



DEPARTMENT OF THE NAVY
COMMANDER NAVAL SURFACE FORCES
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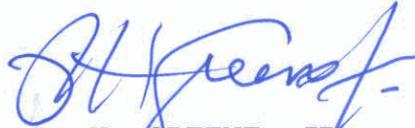
COMNAVSURFORINST 5400.1
Code N00

APR 25 2005

COMNAVSURFOR INSTRUCTION 5400.1

Subj: NAVAL SURFACE FORCES, FORCE REGULATIONS

1. Purpose. To promulgate subject regulations.
2. Cancellation. COMNAVSURFPACINST 5400.1G/COMNAVSURFLANTINST 5400.1E.
3. Scope. These regulations are applicable within the Naval Surface Force, U.S. Pacific Fleet and U.S. Atlantic Fleet. They are directed toward policy matters of broad concern to the Force. They do not supersede directives of higher authority and are specifically intended to complement U.S. Navy Regulations and U.S. Pacific Fleet and Fleet Forces Command Regulations.
4. Revision. Changes to this instruction are so extensive as to preclude marking individual additions, deletions and revisions by paragraph. It is therefore necessary to review this instruction in its entirety.
5. Implementation. These regulations are effective immediately for compliance by all personnel attached to, or serving with, the Naval Surface Force, U.S. Pacific Fleet and U.S. Atlantic Fleet.
6. Report. Recommendations for changes are solicited and shall be submitted to cognizant group commanders via the chain of command for comment and forwarding to COMNAVSURFPAC and COMNAVSURFLANT. COMNAVSURFOR Report Control Symbol 5400-1 is assigned and is validated for three years from the date of this instruction.


P. H. GREENE, JR.
Chief of Staff

Distribution:

COMNAVSURFPAC

SNDL Parts 1 and 2

26A2 Amphibious Group PAC

26C2 Beach Group PAC

26E2 Amphibious Unit PAC

26T2 Regional Support Organization PAC (San Diego only)

26V2 Expeditionary Warfare Training Group PAC

26Z2 Southwest Regional Maintenance Center

26UUU2 Surface Ship ASW Analysis Center PAC

28B2 Cruiser-Destroyer Group PAC

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28C2 Surface Group and Force Representative PAC
28D2 Destroyer Squadron PAC
28F2 Logistics Group Western Pacific
28G2 Mine Division PAC
28I2 Craft of Opportunity Mine Squadron and Unit PAC
28J2 Combat Logistics Group, Squadron and Support Squadron
PAC
28L2 Amphibious Squadron PAC
29A2 Guided Missile Cruiser PAC (CG)(CGN)
29C2 Coastal Patrol PAC (PC)
29E2 Destroyer PAC (DD), 963 Class
29F2 Guided Missile Destroyer PAC (DDG)
29AA2 Guided Missile Frigate PAC (FFG) 7 Class
31A2 Amphibious Command Ship PAC (LCC)
31G2 Amphibious Transport Dock PAC (LPD)
31H2 Amphibious Assault Ship PAC (LHA)
31I2 Dock Landing Ship PAC (LSD) 41 Class
31N2 Multi-purpose Amphibious Assault Ship PAC (LHD)
32C2 Ammunition Ship PAC (AE)
32H2 Fast Combat Support Ship PAC (AOE)
32N2 Oiler PAC (AO)
32X2 Salvage Ship PAC (ARS)
32KK Miscellaneous Command Ship (AGF) (USS CORONADO only)
36A2 Auxiliary Repair Dry Dock (ARD) (AFDM), PAC (STEADFAST
only)
39E2 Amphibious Construction Battalion PAC
42T2 Tactical Air Control Squadron PAC (VTC)
FB10 Station PAC
FB21 Amphibious Base PAC
FB34 Fleet Activities
FB41 Construction Battalion Unit
FT43 Surface Warfare Officers School Command

Copy to:

A2A Department of the Navy Staff Offices (Chief of
Legislative Affairs only) (Code 11)
A3 CNO
B2E Defense Mapping Agency Components and Elements
(Hydrographic/Topographic Center only)
C67A Naval Legal Service Office Detachment (North Island, Port
Hueneme, Bremerton and Diego Garcia only)
21A2 COMPACFLT
22A2 Fleet Commander PAC
23A2 Naval Force Commander PAC (less COMNAVFORKOREA DET CNIC
Chinhae)
24A2 Naval Air Force Commander PAC
24G2 Submarine Force Commander PAC
24J2 Fleet Marine Force Command PAC
26D2 SEAL Team and SEAL Delivery Vehicle Team and Detachment
PAC
26FF Mine Warfare Inspection Group
26QQ2 Special Warfare Group and Unit PAC
FB13 Submarine Base PAC
FB28 Base PAC

FB49 Personnel Support Activity PAC
FO2 Legal Service Office (Guam, Pearl Harbor, San Diego, San Francisco, Seattle, Yokosuka only)
FR10 Reserve Center (Pamona, Bremerton, WA only)
FT24 Training Support Center (San Diego only)
FT30 Service School Command (San Diego only)
FT55 SCOL Supply Corps
CO, NR COMNAVSURFPAC DET D, NAVMARCORESCEN Denver, P. O. Box 11802, Aurora, CO 80042-1802
CO, NR COMNAVSURFPAC DET A, NAVMARCORESCEN San Diego, P. O. Box 452130, San Diego, CA 92145
CO, NR COMNAVSURFPAC DET B, NAVMARCORESCEN Phoenix, 1201 North 35th Ave., Phoenix, AZ 85009-3398
CO, NR COMNAVSURFPAC DET C, NAVRESCEN Everett, 2000 West Marine View Dr., Bldg 216, Everett WA 98207-2900

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21A1 COMFLTFORCOM
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25A COMINWARCOM
26A1a Amphibious Group LANT
26C1 Beach Group LANT
26E1 Amphibious Unit LANT
26J1 Afloat Training Group & DET LANT
26T1 Regional Maintenance Center
26W1 Cargo Handling and Port Group LANT
26BB Fleet CSOSS Development & Implementation Team
26DD1 Mobile Diving and Salvage Unit LANT
26MM1 Fleet Integrated Logistics Overhaul Activity & Team LANT
28A1 Carrier Group LANT
28B1 Cruiser-Destroyer Group LANT
28C1 Surface Group LANT
28D1 Destroyer Group LANT
28J1 Combat Logistics Group & Det LANT
28L1 Amphibious Squadron LANT
29A1 Guided Missile Cruiser LANT (CG)
29E1 Destroyer (DD) LANT
29F1 Guided Missile Destroyer LANT (DDG)
29AA1 Guided Missile Frigate LANT (FFG)
30B Mine Hunter Coastal (MHC)
30C Mine Countermeasures (MCM)
31A1 Amphibious Command Ship (LCC) LANT
31G1 Amphibious Transport Dock LANT (LPD)
31H1 Amphibious Assault Ship LANT (LHA)
31I1 Dock Landing Ship LANT (LSD)
31N1 Multipurpose Amphibious Assault Ship LANT
32H1 Fast Combat Support Ship LANT (AOE)
32X1 Salvage Ship LANT (ARS)
32KK Miscellaneous Command Ship (AGF)
36A1 Auxiliary Floating Dry Dock LANT (AFDL)
39E1 Amphibious Construction Battalion LANT
42T1 Tactical Air Control Group and Squadron LANT

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FA7 Naval Stations LANT
FA18 Amphibious Base LANT
FF5 Safety Center

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CHAPTER 1 - POLICY AND ORGANIZATION

SECTION 1 - POLICY

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1101 GENERAL POLICY

a. As lead Type Commander (TYCOM), COMNAVSURFOR is responsible to COMFLTFORCOM (CFFC) for policy development, standardization, and overall direction of the requirements process for the entire Surface Community. The Surface Community encompasses all staffs and units assigned administratively to both COMNAVSURFPAC and COMNAVSURFLANT. COMNAVSURFOR fulfills concurrent responsibilities as COMNAVSURFOR and COMNAVSURFPAC.

b. Both COMNAVSURFPAC and COMNAVSURFLANT are responsible as TYCOMs to respective Fleet Commanders (COMPACFLT (CPF)/CFFC) for providing and training combat-ready naval forces to meet operational requirements worldwide. Basis of the TYCOM policy is U.S. Navy policy established by Secretary of the Navy, Chief of Naval Operations (CNO), and Fleet Commanders. Areas of emphasis include security, logistics, training, discipline, administration and welfare of the Force. This direction is provided by directives, policies, procedures and standards to the chain of command.

c. The intent of this directive is to serve as a single reference for Surface Force TYCOM issues. Coast specific instructions and directives are contained in the respective COMNAVSURFPAC/LANT directives. If necessary for clarity within these regulations, the paragraph will be annotated as such, and if appropriate, the respective instruction will be referenced.

d. The TYCOM is responsible for unit training, inspection, upkeep, material, discipline, and welfare according to the general directives of higher authority. To this end COMNAVSURFOR will ensure that the policies and practices of both COMNAVSURFPAC and COMNAVSURFLANT are aligned and conform with the policies of CFFC.

1102 CHAIN OF COMMAND

a. The TYCOM's direction ordinarily will be addressed through the Immediate Superior in Command (ISIC). The goal(s) will be stated explicitly but the manner of execution, if included, will be stated in general terms. The chains of command must have effective two-way communications. The chain of command is responsible for monitoring and ensuring the achievement of goals. Commanding Officers (COs) shall exercise initiative and inform the chain of command when modifications to the policy or directives may be deemed advisable.

b. To develop directives and policy, COMNAVSURFOR will work with each surface TYCOM staff and ISICs to ensure Force experience is reflected in these directives. To monitor and supervise the implementation of TYCOM taskings may require additional resources. Available resources, in addition to the TYCOM staff, include, but are not limited to:

- (1) Afloat Training Group (ATG)
- (2) Regional Support Group and Organization (RSO)
- (3) Regional Maintenance Center (RMC)

1103 SUPERVISION. To assist the TYCOM in the discharge of administrative responsibilities, each unit commander shall actively supervise and direct all administrative activities within the command (unit) according to the U.S. Navy Regulations, OPNAVINST 3120.32 (series), and regulations and other directives issued by the Fleet Commander, TYCOM, Numbered Fleet Commander, and other responsible authority.

1104 ACCOUNTABILITY. Officers and enlisted leaders must ensure funds, material and personnel entrusted to their care are safeguarded and employed in an ethical manner that contributes to achieving and sustaining the highest levels of readiness. Commanders and COs shall train their people to efficiently employ available resources and to eliminate waste and stress conservation.

1105 MATTERS TO BE REFERRED TO COMNAVSURFOR. Matters concerning Force organization, policy, strategy, security, and major responsibilities under the administrative control of the TYCOM and the readiness of ships shall be forwarded to the appropriate TYCOM before submission to higher authority. Once staffed within

the submitting TYCOM, the proposal should be staffed with the opposite coast TYCOM for consensus before forwarding to COMNAVSURFOR for policy determination. Normally such matters will be submitted via the chain of command. In those urgent instances when the chain of command must be bypassed, COs will send information copies to intervening commanders. Messages and letters expressing opinions, recommendations or discussions of controversial matters shall be kept within the Force until a consolidated position has been approved by COMNAVSURFOR.

1106 ITEMS OF OPERATIONAL SIGNIFICANCE. COMNAVSURFPAC/LANT will report those events within NAVSURFPAC/LANT that are of particular significance and of interest and concern to CPF/CFFC. Subordinate commanders will keep their respective TYCOM apprised of any significant issues as appropriate. This will include not only major operations or projects, but items such as mission degradation and potentially sensitive or embarrassing incidents.

1107 JUNIORS TO KEEP SENIORS ADVISED

a. In addition to normal reports to higher authority, Commanders and COs shall keep higher authority, including COMNAVSURFPAC/LANT, informed of unusual events and special incidents affecting their commands by an immediate or higher precedence message. These events and special incidents include, but are not restricted to, military operations which may attract national or high Navy interest. They shall be reported per OPNAVINST 3100.6 (series).

b. Time-sensitive significant events or special incidents not meeting the criteria for OPREP-3 reporting shall be reported by immediate precedence Unit Situation Report (SITREP) message per Fleet Commander guidance. COMNAVSURFPAC/LANT, the chain of command, COMNAVSAFECEN, and other commanders with a need to know, including CPF/CFFC, and region commanders will be included as information addressees. If circumstances do not permit an accurate assessment of the situation at the time of the incident, the initial report should be confined to the known facts with amplifying data submitted in subsequent SITREPs. When an incident involves personnel of an embarked unit, the initial incident report and all subsequent SITREPs should be sent jointly. Under no circumstances will a report be delayed or diluted in an effort to achieve agreement. Differences between the ship's CO and the embarked unit commander will be summarized in the report.

c. For most incidents and accidents, the names of individuals will not be included in GENSER message traffic. For OPREP/Unit SITREP reporting purposes, the pay grade or rate should be sufficient (for example: "A PO1 was involved in..."). If personal identity is required, amplifying reports which reveal an individual's identity should use the "PERSONAL FOR" or "SPECAT" format. When incidents are of a personal or sensitive nature, the handling and dissemination of information should be

carefully and thoughtfully managed.

1108 SENIORS TO KEEP JUNIORS ADVISED. A prerequisite of intelligent action is the knowledge and understanding of a command's goals and plans. If all hands are to contribute to a common goal, they must be given early and accurate information.

1109 OFFICIAL VISITS AND CALLS. Official visits and calls are based on nautical tradition, naval etiquette, and mutual respect among seafarers. Commanders and COs are reminded of the requirements of Articles 0909 and 1040, U.S. Navy Regulations concerning official visits and calls. Unless dispensed with by the senior, calls shall be made by the commander of an arriving unit upon the ISIC if present, upon the commander of a naval base or station, if senior, and upon Senior Officer Present Afloat (SOPA) when circumstances permit. Some SOPAs do not require calls unless special circumstances dictate. SOPA regulations provide local requirements.

1110 STANDARDS. Standards of shipkeeping and readiness are in appropriate sections of these regulations and other COMNAVSURFOR directives. The following programs have been singled out for emphasis.

a. Human Goals. Adherence to and support of the Navy's human goals programs are mandatory at every echelon. Equal opportunity goals are to be consistently enforced to eradicate discriminatory or preferential treatment.

b. Quarters for Muster. See Article 2411.

c. Zone Inspections. Zone inspections shall be conducted per COMNAVSURFORINST 3120.1 (series).

d. Messing and Berthing. Inspections of these areas shall be conducted per COMNAVSURFORINST 5040.1 (series).

e. Grooming. The prescribed Navy standards set forth in U.S. Navy Uniform Regulations will be maintained by all hands. Division officers, chiefs and petty officers are to be held accountable for inadequate supervision of grooming. Officers are to be exemplary in grooming at all times.

f. Working Hours

(1) Absences from the ship during working hours will be controlled and minimized. General early liberty normally will not be scheduled.

(2) Except in unusual circumstances, ship's force personnel, whether in a liberty or restricted status, who remain onboard ship when in port during their non-working hours shall not be assigned work nor augment the duty section. This subparagraph shall not apply to working parties of short duration

customarily raised from all available hands, nor to extra duties or hard labor without confinement assigned as punishment.

(3) Excessive work hours adversely affect morale and retention. Ship's manning documents were developed using the following CNO approved Navy standard work week:

	WATCHSTANDERS	NON-WATCHSTANDER
AT SEA	74 HRS	66 HRS
INPORT	45 HRS	41 HRS

These hours include training, watches, physical readiness training, and other military duties. Only about 14 hours at sea and 29 hours inport are available for work per week for watchstanders.

(4) Working hours are a sensitive issue. A key element of positive command climate is the ability to look ahead, plan ahead, and take a "steady strain" approach to milestone accomplishment. This methodology tends to avoid the requirement to impose long working hours, weekend work, and the impression of "crisis management." COs must marshal time and resources to maintain the highest reasonably achievable readiness and avoid extraordinary working hours. Reasonable working hours are defined as no more than ten hours a day, except for duty sections. If more than ten hours per day are necessary to meet requirements, COs must report this to the ISIC before imposition of extraordinary hours.

g. Inport Emergency Drills. Emergency parties and teams will be exercised and evaluated daily. Each duty section shall be trained to meet any plausible emergency. Commanders shall hold surprise duty section drills at least once per quarter.

h. Physical Security and Force Protection. Command Duty Officers (CDO) will personally inspect non-steaming propulsion spaces and magazine and armory accesses at least once per duty day.

i. Indoctrination of Newly Reporting Personnel. The initial training and indoctrination of newly reported personnel often sets the tone of their enlistment. Each ship shall establish an "I" division process and follow the guidelines set forth in OPNAVINST 1740.3 (series), Command Sponsor and Indoctrination Program.

j. Prevention and Management of Alcohol and Drug Abuse. Substance abuse and its tolerance impact overall pride and professionalism within the Navy. Specifically, substance abuse is detrimental to the welfare of the individual, the readiness for the commands, the viability of the chain of command leadership, and must be eliminated from the Force. Zero tolerance of any

substance abuse is Force policy. OPNAVINST 5350.4 (series) provides a comprehensive guide to the conduct of substance abuse prevention programs and includes reporting requirements.

k. Civilian Clothes Privileges. Rules for wearing and possession of civilian clothes aboard ships and shore stations is in OPNAVINST 3120.32 (series). Standards of appearance and suspension of these privileges are covered in U.S. Navy Uniform Regulations.

1111 SAFETY AND OCCUPATIONAL HEALTH. SURFOR Safety and Occupational Health Programs shall be managed under the following instructions:

a. Afloat

OPNAVINST 3590.24 (series)	CNO SURFACE SHIP SAFETY AWARDS PROGRAM
OPNAVINST 5100.12 (series)	ISSUANCE OF NAVY TRAFFIC SAFETY PROGRAM
OPNAVINST 5100.19 (series)	NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM MANUAL FOR FORCES AFLOAT
OPNAVINST 5100.25 (series)	NAVY RECREATION, ATHLETICS AND HOME SAFETY PROGRAM
COMNAVSURFPACINST 5100.6 (series)	NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM AFLOAT
COMNAVSURFLANTINST 5100.5 (series)	NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM AFLOAT
COMNAVSURFORINST 3502.1 (series)	SURFACE FORCE TRAINING MANUAL (TYCOM AWARDS PROGRAM)

b. Ashore

OPNAVINST 5100.8 (series)	NAVY SAFETY AND OCCUPATIONAL SAFETY AND HEALTH PROGRAM
OPNAVINST 5100.12 (series)	ISSUANCE OF NAVY TRAFFIC SAFETY PROGRAM
OPNAVINST 5100.23 (series)	NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM MANUAL
OPNAVINST 5100.25 (series)	NAVY RECREATION, ATHLETICS AND HOME SAFETY PROGRAM

OPNAVINST 5102.1 (series)	MISHAP INVESTIGATION AND REPORTING
SECNAVINST 5100.15 (series)	SECRETARY OF THE NAVY AWARDS FOR ACHIEVEMENT IN SAFETY ASHORE
COMNAVSURFPACINST 5100.8 (series)	COMNAVSURFPAC SAFETY AND OCCUPATION HEALTH PROGRAM ASHORE

1112 SHIP VISIT POLICY. The COMNAVSURFOR ship visit policy is summarized here to make COs aware of the constraints placed on external activities for support of ship visit requests. Visits by activities external to Fleet and Force commands should normally be planned early enough to permit consideration during the normal quarterly scheduling process. Accordingly, the following guidelines have been established:

a. Visit requests to any unit, regardless of purpose, size or duration should be sent to COMNAVSURFPAC/LANT Public Affairs Officer (PAO) at the earliest opportunity. A 30 day lead time should be considered the minimum advance notice to arrange a visit.

b. Requests must include the reason for and duration of the visit or tour, the number of persons visiting, primary and secondary dates for visit, any special requirements and the extent of ship's force participation.

c. Requests which cannot be sent with the required lead time must include justification for a short-fused visit.

d. Requests will normally be approved for a specific date(s).

e. Positive identification is required of all visitors. Visitors will be logged aboard and their movement controlled by either escort or a pass and badge.

1113 BARGE/GIG STANDARDS. Commanders and COs shall adhere to standards for small boat operations and readiness, found in Naval Ships Technical Manual (NSTM) 583. Items not authorized or clearly justified by the NSTM in carrying out the mission of the barge or gig will be removed. Variations from NSTM standards must be approved by COMNAVSURFPAC/LANT.

1114 LETTERS OF DESIGNATION. Unless specifically required by higher authority, separate letters of designation to primary or collateral duties are not required. Where a designation in writing is required, the individual's name and title of the duty to which assigned shall appear in a command notice (1301) of primary and collateral duty assignments signed by the CO. This notice constitutes "designation in writing" and no further documentation is required. Individual letters are required only

for the following duties:

- a. CMS/EKMS Custodian and Alternates (CMS-21B).
- b. Disbursing Duties (DODFMR Volume V).
- c. Contracting Officers (NAVSUP P-560).
- d. Special Security Officer/Special Activities Officer and Talent Control Officer (DOD C5105.21(M-1), DOD TS5105.21(M-2), DOD C5105.21(M-1)/NAVSUPP).
- e. Automatic Data Processing Security Officer (ADPSO) (OPNAVINST 5239.1 and OPNAVINST C5510.3).
- f. ADP System Security Officer (ADPSSO) (OPNAVINST 5239.1).
- g. Terminal Area Security Officer (TASO) (OPNAVINST 5239.1).
- h. Network Security Officer (NSO) (OPNAVINST 5239.1).
- i. Naval Warfare Publications Library Custodian (NWP 0).
- j. NATO COSMIC Control Officer (USSAN 1-69).
- k. DD-214 Custodian (BUPERSINST 1900.8).
- l. Ordnance Handling Qualification and Certification Board Member (COMNAVSURFPACINST 8023.5 (series)/COMNAVSURFLANTINST 8023.4 (series)).
- m. Principal Enlisted Advisor (Article 1209).

