize for adjudication, the Commanding Officer of the capturing vessel shall select the port most convenient in view of the interests of possible claimants.

3. If the captured vessel or any part of the captured property is not in condition to be sent in for adjudication, the Commanding Officer of the capturing vessel

shall have a survey and an appraisal made by competent and impartial persons. The reports of the survey and the appraisal shall be sent to the court in which proceedings are to be held. Property so surveyed and appraised, unless appropriated for the use of the United States, shall be sold under authority of the commanding officer present. Proceeds of the sale shall be deposited with the Treasurer of the United States or in the public depository most accessible to the court in which proceedings are to be held and subject to its order in the cause.

(b) Prize Master

1. Section 7658 of Title 10, United States Code, specifies that the prize master shall take the captured vessel to the selected port. On arrival he/she shall:

a. Immediately deliver to a prize commissioner the documents and papers and the inventory thereof;

b. Make affidavit that the documents and papers and the inventory and the prize property are the same and are in the same condition as when received, or explain any loss or change in this condition;

c. Report all information regarding the prize and her capture to the United States attorney;

d. Deliver witnesses to the custody of the United States marshal; and

e. Retain custody of the prize until it is taken therefrom by process from the prize court.

(7) PRIZE CREW AND THEIR DUTIES. The prize crew is organized and trained to navigate, operate, and administer a seized, captured, or abandoned ship with or without the cooperation of the crew; to bring it safely into port; and to deliver it to the appropriate authorities for examination or adjudication.

(a) The Prize Master shall, when ordered by the Commanding Officer, command the prize or abandoned ship and prize crew in all operations, subject to the orders of the Commanding Officer of this ship or other higher authority. He/she shall discharge the responsibilities prescribed in U.S. Navy Regulations for a commanding officer.

(b) The Prize Crew Executive Officer shall organize and train prize crew personnel. He/she shall act as Prize Crew Master when the prize crew is mustered or drilled. When on board

a prize or abandoned ship, he/she shall discharge the responsibilities prescribed for an executive officer.

(c) The Prize Crew First Lieutenant shall organize, train, and command the deck force, Marine detachment, and supply personnel of the prize crew during drills on board a prize or abandoned ship. He/she shall have the responsibilities and authority prescribed for a head of detachment.

(d) The Prize Crew Operations Officer shall organize, train, and command the communications and navigation personnel of the prize crew during drills on board a prize or abandoned ship. He/she shall have the responsibilities and authority prescribed for the Operations Officer and Navigator.

(e) The Prize Crew Engineer Officer shall organize, train, and command the engineering and damage control personnel of the prize crew during drills on board a prize or abandoned ship. He/she shall have the responsibilities and authority prescribed for the Engineer Officer.

(f) The Prize Crew Medical Officer shall organize, train, and command the medical personnel of the prize crew during drills on board a prize or abandoned ship. He/she shall have responsibilities and authority prescribed for the Medical Officer. In the event that a hospital corpsman must be assigned to direct the medical personnel of the prize crew, the ship's Medical Officer shall be responsible for functions of organization and training, and the assigned hospital corpsman shall be responsible, under the Prize Crew Executive Officer, for providing medical treatment for personnel of the seized ship and the prize crew.

g. SUPPORT FOR LAW ENFORCEMENT

(1) GENERAL. The USCG is the primary U.S. maritime agency charged with the enforcement of all federal laws on the high seas and in waters subject to the jurisdiction of the United States. When USCG LEDETs are embarked on U.S. Navy platforms, the U.S. Navy supports the USCG in its law enforcement responsibilities (primarily drug interdiction) on a not-to-interfere basis with fleet operations and readiness. Similar support is also provided to other U.S. law enforcement agencies when authorized by DOD. When operating from U.S. Navy ships, the OIC of the LEDET is responsible for directing and executing searches, arrests, or seizures of suspect vessels. Such actions are based on USCG directives and policy. The Commanding Officer, however, remains responsible for his/her ship and retains the authority to allow, disallow, suspend, or terminate <u>any</u> law

enforcement activity involving his command when circumstances require.

(2) BOARDING SUSPECT VESSELS. Consistent with applicable USCG directives, LEDETs may board vessels of United States Registry when directed by the senior embarked USCG Boarding Officer. LEDETs may board foreign flag vessels in international waters only after appropriate interagency coordination required by Presidential Directive (PD)/NSC-27, Procedures for Dealing with Non-Military Incidents (NOTAL). Transport to vessels being boarded is provided by U.S. Navy small boats operated by Navy personnel. The U.S. naval unit also provides backup support to the LEDET, including the use of deadly force, if necessary for self-defense or the protection of the boarding party. U.S. naval personnel may board seized and detained vessels for non-law enforcement purposes (such as damage control, rigging of the tow, etc.) when directed by their Commanding Officer.

(3) TACTICAL CONTROL OF U.S. NAVAL UNITS IN SUPPORT OF LAW ENFORCEMENT OPERATIONS. U.S. naval units must shift tactical control to the appropriate Coast Guard authority prior to USCG LEDETs boarding suspect vessels, and establish communications on the designated law enforcement command and control net. Tactical control remains with the USCG during boardings and any subsequent towing or escort operations. The U.S. naval unit will fly the USCG ensign from the yard during all such operations.

(4) USE-OF-FORCE IN SUPPORT OF USCG LEDET OPERATIONS. USCG use-of-force policy governs boarding operations. However, this does not limit the authority or responsibility of the Commanding Officer to use such force as is necessary for the protection of his ship and personnel.

(5) CUSTODY OF SEIZED VESSEL/PROPERTY/PRISONERS. Custody of and responsibility for seized vessels, other property, and prisoners is retained by the USCG. The Commanding Officer may provide U.S. naval personnel to augment the LEDET to guard and control prisoners if required for security of the naval unit.

(6) REFERENCES. See the USCG's Maritime Law Enforcement Manual, Volume 1 (Boarding Guide), chapters IV, VI, and Appendices A and D (NOTAL), for detailed guidance."

h. VISIT AND SEARCH. This section provides procedures incident to the U.S. Government's exercise of its right as a belligerent to visit and search neutral merchant vessels suspected of carrying contraband. Visit and Search shall be in strict conformity with International Law, existing treaty provisions, NWP-9 (sections 7.6 and 7.9) (NOTAL), appropriate provisions of applicable OPORDs, and Rules of Engagement.

(1) DUTIES AND PROCEDURES. Duties of the examining officer, commanding officer of capturing vessel, prize master, and prize crew for visit and search are the same as delineated in paragraph 630.23.f. Procedures for visit and search papers to be examined, reports, record of action taken, and boarding and salvage are the same as delineated in paragraph 630.23.f.

640 EMERGENCY BILLS

640.1 GENERAL EMERGENCY BILL

a. PURPOSE. The purpose of this bill is to provide an organization, prescribe procedures, and assign responsibilities for controlling the effects of a major emergency or disaster suffered by the ship (such as collision; grounding; internal and external explosion; chemical, biological, or radiological (CBR) contamination; earthquake; storm; or battle damage). It further provides for the orderly and controlled exit of personnel if abandoning ship is required and for salvage of the ship if feasible. The Damage Control organization is necessarily an integral part of the Engineering Department organization; however, each department aboard ship has major administrative responsibilities in damage control. Every officer and enlisted person must be familiar with Damage Control organization and his/her part in the common responsibility of all hands in it. More detailed procedures are contained in NWP 62-1 (Rev C), Surface Ship Survivability (NOTAL); NWP 28E, Nuclear Warfare Operations (NOTAL); Navy Ship's Technical Manual Chapter 470, Shipboard BW/CW Defense and Countermeasures (NOTAL); and The Repair Party Manual (COMNAVSURFLANTINST 3541.1C or COMNAVSURFPACINST 3541.1B) (NOTAL). These publications should be used when conducting training in handling emergencies to ensure that all personnel are well versed in the proper steps to control emergencies.

b. RESPONSIBILITY FOR THE BILL. The Engineer Officer is responsible for ensuring that this bill is current and ready for execution.

c. TRAINING. The training program to prepare for emergencies must be a long-range continuing program for the entire ship's company.

(1) Formal shore-based schools shall train personnel in fire fighting, basic damage control procedure, and NBC defense.

(2) All officers and leading petty officers will train their personnel in the fundamentals of controlling the effects of any emergency.

(3) In major catastrophes, personnel trained in first-aid procedures will drastically reduce the number of serious casualties and fatalities. The Medical Officer (or the senior hospital corpsman when no medical officer is assigned) will provide training for all hands in first-aid procedures, including measures necessary in CBR defense.

(4) Division officers shall train their personnel in the use of individual protective equipment and the performance of their duties while wearing the gas mask and protective clothing.

(5) General emergency drills shall be held as ordered by the Executive Officer (but generally not less than once each month). During drills the actions and duties prescribed in this and supplemental bills shall be fully carried out except as modified by the Commanding Officer. Efforts by all hands to provide maximum realism to each drill will significantly increase the training value of drills and must be encouraged.

d. INFORMATION. This bill uses the established battle organization to provide optimum damage control and personnel discipline before, during, and after an emergency situation. Since the circumstances of any particular emergency are unpredictable, detailed plans cannot provide for all emergency situations. Therefore, this bill is intended to guide the action by key personnel in emergency situations. The responsibilities described are not all-inclusive but do establish areas of control within the bill. Officers and petty officers must exercise initiative and judgement in their responsibilities to effectively meet and control an emergency situation. Should personnel designated for certain responsibilities become casualties, unassigned officers shall be designated by the senior officer on the scene to assume these responsibilities and complete the action outlined in this bill.

The general provisions of this bill are effective whether underway or in port. This bill shall be placed in effect in the event of fire or other emergency which may present a danger to the ship.

Because of the diversity of emergency situations, more detailed procedures and responsibilities are described under the following categories.

(1) Emergency with full crew on board.

(2) In port general with partial crew on board.

(3) CBR attack.

(4) Abandon ship - securing and/or salvage.

e. PROCEDURES AND RESPONSIBILITIES DURING EMERGENCY WITH FULL CREW ON BOARD. When the full or nearly full crew is on board and a situation develops which suddenly causes or which may cause damage to the ship, the general alarm shall be sounded.

This applies whether the ship is underway or in port. The general alarm may be ordered by the Commanding Officer or the Officer of the Deck, and the word "General Quarters, all hands man your battle stations" shall be passed over all circuits of the general announcing system. Additional information on the emergency shall be passed on the general announcing system as soon as possible. Individual responsibilities for specific action in time of emergency apply. In the absence of key personnel, their functions will be performed by their reliefs or assistants. The following procedures apply when the general alarm is sounded:

(1) All hands will man assigned battle stations expeditiously. Repair parties will set condition ZEBRA and, if directed, close the gas-tight envelope.

(2) Personnel who cannot man their battle stations because of damage or fire shall remain near assigned stations and assist the repair parties as directed.

(a) THE EXECUTIVE OFFICER shall:

1. Under the direction of the Commanding Officer, coordinate all orders.

(b) THE OPERATIONS OFFICER shall:

1. Plot radioactive clouds and fall-out areas, and recommend course changes to avoid contaminated sea areas.

2. Ensure the proper dissemination of aerological data.

3. Be prepared to assist in conning the ship from CIC.

4. Coordinate the destruction of classified material as ordered by the Commanding Officer.

(c) THE ENGINEER OFFICER shall:

1. Keep the Commanding Officer informed on the state of damage in the engineering department pertaining to main propulsion machinery, boilers, and ship's speed available. Make preparations for maximum speed underway.

2. Coordinate all action to control, minimize, and repair damage in the machinery spaces.

3. Direct salvage operations.

4. Be responsible for training the securing and salvage details.

5. In the event of possible CBR contamination or sudden shock, secure the evaporators.

6. Direct the operation of all machinery (such as fire and bilge pumps) that provides support to the Damage Control Assistant (DCA).

7. Control electrical circuit usage to prevent further damage.

(d) THE DCA shall:

1. Directly supervise all damage control parties from Damage Control Central.

2. Take action to minimize the damage and maintain the seaworthiness of the ship.

3. Assist the Engineer Officer in salvage operations.

4. Assist the Executive Officer and the Engineer Officer in organizing and training personnel for controlling emergencies.

5. Be the ship's CBR officer.

6. Be responsible for identifying the chemical warfare (CW) agents and collecting biological warfare (BW) samples.

7. Be responsible for identifying and isolating contaminated and other hazardous areas.

8. Establish exposure times for personnel manning stations in contaminated areas, and determine when areas are, or will be safe for reentry.

9. Ensure setting of proper material condition, and activate the washdown system when ordered.

10. Read and develop casualty dosimeters and film badges and record personnel dosages.

11. Make available to division officers the dosage records of their personnel and advise the medical officer/ representative of all dosages exceeding tolerances.

(e) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER) shall:

1. Provide for sprinkling of magazines upon orders from the Commanding Officer.

2. Safeguard explosives and weapons not in magazines.

3. Be prepared for salvage, rescue, and towing operations.

(f) THE FIRST LIEUTENANT shall:

1. Be prepared for salvage, rescue, and towing operations.

2. Supervise the formulation and execution of plans for the rigging of lines and cargo nets when "Prepare to abandon ship" is ordered.

3. Ensure that boats and life rafts are properly equipped. (See Tables 6-7 and 6-8) for a listing of this equipment). Equipment is listed on an allowance equipage (AEL) in the ship's COSAL.

4. Prepare for launching boats, life rafts, floats, nets, and other floatable equipment.

5. Supervise distribution of life jackets.

6. Be responsible for maintaining a master life raft and boat personnel assignment list.

7. Provide a diagram to this bill listing capacities and locations of life rafts, boats and abandon ship stations.

8. Provide methods for releasing life rafts.

(g) THE SUPPLY OFFICER shall:

1. Make emergency issues of materials.

2. Be prepared to feed personnel in accordance with the battle messing procedure.

SURVIVAL GEAR[1]	
ITEM	**QUANTITY**
BAILER, PLASTIC 2-QUART CAPACITY	1
BATTERY, DRY, FLASHLIGHT, ALKALINE (SIZE D)[2]	4
DESALTER KITS, TYPE II	5
FISHING KITS, SURVIVAL	1
FLASHLIGHT, TYPE II, STYLE 1	1
FLASHLIGHT BULBS (PR6)	1
FOOD PACKETS	75 (MK 5) 125 (MK 6)
KIT, FIRST AID	1
KIT, SIGNALING	1 CARTON OF 12 UNITS
KNIFE, POCKET	1
MEASURING CUP, PLASTIC, 8 OUNCE	2
MIRROR, SIGNALING EMERGENCY, TYPE II	1
MOTION SICKNESS TABLETS, DIMENHYDRINATE, 50 MILLIGRAMS	200 (MK 5)
OPENERS, BEER-CAN TYPE	24 (MK 5) 6 (MK 6)
SEA MARKER, FLUORESCEIN, CANISTER TYPE	1
SPONGE, CELLULOSE, TYPE 1, SIZE 10	2
STORAGE BAG, DRINKING WATER, SIZE A	2
WATER, CANNED, 10-OUNCE CANS	50 (MK 5) 75 (MK 6)
WHISTLE, SIGNALING, PLASTIC TYPE II	1
EQUIPMENT TO BE STOWED WITH EACH LIFEBOAT	
FLOATABLE KNIFE	1
HAND PUMPS	2
OARS	4
OPERATION AND MAINTENANCE MANUAL	2
RESCUE LINE	1
PLIERS, PAIR	1
SCISSORS	1
SEA ANCHOR AND LINE	2
SEALING CLAMP, 3 INCHES	2
SEALING CLAMP, 5 INCHES	2
SEALING CLAMP, 7 ½ INCHES	2
SURVIVAL GEAR BAG	1
VALVE ADAPTER	2

[1] INFLATABLE LIFEBOATS IN RIGID CONTAINERS WILL HAVE THE SURVIVAL GEAR PACKED IN A WATERTIGHT SURVIVAL GEAR BAG PRIOR TO INSTALLATION ABOARD SHIP. INFLATABLE LIFEBOATS IN FABRIC CONTAINERS WILL HAVE THE SURVIVAL GEAR PACKED IN WATERTIGHT BAGS THAT ARE STOWED IN APPROPRIATE POCKETS OF THE LIFEBOAT CONTAINER.

[2] STANDARD D#CELL FLASHLIGHT BATTERIES MAY BE RETAINED IF THE DATE STAMPED ON THE BOTTOM DOES NOT INDICATE AGE IN EXCESS OF ONE YEAR (THAT IS, 0285 INDICATED MONTH (FEBRUARY) AND YEAR (1985)).

Table 6-7. Mark 5 (15-Person Capacity) and Mark 6 (25-Person Capacity) Inflatable Lifeboats

SURVIVAL GEAR [1, 2]	
ITEM	**QUANTITY**
BAILER, PLASTIC 2-QUART CAPACITY	1
BATTERY, DRY, FLASHLIGHT, ALKALINE (SIZE D) [3]	4
DESALTER KITS, TYPE II	5
FISHING KITS, SURVIVAL	1
FLASHLIGHT, TYPE II, STYLE I	1
FLASHLIGHT BULBS	1
FOOD PACKETS	125
KIT, FIRST AID	1
KIT, SIGNALING	1 CARTON OF 12 UNITS
KNIFE, POCKET	1
MEASURING CUP, PLASTIC, 8 OUNCE	2
MIRROR, SIGNALING EMERGENCY, TYPE II	2
MOTION SICKNESS TABLETS, DIMENHYDRINATE, 50 MILLIGRAM	250
OPENERS, BEER-CAN TYPE	6
PAINTER, 2-INCH CIRC. MANILA OR NYLON, LENGTH 20 FATHOMS	2
PLIERS, PAIR	1
SEA MARKER, FLUORESCEIN, CANISTER TYPE	1
SPONGE, CELLULOSE, TYPE I, SIZE 10	2
STORAGE BAG, DRINKING WATER, SIZE A	2
WATER, CANNED, 10-OUNCE CANS	75
WHISTLE, SIGNALING, PLASTIC TYPE II	1
EQUIPMENT TO BE STOWED WITH EACH ABANDON SHIP BOAT	
PADDLES	4
BOAT COVER (RESCUE ORANGE) WITH RIGGING (FOR BOATS NOT HAVING A FIXED CANOPY	1
SCISSORS	1

[1] SURVIVAL GEAR CARRIED BY ABANDON SHIP BOATS SHALL BE STOWED IN A WATERTIGHT SURVIVAL GEAR BAG AND PLACED IN A WEATHERTIGHT BOX. THE BOX AND PADDLES AND BOAT COVER SHALL BE PLACED ON A BULKHEAD OR DECK ADJACENT TO THE BOAT. A PLASTIC LABEL PLATE WITH THE LEGEND "ABANDON SHIP EQUIPMENT -- LOAD INTO BOAT UPON ABANDON SHIP SIGNAL" SHALL BE POSTED ON THE BOX.

[2] ITEMS OF EQUIPAGE DESIGNATED HEREIN SHALL BE PACKAGED IN ACCORDANCE WITH NAVSEA PUBLICATION N.S. 0902-137-7010.

[3] STANDARD D-CELL FLASHLIGHT BATTERIES MAY BE RETAINED IF THE DATE STAMPED ON THE BOTTOM DOES NOT INDICATE AGE IN EXCESS OF ONE YEAR (THAT IS, 0286 INDICATES MONTH (FEBRUARY) AND YEAR (1986)).

Table 6-8. Abandon Ship Boats

3. Take all possible precautions to prevent contamination of food supplies and messing equipment.

4. Serve no food or drink following a major emergency, unless approved by the Medical Officer or medical representative.

(h) THE NAVIGATOR shall:

1. Provide the bearing and distance to the nearest land when abandoning ship.

2. Provide boats with pyrotechnic and other signaling equipment.

3. Ensure that necessary navigational equipment, such as a Global Positioning System (GPS) receiver, compasses, sextants, navigation tables, and charts, are provided in one boat prior to abandoning ship. Additional navigational equipment, as available, should be provided in other boats used for abandoning ship.

(i) THE MEDICAL OFFICER/REPRESENTATIVE shall:

1. Supervise planning and direct medical department personnel in the safe and expeditious treatment of patients.

2. Direct the evacuation of the sick and wounded during the abandon ship evolution.

3. Report personnel casualties immediately, including disease symptoms or increase in infection following an emergency.

4. Be responsible for identifying BW agents and aid the DCA in obtaining samples.

5. Inspect the food and water supply as soon as practicable following an emergency, and notify the supply officer of the results.

6. Direct the radiation health program and train assigned personnel.

(j) THE OFFICER OF THE DECK shall:

1. Immediately notify the Commanding Officer or Command Duty Officer.

2. Maneuver the ship as ordered by the Commanding Officer.

3. Pass the word twice concerning the nature of the emergency, and sound other appropriate internal alarms (including the general alarm or collision alarm).

4. Notify ships in the vicinity, the Officer in Tactical Command (OTC), SOPA, and the port authority of the nature of the emergency.

5. Order exposed topside evacuation when directed by the Commanding Officer.

6. Order the operation of the washdown system and the establishment of the gas-tight envelope when CBR attack is imminent or has occurred or when ordered by the Commanding Officer.

(k) THE REPAIR PARTY LEADERS shall:

1. Take all practical measures before damage occurs, such as maintaining watertight and fumetight integrity, removing fire hazards, and maintaining and distributing emergency equipment.

2. Minimize any damage by controlling flooding, preserving stability and buoyancy, combating fire, and providing first-aid treatment of personnel.

3. Accomplish emergency repair or restorations by supplying casualty power, regaining a safe margin of stability and buoyancy, replacing essential structure, and manning essential equipment.

4. Keep the DCA informed of all damage and the progress of repairs.

5. Control traffic within their areas to minimize the spread of contamination.

6. Establish and supervise personnel decontamination facilities as directed by the DCA.

(l) HEADS OF DEPARTMENT shall:

1. Assign qualified personnel within their departments to appropriate emergency stations.

2. Post such assignments on the division watch, quarter, and station bill.

3. Ensure that their departmental personnel are able to carry out the procedures prescribed in this bill.

4. Ensure that all lifesaving equipment under their cognizance is ready for use.

5. Carry out measures applicable to the department, detailing personnel to remove publications, records, or salvageable equipment from the vicinity of damage.

6. Order personnel to augment repair parties as directed by the Commanding Officer.

7. Order personnel away from battle stations where they may be injured, as directed by the Commanding Officer.

8. Direct the removal of injured to first-aid stations or evacuation stations.

(m) DIVISION OFFICERS shall:

1. Assign qualified personnel to duties and stations as required by ship's bills.

2. Ensure that such assignments are posted on the divisional watch, quarter, and station bills.

3. Instruct their division personnel in the procedures prescribed in this bill including survival techniques.

4. Minimize missile hazards by stowing equipment, tools, and supplies.

5. Take all practical measures before damage, such as maintaining of watertight and fumetight integrity, removing of fire hazards, and providing upkeep of emergency equipment.

f. PROCEDURES AND RESPONSIBILITIES DURING IN-PORT GENERAL EMERGENCY WITH PARTIAL CREW ON BOARD. When a partial crew is on board and a situation develops which suddenly causes or which may cause damage to the ship, the appropriate word shall be passed to ensure that the duty section and special casualty teams report to assigned stations. The alarm may be ordered by the Commanding Officer, CDO, or the OOD. Additional information on the emergency shall be passed on the general announcing system as soon as possible. In the event of a power loss, the OOD shall

send the messenger to pass the word at key locations throughout the ship. The following procedures apply when the general alarm is sounded:

(1) All hands in the duty section will man their assigned emergency stations on the double, passing the word enroute.

(2) The primary purpose of initial actions shall be to establish the security of the ship.

Individual responsibilities in time of emergency follow. In the absence of key personnel, their functions will be performed by designated reliefs or assistants.

(a) PERSONNEL ON BOARD BUT NOT IN THE DUTY SECTION shall:

1. When the emergency is within their vicinity, use available equipment to control the emergency pending the arrival of damage control personnel.

2. Set condition ZEBRA in their respective immediate vicinities, and thereafter report to the nearest manned emergency station.

3. When ordered, muster with the duty MAA in assigned location.

4. When ordered, take cover promptly for protection against contamination.

5. Rigidly observe the boundaries of damaged and contaminated areas established by damage control personnel.

6. Carry out duties as may be assigned.

(b) THE OFFICER OF THE DECK shall:

1. Pass the word as set forth in this article.

2. Direct all personnel returning from liberty to the mess deck for assignment.

(c) THE EXECUTIVE OFFICER (or in his absence the CDO) shall assume station in DCC or CCS and shall:

1. Direct the function of the ship's company in general.

2. Redistribute personnel as necessary.

3. Notify ships in the immediate vicinity (adjacent berths or nests), SOPA, and the port authority about the nature of the emergency.

4. Report to the Commanding Officer when emergency stations are manned and condition ZEBRA is set.

5. Report to the Commanding Officer when condition ZEBRA is rechecked and the security search is completed.

6. Order the operation of the washdown system and the establishment of the gas-tight envelope when CBR attack is imminent or has occurred or when ordered by the Commanding Officer.

7. When nested, establish telephone communications with other ships of the nest.

8. Evaluate the nature of the violence, and direct action to be taken if time is critical; otherwise recommend to the Commanding Officer the action to be taken.

9. Keep accurate muster of personnel on board. As the liberty party returns on board and the total number of personnel on board approaches full ship's company, order general quarters and secure personnel from emergency stations.

10. Request outside assistance as directed by the Commanding Officer.

(d) THE FIRE MARSHALL shall proceed directly to the scene of the emergency to direct efforts of the Rapid Response Team. If the emergency is beyond the Rapid Response Team capabilities, the fire Marshall will turn over his duties to the scene leader and assume other duties as directed. These duties may include:

1. Repair Party Leader

2. Supervision and establishment of communications

3. Posting boundaries

4. Direct logistic support

(e) DEPARTMENT DUTY OFFICER shall:

1. Man assigned control stations on the double.

2. Receive the routine "manned and ready" and other required reports from assigned stations.

3. Make required reports to the OOD for the department.

4. Muster those personnel not in the duty station. Detail these personnel to duties as directed by the OOD.

5. Detail personnel to remove publications, records, and so forth from the vicinity of the emergency.

6. Clear unassigned personnel from danger areas.

7. Prepare for getting underway if ordered.

(f) THE DUTY ENGINEER shall:

1. Direct engineering plant operation, including fire and bilge pumps and other auxiliaries to support the DCA.

2. Control electrical circuits usage in the damaged areas to prevent further damage.

3. Provide for damage control within engine spaces by special equipment manned by engineering personnel.

4. Control ventilation in affected parts of the ship.

(g) THE DUTY WEAPONS OFFICER (OR DUTY COMBAT SYSTEMS OFFICER) shall:

1. Provide for sprinkling of magazines upon the order from the CDO.

2. Safeguard gunnery explosives that are not in magazines.

3. Relieve the OOD, and station an armed guard.

(h) THE MEDICAL OFFICER/REPRESENTATIVE shall:

1. Provide for treatment of injured personnel.

2. Assist the DCA in collecting and identifying BW samples.

(i) THE INPORT EMERGENCY DETAIL shall:

1. Upon the sounding of the alarm or receipt of word, proceed either to the area of the emergency to close off the ship, working away from the scene, or to the damage control locker to equip themselves as required and then to the scene.

2. Isolate the damage area, evacuate injured personnel, and control fire and flooding, as directed by the OOD.

g. PROCEDURES AND RESPONSIBILITIES IN THE EVENT OF CBR ATTACK. Paragraphs 640.1.e and 640.1.f apply when the emergency is primarily chemical, biological, or radiological. The instructions in this article are in addition to those previously described duties and responsibilities.

(1) THE COMMANDING OFFICER shall:

(a) Maneuver the ship to avoid contaminating aerosol, spray, mist, or fallout.

(b) Adjust Mission Oriented Protection Posture (MOPP) levels based on threat assessment.

(c) Direct starting and securing of Circle WILLIAM vent systems.

(d) Order topside evacuation if tactically permissible.

(e) Order decontamination of ship and personnel when tactically feasible.

(2) THE DCA shall:

(a) Advise the Commanding Officer concerning BW/CW defense, including management of ventilation systems.

(b) Following a BW/CW attack, the DCA is responsible for:

1. Locating residual hazards (BW/CW contamination) by monitoring detection or sampling procedures, and maintaining a contamination plot in Damage Control Central.

2. Evaluating the residual hazard as to location, extent, duration of personnel dangers, and so forth and thereby

(1) restricting areas not required to be manned: (2) posting personnel hazard warnings; and (3) informing the Commanding Officer and control stations of hazards and measures required for personnel safety.

3. Initial decontamination.

4. Coordinating departmental decontamination.

5. Instituting other procedures to prevent contamination spread.

(c) Designate evacuation and personnel decontamination stations, and post routes thereto for exposed topside general quarters personnel.

(d) Nothing in this article shall be construed as requiring the Damage Control Officer/Assistant to divert attention, equipment, or personnel from the urgent hazards of damage, fire, or flooding which may have occurred during the attack. Efforts to minimize residual effects of BW/CW attack may be carried out in conjunction with - but not impair - efforts to control the immediate hazards of fire, damage, or flooding. This policy, likewise, should not deter individuals from taking immediate self-aid measures following exposure.

(3) INITIAL OR PRECAUTIONARY PROCEDURES APPLICABLE TO ALL TYPES OF BW/CW ATTACK.

(a) Assume appropriate MOPP levels as ordered.

(b) Set condition Circle WILLIAM.

(c) Eliminate contamination hazards.

(d) Exposed personnel - Carry out preliminary adjustments of protective clothing.

(e) Man personnel decontamination stations.

(f) Exposed personnel - Carry out final adjustment of protective clothing.

(g) Wet down topside with washdown or fire hose.

(h) Sound alarm, and pass word specifying type of attack.

(i) Carry out procedures for particular type of attack which is based on the Commanding Officer's evaluation of

the tactical situation and the necessity for controlling structural damage, fire, and flooding.

(4) PROCEDURES IMMEDIATELY FOLLOWING THE ATTACK (applicable to all types of CBR attack).

(a) Evasive maneuvering.

(b) Prompt evacuation and remanning of exposed stations, as ordered.

(c) Decontamination of personnel.

(d) Prompt and accurate detection of contaminated areas.

(e) Start of vital ventilation with intake in clean atmosphere.

(f) Decontamination of material.

(g) Instruct personnel not to eat, drink, smoke, or put hands near face and to wash frequently until given further instructions.

(5) TACTICAL CBR DECONTAMINATION PROCEDURES. Tactical CBR decontamination permits a ship to continue its tactical mission without subjecting personnel to unacceptable exposures. Tactical CBR contamination consists of:

(a) Primary gross decontamination (a salt-water washdown of the entire ship's weather surfaces) is required to protect personnel if the ship is caught in contamination aerosol or cloud. This is done by activating the ship's water washdown system or by hosing down all weather surfaces with the following precautions:

1. Work from the highest weather deck down and from the windward to the leeward.

2. Cover entire area with water.

3. Upon completion of washdown, require that squads go through personnel decontamination stations unless urgently required for additional duties topside. Clean interior may be entered only by way of a personnel decontamination station.

(b) Conduct a detection survey (carried out by detection teams) to locate contaminated areas.

(c) A secondary gross decontamination (by repair party and departmental decontamination squads) follows the detection survey. Exact locations of contaminated areas are decontaminated by detailed methods such as scrubbing, steaming, neutralizing, and so forth concentrating on areas essential for ship's operation. Nonessential areas should be secured until decontaminated.

(6) CBR PERSONNEL DECONTAMINATION PROCEDURES. Since topside personnel are likely to become contaminated during a CW or BW attack, contaminated personnel should pass through decontamination stations as soon as the tactical situation permits. Personnel decontamination is executed in the following sequence:

(a) By functional groups.

(b) Contaminated uninjured.

(c) Contaminated injured (by medical department).

h. PROCEDURES AND RESPONSIBILITIES DURING ABANDON SHIP-SECURING AND SALVAGE. Abandon ship procedures shall be initiated only by the Commanding Officer or senior line officer in command. These procedures are based on the assumption that the crew will be at general quarters under most conditions when the need to abandon ship may arise. The following responsibilities and procedures apply; however, the Commanding Officer shall issue orders for abandon ship according to circumstances. If time permits, phased procedures are initiated. If time does not allow orderly preparation, abbreviated procedures are carried out. For drill purposes, personnel shall be assigned to life rafts and boats nearest their battle stations and shall be mustered periodically at these stations to ensure proper condition of all lifesaving equipment and familiarization with abandon ship procedures.

(1) THE EXECUTIVE OFFICER shall:

(a) Control preparations to abandon ship.

(b) Identify special procedures dictated by conditions such as the side of ship from which to abandon, redistribution of personnel to rafts and boats as a result of damage or loss of lifesaving equipment, and casualties to personnel.

(c) Ensure that all personnel receive the orders to abandon ship.

(d) Receive muster reports from all stations.

(2) OFFICERS IN CHARGE OF DEBARKATION AREAS shall:

(a) Supervise abandon ship preparations in assigned areas, to include taking a muster report of all stations within area of responsibility. Report muster to the Executive Officer.

(b) Control life raft drops and boat lowering in own areas.

(c) Upon orders from the Commanding Officer to prepare to abandon ship, supervise the rigging of nets, ladders, fire hoses, knotted lines, and all other equipment available for leaving the ship.

(d) Ensure that personnel in assigned areas are properly dressed and equipped for abandoning ship.

(e) Adjust numbers of personnel at stations on deck to reduce overcrowding of boats and life rafts.

(3) OFFICER (PETTY OFFICER) IN CHARGE OF ABANDON SHIP STATION shall:

(a) Control the lowering of life boats or release of life rafts at assigned stations to prevent such action prior to the Commanding Officer's order to abandon ship and to prevent injury to the personnel in the water.

(b) Muster personnel assigned to the station, and report muster to the officer in charge of the debarkation area.

(c) Ensure that personnel at assigned stations are properly dressed and equipped for abandoning ship.

(d) Advise the officer in charge of the debarkation area of the need to shift personnel to reduce overcrowding of life boats and life rafts.

(e) Supervise the removal of injured personnel.

(4) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER) shall ensure that ordnance ammunition components are set on safe.

(5) THE SUPPLY OFFICER shall save records, accounts, and cash if practical.

(6) THE SENIOR YEOMAN shall save the latest personnel roster and ship's logs as practical.

(7) PERSONNEL REGULARLY ASSIGNED TO BOAT CREWS shall:

(a) Man their respective boats when "prepare to abandon ship" is sounded.

(b) Prepare boats for lowering.

(8) ABBREVIATED PROCEDURES. All personnel are required to exercise individual initiative in abandoning ship as quickly as possible upon receipt of the order. The word may be passed "All hands abandon ship without delay." No preparatory order is given.

(9) ORDERLY PROCEDURES. Orderly abandonment consists of three phases:

(a) Preparation.

(b) Abandonment of all but securing details.

(c) Abandonment by securing details.

The Commanding Officer shall issue orders to abandon ship according to circumstances.

(a) Phase I. "All hands prepare to abandon ship." When this order is given, all personnel below decks who are not engaged in securing or salvage duties proceed topside. All personnel put on life jackets. Officers in charge of debarkation stations order rigging of nets, lines, and ladders over ship's sides.

(b) Phase II. "All hands abandon ship, except securing and salvage details," or "All hands abandon ship." When this order is given, officers in charge of debarkation stations direct release of life rafts and lowering of boats. Personnel proceed over the sides in an orderly fashion.

(c) Phase III. "Securing and salvage detail abandon ship."

(10) SHIP'S SALVAGE CREW. The ship's salvage crew is a skeleton crew remaining on board to continue salvage operations. This detail shall take action to save the ship, including preparations for towing, restricted steaming, or any other action necessary to ensure that ship's return to port. The Engineer Officer is responsible for training the securing and salvage detail.

640.2 AIRCRAFT CRASH AND RESCUE BILL

a. PURPOSE. To set forth procedures for developing and implementing aircraft crash and rescue bills.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer shall appoint an officer to maintain this bill.

c. INFORMATION. Each ship must be prepared to rapidly implement its Aircraft Crash and Rescue Bill. Wide variances in ship characteristics, organization, and capabilities preclude the establishment of a general bill applicable to all units.

A copy of NAVAIR 00-80R-14-1, NATOPS U.S. Navy Aircraft Rescue Information Manual (NOTAL), should be in the custody of the officer appointed to maintain the Aircraft Crash and Rescue Bill.

d. PROCEDURES. Type Commanders promulgate bills which are generally applicable to ships of their forces. Within the guidelines issued by higher authority, individual ships modify Type Commander bills to meet specific requirements.

640.3 EMERGENCY STEERING BILL

a. PURPOSE. The purpose of this bill is to outline standard procedures for a steering casualty.

b. RESPONSIBILITY FOR THE BILL. The Navigator, with the technical assistance of the Engineer Officer, shall be responsible for this bill.

c. RESPONSIBILITIES AND PROCEDURES. If steering control is lost, the responsibilities set forth here apply. Detailed procedures applicable to the equipment installed in after steering shall be issued in supplemental instructions.

(1) THE HELMSMAN IN THE PILOT HOUSE shall:

(a) Report casualty immediately to the OOD.

(b) Sound the steering casualty alarm.

(c) Center the rudder angle indicator amidships.

(2) THE OFFICER OF THE DECK shall:

(a) Use all means available to avoid grounding or collision with other ships.

(b) Immediately notify the after steering helmsman by sound-powered phone or by 1MC as follows: "Bridge has lost control. After steering take control. Steer course (or steer by rudder angle indicator)."

(c) Verify that after steering has control.

(d) Ensure that the Commanding Officer is notified.

(e) Signal the loss of control to the OTC and to ships in the vicinity, using voice radio, whistle, and visual methods as required by the Rules of the Road and ATP 1, Vol I (NOTAL).

(3) THE AFTER STEERING HELMSMAN shall (at the sound of the steering casualty alarm or upon notification by sound-powered phone):

(a) Trip the control cable selector switch out.

(b) Steer from his/her station either by matching pointers on the rudder angle indicator or by steering a course designated by the OOD.

(4) THE QUARTERMASTER OF THE WATCH shall:

(a) Notify the Commanding Officer, Executive Officer, Navigator, and main engine control of the casualty.

(b) Enter pertinent data in the quartermaster's log.

(5) THE BOATSWAIN'S MATE OF THE WATCH shall:

(a) Pass the word "Steering casualty" as directed by the OOD.

(b) Prepare to proceed to after steering when directed by the OOD.

(6) THE DUTY ELECTRICIAN'S MATE AND AUXILIARY MACHINIST'S MATE shall proceed immediately to after steering. The duty EM/IC shall assist the auxiliaryman watch in determining and correcting the cause of casualty and report the status to the bridge/OOD.

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640.4 JETTISON BILL

a. PURPOSE. To establish procedures for jettisoning material to improve stability impaired by damage.

b. RESPONSIBILITY FOR THE BILL. The Damage Control Assistant is responsible for maintaining this bill.

c. PROCEDURES. Jettisoning should be accomplished by any available personnel. The highest heavy mobile weight should be removed first followed by lower heavy mobile weights in order of accessibility. Weight handling equipment should be retained until it is no longer useful. Upon command determination that jettisoning is necessary, removal of weight should be accomplished in the following order. This partial listing does not preclude jettisoning of other items as deemed appropriate by the individual command.

(1) Aircraft - flight deck.

(2) Tractors - flight deck.

(3) Ammunition - main deck and above.

(4) Aircraft - hanger deck.

(5) Bomb dollies and torpedo skids.

(6) Heavy or bulky spares stored topside.

(7) Tractors, finger lifts, jeeps.

(8) Cranes (when no longer useful to move heavy weights).

d. RESPONSIBILITIES

(1) THE DAMAGE CONTROL ASSISTANT shall recommend jettisoning and sequence of items for jettisoning to the Commanding Officer.

(2) THE AIR OFFICER* shall direct the jettisoning of items on the flight and hanger decks when directed by the Commanding Officer.

(3) WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER)* shall jettison ammunition when directed by the Commanding Officer.

*NOTE: These responsibilities belong to the First Lieutenant if an air officer or weapons officer is not assigned.

640.5 MAN OVERBOARD BILL

a. PURPOSE. To provide policies for assignment of personnel to duties and stations and procedures for recovering one person or a small number of personnel from the water.

b. TRAINING. Each individual aboard ship shall be instructed in the action to take if he/she falls overboard and the rescue action which can be expected of the ship. Nonswimmers shall be given the opportunity, by means of organized classes or otherwise, to qualify as swimmers. Frequent drills and instruction of the watch sections and rescue details shall be conducted to ensure the successful execution of this bill.

c. RESPONSIBILITY FOR THE BILL. The First Lieutenant is responsible for this bill and shall make all changes subject to the approval of the Executive Officer.

d. INFORMATION. This bill may be used to organize a ship's company for recovery of personnel from aircraft downed at sea as well as for recovery of personnel lost overboard from a ship in company. Procedures for recovery of a large number of survivors are contained in the Rescue and Assistance Bill.

e. PROCEDURES AND RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall:

(a) Supervise all deck recovery procedures.

(b) Be equipped with a megaphone.

(c) Require a muster of all personnel to verify absence of a person from the ship.

(2) HEADS OF DEPARTMENTS shall:

(a) Ensure that division officers assign qualified personnel to stations and duties.

(b) Muster personnel when so ordered, and make reports to the OOD.

(3) DIVISION OFFICERS shall:

(a) Assign personnel from each watch section to duties in the man overboard bill.

(b) Post all assignments on the watch, quarter, and station bill.

(c) Muster the division, and report muster to the department head when required.

(4) ANY PERSON SIGHTING A MAN OVERBOARD shall:

(a) Sing out: "Man overboard, port (starboard) side."

(b) Inform the OOD as quickly as possible.

(c) If near a life ring or other life saving equipment throw or release the equipment as near the person as possible. (At night, lights, flares, or night markers should be used to preclude the release of excessive life rings which may subsequently hamper survivor identification and recovery).

(5) THE LIFEBUOY WATCH shall:

(a) Throw day or night markers and a life ring over on hearing "man overboard," regardless of whether or not he/she sees the person.

(b) Upon sighting the person, throw additional life rings and flares to mark the person. (At night care should be taken to preclude the release of excessive life rings with lights, flares, or other night markers which may subsequently hamper survivor identification and recovery).

(c) If the ship is fueling and highly volatile fuel such as gasoline or jet fuel is in the water or if under darkened ship condition, a flare shall not be used.

(6) THE OFFICER OF THE DECK shall:

(a) Upon receipt of information of a person overboard, maneuver the ship according to prescribed doctrine.

(b) Have the word passed twice: "Man overboard, port (starboard) side."

(c) Sound six or more short blasts on the ship's whistle, and make appropriate visual signals as specified in Volumes I and II of ATP 1:

"By day hoist OSCAR and at night (in peacetime) display two pulsating red lights or fire one white rocket (Very light)."

(d) Notify ships in company and the OTC.

(e) Inform the Commanding Officer, Executive Officer, and Flag Duty Officer, if appropriate.

(f) Take steps to keep the person in sight if practical. Normally a lookout is established in the "eyes of the ship" to point out the person.

(g) Establish communications with the deck recovery detail.

(h) Keep the deck recovery detail informed of the recovery side of the ship.

(i) Have life raft or other lifesaving equipment released as instructed by the Commanding Officer. Use searchlights if the situation dictates.

(7) THE CIC WATCH OFFICER shall:

(a) Shift Dead Reckoning Tracer (DRT) to 200 yard-per-inch-scale, and plot position of ship and the estimated initial position of the person in the water.

(b) Keep the OOD informed of range and bearing to the person in the water and the life raft and/or boat (if in the water).

(c) Establish communications with the rescue helicopter (if available).

(d) Recommend appropriate search plan.

(8) THE RELIEF OFFICER OF THE DECK or the Junior Officer of the Deck shall assume command of the lifeboat as designated.

(9) THE FIRST LIEUTENANT shall:

(a) Direct personnel of the rescue detail on deck.

(b) Control the lowering of the life boat in accordance with orders from the Commanding Officer.

(c) Station personnel with heaving lines (kapok-covered monkey fists) at the proper side of the ship.

(d) Direct lowering of embarkation ladder or net.

(e) Station and control swimmers, each equipped per Table 6-4. Equipment is listed on an allowance equipage list (AEL) in the ship's COSAL.

(10) THE DECK RESCUE DETAIL of the watch section designated by the OOD shall:

(a) Proceed to designated topside stations with equipment per Table 6-3. Equipment is listed on an allowance equipage list (AEL) in the ship's COSAL.

(b) Carry out recovery or rescue procedures as directed by the First Lieutenant.

(c) When ship is at general quarters, personnel will remain at battle stations until released by control officers. The First Lieutenant/Weapons Officer (Combat Systems Officer) shall designate personnel for the lifeboat lowering and raising detail.

f. INTERIOR COMMUNICATIONS. Interior communications should be established as necessary:

(1) From navigation bridge to:

(a) Quarterdeck

(b) Lifeboat davits

(c) Searchlights

(2) From CIC to:

(a) Helicopter deck control station

(b) Signal bridge

g. BOAT RESCUE

(1) Boat crews and lowering detail shall be stationed simultaneously with shipboard recovery stations.

(2) The First Lieutenant will take charge of shipboard recovery stations.

(3) The ship's boatswain or senior boatswain's mate will take charge of the boat lowering detail.

(4) Specific responsibilities for rescue personnel are set forth in Table 6-9. Required boat rescue equipment is listed in Table 6-2. Equipment is listed on an allowance equipage list (AEL) in the ship's COSAL.

STATION	PERSONNEL ASSIGNMENT	WATCH DURATION	DIV	DUTIES
FANTAIL LIFEBUOY WATCH	SA/SN	CONTINUOUS 4-HOUR	DECK	THROW LIFEBUOY IN VICINITY OF MAN IN WATER. SPREAD ALARM IF NECESSARY.
LIFEBOAT CREWS	BM SN [1,2] FN [2]	CONTINUOUS 4-HOUR WATCH	DECK A DIV	MAN BOAT TO RECOVER MAN. READY BOAT FOR LOWERING.
	HM[3]	ON CALL	H	FIRST AID.
	SM	ON CALL	OS	COMMUNICATIONS.
BOAT DIV LOWERING DETAIL		ON CALL	DECK	LOWER BOAT WHEN ORDERED. STAND BY TO PICK UP BOAT.
DECK RESCUE DETAIL	2 SA	ON CALL	DECK	MAN HEAVING LINES WITH KAPOK MONKEY FISTS.
	BM, 2 (ANY)	ON CALL	DECK	LOWER LADDER AND NETS.
	2 (ANY) [1,4]	ON CALL	DECK	STAND BY IN HARNESS TO ASSIST MAN IN WATER.
	4 SA/SN	ON CALL	DECK	ATTEND LINES ON SWIMMERS.
SPECIAL	2 QM	ON CALL	OS	KEEP MAN IN SIGHT.
SHARK WATCH	GM	ON CALL	DECK	USE RIFLE FIRE TO DRIVE OFF A SHARK ONLY AS A LAST RESORT AND WHEN DIRECTED.

[1] MUST BE GRADUATE OF A CNO APPROVED RESCUE SWIMMER SCHOOL.
[2] IN-BOAT SHARK WATCH.
[3] IN-BOAT VICTIM LOOKOUT.
[4] ON MCM AND PC-1 CLASSES OF SHIPS, THE REQUIREMENT IS ONE RESCUE SWIMMER.

Table 6-9. Rescue Responsibilities

(5) The lowering detail will consist of different duties and different numbers of personnel, depending on ship type. The rescue boat detail consists of the personnel and equipment set forth in Table 6-10. The maximum number of personnel authorized during hoisting/lowering is seven.

h. SIGNALS BETWEEN SHIP AND BOAT. Signals between ship and boat are set forth in Table 6-11.

i. RESCUE PROCEDURES IN THE HARBOR. The procedures in the harbor are initiated by the OOD, who orders the word passed "Man overboard _____ side." All available boats are called away on the double. Commanding Officer, Executive Officer, and Flag Duty Officer, if appropriate, are notified. Any available line officer is dispatched to direct the rescue efforts from the boat. Life buoys and/or kapok-covered monkey fists on a heaving line are thrown to the person in the water.

j. SPECIAL RESCUE PROCEDURES IN HEAVY WEATHER. Such procedures require the following added considerations.

(1) A long approach on the person usually avoids placing the ship in a dangerous condition with respect to the seas.

(2) Avoid stopping in such a position that the person is rolled under the ship when alongside.

(3) A downwind or down-sea approach is normally best. Use engines to hold ship in position when stopped.

(4) All hands should stay clear of forecastle during rescue operations. They should avoid working in areas where heavy seas are breaking on the ship. Close coordination between bridge and rescue details is required.

(5) Only rescue personnel shall be permitted topside. Life jackets shall be required for rescue personnel.

(6) When the person is recovered, all hands should be clear of exposed decks before rendering first aid.

(7) Rescue details should be kept in one group during actual rescue operations.

(8) Any or all of the following may be used as the circumstances dictate:

(a) Life rings.

NO. OF PERSONNEL	RATE	DUTY	DEPARTMENT
1#	JOOD	BOAT OFFICER WITH BINOCULARS	ANY
1#	BM 3/2	COXSWAIN	DECK
2*	ANY	RESCUE SWIMMER	ANY
1**#	SM 3/2	COMMUNICATIONS/RIFLEMAN	OPS
1***#	HM	CORPSMAN	MED

* MUST BE A GRADUATE OF CNO APPROVED RESCUE SWIMMER SCHOOL.
** MUST BE QUALIFIED ON M1/M14 RIFLE FOR SHARK WATCH.
*** ONLY WHEN TWO OR MORE ON BOARD SHIP.

\# MUST BE SECOND CLASS SWIMMERS.

NOTE: 1 IN AN EMERGENCY SITUATION, WHERE HUMAN LIFE IS IN JEOPARDY THE NUMBER OF PERSONNEL AUTHORIZED DURING HOISTING (SEVEN PERSONS) CAN BE INCREASED UP TO THE FULL CAPABILITY OF THE BOAT. ALL PERSONNEL SHOULD BE DEBARKED AT THE RAIL INCLUDING THE BOAT CREW IF NOT REQUIRED FOR HOISTING THE BOAT ALL THE WAY.

2 INHERENTLY BUOYANT LIFE JACKETS AND SAFETY HELMETS ARE REQUIRED FOR ALL EMBARKED PERSONNEL DURING HOISTING/LOWERING.

Table 6-10. Life Saving Crew

FROM SHIP TO BOAT FLAG OR BLINKER	PYROTECHNICS	MEANING
TWO	TWO WHITE STARS	STEADY ON PRESENT COURSE.
THREE	ONE WHITE STAR	STEER STRAIGHT AWAY FROM SHIP.
THREE PORT	ONE RED STAR	STEER LEFT (OR TO PORT). WHEN HAULED DOWN, CEASE TURN AND STEADY ON PRESENT COURSE.
THREE STBD	ONE GREEN STAR	STEER RIGHT (OR TO STARBOARD). WHEN HAULED DOWN, CEASE TURN AND STEADY ON PRESENT COURSE.
EIGHT	TWO GREEN STARS	STEER STRAIGHT TOWARD SHIP.
QUEBEC	TWO RED STARS	RETURN TO SHIP.
FROM BOAT TO SHIP VISUAL SIGNALS	**PYROTECHNICS**	**MEANING**
BLINKER OR SEMAPHORE	ONE GREEN STAR	CANNOT FIND MAN.
	ONE WHITE STAR	HAVE RECOVERED MAN.
	ONE RED STAR	NEED ASSISTANCE.

Table 6-11. Signals Between Ship and Boat

(b) J-bar davits rigged with rescue lines following Table 6-3 (page 6-156)

(c) Kapok-covered monkey fists on heaving lines.

(d) Tended swimmers.

(e) MK 87 line throwing kit.

(f) Ladders and nets.

(g) Life raft.

640.6 NUCLEAR REACTOR PLANT CASUALTY BILL

a. PURPOSE. To establish general procedures, assign responsibilities, and define the basic considerations involved in a nuclear power plant casualty.

b. RESPONSIBILITY FOR THE BILL. The Engineer/Reactor Officer, under the supervision of the Executive Officer, is responsible for maintaining this bill. The Engineer/Reactor Officer, under the supervision of the Commanding Officer, shall conduct drills to test the adequacy of the bill and to evaluate the state of training.

c. INFORMATION. In the unlikely event that reactor conditions degrade to the point of producing a nuclear reactor accident or radiological accident, immediate and proper action in all compartments is mandatory to minimize damage or spread of radioactive contamination. The ship must be prepared to take correct action to control, monitor, and decontaminate affected areas and personnel.

d. ACTION

(1) All ships will maintain a nuclear reactor accident/ incident plan in a folder assembled with applicable documents and directives from higher authority including a checkoff list based on OPNAVINST 3040.5C (NOTAL) and radiation control and contamination criteria under NAVSEA S9213-33-MMA-000/(V), Radiological Controls for Ships (NOTAL) for all ships except tenders (AS and AD), or NAVSEA 389-0153, Radiological Controls (NOTAL), for AS and AD type ships. This folder will be unique to the ship and its current location.

(2) A nuclear-trained officer will be assigned to maintain this folder.

(3) All Engineering Officers of the Watch, Engineering Duty Officers, Engineering Watch Supervisors, and other supervisory personnel as designated by the Commanding Officer shall be familiar with this folder and shall review it periodically. A disclosure record shall be maintained.

(4) The ship will ensure its readiness to respond to a nuclear power plant casualty by periodically conducting drills prepared by the Engineer/Reactor Officer with approval of the Commanding Officer.

e. PROCEDURES AND RESPONSIBILITIES

(1) THE COMMANDING OFFICER/COMMAND DUTY OFFICER shall:

(a) Set the appropriate material condition to contain the hazard within the ship.

(b) If in port, prepare to get underway and proceed to sea.

(c) Be prepared to assume the responsibility commensurate with the situation as defined by OPNAVINST 3040.5C (NOTAL) until relieved by higher authority. Immediately notify proper authorities with correct information.

(d) Initiate all applicable sections of the command's nuclear reactor accident/incident plan.

(2) THE EXECUTIVE OFFICER shall:

(a) Direct that the appropriate material condition be set, and ensure that the ship's damage control organization responds to its fullest capabilities.

(b) Assist the Commanding Officer in preparing report data.

(c) Assign duties to members of the ship's force who are not immediately involved in the casualty and who do not have a specific responsibility assigned under this bill.

(3) THE ENGINEER/REACTOR OFFICER shall:

(a) Take charge at the scene of the casualty.

(b) Inform the Commanding Officer of all major developments.

(4) THE DAMAGE CONTROL ASSISTANT shall:

(a) Direct the ship's damage control organization in assisting the personnel at the scene.

(b) Inform the Commanding Officer of the status of the casualty, and of any requirements for outside assistance.

(c) Recommend to the Commanding Officer types of respiratory protection and other anticontamination measures appropriate to the casualty.

(d) Recommend personnel evacuation or other necessary measures.

(5) ALL OFFICERS, if not specifically assigned duties, shall proceed to the damage control party staging areas or to appropriate departmental spaces which may be affected by the emergency, take charge of emergency action, and render all possible assistance.

640.7 NUCLEAR WEAPONS ACCIDENT/INCIDENT BILL

a. PURPOSE. To establish general procedures, assign responsibilities, and define the specific hazards and basic considerations involved in a nuclear weapons accident/incident.

b. RESPONSIBILITY FOR THE BILL. The Weapons Officer (or Combat Systems Officer) under the supervision of the Executive Officer, is responsible for this bill. The Nuclear Safety Officer (if assigned) shall assist the Weapons Officer with this bill.

c. INFORMATION. A nuclear weapons accident/incident is a potential or actual casualty to a nuclear weapon or related system which endangers personnel, the ship, or its vital equipment.

d DEFINITIONS. Of nuclear weapons accidents and incidents:

NUCLEAR WEAPON ACCIDENT. An unexpected event involving nuclear weapons or nuclear components which results in any of the following:

(1) Accidental or unauthorized launching, firing, or use by U.S. forces or by U.S. supported allied forces of a nuclear capable weapon(s) system which could create a risk of war.

(2) Nuclear detonation.

(3) Non-nuclear detonation/burning of a nuclear weapon.

(4) Radioactive contamination.

(5) Seizure, theft, or loss of a nuclear weapon or nuclear component, including jettisoning.

(6) Public hazard, actual or implied.

NUCLEAR WEAPON SIGNIFICANT INCIDENT. An unexpected event involving weapons or nuclear components which does not fall in the nuclear weapon accident category but:

(1) Results in evident damage to a nuclear weapon or nuclear component to the extent that major rework, complete replacement, or examination or recertification by the Department of Energy (DOE) is required; or

(2) Requires immediate action in the interest of safety, or which may result in adverse public reaction (national or international) or premature release of information; or

(3) Has such potential consequences as to warrant the informational interest or action of CNO, Fleet Commander, or area coordinator (as appropriate), and others in the military chain of command.

NUCLEAR WEAPON INCIDENT. A casualty which, by contrast, does not fall into the foregoing categories. It is defined as any unexpected event involving a nuclear weapon or component (including war reserve, operational suitability test, quality assurance service test (QAST), training weapons, associated test and handling equipment), resulting in any of the following:

(1) Incidents whereby the possibility of detonation or radioactive contamination is increased.

(2) Individual errors committed in the assembly, testing, loading, or transporting of equipment; or the malfunctioning of equipment and material which could lead to an unintentional operation of all or part of a weapon arming or firing sequence.

(3) Individual errors committed in the assembly, testing, loading, or transporting of equipment; or the malfunctioning of equipment, and material which could lead to substantially reduced yield or increased dud probability.

(4) Any natural phenomenon, over which man has no control, resulting in damage to weapon or component.

(5) Any unfavorable environment or condition which causes damage to a weapon or component.

(6) An unfavorable environment or condition, which subjects a nuclear weapon to vibration, shock, stress, extreme temperature, or other environment sufficient to cause a question of reliability or safety of the type weapon involved. This includes exposure or suspected exposure of the weapon or major components to electrical or electromagnetic energy which could energize or damage weapon components.

e. GENERAL PLAN. For planning purposes nuclear weapons accidents or significant incidents may be divided into these phases:

(1) PREPARATORY PHASE. All cognizant personnel are placed on alert, and firefighting personnel and equipment are

readied for use during any nuclear weapons handling evolutions in order that response time is minimized.

(2) ACCIDENT PHASE. During this phase, personnel determine the nature of the problem and take immediate actions to control the effects of an explosion/fire or release of radioactivity.

(3) EOD PHASE. Once the effects of a casualty have been contained, the weapon must be rendered safe by the EOD team. Setting the reflash watch, removing or isolating of loose high explosive, and dewatering and desmoking normally are conducted during this phase.

(4) MONITORING PHASE. Radiation casualty teams with alpha and gamma survey meters and air sample devices determine what radiation hazards exist to enable the on-scene commander to evaluate the situation.

(5) DECONTAMINATION PHASE. Contaminated or injured personnel are removed, decontaminated, and provided medical assistance as necessary. Guidance for the medical aspects of nuclear safety is in special weapons ordnance publications (SWOPs) and other references of higher authority. Once radiation areas are determined during the monitoring phase, outside assistance may be requested for personnel and advice as to how best to decontaminate affected areas.