Exceptions to this policy require the approval of COMNAVSURFOR. In cases where this policy conflicts with direction of higher authority, the matter shall be referred to COMNAVSURFOR for resolution.

1115 SAFETY STANDDOWNS

- a. All NAVSURFOR ships and commands shall annually conduct at least two safety standdowns as directed by TYCOM or ISIC.
- b. Ships on deployment shall also conduct a minimum of three safety standdowns, one during the first three weeks of deployment and last two during the last three months of deployment.
- c. Safety standdowns are addressed in OPNAVINST 5100.19 (series), NAVOSH Program Manual for Forces Afloat, COMNAVSURFPACINST 5100.6 (series), NAVOSH Program Afloat, and COMNAVSURFLANTINST 5100.5 (series), Navy Occupational Safety and Health (NAVOSH) Program Afloat.

CHAPTER 1 - POLICY AND ORGANIZATION

SECTION 2 - DUTIES AND RESPONSIBILITIES OF COMMANDERS

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1201 THE ADMINISTRATIVE CHAIN OF COMMAND. The assignments of ships and other activities to the administrative organization of the Naval Surface Force, U.S. Pacific Fleet or U.S. Atlantic Fleet, are in applicable CPF or CFFC directives.

1202 CONTROL. COMNAVSURFPAC/LANT exercise administrative control of ships and units assigned in the administrative organization of the respective fleets.

1203 EXERCISE OF COMMAND. The TYCOMs and Numbered Fleet Commanders will exercise command through:

a. Issuance of pertinent orders, instructions, and policy for the administrative and operational guidance of subordinate commands.

b. Establishment of standards and requirements.

c. Evaluation of inspections, readiness and training reports, and deployment reports.

1204 SURFACE FORCE ISICS. Commanders shall monitor and supervise their ships with the goal of maintaining combat readiness. ISICS shall:

a. Monitor the training, material, maintenance, personnel and administrative status of their ships. Particular emphasis is to be placed on the following items:

(1) Ensure ships provide personnel support programs including retention, drug and alcohol abuse prevention, religious, ombudsman, physical fitness, and medical program oversight.

(2) Ensure ships enforce standards of conduct and adhere to the tenets of equal opportunity.

(3) Per OPNAVINST 5100.19 (series), ISICs have Occupational Safety and Health (OSH) oversight responsibility, and they will assess and provide OSH guidance.

(4) Using a combination of risk assessment and operational needs of ships, the ISIC safety officer shall assist in the Current Ships Maintenance Project (CSMP) screening process to ensure Inspection and Survey (INSURV) findings assigned a Risk Assessment Code (RAC) of 1 or 2 are properly addressed. The ISIC will coordinate review of all OSH deficiencies assigned RAC 1 to RAC 3 and work with System Commands using the SHIPALT process to provide for corrective action. To further accomplish this task, and to ensure OSH issues are addressed, Industrial Hygiene support providers will be contacted following an INSURV Material Inspection (MI) or NAVOSH and Environmental Protection (NEP) Assessment to review, assist in prioritization, provide interim control measures to lower risk, provide design specifications and drawings and provide actual measurement data for system upgrades.

(5) ISIC Afloat Safety Officers shall be graduates from Surface Warfare Officers (Department Head) School or have attended the Afloat Safety Officer Course (A-4J-00200).

(6) Any ISIC who manages a Federal Civil Servant within their command structure shall be knowledgeable of Regional OSH support, the reporting requirements of OPNAVINST 5100.23 (series) Navy Occupational Safety and Health Program, and OPNAVINST 12810.1 (series) Federal Employee Compensation Act.

(7) ISIC Afloat Safety Officers shall track injuries to personnel and property losses that meet the reporting requirements of OPNAVINST 5100.19 (series) and OPNAVINST 5101.2 (series). Subordinate units shall report reportable mishaps to NAVSAFECEN INFO to COMNAVSURFOR.

(8) ISIC safety officers will ensure the TYCOM Safety Award and CNO Surface Ship Safety Award nominee packages are endorsed and mailed on time for consideration. In addition, the ISIC will coordinate presentation of subject awards.

b. Direct type training of ships and conduct training evaluations, including nominations for ship and departmental battle efficiency awards.

c. Recommend new concepts and equipment worthy of study to the TYCOM.

d. Monitor the material readiness of ships including combat systems, engineering, and hull and habitability.

e. Ensure maintenance and repairs are accomplished at the lowest level capable of performing the work. Stress the principles of self-reliance and stewardship of repair and overhaul funds.

f. Assist commands in conducting inspections and investigations of material failures.

g. Schedule and conduct required material inspections. Ensure correction of deficiencies found during inspections.

h. Review all correspondence on material matters submitted to higher authority.

i. Carry out responsibilities for material inspections, screening work packages for planned availabilities and other material matters.

j. Ensure adequate upkeep and repair periods are scheduled for ships.

k. Inspect ships in fire prevention and fire fighting.

l. Certify ships' Communication Security Material System (CMS) accounts.

1205 COMMANDING OFFICERS' RESPONSIBILITIES. COs shall maintain the highest level of combat readiness given the funding and operational constraints.

1206 FORCE AND COMMAND MASTER CHIEFS. The Force Master Chief (FORCM), Command Master Chiefs (CMCs), Command Senior Chiefs (CSCs) and Command Chiefs (CCs) shall be assigned per OPNAVINST 1306.2 (series), carrying out the duties, responsibilities and authority set forth in OPNAVINSTs 3120.32 (series) and 1306.2 (series). Collateral Duty CMCs in NAVSURFOR shall be designated in writing with a copy to COMNAVSURFPAC/LANT. All personnel assigned or designated as an afloat CMC or CSC in NAVSURFOR shall be Enlisted Surface Warfare Specialist (ESWS) qualified. Those reporting or designated who are not ESWS qualified shall be allowed a period of 12 months after designation or reporting to attain qualification. Request for waiver of qualification shall be addressed by letter to COMNAVSURFPAC/LANT, via the chain of command, clearly citing rationale and estimated qualification date.

CHAPTER 2 - GENERAL ADMINISTRATION

SECTION 1 - CORRESPONDENCE

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2101 OFFICIAL CORRESPONDENCE. The administrative business of the Surface Force is principally conducted through correspondence. It follows that the administrative efficiency of a command will be judged, to a great extent, on the promptness and effectiveness of its correspondence. The continuing goal at all levels of the Force is to eliminate unnecessary or redundant paperwork and to continually improve correspondence procedures. SECNAVINST 5216.5 (series) shall be used as the primary guide for clear writing. Other correspondence instructions are:

- a. Department of the Navy Directives Issuance System (SECNAVINST 5215.1 (series)).
- b. Standard Organization and Regulations of the U.S. Navy (OPNAVINST 3120.32 (series)).
- c. Department of the Navy Personnel and Information Security Program Regulation (SECNAVINST 5510.30 (series) and SECNAVINST 5510.36 (series)).
- d. Standard Navy Distribution List, Part 1 (OPNAV P09B2-107).
- e. Standard Navy Distribution List, Part 2 (OPNAV P09B2-105).

2102 CORRESPONDENCE CHAIN OF COMMAND

- a. Units shall route correspondence via the chain of command.

b. Recommendations on Force procedures, organization, policy, or similar subjects, that originate from Force units shall be sent to COMNAVSURFPAC/LANT, via the chain of command for approval or consideration.

c. As a general policy, routine reports required by the TYCOM, but needing no action by intervening unit commanders shall be sent directly to the TYCOM with an information copy to intervening commanders.

2103 ACTION ON CORRESPONDENCE

a. Subordinate commanders may take final action on correspondence received from juniors whenever policy of higher authority is known.

b. Subordinates who are information addressees may send comments to COMNAVSURFPAC/LANT without specific tasking. Comments on routine messages (without specific action tasking instructions) shall be sent to COMNAVSURFPAC/LANT within 72 hours. If comments are not received, COMNAVSURFPAC/LANT will interpret this to mean "concur" or "no comment."

c. Action correspondence shall be answered in accordance with the specified due date. If a due date is not specified, the response should be sent within ten working days. Ships and staffs shall notify COMNAVSURFPAC/LANT or the appropriate senior if action cannot be completed within the period.

2104 CONGRESSIONAL AND DEPARTMENTAL CORRESPONDENCE. COs shall reply promptly to correspondence received from a congressional or departmental source. If a "due date" is not in the correspondence, COs shall reply within 48 hours. The reply normally will be signed personally by the commander receiving the inquiry. CPF/CFFC and COMNAVSURFPAC/LANT shall be sent copies of replies, and if the correspondence discusses Navy personnel, CHNAVPERS shall also be sent a copy.

2105 CORRESPONDENCE CONCERNING POLICY MATTERS. Correspondence concerning policy shall be signed by the senior officer of the ship or staff.

2106 CORRESPONDENCE PROCEDURES. COMNAVSURFOR commands will:

a. Comply with the directives of higher authority, and notify the chain of command when directives are in conflict with these regulations.

b. Maintain a system of accountability for incoming and outgoing correspondence.

c. Make sure that correspondence is not delayed within the command and that recurring reports are submitted in a timely manner.

2107 COMPOSITE REPLIES. Whenever appropriate, and unless otherwise specified, ISICs should consolidate replies/responses for subordinate units and send a composite response.

2108 FORCE PRINTING. Printing is governed by the Document Automation and Production Services (DAPS).

2109 CONTROL OF REPORTING REQUIREMENTS. COMNAVSURFOR or COMNAVSURFPAC/LANT will act as the point of contact for information requests from Surface Force units. The intent of this article is not to stifle dialogue between technical agencies and supporting commands, but rather to control the administrative burden on Fleet units. The following regulations apply:

a. Commands and organizations outside of the COMNAVSURFPAC/LANT chain of command that desire information from Surface Force units shall direct their request to COMNAVSURFOR or COMNAVSURFPAC/LANT as appropriate. The appropriate staff will promptly review the request and forward it to the correct units via their chain of command. Care should be exercised to limit the number of requests to the minimum necessary.

b. COMNAVSURFOR units receiving request from organizations outside their chain of command shall promptly return the requests to the originator asking them to address the request to COMNAVSURFOR or COMNAVSURFPAC/LANT.

c. The following categories of requests for information are exempt:

- (1) Operational matters.
- (2) Unit specific CASREP or logistic information.
- (3) Recurring reports.
- (4) Matters for which direct liaison has been specifically authorized.
- (5) Unique requests for information from a single unit, when the information clearly resides only with that particular unit and cannot be obtained elsewhere.
- (6) Requests initiated by superiors in the unit's direct operational or administrative chain of command.

CHAPTER 2 - GENERAL ADMINISTRATION

SECTION 2 - MAIL AND COURIERS

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2201 U.S. MAIL. Regular and reliable mail service is a significant contributor to good morale. Every effort shall be made to provide the appropriate level of mail service and to comply with Navy Regulations and DON Mail Instructions. U.S. mail shall be handled per DOD Postal Manual and OPNAVINST 5112.6 (series).

a. Post Office and Required Reports. Ships having 150 or more personnel shall maintain a complete post office including money order service. For small/medium class ships, money order service will be available only on deployment. Monthly audits, inspections and reports are required per OPNAVINST 5112.6 (series) and the Navy Postal Finance Officer Handbook.

b. Postal Officer. Postal officers shall be designated in writing per OPNAVINST 5112.6 (series). They shall review post office records weekly and audit accountable postal effects using postal officer's weekly inspection checklist NAVSUP Form 5119 and ensure monthly/quarterly audits are completed as required by OPNAVINST 5112.6 (series). The audit shall be conducted by two or more Monies Audit Board members, appointed in writing per OPNAVINST 3120.32 (series) and OPNAVINST 5112.6 (series). The postal officer should be one of the auditors, provided he/she is not designated as a custodian of any of the postal funds or accountable equipment assigned to the command.

c. Military Postal Clerks/Postal Petty Officers

(1) A ship operating a post office shall designate at least two Military Postal Clerks (MPCs)/Postal Petty Officers (PPOs) using DD Form 2257 and NS Form 5112, one of whom will also be designated as custodian of postal effects (COPE), using a separate DD Form 2257 for each designation. The additional MPC/PPO shall be in training as the prospective relief for the COPE.

(2) Each ship will assign a Petty Officer Second Class or higher from the Supply ratings provided the requirements of OPNAVINST 5112.6 (series) and the DOD Postal Manual are met.

d. Mail Transfers at Sea. Registered and non-registered mail will be prepared for transfer at sea per Chapter 7 of NWP-4-01.4, Underway Replenishment.

e. Advance Notification of Movement for Mail Routing Purposes. Ships will send notification of movement per COMPACFLTINST 5440.3 (series).

f. POSTAL SERVICE FOR EMBARKED TROOPS. COs shall ensure that adequate facilities are available for embarked troops. In preparation for embarkation of troops or for extended deployments, consult OPNAVINST 5112.6 (series).

2202 DEFENSE COURIER SERVICE. Each unit shall be responsible for maintaining a system for handling Defense Courier Service (DEFCOS) material. At least two cleared personnel, designated as command couriers, shall receive and deliver such material. Top Secret material shall be handled per SECNAVINST 5510.36 (series).

CHAPTER 2 - GENERAL ADMINISTRATION

SECTION 3 - CHANGE OF COMMAND AND KEY OFFICER RELIEVING MATTERS

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2301 CHANGE OF COMMAND

a. Change of Command Reports

(1) Change of command shall be reported per Article 0807, U.S. Navy Regulations. This requirement applies to shore stations as well as ships.

(2) COs shall send letters reporting change of command in the following format. Paragraphs may be added as necessary.

From: (Officer being relieved)
To: (Immediate Superior in Command)
Via: (Relieving Officer)

Subj: CHANGE OF COMMAND, USS _____ (OPNAV
REPORT 5000-1)

Ref: (a) U.S. Navy Regulations, 1990, Article 0807
(b) (BUPERS Order to officer being relieved)
(c) (BUPERS Order to relieving officer)

Encl: (1) Equipage shortages (if applicable)

1. Per reference (a), I hereby report being relieved of command of USS _____ in compliance with references (b) and (c) by (Successor) on (date). Requirements outlined in reference (a) have been complied with.

2. With my successor, I have:

a. Inspected the ship (command).

b. Exercised the crew at general quarters and general drills. (If this has not been done, indicate why.)

3. I consider the manning of the ship (command) to be satisfactory (except _____). (NOTE:

Personnel deficiencies that degrade mission readiness will cause the report to be classified.)

4. The material condition of the ship (command) is satisfactory (except _____). (List deficiencies in safety, operational readiness, training, habitability or material conditions.) A list of outstanding CASREPs, uncompleted repairs and authorized alterations has been shown to my relief and is on file.

NOTE: The inclusion of one or more CASREPs, regardless of category, will cause this paragraph to be classified, at a minimum, confidential. In addition, deficiencies that reflect a degradation in mission readiness will cause the report to be classified. A listing of outstanding CASREPs is not required as they are monitored and tracked on an ongoing basis.

5. An inventory of controlled equipage was/was not conducted (optional at the discretion of the relieving commanding officer per NAVSUP P-485). The operating target has an unobligated balance of \$_____. This amount is/is not adequate to support the command until the end of the quarter. (If not adequate, itemize requirements.)

6. Classified material was inventoried per OPNAVINST 5400.1 (series) and was satisfactory/unsatisfactory. (If unsatisfactory, indicate the discrepancies and action being taken.)

7. (Successor) holds an interim Top Secret clearance issued by _____ based on a Background Investigation/Special Background Investigation completed (date) by _____.

8. CMS publications have been inventoried and page checked under CMS 21. The CMS custodian meets the requirements. I have signed all log books, journals, fitness reports on all officers and all other records and papers requiring my signature. The following have been turned over to my relief:

- a. All unexecuted orders.
- b. All regulations and orders in force that are applicable to the ship.
- c. All official correspondence and information that may be of service to my relief.
- d. All documents required by U.S. Navy Regulations, 1990, to be either kept or supervised by the commanding officer.
- e. A current audit of postal accounts and effects.

f. All magazine and other keys in my custody.

g. The following itemized accounts have been examined by my relief and the condition of each account, on the date indicated, was as follows:

- (1) General Mess:
- (2) Ship's Store:
- (3) Unit Recreation Fund:
- (4) Officers' Mess:
- (5) CPO Mess:

9. The ship's (command's) Training program is considered satisfactory.

10. The following additional defects were noted:

(Signature)

_____(DATE)_____

FIRST ENDORSEMENT on (officer being relieved) ltr of _(DATE)_

From: (Relieving Commanding Officer)
To: (Immediate Superior in Command)

1. Forwarded.

2. I report that I have assumed command of (unit) from (predecessor) in compliance with references (b) and (c) on (date). Requirements outlined in reference (a) have been complied with.

3. Conditions are as stated in the basic letter (except as follows: _____).

(Signature)

Copy to: (Complete)
CNO
CPF/CFFC
COMNAVSURFPAC/LANT
(Others, as appropriate in the administrative chain of command)

NOTE: If the relieving letter contains classified material, it shall be marked and handled per OPNAVINST 5510.1 (series).

b. When Unsatisfactory Conditions are Found. A report that identifies unsatisfactory conditions within the command, or contains adverse comments, shall be forwarded to CNO via the chain of command with a copy direct to CPF/CFFC. A copy will be retained by each of the officers between whom the transfer of command takes place.

c. Follow-up Report. Three months after assuming command, the CO will report the status of discrepancies by letter to COMNAVSURFPAC/LANT, via the chain of command.

d. Change of Command Ceremony. Change of command ceremonies should be in an atmosphere which is indicative of the solemnity and dignity of the occasion.

(1) Preliminary Arrangements

(a) The uniform for officers and chief petty officers (CPOs) participating in the ceremony will be Full Dress Blue or Full Dress White. Enlisted participants (E1-E6) will wear an equivalent prescribed uniform. For guests and other non-participants, Service Dress Blue, Service Dress White, or Summer White as appropriate is the standard.

(b) The ship will rig for visitors, with necessary guides and sentries, head facilities and reception arrangements (if appropriate) in the wardroom and general mess.

(c) The rostrum will be decorated with bunting or signal flags and equipped with a public address system.

(d) Ship's personnel, except the watch, will be at parade quarters if space permits.

(e) The Commander/CO and relief or appropriate representative will meet dignitaries and senior officers at the quarterdeck. Side honors with sideboys and boatswain's mate will be rendered to senior officers. Boat gongs are not necessary when the side is tended. Article 1247, U.S. Navy Regulations states sideboys are not appropriate for shore commands.

(f) Chairs should be arranged for guests, with ushers to supervise seating.

(2) The Ceremony

(a) The Executive Officer (XO) of a ship, CO of a flagship or chief of staff (if a flag officer) normally will act as Master of Ceremonies (MC).

(b) The chief master-at-arms will escort the Commander/CO and relief to the rostrum. Guests will be seated in advance.

(c) Upon the approach of the Commander/CO and relief, the MC will order "SHIP'S COMPANY, (and staff as appropriate) ATTENTION."

(d) If a flag officer is included in the ceremony as guest speaker or simply as ISIC, he/she will be escorted separately to the ceremonial area. Guests will be asked to rise. Upon arrival, honors appropriate to the officer's rank will be rendered unless these have been tendered at the quarterdeck incident to the flag officer's arrival (Article 1247, U.S. Navy Regulations). During arrival of principals, ship's company (and staff) should remain at attention. If the guest speaker or ISIC is not a flag officer and will not be receiving arrival honors (O6 and below), he/she should be escorted to the ceremonial area with the principals.

(e) After these honors, if rendered, the MC will order the colors paraded if included in the ceremony. Upon completion the MC will announce the national anthem. Personnel not in ranks and guests will face the national ensign if it is in sight; if not, face the music. Military personnel in ranks will not salute, but formation commanders and military guests will.

(f) After the national anthem, the MC will introduce the chaplain, who will give the invocation. Military personnel in uniform remain covered.

(g) After the invocation, the MC shall ask guests to be seated and will introduce the guest of honor. After remarks by the guest of honor, the MC will introduce the outgoing Commander/CO. If there is no guest speaker, the MC should introduce the outgoing Commander/CO after the invocation.

(h) The Commander/CO should then make any remarks, read his/her orders then introduce his/her relief. For flag officers, upon completion of the reading of their orders, the MC will then tell the outgoing flag officer the flag is ready to be hauled down. The Commander/CO directs the flag hauled down; the MC so orders; appropriate honors are rendered (ruffles and flourishes and gun salutes) and the flag is hauled down on the last gun. The MC will salute and advise the Commander/CO that the flag has been hauled down. The Commander/CO then will indicate he/she is ready to be relieved. The MC will seat the guests and announce presentation of the Commander's/CO's flag. The MC will then announce the relieving Commander/CO (Article 1019, U.S. Navy Regulations). A flag officer not entitled to arrival honors that include a gun salute will immediately after relieving, direct the flag be broken and honors be rendered to the senior officer present (Articles 0901 and 1020, U.S. Navy Regulations). Required departure honors for the honored guest would be considered rendered if the honored guest is also the senior officer present and has been honored in that capacity.

Gun salutes, when appropriate for honored guests, shall be rendered immediately after honors to the senior officer present or as the flag officer departs the ship. Gun salutes are not rendered to flag officers relieving command unless they are entitled to arrival honors (Articles 1235 and 1253, U.S. Navy Regulations).

(i) The relieving Commander/CO reads his/her orders and announces (saluting) to the outgoing Commander/CO, "I relieve you." If the ISIC is present the new Commander/CO reports assumption of command. The new Commander/CO may make appropriate remarks. The remarks, by tradition, are very short and should merely express pleasure, not policy.

(j) The MC then will announce the end of the ceremony and request guests remain in place until senior officers and distinguished guests depart. If a reception is planned, it should be announced. Escort officers will escort guests to the reception or quarterdeck.

2302 KEY OFFICER RELIEFS. Certain key officers require formal relief.

a. Relief of Executive Officers and Department Heads. A written report of relief of XO and department heads shall be submitted to the CO at the time of relief. This report will be similar to that used for change of command and will include appropriate items. The report will be forwarded to the CO, via the relieving officer and, for department heads, the XO, who will comment as appropriate.

b. Type of Duties Requiring Formal Reports of Relief. The following billets require a written report of relief:

- (1) Mess Treasurer.
- (2) Recreation Fund Custodian.
- (3) Damage Control Assistant.
- (4) Disbursing Officer.
- (5) Educational Services Officer.
- (6) Automated Data Processing Officer.
- (7) CMS Custodian and Alternate.
- (8) Controlled Medicinals Custodian.
- (9) Medical Department Representative.

- (10) Naval Warfare Publication Custodian.
- (11) Top Secret Control Officer.
- (12) Secret Control Officer.
- (13) Cryptologic Officer.
- (14) Electronic Material Officer or officers accountable for General Purpose Electronic Test Equipment (GPETE).
- (15) Officers who are accountable for any radioactive material.
- (16) Postal Officer.

CHAPTER 2 - GENERAL ADMINISTRATION

SECTION 4 - MILITARY SMARTNESS AND PROFESSIONALISM

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2401 COLORS

a. Procedures for morning and evening colors are in accordance with Article 1206, U.S. Navy Regulations.

b. The color detail will consist of at least two persons with a petty officer in charge. The color detail should be assigned by name and not include on-watch personnel. They should be trained in flag etiquette.

c. When the 1MC is used to pass "First Call," the word should be passed only once. At "First Call to Colors," the color detail, in the prescribed service uniform, should be at their colors station and prepared to raise or lower the colors on signal. The CDO or another assigned commissioned officer should be in charge and take his/her station on the fantail/flight deck facing the national ensign at the distance of approximately ten feet from the flagstaff.

d. The signal bridge shall follow the motions of the senior officer present in view.

e. At morning colors, the colors will be raised smartly; at evening colors, they shall be lowered ceremoniously.

f. "Attention" and "Carry On" shall be sounded by a whistle or bugle.

g. Ships shall be alert to ships rendering national anthems immediately after colors. "Carry On" shall not be sounded until all anthems are finished.

h. All personnel on weather decks, including hangar decks of LHAs and LHDs, who are not in ranks shall face aft and salute during morning and evening colors. Personnel in ranks shall not salute but shall be faced in the direction of the colors.

i. Boats nearby shall lie to. The coxswain shall stand at attention and salute unless it is dangerous or impracticable to do so.

j. Automobiles in the vicinity shall stop. Occupants remain seated and do not salute.

k. Personnel ashore shall come to attention, face the nearest colors or music and, when in uniform, salute.

2402 GREETING/SALUTING ONBOARD SHIP. Per Articles 1209 and 1210, U.S. Navy Regulations, personnel aboard ship will salute, if covered, and greet all officers when meeting them for the first time each day. The CO and embarked commander shall always be saluted. Hand salutes will be rendered and returned whether the meeting is on deck or in the ship. The CO, regardless of rank, shall be addressed as "Captain."

2403 DECORUM. Personnel will abide by the regulations governing uniform appearance whether onboard ship or ashore.

a. Smoking will only occur in designated areas topside when authorized in areas located away from the quarterdeck.

b. Personal cell phone use will be limited to designated areas topside. Personnel in uniform shall not use cell phones while walking topside or transiting ashore.

c. Uniforms should be worn in accordance with the following references:

- (1) U.S. Navy Uniform Regulations, NAVPERS 156651.
- (2) NAVADMIN 145/99 (addresses command ball caps).
- (3) NAVADMIN 116/00 (addresses coveralls).
- (4) NAVADMIN 115/00 (addresses working khakis, utilities, and Navy camouflaged utilities).
- (5) NAVADMIN 031/03 (addresses tattoo and grooming standards).

(6) NAVADMIN 209/04 (addresses civilian bags (e.g., computer bags/briefcases, gym bags, backpacks, garment bags, etc)).

(7) Applicable Navy Region/SOPA guidance (For example, COMNAVREGSWINST 1020.1 (Uniform Policy and Regulations)).

2404 THE QUARTERDECK. The quarterdeck is the traditional site of ceremony and reception onboard naval ships. The highest standards of military smartness, cleanliness and decorum are required on the quarterdeck.

a. The quarterdeck bulkheads and deck shall be well-preserved and clean. Brightwork shall be polished. MacNamara lace, cocoa or rubber matting, and canvas or herculite side curtains are encouraged.

b. Brows shall be placed at gangways provided in the quarterdeck lifelines. If an appropriate gangway is not available for the brow, a section of the lifeline shall be removed and replaced by heavy white line. Unrigged lifelines shall be folded back and neatly secured.

c. When brows and brow platforms are not up to fleet standards of preservation and appearance, the ship should inform the naval station.

d. Brows and accommodation ladders shall be well illuminated at night in accordance with current electrical safety guidance.

e. Quarterdeck Smartness. Quarterdecks shall reflect the highest standards of military smartness and etiquette. Eating, drinking, cell phone use, or smoking is not permitted on the quarterdeck. Desks, logkeeping tables and telephone stands should be kept clear of the ceremonial area. Ship's business should not be conducted on the quarterdeck nor should personnel be allowed to loiter in the vicinity. The following regulations apply:

(1) Responsibilities of the CDO. The CDO exercises this responsibility through the officer of the deck who will be held responsible for the appearance and performance of the quarterdeck area and watchstanders. The CDO, in addition to other duties, normally will be on deck at reveille, for morning and evening colors, at the beginning of liberty call and, when at anchor, when liberty boats return the majority of the liberty party. The CDO normally will be in the uniform of the day.

(2) The Officer of the Deck (OOD). The OOD and other quarterdeck watchstanders will be in the uniform of the day. The OOD is responsible for the appearance of ship's crew leaving the ship. The OOD normally will inspect each person in the liberty

party. The inspection will include cleanliness, neatness, grooming, appearance of uniforms and appropriateness of civilian attire.

(3) Tending the Side. The CDO will normally tend the side whenever the CO arrives or departs and, with the CO or XO, whenever an embarked commander arrives or departs. Commanders and COs must give timely notice of their intended departure to the quarterdeck. The CDO will also tend the side for arrival and departure of other visiting officers of the rank of commander or senior whenever possible.

(4) Shifting Flags and Pennants. When the commander shifts his flag or pennant from one ship to another, full military honors shall be rendered by both ships if the commander is present to receive these honors. These honors will be dispensed with when the shift is for brief periods.

(5) Honors to Officials and Passing Vehicles. The quarterdeck watch shall render honors to senior officers or civil officials passing close aboard. If the flag officer is on an official visit, the quarterdeck passes "Attention to Port/Starboard." All hands on the weather decks should come to attention and salute on signal. If the flag officer is on an informal visit, only the quarterdeck watch should be brought to attention with the OOD rendering a salute. Calling "Attention to Port/Starboard" is not appropriate for informal visits. Pier SOPA will inform the OODs of all ships berthed at that pier whether a visit is formal or informal.

(6) Use of Tones

(a) Passing the word and the use of tones (bongs, bells) to announce the arrival/departure of officers and officials are not a means of rendering honors. These are used simply to indicate the arrival and departure of commanders, chiefs of staff, COs and civil officials to interested personnel. Arrivals/departures are announced only during the hours between reveille and taps. Tones are sounded by the use of the bell on the quarterdeck or in the pilot house. Arrivals/departures are announced as follows:

1. Sound the tones in groups of two, corresponding to the number of sideboys to which the officer/official is entitled (each group is separated by a short pause).

2. Announce the person's short title and conclude the announcement with "arriving," "departing," "returning," or "crossing."

3. A single tone is then sounded as the embarked commander, chief of staff, or CO steps off the brow onto the ship when arriving, or off the ship onto the brow when departing. The

single tone is often called the "gutter bong" or "stinger." The single tone is not sounded when the officer is merely crossing.

(b) It is common practice to announce, over topside speakers, the crossing of COs and certain other officials to units outboard or inboard as the case may be. This is a perfectly acceptable procedure since tones and passing the word are not honors, but rather an information signal to those personnel having a need to know.

(c) The arrival of a visiting Navy captain or commander (or officer of equivalent grade in other services) who is not a type/operational commander, chief of staff, CO or acting CO, or whose command is not known by the OOD, is announced by grade and service (i.e., "Captain, United States Navy," or "Colonel, United States Army, arriving"). After the officer boards the ship, the OOD will obtain the visitor's official title and use such information to announce the departure of the visitor. If such officer does not hold an official title, his/her departure shall be announced in like manner as his/her arrival.

(d) When unable to determine the rank or position of an arriving officer or official, the term "Staff, gangway" shall be announced, and since this term is used only upon arrival, it is not necessary to add the word "arriving." After the unknown officer/official boards the vessel, the OOD will obtain the visitor's grade and official title and use such information upon the departure of the visitor.

(7) Addressing the OOD. With the exception of the CO and XO, all members of ship's company who address the OOD while he/she is in the performance of duties shall salute him/her.

2405 TOPSIDE

a. Ship's Name. In port, when Force Protection condition permits, the ship's name shall be prominently displayed on a mahogany stained name board with chrome or polished brass six-inch letters. Six inches of wood should show before and after the ship's name. It shall be suspended from the lifeline near the stem of the ship on the starboard bow if at anchor, or if moored to a pier, on the inboard bow. The name boards on frigates displayed near the bridge will satisfy the requirement to have the ship's name displayed near the bow. When in port, the ship's name shall also be prominently displayed on the quarterdeck.

b. Bow Numerals. In port, a ship's bow numerals shall be illuminated on both sides between sunset and sunrise.

c. Mooring Lines. Mooring lines should be doubled per NSTM

582 with all parts taking an even strain. Lines should be frapped and rat guards properly installed. Chafing gear should be neat. The bitter end of the mooring line should be coiled neatly atop the ship's bitts.

d. Irish Pennants. Irish pennants should be removed.

e. Brightwork. All brightwork, labels and gaskets shall be properly mounted and kept free of paint and verdigris. Metal watertight closure labels and directional signs shall be shined.

f. Bell. The ship's bell should have a fancy bell rope. The bell should be polished daily.

g. Lifelines. Lifelines shall not be served, covered with canvas, fitted with turksheads or painted. Leather serving or synthetic chafing material should be fitted on lifelines where they meet stanchions.

h. Rigging. The ends of all running rigging, such as boat falls, boat lines and sea painters shall be neatly coiled, flemished or faked down in a seaman-like manner when not in use. Monkey lines attached to boat davits shall be carefully made up and bagged ready for use. Signal halyards should be taut.

i. Fenders. Fenders will be rigged inboard and secured when not in use.

j. Flags, Pennants and Shapes. The national ensign, jack, pennants and indicator signal flags shall be clean, untattered and maintained clear and closed up. Jack and flag staffs shall not be covered with serving or cross-pointing.

k. Equipment Alignment. When not in use, ship's rotating antennas and other equipment shall be centerlined and secured. When entering and leaving port and while in port, guns and missile launchers will be trained to the centerline.

NOTE: When locking pins do not engage in positions of subparagraph k, position the equipment so locking pins engage.

2406 BELOW DECK

a. Officers' Country. The wardroom shall be outstanding in appointment and appearance. It is not sufficient that the wardroom merely be clean; it must also have a gracious air reflecting a meticulous adherence to the nicest form of etiquette. Cracked or chipped tableware or tarnished silver and flatware is not in keeping with the high standards expected of a wardroom.

b. Officer Staterooms. Officer staterooms must be maintained with the same high standards of cleanliness and preservation officers are expected to apply to other areas of responsibility in the ship.

c. Crew and Troop Spaces. The cleanliness, smartness and habitability of crew and troop living spaces will be maintained at the highest levels. Lockers will be clean and free of foreign material. Individual lockers and uniform lockers will be neatly stowed.

2407 ENTERING AND LEAVING PORT. When entering and leaving port, the following instructions will be observed:

a. Parading the Crew. The crew should normally be paraded at quarters when entering and leaving foreign ports, when entering port other than home port for a recreation or ceremonial visit and when special circumstances dictate. When entering or leaving homeport routinely and entering and leaving other U.S. ports for operational visits, quarters for the crew is not required. When entering or leaving homeport or U.S. ports for operational visits, line handlers and topside idlers shall be in ranks. When paraded, the crew should be called to quarters prior to entry into waters with high public visibility. Quarters are not required at night.

b. Inclement Weather. In inclement weather, personnel not required topside for sea detail shall be out of sight below and those topside should be uniformly attired in heavy weather or rain gear.

c. Berth Shifts. When shifting berths, quarters are not required.

d. Colors. The ensign and jack will be raised smartly upon signal the ship is moored or anchored during daylight hours.

e. Signals. Upon mooring or unmooring, a signal on the police whistle or bugle will be sounded as soon as contact with the ground or pier is made or broken. The anchor ball will be hoisted or lowered, colors shifted, calls broken or hauled down, boat booms swung out or in and accommodation ladders raised or lowered, simultaneously on signal. Prior to getting underway visual calls should be made up ready for breaking and hoisted so the call can be broken on signal.

f. Stowage of Lines. Upon leaving a nest or pier, lines and fenders will be taken in upon orders from the bridge. If the crew is at quarters, the line handlers will immediately return to their quarters stations without stowing lines and fenders. Lines should be stowed after retreat from quarters is sounded.

g. General Military Appearance. Topside "smartness" is important for safety, seamanship and shipboard professionalism. Prior to getting underway or entering port, the XO should check topside appearance and decorum of personnel.

2408 BOARDING AND DEBARKING. The following procedures apply when arriving on and departing from naval ships:

a. Military personnel coming on board in uniform will stop at the upper platform of the accommodation ladder or at the inboard end of the brow, face aft, and salute the colors, if flying and then salute the OOD or Petty Officer of the Watch (POOW). Military personnel in civilian attire will face aft and come to attention momentarily in place of the customary hand salute to the colors. The salutes to the colors and to the OOD or representative will be returned by the senior member of the watch present. If a member of the ship's company is returning to ship, he/she will report his/her return on board to the OOD.

b. Seniors board first; juniors debark first.

c. In leaving a ship, an enlisted member of the ship's company will salute the quarterdeck and request permission of the OOD or POOW to leave the ship. Officers will obtain permission to leave the ship from an appropriate senior officer. Upon departure, the officer will report to the OOD or POOW that he/she has permission to leave the ship. In both cases personnel will, when at or near the brow (the upper platform of the accommodation ladder), face aft and salute the colors, if flying. The OOD or POOW will return both salutes. Military personnel in civilian attire will face aft and come to attention momentarily in place of the customary hand salute to the colors.

d. If visiting a ship other than their own, both officers and enlisted personnel will request permission to come on board and will request permission to leave from the OOD or POOW.

e. In passing from a pier to a ship nested outboard of one or more other ships the following applies: On boarding the inboard ship, the colors and quarterdeck will be saluted and "permission to cross" will be requested of the quarterdeck watch. Salute to the colors will be rendered on leaving for the next ship outboard. This procedure will be repeated until the destination ship is reached. In leaving nested ships the procedures will be reversed except that "permission to cross" will be requested from the quarterdeck watch on each ship crossed. Unit commanders, COs, chiefs of staff or other senior officers passing through a nest or visiting a ship should identify themselves to the quarterdeck watch if it appears that they have not been recognized.

f. Use of commercial water taxis is no cause to dispense with proper boat etiquette.

2409 UNIFORM FOR THE QUARTERDECK WATCH

a. OOD. Officer and CPO watchstanders will be in the uniform of the day prescribed by Senior Officer Present Afloat (SOPA). Foul weather clothing will not be worn except during heavy rain or snow. During cold weather only the regulation raincoat, blue jacket overcoat or peacoat may be worn.

b. Enlisted Watch. Other enlisted watch personnel will be in the uniform of the day. Only peacoats, uniform raincoats or blue jacket may be worn when an outer garment is required and all enlisted watchstanders shall be in the same coat or jacket. Heavy weather clothing may be worn during heavy rain or snow. The POOW will wear a clean white pistol belt, a white holster cover and a white cartridge case. The messenger of the watch will wear a white web belt.

2410 UNIFORMS FOR ENLISTED PERSONNEL PERFORMING SPECIFIC DUTIES

a. Uniform for Color Ceremonies. The color detail shall wear the uniform of the day with white web belt.

b. Shore Patrolmen. Shore patrol will wear the uniform prescribed by SOPA.

c. Drivers. Drivers will wear either the uniform of the day or a working uniform, as appropriate.

d. Messengers. Messengers will wear the uniform of the day with a white web belt. He/she will remain covered except when entering a space where a meal is in progress or divine services are being conducted.

e. Sideboy Uniform. Sideboys shall wear full or service dress uniform. When official visitors arrive by air transportation, "rainbow sideboys" are permitted (i.e., flight deck jerseys).

2411 DECORATION AND TOPSIDE CANVAS

a. Shipboard Decoration. Signal flags are the preferred decoration for shipboard ceremonies. When red, white, and blue bunting is used, ensure that it is displayed with the blue stripe at the top.

b. Topside Canvas and Herculite. During peacetime white, blue or gray canvas or herculite is authorized for topside wind screens.

COMNAVSURFORINST 5400.1
25 Apr 05

2412 QUARTERS FOR MUSTER. Quarters should be held at least three times per week. While underway, quarters should be held whenever weather and sea conditions permit. Divisions personnel should be inspected at quarters by the division officer, department head, XO or CO.

CHAPTER 2 - GENERAL ADMINISTRATION

SECTION 5 - RETIREMENT CEREMONIES

2500 SECTION CONTENTS

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2501 RETIREMENT CEREMONIES. As stated in MILPERSMAN 1800-010, the retirement or transfer to the Fleet Reserve of a member shall, only if the member so desires, be preceded by a ceremony designed to express the Navy's appreciation for the many years of faithful and honorable service the member has devoted to their country. The ceremony should be conducted in an atmosphere indicative of the solemnity and dignity of the occasion.

a. Requests for Retirement Ceremony

(1) Requests for retirement ceremonies shall be submitted to the Commander/CO of the parent command by the retiree in writing using the format provided at the end of this section. The request shall be submitted early enough to allow for adequate planning of the ceremony requested.

(2) Upon approval by the command, the retirement ceremony becomes an official command function and use of accountable funds is authorized.

b. Preliminary Arrangements

(1) The retiree's desires shall be solicited in determining certain details of the ceremony.

(2) The uniform for principals and military guests shall be prescribed by the retiree.

(3) The command, depending on the size of the event, should make appropriate preparations for visitors with necessary escorts, ushers, sentries and head facilities. Reception arrangements shall be accommodated (if desired by the retiree) in the wardroom, CPO or general mess, as appropriate. Refreshments shall not be provided from appropriated funds. The retiree may, however, provide refreshments if desired.

(4) The area of the ceremony may be equipped with a public address system and be appropriately decorated. Bunting, signal flags and ceremonial bullets may be used.

(5) Invitations and programs for the ceremony may be typed or printed. Invitations shall be mailed to guests of the retiree as provided for in SECNAVINST 5603.2 (series).

(6) Ship's personnel, except the watch, shall be at the parade quarters as space permits.

(7) Use of a band and ceremonial color guard is authorized and encouraged.

(8) The Commander/CO will meet dignitaries and senior officers at the quarterdeck. Side honors with sideboys and boatswain's mate will be rendered to senior officers. Boat gongs are not necessary when the side is tended.

(9) Seating shall be arranged for guests with ushers and escorts assigned to supervise seating.

c. The Ceremony

(1) The XO of a ship, CO of a flagship or chief of staff of a flag officer normally will act as MC.

(2) The chief master-at-arms will escort the Commander/CO and the retiree (and the retiree's spouse, if applicable) to the rostrum. Guests will be seated in advance.

(3) Upon the approach of the Commander/CO and the retiree, the MC will order "SHIP'S COMPANY (and/or Staff), ATTENTION."

(4) If a flag officer is included in the ceremony as guest speaker/guest of honor or simply as ISIC, he/she will be escorted separately to the ceremonial area. Guests will be asked to rise upon arrival and honors appropriate to the officer's rank will be rendered unless these have been tendered at the quarterdeck incident to the flag officer's arrival (Article 1035, U.S. Navy Regulations). During arrival of principals, ship's company (and/or staff) should remain at attention. If the guest speaker/guest of honor or ISIC is not a flag officer and will not be receiving arrival honors (O6 and below), he/she should be escorted to the ceremonial area with the principals.