(6) REPORTING PHASE. Initial, progress, and final reports must be submitted as applicable. NOTE:

(a) The order in which the phases occur is not fixed because of the many situations that may arise. Generally, portions of each phase may occur simultaneously.

(b) Effective on-scene leadership and internal communications are essential for rapid control and neutralization of any nuclear weapon casualty situation.

f. IMMEDIATE ACTION

(1) Control the effects of an explosion/fire by standard damage control procedures. Personnel should ensure that other weapons/explosives in the immediate vicinity are protected from the effects of heat. Loose high explosives create additional hazards.

(2) Determine radiation hazards and gross contamination using survey meters or air sampling equipment. All personnel at the scene should have some type of respiratory protection and

should be relieved as soon as practical by personnel in proper protective clothing. Contamination must be controlled as soon as possible. The spread of radioactive contamination may cause considerable public concern no matter how small the contamination.

(3) Table 6-12 contains suggested criteria for radiation exposure during a nuclear weapons accident or significant incident.

g. PROCEDURES AND RESPONSIBILITIES

(1) THE COMMANDING OFFICER/COMMAND DUTY OFFICER shall:

(a) Set appropriate material condition to contain the hazard within the ship. If necessary in port, put emergency shore survey team ashore.

(b) If in port, prepare to get underway and proceed to sea if necessary to reduce the possibility of hazard to life and property in the vicinity.

(c) Assume duties of immediate on-scene commander until relieved by higher authority. Immediately provide the proper authorities with correct information.

(d) Monitor ship and vicinity to determine extent and degree of contamination. If in port, request assistance from local authorities as necessary to adequately control entry and departure from the possible contaminated area. Restriction of entry and accountability of personnel is important. It is preferable to have local authorities enforce isolation and/or evacuation of any contaminated area ashore.

(e) Evacuate personnel from ship as necessary.

(f) If rescue or salvage operations are involved, advise as to the degree of radioactive hazard to divers and rescue personnel.

(g) Provide assistance to other ships involved in a nuclear weapons accident/incident.

(h) Make necessary reports.

(2) THE EXECUTIVE OFFICER shall:

(a) Direct that the appropriate material condition be set and ensure that the ship's damage control organization responds to its fullest capabilities.

DURING EMERGENCY PHASE (EXPOSURE LARGELY CONTROLLED)	
1. NO PHYSIOLOGICAL CHANGES LIKELY TO BE OBSERVED.	LESS THAN 25 REM
2. NO IMPAIRMENT LIKELY BUT SOME PHYSIOLOGICAL CHANGES MAY OCCUR. MEDICAL OBSERVATION REQUIRED.	25 TO 150 REM
3. SOME PHYSICAL IMPAIRMENT POSSIBLE.	OVER 150 REM
4. LETHAL EXPOSURE FOR MORE THAN 50 PERCENT OF PEOPLE.	OVER 450 REM
5. LETHAL EXPOSURE FOR 100 PERCENT OF PEOPLE.	OVER 600 REM
DURING SUBSEQUENT PHASES (EXPOSURE CONTROLLED)	
1. AREAS SHOULD BE POSTED AND PERSONS MONITORED.	OVER 1 REM/HR
2. LIMIT FOR INDIVIDUALS IN THE GENERAL POPULATION NOT OCCUPATIONALLY EXPOSED.	OVER 0.5 REM/YR
3. MUST BE REPORTED TO THE NAVAL MEDICAL COMMAND AS EXCEEDING OCCUPATIONAL EXPOSURE LIMIT.	OVER 3 REM/ QUARTER YR
4. RECOMMENDED LIMIT FOR PLANNED EXPOSURE DURING EMERGENCY RECOVERY PHASE.	12 REM

Table 6-12. Criteria for Whole Body Radiation Exposure

(b) Assist the Commanding Officer, and inform him/her of all significant developments and suspected or anticipated damage to the ship's systems.

(c) Assign duties to members of ship's force not immediately involved in the casualty and who do not have a specific responsibility assigned under this bill.

(3) THE IMMEDIATE ON-SCENE OFFICER shall:

(a) Immediately notify the bridge and damage control central of a nuclear weapons accident/significant incident situation.

(b) Take charge at the scene to minimize loss of life and material damage until relieved by the Weapons Officer or other designated officer who is specifically trained to cope with a nuclear weapons casualty situation.

(4) THE WEAPONS OFFICER (OR COMBAT SYSTEM OFFICER) or other designated qualified officer shall:

(a) Take charge at the scene of the casualty.

(b) Inform the Commanding Officer of all major developments, and any requirements for outside assistance.

(5) THE DAMAGE CONTROL ASSISTANT shall:

(a) Direct the ship's damage control organization in assisting personnel at the scene.

(b) Establish a decontamination route for personnel leaving the scene of the casualty, and set up personnel decontamination stations.

(c) Recommend to the Commanding Officer the types of respiratory protection and other anti-contamination measures appropriate to the casualty.

(d) Establish stay-times for personnel at the scene based on initial radiation monitoring results.

(6) THE MEDICAL DEPARTMENT REPRESENTATIVE SHALL:

(a) Prepare to receive and treat injured personnel.

(b) Inform the Commanding Officer of the status of personnel casualties, and of any requirements for outside assistance.

(c) Make recommendations on personnel evacuation or other measures as deemed necessary.

640.8 TOXIC GAS BILL

a. PURPOSE. To specify the procedures and assign duties and responsibilities for controlling and minimizing the effects of toxic gas within the unit (See NWP 62-1 (Rev D), Surface Ship Survivability) (NOTAL).

b. RESPONSIBILITY FOR THE BILL. The Damage Control Assistant (DCA) is responsible for this bill.

c. INFORMATION

(1) Toxic gases which may be encountered include those gases whose presence indicates an emergency condition (chlorine, and so forth) and for which no allowable concentration is established and those normally generated gases (carbon monoxide, ammonia, carbon dioxide) for which permissible limits have been established for continuous exposure. (See Table 6-13). The ship's response to a toxic gas emergency should include the immediate evacuation of personnel, determination of the hazard, and removal of the hazard. The response could be summarized as an accelerated gas free evolution.

(a) Conduct atmospheric testing, even if the source can be found and stopped. If the local reading is high, it is possible to wait for dilution. All exposed personnel should be observed by a medical representative for symptoms of toxic exposure.

(b) If initial concentration meets "immediately dangerous to life or health" (IDLH) levels and if the source cannot be found quickly and stopped, or if personnel develop symptoms traceable to the material, fresh air ventilation and/or respiratory protection must be used.

(c) If the operational or tactical situation on board submarines does not require continued submergence, surface ventilation is preferable when any appreciable quantity of toxic material is discovered.

(2) The decision as to whether the general alarm should be sounded must be based on the circumstances. The appropriate word must be passed to notify all hands of a toxic gas emergency. Slight over tolerances will not require sounding of the general alarm. On the other hand, excessive smoke or the rapid escape of any toxic gas may dictate the sounding of the general alarm.

GAS/VAPOR	HOW USUALLY PRODUCED	HOW PROBABLY DETECTED	EFFECTS OF OVEREXPOSURE
Acetone	Use as solvent	Smell	Fire hazard, slight eye and nose irritation at high concentration.
Acetylene	Welding bottle leak	Odor of natural gas used in ranges	Suffocating at high concentrations, explosive above 2.5%.
Acrolein	Cooking, engine exhaust, cigarette smoking	Smell	Disagreeable choking odor irritating to eyes and throat.
Amine vapor	CO_2 scrubber carryover	Ammonia-like odor	Irritating to eyes and throat.
Ammonia	Amine decomposition	Ammonia odor	Irritating to eyes and throat.
Arsine	Battery gassing	Smell -- garlic, rotten egg	Nausea and vomiting.
Stibine			
Hydrogen			
Carbon dioxide	Human exhalation, fire extinguisher	Installed gas analyzer and Dwyer apparatus	Headache, dizziness and headaches at high concentrations.
Carbon monoxide	Smoking, fuel combustion exhaust, cooking	Gas analyzer	Headache, sleepiness. **Death**.
Chlorine	Salt in battery, chlorate candles	Chlorox odor if high concentrations	Burning of eyes and throat. **Death.**
Freon	Refrigeration and air conditioning leaks.	Gas analyzer	Smothering effect at high concentrations. **Death**.
Hydrocarbons (various types)	Cooking, paints, solvents, fuels, leaks	Smell	Dizziness, irritation of eyes/throat.
Hydrochloric acid fumes	Oxidation of freon	Acrid odor	Burning of throat and eyes.
Hydrofluoric acid fumes	Oxidation of freon	Acrid odor	Burning of throat and eyes.

Table 6-13. Example of Toxic and Hazardous Gas/Vapors That May Be Encountered

GAS/VAPOR	HOW USUALLY PRODUCED	HOW PROBABLY DETECTED	EFFECTS OF OVEREXPOSURE
Hydrogen sulfide	Sanitary tanks, sewage disposal system leakage	Smell, rotten egg odor	Eye irritant, asphyxiant. **Death.**
Mercury sulfide	Leakage from mercury-filled devices, pressure gauges	Mercury vapor detectors	**Possible central nervous system damage. Effects may be long-term and not noticeable.**
Ozone	High voltage electrical equipment -- precipitron	Smell	Lungs and respiratory irritant, headaches.
Sulfuric acid mist, sulfur gases	Battery gassing, sanitary leakage	Acrid odor	Irritating to eyes, nose, and throat.

Table 6-13. Example of Toxic and Hazardous Gas/Vapors That May Be Encountered (Cont.)

(3) The affected compartment usually can be determined by direct report from that compartment. Do not rely solely on reports from the affected space because those personnel may have been overcome by the toxic vapors. Care should be taken to monitor boundary spaces in addition to the affected space.

(4) If a submarine is completely submerged, chlorine will most likely be detected in the ventilation exhaust. If surfaced, snorkeling, or ventilating, chlorine will most likely be detected only in the battery well. If chlorine is encountered, secure the agitation system. Chlorine is most likely to be caused by flooding, which could also produce fire.

d. PROCEDURES AND RESPONSIBILITIES

(1) ALL HANDS shall:

(a) Pass the word to the OOD giving type and source of gas, compartment name and number, and status of personnel remaining in space or vicinity.

(b) Shut bulkhead flappers, for applicable ships, and dog watertight doors.

(c) Carry out procedures of the General Emergency and Toxic Gas Bills.

(d) If gas is concentrated in one compartment, all unnecessary personnel shall evacuate the compartment immediately. Those remaining shall evacuate as soon as possible and shall wear respiratory protection while required to remain in the space.

(e) Designated repair personnel don respiratory protection.

(2) THE OFFICER OF THE DECK shall:

(a) Sound the general alarm and signal the emergency (on report of a large amount of toxic gas).

(b) Pass the word again.

(c) On board submarines, reduce load on battery to minimum. Secure battery charge if in progress.

(d) Carry out other applicable sections of the General Emergency Bill.

e. REFERENCES. Further information on possible contaminants in ships' atmospheres and the allowable exposure limits are contained in the following documents:

(1) NAVSHIPS 0938-011-4010, Nuclear Submarine Atmospheric Control Manual (NOTAL). (See Table 5-4, Limits for Atmospheric Constituents in Nuclear Submarines.)

(2) OPNAVINST 5100.23D, Navy Occupational Safety and Health Program Manual.

(3) NSTM 074 VOL 3

(4) OPNAVINST 5100.19C, Navy Occupational Safety and Health Program Manual, Forces Afloat.

640.9 NUCLEAR REACTOR SECURITY BILL

a. PURPOSE. To provide a team to respond quickly to any attempt to sabotage or damage the reactor plant aboard nuclear powered ships.

b. RESPONSIBILITY FOR THE BILL. The Engineer Officer is responsible for this bill.

c. INFORMATION. Overall ship security provisions are the first line of protection for limiting access to reactor plant spaces to authorized personnel. Situations could occur wherein an unauthorized boarder, crew member or other individual(s) might maliciously damage the nuclear reactor or its vital support components which could result in a nuclear reactor accident or radiological accident. This bill provides for a first line of armed protection and an assigned team of trained personnel who can proceed to a designated trouble area to limit or prevent sabotage. The self defense force shall be activated immediately to assist the team with any significant threat.

d. REQUIREMENTS

(1) The NUCLEAR REACTOR SECURITY TEAM shall:

(a) Consist of a minimum of two people who can reach the scene of possible sabotage within 5 minutes notice with a backup force of three people armed with firearms who can respond within 10 minutes of the initial alert.

(b) Be indoctrinated in the topics listed below: Documentation of such training shall be in accordance with type commanders' instructions.

1. General orders.

2. Operation and use of communications equipment.

3. Application of deadly force.

4. Rules of engagement (to include personnel identification, apprehension, and control).

5. Appreciation of local threat.

6. Overview of ship's nuclear reactor security plan.

7. Procedures for drills and exercises.

8. Qualification or familiarization firing of type of assigned weapon for those team members required to bear firearms.

9. Requirements for entry into nuclear propulsion spaces.

10. Familiarization with propulsion plant spaces to ensure ability to provide protection for those spaces.

(2) While a nuclear-powered ship is in-port, there will be an armed (i.e., equipped with firearm and associated ammunition) security watch at each point of access used by personnel not assigned to the ship. This requirement is in addition to the armed response required in paragraph 640.9d(1) and should ensure that only authorized personnel have access to the ship. This function is normally provided by the armed topside watch aboard a nuclear-powered submarine and an armed watchstander on each brow of a nuclear-powered surface ship. However, in locations where an external armed response is provided and positive access to the area adjacent to the ship is controlled (i.e., shipyards), this first line of armed protection can be transferred under an appropriate security memorandum of agreement between the ship and supporting activity.

(3) This bill shall be in effect for any commissioned ships with a reactor core installed. For new construction ships, the prospective Commanding Officer or officer in charge shall establish this bill upon taking custody of a reactor core. By written agreement, new construction ships, overhaul ships, or ships undergoing inactivation may use shipyard resources to satisfy the requirements of this bill in accordance with NAVSEAINST C9210.22B (NOTAL).

(3) Implementing directives shall be prepared and made available to fleet commander inspection teams.

e. PROCEDURES AND RESPONSIBILITIES

(1) THE COMMANDING OFFICER shall:

(a) Ensure that this bill is consistent with other security procedures for the ship.

(b) Approve security drills in nuclear propulsion spaces as recommended by the Engineer Officer.

(2) THE EXECUTIVE OFFICER shall:

(a) Coordinate assignments of ship's personnel to all ship emergency bills to ensure adequate coverage of the requirements of this bill.

(b) Ensure that teams are organized and trained under paragraph 640.9.d.

(c) Monitor performance periodically of the nuclear reactor security response force to ensure adequacy of training and state of readiness. Review reports of discrepancies, direct corrective action and make appropriate reports to the Commanding Officer.

(d) Issue to all shipboard personnel the procedures and criteria for alerting the Nuclear Reactor Security Team.

(1) THE ENGINEER OFFICER shall:

(a) Ensure that personnel assigned to these teams meet the requirements of NAVSEA S9213-33-MMA-000/(V), radiological Controls for Ships (NOTAL) for all ships except tenders (AS and AD), or NAVSEA 389-0153, Radiological Controls (NOTAL), for AS and AD type ships, for entry into propulsion spaces.

(b) With approval of the Commanding Officer, conduct drills to ensure the team's proficiency.

(c) Ensure that drills are monitored, discrepancies documented, and corrective action taken.

(d) Ensure that drills do not interfere with nuclear reactor operation.

(4) THE NUCLEAR REACTOR SECURITY TEAM shall:

(a) Respond to reactor/propulsion plant security alerts following local procedures.

(b) During a security alert, request information (hazards, locations which should be protected, etc.) from nuclear qualified watchstanders in the propulsion plant.

(c) Unless required to avert sabotage or damage to the reactor plant, take no action which interferes with reactor plant operations or affects the performance of watchstanders assigned to the nuclear propulsion plant.

(5) ALL DEPARTMENT HEADS shall provide personnel as requested by the Engineer Officer to support the requirements of this bill.

650. SPECIAL BILLS

650.1 ANTI-SNEAK/ANTI-SWIMMER ATTACK BILL

a. PURPOSE. To assign responsibility for and promulgate procedures for defense against sneak/swimmer attack.

b. RESPONSIBILITY FOR THE BILL. The Security Officer is responsible for this bill. When there is no Security Officer authorized/assigned the Operations Officer, assisted by the CMAA, is responsible for this bill.

(1) When moored in foreign ports or anchored in foreign or hostile waters, ships are vulnerable to attack by swimmers and small boats. To detect and defeat sneak attack, the ship must be organized and trained for this purpose.

(2) Underwater swimmers are particularly vulnerable to underwater explosion and intense noise. Defensive measures against underwater swimmers include detonation of hand grenades at random intervals and active pinging with the ship's sonar.

(3) Frequent and irregular turning of the ship's screws and movement of the rudder can effectively deter swimmers.

(4) Defense against swimmer and small boat attack should be emphasized during periods of limited light or low visibility.

(5) Defense in depth is vital for early warning and shall be used to the maximum extent possible.

(6) The Self Defense Force shall be activated at the earliest indication of a significant threat.

c. PROCEDURES AND RESPONSIBILITIES. The Anti-Swimmer/Anti-Sneak Attack Watch will be set on orders of the Commanding Officer when sneak attack is probable or when directed by higher authority. Responsibilities for defending the ship against sneak attack are as follows:

(1) THE EXECUTIVE OFFICER shall supervise the overall sneak attack defensive measures to be taken in accordance with this bill.

(2) THE OPERATIONS OFFICER shall:

(a) Closely screen all operational intelligence information for any indication of possible sneak attack activity in the area in which the ship is located.

(b) Maintain a radar watch of the area around the ship to detect early any small boat activity which may indicate the initiation of a sneak attack.

(c) Establish tactical communication with Navy ships in the vicinity for sneak attack warning and defense coordination.

(d) When a picket boat is in use, establish communications with the boat and exercise radar control over the boat for investigating small boat contacts.

(e) Post a watch at the ship's searchlights to illuminate small boats or swimmers when sighted.

(3) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER) shall:

(a) Provide small arms and hand grenades to the anti-sneak/anti-swimmer attack watchstanders as directed by the Executive Officer.

(b) Supervise the launching and operation of the picket boat when in use. This would be a function of the Operations Officer if the unit has a combat systems department.

(c) Station a sonar watch, and direct the watch to conduct active pinging on a random basis when so directed by the Executive Officer.

(4) THE ENGINEER OFFICER shall:

(a) Direct the engine room watch to make a random turnover of the ship's propellers.

(b) Ensure that the material condition of readiness directed by the Executive Officer is set.

(c) Activate the steering engines to enable the OOD to move the ship's rudder.

(5) THE SHIP SECURITY OFFICER shall:

(a) Advise the Executive Officer on the number and location of anti-sneak/anti-swimmer attack watches to be posted.

(b) Train personnel for anti-sneak/anti-swimmer attack watch. Post these watches when directed by the Executive Officer, and ensure that watchstanders understand their duties.

650.2 EVACUATING CIVILIANS BILL

a. PURPOSE. To assign responsibilities and promulgate general plans for evacuating civilian personnel from unfriendly shores or disaster areas.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for this bill.

c. INFORMATION. The plans and procedures in this bill provide guidance for evacuating civilian personnel. Situations will differ in regard to the number and sex of passengers embarked and the length of time on board. Detailed plans must be formulated after assignment to a specific evacuation mission.

d. RESPONSIBILITIES. Responsibilities for planning and executing an evacuation mission are as follows:

(1) THE EXECUTIVE OFFICER shall organize, direct, and supervise the operation assisted by the executive staff and other personnel as required.

(2) THE OPERATIONS OFFICER shall:

(a) Organize and direct ship-to-shore movements and embarkation and debarkation.

(b) Organize and direct a beach guard to supervise and control the loading and dispatching of boats ashore.

(c) Direct such officers and enlisted personnel as the Executive Officer may request to process and control evacuees.

(3) THE SUPPLY OFFICER shall:

(a) Organize, direct, and supervise the messing of evacuees.

(b) Issue such clothing and supplies to evacuees as the Executive Officer may direct.

(4) THE WARDROOM MESS OFFICER/CATERER shall assign stateroom and head facilities to evacuees as required.

(5) THE MEDICAL OFFICER shall organize and direct the necessary medical facilities for the health of evacuees and the care and treatment of the sick and injured.

(6) THE ADMINISTRATIVE ASSISTANT shall:

(a) Supervise a census of evacuees.

(b) Issue such orders and instructions to evacuees as the Executive Officer may direct.

(c) Supervise assignment of berthing and head facilities to evacuees as required.

(7) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER) assisted by the CMAA shall organize and direct such sentry details as the Executive Officer may direct.

(8) THE CHIEF MASTER-AT-ARMS shall direct the master-at-arms force in such policing duties as the Executive Officer may direct.

(9) THE FIRST LIEUTENANT shall provide all unassigned life jackets for issuance to evacuees as the administrative assistant may request.

e. GENERAL PLANS

(1) BASIC CONSIDERATIONS. Transportation of civilians in excess of available facilities will constitute a problem in berthing and messing. Evacuees shall be berthed and subsisted as personnel of embarked units or passengers in accordance with the provisions of this bill and other directives issued by the Executive Officer.

(2) EMBARKATION - DEBARKATION

(a) Boats. All available ship's boats and any other available boats in the vicinity shall be used for the ship-to-shore movement. Loading and dispatching from the beach shall be under the direction of the beach guard officer. Boating at the ship shall be controlled by the OOD and any assigned officer assistants.

(b) Helicopter/Fixed-wing aircraft. Aircraft shall be loaded and dispatched from the beach under the direction of the Beach Guard Officer. Landing and dispatching of aircraft at the ship will be controlled by the Air Officer as scheduled by the Operations Officer.

(c) Baggage. No baggage or household effects of evacuees shall be loaded except that which can be readily carried by the owner.

(d) Ladders. All accommodation ladders shall be rigged when embarking/debarking by boat. Cargo nets and Jacob's ladders may be used to embark evacuees if necessary.

(3) ORGANIZATION AND PROCESSING OF EVACUEES

(a) As evacuees are embarked, sentries shall direct them to specified areas for census and berthing assignments under the direction of the Personnel Officer and the Wardroom Mess Officer/Caterer.

(b) Men and women evacuees shall be divided into separate groups. The groups shall be further divided into units of 10 persons for administration and processing.

(c) Officers assigned by the Operations Officer and assisted by sentries provided by the Weapons Officer shall direct and supervise evacuees under the direction of the Executive Officer or the Administrative Assistant acting for the Executive Officer.

(d) The Administrative Assistant shall record data for each evacuee prior to berthing, messing, and assigning emergency stations. (See Figure 6-18).

(e) Evacuees shall be examined by a doctor or corpsman to determine the general state of their health and to detect injuries or diseases requiring treatment. Injuries or apparent diseases shall be noted on their census cards. On the advice of the Medical Officer, one compartment shall be designated as a sick bay for evacuees.

(f) The First Lieutenant shall make life jackets available for issuance to each evacuee when registered. If the supply of life jackets is inadequate, women and children shall be given preference. Life jackets must be in each person's immediate possession at all times.

(g) Evacuees shall wear a name tag at all times while aboard. The tag shall bear the evacuee's name, berthing space, and unit number. The Supply Officer shall ensure that an adequate supply of tags is on board and delivered to the Administrative Assistant, upon request, when the provisions of this bill are placed into effect.

(h) The Executive Officer shall ensure unit leaders are selected from among the several evacuees. These unit leaders shall be spokespersons and all directions and orders to evacuees shall be made through them. Brassards shall identify the unit

NAME_____ SEX_____ DATE OF BIRTH_____

ADDRESS_____CITZENSHIP_____

NEXT OF KIN_____RELATIONSHIP_____

ADDRESS _____

DEPENDENTS_____

UNIT NO._____ INJURY OR DISEASE _____

COMPARTMENT_____

Figure 6-18. Evacuee Census Card Sample Format

leaders. If practical, unit leaders should speak a common language.

(4) MESSING

(a) Evacuees shall be subsisted in separate mess decks at regular hours; however, if there is overcrowding, the Supply Officer shall organize and direct an "around the clock" feeding system to ensure that evacuees are adequately fed.

(b) The unit leaders shall detail certain evacuees to mess duties. The number so detailed and their assignment to duties shall be determined by the Supply Officer with the concurrence of the Executive Officer.

(5) BERTHING

(a) If it becomes necessary to displace ship's company personnel from assigned living spaces in order to berth evacuees, they shall, as far as practical, be doubled up with personnel attached to their respective departments. Rotation of bunks by watches may be used to provide sufficient berthing spaces for enlisted personnel as well as evacuees.

(b) Where possible, evacuees shall be located in one section of the ship to facilitate handling and control. Evacuees assigned to a particular unit shall be berthed in the same compartment.

(6) GENERAL QUARTERS AND EMERGENCY STATIONS

(a) General quarters stations for evacuees shall be in their assigned berthing spaces.

(b) In the event that emergency stations are ordered, evacuees shall remain in their assigned living spaces until directed to assemble at a topside station to abandon ship. In emergency situations orders shall be given to evacuees over the 1MC announcing system.

(c) The Administrative Assistant shall be in command of evacuees during an abandon ship evolution and shall direct their movements through the designated unit leaders.

(d) The Administrative Assistant shall provide ruction to evacuees on the various alarms for general quarters and emergency stations and the action required.

650.3 PRISONERS OF WAR BILL

a. PURPOSE. To assign responsibilities and provide procedures for handling prisoners of war.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for this bill.

c. INFORMATION. This bill applies equally to combatant forces of the enemy and to individuals traveling with an armed force. Individuals following the armed forces of the enemy (such as newspaper correspondents, contractors, technicians, vendors) and the officers and crews of enemy merchant ships, if detained, shall be entitled to treatment as prisoners of war if in possession of proper identification. Prisoners of war are subject to the Uniform Code of Military Justice.

d. RESPONSIBILITIES

(1) THE FIRST LIEUTENANT/WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER) ASSISTED BY THE CMAA, shall:

(a) Take custody of prisoners, and ensure that they are properly searched, separated, guarded, and deprived of means of escape, revolt, or acts of sabotage.

(b) Take custody and store all arms, ammunition, and military equipment (less communications equipment) in possession of the prisoners.

(c) Prepare muster lists of prisoners.

(d) Have the prisoners photographed for record purposes.

(e) Arrange with the Supply Officer for provision of standard rations.

(f) Arrange with the Wardroom Mess Treasurer and Personnel Officer for provision of bedding and suitable living spaces for both officer and enlisted prisoners.

(g) Prepare identification papers for each prisoner, using description, fingerprints, and photographs.

(2) THE WARDROOM MESS TREASURER AND PERSONNEL OFFICER shall provide bedding and suitable living spaces.

(3) THE MEDICAL OFFICER shall:

(a) Examine all prisoners and provide necessary medical treatment.

(b) Prescribe personal effects necessary for prisoner's health.

(4) THE SUPPLY OFFICER shall:

(a) Provide the standard rations as requested.

(b) Issue items of clothing or small stores as directed by the Commanding Officer or as requested by the First Lieutenant/Commanding Officer of the Marine Detachment.

(c) Provide suitable storage for the safekeeping of valuables removed from prisoners and delivered to his/her custody.

(5) THE INTELLIGENCE OFFICER (IF ASSIGNED) OR COMMUNICATIONS OFFICER shall take possession of all communications-related military equipment and military documents in the possession of the prisoners. All effects and articles of personal use shall remain in the possession of the prisoners, including protective clothing. In particular, the identity card issued to the prisoner under the Geneva Convention relative to the treatment of Prisoners of War of 12 August 1949 shall not be taken from him/her. Badges of rank and nationality, decorations, and articles having a personal or sentimental value may not be taken from prisoners of war. Sums of money carried by prisoners of war may not be taken from them except by order of an officer and only after the amount and particulars of the owner have been recorded in a special register and an itemized receipt has been given, legibly inscribed with the name, rank, and unit of the person issuing the receipt. Articles of value may be taken from prisoners only for reasons of security; and when such articles are taken away, the procedure for impounding sums of money shall apply.

(6) THE PERSONNEL OFFICER shall maintain a list of qualified interpreters aboard.

(7) THE PHOTOGRAPHIC OFFICER shall provide photographs of all prisoners of war as requested by the Commanding Officer of the Marine Detachment.

(8) THE CHIEF MASTER-AT-ARMS shall provide suitable stowage for personal gear, other than valuables, removed from prisoners and delivered to his/her custody.

e. PROCEDURES

(1) Upon being taken, prisoners will be thoroughly searched and immediately delivered to the First Lieutenant/ Weapons Officer (or Combat Systems Officer)/Commanding Officer of the Marine Detachment for safekeeping. He/she shall then be charged with the primary administrative responsibility for ensuring compliance with the provisions of this bill.

(2) Prisoners of war shall be treated with humanity and shall not be subjected to abuse, deprivation, or ridicule. They shall be accorded their rights under existing treaties, conventions, and other valid provisions of International Law dealing with the treatment of prisoners of war.

(3) Pending interrogation for intelligence purposes, insofar as practical, no communication shall be allowed between officer prisoners, noncommissioned officer prisoners, and their personnel. Insofar as possible, prisoners shall be separated individually; or, if this is not possible, they shall be separated by units, and such units or individuals shall not be allowed to mingle at any time.

(4) Prisoners of war aboard a naval unit may be required to disclose only their name, rank and serial number. They shall be interrogated only by a designated, qualified officer and then only for information of a routine nature or when it is believed that the prisoners may volunteer information of immediate operational assistance. No physical torture, mental torture, or any other form of coercion may be inflicted on prisoners of war to secure information of any kind. Prisoners of war who refuse to answer may not be threatened, insulted, or exposed to unpleasant or disadvantageous treatment of any kind.

(5) No member of the Armed Forces of the United States shall be placed in confinement in immediate association with enemy prisoners or other foreign nationals not members of the Armed Forces of the United States.

650.4 STRIP SHIP BILL

a. PURPOSE. To establish policy and procedures for the identification and labeling, evaluation, and eventual removal of hazardous material from ships in preparation for battle as directed in NWP 62-1 (NOTAL) and OPNAVINST 5100.19C (NOTAL).

b. RESPONSIBILITY FOR THE BILL. The Damage Control Assistant (DCA) is responsible for maintaining this bill.

c. INFORMATION. The proliferation of readily-combustible materials, exotic chemicals, fuels and metals, and toxic gas-producing materials aboard ships can cause extreme personnel and ship survivability hazards during battle. Additionally, many materials create splinter and shrapnel hazards under extreme shock conditions associated with major battle damage. The combined effect may seriously jeopardize the survivability of the ship in the event of major damage. This bill assigns responsibilities and duties under the auspices of the Commanding Officer in not only the removal of hazardous material, but also in reviewing items before installation or receipt on board.

(1) DEFINITIONS. The following definitions shall apply for the implementation of strip ship procedures described in this bill:

(a) VITAL MATERIALS. Shipboard materials required for the attainment of the ship's missions regardless of flammability category.

(b) SEMI-VITAL MATERIALS. Shipboard materials important to support, but not absolutely mandatory for, the performance of the ship's mission.

(c) NON-VITAL MATERIALS. Shipboard materials which do not directly support a ship's mission and serve solely as a convenience or habitability function.

(d) EXTREMELY HAZARDOUS MATERIAL. Shipboard materials so readily flammable, toxic, or of such hazardous nature to endanger life or a ship's mission accomplishment or survivability if major damage occurs.

(e) HAZARDOUS MATERIAL. Although perhaps all materials might be construed as hazardous, these materials shall be those which would support or accelerate fires or cascading damage from major battle damage, or when burning would produce highly toxic smoke, vapors, or gases.

(2) EXAMPLES. The vital and hazardous nature of shipboard materials is frequently a subjective evaluation, but the following examples are provided to characterize the general concept of the above definitions:

(a) VITAL, EXTREMELY HAZARDOUS MATERIAL. Explosives, munitions, gasoline for emergency pumps, bulk propulsion fuels and lubricants, emergency medical supplies, essential pyrotechnics, landing force munitions (LFORM), calcium hypochlorite, battery acid, and specialty hydraulic oils and fluids (materials with a flash point less than 100°F).

(b) SEMI-VITAL, EXTREMELY HAZARDOUS MATERIALS. Reserve supplies of the above materials in excess of that actually required for contemplated operations, drum flammable liquids, and some categories of paints, preservatives, and cleaning fluids.

(c) NON-VITAL, EXTREMELY HAZARDOUS MATERIALS. Virtually all such materials are already prohibited from shipboard use by OPNAVINST 5100.19C (NOTAL) and NAVSUP PUB-4500 (NOTAL).

(d) VITAL, HAZARDOUS MATERIALS. Essential publications and troubleshooting documents, mooring lines and towing hawsers, life jackets and gas masks, shoring, etc.

(e) SEMI-VITAL, HAZARDOUS MATERIALS. Essential uniforms, linens, mattresses, paper and supplies for communications processing, essential supplies of rags and lint-free wipes, sanitation supplies, and protective packaging on vital repair parts.

(f) NON-VITAL, HAZARDOUS MATERIALS. All treated wood, approved furniture upholstery, curtains, draperies, all glass, civilian clothing and excess uniforms, acoustic panels, canvas and herculite covers, ship store items, false overheads, paints, and solvents.

d. RESPONSIBILITIES

(1) THE COMMANDING OFFICER shall:

(a) Appoint, in writing, a Hazardous Material Control Program Coordinator following OPNAVINST 5100.19C (NOTAL).

(b) As operational requirements become known, direct the sequential removal of hazardous materials from the ship following Table 6-14. He/she shall make maximum use of shore storage or supply turn-in support facilities when available, but

Operational Constraints	Material Category					
	Vital Hazardous	Vital Extremely Hazardous	Semi-Vital Hazardous	Semi-Vital Extremely Hazardous	Non-Vital Hazardous	Non-Vital Extremely Hazardous
Peace Time						Remove Immediately
Increasing Tensions		Increase safeguards on stowage or shift to sheltered, fire-protected area	Schedule for immediate consumption or remove if possible	Schedule for immediate consumption or remove if possible	Remove to shore storage	Jettison immediately
Battle Preparations		Increase safeguards on stowage or shift to sheltered, fire-protected area	Jettison immediately	Jettison immediately	Jettison immediately	Jettison immediately
Damage Occurring	Provide fire watch, increase safeguards, jettison as endangered	Provide fire watch, increase safeguards, jettison as endangered	Jettison immediately	Jettison immediately	Jettison immediately	Jettison immediately

Table 6-14. Mission-Oriented Hazardous Materials Disposition

shall not hazard the ship in resolution of questions of ship survivability versus cost or replacement problems. When conditions permit, removal and disposal of hazardous materials under these circumstances should comply with applicable environmental regulations and laws.

(c) Make sure that the quantity of hazardous material stocked does not exceed the minimum quantity necessary to satisfy operational requirements.

(d) Issue local instructions or make sure that existing shipboard occupational safety and health or hazardous material program instructions incorporate the requirements of OPNAVINST 5100.19C (NOTAL).

(2) THE EXECUTIVE OFFICER shall coordinate the removal and jettison of those hazardous materials identified for removal from the ship in consonance with the operational requirements and the direction of the Commanding Officer.

(3) THE SHIP/HAZARDOUS MATERIAL CONTROL PROGRAM COORDINATOR shall:

(a) Maintain and review hazardous material survey lists for all ship's compartments and keep the most current versions on active file.

(b) Make sure the DCA is provided a copy of the most current version of the hazardous material survey lists and the material safety data sheets (MSDS) to be kept on file in Damage Control (DC) Central.

(c) Make sure that personnel receive information and training on the safe use, handling, and disposal of hazardous material.

(d) Comply with all requirements and disposal of hazardous materials as required by OPNAVINST 5090.1B (NOTAL), Naval Ships Technical Manual (NSTM) Chapter 593, (NOTAL), and NAVSEA S9593-A7-PLN-010, Shipboard Hazardous Material/Hazardous Waste Management Plan (NOTAL).

(4) DEPARTMENT HEADS shall review and verify the lists of hazardous materials from each of their departmental spaces and certify the vital or semi-vital nature of each item. They shall further make sure that each departmental space receives frequent inspections for additional or subsequently installed hazardous materials.

(5) THE DAMAGE CONTROL OFFICER OR SHIP'S FIRE MARSHALL (if so designated) shall:

(a) Receive and review hazardous materials lists for all ship's compartments and keep the most current versions on active file in DC Central.

(b) Receive and review a copy of the latest MSDS and keep a current master file in DC Central.

(c) Through inspections by himself/herself or assigned assistants, make sure the ship remains free from unauthorized hazardous and all non-vital, extremely hazardous materials.

(d) Make sure all equipment, tanks, and pipes containing hazardous materials are labeled following OPNAVINST 5100.19C (NOTAL).

(6) THE SUPPLY OFFICER shall:

(a) Be responsible for review of all hazardous materials received on board ship of appropriate hazardous category and report hazardous material to the Hazardous Material Control Program Coordinator.

(b) Make sure that hazardous material labels are placed on all hazardous material received through the Navy Supply System before storage or issue on board. OPNAVINST 5100.19C (NOTAL) and NSTM Chapter 670 (NOTAL) provide specific guidance.

(c) Refuse the receipt of extremely hazardous materials without the permission of the cognizant Department Head or Damage Control Officer.

(d) Remove and discard all excess non-protective or unnecessary flammable packaging and dunnage not required for item protection or retrograde requirements.

(e) Review all stock lists in supply stores, subsistence stores, ship's store stocks, and consumable stock for possible elimination of excess hazards.

(f) Make sure that habitability materials conform to approved standards.

(g) Make sure that the quantity of flammable liquids on board does not exceed the quantities authorized by NAVSUP Manual 485 (NOTAL).

(h) Develop and update, annually, a complete inventory of all hazardous material used. Include in the inventory the location, quantity, chemical name or common name, shelf life, and fire code. Ship classes with Shipboard Uniform Automated Data Processing System (SUADPS)/AV207 should use the master stock status and locator list. (Ship classes without master stock computer capabilities shall use the inventory developed for the shipboard spill prevention, control, and countermeasures plan required by OPNAVINST 5090.1A (NOTAL).)

(i) Obtain from the suppliers of the hazardous materials or from the Navy Environmental Health Center information on the hazardous nature of material purchased directly from commercial sources. If the material is considered hazardous, then comply with the safety and health policies in OPNAVINST 5100.19C (NOTAL).

(j) Work in conjunction with the Hazardous Material Control Program Coordinator to determine the safe storage of hazardous material extracting the type of storage code from OPNAVINST 5100.19C (NOTAL) in conjunction with the Hazardous Material Information System (HMIS).

(k) Make sure that MSDS and HMIS data is available to personnel.

(l) If there is a need for hazardous material proprietary or trade secret information, contact the nearest Navy Environmental and Preventive Medicine Unit or the Navy Environmental Health Center.

(7) DIVISION OFFICERS shall:

(a) Make sure that all assigned equipment, tanks, and pipes containing hazardous materials are labeled following OPNAVINST 5100.19C (NOTAL).

(b) Make sure hazardous materials stored in assigned spaces are properly labeled following OPNAVINST 5100.19C (NOTAL).

(c) Make sure division vital and semi-vital materials are properly stowed or protected following NAVSUP PUB-4500 (NOTAL), NSTM Chapter 670 (NOTAL), and NSTM Chapter 079, Vol 2, Section 40 (NOTAL).

(d) On a continuing basis, survey their assigned spaces and identify for each ship compartment all hazardous and extremely hazardous materials contained therein and provide recommended categorization of the materials as vital, semi-vital,

or non-vital. Procedures for shipwide survey of flammable material is in OPNAVINST 5100.19C (NOTAL).

(e) Take immediate action to remove from the ship all unauthorized hazardous materials and non-vital, extremely hazardous materials.

(8) ALL HANDS shall:

(a) Review essential personal articles and clothing needed during wartime conditions; and, when directed, take steps to remove all unnecessary items. All personal items retained must be stored completely in assigned metal storage lockers.

(b) Take steps as directed by competent authority to remove or jettison hazardous materials from the ship.

650.5 TROOP LIFT BILL

a. PURPOSE. To prescribe responsibilities and outline procedures for the transportation of troops.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for the bill.

c. INFORMATION. The conditions under which troops are transported will vary with each situation. However, the basic procedures and responsibilities prescribed by this bill shall be considered standard for the transportation of troops.

d. RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall:

(a) Organize, supervise, and coordinate all phases of the troop lift.

(b) Obtain a muster list of all troops.

(c) Designate spaces for berthing and living accommodations.

(d) Supervise troops, while embarked, through the Troop or Detachment Commander.

(2) THE WEAPONS OFFICER (or Combat Systems Officer)* shall:

(a) Collect and stow troop ammunition.

(b) Arrange for security patrols of troop spaces.

(c) Assign petty officers to instruct troops in mustering procedures and emergency drills.

*NOTE: These responsibilities belong to the First Lieutenant if a Weapons Officer (or Combat Systems Officer) is not assigned.

(3) THE FIRST LIEUTENANT shall:

(a) Obtain extra life rafts and life jackets as necessary.

(b) Rig additional embarkation stations as necessary and designate stations for boats by number.

(4) THE SUPPLY OFFICER shall:

(a) Provide for messing of troops.

(b) Collect valuables or funds for safekeeping as requested by troops.

(5) THE OPERATIONS OFFICER shall:

(a) Regulate boats and embarkation.

(b) Provide beach guard as necessary.

(6) THE PERSONNEL OFFICER shall:

(a) Make berthing arrangements for troops in designated spaces, providing cots if necessary.

(b) Provide head facilities and arrange for temporary messing as necessary.

e. PROCEDURES. Officers listed in paragraph 650.5d shall execute their assigned responsibilities in carrying out the following procedures:

(1) PRIOR TO EMBARKATION

(a) Provide Troop or Detachment Commander with copies of procedures.

(b) Provide troops with life jackets if troops are to be embarked by boat.

(c) Arrange the details of order for embarkation with the Troop Commander.

(2) EMBARKATION

(a) Muster all troops on board.

(b) Collect ammunition from troops.

(c) Stow extra equipment and gear.

(d) Divide troops into convenient groups for muster and administration.

(e) Familiarize troops with stations for evolutions, berthing, and messing.

(3) MESSING

(a) Troops shall be messed by units.

(b) Personnel shall be assigned to assist in messing details, as requested by the Executive Officer.

(4) WATCHES AND PATROLS

(a) The Troop or Detachment Commander shall establish a 24-hour security patrol in each living compartment which the troops occupy.

(b) The duties of this patrol shall be to prevent smoking in unauthorized places and at unauthorized times and to prevent disorder among personnel.

(5) MUSTERING AND ACCOUNTING FOR PERSONNEL. Muster of troops shall be held three times a day by designated mustering petty officers. Absentees shall be reported immediately to the Troop Commander and the Executive Officer.

CHAPTER 7
SAFETY

700. SAFETY PROGRAM. This chapter provides the guidelines for the establishment of an effective safety program afloat and ashore. The use of the term "safety program" signifies afloat safety, Navy Occupational Safety and Health (NAVOSH), aviation safety, nuclear propulsion safety, nuclear weapons and explosives safety, systems safety, motor vehicle safety, and off-duty recreation, athletic and home safety. The use of risk management in quality assurance, SubSafe and planned maintenance can significantly reduce mishaps. Risk management should be applied to all safety and occupational health programs. The amount of risk management required is directly proportional to the risks involved and the complexity of the evolution. Risk management does not eliminate risk; it only reduces it to an acceptable level.

700.1 OBJECTIVE. The objective of the safety program is to enhance operational readiness and mission accomplishment by establishing aggressive safety and occupational health programs that will reduce injuries, illness, or death and material losses or damage and maintain safe and healthy working conditions for Navy civilian and military personnel. This is accomplished by identifying hazards, assessing risks, and implementing controls to reduce or eliminate risks <u>before</u> mishaps occur. It is also accomplished by instilling the risk assessment and management thought process in all Navy personnel and by promoting a team effort that enhances the general safety of the Navy through a free and open transfer of managed risk information between personnel and commands.

700.2 PROGRAM. The command safety program will provide for:

a. An effective organization that develops, establishes, and maintains a safety program enhancing all aspects of command safety and occupational health.

b. Training that includes instruction of personnel in work-related hazards, safety precautions, hazard identification, safe operating instructions, and the use and maintenance of personal protective equipment and clothing.

c. Hazard identification and abatement that includes risk assessment by documented scheduled and incidental inspections, surveys, and assist visits of work areas by personnel trained in risk assessment and management techniques. It also includes development and implementation of an abatement plan under

OPNAVINST 5100.19C (NOTAL), OPNAVINST 5100.23E (NOTAL), and this instruction that corrects and eliminates hazards.

d. Mishap prevention that includes risk management, rigid enforcement of safety requirements and precautions, following established Navy safety and occupational health standards, and investigation and analysis of mishaps for lessons learned.

e. Evaluation of the program's effectiveness.

700.3 STANDARDS. Navy safety and occupational health standards are contained in the following directives:

OPNAVINST 3500.39, Operational Risk Management (ORM)
DODINST 6055.1, DoD Safety and Occupational Health Program (NOTAL) of 19 Aug 1998
OPNAVINST 5100.19C, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat (NOTAL)
OPNAVINST 5100.23E, Navy Occupational Safety and Health (NAVOSH) Program Manual (NOTAL)
OPNAVINST 3750.6Q, Naval Aviation Safety Program (NOTAL)
OPNAVINST 5100.12F, Issuance of Navy Traffic Safety Program
OPNAVINST 5100.25A, Navy Recreation, Athletics, and Home Safety Program
OPNAVINST 5102.1C, Mishap and Investigation Reporting

701. SAFETY MANAGEMENT. Safety management is a command responsibility and each echelon and supervisory level has responsibilities for supervising both routine and specialized tasks. U.S. Navy Regulations, 1990, and chapter 3 of this publication define the responsibility of certain officers for mishap prevention.

a. The commanding officer has the ultimate responsibility for safety matters within his or her unit. In order to assist the commanding officer, a safety officer will be appointed as specified in paragraphs 303.15 or 330 as appropriate. The safety officer, guided by the commanding officer, will formulate and manage a safety program based on this chapter and referenced directives. The safety officer will monitor the command's safety posture using the following methods.

(1) Require division safety petty officers:

(a) To observe work processes in their areas of responsibility

(b) Assist the safety officer in assessing the risks and putting controls in place to minimize risks

(c) Ensure that all safety devices and equipment are in place and working properly

(d) Ensure all personnel assigned to the process minimize the exposure of operators of equipment and any personnel in the immediate area to the associated hazards.

(2) Ensure the master-at-arms (MAA) force:

(a) Is watchful for any unsafe activity or situation in the course of their normal rounds

(b) Stops personnel conducting an unsafe operation until the situation has been corrected

(c) Reports any unsafe act or situation.

(3) Establish procedures for the reporting of unsafe and unhealthful working conditions by crewmembers per OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

(4) Conduct safety inspections of every working space within the command per the requirements of OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

(5) Ensure industrial hygiene surveys are conducted of each working space per the requirements of OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

(6) Make periodic tours of the command to get a "first-hand look" at the safety conditions and practices of personnel on the job.

(7) Brief the commanding officer as necessary on the command's overall safety posture.

702. THE SAFETY ORGANIZATION. Commands will use the standard unit organization set forth in chapter 2 for implementing the safety program.

702.1 SAFETY ORGANIZATION GUIDELINES. Commands will establish a safety organization following the guidelines in figure 7-1. Under the guidance of the safety officer, safety organization personnel will accomplish the following:

a. Investigate all mishaps and near-mishaps and develop prevention standards.

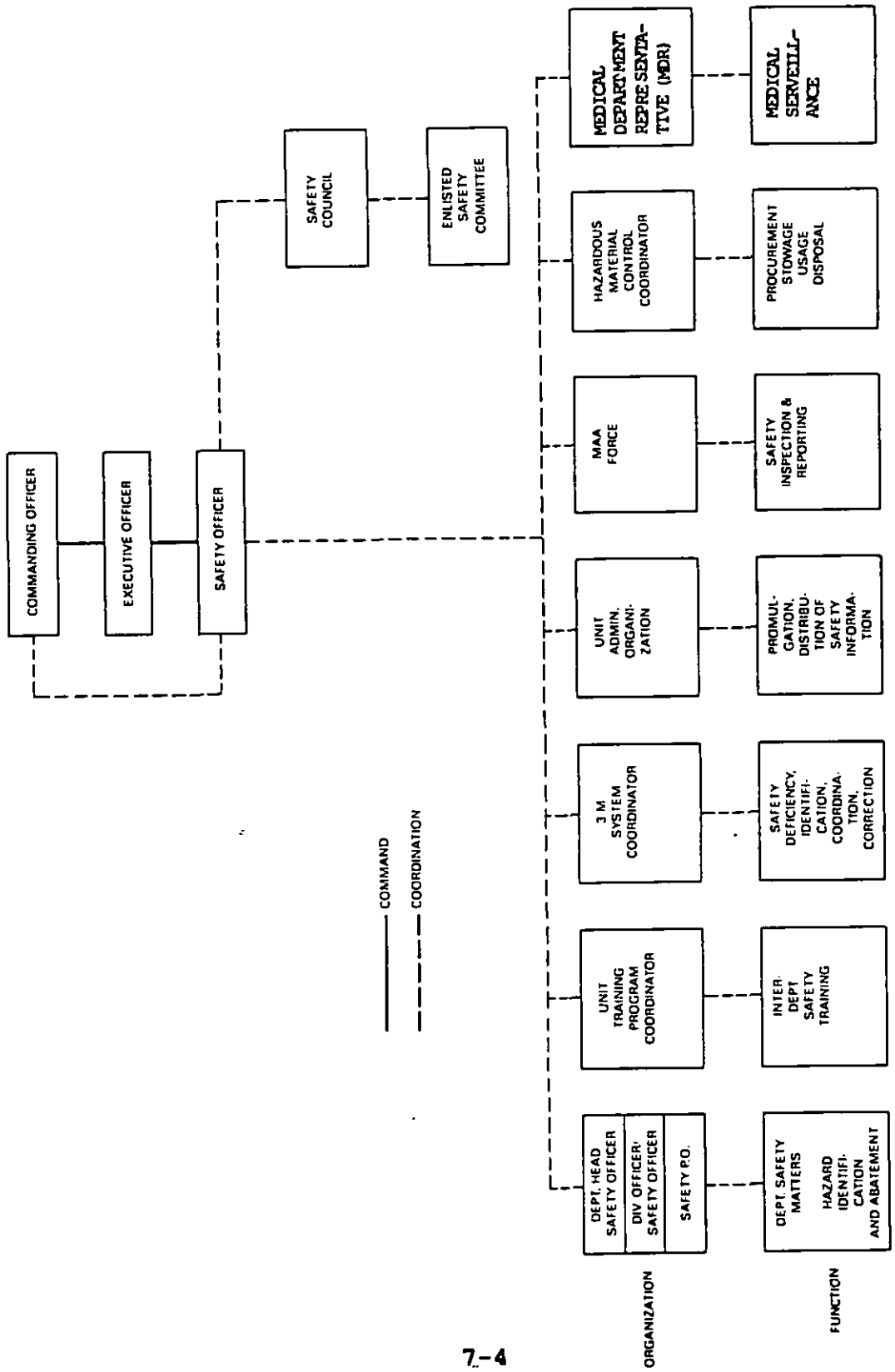

Figure 7-1. Safety Organization

b. Evaluate the effectiveness of the safety program by analyzing internal and external reports including mishap and near-mishap investigations, Casualty Reports (CASREPs), binnacle lists, safety-related messages, inspections, surveys, and zone inspection reports.

c. Coordinate assimilation and distribution of pertinent on- and off-duty safety information including "lessons learned."

d. Coordinate command training in on- and off-duty mishap prevention, especially for newly reported personnel. Specifically conduct training in the use of risk management techniques to assess hazards, reduce or eliminate risk, and reduce mishaps. Emphasize ORM aspects in accepting inputs from all levels of the command.

e. Ensure submission of afloat mishap investigation reports (MIRs) and mishap reports (MRs) as required by OPNAVINST 5100.19C (NOTAL); shore safety investigation reports (SSIRs) and safety reports (SRs) as required by OPNAVINST 5100.23E (NOTAL); and aviation mishap investigation reports, mishap reports, and hazard reports as required by OPNAVINST 3750.6Q (NOTAL).

f. Perform trend analysis of injury and illness data.

g. Follow-up on reports of unsafe and unhealthful conditions following OPNAVINST 5100.23E (NOTAL) and OPNAVINST 5100.19C (NOTAL).

h. Track corrective action on safety and health items.

i. Maintain liaison with other commands including Commander, Naval Safety Center, in matters of mishap prevention.

j. Coordinate and document traffic and motor vehicle safety training.

k. Coordinate and document recreational and off-duty safety training.

702.2 RELATIONSHIP BETWEEN THE SAFETY ORGANIZATION AND ADMINISTRATIVE/WATCH ORGANIZATIONS. Although the members of the safety organization have clear-cut responsibilities involving mishap prevention, this in no way relieves members of administrative and watch organizations of their assigned responsibilities.

702.3 RESPONSIBILITIES OF THE CREW AS PART OF THE SAFETY ORGANIZATION. Members of the crew are a vital part of the safety

organization and must be recognized as such. Their participation in identifying, assessing, and providing controls to reduce risks plays no small part in reducing mishaps. Just as they are sometimes recognized as the cause of mishaps, their participation in the correction of unsafe conditions must be solicited and their suggestions and recommendations recognized by the chain of command in the planning and execution of all evolutions. Safety is a team concept and will succeed only when everyone is accepted as part of the team.

703. SPECIFIC RESPONSIBILITIES

703.1 SAFETY OFFICER. Duties of the primary duty safety department head are delineated in chapter 3, paragraph 330. Specific responsibilities of collateral duty safety officers are contained in chapter 3, paragraph 303.15. Specific duties are listed in OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

703.2 DEPARTMENT HEADS, DIVISION OFFICERS AND WORK CENTER SUPERVISORS. In keeping with the concept that the maintenance of safe and healthful working conditions is a chain of command responsibility, these personnel shall:

a. Make the practice of risk management routine in the planning and execution of any and all evolutions.

b. Ensure that all assigned work spaces are inspected and maintained free of hazards and are in compliance with applicable NAVOSH standards.

c. Ensure that all assigned personnel are properly trained for their billet, advised of any associated hazards (including the use and disposal of hazardous materials), provided with appropriate personal protective equipment and clothing, and receive medical surveillance as required.

d. Take prompt action to correct or abate any identified deficiency under their control.

e. Emphasize safety as a top priority in all activities (work, motor vehicle operation, off duty), consistent with mission requirements.

f. Encourage the participation of their personnel in identifying, assessing, and managing risks.

g. Ensure mishaps and near-mishaps are investigated and results are reported to the safety officer.

h. Division officers shall appoint a senior petty officer (E-5 or above) as the division safety petty officer to assist in the responsibilities above and provide appropriate on-board indoctrination to ensure satisfactory performance in the safety field.

i. The division officer shall be the safety officer of the division. The department head shall be the safety officer of the department and shall attend the Safety Council meetings.

703.3 DIVISION SAFETY PETTY OFFICER. The division safety petty officer will assist the division officer in implementing the unit safety program in that division. He or she will:

a. Inspect division spaces and submit appropriate reports.

b. Advise the division officer on the status of the safety program within the division including any safety-related items revealed through maintenance such as non-compliance with or deficiencies in the Planned Maintenance System (PMS).

c. Keep the division officer informed of safety training needs within the division.

d. Be the division's point-of-contact in coordinating and evaluating the unit's safety program.

e. Be thoroughly familiar with safety program directives and precautions concerning the division.

f. Conduct division safety program training and maintain records per chapter 8.

g. Assist in mishap or near-mishap investigations. Include recommendations to division officers for correction.

h. Serve on the Enlisted Safety Committee.

i. Ensure that prescribed personal protective equipment is provided and properly used by trained division personnel.

j. Track safety deficiencies within the division until corrected.

703.4 SAFETY COUNCIL. The Safety Council consists of the commanding officer or executive officer (chairperson), safety officer (recorder), training officer, all department heads, medical officer/representative, and the master, senior, or chief

petty officer of the command. The Safety Council meets quarterly or more often if required. See paragraph 304.21.

703.5 ENLISTED SAFETY COMMITTEE. The Enlisted Safety Committee will ensure proper safety practices are followed. They shall review all mishaps and near mishaps and report to the Safety Council their findings and recommended corrective actions. The Enlisted Safety Committee meets quarterly or more often if required. See paragraph 304.20.

703.6 MAA/SAFETY FORCE. MAA/Safety Force personnel shall:

a. Be roving inspectors for hazards which could result in injury to personnel or damage to equipment. All roving security patrols will have this additional duty.

b. Assist the safety officer in keeping the safety program visible to all personnel.

c. Carry out a system of internal reporting as a guide to focus command attention on material deficiencies and operating practices that jeopardize personnel and equipment.

704. ELEMENTS OF THE UNIT SAFETY PROGRAM. The command's safety program will consist of at least the following elements:

a. Risk assessment and management. Hazard control and deficiency abatement.

b. Safety standards and regulations.

c. Training (including motor vehicle and off-duty safety).

d. Inspections, surveys and medical surveillance.

e. Program evaluation.

f. Mishap and near-mishap investigation and reporting.

704.1 SAFETY STANDARDS AND REGULATIONS. Safety standards and regulations are based on established procedures for minimizing risk. These standards are located in OPNAVINST 5100.23E (NOTAL), OPNAVINST 5100.19C (NOTAL), and technical publications. Thorough monitoring and the consistent and effective use of risk management techniques are necessary to determine the adequacy of the unit's standards and hazard controls and to recommend new standards and more effective controls to reduce risks and correct hazardous conditions.

704.2 TRAINING (INCLUDING MOTOR VEHICLE AND OFF-DUTY SAFETY). Training is a part of every effective safety program. The goal is to promote hazard awareness and to integrate safety into all shipboard technical training. Training personnel in the techniques of risk management is key to an effective program.

a. GENERAL. The general unit training program and each department training program will systematically promote mishap prevention, both on- and off-duty and in motor vehicles. Such training frequently crosses department lines and therefore requires coordination to ensure that general safety subjects are included in the general unit-wide training program. Maximum use of educational material from sources such as Navy training films, safety notes, and information from the Naval Safety Center is encouraged. NAVOSH training requirements are provided in OPNAVINST 5100.19C (NOTAL), chapter A7, and OPNAVINST 5100.23E (NOTAL), chapter 6. Additional suggested training topics are listed in figure 7-2. Mishap prevention awareness should be tailored to the unit's schedule in order to relate training to current activities. A few examples include:

(1) Preparation for shipyard overhaul.

(2) Getting underway after a long in-port period.

(3) Seasonal weather changes or unusual weather deployments.

(4) Unusual missions or operations.

(5) Returning from homeport following deployment.

Periodic retraining in the precautions and procedures contained in this and other instructions should be conducted.

b. ON-THE-JOB-TRAINING. Observance of safety precautions during routine work will be monitored by supervisory personnel. Essentially, this is an evaluation of the continuing training provided by supervisory personnel and covers every work center. Aboard ship this includes PMS, PQS, QA, the functional operation of weapons systems, damage control, firefighting effectiveness, general housekeeping, and even the tactical employment of the unit.

c. SCHOOLS. It is imperative that personnel receive training, usually at shore-based schools, to ensure their knowledge of proper operating procedures and safety precautions for all equipment with which they work. Specific school training requirements for the safety program are found in supporting instructions and guidance.