(5) After arrival honors, if rendered, the MC will order the colors paraded if included in the ceremony. Upon completion the MC will announce the national anthem. Personnel not in ranks and guests will face the national ensign if it is in sight; if not, face the music. Military personnel in ranks will not salute, but formation commanders and military guests will.

(6) After the national anthem, the MC will introduce the chaplain, who will give the invocation. Military personnel in uniform remain covered.

(7) After the invocation, the MC shall ask guests to be seated, order "SHIP'S COMPANY (and/or Staff), PARADE REST," and will introduce an officer who will read the retiree's biography.

(8) After the biography has been read, the MC will introduce the guest speaker/guest of honor (or ISIC). After remarks by the guest speaker/guest of honor (or ISIC), the MC will introduce the Commander/CO. If there is no guest speaker/guest of honor (or ISIC), the MC should introduce the Commander/CO after the biography has been read.

(9) The Commander/CO should then make appropriate remarks. Upon completion of remarks the Commander/CO shall present awards and certificates to the retiree and spouse per MILPERSMAN 1800-010. Citations and certificates shall be read by the MC as they are presented.

(10) Gifts appropriate to the occasion (shadow boxes, flower bouquets for the spouse, etc.) may be presented at this time. Following presentation the MC will introduce the retiree. The retiree should then make any remarks.

(11) After remarks by the retiree the MC will ask the guests to rise and will order "SHIP'S COMPANY (and/or Staff), ATTENTION. RETIRE COLORS."

(12) After the colors have been retired the MC will introduce the chaplain who will deliver the benediction.

(13) After the benediction the MC shall order "POST SIDEBOYS." When sideboys are in position the retiree shall depart the ship/area. If desired, the retiree can return to the quarterdeck/area, join his/her spouse and then both are piped over the side. Following the last note of the boatswain's pipe, the band plays *Anchors Aweigh*.

(14) After *Anchors Aweigh* the MC will announce the end of the ceremony and request guests remain in place until senior officers and distinguished guests have departed. If a reception is planned, it should be announced. Escort officers will escort guests to the reception or quarterdeck.

SAMPLE REQUEST FORMAT

Date: _____

From: __ (retiree's rank/rate and name) _____

To: _____

Subj: REQUEST FOR COMMAND SPONSORED RETIREMENT CEREMONY

Ref: (a) COMNAVSURFORINST 5400.1

Encl: (1) Retirement Ceremony Guest List
(2) Reception Guest List
(3) Biographical Information (Military Awards/Service Summary)

1. I will transfer to the fleet reserve/retired list on _____.
I will take terminal leave from _____ to _____. Per
reference (a) I respectfully request a Command Sponsored
Retirement Ceremony as follows:

a. Date: _____

b. Time: _____

c. Location: _____

d. Master of Ceremonies: __ (normally the commanding
officer/chief of staff/chief staff officer or flag secretary)

e. Guest of Honor/Speaker: __ (normally the commanding
officer/commander) __

f. Band Service desired? Yes / No

g. Honor Guard Service desired? Yes / No

h. Approximate number of guests:
(guest list/address provided as enclosure (1))

Military: _____ (excluding command personnel)

Civilian: _____

i. Immediate family members who will attend: (include
spouse, children, parents, parent-in-law,
siblings and grandparents)

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>RESIDENCE</u> (City, State)
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach list for additional names.)

j. Command participation desired? Yes / No If yes, specify extent (e.g., all officers, all CPOs, all personnel, all XX department personnel, etc).

- k. Uniform: Official party - _____
(1) Military guests - _____
(2) Civilian attire - _____

l. Photographer service desired? Yes / No

m. Chaplain service (Invocation/Benediction) desired?
Yes / No

- n. Nominees for Sideboys:
(1) _____
(2) _____
(attach list for additional names)

o. Typed/printed invitations as follows:

Option #1: Invitations for the ceremony mailed no later than ____ (date) ____.

Option #2: Invitations for the retirement ceremony provided to me no later than ____ (date) ____.

2. I will provide post ceremonial refreshments: Yes / No

3. I will host a reception: Yes / No

a. Date: _____

b. Times: From: _____ To: _____

Dinner/Supper from: _____ To: _____

- c. Location: _____
- d. Approximate number of guests: _____
- e. Reception guests list provided as enclosure (2)

I understand that all costs associated with providing and serving post ceremonial refreshments and/or reception must be borne by me or may be paid for from non-appropriated funds.

4. Biographical information is included as enclosure (3).

Very Respectfully,

(Retiree's rank/name) USN

* * * * *

COMMAND ENDORSEMENT

Recommendation: Approval / Disapproval

Signature: _____ Date: _____
(title)

Reason for recommendation: _____

- - - - -
Approved / Disapproved

Signature: _____ Date: _____
(Commander/CO)

Reason for disapproval:

CHAPTER 3 - PUBLIC AFFAIRS

SECTION 1 - PUBLIC AFFAIRS PROGRAM

3100 SECTION CONTENTS

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3101 RESPONSIBILITY

a. COMNAVSURFPAC/LANT are directly responsible for all matters of public affairs within the respective force. Both are direct representatives of CPF/CFFC for public affairs within their forces. COMNAVSURFPAC/LANT Public Affairs Officers (PAOs) serve as the senior advisors and administrative assistants to the Force Commanders and each will coordinate force public affairs programs and provide guidance to force units.

b. Unit Commanders and COs within the Force are hereby appointed as direct representatives of the Force Commander in the command function of developing and maintaining an effective public affairs program. Responsibilities of the unit Commanders and COs are outlined in chapter 3 of SECNAVINST 5720.44 (series) Navy Public Affairs Regulations and in chapter 12 of COMFLTFORCOMINST 5400.2 (series) and in COMPACFLT OPORD 201.

3102 POLICY. For the surface force to receive public understanding and support, the public must be kept well informed of the missions, capabilities and activities of the Force. Each unit Commander/CO must actively support public affairs policies and objectives through a vigorous program. Navy public affairs objectives are:

- a. To satisfy the public's interest in the Navy.
- b. To publicly recognize the accomplishments of Navy men and women.
- c. To foster public interest in the Navy as an instrument of national policy and security.

3103 GUIDANCE. The prime directive for public affairs in the Pacific Fleet is Annex F to COMPACFLT OPORD 201. Other applicable directives are SECNAVINST 5720.44 (series) and Annex F to numbered Fleet Commander OPORD 201s. The applicable directive for managing the command's public web site is SECNAVINST 5720.47 (series).

3104 PUBLIC AFFAIRS OFFICERS. When a command has no PAO authorized by the Chief of Naval Personnel, the CO shall designate either an officer or CPO as a collateral duty PAO. Consider the following when choosing a collateral duty PAO:

- a. Selection is important. He/she should be enthusiastic and involved in the command. He/she should be at the command at least one year and be SWO/ESWS qualified prior to selection.
- b. The individual should be able to effectively communicate via written documents. News releases, family grams, cruise books, and command newspapers are usually PAO functions.
- c. Motivation is crucial and the selectee should want to be the PAO. This is the most important factor to ensure a successful command Public Affairs program.
- d. The PAO should understand how a well managed public affairs program can benefit the command, the Navy and the community.

3105 DUTIES OF PUBLIC AFFAIRS OFFICERS. The duties of a collateral duty PAO will vary, but basically the command PAO is responsible for:

- a. Familiarization with SECNAVINST 5720.44 (series), SECNAVINST 5720.47 (series), COMFLTFORCOMINST 5400.2 (series) and COMPACFLT OPORD 201, Annex F.
- b. Routinely liaison with COMNAVSURFPAC/LANT PAO.
- c. Advising the CO on public affairs matters.
- d. Administering the command's public affairs program.
- e. Ensuring the command complies with public affairs directives.

- f. Conducting an aggressive internal information program.
- g. Performing duties described in the Department of the Navy public affairs regulations.

3106 COMMAND INFORMATION FOLDERS. COMNAVSURFPAC/LANT Public Affairs Offices both maintain electronic information files on each subordinate command. These files contain information used to develop media kits for homecomings or other media events, to respond to media queries, or to provide background information for a variety of public affairs projects. Units should provide the following material to that office on an annual basis:

- a. One "8x10", 300 dpi color digital photograph in jpeg format of the CO in service dress blue and covered. The name of the CO, the date, the name of the photographer, the last four digits of the photographer's SSN, and the command shall be included with the file.

- b. A one-page, narrative-style biography of the CO. This should cover the high points of the officer's career, last few assignments, awards received, education, source of commission, and hometown. Because of security considerations, family information should not be included.

- c. One "8x10", 300 dpi color digital photograph of the following with the date, name of photographer, and last four digits of photographer's SSN included with the file:

- (1) For ships: The ship in its latest configuration. Broadside or three-quarter views, preferably of the ship underway, are desired. Also photos of ship and crewmembers in action.

- (2) For shore commands: A panoramic view of the base, headquarters building or other scene representative of the command.

- d. A welcome aboard or information packet.

- e. A dated, unclassified fact sheet with the address for the command's public web site as well as the following information:

- (1) For ships: Length overall, maximum beam, draft, displacement, unclassified speed, armament, propulsion, complement, average number of personnel assigned, date launched, date commissioned, homeport, significant combat experience, a brief 150-250 word history, and the significance of the ship's name should also be included.

(2) For shore commands: Location, mission, complement, average number of personnel assigned, geographic area command comprises, date commissioned, applicable statistical information, and a brief 150-250 word history.

(3) For Flag and multi-ship commands: Mission, number of ships and personnel assigned, geographic area or location, date commissioned, significant combat experience, and a brief history.

3107 EXTERNAL RELATIONS. External relations is a term to describe the relationship between the ship and the community. That relationship depends on the quality of communication between the ship and the public. External media include civilian newspapers, magazines, radio and television stations, and non-DOD web sites.

a. Authority for Release. Commanders/COs may release news of a favorable nature pertaining to the command to local civilian media via COMNAVSURFPAC/LANT PAO and directly to any Navy media. A copy of the releases plus the distribution list shall be sent to the COMNAVSURFPAC/LANT PAO. All news concerning policy or more than one command, shall be released only by the TYCOM or commander having operational control.

b. Release by Higher Authority. Information of regional, national, or international interest will be released only by the appropriate operational numbered fleet or TYCOM. Commands shall advise TYCOM, CPF/CFFC by immediate message with information copies to the chain of command when involved in an event having international or national interest or likely to attract wide public interest or attention.

3108 ACCIDENT AND EMERGENCY PUBLIC AFFAIRS

a. Background. An accident in the Navy may attract wide public interest. The Navy has the responsibility to inform the public of significant incidents, consistent with national security concerns. Unless complete and accurate information is provided to the public quickly, media representatives may be influenced by rumors, speculation, and distortions. The resulting unfavorable publicity from such misinformation may be more damaging to the Navy's prestige than if the truth had been released immediately.

b. Release Procedures. As with spot news, Commanders/COs will not release accident or emergency information directly to the media unless directed to do so. Instead, they will provide the information by immediate Unit SITREP or OPREP 3 message to operational, numbered fleet and TYCOMs, with an information copy to CPF/CFFC. Additional information will be forwarded as the situation warrants, with the last report stating "FINAL REPORT THIS INCIDENT." When the ship or staff is under the operational

control of the numbered Fleet Commander, the information will be released per the numbered Fleet Commander OPORD 201, with information copies to COMNAVSURFPAC/LANT. For nuclear accidents or incidents, the information will be released per COMPACFLT OPORD 201.

c. Required Information. The initial message should contain the following:

- (1) A description of the accident or emergency (fire, collision, etc).
- (2) The location, including latitude and longitude, if at sea.
- (3) The local time when it occurred.
- (4) The number of persons killed or injured.
- (5) The number of persons missing. If none, a statement to that effect should be included.
- (6) The status of the accident.
- (7) Assistance provided by other commands, listed by name.
- (8) The names of any newsmen or other non-crewmembers aboard and their status.
- (9) Any other pertinent information.

d. Objectives. In a disaster or emergency situation that attracts wide public interest, the command has four basic public affairs objectives:

- (1) To retain public confidence in the Navy;
- (2) To protect classified information;
- (3) To preserve good media relations; and
- (4) To protect and promote the welfare of Navy personnel and their families.

e. Responsibilities. There are four important command responsibilities in such a situation:

- (1) To safeguard classified information and material;
- (2) To release all information compatible with the requirements of security and the rights of Navy personnel and their families;

(3) To provide news media with maximum practicable access to the accident scene and take precautions to ensure that they do not interfere with damage control, rescue or evacuation measures, jeopardize their own safety or violate security; and

(4) To release the names of casualties as soon as possible. Identification of casualties is not released until next of kin have been notified. During the period between the initial release of disaster information and release of the casualty list, all families of all personnel of that command are anxiously awaiting news. To relieve that anxiety, it is necessary that notification of casualties' next of kin be expedited so the casualty list can be released to news media without unnecessary delay.

3109 NEWS INTERVIEWS. In some situations, it may be in the Navy's best interest to hold a news conference or briefing or grant interviews. Commands shall seek guidance from the COMNAVSURFPAC/LANT PAO, the nearest are coordinator PAO or another professional PAO before agreeing to talk to the media. Synopses of news conferences, briefings or interviews based on unfavorable or sensitive situations shall be provided in priority messages to COMNAVSURFPAC/LANT, Numbered Fleets, as appropriate, and CPF/CFFC as a minimum, with wider distribution requirements as circumstances dictate.

a. Preparation. Thorough preparation is essential to the success of any news conference, briefing, or interview. All persons in the position of answering questions from news media are expected to be well prepared. In preparing for an interview, a media briefing, or a news conference, the following steps are recommended:

(1) If possible, seek guidance from a professional PAO or an officer experienced in dealing with news media.

(2) No matter how recently an incident occurred, thoroughly review the background of the situation and know the consequences. It is often helpful to prepare an informal chronology of the events to help organize thoughts.

(3) Thoroughly review standing public affairs guidance on incidents, public affairs guidance on the particular incident or situation, and all news releases which have been released to the media.

(4) Bearing in mind the information which has already been released, prepare a list of questions. While this might appear to be an unnecessary procedure, it will allow you to think through questions before they are asked and to formulate answers well ahead of time.

(5) If time permits, conduct a rehearsal of the news conference, in which several officers play the roles of news media and ask you questions about the incident or situation and you provide answers just as you would in the actual news conference, briefing, or interview. Tape record or videotape this rehearsal and review it.

b. Meeting with News Media. In meeting with news media, it is always advisable to tape record the questions and answers. News media usually do not resent your doing so, and such a recording can prove particularly useful later. In actually conducting the briefing, news conference, or interview, the following guidelines are recommended:

(1) PAO will explain the ground rules at the outset. PAO will advise media that what you have to say is "ON THE RECORD AND FOR DISTRIBUTION," and if there are any areas which you will not discuss (such as possible legal proceedings, who is at fault, etc.) say so at the outset. Also, set a time limit (perhaps 15 minutes, depending on the situation) on the meeting.

(2) Open with a statement, explaining briefly what has happened and what your role in it was, then advise that you will respond to questions.

(3) Make certain that you understand each question.

(4) Keep your answers short.

(5) Do not answer hypothetical questions. Tell news media that you cannot speculate on something that has not yet happened.

(6) Do not be trapped by "loaded" questions; questions which presuppose something is correct or factual. Feel free to say that you do not agree with the basic assumption of a "loaded" question.

(7) Do not be evasive or attempt to outsmart news media. If in doubt, it is better to say, "I prefer not to get into that," or "I cannot discuss that at this time," or simply, "I do not know."

(8) Do not respond to hostile questions with hostile answers. Keep cool at all costs.

(9) Remember that you are the expert and know more about the subject than the news media. It may be necessary to explain situations or facts to them in very basic terms, but never be condescending.

(10) Do not be unduly optimistic or pessimistic. Explain the facts as you know them to exist.

(11) When your time limit is up, announce that fact, thank the news media and depart.

c. After Action. Following an incident-related briefing, news conference, or interview, send a message to appropriate commands providing a synopsis of the meeting listing those present and the media they represent.

3110 FLEET HOME TOWN NEWS CENTER PROGRAM. SECNAVINST 5724.3 describes the Fleet Home Town News Center (FHTNC) Program. This program is designed to send news of Navy personnel to news media across the nation. Ships and staffs will maintain hold files at FHTNC while deployed. Further information on the FHTNC is available at www.chinfo.navy.mil/navpalib/chinfo/fhtnc.html.

3111 INTERNAL RELATIONS

a. Background. Internal relations is a term to describe relationships between people working within the same organization. The quality of these relationships depends on the quality of the communications within the organization. Internal relations media are those through which news is provided to Navy personnel and their families.

b. Objectives. The objectives of the internal information program are to improve morale and increase retention by:

(1) Recognizing individual accomplishments.

(2) Expressing the command's concern for the welfare of COMNAVSURFPAC/LANT personnel and their families.

(3) Keeping Sailors informed of issues and policies.

c. Internal Relations Media. Internal relations media include:

(1) Printed Media. Plan of the Day, ship's newspapers, cruise books, family grams, and letters to parents.

(2) Audio-visual Media. Shipboard Information, Training, and Entertainment Television (SITE-TV), films, and command presentations.

(a) SITE-TV is one of the most effective means of internal communication aboard Navy ships. Ships having SITE-TV are affiliates of the Armed Forces Radio and Television Service (AFRTS). Station management, reporting procedures, policies and

procedures for distribution and handling of AFRTS program materials are in DODINST 5120.20 (series), Appendix F.

(b) All videocassettes distributed by Navy Motion Picture Service (NMPS) are protected under U.S. copyright law. The transfer of picture, soundtrack or both to any medium is prohibited.

(c) Connecting any privately owned videocassette recorders to lines carrying NMPS signals is prohibited.

(d) NMPS videocassettes shall not be shown on privately owned videocassette recorders.

(e) Commercial videocassettes, either purchased or rented, may not be shown on the SITE-TV system.

(3) Oral Media. Orientation briefings, family cruises, guided tours and other personal contacts.

(4) Display Media. Posters, bulletin boards, display cases and information centers.

3112 COMMUNITY RELATIONS

a. Leaders-to-Sea Program. The COMNAVSURFOR Leaders-To-Sea Program is a daylight only embark designed for people who are active communicators and opinion leaders in business, government or the community. This program provides unique opportunities to foster citizen awareness and understanding for the role, mission, and need for the Navy in general and the surface combatant in particular, plus the necessity for the high level of training to keep our forces ready for any contingency. COs may submit nominees for Leaders-to-Sea embarks to the COMNAVSURFPAC/LANT PAO. Priority for scheduling embarks will be determined by nomination source.

b. Embarkation in U.S. Navy Ships. The embarkation of civilians, family members and other officials in Pacific Fleet ships is governed by COMPACFLTINST 5720.2 (series). COs are encouraged to take people to sea, especially those who are influential community leaders.

c. Guest Cruise Program. The Secretary of the Navy Guest Cruise Program is designed to enhance recruiting and promote community relations. Department of the Navy Public Affairs Regulations provide guidance for the Guest Cruise Program.

d. General and Special Visiting. General visiting is defined as inport visits by the general public to ships or shore commands. Special visiting is defined as visits to ships or shore commands by specifically invited individuals or groups.

Some special visits may require an after action report per COMPACFLTINST 5440.3 (series). Current Force Protection guidance and requirements should be considered in planning either general or special visits. Visit planning should be coordinated in conjunction with local region PAOs, numbered Fleet PAOs and/or COMNAVSURFPAC/LANT PAOs.

e. Cooperation with Youth Groups. Navy cooperation with youth groups is encouraged using the guidelines of Department of the Navy public affairs regulations.

f. Overseas Community Relations. Programs in support of United States national objectives - and in particular those designed to demonstrate the friendliness and peaceful intent of the armed forces of the United States - are encouraged. Numbered Fleet commanders and CPF/CFFC have funds to support these programs.

g. Involvement with Community Schools and Organizations. Navy involvement with local schools and community groups is encouraged.

h. Namesake Ties. Ships are encouraged to develop and maintain ties with the city, county or state for which it is named.

i. Cooperation With Navy Recruiting Districts/Stations. Ships and staffs are encouraged to establish ties with a Navy Recruiting District or Station as an element of their community relations programs.

3113 COMMAND WEB SITES. All COMNAVSURFOR commands are required to maintain publicly accessible web sites that conform to the guidance provided in SECNAVINST 5720.47 (series). As a minimum, the command web site should include:

- a. Command name and logo.
- b. CO's name and biography per art. 3106.
- c. Command fact sheet per art. 3106.
- d. Brief command history per art. 3106.

e. Ship XO and CMC Bios are also encouraged. Command web sites provide an effective medium for communicating with a variety of audiences, including families and prospective crewmembers. Nevertheless, commands should bear in mind that their web sites exist in the public forum, and content should be appropriate for a general audience. Command PAOs are required to be familiar with governing instructions and review content for appropriateness, accuracy and timeliness. Rules for releasability as outlined in Art. 3107 apply.

3114 PHOTOGRAPHY. Photography is an important part of a command public affairs program. The following rules apply:

a. Polaroid prints are not acceptable for news releases. Commands should use the intelligence camera or purchase a digital camera. Commands are authorized to purchase a digital camera with appropriated funds. The camera shall have non-detachable lens and cost less than \$500.

b. Ships with photographic laboratories shall provide photographic assistance to ships without this capability on a not-to-interfere-with-operations basis. Photographic laboratories are authorized aboard LHAs and LHDS.

c. Audio-visual productions are governed by OPNAVINST 5290.1 (series).

d. Photos intended for release should be submitted to Navy Office of Information following guidelines available at www.news.navy.mil/photo_submit.html. Rules for releasability as outlined in art. 3107 apply.

3115 INFORMING HIGHER COMMANDS OF NEWSWORTHY EVENTS. While nothing will supplement sound judgment in deciding reportable incidents, generally one should report all incidents of such importance that they might cause a story to be carried by the wire services (Associated Press, United Press International, Reuters, etc). In case of doubt as to which higher echelon a message should be sent, it is preferable that Incident Report SITREPS (in those cases where the submission of an OPREP is not warranted) be addressed to commands too high in the chain rather than not high enough. SITREPS should give complete factual pictures of significant events occurring and action being taken by originator, evaluation, trends, predictions and recommendations to higher authority. Resolute UNODIR actions are encouraged and the inclusion of anticipated frequency of future SITREPS in initial and periodic reports are useful to higher echelons. High precedence should be used whenever the situation is developing, advice is requested or complications may quickly arise. The criterion is to get the news to its destination while it is hot. When events are observable by news media, communications should not be delayed by classification. Judicious balance between speed and content and between clear and classified must be sought. When major forces are involved, the force commander should provide the general SITREPS, but the essence of factual, reliable reporting of critical situations is "on the spot" reporting by the ISIC, at the immediate scene of action.

CHAPTER 4 - PERSONNEL ADMINISTRATION

SECTION 1 - PERSONNEL POLICY AND STANDARDS OF PERFORMANCE

4100 SECTION CONTENTS

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4101 WATCHSTANDING. No Navy policy exists that states any particular officer or enlisted personnel is exempt from watches. By custom, the command master or senior chief, is normally not assigned to a watchbill.

4102 ASSIGNMENT OF PETTY OFFICERS TO WATCHES. If approved by the CO, CPOs and petty officers may qualify and stand junior officer of the deck underway, CIC watch officer, engineer officer of the watch, OOD inport and duty department head inport.

4103 INDIVIDUAL STANDARDS OF CONDUCT. COs shall maintain good order and discipline. Good discipline is evidenced by smartness, enthusiasm, pride, teamwork and professional conduct both onboard and ashore.

4104 PERSONAL APPEARANCE

a. U.S. Navy Uniform Regulations and Uniform Regulations, U.S. Marine Corps, as appropriate, govern the uniforms and personal appearance of the Force.

b. Force personnel must take pride in wearing their uniform.

Uniforms must be worn smartly and within standards.

4105 ADVANCEMENT IN RATE. Correspondence concerning ordering, transferring and destruction of examinations shall not be sent to COMNAVSURFPAC/LANT. Ships and staffs shall:

- a. Convene local examining boards to examine candidates.
- b. Give the examinations only on authorized dates per BUPERSINST 1430.16 (series). Substitute examinations may be requested when operational commitments prevent giving the examinations on the specified date.

4106 DECORATIONS AND AWARDS

- a. Awards will be processed and reviewed per SECNAVINST 1650.1 (series) (Navy and Marine Corps Awards Manual) and the Navy Department Awards Web Service (NDAWS), <http://awards.navy.mil>.
- b. Ships and staffs shall have a command awards board. The board shall be chaired by a senior board member to review and recommend disposition to the awarding authority or interim endorser. The awards board should ensure consistent standards are applied in making recommendations for disposition.
- c. Timeliness is the key for a successful awards program. The intent is for the award to be presented to the member before his/her departure. Accordingly, award recommendations must be received at COMNAVSURFPAC/LANT at least 45 days in advance of desired awarding date for Letters of Commendation and Navy and Marine Corps Achievement/Commendation Medals, 60 days for Meritorious Service Medals, and 90 days for Legion of Merit Medals and above.
- d. Personal award recommendations shall be processed utilizing the Fleet Awards Program. All personal award recommendations (signed OPNAV 1650, summary of action and citation) shall be accompanied with a 3 ½" disk containing the recommendation on the Fleet Awards Program. Although a Summary of Action is not required for a Letter of Commendation recommendation, individual OPNAV 1650s are required.
- e. Award recommendations shall not contain acronyms or short titles except U.S. or USS. Ensure the number of previous awards and dates are correct and provide copies of any previous awards. In the summary of action, following the opening statement include as bullets, personal awards previously awarded within the same meritorious action dates, indicating approving authority and what action the award was presented for.
- f. All Meritorious Service Medal recommendations on

individuals other than COs are required to go via the ISIC.

g. All end of tour Legion of Merit and above award recommendations must indicate (at the bottom of the OPNAV 1650) the awardee's predecessor's name and award submitted/received (i.e., CAPT I. Relieved Him, received LOM Jan 05).

4107 HARASSMENT, HAZING AND INITIATION CEREMONIES

a. Sailors and Marines are the Department of the Navy's most valuable resource. Leadership has the responsibility to create and maintain an environment free from hazing and harassment. Unauthorized initiations, harassment, "hazing" or "greasing" are prohibited. When discovered or indicated, Commanders/COs shall report these incidents immediately by OPREP message. Commanders/COs will train all hands to prevent any such occurrences.

b. Graduations, advancement to CPO, "crossing the line" ceremonies, and others are only meant to recognize and celebrate the achievements of individual Sailors or Marines and those of entire units. These ceremonies should be safe while fostering an esprit de corps and enhancing morale. The dignity of the individual and the honor of the uniform require good taste and judgment in these ceremonies. COs shall personally inform the crew these ceremonies are voluntary and they will not lose any privileges if they choose not to participate. The only encouragement to participate in the ceremony shall be the issuance of a certificate and identification card. A statement attesting to participation in the ceremony is the only authorized service record entry.

c. The following guidelines shall be incorporated into the planning and conduct of all traditional ceremonies and events:

(1) The CO or direct representative shall personally be involved in planning and execution.

(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.

(4) Personal, ethnic and religious beliefs of those in attendance shall be respected.

(5) There will be no coercion of Navy members to participate.

(6) Any participation by principals or guests shall be strictly voluntary.

(7) Proper medical screening of participants (when appropriate) and compliance with applicable health, safety and environmental regulations shall be part of event planning.

4108 INTERCULTURAL INDOCTRINATION. COs of units deploying to overseas locations outside of a ship or unit's normal homeport will ensure indoctrination briefings are provided to all crew members prior to every port visit. The briefings will be specific to each country visited and include the following:

a. Cultural Awareness. Brief military members on host nation's culture and traditions. When preparing briefings, keep in mind this may be the first time many junior enlisted will be going to a foreign country.

b. Force Protection and Personal Safety. Brief military members on host nation's Force Protection policy and personal safety awareness.

c. Legal Matters

(1) Emphasize similarities and differences between host country law (local and national) with equivalent U.S. legal systems.

(2) Discuss impact of local customs/culture on legal matters as part of the instruction.

(3) Discuss how the Status of Forces Agreement (SOFA) with the host country affects the deployed military members.

d. Personal Growth and Development

(1) Emphasize and include available programs and community events that personally develop individuals, allowing them to achieve maximum benefits from their deployment.

(2) Address maturity in alcohol consumption and stress proper social settings.

e. Human Dignity

(1) Discuss Equal Opportunity (EO)/Equal Employment Opportunity (EEO) issues.

(2) Emphasize the Golden Rule - treating others as you would like to be treated.

(3) Stress unique cultural perceptions and etiquette requirements necessary to foster dignified conduct and host nation acceptance.

(4) Emphasize the team concept of all services working

jointly and the military's role in representing all the people of the United States.

4109 PRIVATE MESS ADMINISTRATION. Private Officer and CPO messes afloat will be administered under NAVSUP P-486 Volume II. This manual applies to flag and cabin messes as well as wardroom messes. Records and audits in NAVSUP P-486 are mandatory.

4110 BENEFICIAL SUGGESTIONS. Each command shall encourage suggestions, inventions and scientific achievements intended to improve management and operations. Commanders/COs shall publicize the beneficial suggestion program (OPNAVINST 1650.8 series) in the plan of the day at least semi-annually.

4111 RETENTION. The Force Retention Program is administered per OPNAVINST 1040.11 (series). Section 7(e) directs Echelon 2 and other Fleet Commanders to administer a Retention Honor Roll/Retention Excellence Award program to support the current CNO Retention and Attrition goals.

a. The CPF/CFFC Retention Excellence Award and Honor Roll Programs have been aligned to ensure that commands in both Fleets are recognized in the same manner.

b. Based on our continued success in reenlistments and the Navy's steady-state personnel requirements, the CPF/CFFC retention recognition programs will use current CNO reenlistment and attrition goals.

c. A command qualifies for the Honor Roll if they meet or exceed the targets within a quarter. A command qualifies for the Retention Excellence Award if they win the Honor Roll for two quarters during the fiscal year or if they finish the fiscal year meeting or exceeding the targets for the fiscal year. The TYCOM/Region may recommend commands within their claimancy that may not meet the specific targets due to unique circumstances but have demonstrated significant improvement over the reporting period. These commands can be assessed by the TYCOM/Region Retention Teams to validate data and program elements.

d. There will continue to be a one month delay in announcing the quarterly results to allow adequate time for transactions to reflect in the Enlisted Master File (EMF). For example, the first quarter of the fiscal year honor roll message will be released in February vice January.

e. If there are transactions in 2 of the 3 measured zones, the zone with zero transactions will be counted as 100% reenlistment rate. This change allows smaller commands that have few junior personnel to compete for the Honor Roll and Retention Excellence Award.

f. Awards

(1) Winners of the quarterly Honor Roll are authorized to fly the retention pennant until the subsequent quarterly message is released. Winners of the annual Retention Excellence Award will be presented commendatory plaques and certificates and may paint their anchors gold for the year following the announcement.

4112 COMMAND MANAGED EQUAL OPPORTUNITY (CMEO). OPNAVINST 5354.1 (series) provides guidance for the CMEO Program. Reporting of any incident, confrontation or citation with unlawfully discrimination or sexual harassment overtones is a must. COs shall send a Unit SITREP per OPNAVINST 3100.6 (series), OPNAVINST 5354.1 (series) and the Navy Equal Opportunity/Sexual Harassment Formal Complaint Form. Charges of discrimination filed in civil court or under the UCMJ shall also be reported. Reports should not include verbatim quotes or profanities, threats or slurs; instead a "profanity, slurs or threats were used" should be used in the message.

4113 MOTOR VEHICLE SAFETY PROGRAM. Ships and staffs shall have a motor vehicle safety program per OPNAVINST 5100.12 (series). The following items should, as a minimum, be included in motor vehicle safety programs:

a. Appoint a Traffic Safety Program Coordinator (TSPC) per OPNAVINST 5100.12 (series). The TSPC shall attend and participate in Regional Traffic Safety Councils.

b. Periodically have state and local highway patrol representatives onboard to discuss traffic safety.

c. Ensure motorcycle drivers attend motorcycle safety courses per OPNAVINST 5100.12 (series), and document training via Page 13 service record entry.

d. Ensure that personnel convicted of a serious moving violation attend a AAA Driver Improvement Class per OPNAVINST 5100.12 (series).

e. Emphasize motor vehicle safety in plan of the day notes and staff standdowns prior to weekends, holidays and leave periods.

f. Ensure that all military personnel under the age of 26 have completed the *Driving for Life* e-learning course or attended similar training at service entry point. This training must be documented via Page 13 service record entry per OPNAVINST 5100.12 (series).

g. Ensure that all government vehicle operators attend the AAA Driver Improvement Course per OPNAVINST 5100.12 (series).

This training must be documented via Page 13 service record entry.

h. Commanders and COs shall submit to Commander, Naval Surface Forces a personal letter for each motor vehicle mishap that results in the death of an assigned Sailor. The letter shall address the following:

- i. A brief description of the incident
- j. Contributing human factors
 - (1) Worker performance (both good and bad)
 - (2) Behaviors
 - (3) Family or legal issues
 - (4) Training attended

k. Your intrusive leadership efforts (COC interventions in place)

- (1) If they didn't work, tell me why they didn't work
- (2) Your knowledge of the member's plans
- (3) What procedures were in place, and if they were followed
- (4) If a link exists to a command function/event/etc.
- (5) Lessons learned (what indicators we missed and what actions have been implemented to prevent future mishaps)

4114 PHYSICAL CONDITIONING AND WEIGHT CONTROL PROGRAM

a. OPNAVINST 6110.1 (series) provides guidance for the program.

b. The command physical fitness coordinator shall administer the program.

c. The medical department representative shall assist in the following ways:

- (1) Conduct medical evaluations.
- (2) Recommend waivers for personnel with medically limiting defects.
- (3) Assisting in developing rehabilitation programs.

(4) Providing diet suggestions to those who exceed minimum body fat percentages.

d. Women who have been confirmed pregnant by a medical officer are exempt from the regular physical readiness program and physical fitness testing. They may take up to six months after delivery to participate in the PFA.

4115 SAILOR OF THE YEAR (SOY) PROGRAM

a. OPNAVINST 1700.10 (series) provides guidelines and procedures for selection of the SOY. The CNO SOY Program recognizes four outstanding enlisted Sailors annually: Pacific Fleet, Atlantic Fleet, Naval Reserve and Naval Shore Activities.

b. COMPACFLTNOTE 1700 and COMFLTFORCOMNOTE 1700 provide for the respective Fleet SOY programs. This program is updated and nominations solicited annually. CPF/CFFC both select SOYs (from duty types 2/4/5/8) and forwards to CNO a nominee for shore SOY (from duty types 1/3/6/7).

c. COMNAVRESFORINST 1700.1 (series) outlines the Commander, Naval Reserve Force Shore and Sailor of the Year Programs. The shore SOY will be selected from all active duty enlisted personnel within NAVRESFOR claimancy. The Naval Reserve SOY will be selected from all selected reservists.

d. Annually COMNAVSURFPAC/LANT requests, via message, one nomination in each SOY category, if applicable, for sea (active duty or FTS), shore (active duty) and selected reserve from each ISIC and directed reporting subordinate. Staffs may nominate a SOY from their own staff OR from any subordinate command. COMNAVSURFPAC/LANT Sea and Shore SOY packages will be forwarded to CPF/CFFC for further competition. The Naval Reserve SOY package will be forwarded to COMNAVRESFOR for competition.

e. Packages will not be returned to the parent command.

f. COMNAVSURFPAC/LANT SOY will receive a Navy Commendation Medal (NCM).

CHAPTER 4 - PERSONNEL ADMINISTRATION

SECTION 2 - PERSONNEL ADMINISTRATION

4200 SECTION CONTENTS

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4201 OFFICER ADMINISTRATION. Administrative matters for officers normally are handled by the Chief of Naval Personnel. The following correspondence shall be forwarded via the chain of command, including COMNAVSURFPAC/LANT:

a. Requests for detachment for cause shall be forwarded to BUPERS (PERS-4834) via the administrative chain of command per MILPERSMAN 1611-020.

b. Requests for voluntary retirement from officers serving in command of ships, squadrons and groups. COMNAVSURFPAC/LANT will endorse and forward all such requests to SECNAV via BUPERS (PERS-4822).

4202 U.S. MARINE CORPS PERFORMANCE EVALUATION SYSTEM (FITNESS REPORTS). Fitness reports for Marine Corps officers and enlisted shall be prepared per Marine Corps Order (MCO) P1610.7. The Reporting Senior (RS) is the first officer in the reporting chain senior in grade to the Marine Reported On (MRO). The Reviewing Officer (REVO) is the first officer senior in grade to the RS, and the officer directly responsible for the primary tasking, supervision and evaluation of the RS. Reporting seniors should maintain copies of reports on Marines for at least five years to reconstruct the report if it is lost. Under no circumstances shall these notes or copies of reports be provided to others or left behind upon detachment. The Force Marine Officer, COMNAVSURFPAC/LANT can assist if required.

To standardize reporting seniors and reviewing officers within NAVSURFOR, the following guidance is provided:

Marine Reported On (MRO) Reporting Senior (RS) Reviewing Officer(REVO)

PHIBGRU Staffs

ACOSs	PHIBGRU Commander	COMNAVSURFPAC/LANT
Other Marine Officers	ACOS	PHIBGRU Commander
Marine Enlisted	Combat Cargo Officer	ACOS

PHIBRON Staffs

CCO	Chief of Staff	PHIBRON Commander
Marine Enlisted	CCO	PHIBRON COS

TACRONs

Marine Officers	Commanding Officer	COMTACGRU ONE
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TACGRU

Marine Officers	COS	TACGRU Commander
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Marine Detachment (MARDET)

Marine Officers	CO	Group Commander or COMNAVSURFPAC/LANT
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Marine Enlisted	MARDET commander	Ship's CO
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Amphibious Ships

Assistant Air Ops Officer	Operations Officer	CO
CCO	XO	CO
Combat Cargo Assistant	CCO	CO

a. Review of fitness reports for administrative correctness will be accomplished per MCO P1610.7, paragraph 6009.

b. Proficiency and conduct (PRO & CON) marks for Marine aviation ordnancemen (E-4 and below) are required for the periods ending 31 July and 31 January. The combat systems officer is responsible for assigning the PRO & CON markings and forwarding to the command to which the Marine is administratively assigned.

4203 MANPOWER AUTHORIZATIONS

a. All commands shall review the Activity Manpower Document (AMD) (OPNAV 1000/2) annually to ensure manpower requirements are correct. The AMDs shall also be reviewed when:

(1) Mission, functions, tasks or operational capabilities are revised (approved ROC/POE or Mission, Function and Task (MFT) instruction changes).

(2) Major equipment is added or changed significantly and requires the removal or addition of new NEC requirements.

(3) Ship Manpower Documents (SMDs) are reviewed.

(4) MFT statements are reviewed.

(5) A new or revised AMD is received.

(6) Upon receipt of a Ship Overhaul Modernization Manning and Training Information Program (SOMMTIP) report.

(7) Other information indicates a revision may be desirable, such as manpower requirements for equipment installations that have been delayed or cancelled.

b. Group and unit commanders will also review AMDs of the staffs and ships as necessary.

c. Request guidelines for AMD changes are provided in OPNAVINST 1000.16 (series). The specific information required and format to be followed for each situation is provided in detail. Submit AMD change requests to NAVMAC via chain of command (i.e., TYCOM/manpower claimant). Clearly substantiate the request and attach required supporting documentation.

4204 SPONSOR PROGRAM. Ships and staffs shall establish a sponsor program. Details of the program are in OPNAVINST 1740.3 (series).

4205 SPECIAL REQUESTS BY INDIVIDUALS. Special requests shall be processed expeditiously per OPNAVINST 3120.32 (series). Requests that have not been favorably resolved at a lower echelon shall not be delayed or prevented from reaching the XO or CO. All disapproved requests shall be annotated to indicate the reason for the disapproval and initialed by the CO. Disapproved requests shall be retained for six months.

4206 CAREER DEVELOPMENT BOARD. Ships and staffs will conduct a career development board per OPNAVINST 1040.11 (series), BUPERSINST 1040.5 (series) and NAVPERS 15878J (REV. 10-13), Career Counselor Handbook.

4207 ASSIGNMENT OF MEDICAL AND DENTAL PERSONNEL. Medical, dental and nursing personnel may be assigned duties as outlined in NAVREGS 1063 other than those related to patient care, preventive medicine, sanitation, training or administration and maintenance of facilities dedicated to medical or dental care. Other assigned duties shall not interfere with medical or dental responsibilities. Urinalysis screening, command substance abuse counseling, physical fitness coordination, and wellness coordination are not considered functions of the medical department.

4208 CASUALTY ASSISTANCE CALLS PROGRAM (CACP). Regional Commanders, specifically Mid-Atlantic for Virginia area commands, Southeast for Mayport, Ingleside, and Pascagoula commands, Southwest for California area commands, and Northwest for Washington state area commands, exercise responsibility for

coordination of all CACP requirements. Elements of this program are:

a. Personal Notification. The Personal Notification described in MILPERSMAN 1770 is part of the CACP. Both notification and assistance are carried out by the same Casualty Assistance Calls Officer (CACO).

(1) Responsibility. BUPERSINST 1770.3 (series) states the CO of the casualty shall submit a Personnel Casualty Report (PCR) within four hours of the casualty and assign a CACO to personally notify the Next of Kin (NOK). NAVADMIN 229/04 provides for electronic submission of the PCR via E-Mail to mill_navycasualty@navy.mil. For all casualties, fax copy of Page 2 and SGLI to PERS-62 (901) 874-6654 and the appropriate Regional Casualty Office.

(a) When next of kin are in the vicinity (50 miles or less), the CO will assign a CACO to personally notify both primary and secondary NOK.

(b) When the NOK reside in CONUS but not in the vicinity of the command, the parent command will provide information by telephone to the appropriate Navy Regional Casualty Office who will provide a CACO and notify NOK.

(c) When the command is outside CONUS and primary or secondary NOK are not in the vicinity, BUPERS will notify NOK through the appropriate Navy Regional Casualty Office.

(2) Procedures

(a) COs will notify both primary and secondary NOK whenever a service member is reported as deceased, missing, missing in action, captured or interned. For seriously ill/very seriously ill-injured personnel, the CO will notify both PNOK and SNOK via telephone, per MILPERSMAN 1770-170.

(b) Immediately upon learning of a casualty, the parent command will notify COMNAVPERSCOM at 1-800-368-3202, and the appropriate Navy Regional Casualty Office. This call shall be followed by an official PCR to COMNAVPERSCOM MILLINGTON TN with an information copy to the appropriate Naval Region, and other interested activities. The message should include the name, rank, SSN, casualty status, cause and circumstances, name and address of NOK and whether they have been notified. Also include home and office telephone (including DSN) of the assigned CACO, if applicable. Commands located in other areas will provide the same information to the appropriate Navy Regional Casualty office.