UNIT GENERAL SAFETY TRAINING

SAFETY CONTROL PROCEDURES

RISK ASSESSMENT/MANAGEMENT
GOING ALOFT
WORKING OVER THE SIDE/DRYDOCK SAFETY
HOT WORK
PLANNED MAINTENANCE SYSTEM (PMS)
ENGINEERING OPERATING SEQUENCING SYSTEM (EOSS)
QUALITY ASSURANCE (QA) PROGRAM
APPLICABLE READINESS CHECKLISTS (e.g., underway, entering port, gunfire)

PERSONAL SAFETY TRAINING

QUALITY CONTROL
DAMAGE CONTROL/FIREFIGHTING
MAN OVERBOARD
GENERAL MILITARY TRAINING (e.g., first aid, electrical shock, emergency egress)
MOTOR VEHICLE AND RECREATION SAFETY
PERSONAL QUALIFICATION SYSTEM (PQS)

MATERIAL HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

ZONE INSPECTIONS AND "SAFETY" ZONE INSPECTIONS
INTERNAL HAZARD REPORTING
SAFETY SURVEYS
EXECUTIVE OFFICER MESSING AND BERTHING INSPECTIONS
DIVISION OFFICER DAILY INSPECTION OF SPACES

Figure 7-2 Safety Program Training Topics

704.3 HAZARD CONTROL AND DEFICIENCY ABATEMENT. Hazards should be prevented by safe system, ship, or aircraft design, proper preventive maintenance, safe operating procedures, and proper purchasing procedures. Hazard control can be accomplished through substitution, engineering controls, administrative controls, and personal protective equipment. After identification, deficiencies should be prioritized and corrected.

a. PLANNED MAINTENANCE. Maintenance includes preventive and corrective measures taken to ensure that equipment functions properly and without risk to personnel or equipment. The 3-M system (see chapter 9) provides for periodic inspection, maintenance, and repair of all shipboard and aircraft equipment and for correcting accidental damage to equipment. Although the system is designed to minimize risk and prevent damage, it is the responsibility of the people actually accomplishing the PMS to identify any hazards peculiar to the equipment and spaces and reduce or eliminate the risks. It is also their responsibility to notify their supervisors of these hazards. The safety organization will work with the 3-M coordinator to ensure that the objectives of the 3-M system throughout all departments are met and that the material status of the unit enhances safe operations. It will also ensure that the PMS feedback system is used for the correction or clarification of PMS procedures relating to safety. The Current Ships Maintenance Project (CSMP) is a valuable tool for monitoring the correction of deficiencies of a long-term nature. Hazardous conditions will be flagged as safety-related and every effort made to ensure correction of these items on a priority basis. If a deficiency cannot be corrected within 30 days, a Ship Maintenance Action Form (OPNAV 4790/2K) shall be prepared with the Risk Assessment Code (RAC) entered into Block 15 per OPNAVINST 5100.19C (NOTAL). Repair of accidental damage should be recorded in the CSMP for accounting purposes.

b. PROTECTIVE DEVICES AND EQUIPMENT. OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL) give specific instructions on policy, responsibilities, and requirements for personal protective equipment necessary for safe accomplishment of the unit mission.

c. NAVY OCCUPATIONAL SAFETY AND HEALTH DEFICIENCY ABATEMENT. Under the direction of the safety officer, all commands will provide for systematic correction of occupational safety and health deficiencies. Guidance is provided in OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

704.4 INSPECTIONS, SURVEYS, AND MEDICAL SURVEILLANCE. Hazards can be identified as a result of inspections, industrial hygiene

surveys, reports by individual crew members, or through the risk management process. Medical surveillance is conducted to ensure that personnel are medically qualified to perform assigned duties; to monitor the effectiveness of various hazard-specific control programs; and to detect, at the earliest possible time, any adverse medical conditions or symptoms raised by a specific occupational stressor.

a. INSPECTIONS. Both scheduled formal inspections and informal daily checks will ensure that safety devices function properly. Inoperative safety devices must be repaired immediately. Personnel seen violating safety rules or precautions should be corrected on the spot and, if appropriate, a report made to the division officer or department head concerned. The MAA/ safety force should be used as a continual roving safety team.

b. SUPERVISION. Supervision of personnel in following safety precautions and regulations is essential. This is particularly necessary during initial training when safe habits and proper reflex actions should be established. Emphasis on risk assessment and management and mishap prevention must be a part of daily supervision by division officers and work center supervisors.

c. HAZARD REPORTING. The reporting of unsafe or unhealthful conditions in the work place by individuals is governed by OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

704.5 PROGRAM EVALUATION. The safety program requires self-evaluation for effectiveness and compliance. Self-evaluation by supervisory personnel and workers is the best system. Complacency, haste, and the "it can't happen to me" attitude lessen the effectiveness of self-evaluation for safety and occupational health. The safety organization must continuously monitor the measures that the unit takes to meet established safety standards and criteria. Safety can be evaluated by monitoring the following:

a. Full use of the 3-M system, particularly correction of inspection discrepancies or completion of work requests to correct discrepancies.

b. Adequacy of routine or special unit inspections with regard to accident prevention measures.

c. Medical treatment logs and mishap and near-mishap reporting.

d. Supervision of routine work.

e. Supervision of special unit evolutions.

f. Adherence to prescribed operating and maintenance procedures.

g. Full use of the department and division DCPO organization.

OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL) provide guidance for the evaluation of the command's NAVOSH Program. To aid in afloat program evaluation, OPNAVINST 5100.19C, the NAVOSH Program Manual for Forces Afloat (NOTAL), provides a command assessment mechanism to determine program effectiveness.

704.6 MISHAP INVESTIGATION AND REPORTING. Certain records and reports of mishap and violations of safety and health precautions are necessary to ensure proper administration of a safety program. A mishap is a signal that the safety program has failed. It is evidence that the hazards which caused the mishap were not identified and eliminated prior to their resulting in mishap-level damage or injury. In case of a mishap, the hazard detection and hazard elimination actions which were not taken to prevent mishap occurrence must be taken to prevent mishap recurrence. This is accomplished through mishap investigation and reporting. Mishaps are classified by type and severity; investigation and reporting procedures are contained in OPNAVINST 3750.6Q (NOTAL) (aviation), OPNAVINST 5100.19C (NOTAL) (afloat), and OPNAVINST 5100.23E (NOTAL) (ashore). Mishap investigations do not replace JAGMAN investigations required by the JAGMAN.

All aircraft and afloat mishap investigations are conducted solely for safety purposes and, as such, make full use of the concept of privileged information. Information is privileged in the sense that it may be used only to enhance safety, not in any punitive or administrative action taken by the Department of the Navy. Some information presented to a mishap investigation board is privileged to overcome any reluctance an individual might have to give a complete and candid report, and to encourage endorsers of mishap investigation reports to provide complete and open opinions and recommendations. Similarly, some information from the command's investigation of mishaps, not investigated by a mishap investigation board, is privileged.

a. Mishap reports required by higher authority will be submitted per current OPNAV and fleet commander directives. The safety officer will keep a copy of all mishap and injury reports.

b. The submission of Internal Mishap/Near Mishap Reports and sample copies of the report form are provided in chapter A6 of OPNAVINST 5100.19C (NOTAL).

704.7 RISK ASSESSMENT AND RISK MANAGEMENT PROGRAM. Risk management is a tool to be used at every level of command to identify and control risks involved in everyday work. To be effective, it must become a part of the thought process in planning all on- and off-duty events. OPNAVINST 3500.39 provides detailed information on ORM.

Safety has been a process which used past lessons learned to prevent mishaps. The cause was examined but not all of the hazards present were evaluated for needed controls. Risk management is designed to discover, and correct, hazards before a mishap occurs. Risk management is a proactive instead of reactive approach to safety and one which uses ORM, a top to bottom approach to safety.

a. It is everyone's responsibility to:

(1) Integrate risk management into all planning.

(2) Accept no unnecessary risks.

(3) Make risk decisions at proper level.

(4) Accept risks if benefits outweigh the cost.

b. Procedures used in risk management are:

(1) Identify hazards. This is an all-hands responsibility.

(2) Assess hazards. This must be accomplished at the lowest level that can effectively do it. Higher level intervention may be necessary to look at the larger picture.

(3) Make risk decisions. This is accomplished at a level commensurate with the degree of risk involved. Acceptance of some risk may be required but must be identified and quantified.

(4) Implement controls. The controls must be sufficient to minimize risks to an acceptable and manageable level.

(5) Supervise. This works to monitor the effectiveness of the controls and provide feedback to enhance the safety of the operation.

c. The levels of risk management are:

(1) Time-Critical. The mental consideration of the process as part of the operational estimate. "Assessment on the run."

(2) Deliberate. Application of the process using worksheets and core elements of the process.

(3) In-Depth. Working group application of more detailed qualitative and quantitative techniques, especially in the risk identification, risk assessment, and risk control phases.

705. COORDINATION OF THE SAFETY PROGRAM. Coordination among department heads is necessary in instances where personnel of one department operate equipment or perform tasks under the control of other department heads. Training and enforcement of safety precautions relating to the operation is the controlling department head's responsibility.

706. THE NUCLEAR WEAPONS AND NUCLEAR PROPULSION SAFETY PROGRAMS. The nuclear weapons safety program will be administered by the nuclear weapons safety officer (see paragraph 305.17). Nuclear propulsion safety responsibilities are outlined in paragraphs 320 (engineer officer) and 325 (reactor officer).

(5) An interim or final response in writing to the originator of the reported condition will be provided under the authority of the Safety Officer within 10 working days of the receipt of the report. Interim responses will include the expected date for a final response. If the evaluation identifies a hazard and its causative deficiency, the final response shall include a summary of the action taken for abatement of the deficiency. If no significant hazard is found to exist, the reply shall include the basis for that determination.

(6) The final response shall encourage the originator to contact the Safety Officer if he or she desires additional information or is dissatisfied with the response. If the originator remains dissatisfied after discussing the matter, the Safety Officer shall advise him or her of the right to appeal to the Commanding Officer. The appeal (or report) shall be in writing and contain at least, the following information:

(a) A description of the condition including its location, nature of the alleged hazard, and standards violated if known (a copy of the original hazard report will suffice).

(b) How, when, and to whom the original report was submitted.

(c) What actions (if known) were taken as a result of the original report.

(7) The Commanding Officer, or his or her representative, shall respond to the originator of the appeal within 10 working days. An interim response will suffice if the evaluation is incomplete at that time.

(8) Subsequent appeals may be made if the originator is not satisfied with the action taken on the previous appeal. Each appeal will include information on actions taken on the previous appeal by the reviewing authority and reasons why the originator is not satisfied. The sequence of appeals will be through Echelon 4, 3, 2, the Chief of Naval Operations, the Secretary of the Navy (Assistant Secretary of the Navy (Installations & Environment) (ASN I&E)), and the Assistant Secretary of Defense (Production and Logistics), the final appeal authority.

704.5 PROGRAM EVALUATION. The Safety Program requires self-evaluation for effectiveness and compliance. Self-evaluation by supervisory personnel and workers is the best system. Complacency, haste, and the "it can't happen to me" attitude lessen the effectiveness of self-evaluation for safety and health. The safety organization must continuously monitor the measures that

the unit takes to meet established safety standards and criteria. Safety can be evaluated by monitoring the following:

a. Full use of the 3-M system, particularly correction of inspection discrepancies or completion of work requests to correct discrepancies.

b. Adequacy of routine or special unit inspections with regard to accident prevention measures.

c. Medical treatment logs and mishap reporting in accordance with OPNAVINSTs 5100.23C, 5100.19C (NOTAL), and 5102.1C.

d. Supervision of routine work.

e. Supervision of special unit evolutions.

f. Adherence to prescribed operating and maintenance procedures.

g. Full use of the department and division DCPO organization.

Chapter A5 of OPNAVINST 5100.19C (NOTAL) and Chapter 9 of OPNAVINST 5100.23C provide guidance for the evaluation of the command's NAVOSH Program. To aid in afloat program evaluation, OPNAVINST 5100.19C, the NAVOSH Program Manual for Forces Afloat (NOTAL), provides a series of checklists which may be used to determine program effectiveness.

704.6 MISHAP INVESTIGATION AND REPORTING. Certain records and reports of mishap and violations of safety and health precautions are necessary to ensure proper administration of a safety and health program. A mishap is a signal that the safety program has failed; it is evidence that the hazards which caused the mishap were not identified and eliminated prior to their resulting in mishap level damage or injury. In case of a mishap, the hazard detection and hazard elimination actions which were not taken to prevent mishap occurrence must be taken to prevent mishap recurrence. This is accomplished through mishap investigation and reporting. Mishaps are classified by type and severity; investigation and reporting procedures are contained in OPNAVINST 3750.6Q (NOTAL) (aviation), OPNAVINST 5100.19C (NOTAL) (afloat), and OPNAVINSTs 5102.1C and 5100.23C (ashore), as appropriate. Mishap investigations do not replace JAGMAN investigations required by the JAGMAN.

All aircraft and afloat mishap investigations are conducted solely for safety purposes and, as such, make full use of the concept of privileged information. Information is privileged in

the sense that it may be used only to enhance safety, not in any punitive or administrative action taken by the Department of the Navy. Information presented to a Mishap Investigation Board is designated privileged in order to overcome any reluctance an individual might have to give a complete and candid report, and to encourage endorsers of Mishap Investigation Reports to provide complete and open opinions and recommendations.

a. Mishap reports required by higher authority will be submitted per current OPNAV and fleet commander directives. The Safety Officer will keep a copy of all mishap and injury reports.

b. The submission of Internal Mishap/Near Mishap Reports and sample copies of the report form are provided in Chapter A6 of OPNAVINST 5100.19C (NOTAL).

704.7 RISK ASSESSMENT AND RISK MANAGEMENT PROGRAM. Risk management is a tool to be used at every level of command to identify and control risks involved in everyday work. To be effective, it must become a part of the thought process in planning all on- and off-duty events.

a. It is everyone's responsibility to:

(1) Integrate it into all planning.

(2) Accept no unnecessary risks.

(3) Make risk decision at proper level.

(4) Accept risks if benefits outweigh the cost.

b. Procedures used in risk management are:

(1) Identify hazards. This is an all-hands responsibility.

(2) Assess hazards. This must be accomplished at the lowest level that can effectively do it. Higher level intervention may be necessary to look at the larger picture.

(3) Make risk decisions. This is accomplished at a level commensurate with the degree of risk involved. Acceptance of some risk may be required but must be identified and quantified.

(4) Implement controls. The controls must be sufficient to minimize risks to an acceptable and manageable level.

(5) Supervise. This works to monitor the effectiveness of the controls and provide feedback to enhance the safety of the operation.

c. The Levels of Risk Management are:

(1) Hasty Risk Assessment - The mental consideration of the process as part of the operational estimate. "Assessment on the run."

(2) Deliberate Safety Risk Management - Application of the process using worksheets and core elements of the process.

(3) In-Depth Safety Risk Management - Working group application of more detailed qualitative and quantitative techniques, especially in the risk identification, risk assessment, and risk control options phases.

d. Safety has been a process which used past lessons learned to prevent mishaps. The cause was examined but not all of the hazards present were evaluated for needed controls. Risk management is designed to discover, and correct, hazards before a mishap occurs. Risk management is a proactive instead of reactive approach to safety and one which uses the TQL, top to bottom approach to safety.

705. COORDINATION OF THE SAFETY PROGRAM. Coordination among department heads is necessary in instances where personnel of one department operate equipment or perform tasks under the control of other department heads. Training and enforcement of safety precautions relating to the operation is the controlling department head's responsibility. Members of the safety organization will monitor the evolution and provide assistance as required.

706. THE NUCLEAR WEAPONS SAFETY PROGRAM. The nuclear weapons safety program will be administered by the Nuclear Weapons Safety Officer (see paragraph 305.16). Nuclear propulsion safety responsibilities are outlined in paragraphs 320 (Engineer Officer) and 325 (Reactor Officer).

CHAPTER 8

TRAINING

800. IMPORTANCE OF TRAINING. The training of personnel to operate and maintain their equipment/systems is a prime factor affecting the operational readiness, combat effectiveness, and performance of the command. Of significant importance to unit readiness are operator and maintenance personnel in-rate and NEC training, watch station qualification, and maintaining watch station proficiency. The Navy training can be characterized as follows:

a. In-rate shore-base maintenance training is a prerequisite to fleet unit assignment for certain individuals.

b. In-rate operator basic training is normally accomplished ashore.

c. Individual watch station qualification is completed in the fleet unit.

d. Systems training for operators/teams includes subsystems training (i.e. ASW, AAW, repair party, etc.) and total integrated systems training (e.g. combat systems, damage control, etc.). While subsystem basic training is normally provided ashore, proficiency training should be accomplished in the fleet unit. Integrated systems training is conducted in the fleet unit.

e. General Military Training (GMT) is conducted both ashore and in fleet units.

f. Ship-wide training accomplished through drills such as general quarters, etc. and exercises. Ship-wide training incorporates the skills achieved in the above categories and hones the unit's overall combat effectiveness. Requirements for drills and exercises are set forth in Type Commander directives.

Thus, unit training as set forth in this chapter includes General Military Training (GMT), individual watch station qualification and operator and team proficiency in subsystems and integrated systems.

801. GENERAL TRAINING POLICIES. Training policies are set forth in this instruction. Implementation procedures are contained in the various Type Commander training instructions.

802. CONDUCT OF UNIT TRAINING. Unit training is the responsibility of the command. Although the unit commander is concerned

with the quality of training provided at the shore facility, he/she is more directly involved with the performance of personnel at work and watch stations. While the unit commander cannot control the training provided at the shore facility, he/she does have control over training accomplished in the unit.

803. THREE BASIC FEATURES OF AN EFFECTIVE UNIT TRAINING PROGRAM:

a. Compatibility. The training program works within the organization's framework and schedule.

b. Evaluation and Instruction. The training program requires instruction of personnel and evaluation of their individual progress and ability to function efficiently and safely as a team. Division officers must ensure that petty officers responsible for training and qualifying subordinates are knowledgeable and possess the practical skills to clearly demonstrate and communicate the subject matter. The quality of instruction cannot be over emphasized. Effective training is accomplished only when learning occurs. The most sure way for learning to occur is through high-quality instruction. Evaluation of learning must rely on standardization. Answers to questions must be standard and accurate using PQS or other authoritative references (e.g. tech manuals, NAVEDTRA courses, etc.).

c. Analysis and Improvement. The analysis of training effectiveness includes observing performance of groups and individuals, comparing results with standard criteria, and recognizing deficiencies and methods for improvement.

804. REQUIREMENTS FOR EFFECTIVE TRAINING. Characteristics of effective training follow:

a. Dynamic Instruction. The instructor's preparation and presentation must be professional and reflect a thorough knowledge of the subject, tailored to the knowledge level of the trainee. Repetition of subject matter should be used for emphasis only.

b. Positive Leadership. Persons in authority must show an active interest in the training program which includes attendance and active participation in training sessions/evolutions. Division Officers must ensure petty officers responsible for training and the qualifying subordinates are knowledgeable and possess the practical skills to clearly demonstrate and communicate the subject matter.

c. Personal Interest. Division Officers should set realistic goals and monitor an individual's rate of progress.

Whenever progress is below normal, the division officer and the responsible petty officer must determine why and take positive action. Personnel who excel should be acknowledged for their achievements.

d. Quality Control. The chain of command should reinforce training by questioning individuals on items that they are credited with knowing or requiring a demonstration of skills they have attained.

e. Technical Support. Supervisors must ensure that manuals, technical publications, operating procedures, safety precautions, and other references required for training are available and current.

f. Regular Schedule. Instruction must be scheduled and held regularly.

805. TRAINING MANAGEMENT. The Unit Training Program should function within the existing organization so that the same individuals are responsible for readiness and training in their mission areas. Accordingly, training should be conducted using the Training Group concept. A Training Group is defined as any group of individuals requiring similar training. For example, a division, a gun crew, an engineering watch team, all OODs, etc.

806. THE ORGANIZATION FOR TRAINING. The ship's administrative organization should include provisions for training. (See Figure 8-1). Training responsibilities for Department Heads and Assistant Department Heads are outlined in Chapter 3, paragraphs 310 and 311.1 respectively. Division Officers, Junior Division Officers and Division Training Officers training responsibilities are outlined in Chapter 3, paragraphs 361, 362, and 363 respectively. The following organization is required to accomplish effective shipboard training.

a. THE TRAINING OFFICER. The Training Officer is an officer designated by the Commanding Officer to assist the Executive Officer executing the command programs. This officer should be of a grade and position commensurate with the importance of the unit's training requirements and should be assigned assistants when necessary. The duties of the Training Officer are outlined in paragraph 303.21.

b. THE PLANNING BOARD FOR TRAINING. The Planning Board for Training is a board composed of the Executive Officer (who is designated as the chairperson), Department Heads, Damage Control Assistant, Educational Services Officer, Training Officer, Command Master Chief, 3M Coordinator, Legal Officer, and Chief Corpsman or Medical Officer. The Board is responsible to the

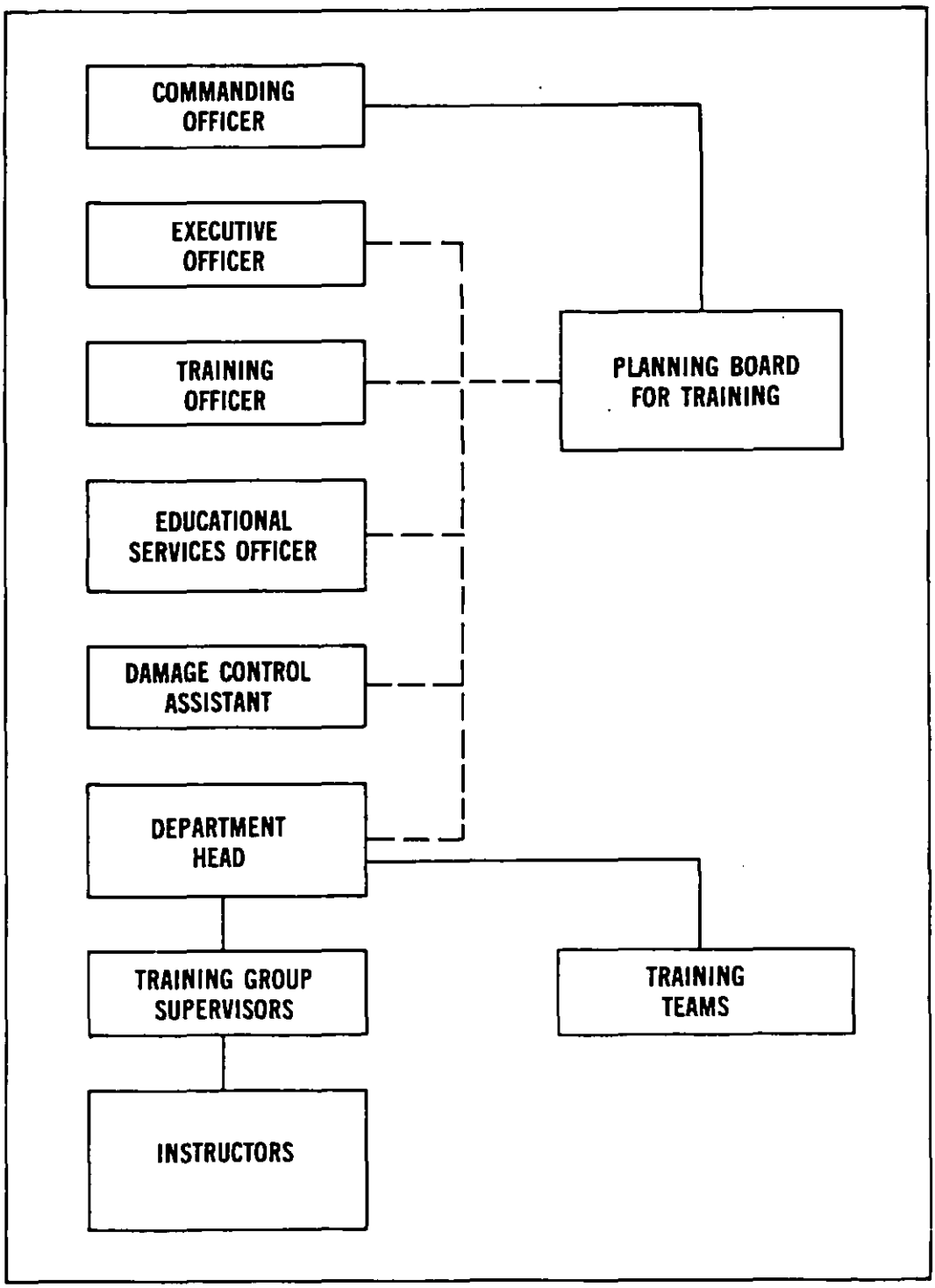

Figure 8–1. Shipboard Training Organization

Commanding Officer for developing the Unit Training Program. Board procedures are outlined in the following paragraphs and in Chapter 3, paragraph 304.16.

c. THE TRAINING GROUP SUPERVISOR. Each Training Group (see 805 above) shall be assigned a Training Group Supervisor who shall be responsible for the administration of training within the group.

d. TRAINING TEAMS. Training Teams shall be established when necessary to ensure standardized training and evaluation. Training teams may be formed to cover a functional area (e.g., naval gunfire support, ASW/AAW tracking teams), or they may cover emergent requirements (e.g., ships force overhaul management support teams).

807. SHIPBOARD METHODS OF TRAINING. There are a variety of methods to chose from in conducting shipboard training. The selection should be based upon the method which best meets training objectives. The use of standard lesson plans is encouraged for formal, structured training.

a. ON-THE-JOB-TRAINING. Officers and senior petty officers, in their daily association with subordinates, must encourage professional development. On-the-job training (OJT) is a personalized means of teaching and developing professional skills. All OJT must be high quality, correct, and monitored. OJT results can be measured quickly, effectively, and informally.

b. TEAM TRAINING. Team training in watch/battle station assignments is best accomplished through drills and exercises, inport and underway.

c. SELF STUDY. Effective training can be accomplished through self-study. Self study materials are available in correspondence courses, onboard training packages, computer aided instruction and other individualized forms of training. Although these materials are designed for self-training, tutoring should be provided by supervisors when necessary.

d. CLASS ROOM. Class room training is most effective when there is a need to provide and discuss information and instruction under controlled conditions.

808. UNIT TRAINING PROGRAM. A Unit Training Program shall consist of the following:

a. Shipboard Non-Tactical Automatic Data Processing Program (SNAP) and/or

b. A Long Range Training Plan.

c. Quarterly Training Plan.

d. Training Accomplishment Records.

809. LONG RANGE TRAINING PLAN. The Long Range Training Plan is the basic instrument for informing personnel of training goals and operating schedules. It will provide the framework for developing the Short Range Training Plan. The Long Range Training Plan shall include:

a. The annual employment schedule (similar to Figure 8-2)

b. A list including frequency of all required examinations/ inspections/certifications/assist visits (similar to Figure 8-3).

c. A list of all TYCOM required exercises including periodicity and the date they were last conducted (similar to Figure 8-4).

d. A list of off ship school and Navy Enlisted Classification (NEC) requirements including which personnel hold these qualifications (similar to Figure 8-5).

e. A list of all lectures and seminars appropriate to each Training Group. This list should include, as a minimum, the Fundamental and Systems topics from applicable PQS (similar to Figure 8-6).

809.1 LONG RANGE TRAINING PLAN DEVELOPMENT. The Training Officer and Department Heads are responsible for developing and maintaining the Long Range Plan. The Department Head shall consolidate the information required for the Long Range Plan for all the Training Groups within the department and forward the Department Long Range Training Plan to the Training Officer. The Training Officer will consolidate the Long Range Plans received from each department, add all unit level training requirements (e.g. general military training (GMT), indoctrination training, etc.) and present it to the Executive Officer for review and the Commanding Officer for approval. Once approved by the Commanding Officer, this consolidated package will become the Unit Long Range Training Plan and a copy of applicable portions should be provided to each Training Group. The Training Officer is responsible for maintaining the Unit's Long Range Training Plan up to date and should be provided with updated information periodically at the Planning Board for Training. The Long Range Training Plan, when updated regularly, provides the unit with a dynamic management tool.