(c) NOK will be notified within 24 hours after the casualty. Notification will be effected between 0600 and 2400

unless presence of NOK is warranted, a press release is expected imminently, or death occurred during hostile action in times of war. In the event that local police or other agency contacts the NOK prior to official Navy notification, the CACO will still make personal contact with the NOK even if they are already aware of the casualty.

(d) For guidance and procedures for reporting the death of a servicemember's dependent, CACO will follow guidelines set forth in MILPERSMAN 1770-250.

b. Designation of CACOs

(1) Ships shall provide the CACO unless deployment is imminent (less than 30 days).

(2) When a ship is deployed or otherwise unable to provide CACP services, the ISIC will assign the CACO.

c. Assignment of CACO

(1) Commissioned Officers and CPOs may serve as CACOs. If feasible, the rank or rate of the CACO should be equal or senior to that of the casualty.

(2) CACO shall be pre-designated and trained. If feasible, they should accompany an experienced CACO on a call before being assigned to a case.

d. Expenses and Claims. Government transportation will be used when available. If not, CACOs should submit Reimbursement for Expenditures of Official Business Forms (SF 1164) to the appropriate region with the following statement: "Submission of this claim is for reimbursement of expenses incurred in connection with the CACP in case of (name of deceased)."

e. Reports

(1) CACO will submit to the Navy Regional Casualty Office the initial NAVPERS 1770/7 within 30 days of casualty per appropriate region guidance. If the case is not complete, a NAVPERS Form 1770/7 will be submitted as an interim report, followed by final report when the case is complete.

(2) Although interim reports prior to the 60-day period are not required, the CACP activity will keep the appropriate Navy Regional Casualty office informed concerning any change of the assigned CACO, and of any unresolved problems in the case.

CHAPTER 4 - PERSONNEL ADMINISTRATION

SECTION 3 - RECREATION FUNDS AND PRIVATE MESSES

4300 SECTION CONTENTS

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4301 GOVERNING INSTRUCTIONS

a. BUPERSINST 1710.11 (series) and BUPERSINST 1710.16 (series) provide guidance for morale, welfare and recreation.

b. BUPERSINST 1710.16 (series) discusses the Afloat Recreation Program.

c. COMNAVSURFPACINST 7010.1/COMNAVSURFLANTINST 5400.1 (series).

d. OPNAVINST 5100.25 (series) (Navy Recreation, Athletics and Home Safety Program).

e. DOD 7000.14 (series) Volume 13 (Non-appropriated Fund Accounting Procedures) prescribes uniform accounting procedures for non-appropriated fund activities (except exchanges).

f. BUPERSINST 7010.15 (series) (Navy Military Recreation Fund Financial Reporting Procedures).

4302 UNIT RECREATION FUNDS

a. Unit recreation funds, administered under BUPERSINST 1710.16 (series) and DOD 7000.14 (series) Volume 13, provide financial support for afloat recreation programs. Ashore commands are not authorized to establish unit recreation funds.

b. Afloat commanders and their staffs embarked in COMNAVSURFOR ships are entitled to benefits from the ship's recreation fund when embarked. These benefits are not based on the pro rata number of days or quarters embarked since afloat staffs change flag ships frequently, and cannot take funds with them when they disembark and are not authorized to have their own unit recreation fund. If funding is desired for a party, picnic or staff function, it should be funded by the ship's recreation

fund. Embarked unit commanders are participating members of the ship's recreation fund and are entitled to proportional voting membership on the recreation council and committee when embarked.

c. Embarked USMC units are also participating members of the ship's unit recreation funds, with equitable membership in the committee. A pro rata share (using guidance from COMNAVSURFPACINST 7010.1 (series), COMMARFORPACO 1710.18 (series) and CINCLANTFLTINST 1710.1 (series)) of the fund will be sent to the Commanding General, Marine Force, Pacific, Camp H. M. Smith, HI (PAC) or Commanding General, Fleet Marine Force, Atlantic, Norfolk, VA (LANT), after ship recreation programs have been funded. A copy of the transmittal letter should be sent to COMNAVSURFPAC/LANT. COMMARFORPAC or COMMARFORLANT will transfer these funds to the appropriate permanent command. COs will advise the CO of embarked USMC units of the amount if any, accrued during the embarkation.

d. Unit Recreation Fund Financial Statements (BUPERSINST 7010.15 (series)) will be prepared annually as of the end of the fiscal year (annual statement). The original statement must be submitted to BUPERS (PERS-6521D) within 15 days following the end of the fiscal year with copies to COMNAVSURFPAC/LANT and the ISIC. A certified copy of the Unit Recreation Fund Financial Statement must also be retained with fund records for audit purposes.

4303 INSPECTIONS

a. ISICs will ensure afloat command audit boards conduct semiannual recreation fund internal audits and inventories using BUPERSINST 1710.16 (series).

b. COMNAVSURFPAC/LANT Afloat Recreation Program Manager will ensure all afloat unit recreation programs are inspected by CNI/BUPERS Fleet Readiness Program Manager approximately every 18 to 24 months and every 12 to 18 months for OCONUS units. Financial management, property management, and program and equipment safety will be examined.

c. A minimum grade of 75% is required for afloat recreation program inspection. COMNAVSURFPAC/LANT and the CO of the ship inspected as well as the chain of command will receive inspection results from the CNI/BUPERS Fleet Readiness Program Manager. Ships shall send follow-up action reports on all discrepancies to COMNAVSURFPAC/LANT.

4304 PRIVATE MESSSES

a. ISICs will conduct surprise audits of private messes afloat at least every 18 months using NAVSUP Pub 486 Volume I, Appendix F.

b. The audit will be done by an officer appointed by the ISIC, assisted by naval personnel familiar with the contents of NAVSUP Pub 486 Volume I, Appendix F. ISICs should utilize the appropriate Afloat Training Group (ATG) Food Service experts when inspecting private messes.

c. Audit results will be included in the ISIC command inspection report.

d. The senior supply corps officer attached to a unit will be a member of the mess audit board. Mess audits will be conducted monthly.

CHAPTER 4 - PERSONNEL ADMINISTRATION

SECTION 4 - RELIGION AND CHAPLAIN ACTIVITIES

4400 SECTION CONTENTS

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4401 RELIGION. Commanders/COs are responsible for the observance of Sabbath on Sunday, divine services and for providing a Command Religious Program per Articles 0722 and 0727, U.S. Navy Regulations, SECNAVINST 1730.7 (series), OPNAVINST 1730.1 and CPF/CFFCINST 1730 (series) Fleet Commander regulations.

4402 SUNDAY WORSHIP

a. Sunday Worship. Each command is expected to provide an opportunity for divine worship on Sunday unless operations prevent it.

b. Observance of Sabbath Other Than Sundays. Normally, those who celebrate the Sabbath on a day other than Sunday will be given an opportunity to observe their Sabbath. Where excused from duty on a day other than Sunday, the workweek of these persons should not be less than that of others and may include work on Sunday. Article 0722, U.S. Navy Regulations and MILPERSMAN 1731-010 apply.

c. Attendance at Religious Services. Commanders, COs and their subordinates shall encourage but not coerce or pressure persons to attend religious services.

4403 CHAPLAINS. The functions of chaplains are in OPNAVINST 1730.1 (series), SECNAVINST 1730.7 (series) and CPF/CFFCINST 1730.1 (series).

a. Endorsement. Chaplains must maintain an ecclesiastical endorsement from their faith group to function as a chaplain in

the Navy. Commanders/COs shall provide chaplains time and support to attend required denominational and endorsement functions. If that endorsement is withdrawn for any reason they cannot serve as a chaplain.

b. Commands Without Chaplains. Each Navy person and their family members should have access to chaplains for sacramental ministry and for spiritual guidance, counsel and pastoral care. Commands without chaplains shall use chaplains from other commands, contract chaplains (SECNAVINST 1730.3 (series)), civilian clergy and lay readers (MILPERSMAN 1730-010) to provide religious services.

4404 ASSIGNMENT OF CHAPLAINS TO COLLATERAL DUTIES. Assigning chaplains to non-religious duties is prohibited by the Geneva Convention of 1949. However, a chaplain may be assigned some collateral duties such as Community Relations/Project Handclasp coordinator. Chaplains should not be given any collateral duties that involve the direct collection or handling of monetary funds or stand duty watches other than the area wide Chaplain Duty. See OPNAVINST 1730.1 (series), SECNAVINST 1730.7 (series) and Article 0845, U.S. Navy Regulations for guidance. If a chaplain believes he/she has been given an inappropriate collateral duty they normally can resolve the issue by discussing it with the CO. If a chaplain still believes that conscience, ordination or ecclesiastical position would be violated by accepting a particular duty, the matter may be referred to the Force Chaplain.

4405 SUPPORT OF COMMAND RELIGIOUS PROGRAM. The religious program will be an integral part of the command's planning, programming and budgeting. Ships and staffs will use local Operation and Maintenance (OM&N) funds to support religious ministries within the command. Commands will provide funds for supplies, liturgical gear and furnishings. They will also provide services such as printing, transportation, bands, musical and educational services such as organists, choir directors and training. Ships shall be guided by SECNAVINSTs 1730.3 (series) and 1730.7 (series) and OPNAVINST 1730.1 (series) when providing financial support for chaplains.

4406 COMNAVSURFPAC/LANT CHAPLAINS' OFFICES. COMNAVSURFPAC/LANT chaplains' offices provide pastoral services to operational chaplains and RPs, persons and families assigned to ships without chaplains, visiting ships and ships whose chaplains are deployed. Personnel and dependents may contact any chaplain's office for assistance.

4407 AREA DUTY CHAPLAIN. An area duty chaplain watchbill will be published by the area Regional Chaplain. Duty chaplains are available during the workweek from 1600 to 0730 and 24 hours a day on weekends and holidays.

4408 RELIGIOUS PROGRAM SPECIALIST (RP). RPs provide chaplains with professional enlisted support. They perform the following duties:

- a. Plan, program and support command religious programs.
- b. Maintain records of non-appropriated Religious Offering Funds (ROF) and appropriated funds.
- c. Act as custodians of the ROF.
- d. Maintain ecclesiastical documents.
- e. Train personnel involved in religious programs.
- f. Maintain liaison with religious, ecclesiastical and community agencies.
- g. Prepare devotional and religious material.
- h. Publicize religious activities.
- i. Coordinate volunteer programs.
- j. Requisition, maintain and safeguard ecclesiastical equipment and supplies.
- k. Manage shipboard libraries.
- l. Manage the offices of chaplains and perform administrative, clerical and secretarial services.

NOTE: RPs will not conduct services, administer sacraments and ordinances, counsel or perform any pastoral functions of a Navy chaplain. RPs support chaplains of all faiths. RPs will be assigned to and supervised by chaplains. OPNAVINST 1730.1 (series) and MILPERSMAN 1440-010 provide guidance for their duties. As a combatant, the RP may be assigned appropriate watches. Inappropriate watches are those that may indirectly discourage personnel from seeking a chaplain's counsel, such as shore patrol and master-at-arms. For ships with a single RP, it is inappropriate to assign watches when the RP is required to support religious services. Collateral duties of RPs should not detract from the command religious program.

CHAPTER 4 - PERSONNEL ADMINISTRATION

SECTION 5 - OMBUDSMAN PROGRAM

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4501 OMBUDSMAN. The ombudsman is a volunteer who assists the command in carrying out its responsibility for maintaining the morale, health and welfare of assigned personnel and their families. The Command Ombudsman is appointed by, reports to and represents the CO. Every deployable command in the Surface Force is required to appoint an ombudsman. Non-deploying commands are encouraged to appoint an ombudsman.

4502 GUIDELINES. OPNAVINST 1750.1 (series) outlines the policies and procedures for implementing the Navy Family Ombudsman Program. The Navy Family Ombudsman Manual (NAVPERS 15571) provides additional information that is helpful to both the command and the ombudsman. An additional resource for COs is the Navy Family Ombudsman website sponsored by PERS-66. The link to this website is <http://www.bupers.navy.mil/pers66/ombudsman1/index.htm>. Also available on this website are a multitude of references and forms provided to assist both the ombudsman, prospective ombudsman and the CO.

4503 OMBUDSMAN FUNCTIONS. In large measure, a Command Ombudsman Program will function in the way that the CO decides. Generally, an ombudsman performs the following functions:

- a. Liaison between command families and the command.
- b. Regular communication with the families, particularly during deployment.
- c. Information, outreach and referral for families.
- d. Advocacy for command families. Additionally, the ombudsman may be directed by the CO to participate in any

activity that promotes the welfare and morale of the families. However, the ombudsman is explicitly excluded from organizing social activities for the command.

4504 OMBUDSMAN TRAINING. Ombudsman training is normally available at the local Fleet and Family Support Center. COs will ensure that their ombudsman receive basic ombudsman training.

4505 OMBUDSMAN SUPPORT. COs are strongly encouraged to fully support the ombudsman administratively and financially within the guidelines of OPNAVINST 1750.1 (series) and other directives. A current and accurate roster of command families will be routinely provided to each ombudsman. The use of ombudsman carelines, cell phones, and pagers are funded from either Welfare and Recreation funds or appropriated funds, is encouraged. A careline is a dedicated telephone line with a recorded message providing the latest information about the command's activities. Callers can leave a message for the ombudsman for further information or assistance.

4506 OMBUDSMAN SITREPS. COs are encouraged to send periodic message SITREPs to ombudsmen. This vital link to command families should not be eliminated or mailed to support minimize restrictions. Since the information passed is intended for dissemination, COs need to remain sensitive to the need to safeguard classified information.

4507 OMBUDSMAN RECOGNITION. COs are encouraged to appropriately recognize the significant efforts of their ombudsmen. Ombudsman Appreciation Day is 14 September. Appropriate ceremonies/recognition should be held on that day or the preceding Friday if the 14th falls on a weekend.

CHAPTER 5 - SUPPLY AND FINANCIAL MANAGEMENT

SECTION 1 - FUNCTIONS AND RESPONSIBILITIES

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5101 POLICY. Ships will be self-supporting to the greatest extent possible. Supply procedures are in COMNAVSURFPAC/COMNAVSURFLANTINST 4400.1 (series).

5102 COMNAVSURFOR RESPONSIBILITIES. The responsibilities of COMNAVSURFOR for supply and financial management include, but are not limited to:

- a. Maintaining ships at optimum logistics readiness.

- b. Keeping logistics agents advised of requirements.
- c. Submitting recommendations to CPF/CFFC for logistic policies and procedures.
- d. Conducting inspections and assistance visits.
- e. Supervising logistic support provided by ships and staffs under the administrative control of COMNAVSURFPAC/LANT.
- f. Reviewing program objectives, funding requirements and Operating Target (OPTAR) allocation.
- g. Monitoring and expediting urgent material requirements.
- h. Supervising operating forces within COMNAVSURPAC/LANT for shore and afloat NAVOSH and Environmental programs and issues.

5103 FUNCTIONS OF COMNAVSURFPAC/LANT REPRESENTATIVES. The primary functions of the supply officers, enlisted ratings, and civilians assigned to the staff of COMNAVSURFPAC/LANT include providing assistance, guidance and advice to improve supply operations and readiness.

5104 ACCOUNTABILITY OF SUPPLY CORPS OFFICERS.

a. U.S. Navy Regulations and paragraph 1104 of NAVSUP P-485 authorize the CO to assign financial accountability for food service and ship's store functions, including the rendering of returns, to subordinate supply officers. Paragraph 1104 of NAVSUP P-485 states this assignment in no way relieves the supply officer of the responsibility for the performance of supply functions. The supply officer will establish the following minimum controls:

- (1) Frequent inspections including spot inventories.
- (2) Frequent record review.
- (3) Training the subordinate officer in all phases of afloat supply operations.
- (4) Written instructions that clearly define the duties and responsibilities of subordinates.

b. Although financial returns (disbursing, food service, ship's store) will be rendered and submitted in the name of the accountable officer, the supply officer will review the returns of accountable subordinates prior to submission.

5105 SUPPLY MANAGEMENT INSPECTIONS. Supply Management Inspections (SMI) will be conducted on ships to support the Interdeployment Readiness Cycle (IDRC) and will be performed by

the ATG. SMI certifications will be valid for 24 months after the date that certification is achieved. Typically, SMI certification will be conducted during each IDRC basic phase and will be maintained so certification does not expire during deployment. ATG will schedule SMIs through group and squadron commanders.

5106 PERIODIC ONSITE DISBURSING AUDITS. Fleet Examination Groups of Fleet Forces Command and Fleet and Industrial Supply Centers will review disbursing functions, unannounced, ideally once every 12-18 months from the date of the last examination. The objectives of the examination are to review the general security of government funds entrusted to the disbursing officer; to appraise internal controls and the effectiveness of systems and procedures; and to ascertain whether regulations governing pay and allowances and travel entitlements to military personnel were correctly interpreted and applied, and that payments made pursuant to these regulations were proper. The examination also determines whether the financial returns are accurate, complete and reflect the current status of the disbursing officer's accountability.

5107 CONCESSIONS. COs shall review those sections of Navy Regulations, NAVSUP P-487, NEXCENEURINST 4000.1 (series), (SIXTH Fleet Concessionaire Program) and NEXYOKOINST 4000.1 (series) (SEVENTH Fleet Concessionaire Program) concerning concessions or dealings with tradesmen. Only those concessions authorized and endorsed by specific NEXCOM negotiated Navy Exchange contracts will be allowed to pay a portion of their profit to the ship's store and will be allowed to operate aboard ships.

5108 USDA COOPERATING OFFICERS

a. A Memorandum of Understanding (MOU) between CPF/CFFC and the U.S. Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine (USDA APHIS-PPQ) was developed to permit ships to self-inspect for agricultural quarantine purposes prior to arrival in U.S. Naval ports from a foreign port or from Hawaii. This MOU established training and certification for shipboard personnel enabling them to perform the same duties as those performed by USDA Plant Protection Quarantine (PPQ) Officers. Such trained and certified personnel are designated Cooperator Plant Protection Quarantine Officers (CPPQOs).

b. Each ship shall have two trained and certified CPPQOs onboard. Additionally, the COMNAVSURFPACINST/COMNAVSURFLANTINST 4400.1 (series) provides USDA guidelines for disposal of subsistence procured from foreign sources prior to entering U.S. ports. Afloat Supply Officers will support the management of this program by the ship's Medical Officer/Senior Medical Department Representative under the direction of the XO.

5109 DEFICIT OR EXCESS OF PUBLIC MONEY OR PROPERTY

a. As directed by Article 0814, U.S. Navy Regulations, whenever it appears that a deficit or excess exists in public money or property in the custody of a person under his or her command, the CO, as appropriate, shall immediately:

(1) Cause an appropriate preliminary inquiry to be made to determine whether criminal investigation is warranted, and if so, request appropriate investigative support from the Naval Criminal Investigative Service (NCIS).

(2) Notify the Defense Finance and Accounting Service - Cleveland, the Chief of Naval Operations, Commander, Naval Supply Systems Command and the chain of command.

(3) Recommend or convene a JAG Manual investigation or a court of inquiry.

b. Primary references for processing deficits or excesses of Public/Government funds and property include:

(1) Department of Defense Financial Management Regulation (DOD 7000.14-R), Volume 5, "Disbursing Policy and Procedures."

(2) Department of Defense Manual (DOD 7200.10-M, "Accounting and Reporting for Government Property Lost, Damaged or Destroyed."

(3) Naval Supply Systems Command Manual, Volume II, "Supply Ashore."

(4) Naval Supply Systems Command Publication 485, "Afloat Supply Procedures."

(5) Naval Supply Systems Command Publication 486, Volume I, "Food Service Management - General Messes."

(6) Naval Supply Systems Command Publication 487, "Ships Store Afloat."

5110 EQUIPAGE ALLOWANCE. Damage Control, Force Protection/Anti-Terrorism (FP/AT), Visit Board, Search and Seizure (VBSS), and safety equipage are critical in maintaining readiness aboard ship. Allowance Equipage Listings (AELs) are provided in each ship's COSAL, which identifies the items and quantities that are to be carried onboard.

5111 PROTECTIVE CLOTHING. Protective clothing such as coveralls, hard hats and gloves are required for certain shipboard duties. Persons shall be issued protective clothing as the CO deems necessary. These items may be purchased using OPTAR funds and become Navy property. Navy personnel should not be required to expend personal funds for such clothing. Safety

shoes are a part of the required "sea bag" of clothing and should not be procured using OPTAR funds unless the individual is assigned to perform work of an unusually destructive nature. It is recommended protective clothing be inventoried and replenished quarterly in order to maintain stocking levels sufficient to meet mission requirements. NAVSUP P-485, paragraph 3110, provides additional information.

5112 ORDNANCE INVENTORY ACCOUNTABILITY

a. It is essential that inventory accuracy and control processes be effectively and diligently employed to achieve ordnance inventory accountability, safety, and security. All naval activities are required to use the Retail Ordnance Logistics Management System (ROLMS) to report to the Conventional Ammunition Integrated Management System (CAIMS), the official station accountability record for ordnance assets.

b. Ammunition quantities specified by current Non-Combat Expenditure Allocation (NCEA) promulgation and subsequent messages are the maximum quantities allowed for expenditure. Units requiring additional NCEA shall submit an augment request with sufficient justification via e-mail (preferred) or naval message to COMNAVSURFOR N411 per procedures stated in the current NCEA promulgation message.

c. The Ordnance Stockpile Management Publication (NAVSUP P-724) provides additional ordnance requisitioning and accountability procedures.