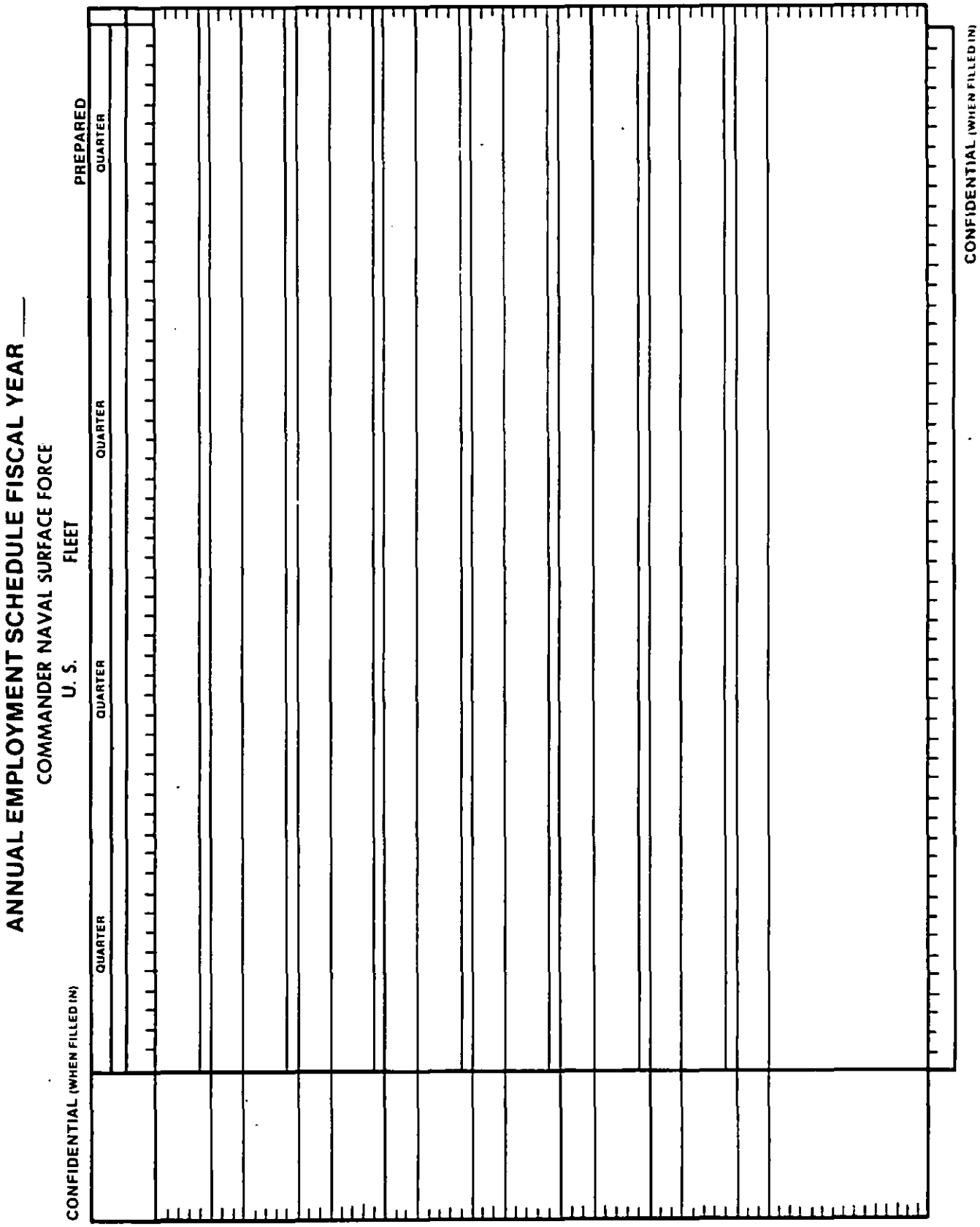

Figure 8-2 Sample Annual Employment Schedule

ENGINEERING DEPARTMENT

REQUIRED EXAMINATIONS, INSPECTIONS, CERTIFICATIONS, ASSIST VISITS

DESCRIPTION	DATE DUE	DATE SCHEDULED
OPERATIONAL PROPULSION PLANT EXAM	11/86	10-11 OCT 86
3-M INSPECTION	01/87	
COMMAND INSPECTION	03/87	03/87
INSURV UMI	05/88	

EXERCISE NUMBER AND TITLE	PERIODICITY	DATE(S) CONDUCTED
MOB-E-1-R LOSS OF MAIN FEED CONTROL	TRX - QUARTERLY SELEX - ONCE/CYCLE	TRX- 1/19/86 SELEX- 7/3/85
MOB-E-2-R HIGH WATER IN BOILER	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 1/19/86 SELEX- 12/20/85
MOB-E-3-R LOW WATER IN BOILER	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 2/10/86 SELEX- 7/3/85
MOB-E-5-R LOSS OF BOILER FIRES	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 2/10/86 SELEX- 12/20/85
MOB-E-7-R BOILER EXPLOSION/FLAREBACK	TRX- QUARTERLY SELEX - ONCE/CYCLE	TRX- 2/10/86 SELEX- 12/20/85
MOB-E-8-R MAJOR FUEL OIL LEAK	TRX- QUARTERLY SELEX - ONCE/CYCLE	TRX- 2/11/86 SELEX- 12/19/85
MOB-E-9-R FIRE IN BOILER AIR CASING	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 2/11/86 SELEX- 7/3/85
MOB-E-10-R LOSS OF CONTROL AIR	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 1/19/86 SELEX- 12/20/85
MOB-E-11-R WHITE SMOKE	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 2/12/86 SELEX- 7/17/85
MOB-E-12-R LOSS OF VACUUM / HOT CONDENSER	TRX- QUARTERLY SELEX - ONCE/CYCLE	TRX- 2/11/86 SELEX- 12/20/85
MOB-E-13R UNUSUAL NOISE/VIBRATION IN MAIN ENGINE	TRX - QUARTERLY SELEX - ONCE/CYCLE	TRX - 1/19/86 SELEX- 7/3/85
MOB-E-14R JAMMED THROTTLE	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 2/12/86 SELEX- 12/20/85
MOB-E-15-R HOT BEARING	TRX - QUARTERLY SELEX - ONCE/CYCLE	TRX- 2/11/86 SELEX- 12/19/85
MOB-E-16-R LOSS OF LUBE OIL PRESSURE	TRX- QUARTERLY SELEX - ONCE/CYCLE	TRX- 2/12/86 SELEX- 7/17/85
MOB-E-17R MAJOR LUBE OIL LEAK	TRX - QUARTERLY SELEX- ONCE/CYCLE	TRX- 1/19/86 SELEX- 12/20/85
MOB-E-18-R LOSS OF VACUUM - AUX CONDENSER	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 2/10/86 SELEX- 12/20/85
MOB-E-19-R HOT BEARING - SSTG	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 2/12/86 SELEX- 12/20/85
MOB-E-20-R LOSS OF L.O. PRESSURE - SSTG	TRX- QUARTERLY SELEX - ONCE/CYCLE	TRX- 1/19/86 SELEX- 7/17/85
MOB-E-21-R L.O. LEAK - SSTG	TRX- QUARTERLY SELEX - ONCE/CYCLE	TRX- 1/19/86 SELEX- 7/3/85
MOB-E-22-R CLASS 'C' FIRE IN SWBD	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 2/10/86 SELEX- 7/3/85
MOB-E-23-R CLASS 'C' FIRE IN GENERATOR	TRX- QUARTERLY SELEX- ONCE/CYCLE	TRX- 2/12/86 SELEX- 7/17/85
MOB-E-70-R FULL POWER TRIAL	TRX - ANNUAL SELEX- ONCE/CYCLE	TRX- 10/10/85 SELEX- 10/10/85
MOB-E-71-R ECONOMY TRIAL	TRX- SEMI-ANNUAL SELEX - ONCE/CYCLE	TRX - 12/20/86 SELEX- 10/19/85

Figure 8-4. Sample TYCOM Required Exercises List

ENGINEERING DEPARTMENT

OFF SHIPS SCHOOLS AND NEC REQUIREMENTS

SCHOOL/NEC REQUIRED	NO. REQ.	WHO ATTENDED	EAOS/PRD
P4505 STM PROP MAINT SUP (SCHOOL: A-653-0083)	2	BTCS A.A. ALFA	4/90
		BT1 C.C. CHARLIE	9/88
S4512 HAGAN MAINTENANCE (SCHOOL: A-651-0041)	2	BTC B.B. BRAVO	3/87
		BT1 D.D. DELTA	1/89
S4532 ABC CONSOLE OPERATOR (SCHOOL: A-651-0049)	6	BT1 E.E. ECHO	2/89
		BT1 C.C. CHARLIE	9/88
		BT1 D.D. DELTA	1/89
		BT2 F.F. FOXTROT	3/90
		BT2 G.G. GOLF	4/87
		BT2 H.H. HOTEL	7/88
P4291 REFER & AC (CENTRIFUGAL) (SCHOOL: A-710-0025)	2	MM1 R.R. ROMEO	9/91
		MM2 S.S. SIERRA	12/89
S4954 GEN MAINT WELDER (SCHOOL: A-701-0026)	2	HT2 T.T. TANGO	1/88
		HT3 W.W. WHISKY	5/90
P4714 STROMBERG/CARLSON PHONE (SCHOOL: A-623-0043)	1	IC2 M.M. MIKE	11/91
P4724 GYROCOMPASS TECH (SCHOOL: A-670-0021)	1	IC3 P.P. PAPA	10/87
P4746 CCTV (SCHOOL: A-198-0020)	1	IC2 M.M. MIKE	11/91
P4772 NC2 SYSTEM PLOTTER TECH. (SCHOOL: A-623-0020)	1	IC3 O.O. OSCAR	7/87
P4775 DRT/DRAI SYSTEMS TECH (SCHOOL: A-623-0028)	1	IC3 P.P. PAPA	10/87
A-46-0010 DCA	1	LTJG C. WILLIAM	12/88
A-495-0051 (NNSY) GAS FREE MONITOR	DCA + 3	LTJG C. WILLIAM	12/88
		HTC N.N. NOVEMBER	6/89
		HT1 W.W. WILLIAMS	3/90

Figure 8-5. Sample Required Schools/NEC List

TRAINING GROUP LECTURE TOPICS

FOR B DIVISION

B1 MECHANICAL THEORY
B2 BOILER THEORY
B3 ENGINEERING SAFETY
B4 BASIC STEAM CYCLE
B5 BOILER SYSTEMS
B6 FUEL OIL SERVICE SYSTEM
B7 COMBUSTION AIR
B8 MAIN STEAM SYSTEM
B9 1200 PSI AUX STEAM SYSTEM
B10 600 PSI AUX STEAM SYSTEM
B11 REDUCED PRESSURE STEAM
B12 PROPULSION TURBINES / RED GEAR
B13 MAIN CONDENSERS
B14 SW CIRC SYSTEMS
B15 MAIN CONDENSATE SYSTEM
B16 MAIN AIR EJECTORS
B17 MAIN & AUX GLAND STEAM
B18 LP/FW DRAIN COLLECTING
B19 MAIN LUBE OIL SYSTEM
B20 AUX CONDENSERS / SW CIRC
B21 AUX CONDENSATE SYSTEM
B22 AUX AIR EJECTORS
B23 AUX GLAND EXHAUST
B24 AUX MACH COOLING WATER
B25 L.O. XFER & PURIFICATION
B26 L.P. AIR SYSTEM
B27 SHORE SERVICE STEAM
B28 FLASH TYPE DISTILLING PLANT
B29 MAIN SHAFTING, BRGS, PROPS
B30 MAIN DRAIN SYSTEM
B31 FIREMAIN SYSTEM
B32 POTABLE WATER SYSTEM
B33 BALLAST, DEBALLAST, STRIPPING
B34 RESERVE FEED
B35 F.O. STORAGE & TRANSFER
B36 HP AIR SYSTEM
B37 BROMINE FEED
B38 ABC SYSTEM
B39 TECH MANUAL USE
B40 VALVE MAINTENANCE
B41 PAINTING & PRESERVATION
B42 EOSS USE
B43 LAGGING
B44 DIAL INDICATOR USE
B45 MLOC PROCEDURES
B46 HOT / COLD CHECKS
B47 TWIN AGENT SYSTEM
B48 EEBD
B49 HEARING CONSERVATION
B50 HEAT STRESS
B51 LUBE OIL MANAGEMENT
B52 BOILER LAY-UP METHODS

Figure 8-6. Sample Training Group Lecture Topic List

810. SHORT RANGE TRAINING PLAN. The Short Range Training Plan is the mechanism for planning and scheduling training. Effective scheduling requires careful attention by the chain of command in order to minimize conflicts and to maximize opportunities. The Short Range Training Plan shall include the following.

a. A Quarterly Employment Schedule (similar to Figure 8-7).

b. The Quarterly Training Plan (similar to Figure 8-8).

c. The Monthly Training Plan (similar to Figure 8-9).

d. The Weekly Training Schedule (similar to Figure 8-10).

810.1. QUARTERLY TRAINING PLAN. During The Planning Board for Training in the month preceding an upcoming quarter, the Training Officer will distribute copies of the Quarterly employment Schedule to the board members. Using this schedule as a guide, The Planning Board for Training shall develop broad unit training plans for the upcoming quarter. The purpose of this Quarterly Training Plan is to indicate, to the Training Groups, unit plans that may affect the scheduling or conduct of Training Group training. Once the Planning Board for Training has developed the unit Quarterly Training Plan, Department Heads shall add any additional broad department plans, and provide a copy to each Training Group within the department. Training planning and scheduling for periods shorter than the quarter will be on a Departmental level.

810.2. MONTHLY TRAINING PLAN. Using the Quarterly Training Plan as a guide, each Training Group shall submit a proposed Monthly Training Plan to the cognizant Department Head not later than the last week preceding the upcoming month. This plan shall indicate what training is to be conducted on specific days and who the instructor will be. The Department Head will review and approve each Training Group Monthly Plan. The Department Head will keep copies of all the department's Training Group Monthly Training Plans and use the compiled package as his/her primary tool for scheduling training at the Planning Board for Training.

810.3. WEEKLY TRAINING PLAN. Each week after the Planning Board for Training, the Department Head shall provide each Training Group within the department a copy of a single Department Weekly Training Schedule. The single schedule shall include all training applicable to the Department. No changes to this weekly schedule should be made without approval of the cognizant Department Head. This schedule shall indicate the time and location training will be conducted.

QUARTERLY EMPLOYMENT SCHEDULE

QUARTER, FISCAL YEAR

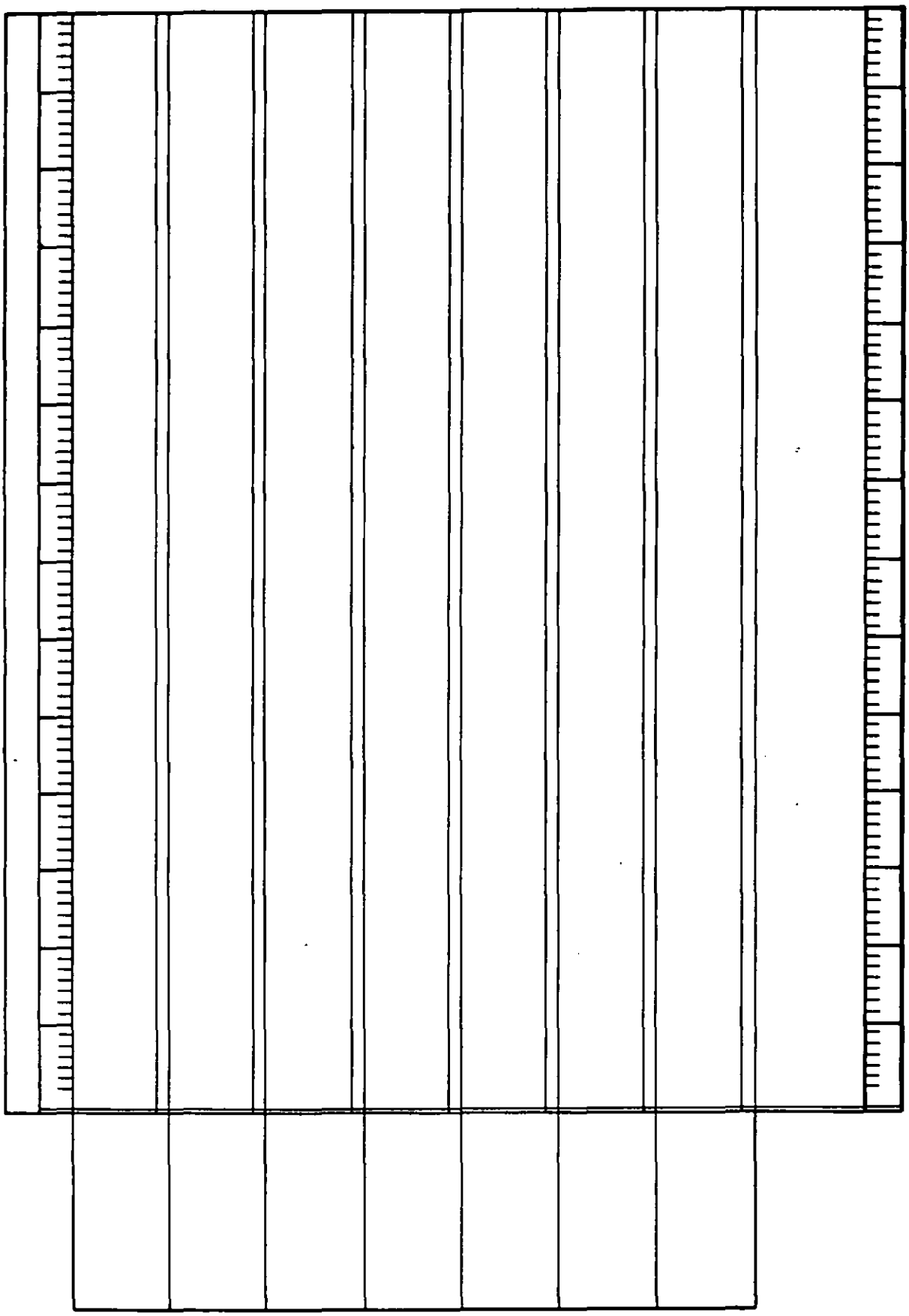

Figure 8-7 Quarterly Employment Schedule

QUARTERLY TRAINING PLAN

2ND QUARTER, FISCAL YEAR 1986

	JANUARY				FEBRUARY				MARCH				
	6	13	20	27	3	10	17	24	3	10	17	24	31
FIRST AID LECTURES	1ST-DIV 2ND-DIV	B-DIV R-DIV	A-DIV E-DIV	M-DIV S1-DIV	S2-DIV S3-DIV	OE-DIV	OI-DIV OC-DIV	G-DIV 4TH-DIV	1ST-DIV 2ND-DIV	B-DIV R-DIV	A-DIV E-DIV	M-DIV S1-DIV	S2-DIV S3-DIV
ALL HANDS LECTURES (CCTV)		CAPTAINS CALL		COMBINED FEDERAL CAMPAIGN			SAFETY STAND-DOWN/ "TRIAL BY FIRE"			ELECTRICAL SAFETY			
GENERAL MILITARY TRAINING (CCTV)	BLOOD DONORSHIP PROGRAM		CAREER COUNSELING			CHARACTER EDUCATION			CODE OF CONDUCT		DEPENDENTS ASSISTANCE		
SHIPWIDE EVOLUTIONS	UNDERWAY FLEETEX		DC OLYMPICS (COS-2)	PERSONNEL INSPECTION	SHI		SAFETY STAND-DOWN				MTT VISIT (UNWY)		
ENGINEERING DEPARTMENT PLANS				A/E/R DIVISION PREPS FOR SHI					HM/ET/EM ORAL BOARDS (PRIOR TO MTT WEEK OF 3/17)		CASUALTY CONTROL DRILLS & POS EVOLUTIONS		

Figure 8–8 Quarterly Training Plan

MONTHLY TRAINING PLAN

MONTH OF MARCH 1986 TRAINING GROUP B-DIVISION

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 B8-1200# AUX STEAM SYSTEM BT2 HOTEL	4 EMOW ORAL BOARDS	5 B35-F.O. XFER AND STORAGE BT2 GOLF	6 BT L/L ORAL BOARDS	7 B38-ABC SYSTEM BT1 DELTA	8
9	10 B42 EOSS USE LT WILCOX	11 MMOW ORAL BOARDS	12 B46-COLD/HOT CHECKS BTCS ALFA	13 BTOW ORAL BOARDS	14 B45 MLOC PROCEDURES LT WILCOX	15 LIGHT-OFF UNDERWAY AM 3/17 FOR MTT
16	17 B50-HEAT STRESS BT2 FOXTROT	18 UNDERWAY ENGINEERING MOBILE TRAINING TEAM VISIT PQS EVOLUTIONS & CASUALTY CONTROL DRILLS	19	20	21	22
23	24 B52 BOILER LAYUP BTC BRAVO 30 31	25 EOOW ORAL BOARDS	26 B48-EEBD BT1 ECHO	27 HM MESS ORAL BOARDS	28 B40-VALVE MAINTENANCE BTCS ALFA	29

SUBMITTED BY: W. W. Wilcox, LT, USN
B-DIVISION OFFICER

APPROVED BY: J. P. Jones, LCDR, USN
CHIEF ENGINEER

Figure 8-9 Sample Monthly Training Plan

WEEKLY TRAINING SCHEDULE

WEEK OF: 9-15 MARCH 1986 DEPARTMENT ENGINEERING

SUNDAY 3/9	MONDAY 3/10	TUESDAY 3/11	WEDNESDAY 3/12	THURSDAY 3/13	FRIDAY 3/14	SATURDAY 3/15
DUTY SECTION I DUTY ENGINEER EXERCISE BOTH FIRE PARTY AND R&A TEAM	0815 FIRST AID LECTURE R-DIV MESS DECKS - HM1 PILL 1230- DIV TRNG A- A13 AC&R BOAT SHOP HM1 ROMEO B- B42 EOSS/EOOC LT WILCOX BEATHING COMP M- M42 EOSS/EOOC LT WILCOX BEATHING COMP E- E12 SP PUMPS IC SHOP IC2 MIKE R- R14 P-250 HT SHOP HT3 TANGO	1000- ALL HANDS ELECT SAFETY ON CCTV 1300- CAPTAIN'S MAST 1600- MMOW ORAL BOARDS IN CHIEFS MESS	1230- DIV TRNG A- A11 REEFERS BOAT SHOP MM2 SIERRA B- B46 COLD/HOT CHECKS BTCS ALFA BEATHING COMP. M- M46 COLD/HOT CHECKS MMCM SMITH FWD B.R. E- E31 GYROS IC SHOP IC3 PAPA R- R5 MKV GASMASK HT SHOP HTFN OSCAR	0815 FIRST AID LECTURE B-DIV MESS DECKS - HM1 PILL 1500- DUTY ENG CONDUCE MLOC PROCEDURES FOR SATURDAY LIGHT OFF 1600- BTOW ORAL BOARDS IN CHIEFS MESS	1230- DIV TRNG A- A37 MAIN DRAIN BOAT SHOP EN1 PETERS B45 MLOC BEATHING COMP LT WILCOX M-M45 MLOC BEATHING COMP LT WILCOX E- E17 SSTGS IC SHOP EM1 DOLAN R- R40 TAU HT SHOP LTJG WILLIAMS	DUTY SECTION III DUTY ENGINEER EXERCISE BOTH FIREPARTY AND R&A TEAM 1500 LIGHT PIPES IN 1A BOILER- MTT VISIT NEXT WEEK - ALL DIV OFFS ENSURE PERSONNEL ARE BRIEFED ON SCHEDULE

PROMULGATED BY: J. D. Jones, LCDR, USN
CHIEF ENGINEER

Figure 8-10 Sample Weekly Training Schedule

811. TRAINING RECORDS. Training records must be kept to an absolute minimum and need only be maintained to show what training has been accomplished and what remains to be done. The true measurement of training effectiveness is performance, and the basic objective of the record is to assist in accomplishing this in the simplest way possible. All training may be recorded on a General Record Form Type II (OPNAV 1500/31) (Figure 8-11). This record form will also serve as an attendance sheet. Additional training records may include General Record Form I (OPNAV 1500/30) and General Record Type III (OPNAV 3100/32) dependent on the format deemed appropriate. Each Training Group Supervisor shall maintain records for personnel assigned to his/her group. Training records shall be retained for an individual for as long as he/she is assigned to the unit. PQS documentation will be maintained following NAVEDTRA 43100-1C, The PQS Management Guide.

812. PLAN, SCHEDULE, AND RECORD MAINTENANCE. All training plans, schedules, and records may be either typed, handwritten, or maintained on automatic data processing/word processing (ADP/WP) systems (e.g. Shipboard Non-Tactical Automatic Data Processing Program (SNAP)). The use of SNAP simplifies training documentation, reduces bottlenecks at administrative offices, increases available access, and its use is encouraged. The retention period for training plans and records may be specified by individual commands or type commanders as appropriate. Training plans should be retained long enough to assist with planning for the training cycle.

813. PERSONNEL QUALIFICATIONS STANDARDS. The Personnel Qualifications Standards (PQS) Program is designed to qualify officer and enlisted personnel to perform portions of their assigned duties. A Personnel Qualification Standard is a written compilation of the knowledge and skills required for a specific watch station. With PQS, knowledge is required and skills demonstrated that verify a trainee's readiness to perform a given task. PQS also provides a record of progress and final certification. The trainee's operational supervisors provide both training assistance and quality certification during each step of the learning process. PQS is an integral part of a units overall training program. NAVEDTRA 43100-1B (The PQS Manager's Guide) describes the integration of PQS into the training program of operational units.

814. INDOCTRINATION TRAINING. The performance of officer and enlisted personnel can be enhanced by command indoctrination programs for newly reporting personnel. These programs must clearly state command policy and, at the same time, inform the individual that he is an important part of the command. The "welcome aboard" needs to be effective and ongoing.

GENERAL RECORD (Type II)
OPNAV FORM 1500-31 (10-60)
S/N 0107-LF-701-0000

PERIOD COVERED: FROM 3/10/86 TO

TITLE
B-DIVISION TRAINING RECORD

COLUMN CAPTIONS	3/10/86 B42 EOSS/EOCC/EOOW LT WILCOX	3/11/86 ELECT SAFETY CCTV	3/12/86 B46 HOT/COLD CHECKS BTCS ALFA	3/13/86 FIRST AID-BURNS LM1 BARUS	3/13/86 BTRAJ GOAL BOARDS	3/14/86 B45 MLOC LT WILCOX			
BTCS A.A. ALFA	X	X	INST.	X	BOARD MEMBER	X			
BTC B.B. BRAVO	X	X	X	X	BOARD MEMBER	X			
BT1 C.C. CHARLIE	X	X	X	X	X	X			
BT1 D.D. DELTA	X	X	X	X	X	X			
BT1 E.E. ECHO	X	X	X	X	X	X			
BT2 F.F. FOXTROT	X	X	X	X	X	X			
BT2 G.G. GOLF	X	X	X	X	X	X			
BT2 H.H. HOTEL	LV	LV	LV	LV	X	X			
BT3 I.I. INDIA	X	X	X	X	NA	X			
BT3 J.J. JULLIET	X	X	X	X	NA	X			
BT3 K.K. KILO	X	X	X	X	NA	X			
BT3 L.L. LIMA	X	X	X	X	NA	X			
BT3 M.M. MIKE	LIB	X	X	X	NA	X			
BT3 N.N. NOVEMBER	X	X	X	X	NA	X			
BT3 O.O. OSCAR	X	X	X	X	NA	X			
BT3 P.P. PAPA	X	X	X	X	NA	X			
BT3 R.R. ROMEO	X	X	X	LIB	NA	X			
BT3 S.S. SIERRA	X	X	X	X	NA	X			
BTFN T.T. TANGO	LIB	X	X	X	NA	X			
BTFA U.U. UNIFORM	X	X	X	X	NA	X			
BTFA V.V. VICTOR	X	W.P.	X	X	NA	X			
FA W.W. WILLIAM	X	X	X	X	NA	X			
FA X.X. XRAY	X	U.A.	U.A.	U.A.	NA	U.A.			
FA Z.Z. ZEBRA	X	X	X	X	NA	X			

Figure 8-11 Sample Training Record

GENERAL RECORD (Type II)
OPNAV FORM 1500-31 (10-60)
S/N 0107-LF-701-0000

PERIOD COVERED FROM TO

TITLE

COLUMN CAPTIONS									

Figure 8-11 Sample Training Record (Cont.)

814.1. CONTENT OF INDOCTRINATION TRAINING. The indoctrination training should include but not be limited to the following topics:

a. History and mission of the command

b. Unit's routine and regulations

c. Total Quality Leadership (TQL)

d. Personnel procedures

e. Educational Services

f. Career benefits

g. Legal Services

h. Morale and religious services

i. Equal Opportunity/Human Resources Management

j. Drug and alcohol abuse

k. Medical and dental services

l. Safety

m. Security

n. Vehicle regulations

o. Energy awareness/environmental control rules

p. Standards of conduct

q. Ombudsman program

r. The Maintenance Training Improvement Program (MTIP) shall be utilized for aviation ratings as designated by Air Type Commanders.

815. RECORD OF PERSONNEL ADVANCEMENT REQUIREMENTS. One of the prerequisites for advancement in rate is completion of Personnel Advancement Requirements (PARS). A record of PARS completion is required to be maintained for enlisted persons assigned to the command.

816. GENERAL MILITARY TRAINING. A unit's General Military Training Program will be developed using the guidance provided in OPNAVINST 1500.22D General Military Training Program. This instruction provides a list of General Military Training (GMT) Topics and a planning guide that provides a basic outline for each of the GMT topics. Scheduling and record keeping shall follow the previously discussed methods.

817. THE DIVISION OFFICER'S NOTEBOOK. Division Officers are required to maintain a Division Officer's Notebook. It may be maintained on SNAP I/II or through hard copy forms and will contain personal, training, and qualification information for assigned personnel. Applicable portions of NAVPERS 1070/6, Division Officer's Personnel Record Form, Figure 8-12, may be used to record this information.

DIVISION OFFICER'S PERSONNEL RECORD FORM

PRIVACY ACT STATEMENT

Authority to request the information in this form is derived from 5 United States Code 301, Departmental Regulations. *Purpose of this form is* to provide the Division Officer with readily accessible data concerning personnel in his/her division. The information is used by the Division Officer to manage and administer his/her personnel; to determine training needed; to record training completed; to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the Division Officer to guide and counsel those assigned to him/her. Disclosure of the following items of information on this form is mandatory: name, rate, SSN, local address and phone number (if applicable), work center /berthing /bunk number (if applicable). Disclosure of the following items of information is voluntary; reenlistment intentions, rate desired, special qualifications, name of spouse, names and ages of children. Other items of information may be obtained from member's service record. Failure to provide those required items of information listed above may result in administrative action being taken; no action will be taken if the individual refuses to disclose those voluntary items of information.