5113 CONTINUOUS MONITORING PROGRAM. The Continuous Monitoring Program (CMP) extracts key management information from supply management information systems and provides supply officers immediate and focused visibility into those areas requiring management attention. CMP will improve the quality of supply support and readiness when used daily by the shipboard supply team as a management tool. Additionally, CMP reporting is mandatory and data extracts must be transmitted to the ATG (PAC ships) and COMNAVSURFLANT between the first and fifth of each month. This data is used by COMNAVSURFPAC/LANT and ATG to influence and improve training, assistance, and inspection processes throughout the IDRC.

5114 FOOD SERVICE OPERATIONS

a. Food service significantly affects morale. Ships will maintain high standards of food service and cleanliness.

b. NAVSUP P-486 VOL I (Food Service Management - General Messes) provides guidelines on food service operation and financial management. The accountable officer shall thoroughly review NAVSUP P-486 VOL I for its content and to meet the minimum standards of food service.

5115 SANITATION TRAINING. In addition to on-the-job sanitation training, all food service and other personnel (ship's store, laundry, barber, etc.) shall be given a minimum of six hours initial sanitation training by a qualified sanitation instructor and three hours refresher training each year thereafter. This training is required for all officer and enlisted personnel involved in the preparation or service of food, laundry and barber support. This includes personnel assigned to private messes, dishwashing, ship's store, laundry and barbershop. Supervisors must have the same sanitation training as those actually handling food, food products, clothing and equipment. SECNAVINST 4061.1 (series) provides guidelines on sanitation training, and NAVMED P-5010-1, Manual of Naval Preventative Medicine is the standard teaching guide. Ship medical department representatives will assist in the sanitation training program. A NAVMED Form 4061/1 documenting the initial and refresher training will be available for routine inspection.

5116 NEY MEMORIAL AWARDS PROGRAM. The annual Ney Memorial Awards Program promotes excellence in Navy food service by recognizing those general messes demonstrating outstanding food preparation, service and management. NAVSUPINST 5061.2 (series) provides information on this program.

5117 SHIP'S STORE OPERATION

a. A minimum stock turn of 4.0 per 12-month period is required. The maximum inventory allowed is a three-month supply of ship's store and Standard Navy Clothing Stock. Ideally, the inventory should be expended one and one-third times during each accounting period, resulting in a 4.0 stock turn per year. Ships not meeting stock turn goals shall take action to reduce inventory. NEXCOM Publication 81 provides a recommended stocking plan that should be followed. The maximum value of stock for the ship's store will not exceed the maximum authorized inventory levels established in NAVSUP P-487, paragraph 3300.

b. A ship that does not certify during their SMI, has a history of not achieving the minimum stock turn ratio, and/or has excessive losses may be directed by COMNAVSURFPAC/LANT to conduct additional inventories during the accounting period or to take other actions as deemed necessary. Significant discrepancies noted will be investigated per NAVSUP P-487, paragraphs 9100-9102.

5118 USE OF TELEPHONES. Ships will ensure unofficial long distance telephone calls are not being made at government expense. Persons placing unofficial calls are subject to punishment under UCMJ Article 92 (Violation of Written Instruction), Article 121 (Wrongful Appropriation of Government Funds) or Article 134 (Obtaining Services Under False Pretenses). Additionally, they may be forced to pay for the telephone calls. COMNAVSURFPACINST/COMNAVSURFLANTINST 4400.1 (series) provides more information on this subject.

5119 TRAINING REQUIREMENTS FOR LINE OFFICERS ASSIGNED DUTIES AS SUPPLY OFFICERS

a. Some small ships operate without a Supply Corps officer. The line officer filling the billet of supply officer must be trained in supply methods and procedures. Ships are encouraged to have him/her attend the five-week Supply Indoctrination for Line Officer (SILO) course at Naval Supply Corps School, Athens, GA.

b. If required, COMNAVSURFPAC/LANT will coordinate supply management assistance visits to assist line officers designated as supply officer.

5120 PROCUREMENT OF FUEL IN CONUS. Ships operating in CONUS shall request fuel from the shore base supplying Petroleum, Oil and Lubricant (POL) products. Underway replenishments shall be handled directly between ships.

5121 PREPARATION OF DOCUMENTS FOR POL AND UTILITIES TO BE CHARGED TO CPF/CFFC OPEN ALLOTMENT. Guidance for document preparation for all POL and utilities is in COMNAVSURFPACINST/COMNAVSURFLANTINST 4400.1 (series). Amplifying guidance can be found in the Fuel Management Afloat Manual (COMLANTFLTINST/COMPACFLTINST 4026.1 (series)).

5122 FINANCIAL MANAGEMENT. Financial management policies, procedures and reporting requirements are in Chapter 7 of COMNAVSURFPACINST/COMNAVSURFLANTINST 4400.1 (series).

5123 TEMPORARY ADDITIONAL DUTY TRAVEL TARGET (TADTAR). Procedures for the administration of TAD funds, orders, travel authorizations and school quotas are in COMNAVSURFPAC/COMNAVSURFLANTINST 1320.1 (series).

5124 RELATIONSHIP WITH EXTERNAL AUDIT ORGANIZATIONS

a. Department of the Navy policy is to cooperate with the Government Accountability Office (GAO), the Defense Audit Service and the Naval Audit Service. Any contact by audit representatives should be referred to the COMNAVSURFPAC Command Evaluation Officer.

b. Auditors will be escorted at all times during visits. The escort officer may be either a COMNAVSURFPAC/LANT staff representative or a ship representative, depending on the audit.

c. Policies on relationships with audit agencies are in SECNAVINST 5740.26 (series) (GAO), SECNAVINST 5740.25 (series) (DOD Inspector General (Auditing)) and SECNAVINST 7510.7 (series) (Naval Audit Service).

COMNAVSURFORINST 5400.1
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5125 SAFETY AND INDUSTRIAL HYGIENE. COMNAVSURFPAC/LANT Safety and Industrial Hygiene Programs shall be managed under the following instructions:

a. Afloat

OPNAVINST 3590.24 (series)	CNO SURFACE SHIP SAFETY AWARDS PROGRAM
OPNAVINST 5100.12 (series)	NAVY TRAFFIC SAFETY PROGRAM
OPNAVINST 5100.19 (series)	NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM MANUAL FOR FORCES AFLOAT
OPNAVINST 5100.25 (series)	NAVY RECREATION, ATHLETICS AND HOME SAFETY PROGRAM
COMPACFLTINST 5100.5 (series)	NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM
COMNAVSURFPACINST 5100.6 (series)	NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM AFLOAT
COMNAVSURFORINST 3502.1 (series)	SURFACE FORCE TRAINING MANUAL

b. Ashore

OPNAVINST 5100.8 (series)	NAVY SAFETY AND OCCUPATIONAL SAFETY AND HEALTH PROGRAM
OPNAVINST 5100.12 (series)	NAVY TRAFFIC SAFETY PROGRAM
OPNAVINST 5100.23 (series)	NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM MANUAL
OPNAVINST 5100.25 (series)	NAVY RECREATION, ATHLETICS AND HOME SAFETY PROGRAM
OPNAVINST 5102.1 (series)	MISHAP INVESTIGATION AND REPORTING
SECNAVINST 5100.15 (series)	SECRETARY OF THE NAVY AWARDS FOR ACHIEVEMENT IN SAFETY ASHORE
COMNAVSURFPACINST 5100.8 (series)	COMNAVSURFPAC SAFETY AND OCCUPATION HEALTH PROGRAM ASHORE
COMPACFLTINST 5100.5 (series)	NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM

CHAPTER 6 - MEDICAL

SECTION 1 - GENERAL

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6101 DIRECTIVES. OPNAVINST 3120.32 (series), the Manual of the Medical Department, U.S. Navy (MANMED, P-117), COMPACFLTINST 5440.3 (series)/COMLANTFLTINST 5400.2 (series), NWP 6B (Operational Medical Support) and COMNAVSURFORINST 6000.1 (series) shall be used to meet the goals of article 1113 of these regulations.

6102 DUTIES OF MEDICAL PERSONNEL. Medical support is an integrated program designed to ensure maximum use of all Force manpower resources are available to Commanders to meet their mission objectives. Medical departments will provide medical assistance and guidance to all ships and staffs in their geographic area. Specific duties of medical personnel are as follows:

a. Medical Officers. Duties of Medical Officers (MO) are in MANMED, Chapter 2. Duties of shipboard MOs are in OPNAVINST 3120.32 (series) Article 322 and COMNAVSURFORINST 6000.1 (series). In addition, MOs shall supervise medical personnel attached to ships that do not have a MO. Due to the requirements for completing shipboard Personnel Qualification Standards (PQS) and the expansion of inport duty sections, COs often require medical department personnel to stand non-medical shipboard watches. This decision is supported by Article 1063, U.S. Navy Regulations, which prohibits medical department personnel from standing non-medically related watches only while assigned to a combat area during a period of armed conflict. They may, with the concurrence of their CO, participate in clinical practice in an ashore Navy medical facility. Participation must be voluntary and not interfere with the MO's primary duties.

b. Independent Duty Hospital Corpsmen (IDCs)

(1) Duties of the IDC are in MANMED, chapter 9, section III. Duties of shipboard IDCs are in OPNAVINST 3120.32 (series), Article 322, paragraph (f) and COMNAVSURFORINST 6000.1 (series). IDCs are assigned to ships without a MO and serve as the Senior Medical Department Representative (SMDR). The SMDR shall be in the paygrade E-6 through E-9 and possessing NECs HM-8425 (Surface Force IDC) and/or HM-8494 (Deep Sea Diving IDC). IDCs who completed either Advanced Hospital Corps School or Independent Duty Refresher Training shall complete COMNAVSURFPAC/LANT indoctrination prior to reporting to their ships.

(2) The IDC will perform clinical duties commensurate with his/her training and experience. His/her clinical practice shall be monitored by a MO as specified by COMNAVSURFORINST 6320.1 (series). The SMDR shall report directly to the XO for all matters.

c. Group/Squadron and Regional Support Organization (RSO) Medical Officers. Group, squadron and regional support organization MOs may provide limited clinical services ashore not in conjunction with shore based military treatment facilities. These services, which must be consistent with clinical privileges granted by COMNAVSURFOR and suggested by available facilities, include but are not limited to holding general sick call for their respective staffs, performing consultations for IDC and performing physical examinations, part II. MOs choosing to provide such services must:

(1) Provide for the proper storage and maintenance of medical records kept in their spaces.

(2) Provide for the proper storage of approved pharmaceuticals maintained in their spaces.

(a) All pharmaceuticals will be maintained under lock and key with access limited to the Senior Medical Officer (SMO) and other personnel being noted in writing by the SMO.

(b) Over the counter pharmaceuticals can be maintained at the discretion of the SMO for dispensation by authorized medical personnel.

(c) Maintenance and dispensation of controlled drugs are prohibited.

(d) Noncontrolled prescription drugs can be maintained as requested by the SMO, favorably reviewed by Executive Committee of the Medical Staff (ECOMS) and approved in writing by the Force Medical Officer.

(e) Laboratory and x-ray services shall not be provided in group, squadron and RSO settings, except as authorized in writing by the Force Medical Officer.

(3) Assigned as special assistant to the group/squadron commander, reporting to the Chief Staff Officer. The SMO shall exercise technical supervision over group/squadron medical personnel.

(4) Provide medical liaison among medical departments, division officer, CO, squadron and group commanders and other medical/dental departments ashore and afloat.

(5) Interface with the Senior Medical Department Officer for their coast, in maintaining a high state of medical readiness.

(6) Advise group/squadron commander and unit commanders on matters affecting the health of group/squadron members.

(7) Prepare medical annex to group/squadron OPORD as required.

(8) Ensure group/squadron units collect and disseminate medical intelligence and report per current directives.

(9) Coordinate all health care support.

(10) Ensure medical departments of the group/squadron maintain the highest state of readiness per this and higher authority directives.

(11) Ensure medical departments maintain viable preventive medicine and sanitation programs per current directives.

(12) Conduct/arrange semiannual audit of radiation health protection programs per Radiation Health Protection Manual (NAVMED P-5055).

(13) Coordinate a medical performance improvement program per current directives. Ensure the appropriate delivery of quality health care. Ensure proper documentation. Periodically observe sick call. Ensure appropriateness and completeness of consultation sheets (SF-513).

(14) Coordinate Medical Readiness Inspections (MRI) per COMNAVSURFORINST 6000.1 (series), complete Technical Assist Visits (TAV) per COMNAVSURFORINST 6000.1 (series). Track and report to TYCOM MRA discrepancies noted in the Squadron/Group units.

(15) Ensure medical departments understand and comply with the naval supply system in regards to medical material.

(16) Coordinate annual Other Procurement Navy (OPN) medical equipment budget submission.

(17) Coordinate and manage continuing medical training. Conduct an observed Advanced/Basic Cardiac Life Support drill for medical personnel at least quarterly per article 2207. Appendix D is a sample Emergency Resuscitation Training instruction that can be adopted for shipboard use.

(18) Coordinate/manage health care training including self-aid, buddy-aid and cardio-pulmonary resuscitation (CPR).

(19) Maintain and report IDC training certifications. Coordinate/manage environmental health and industrial hygiene training for required personnel.

(20) Provide counsel and leadership as required to medical personnel.

(21) Arrange/provide emergency relief as required to medical personnel.

(22) Arrange/provide emergency medical care, medical consultations and physical examinations as required.

(23) Coordinate medical evacuations as required.

d. Group/Squadron Senior Medical Enlisted Leader. When serving independent of a medical officer, the senior medical enlisted leader is responsible for providing medical guidance to the commander and ensuring subordinate commands are in a high state of medical readiness. When serving with a Commander, Amphibious Task Force (CATF) surgeon or group/squadron MO the senior medical enlisted assists the MO in the details of medical department administration and in all aspects of medical readiness. The group/squadron senior medical enlisted leader shall perform the following duties:

(1) Advise and assist the MO on all medical administrative matters, particularly those involving procedures and methodology and procurement.

(2) Serve as an administrative advisor to the MO/SMDRs of subordinate units and monitor all administrative aspects of the medical department.

(3) Jointly with the MO provide technical supervision of all subordinate enlisted personnel.

(4) Coordinate, monitor and assist each medical department's OPN/centrally managed equipment inventory and annual budget call submissions.

(5) Coordinate and monitor shipboard Hospital Corpsman required certification and training.

(6) Provide counseling and leadership to all subordinate enlisted medical personnel.

(7) Serve as short-term (normally not more than 30 days) TEMADD assist resource for unprogrammed loss of shipboard IDC.

(8) Ensure maximum effective use of all enlisted medical personnel, equipment and supplies under his/her purview.

(9) Assist with the monitoring/coordinating of each group/squadron medical evaluation. Coordinate and monitor evaluation/assist discrepancy resolution.

(10) Coordinate, monitor and assist medical departments as needed during Routine Overhaul (ROH), Selected Restricted Availability (SRA) and similar evolutions.

(11) Jointly, with the MO, identify and resolve medical department manning issues.

(12) Serve as a training observer/evaluator and training resource as required during shipboard medical training.

(13) Serve as a medical assessment resource as requested by TYCOM and provide requested TAVs of ship's medical department within 30 days of turnover of MO/SMDR (turnover TAV).

(14) Assist in all decommissioning evolutions involving off/on loading of medical material and equipment.

(15) Jointly with the MO, keep COs informed as to the status of their respective medical departments.

(16) Coordinate one-time reporting requirements.

(17) Coordinate dissemination of information and taskings to subordinate units as assigned by the group/squadron medical officer.

(18) Group/Squadron Senior Medical Enlisted Leader is expected to visit ships under their cognizance no less than once a month, more often as necessary on ships requiring assistance in the implementation of various programs.

(19) Maintain and report IDC training certification/recertifications.

e. Commander, Amphibious Task Force/Expeditionary Strike Group (ESG) Surgeon. CATF/ESG surgeons are responsible for planning coordination in and delivery of health care to the Amphibious Task Force. In addition to the duties in MANMED 2-82, the CATF/ESG surgeon shall:

(1) Advise the CATF/ESG Commander, staff and ships of the task force on medical matters.

(2) Ensure the medical readiness of task force ships.

(3) Coordinating with the Landing Force Surgeon, prepare the medical annex to OPORDs.

(4) Assure landing force medical personnel augment the medical departments of the ships in which they are embarked.

(5) Recommend the designation of Casualty Receiving and Treatment Ships (CRTS) for specific operations.

(6) Ensure medical support for embarked personnel.

(7) Provide quality assurance/performance improvement reviews of both credentialed and non-credentialed health care providers.

(8) Coordinate with the landing force surgeon and staff officers to plan for the transport on casualties from the beach to the CRTS.

(9) Establish a blood bank for the task force and act as the blood bank director.

(10) Keep the CATF/ESG Commander, TYCOM Medical Department Officer, Amphibious Group Medical, Numbered Fleet and Fleet Surgeon informed of the medical status of the task force.

(11) Establish and maintain medical liaison with shore-based U.S. and overseas treatment facilities.

(12) Provide medical support for Non-combatant Evacuation Operations (NEO).

(13) Prepare an after action report, using inputs from Medical Augmentation Program (MAP) and Fleet Surgical Team (FST) workloads team leaders. The CATF/ESG after action report will be sent to NOM1 at CFFC, via Group Commander, and info COMNAVSURFPAC/LANT, CPF, Force Surgeon SECOND Fleet (in the case of east coast groups), Force Surgeon THIRD Fleet (in the case of

west coast groups) and CNO (OPNAV 093). The ESG Surgeon will provide comments on the following, as well as additional information as directed by the Amphibious Group, TYCOM, Numbered Fleet or Fleet Forces Medical Officer:

- (a) Deployment background.
- (b) Principal activities.
- (c) Medical intelligence.
- (d) Problems and recommended solutions.
- (e) MAP and FST workloads.
- (f) MAP and FST performance.
- (g) Case-load, by diagnostic category and/or IDC-9 code.
- (h) Medical Evacuations (MEDEVACs) required and recommendations as to how they may be avoided in the future.
- (i) Mental Health specific case load and MEDEVACs
- (j) Surgical Cases performed.
- (k) Allowed Medical Material Allowance List (AMMAL) change recommendations, as well recommendations on equipment.
- (l) Recommendations regarding training to meet mission specific requirements encountered by the group.

6103 OFF DUTY PROFESSIONAL EMPLOYMENT. Off duty employment for medical personnel shall comply with MANMED, article 1-22 and shall not interfere with normal duties and responsibilities.

6104 TRAINING

a. Medical Officers. MOs shall:

- (1) Attend the Surface Warfare MO Indoctrination Course (SWMOIC) prior to reporting for duty.
- (2) Participate in the continuing education program for medical department officers managed by Bureau of Medicine and Surgery (BUMED). Professional meetings, conferences, seminars, short courses, symposia and continuing education programs conducted by naval medical facilities are examples.
- (3) Attend force medical training and education as applicable.

b. Hospital Corpsmen

(1) Hospital Corpsmen (HMs) will be trained per OPNAVINST 6320.7 (series) and COMNAVSURFORINST 6000.1 (series).

(2) IDCs returning to shipboard duty shall attend IDC Refresher Training (B-300-0033) as a pre-requisite.

(3) All IDC's shall earn a minimum of twelve (12) Continuing Education Units (CEUs) each calendar year. OPNAVINST 6400.1 (series) provide COs with administrative guidelines for IDCs delinquent in this requirement.

c. Hospital Corpsman Strikers. COs are encouraged to assign deserving non-rated personnel as HM strikers. Applications for HM "A" School shall be submitted to the command's professional development board per MILPERSMAN 1306-608. The striker must first be trained and observed in general first aid and emergency medical procedures. Applicants for HM "A" School shall be interviewed by a medical officer or the command SMDR as part of the school request.

d. Advanced Hospital Corpsman Students (Observership Program). When requested by the CO, Naval School of Health Sciences, advanced HM students may be embarked in ships on a no-cost basis except messing and berthing. Female students will be assigned only to ships having women Sailors permanently assigned. The intent of this program is to have each student observe and work in shipboard medical departments. The SMDR will supervise the students during their TAD onboard the ship.

6105 COMMANDING OFFICER'S ASSESSMENT OF CREW HEALTH. The CO is responsible for the health, individual medical readiness, and quality of medical services provided to the crew. In addition to input from the credentialing and quality assurance/performance improvement programs, COs should use the following information to assess the crew's health:

- a. Injury reports.
- b. Safety and sanitation reports.
- c. Bacteriological water testing reports.
- d. Situational reports such as disease alerts, hospitalization reports and accidents.
- e. Briefings on the care and monitoring of Sailors returning to the ship in an intoxicated state.

6106 EMBARKED TROOPS. Immediately upon coming aboard, medical personnel assigned to embarked troops shall report to the ship's MO or SMDR for duty. They may be utilized to provide primary health care of any of the troops (crew or riders) using the ship's medical equipment and supplies. All health care shall be provided in authorized medical spaces only. The health of embarked personnel remains the responsibility of the ship's CO and the ship's medical department. The ship's MO or SMDR holds positional authority over embarked medical personnel for purposes of performing medical care on embarked personnel (crew or riders). This relationship is true irrespective of any imbalance in rank. Embarked medical personnel will be assigned to the ship's medical department watchbill.