NAME		RATE	USN USNR	SSN	NEC / PRI / SEC
DEPT / DIV	WORK CENTER	DUTY SECTION		BERTHING	BUNK / LOCKER #
DATE OF BIRTH	RELIGIOUS PREFERENCE			SECURITY CLEARANCE / ACCESS	
ADBD	DATE REPORTED	PRD	EAOS	U.S CITIZEN	
GENERAL QUARTERS STATION	UNDERWAY WATCH STATION			PHYSICAL READINESS TEST	
SPECIAL QUALIFICATIONS OR INTERESTS					
PERMANENT HOME ADDRESS AND PHONE NUMBER		LOCAL ADDRESS AND PHONE NUMBER			
MARITAL STATUS	NO OF DEPENDENTS	NAME OF SPOUSE / MILITARY ☐			
NAMES AND AGES OF CHILDREN					
NEXT OF KIN		RELATIONSHIP	ADDRESS AND PHONE NUMBER		

PREVIOUS DUTY

DATE REPORTED	UNIT	DIVISION	DESCRIPTION OF DUTY

PERFORMANCE TRAITS

EVALUATION DATE	RATE KNOWLEDGE	RELIABILITY	MILITARY BEARING	PERSONAL BEHAVIOR	DIRECTING	OVERALL EVALUATION

NAVPERS 1070/6 (Rev 12-86) S/N 0106-LF-010-7036

Figure 8–12 Division Officer's Personnel Record Form

DIVISION OFFICER'S PERSONNEL RECORD FORM

PRIVACY ACT STATEMENT

Authority to request the information in this form is derived from 5 United States Code 301, Departmental Regulations Purpose of this form is to provide the Division Officer with readily accessible data concerning personnel in his/her division The information is used by the Division Officer to manage and administer his/her personnel; to determine training needed; to record training completed; to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the Division Officer to guide and counsel those assigned to him/her Disclosure of the following items of information on this form is mandatory. name, rate, SSN, local address and phone number (if applicable), work center /berthing /bunk number (if applicable) Disclosure of the following items of information is voluntary; reenlistment intentions, rate desired, special qualifications, name of spouse, names and ages of children Other items of information may be obtained from member's service record Failure to provide those required items of information listed above may result in administrative action being taken; no action will be taken if the individual refuses to disclose those voluntary items of information

NAME	RATE	USN USNR	SSN	NEC / PRI / SEC
DEPT / DIV	WORK CENTER	DUTY SECTION	BERTHING	BUNK / LOCKER #
DATE OF BIRTH	RELIGIOUS PREFERENCE		SECURITY CLEARANCE / ACCESS	
ADBD	DATE REPORTED	PRD	EAOS	U S CITIZEN
GENERAL QUARTERS STATION	UNDERWAY WATCH STATION		PHYSICAL READINESS TEST	
SPECIAL QUALIFICATIONS OR INTERESTS				
PERMANENT HOME ADDRESS AND PHONE NUMBER		LOCAL ADDRESS AND PHONE NUMBER		
MARITAL STATUS	NO OF DEPENDENTS	NAME OF SPOUSE / MILITARY ☐		
NAMES AND AGES OF CHILDREN				
NEXT OF KIN	RELATIONSHIP	ADDRESS AND PHONE NUMBER		

PREVIOUS DUTY

DATE REPORTED	UNIT	DIVISION	DESCRIPTION OF DUTY

PERFORMANCE TRAITS

EVALUATION DATE	RATE KNOWLEDGE	RELIABILITY	MILITARY BEARING	PERSONAL BEHAVIOR	DIRECTING	OVERALL EVALUATION

NAVPERS 1070/6 (Rev 12-86) S/N 0106-LF-010-7036

Figure 8-12 Division Officer's Personnel Record Form (Cont.)

CHAPTER 9

SHIP MAINTENANCE AND MODERNIZATION

900. GENERAL POLICY. The Navy's ship maintenance and modernization policy is that the Fleet shall be combat ready and fully capable to meet the expected threat, and that the material condition of its ships will allow them to accomplish their assigned missions. Required maintenance and modernization should therefore be performed as an integral part of combat readiness and at the lowest effective level throughout the ship's life cycle.

901. OBJECTIVES. The Ship Maintenance and Modernization Program implements this policy and has two major objectives aimed at providing the maximum operational availability to Fleet Commanders:

a. Maintain and/or increase fleet material readiness.

b. Modernize existing ships to enhance combat capability, incorporate safety alterations, introduce mandated environmental improvements, and support the first objective by installing other authorized alterations that improve reliability and maintainability.

910. SHIPS' 3-M SYSTEM. The 3-M System (the Navy Ships' Maintenance and Material Management System) is an integrated management program to improve control and accomplishment of required ships' maintenance and to provide standardized maintenance data collection and dissemination. The 3-M System is comprised of the Planned Maintenance System for the management and control of preventive maintenance on operational equipment; and the Maintenance Data System used to report and manage corrective maintenance on all categories of equipment.

The 3-M System is the nucleus for managing maintenance aboard all ships and shore stations of the Navy. They provide all maintenance and material managers throughout the Navy with the means to plan, acquire, organize, direct, control, and evaluate manpower and material resources expended or planned for expenditure in support of maintenance.

The term maintenance includes servicing, repair, modification, modernization, overhaul, conversion, rebuild, test, reclamation inspection and condition determination. This maintenance affects initial provisioning and reprovisioning of support items.

The 3-M System is designed to optimize performance of on-going maintenance actions which are subsequently documented, analyzed, and fed back into the management, engineering, and supply

programs to improve future maintenance efforts. As a result, the systems have evolved into a realistic balance between maintenance requirements, including data requirements, and the administrative work load on the maintenance team.

Maintenance management includes supervision of maintenance actions and planning of maintenance efforts. In referring to management, the term is used in its broadest sense, including the work center on the ship as well as Navy Headquarters in Washington.

911. 3-M SYSTEM OBJECTIVES. The primary objective of the Ships' 3-M System is to provide for managing maintenance and maintenance support in a manner which will ensure maximum equipment operational readiness. To this end, the intermediate objectives of the 3-M System are as follows:

a. Achieve uniform maintenance standards and criteria.

b. Use available manpower and material resources effectively in maintenance and maintenance support efforts.

c. Document information relating to maintenance and maintenance support actions.

d. Improve maintainability and reliability of systems and equipment through documentation of maintenance information for analysis.

e. Provide the means for reporting ship configuration changes.

f. Identify and reduce the cost of maintenance and maintenance support in terms of manpower and material resources.

g. Reduce the cost of accidental material damage by means of accurate identification and analysis of the cost.

h. Provide the means to schedule, plan, manage, and track maintenance actions.

i. Provide data on which to base improvements in equipment design and in spare parts support.

912. 3-M SYSTEM SCOPE. The 3-M System, as described herein, is fully applicable to all ships, service craft, small boats, and nonaviation fleet test and support equipment. Also included are the Navy Meteorological Equipment, Naval Air Traffic Control, Air Navigation and Landing Systems (NAALS), and equipment of the Commander Naval Reserve Force and Chief of Naval Education and

Training activities. Shore activities with equipment which is identical to shipboard equipment shall request their activity be added into the system.

The Ships' 3-M System includes all equipments installed in or in support and custody of ships except fleet ballistic missile weapon systems, nuclear power plants, and associated test equipment. Ships, service craft, and small boats operated and maintained by civilian crews are also exempted from the requirements of the 3-M System.

Directives issued by the Nuclear Power Directorate, Naval Sea Systems Command (NAVSEASYSCOM)(SEA 08) and the Director Strategic Systems Program Office (DIRSSPO) take precedence over the procedures of the 3-M System for the maintenance of equipment under their cognizance. However, this does not exclude the use of various portions of the 3-M System as management aids for maintaining these equipments. Type Commanders will issue amplifying instructions specifying application of the 3-M System for nuclear power plants and strategic weapons systems in conformance with NAVSEASYSCOM (SEA 08) and Strategic Systems Project Office policy.

913. PLANNED MAINTENANCE SYSTEM. The Planned Maintenance System (PMS) provides a simple and standard means for planning, scheduling, controlling, and performing planned maintenance on all equipment, and represents an efficient means for using available maintenance resources.

PMS maintenance actions are the minimum required to maintain equipment in a fully operable condition, and within specifications. If performed according to schedule, these maintenance actions will provide the means to identify parts requiring replacement prior to failure. PMS procedures are preventive in nature. They are designed to prevent equipment failures which might otherwise result in repeated corrective maintenance actions.

PMS procedures and the periodicities at which they are to be accomplished are developed based on sound engineering practice, practical experience, and technical standards. Maintenance Requirement Cards (MRCs) provide the detailed procedures for performing the preventive maintenance and state who, what, when, how, and with what resources a specific requirement is to be accomplished. Some MRCs have Equipment Guide Lists (EGLs) accompanying them to serve as location guides for identical equipments, such as motors, controllers, valves, life rafts, deck fittings, CO_2 bottles, etc., which are impractical to schedule individually for routine, periodic preventative maintenance.

PMS procedures are developed by the activities and offices of the Naval Sea Systems Command responsible for the development and procurement of the systems/equipments for active, new construction, major conversion and activation of ships, boats, and craft. PMS Maintenance Index Pages (MIP) and MRCs are developed as part of the Integrated Logistics Support (ILS) effort for all new procurements, reprocurements, alterations, and modifications of systems and equipments. Changes to PMS are issued by the Naval Sea Support Centers (NAVSEACENs), Atlantic and Pacific.

914. MAINTENANCE DATA SYSTEM

a. The Maintenance Data System (MDS) provides a means for recording the expenditure of resources (personnel, material, and time) associated with maintenance actions. MDS is the means by which maintenance personnel report corrective maintenance actions on all categories of equipments. The basic premise of the MDS is that maintenance data will be recorded once and only once by fleet personnel. The MDS data bank, not the maintenance activity, will thereafter provide information that is needed. The following reporting qualifications apply to the scope of MDS:

(1) Submarines and all ships configured with Organizational Maintenance Management System (OMMS) are to report all maintenance actions.

(2) Maintenance actions deferred for outside assistance are reported by all ships for all such maintenance actions. Subsequent actions by Intermediate Maintenance Activities (IMAs) also will be reported.

(3) Ship's force report all maintenance actions on designated selected equipment.

(4) All ships report all maintenance actions directed by Fleet Commanders and Type Commanders (TYCOMs).

(5) All ships and activities report all maintenance actions resulting in a configuration change.

From the deferred maintenance reported, a Current Ship's Maintenance Project (CSMP) file is developed by the ship or automated data processing facility designated by the TYCOM. From the CSMP file a series of reports are available that detail and summarize the deferred maintenance information. By-products of the CSMP include automated work packages, pre-Inspection and Survey (PRE-INSURV) packages, etc.

The Naval Sea Logistics Center (NAVSEALOGCEN) has been designated the focal point for receipt and distribution of the maintenance and material information reported. From the 3-M System central data bank maintained at NAVSEALOGCEN, numerous reports are programmed and available upon request by any command. These reports yield data on equipment maintainability and reliability, man-hour useage equipment alteration status, material useage and costs, and fleet material condition. Reports are available to both the operating forces and shore facilities. General information on NAVSEALOGCEN and how to obtain products can be found in the 3-M Manual (OPNAVINST 4790.4B) (NOTAL). Products available through NAVSEALOGCEN can be found in the Ships' 3-M Data System Users Manual (NAVSEA SL790-AB-URM-010/3-M) (NOTAL).

Direct requests to the fleet for data imposes an unnecessary burden on the operating forces. The policy of the CNO is to minimize requests to the fleet for data that is available from NAVSEALOGCEN. Before a nomination/request for additional or specialized reporting requirements can be made to the Naval Sea Systems Command, the requesting activity must query the NAVSEALOGCEN to ensure the data is not already being reported and available. Any request for specialized reporting requirements must include the phrase, "The NAVSEALOGCEN data bank has been queried and the data is not available." Without this certification, fleet units are authorized to deny the request.

b. MDS includes the following:

(1) Documentation provided by shipboard personnel incident to shipboard maintenance actions. This documentation describes what was done or needs to be done, why it was done or why it needs to be done, who did it or who needs to do it, and what resources were used or are needed.

(2) The means for producing an CSMP.

(3) The means for producing work requests for intermediate maintenance activity and shipyard use.

(4) The means for scheduling of periodic calibration, test, inspection, checks, and refurbishment requirements.

(5) The means for producing automated PRE-INSURV deficiency listings.

(6) The means for material procurement of periodic maintenance requirements.

(7) The means for producing reports tailored to meet the unique needs for all the various types and levels of management throughout the Navy.

(8) The tools necessary to effectively manage and control intermediate maintenance activity workloads.

(9) The means for reporting actions and material conditions of equipment by accomplishing activities.

(10) The means for the Fleet to report changes to the configuration of equipment installed in ships. Incident to such reporting is the capability to update a ship's PMS coverage as well as an automatic means of ordering technical documentation for newly installed equipment.

(11) The means for depot level activities to inform the Fleet of estimated and actual resources expenditures.

(12) The means for managing alterations.

915. COMMAND RELATIONSHIPS AND RESPONSIBILITIES. The 3-M System operates under policy guidance from the CNO and is the principal system for data collection at the source. The technical direction of the 3-M System is provided by the Naval Sea System Command.

These centralized authorities do not relieve commands of the operating forces of responsibility for proper operation of the 3-M System in the Fleet, nor the responsibility for informing appropriate seniors in the chain of command concerning conditions which affect material readiness. The effective performance of the Planned Maintenance System and the Maintenance Data System remain the responsibility of command.

The 3-M System is not a permissive system. The key to success is active command attention and aggressive supervision at all levels from operational command to the work center supervisor. The development and use of Maintenance Data System products at all levels of command are necessary and must be emphasized if the full potential of the system is to be realized. All commands are encouraged to develop management applications from the MDS. If such development requires modification to or additional program support, the request must be presented to the CNO via the TYCOMs and FLTCINCs for evaluation/concurrence.

920. UNAUTHORIZED ALTERATIONS. No alterations shall be made unless previously approved and authorized for accomplishment by competent authority.

930. SHIP MAINTENANCE AND MODERNIZATION POLICIES. It is the policy of the Navy that ship maintenance and modernization work will be performed at the lowest effective level throughout the life cycle of the ships. Specific policies concerning the maintenance and modernization of ships are found in OPNAVINST 4700.7J (NOTAL) 1 and 2 which includes an extensive bibliography of maintenance-related directives, and OPNAVINST 4720.2F (NOTAL) which sets policy for development, planning, programming, funding, and accomplishment of ships' alterations.

940. LEVELS OF MAINTENANCE. There are three levels of ships' maintenance and modernization: organizational (shipboard), intermediate, and depot. Each successive level provides a greater degree of capability. Organizational level maintenance and intermediate level maintenance are within the capability and are the responsibility of the operating forces. The greatest industrial capability resides within the depot level, comprised of naval and private shipyards, the ship repair facilities, and designated overhaul points.

941. ORGANIZATIONAL (SHIPBOARD) LEVEL MAINTENANCE. Organizational level maintenance is the corrective and preventive maintenance which is the responsibility of and performed by the ship's crew on its assigned equipment. It normally consists of inspecting, servicing, lubricating, adjusting, and the replacing of parts, minor assemblies, and sub-assemblies. This is normally shipboard maintenance of equipment, unit or aircraft squadron maintenance, including scheduled preventive maintenance; and in the case of Civil Engineering Support Equipment (CESE), service station or field servicing.

941.1 IMPLEMENTATION OF ORGANIZATIONAL LEVEL MAINTENANCE. The individual ship shall be self-sufficient to the maximum extent achievable within existing manpower and equipment allowances. The Planned Maintenance System (PMS) described in the 3-M System Manual (OPNAVINST 4790.4B) defines the minimum scheduled preventative maintenance program to be carried out aboard each ship and shall be used to the maximum extent possible. Where the PMS is not available, existing technical manuals and instructions issued by cognizant systems commands are applicable.

942. INTERMEDIATE LEVEL MAINTENANCE. Intermediate level maintenance is preventive and corrective maintenance which is the responsibility of and performed by designated maintenance activities for direct support of using organizations, such as that performed by qualified personnel with specialized facilities and training aboard tenders, repair ships, and aircraft carriers, and at fleet support bases, and Shore Intermediate Maintenance Activities (SIMA). It normally consists of calibration; repair or replacement of damaged or unserviceable parts, components, or

assemblies; emergency manufacture of nonavailable parts; and providing technical assistance to using organizations.

942.1 IMPLEMENTATION OF INTERMEDIATE LEVEL MAINTENANCE. Intermediate level maintenance activities use the 3-M System to develop and process the maintenance actions to be performed during Intermediate Maintenance Activity (IMA) upkeep periods. Forces afloat and fleet support activities shall accomplish intermediate level maintenance to the maximum extent feasible consistent with the availability of material, funds, and skilled personnel.

943. DEPOT LEVEL MAINTENANCE. Depot level maintenance is maintenance which is the responsibility of and performed by designated maintenance activities to support organizational level maintenance and intermediate level maintenance activities by the use of more extensive shop facilities, equipment and personnel of higher technical skill than are available at the lower levels of maintenance. It normally consists of inspection, test, repair, modification, alteration, modernization, conversion, overhaul, reclamation or rebuild of parts, assemblies, sub-assemblies, components, equipment end items, and weapon systems; the manufacture of critical non-available parts; and providing technical assistance to intermediate maintenance organizations, using and other activities. Depot level maintenance is normally accomplished in fixed shops, shipyards and other shore-based facilities, or by depot field teams. The type commander or cognizant systems command shall determine what work is scheduled for depot level maintenance. Depot level maintenance is performed by the Naval Aviation Depots (NAD), depot field teams, Naval Ammunition Depots, Naval Ordnance Stations, Naval Weapons Stations, Naval Torpedo Stations, Polaris Missile Facilities, Strategic Weapons Facilities, contractor depot level rework activities, and at commercial facilities or Navy shipyards (including Ship Repair Facilities) during availabilities or designated voyage repairs (restricted, technical, regular overhaul, and the like).

950. THE NAVAL AVIATION MAINTENANCE PROGRAM. The Naval Aviation Maintenance Program (NAMP) as implemented by OPNAVINST 4790.2H (NOTAL), provides an integrated system for performing aeronautical equipment maintenance and all related support functions. The methodology for achieving the spirit and intent of the NAMP objective is labeled "performance improvement." Performance improvement is an "all hands" effort which focuses on service and close support to customers. As a primary prerequisite, the mission must be clearly understood and communicated to everyone in the organization. It is essential all personnel know their job, understand their contribution to mission accomplishment, and be sensitive to customer

requirements. New or improved cost effective capabilities and processes must be continuously pursued. Mutually supporting teamwork, constant communication, and compatible measures are critical elements for success.

951. PURPOSE. The purpose of OPNAVINST 4790.2H (NOTAL) is to issue the maintenance policies, procedures, and responsibilities for the conduct of the NAMP at every level of maintenance throughout naval aviation. It outlines command, administrative, and management relationships and establishes policies for the assignment of maintenance tasks and/or responsibilities for the conduct of the NAMP.

952. OBJECTIVES. The objective of the NAMP is to achieve the aviation material readiness standards established by the CNO, with optimum use of manpower, material, and funds. CNO's aviation material readiness standards include the repair of aeronautical equipment and material at that level of maintenance which ensures optimum economic use of resources; the protection of weapon systems from corrosive elements through the prosecution of an active Corrosion Control Program; the application of a systematic planned maintenance program; and the collection, analysis, and use of data in order to effectively improve material condition and safety. The Naval Aviation Plan details logistics actions which will allow the maximum opportunity to achieve this objective.

More detailed information concerning the operation and use of the NAMP may be found in OPNAVINST 4790.2H (NOTAL).

960. BIBLIOGRAPHY

Maintenance Policy for Naval Ships
(OPNAVINST 4700.7J)

Fleet Modernization Program (FMP) Policy
(OPNAVINST 4720.2G)

Naval Aviation Maintenance Program (NAMP)
(OPNAVINST 4790.2H (NOTAL))

Ships' Maintenance Material Management (3-M) Manual
(OPNAVINST 4790.4C)

Naval Ordnance Maintenance Management Program
(OPNAVINST 8000.16)

CHAPTER 10

UNIT DIRECTIVES SYSTEM

1000. THE NAVY DIRECTIVES ISSUANCE SYSTEM. SECNAVINST 5215.1C establishes the Navy Directives Issuance Systems throughout the Navy and sets forth the standards for developing, issuing, filing, and maintaining Navy directives. The system contributes to timely, economical, and efficient handling of directives.

1001. MEANING OF DIRECTIVES. Various policy and guidance are provided to individuals and naval units in writing in order to facilitate consistency and efficiency in meeting assigned responsibilities. The use of written guidance where possible is appropriate in light of the transient nature of assignments within the naval service. The Naval Directives Issuance System provides the mechanism to ensure that personnel within the command have timely access to the guidance necessary to effectively perform assigned responsibilities. The types of guidance controlled within the system include:

a. Directives. A directive is a comprehensive term which encompasses the various guidance provided by a command to subordinates concerning policies, organization procedures, conduct, or methods. Directives include orders, regulations, instructions, and notices which serve as guides for controlling the decisions and actions of subordinates in the organization.

b. Policies. A military policy prescribes the course of action to be followed in a given situation. Top echelon policies are broad and general, whereas lower echelon policies are specific and conform to the policies established by higher command.

c. Procedures. A military procedure prescribes a series of coordinated steps for the performance of a function in support of a policy.

d. Orders. A military order is a formal oral or written command issued by a superior officer to a subordinate establishing a rule or regulation, or delegating authority for the performance of a function.

e. Regulation. A military regulation is a rule setting forth standards governing or restraining the conduct of individuals.

f. Instructions and Notices. Instructions and notices impart information concerning the methods for the execution of projects or programs in the accomplishment of a mission.

(1) An instruction contains authority or information having continuing reference value or requiring continuing action. An instruction remains in effect until superseded or otherwise canceled by the originator or higher authority.

(2) A notice contains authority or information of a onetime or brief nature with a self-canceling provision. It will normally remain in effect for less than six months and can not remain in effect for longer than one year. A notice has the same force and effect as an instruction.

1002. SYSTEM FEATURES. The major features of the Navy Directives Issuance System are discussed below.

a. Format. Directive formats are standardized, simplifying writing and reading. The format also permits distinction between directive and non-directive material.

b. Revisions. Directives are kept current through a uniform revision method. The use of page replacements cuts maintenance costs by eliminating the need for a complete reprint of a directive.

c. Distribution. Directive distribution is standardized and controlled through the use of and close adherence to distribution lists. This supports quick distribution of directives on a need-to-know basis. In addition, the distribution of directives provides for rapid distribution of certain types of directives through incorporating Navy messages in the system. An adequate stock of extra copies of all directives is incorporated into the distribution plan to provide for replacement of lost or worn copies and to supply other demand for issue.

d. Filing. Directives are stored in loose leaf form (in binders with prescribed filing methods) permitting easy and quick insertion and removal of material. Directives are identified by Standard Subject Identification Codes permitting compilation of all directives on the same general subject and supporting ready reference. Alphabetical subject indices, prepared by originators, facilitate location of directives on a specific subject. Check lists are issued periodically, permitting recipients to ensure that their files are complete.

e. Training. Standard methods of filing, revising, and checking directives minimize the time required for training unit personnel.

1010. UNIT DIRECTIVES SYSTEM. A unit directives system must provide for wide dissemination of both command policies as well as the policies of other commands responsible for the operations

of the unit. The system must also provide a medium for subordinate officers to issue amplifying and supplementary instructions for placing those policies in effect. The following steps are necessary to establish and/or maintain the Unit Directives Issuance System.

1010.1 DIRECTIVES CONTROL POINTS. SECNAVINST 5215.1C requires that directives control points be established to control the issuance of directives. In small units where the number of directives issued is limited, one directives control point will suffice to keep the Unit Directives System in order. However, in large units, the handling of all directives by one directives control point may place too great a burden on that point. In such cases, these units should establish separate directives control points for each department in addition to the unit's directives control point.

a. Unit's Directives Control Point. Whether the unit has one or more directives control points, the Administrative Officer or Senior Yeoman assigned to the captain's office should be designated as the control point for all directives signed by the Commanding Officer or the Executive Officer. The unit control point performs the functions listed in SECNAVINST 5215.1C for directives issued as unit instructions or notices.

b. Departmental Directives Control Points. A Department Head's administrative assistant or senior yeoman should be assigned to perform the functions of the directives control point for those instructions and notices issued or received within the department. Division directives should also be cleared through this point to ensure standardization within the department. The departmental directives control points function independently of the unit's control point but perform parallel functions for the department.

1010.2 DISTRIBUTION LISTS. It is essential that policy and procedural directives receive proper distribution. To this end, standard distribution lists are prepared to ensure that distribution is made to those who need to know. Three basic distribution lists are required for unit use - List I for internal distribution; List II for other units of the same type; and List III for higher authority. Additionally, standard distribution lists for individual departments should be prepared listing department officers or activities normally requiring copies of directives. The steps to be taken in developing standard distribution lists are:

a. Analyze current distribution.

b. Determine the number of copies needed by recipients.

c. Group recipients by classes.

d. Assign a code for each class.

e. Carefully review the particular requirements of the unit to ensure that the completed lists will efficiently serve their purpose.

1010.3 UNIT DIRECTIVES SYSTEM INSTRUCTIONS. Once the source instructions concerning the Navy Directives Issuance System have been reviewed, the directives control points have been established, and the distribution lists have been developed, unit instructions should be published to establish the Unit Directives System. Generally, three unit instructions will be required to establish an effective unit directives system:

a. System Application. A unit instruction should be published prescribing the application of the Navy Directive Issuance System for internal shipboard administration (see Figure 10-1 at the end of this chapter). The instruction should prescribe what directives are to be issued in the Unit Directives System, responsibilities of originators, functions of directives control points, instructions for departmental and divisional use of the system, and standards for reproduction of materials managed within the system.

b. Distribution of Directives. A second unit instruction should be published to issue the unit's standard distribution lists (see Figure 10-2 at the end of this chapter). Distribution of directives to external activities shall follow the Standard Navy Distribution List (SNDL Parts 1 and 2).

c. Guide for Originators. A third unit instruction should be published setting forth a guide for originators to formulate instructions and notices following SECNAVINST 5215.1C and the unit directives system (see Figure 10-3 at the end of this chapter).

1010.4 UNIT PERSONNEL TRAINING. Personnel should be educated and periodically trained to establish and continue operating an effective unit directives system.

1010.5 DIRECTIVES BINDERS. The use of binders using standard subject identification codes (SSICS), permits compiling all directives on the same subject and allows ready reference to material within the system by individuals with a need to know. Use of loose leaf binders and prescribed filing methods permits timely distribution of original materials and rapid updating of directives. Binders should be developed and distributed upon

establishment of the system and should be verified for accuracy and currency periodically and upon reassignment of key personnel.

1010.6 PREPARATION OF DIRECTIVES. Upon establishment of the unit directives system and training of unit personnel, issue unit directives. Directives must be clear, concise, and easily understood. Clarity of language as well as neatness in appearance of the directives will promote increased understanding by recipients and greater efficiency within the organization. SECNAVINST 5215.1C prescribes the standard format for instructions and notices. SECNAVINST 5216.5C the Navy Correspondence Manual, provides additional guidance on the preparation of directives.

1010.7 DISTRIBUTION AND ROUTING OF DIRECTIVES. Directives received or originated by the unit through the directives control point(s) to departments and activities identified on the standard distribution lists described in paragraph 1010.2. Department offices will forward directives to the department officers listed on departmental distribution lists.

1020. HIGHER AUTHORITY DIRECTIVES. Many policies and procedures affecting administration and operation of naval units are issued as instructions, manuals, and publications by the Chief of Naval Operations, the various bureaus and systems commands, and the fleet and type commanders. These directives may contain either broad or specific guidance concerning the overall administration or operation of the unit, personnel administration, tactical information, communications, or operation of equipment. Review directives upon receipt to determine distribution within the unit and to determine if further interpretation or amplification is required by proper authority within the command for effective implementation within the specific unit. When sufficient copies of an outside directive are received, route a copy to each department for filing in the departmental current directives binder. If only a few copies are received, one copy should be filed in the department primarily concerned after it has been routed. File one copy of every directive received in the directives control point.

1030. DIRECTIVES EXCLUDED FROM THE NAVY ISSUANCE SYSTEM. Certain categories of directives are excluded from the basic Navy Directives Issuance System. These directives are important to efficient administration of naval units but have their own dissemination protocols and record keeping requirements. The major exclusions relevant to naval units are discussed in the following subsections.

1031. THE PLAN OF THE DAY (POD) is a basic administrative directive published by the Executive Officer. It contains daily

plans and orders for administration of the unit and announcements of general interest. It is unclassified to allow wide distribution, but it includes a notice that it is not to be removed from the unit and should ordinarily indicate that its contents are for official use only.

1031.1 CONTENTS OF THE POD. A standard format is illustrated in Figure 10-4 at the end of this chapter. The Administrative Assistant prepares the POD under the direction of the Executive Officer. The Administrative Assistant collects items of information, prepares the POD, and presents the plan to the Executive Officer for approval and signature. The POD should contain the following information where appropriate:

(1) The section on inport watch officers should identify, as appropriate, the Command Duty Officer and department duty officers. Items such as tides, weather, time zones, sunrise, sunset, and various petty officer watches may also be included.

(2) The section covering the unit's routine shows variation from the normal daily routine for underway, in port, and holidays as published in the unit's organization and regulations instruction.

(3) The order of the day section contains additional orders or instructions concerning the day's activities or pending developments.

(4) The announcement section contains items of general interest, such as lost and found articles, athletic events, fund raising drives, and social activities.

1031.2 DISTRIBUTION OF THE POD. Distribute the Plan of the Day prior to liberty call in port and prior to taps underway. Enforce definite deadlines for material submission and POD preparation and distribution to ensure the plan reaches personnel on time. Make distribution to all levels of the unit's organization by the most expeditious means including electronically, direct routing, publishing at quarters, and posting on bulletin boards. Issue a unit directive covering the method of distribution and posting.

1032. CAPTAIN'S NIGHT ORDER BOOK is maintained in loose-leaf or bound ledger form. It contains the orders of the Commanding Officer for the operation and safe navigation of a ship underway during the night. The orders for each night are written on a separate sheet and signed by the Commanding Officer. They should include courses and speeds, expected sightings, engineering data, the tactical situation, engineering evolutions and supplementary orders to the Officer of the Deck (OOD). This book is required by U.S. Navy Regula-

tions, 1990, and forms a permanent part of the ship's operational records.

1033. CAPTAIN'S BATTLE ORDERS are maintained in loose leaf or bound ledger form and are readily available to the Tactical Action Officer and others concerned with the proper employment of the ship's weapons. It includes intended weapon, sensor, and communications configurations to respond to various surface, subsurface, and airborne threats. It also addresses the material condition and manning level to be employed at various threat conditions. It is a principle vehicle for the Commanding Officer to convey the philosophy for fighting the ship and in the face of potential conflict, self-defense, or combat, provide the means to convert the crew from a peacetime environment to a battle ready, aggressive state of mind. The Battle Orders shall be rehearsed thoroughly and understood by every member of the ship's combat systems team.

1034. CAPTAIN'S COMBAT INTENTIONS are maintained as a daily addendum to the Captain's Battle Orders and will provide detailed preplanned responses based on the Commanding Officer's best assessment of the current threat. It includes a synopsis of the current tactical situation, the Commanding Officer's primary concerns and estimates of potential threats as well as responses to those threats.

1035. ENGINEER OFFICER'S NIGHT ORDER BOOK is similar to the Captain's Night Order Book. It contains the order directives of the Engineer Officer to the Engineering Officer of the Watch for the operation of the engineering plant during the night.

1036. OFFICER OF THE DECK STANDING ORDER BOOK contains instructions for conditions of a recurring nature. They are prepared by the Navigator for signature by the Commanding Officer. Figure 10-5 at the end this chapter illustrates the typical format employed for issuing standing orders.

1037. OFFICER OF THE DECK MEMORANDA are comparatively informal and typically concern matters such as special words to be passed to unit personnel, expected visitors or honors, and notes concerning the use of ship's equipment. They are bound in a loose-leaf binder and passed from one watch to the next. They are usually of short duration and provide the Executive Officer and others a convenient means of informing the OOD of required action.

1040. BIBLIOGRAPHY. The following sources of guidance concerning the content and processing of directives are the governing documents on this system.

1040.1 SECNAVINST 5215.1C the Navy Directives Issuance System, establishes a directives system throughout the Navy and sets forth the standards for filing, maintaining, and issuing directives under the system.

1040.2 SECNAVINST 5216.5C, Department of the Navy Correspondence Manual, outlines procedures for the preparation of correspondence.

1040.3 SECNAVINST 5210.11D, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes, contains filing information and numerical and alphabetical lists of classification codes for assigning numbers to instructions and notices, files, correspondence, messages, reports, and forms.

1040.4 SECNAVINST 5213.10D prescribes the Forms Management Program for the Navy.

1040.5 SECNAVINST 5214.2B describes the purpose of the Navy Reports Management Program. Reports Management ensures that reports and reporting systems effectively provide necessary information. The two major elements of reports management are reports control and reports analysis.

1040.6 OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation, describes the procedures for classifying and declassifying documents containing security information.

1040.7 OPNAV P09B2-107 and OPNAV PO69B2-105 (current editions), Standard Navy Distribution List Parts 1 and 2 provides proper addresses and distribution for mail to activities of the Department of the Navy.

USS EXAMPLE (DDG-14)
FLEET POST OFFICE
NEW YORK 09501

EXAMPLEINST 5215.1
39:LGT
15 Dec 19

USS EXAMPLE INSTRUCTION 5215.1

From: Commanding Officer, USS EXAMPLE

Subj: APPLICATION OF THE NAVY DIRECTIVES SYSTEM FOR INTERNAL SHIPBOARD ADMINISTRATION

Ref: (a) SECNAVINST 5215.1C, The Department of the Navy Directives Issuance System

Encl: (1) Supplemental Instruction Pertaining to the Standard To Be Used in Filing, Maintaining, and Issuing Directives

1. Purpose. To apply the Navy Directives System aboard the USS EXAMPLE as prescribed by reference (a), and to establish authorized media through which all directives affecting the internal administration of the ship shall be issued and controlled.

2. Scope. The Navy Directives System shall apply to all directives of an organizational, policy, or informational nature issued aboard this ship, whether shipwide, departmental, or divisional in scope, except those directives specified in paragraph 3b and except letters or memoranda which are directed for action to only one recipient.

3. Authorized Media. Media authorized for dissemination of directives are defined as follows:

a. Subject to the Provisions of the Navy Directives System

(1) USS EXAMPLE Instructions. Of a continuing or permanent nature, and affecting more than one department. Issued by the Commanding Officer and signed by the Commanding Officer or by such other persons who have been specified as authorized to sign certain correspondence and directives "By direction" or "Acting."

Figure 10-1 Sample Format for Instructions

EXAMPLEINST 5215.1
15 Dec 19

(2) USS EXAMPLE Notices. Of a temporary nature and affecting more than one department. Issued by the Commanding Officer or the Executive Office and signed by either, or by such other officers who have been specifically authorized to sign "By direction" or "Acting."

(3) Departmental Instruction. Of a continuing or permanent nature, but applicable only to a single department. Issued and signed by the department head concerned, except in the case of departmental organization manuals which shall be approved by the commanding officer.

(4) Departmental Notices. Of a temporary nature, but applicable to only a single department. Issued by the department head concerned and signed by him or her or by an officer designated by him or her to sign "By direction."

(5) Divisional Instructions. Of a continuing or permanent nature, but applicable to only a single division issued and signed by the division officer concerned, except in the case of division organization manuals which shall be approved by the head of the department.

(6) Divisional Notices. Of a temporary nature, but applicable to only a single division. Issued and signed by the division officer concerned.

b. Media Exempted from the Provisions of the Navy Directives Issuance System

(1) Plan of the Day. Issued by the Executive Officer and signed by him or her or, in his or her absence, by the Command Duty Officer.

(2) Operational Releases. Including operational orders and plans and flight schedules. Issued by the Operations Officer and signed by him or her or by an officer designated by him or her to sign "By direction" or "Acting," and approved by the CO.

(3) The Captain's Night Order Book, the Engineer Officer's Night Order Book, the Officer of the Deck's Standing Order Book, and the Officer of the Deck's Memoranda. Exempted under the provision of paragraph 2.

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Figure 10-1 Sample Format for Instructions (Cont.)

4. Responsibilities

a. Originators of Directives

(1) Persons who originate directives shall prepare them following Part II of reference (a), supplemented by enclosure (1) of this instruction. A comprehensive guide outlining the procedure to be followed by originators in writing instructions and notices is found in a separate instruction (EXAMPLEINST 5215.2) and Chapter 10 of OPNAVINST 3120.32C.

(2) Originators shall submit USS EXAMPLE directives to the directives control point for review prior to processing for concurrence, signature, reproduction, and distribution.

b. USS EXAMPLE Directives Control Point. The Administrative Officer is designated as the USS EXAMPLE directives control point and shall perform the following functions:

(1) Compare each proposed instruction or notice with existing directives on the same subject with regard to possible duplication, conflict, or incompleteness. Suggest improvements where appropriate.

(2) Review each proposed instruction or notice for correct designation as to type of release, subject classification number, format, arrangement of contents, and need for cross-reference sheets.

(3) Review directives that require reports or that issue new or revised forms to ensure that control symbols have been assigned following current procedures.

(4) Review instructions and notices requiring the use of forms to ensure that:

(a) Forms are designed and controlled by the guidance contained in SECNAVINST 5213.10D.

(b) The higher-echelon form is used whenever practicable.

Figure 10-1 Sample Format for Instructions (Cont.)

EXAMPLEINST 5215.1
15 Dec 19

(c) Instructions for obtaining, preparing, submitting, and using the form are included.

(5) Assign consecutive numbers to instructions.

(6) Ensure that directives communicating potentially security-sensitive information is coordinated with the unit security officer prior to issuance and ensure that the classified documents are marked and administered in compliance with the requirements of OPNAVINST 5510.1H.

(7) Process the proposed directive for signature of the Executive Officer or Commanding Officer or other officer authorized to sign "By direction," as appropriate.

(8) Arrange for the reproduction of directives.

(9) Distribute directives as directed.

(10) Provide for the stocking of extra copies of directives.

(11) Maintain the records necessary to operate the system effectively. These records may include, where applicable:

(a) Master directives binder (containing all current internal directives issued under the system, and all current directives received from external sources).

(b) Tickler file (for follow-up items).

(c) Numerical checklist card file (from which to prepare the quarterly checklist).

(d) Directives case file (the official record file which contains signed original instructions and significant working papers).

(12) Provide reference service on current and superseded USS EXAMPLE directives and on current directives received from external sources for directives originated by the Commanding Officer or Executive Officer.

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Figure 10-1 Sample Format for Instructions (Cont.)

(13) Compile and issue quarterly numerical checklists of current USS EXAMPLE directives.

(14) Compile and issue semiannually (or more often if necessary) consolidated alphabetically subject indexes for current USS EXAMPLE and departmental instructions.

(15) Maintain and administer the directives custody card program for directives controlled by the Captain's Office.

(16) Maintain and periodically update, in cooperation with appropriate authorities within the command, distribution lists pertinent to directives controlled by the Captain's Office.

(17) Coordinate recommendations from departments and executive staff officers for improvement in the system.

c. Holders of USS EXAMPLE Directives Binders. Personnel who are required to maintain directive files are listed in the USS EXAMPLE standard distribution lists (see EXAMPLEINST 5215.2). Holders of directives binders shall maintain them following Part II of reference (a), as supplemented by enclosure (1) of this instruction and other current instructions. Each officer to whom a directives binder is issued shall be held personally accountable for its custody and proper maintenance. Custody cards for each binder issued shall be retained by the ship's secretary. Upon detachment, an officer shall turn in the binder issued to him or her to the Captain's Office and will receive the cancelled custody card. An officer's relief will be issued the proper binder and shall personally sign a custody card upon its receipt.

d. Head of Departments. Heads of departments shall install the directives system for the issuance of the departmental directives as prescribed by this instruction and shall issue necessary procedures for administering the system within their departments. Department officers are designated as departmental directives control points to assign consecutive numbers to instruction issued within their departments and to ensure compliance with current instruction for administering the system. Departmental directives control points shall perform functions similar to those prescribed by the USS EXAMPLE directives control point, except as modified below:

Figure 10-1 Sample Format for Instructions (Cont.)

EXAMPLEINST 5215.1
15 Dec 19

(1) Heads of departments shall ensure that two copies of each departmental and divisional directive are furnished to the Captain's Office for inclusion in the master directives binder for the ship and supplemental files.

(2) Directives system records kept by a department should pertain only to the operations or administration of that particular department. These records will include current directives received from external sources which pertain to the operations of the department and a complete compilation of current USS EXAMPLE directives. Departmental directives control points will be required to provide reference service only with respect to those directives.

(3) Quarterly numerical checklists compiled by departmental directives control points will pertain only to directives issued within the cognizant department.

John L. Doe
By Direction

Distribution: (See EXAMPLEINST 5215.2)
Lists I (Case A), II, and III

Stocked:
USS EXAMPLE Administrative Office

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Figure 10-1 Sample Format for Instructions (Cont.)

EXAMPLEINST 5215.1
15 Dec 19

Supplemental Instruction Pertaining to the Standards To Be Used in Filing, Maintaining, and Issuing Directives.

1. Purpose. Part I of reference (a) sets forth standards to be used in the Navy Directives System. This enclosure supplements these prescribed standards to meet the requirements of this ship.

2. Filing and Maintaining Directives. USS EXAMPLE directives binders shall be used for filing all effective USS EXAMPLE instructions and departmental instructions and shall, in addition, include copies of reference (a). USS EXAMPLE and departmental notices and directives received from sources external to the ship may also be included in these binders. (Supplements reference (a), Part II, paragraph 3.)

3. Distribution of Directives. (Supplements reference (a).)

a. Internal Directives. To the greatest practical extent, issue directives internally following USS EXAMPLE standard distribution lists prescribed by separate instruction (EXAMPLEINST 5605.1).

b. Directives Received from External Sources. Upon receipt of directives issued by higher authority or other external sources, the Ship's Secretary will file one copy immediately in the ship's master directives binder in the Captain's Office. Other copies will be routed for information, action, and retention in departmental directives binders, as appropriate.

4. Numerical Checklists. (Supplements reference (a).

a. USS EXAMPLE directives control point will issue numerical checklists and quarterly additions and deletions of USS EXAMPLE directives.

b. Departmental control points will issue numerical checklist and quarterly additions and deletions of their respective departmental directives that are effective.

Enclosure (1)

Figure 10-1 Sample Format for Instructions (Cont.)

EXAMPLEINST 5215.1
15 Dec 19

5. Consolidated Alphabetical Subject Index. (Supplements reference (a).) USS EXAMPLE directives control point will issue a consolidated alphabetical subject index of USS EXAMPLE and departmental instructions as necessary. Departmental directives control points will work with USS EXAMPLE directives control point to provide users with an index of instructions applicable to their operations. Accordingly, departmental directives control points will furnish USS EXAMPLE directives control point with two copies of each instruction and notice at the time of issue.

Figure 10-1 Sample Format for Instructions (Cont.)

USS EXAMPLE (DDG-41)
FLEET POST OFFICE
NEW YORK 09501

EXAMPLEINST 5215.2
39:LGT
24 Aug 19

USS EXAMPLE INSTRUCTION 5215.2

From: Commanding Officer, USS EXAMPLE

Subj: DISTRIBUTION OF DIRECTIVES

Encl: (1) Table of USS EXAMPLE BASIC Standard Distribution Lists
(2) Table of USS EXAMPLE Departmental Standard Distribution Lists

1. Purpose. To prescribe the system to be used for the distribution of directives.

2. Standard Distribution of Directives. Standard distribution of directives shall be used whenever feasible. The objectives of standard distribution are twofold.

a. To ensure distribution to all who may be concerned with the material contained in the directive.

b. To limit distribution to those persons who "need to know" in the interest of conservation of materials and the protection of security-sensitive information.

3. Methods of Distribution

a. Internal

(1) The Administrative Officer (USS EXAMPLE directives control point) will handle quantity distribution of directives as indicated in enclosure (1) to departmental offices, for redistribution to component offices or individual officers of departments as listed in enclosure (2).

Enclosure (1)

Figure 10-2 Sample Format for Distribution List

EXAMPLEINST 5215.2
24 Aug 19

(2) The alphabetically designed lists shown in enclosure (2) indicate the distribution that shall be followed within the departments. Changes to these lists may be recommended to the Executive Officer by heads of departments.

(3) Heads of departments shall ensure that departmental offices are provided with a slotted-box system for distribution and routing of directives and other official correspondence.

b. External. The Administrative Officer will distribute directives to external activities as shown in Lists II and III.

4. Type of Distribution

a. Case A. USS EXAMPLE directives to be routed to all officers shall be distributed as indicated in List I under "Case A" distribution. Except where limited distribution to only certain departments is more desirable, all USS EXAMPLE instructions shall receive a minimum of List 1 (Case A) distribution.

b. Case B. Where broader distribution is desired (for posting of directives on bulletin boards), as in the case of some USS EXAMPLE notices, "Case B" distribution under List I shall be employed. Department Heads shall ensure that directives issued under List I (Case B) distribution are posted on department and division bulletin boards.

5. Indication of Distribution

a. Regular standard distribution of USS EXAMPLE directives shall be indicated in the manner shown in the following example:

Distribution (See EXAMPLEINST 5215.2)
Lists I (Case A), II, and III

b. Limited standard distribution of USS EXAMPLE directives may be shown in either of the following ways:

(1) Distribution: (See EXAMPLEINST 5215.2)
Lists I (Less S, M, and D) (Case A), II, and III

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Figure 10-2 Sample Format for Distribution List (Cont.)

EXAMPLEINST 5215.2
24 Aug 19

(2) Distribution: (See EXAMPLEINST 5215.2)
Lists X, 0, A, and V (Case A), II, and III

c. Standard distribution of departmental directives shall be indicated as in the following example (note that two copies of each departmental directive are issued to the Captain's Office as required by EXAMPLEINST 5215.1) :

Distribution (See EXAMPLEINST 5215.2)
Lists E (Case A), II, and III
Captain's Office (2)

d. Distribution of directives to external activities (including those external activities not listed in Lists II and III of USS EXAMPLE standard distribution lists) shall be indicated as in the following example (showing in parentheses the number of copies to be issued where not prescribed under standard distribution):

Distribution (See EXAMPLEINST 5215.2)
Lists I (Case A), II, and III
Special:

COMSIXTHFLT (2)
USS ENTERPRISE (2)

6. Filing of Directives. Where copies distribution are indicated for filing under the "File" column in the table of enclosure (2), the officer to whom the copy is issued is responsible for ensuring that the directive is properly filed in the directives binder immediately upon receipt.

JOHN L. DOE
By direction

Distribution: (See EXAMPLEINST 5215.2)
Lists I (Case A), II, and III

Stocked:
USS EXAMPLE Administrative Office

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Figure 10-2 Sample Format for Distribution List (Cont.)

EXAMPLEINST 5215.2
24 Aug 19

Table of USS EXAMPLE Basic Standard Distribution Lists

LIST I INTERNAL DISTRIBUTION

Code	Departmental Office	Number of Copies Case A	Case B
X	Administrative Office (X division)	16	19
N	Navigation Office	4	5
0	Operation Office	11	18
A	Air Office	8	16
W	Weapons Office	24	35
E	Engineer's Record Office (Log room)	14	32
S	Supply Office	9	16
M	Medical Office	2	3
D	Dental Office	2	3
V	Air Wing Commander's Office	14	28
		104	175

LIST II -- OTHER SHIPS OF TYPE

Code	Ship	Number of Copies
A	USS SARATOGA (CV 60)	2
B	USS INDEPENDENCE (CV 61)	2
		4

LIST III -- HIGHER AUTHORITY

Code	Command	Number of Copies
A	Commander Carrier Division	2
B	Commander Naval Air Force, U.S. Atlantic Fleet	2
		4

Enclosure (1)

Figure 10-2 Sample Format for Distribution List (Cont.)

EXAMPLEINST 5215.2
24 Aug 19

Table of USS EXAMPLE Departmental Standard Distribution Lists

LIST N - NAVIGATION DEPARTMENT

Code	Issued to	Number of Copies Case A File	Case A Route	Case B File	Case B Route	Case B Post
A	Chart House		1		1	
	Navigator					
	Assistant Navigator (N division)					
B	Navigation Office	1		1		1
C	Quarterdeck/Bridge	1		1		
D	After Brow	1		1		
		3	1	3	1	1
	Total		4		5	

LIST E - ENGINEERING DEPARTMENT

Code	Issued to	Number of Copies Case A File	Case A Route	Case B File	Case B Route	Case B Post
C	Engineer Office (Log Room)		1		1	1
	Administration Assistant	1		1		
	Damage Control Assistant		1		1	
	Main Propulsion Assistant		1		1	
A	A Division Officer	1	1	1	1	3
	A division junior officers					
R	R Division Officer (DC office)	1	1	1	1	5
	R division junior officers					
	Asst. to the DCA					
B	B Division Officer	1	1	1	1	4
	B division junior officers					
M	M Division Officer	1	1	1	1	3
	M division junior officers					
E	Electrical Officer		1		1	
	E Division Officer	1		1		2
	E division junior officers					
		6	8	6	8	18
			14		32	

Enclosure (2)

Figure 10-2 Sample Format for Distribution List (Cont.)

Enclosure (1)

USS EXAMPLE (DDG-41)
FLEET POST OFFICE
NEW YORK 09501

EXAMPLEINST 5215.3
19:HJM
15 Dec 19

USS EXAMPLE INSTRUCTION 5215.3

Subj: GUIDE FOR ORIGINATORS OF INSTRUCTIONS AND NOTICES

Ref: (a) SECNAVINST 5215.1C
(b) EXAMPLEINST 5215.1
(c) SECNAVINST 5210.11D

1. Purpose. To set forth a guide by which originators may formulate instructions and notices following the provisions of references (a) and (b). This instruction covers the procedures that originators will carry out in writing directives in the Navy Directives System.

2. Ground Rules. Facts must be collected and analyzed before an originator is ready to write a directive. He/she must have a working knowledge of all existing directives related to the subject. He/she should know exactly what he/she wants to write and who will use the new directive.

3. Case Folder. As material is gathered and concurrences secured, the originator should accumulate all significant material in a case folder for later reference if necessary. A kraft file-folder 9-1/2 x 11-3/4 (letter size) is quite satisfactory for this purpose and is reasonable in cost. After the directive has been prepared, this material shall be turned over to the Captain's Office for filing in the case files.

4. Type of Directive. The originator will determine whether the directive is an instruction or a notice per the definitions in reference (a).

5. Format. The format of Exhibit 1 in reference (a) will be used in issuing directives.

6. Originating Officer Code. As a means of conveniently indicating the originating officer of a directive, codes

Figure 10-3 Sample Format for Guide for Originators

Enclosure (1)

EXAMPLEINST 5215.3
15 Dec 19

established by separate instruction (EXAMPLEINST 5216.3) will be placed in the upper-right corner of the first page only of a directive, as illustrated by this instruction. The initials of the originating officer may also be indicated, as in this example: 19:HJM.

7. References. The method for listing references in directives is the same as that prescribed for the naval letter in the Navy Correspondence Manual. SECNAVINST 5216.5C.

8. Designation of Paragraphs and Subparagraphs

a. Paragraph Numbering. Follow instructions in SECNAVINST 5216.5C for numbering paragraphs and subparagraphs.

b. Paragraph Titles. Use titles for major paragraphs and subparagraphs. Paragraph titles will aid in finding specific items.

9. Arrangement of Content. The originator will ensure that the directive includes all essential information arranged in logical sequence. The paragraph subjects listed below will serve as a checklist for content and as a guide for proper sequence. THE PURPOSE PARAGRAPH IS NOT ALWAYS REQUIRED. Other subjects should be included, when applicable, in the sequence shown:

Paragraph Subject	Content
Purpose	State the purpose of the directive. This will help in the presentation of the material and aid the persons who read the directive.
Cancellation (Instruction only)	The system provides two ways of canceling an existing instruction. One way is to issue a notice; the other is to put the cancellation information in the second paragraph of the superseding instruction. If the instruction has served its purpose and is not to be replaced by a superseding instruction, it will be canceled by a notice. If a single instruction is written which supersedes one or more

2

Figure 10-3 Sample Format for Guide for Originators (Cont.)

	existing instructions, the cancellation information may be put in the second paragraph of the new instruction or in a separate notice.
Objectives	State the objectives to be achieved by the material covered in the directive.
Scope	State the coverage or applicability of the directive and any limiting factors.
Effective date	State the effective date or conditions when the directive becomes effective. In a short directive, the effective date may be given in the purpose paragraph.
Responsibilities	Define clearly the responsibilities for functions assigned by the directive.
Instruction (general discussion, procedure, action required, and so forth)	State what is to be done and how it is to be done. (Use as many paragraphs as necessary, and use paragraph subjects that are specific.)
Reports required: records and forms prescribed for use	State reports and records required and any forms prescribed for use. Indicate availability and source of supply of forms. This will be stated in the last paragraph of an instruction and usually of a notice.
Cancellation (Notices only)	If the exact length of time the notice needs to remain in effect cannot be determined at the time of issuance (for example, cancellation is contingent on completion of specified actions or on incorporation of the information into another document), the cancellation date is "for record purposes." As such, the cancellation date for record purposes is shown in the upper-right corner of the

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Figure 10-3 Sample Format for Guide for Originators (Cont.)

first page of the notice and in the contingent provision, there is no cancellation paragraph. The cancellation date is always the last day of the month except when such date could create an administrative problem.

10. Standard Subject Identification Code. In assigning the subject identification code to a directive, the originator should check both the alphabetical guide and the list of Standard Subject Identification Codes of reference (c) to ascertain what code would best apply. When selecting the code, the main categories of the list of Standard Subject Identification Codes (for instance, personnel, logistic, and so forth) must be carefully considered. A security classification must also be assigned if necessary.

11. Security Classification. Classified directives must be classified according to content. Each paragraph of a classified directive must be marked to indicate its individual classification. OPNAVINST 5510.1H contains instructions for classifying and declassifying documents.

12. Directive Coordination with Appropriate Officers. The originator must determine what officers have an official interest or should be consulted on the subject being covered. Suggestions from officers being consulted may be incorporated in the final draft of the directive and final concurrences secured as appropriate. Concurrence will be indicated on the cover sheet submitted with the final draft of the directive to the directives control point.

13. Changes and Revisions. The originator is responsible for any necessary changes to or revisions of instructions he or she prepares. Changes and revisions should always be given the same distribution as parent instructions. The use of standard distribution lists is recommended to ensure proper coverage of both instructions and changes or revisions to these instructions. The various methods that can be used in changing or revising an instruction are covered in reference (a). When minor revisions to an existing instruction are being prepared, page replacements rather than pen changes should be considered. Page replacements

4

Figure 10-3 Sample Format for Guide for Originators (Cont.)

EXAMPLEINST 5215.3
15 Dec 19

consume less time, decrease chances of error, and provide neater copies.

14. General Rules. Personnel responsible for the preparation of directives should observe the following general rules:

a. Use the active voice wherever practicable and consistent with smooth writing.

b. Keep the directive brief.

c. Use words and terms that recipients will understand.

d. Use words that express exact meaning.

e. Avoid lengthy and complicated sentences.

f. Place modifiers next to the words that they modify.

g. Confine each paragraph to one principal subject. If subordinate thoughts are introduced, they will constitute subparagraphs. Subparagraphs will follow the order of subordination and pertain only to the subject matter covered by the parent paragraph.

15. Sources. The following source will be used for rules and guides on spelling, use of numerals, capitalization, punctuation, and abbreviations.

Navy Correspondence Manual, SECNAVINST 5216.5C

JOHN L. DOE
By Direction

Distribution: (See EXAMPLEINST 5215.2)
List I (Case A), II, and III

5

Figure 10-3 Sample Format for Guide for Originators (Cont.)

USS EXAMPLE (DDG-41)
FLEET POST OFFICE
NEW YORK 09501

Mean High Water: 1156 | Sunrise: 0552
Sunset: 1831
Mean Low Water: 2215 | Time Zone: +5R

NOT TO BE REMOVED FROM THE SHIP - FOR OFFICIAL USE ONLY

PLAN OF THE DAY WEDNESDAY, 22 OCTOBER 19

IN-PORT DUTY OFFICERS
CDO: CDR GREER
WEP: LT JONES
ENG: LT HANSON
OPS: LT TROOPER
MED: LT HAWKBILL
DEN: LT PEERLESS
SUP: LT SHAW

SHIP ROUTINE

Carry out the normal underway routine prescribed in Chapter 2, USS EXAMPLE Organization and Regulations, except as modified below:

1000 - Set the Special Sea Detail. Make all preparations for entering port.

1115 - Set the anchor and anchor windlass detail.

1145 - (about) Anchor anchorage XRAY, Norfolk, VA. Set regular in-port watch.

1200 - Dinner in the general mess for special sea detail, line 3.

1330 - Liberty commences for sections 1, 2, and 3, expiring on the fleet landing at 0730, Thursday, 23 October 19 .

2200 - Movies on the forward mess decks: The MATADOR, starring Rock Windlass.

Figure 10-4 Sample Format for the Plan of the Day

ORDERS OF THE DAY

1. Examinations for advancement to pay grade E-3 will be held at 0830, 1 November 19__. Division Officers are directed to submit the names of eligible personnel to the Personnel Officer prior to 1600, 31 October 19__.

2. The following ship's regulation is republished for the information of all hands:

"Any person subject to these regulations who willfully fails to obey or carry out, or is negligent in obeying or carrying out, any order, directive, or procedure published in the Plan of the Day, which it is his or her duty to obey shall be punished as provided by the UCMJ."

ANNOUNCEMENTS

1. LOST: GOLD CYMA wrist watch with expansion bracelet. Left in First Division Head about 1600, 19 October 19__. If found, notify BM1 THOMPSON at the First Division Office.

I. M. ABLE, LCDR, USN
Executive Officer

2

Figure 10-4 Sample Format for the Plan of the Day (Cont.)

USS EXAMPLE (DDG-41)
FLEET POST OFFICE
NEW YORK 09501

OOD SO 1
02:SRR
22 October 19

OOD STANDING ORDER NO. 1

From: Commanding Officer

Subj: OFFICER OF THE DECK STANDING ORDER BOOK

1. Purpose. To establish a book or standing orders for the Officer of the Deck.

2. Objective. The Officer of the Deck standing order book shall contain the Commanding Officer's instruction for special conditions of a recurring nature.

3. Arrangement of Contents. The officer of the Deck standing order book is divided primarily into two sections, as follows:

a. OOD Standing Orders which are numbered consecutively and are issued and signed by the Commanding Officer.

b. Tactical Data and Check-off Lists providing useful information to the Officer of the Deck.

4. Maintenance of OOD Standing Order Book

a. The Navigator shall ensure that the Officer of the Deck standing order book is kept up-to-date. He/she shall originate such standing orders as are necessary for the signature of the Commanding Officer.

b. Deck watch officers shall make suggestions for changes to the OOD's standing order book as are appropriate, submitting same to the Navigator.

J. P. JONES
Commanding Officer

Distribution
OOD Standing Order Book
Navigator

Figure 10-5 Sample Format for the OOD Standing Orders

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