CHAPTER 6 - MEDICAL

SECTION 2 - MEDICAL SERVICE

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6201 PATIENT CARE. Ships shall have a qualified MO, Physician Assistant (PA), or IDC aboard whenever at sea. If unable to meet this requirement, ships **MUST** report M-4 in mobility. When the MO or IDC is absent in port, ships shall make arrangements for the crew's health care.

a. Sick Call. Ships shall establish standard sick call hours.

b. Physical Examinations. Physical examinations will be conducted by MOs in the following priority:

- (1) Ship MO.
- (2) Squadron or group MO.
- (3) Other COMNAVSURFPAC/LANT MOs.
- (4) Navy shore medical facilities.

c. Medical Treatment of Females. When a female crew member is examined by a health care provider, an appropriate standby must be available during the examination process. An exception is an emergency where the welfare of the patient would be jeopardized by waiting for a standby. A standby need not be a medical department representative. (Refer to COMNAVSURFORINST 6320.2 (series).)

d. Elective Surgery. Elective surgery shall be completed far enough in advance for personnel to be returned to full duty prior to deployment and with the prior knowledge of the ship's SMDR and the chain of command.

e. IDCs Requiring MO Assistance/Advice. HMs on duty independent of a MO shall not attempt, nor be required to perform, medical duties for which they are not professionally qualified. They shall make firm and appropriate recommendations to the CO whenever the service of a MO is required and whenever they consider the patient is in need of a higher degree of professional medical care. Operational circumstances permitting, IDCs will seek consultation with a MO in company, or nearest medical treatment facility, in the following situations:

(1) Patient has a fever (oral temperature) equal to or greater than 103⁰ Fahrenheit.

(2) Patient has a fever (oral temperature) less than 103⁰ Fahrenheit, persistent for 48 hours.

(3) Respiration greater than 28 per minute without apparent reason.

(4) Pulse greater than 120 per minute without apparent reason.

(5) A persistent diastolic blood pressure exceeding 105 MM/HG over a three day period.

(6) Any systemic heat casualty.

(7) Any suspected cases of hepatitis, tuberculosis, malaria, syphilis, disseminated gonorrhoea, or second treatment failures.

(8) Any patient with chest pain believed to be cardiac in origin or dyspepsia unrelieved by antacids.

(9) Any abdominal pain associated with a fever or an elevated white blood count (WBC).

(10) Any patient with persistent or worsening abdominal pain.

(11) Any patient with hematemesis, hemoptysis, or hematochezia.

(12) Any patient with sudden testicular pain where torsion of the testicle is a possible diagnosis.

(13) Any patient with a loss of consciousness.

(14) Any patient with a compromised airway.

(15) Any unscheduled return visit for identical complaint.

(16) Whenever there is doubt about a patient's condition or treatment.

f. Inpatient Care. Inpatient care may consist of either formal admission to sick bay or confinement in bed for treatment or observation. A medical watch will be established when a patient is placed in an inpatient status, and the chain of command shall be notified immediately. The nearest physician should be consulted by telephone or message if a MO is not aboard. HMs may not admit patients formally to the sick list. (See OPNAVINST 6320.6 (series))

g. Administration. The procedures in COMNAVSURFORINST 6000.1 (series) shall be used for administration of routine health care.

6202 HOSPITALIZATION. COMPACFLTINST 5440.3 (series)/CINCLANTFLTINST 5450.75 (series) provides guidance for hospitalization ashore. Operational orders and SOPA instructions provide additional information.

6203 TRANSFER OF PATIENTS

a. Patients requiring hospital care normally will be transferred ashore. If this is not feasible, SOPA will provide instructions.

b. Whenever possible, patients being transferred shall carry their personal effects, health record, service record, and TAD orders. If a patient is known or presumed to be mentally incompetent, the transferring ships shall notify SOPA, the receiving ship or hospital and all intermediate stops and shall have an escort one pay-grade senior to the patient.

c. Unless modified by SOPA, responsibility for patients being transferred rests with the transferring ship until the patient is delivered to the receiving command.

6204 FLEET LIAISON OFFICES. Fleet liaison offices act as go-betweens for ship's doctors or SMDRs and shore naval medical and dental treatment facilities.

6205 DEPLOYMENT BLOOD BANKS. All ships shall maintain a current, printed listing of each crewmember's blood type, RH factor, and whether the individual is an eligible donor. Specific procedures are outlined in COMNAVSURFORINST 6000.1 (series).

6206 MEDICAL TRAINING

a. Training Program. The medical training program in first aid and self-aid shall cover the subjects specified in COMNAVSURFORINST 6000.1 (series).

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b. Medical Training Team during Emergency Drills. Medical casualty drills shall be conducted at least quarterly using the Medical Service Officer (MSO) exercise outlined in the FXP-4. Mass casualty drills shall be conducted at least semi-annually. Stretcher-Bearer training will be scheduled in the Long Range Training Plan and recorded in SNAP Automated Medical System (SAMS) and/or the Medical Department Daily Journal.

c. Basic/Advanced Cardiac Life Support Drills for Medical Personnel. Ships with a MO will conduct full emergency resuscitation response training for all medical department personnel, at least quarterly.

6207 PERFORMANCE IMPROVEMENT AND CREDENTIALING.
COMNAVSURFPACINST 6000.3 (series), COMNAVSURFPACINST 6400.1 (series) and OPNAVINST 6400.1 (series) provide guidance.

CHAPTER 6 - MEDICAL

SECTION 3 - PREVENTIVE MEDICINE

6300 SECTION CONTENTS

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6301 RESPONSIBILITIES. The primary mission of the medical department is the promotion and preservation of the health and wellness of Navy and Marine Corps personnel. While the CO is responsible for the health and individual medical readiness of the command, the MO or SMDR is responsible for monitoring the crew's health and wellness, advising the command of conditions which may affect the crew's health and recommending actions to correct such conditions.

6302 COMMUNICABLE DISEASE CONTROL. The control of communicable diseases is the responsibility of each command.

a. Tuberculosis Program. BUMEDINST 6224.8 (series) and COMNAVSURFORINST 6000.1 (series) provide guidance.

b. Sexually Transmitted Disease (STD). The STD control program shall emphasize education. Medical Department shall conduct regularly scheduled lectures discussing symptoms, complications and prevention of STDs per BUMEDINST 6222.10 (series).

6303 IMMUNIZATIONS. Guidance is in COMNAVSURFORINST 6000.1 (series), BUMEDINST 6320.15 (series), BUMEDNOTE 6230.

6304 SANITATION. The MO or SMDR shall propose local regulations for preventive medicine and sanitation. These regulations shall be written in the Ship's Organization and Regulations Manual and conspicuously posted. Rules for sanitation of barber shops and soda fountains should be posted in these spaces. The MO, SMDR or his representative shall frequently inspect berthing areas, heads, galleys, barber shops, laundries, soda fountains, mess decks, sculleries and scuttlebutts. Written sanitation reports shall be sent to the CO via the XO every two weeks. Copies will be provided to department heads. Sanitation standards and

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practices are in the Manual of Naval Preventive Medicine (BUMED P-5010), NWP 50 and COMNAVSURFORINST 6000.1 (series).

6305 MEDICAL QUARANTINE REGULATIONS. Quarantine procedures are designed to prevent the spread of disease. Regulations and instructions are in SECNAVINST 6210.2 (series). Additional information is in Section X, Chapter 22, MANMED. MOs and MDRs shall train medical department personnel on current quarantine regulations and instructions.

6306 HIV TESTING. All testing and HIV program management will be conducted per SECNAVINST 5300.30 (series).

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7101 DENTAL OFFICER

a. The Head of the Dental Department will be designated as 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 CO for preventing and controlling dental diseases and supervising dental hygiene within the command and for advising the CO on all dental matters. The dental officer will practice within the scope of clinical privileges granted by Force Dental Officer in behalf of the CO. Following apply: Article 319, OPNAVINST 3120.32 (series), chapter 1-4, COMFLTFORCOMINST 6600.1 (series), chapter 6, sections IV, V, MANMED.

b. Shall keep Force Dental Officer informed of all matters related to Dental via the Quarterly Dental Report, Quarterly Performance Improvement/Quality Management Report and monthly meetings depending on ship's schedule.

7102 COLLATERAL DUTIES. If assigned, should be of a supervisory nature so as to not interfere with the delivery of dental treatment to the crew, COMFLTFORCOMINST 6600.1 (series)/Chapter 9-4. Dental officers are not exempt from shipboard collateral duties.

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7103 WATCHSTANDING. Due to the requirements for completing shipboard PQS and expansion of in-port duty sections, COs require medical department personnel to stand non-medical shipboard watches. Article 1063, U.S. Navy Regulations, and Article 322.g., OPNAVINST 3120.32 (series) prohibit medical department personnel from standing non-medically related watches only while assigned to a combat area during a period of armed conflict. The ability of the individual to respond to an actual medical emergency must be considered when assigning non-medical watches.

7104 DRILLS AND EXERCISES. Dental personnel will be active participants during General Quarters, Mass Casualty and Medical Emergency Drills (if required by the SMO).

7105 SHIP MAINTENANCE/REPAIR/OVERHAUL AVAILABILITIES. Lack of water, low pressure air (LPAIR), electrical tag-outs and repairs in and around the dental spaces will necessitate that the dental officer procure dental spaces at the local Naval Dental Center (NDC) for the period that his/her shipboard spaces are unavailable. The local NDC Fleet Liaison Officer should be contacted with this requirement so that the necessary arrangements can then be made. CPF and the NDC Professional Affairs Coordinator (PAC) should be contacted by the dental officer and the Fleet Liaison Officer respectively to ensure provider credentialing. A Performance Appraisal Report (PAR) will then be submitted by the NDC to the CPF/CFFC when the dental officer returns to his/her Fleet unit. (COMFLTFORCOMINST 6600.1 (series)/Chapter 3-7).

7106 EMBARKED TROOPS

a. Dental officers assigned to amphibious ships shall maintain the Operational Dental Readiness/Dental Health of embarked troops in the absence of a Marine Expeditionary Unit (MEU) Dental Officer

b. Embarked dental officer shall report to the Ship's dental officer on all matters pertaining to the Dental Department.

c. Ship's dental officer is responsible for providing the embarked dental officer the equipment/supplies required to provide treatment to the embarked troops. Embarked dental officer will provide quarterly metrics data to parent command,

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to include data from other ships in ESG. Refer to COMFLTFORCOMINST 6600.1 (series)/Chapter 5-12, Appendix J.

7107 DENTAL SERVICES

a. COs of ships with Dental Departments aboard shall, when possible, make their services available to those ships without Dental Departments. (COMFLTFORCOMINST 6600.1 (series)/Chapter 5-9.)

b. While deployed, via Logistic Requirements (LOGREQ), dental capabilities should be advertised to other ships in the area and to eligible beneficiaries in foreign ports.

c. COs should encourage their crewmembers to utilize the TRICARE Dental Plan for their families. (COMFLTFORCOMINST 6600.1 (series)/Chapter 5-11.)

7108 OFF DUTY PROFESSIONAL EMPLOYMENT. Refer to Article 6103 of this instruction, MANMED Chapter and paragraph 6-35 and 1-22.

CHAPTER 7 - DENTAL

SECTION 2 - TREATMENT

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7201 DENTAL READINESS. COs shall maintain a 95% Dental Readiness for their crews. Pre-deployment Dental Readiness should be 100% (SECNAVINST 6600.5 (series)). Quarterly Dental Reports will be sent via email or message traffic as soon as practical or on the first day of each quarter, but no later than the fifth. The report should be addressed to COMNAVSURFPAC/LANT, INFO to ISIC, RSO as appropriate and the local NDC. Submit report in the following format:

FM USS DROP ANCHOR
TO COMNAVSURFPAC SAN DIEGO CA//N01D// (or COMNAVSURFLANT NORFOLK VA//N01D//
INFO *ISIC, *RSO, *LOCAL NDC
COMPACFLT PEARL HARBOR HI//N01D// (or COMFLTFORCOM NORFOLK VA//N01D//
BT
UNCLAS //N06600//

MSGID/GENADMIN/DROP ANCHOR//
SUBJ/QUARTERLY DENTAL READINESS PERIOD ENDING...//
POC/I. GOOD/HM1/SMDR/-/TEL: (619) 123-4567//TEL: DSN 577//
REF/A/DOC/COMFLTFORCOMINST/6600.1//

RMKS/1. PER REF A, FOL SUBMITTED:
A. DENTAL CLASSIFICATION OF THE CREW EMBARKED
1) TOTAL CLASS I NA
2) TOTAL CLASS II
3) TOTAL CLASS III
4) TOTAL CLASS IV
5) TOTAL CREW ONBOARD
6) DENTAL READINESS

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7202 SENIOR MEDICAL DEPARTMENT REPRESENTATIVE

a. As the health care provider and advisor for units without dental departments, the IDC is responsible to the CO for managing the dental health care of the crew. Working closely with the local NDC Fleet Liaison Officer, the IDC should strive to get the entire crew in Dental Class I. Refer to chapter 15 of COMFLTFORCOMINST 6600.1 (series).

b. Current Fleet Response Plan makes it imperative that the IDC maintain at least a 95% Operative Dental Readiness at all times and deploys with a 100% Operational Dental Readiness.

7203 PREVENTIVE DENTISTRY PROGRAM. COs shall ensure preventive dentistry programs per SECNAVINST 6600.5 (series), MANMED/NAVMED P-117.

7204 EMERGENCY DENTAL TREATMENT

a. The IDC, prior to deployment, should ensure that the 209 Authorized Dental Allowance List (ADAL) is complete and that he/she is familiar with all of its contents. The local Fleet Liaison Officer, as part of his/her checklist, must provide for a refresher course addressing dental emergencies to the deploying IDC.

b. Ships without Dental and deployed must be aware of DOD Dental assets in Area of Responsibility (AOR) for referral of MEDEVACS.

c. If DOD dental assets not available while deployed contact:

(1) SOS Singapore 95-011-65-6338-9277 (Collect calls accepted)

(2) SOS Sydney 95-011-61-29372-2460 (Collect calls accepted)

7205 NON-AVAILABILITY OF DENTAL SERVICES. Emergency treatment may be obtained from civilian dentists when federal dental service is not available. Refer to chapter 2 of BUMEDINST 6320.72 (series).

7206 DENTAL ORNAMENTATION. Please refer to Article 2201, U.S. Navy Uniform Regulations and NAVADMIN 021/03.

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7301 DENTAL STANDARD OPERATING PROCEDURES. COMFLTFORCOMINST 6600.1 (series) applies to all dental and medical department personnel as an aid in the promotion and maintenance of the dental oral health of the Sailors under their care.

7302 DENTAL READINESS INSPECTION (DRI). Conducted by the Force Dental Officer within 120 days of a major deployment or every 18 months, whichever occurs first. Results of the DRI are reported to the Unit CO, copies to the Fleet Dental Officer, Force Dental Officer and the ISIC within 10 working days. Refer to COMFLTFORCOMINST 6600.1 (series)/Chapter 14, Appendix A, COMPACFLT/COMFLTFORCOMINST 6600.42 (series).

7303 POST DEPLOYMENT REPORT. All ships with Dental Departments will submit this report to the Force Dental Officer via their Chain of Command.

7304 TURNOVER LETTER. Refer to COMFLTFORCOMINST 6600.1 (series), Appendix I.

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CHAPTER 7 - DENTALSECTION 4 - SUPPLY, FISCAL AND EQUIPMENT7400 SECTION CONTENTS

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7403	PREVENTIVE MAINTENANCE	7-4-1
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7405	EQUIPMENT PROCUREMENT	7-4-2
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7407	AUTHORIZED DENTAL ALLOWANCE LIST	7-4-2
7408	SERVICE LIFE EXTENSION PROGRAM (SLEP)	7-4-2

7401 OPERATING TARGET (OPTAR). Individual dental officer is responsible for establishing the OPTAR level. Individual unit instructions will amplify OPTAR rules and detail accounting procedures (COMFLTFORCOMINST 6600.1 (series)).

7402 LIFE CYCLE EQUIPMENT MANAGEMENT. Via the Quarterly Dental Report, dental officers should notify the Force Dental Officer whenever they install a new piece of equipment. The following specifics must be reported and should be entered in the appropriate Medical/Dental Equipment Maintenance Record NAVMED 6700/3:

Nomenclature/Name of Item
 Stock Number
 Manufacturer Name and Address
 Model Number
 Serial Number
 Date of Installation
 Unit Cost

The NAVMED 6700/3 should also document the repair record in case replacement is warranted prior to the established life expectancy.

7403 PREVENTIVE MAINTENANCE. Individual unit instructions will detail preventive maintenance documentation.

7404 DRUGS, POISONS, AND PRECIOUS METALS. Narcotics, poisons and other drugs shall be drawn from the Medical Department as

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they are required on a prescription basis. Narcotics shall not be maintained in the dental spaces. The dental officer will be responsible for the custody, accounting, audit and disposition of precious metals according to COMFLTFORCOMINST 6600.1 (series) and MANMED Chapter 6 paragraph 168/169.

7405 EQUIPMENT PROCUREMENT. Force Dental Officer is responsible for the procurement of replacement equipment with a unit cost of at least \$5,000.00. This equipment must be required by the current ADAL. (COMFLTFORCOMINST 6600.1 (series).)

7406 MATERIAL COMPLAINTS. SF380 Appendix N of COMFLTFORCOMINST 6600.1 (series) applies. Report to be forwarded to TYCOM.

7407 AUTHORIZED DENTAL ALLOWANCE LIST (ADAL). Establishes the minimum amount of equipment and supplies required by a Fleet Unit for a period of 60 days. Dental officers should purchase enough supplies prior to deployment to last for the entire deployment to avoid difficulties in a timely re-supply. ADAL Change Requests (ACR) NAVSUP 1220/2 should be submitted by the dental officer to the Force Dental Officer.

7408 SERVICE LIFE EXTENSION PROGRAM (SLEP). NAVSEA is responsible for funding equipment replacement as a result of SLEP.

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CHAPTER 8 - COMMUNICATIONSSECTION 1 - POLICY

8100 SECTION CONTENTS

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8101 POLICY. Communications shall be conducted under NWP-6-01 and COMPACFLT OPORD 201 ANNEX KILO (COMM PLAN) as amplified by COMTHIRDFLT OPORD 201 ANNEX KILO, COMLANTFLT OPORD 2000 ANNEX KILO as amplified by COMSECONDFLT OPORD 2000 ANNEX KILO, COMSEVENTHFLTINST C2000.1 (series), (SEVENTHFLT CEI), COMNAVSURFPAC OPORD 201 ANNEX KILO, and NTCAMS PAC/NCTS GUAM C2000.3 (FTP PAC/IO), COMCINCUSNAVEUR 4000 and COMSIXTHFLTINST C2000.1 (series). Inport communications training is required under COMNAVSURFORINST 3502.1 (series). All units will be in compliance with the most current Global Communication Information Bulletins (GCIBS), Communication Information Bulletins (CIBS), Communications Information Advisories (CIAS) and Joint Communication Information Advisories (JCIBS).

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CHAPTER 9 - INTELLIGENCESECTION 1 - GENERAL9100 SECTION CONTENTS

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9101 ORGANIZATION

a. Intelligence Activities. Each group and squadron commander shall maintain an intelligence unit.

b. Intelligence Officers. Commanders and COs shall appoint a commissioned officer, CPO or an enlisted Independent Duty Intelligence Specialist (ID IS) as the intelligence officer.

9102 DUTIES OF INTELLIGENCE OFFICERS. Intelligence officers shall use Annex B of appropriate fleet OPORD as a guide. The Fleet Intelligence Manual (FIM) also provides informal guidance. The intelligence officer will be trained per COMNAVSURFPAC OPORD 201 and COMNAVSURFORINST 3502.1 (series).

9103 DUITES OF INDEPENDENT DUTY INTELLIGENCE SPECIALISTS. Surface Warfare Operational Intelligence Analysts ID IS shall function per Annex B of COMPACFLT OPORD 201 and COMNAVSURFORINST 3502.1 (series). ISS provide intelligence support and assist in

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intelligence collection, analysis, training and reporting. They are also an integral part of the Combat Systems Training Team.

9104 VISITS TO THE FORCE INTELLIGENCE DIVISION. Prospective or newly assigned intelligence officers are encouraged to visit the Force Intelligence Division (CNSL N654). Within San Diego, they are encouraged to contact CFFC Intelligence Readiness Cell and establish a Waterfront Familiarization to indoctrinate themselves with the associated intelligence activities. Departing intelligence officers homeported outside San Diego and those deployed are encouraged to contact other ship's intelligence officers and intelligence staffs to exchange information. Intelligence personnel should attend intelligence seminars whenever possible.

9105 SPECIAL SECURITY OFFICERS (SSOs). Subordinate SSOs will administer the SSO program within their command and subordinate ships. Group and squadron SSOs should anticipate and monitor changes in "Q" Coded billets under their cognizance, keep the area SSO informed of any significant changes, ensure debriefs or appropriate transfer of departing personnel through area SSO and ensure secure handling of SSO shall attend the Sensitive Compartmented Information (SCI) Administration and Physical Security course offered by Navy and Marine Corps Intelligence Training Center (NMITC) and Fleet Intelligence Training Center Pacific (FITCPAC). Ship's Signal Exploitation Space (SSES)-equipped ships will ensure an SSO accreditation is obtained for SSES spaces.

9106 COMMAND INTELLIGENCE AWARENESS PROGRAM. Ships and staffs shall establish an Intelligence Awareness Program described in the FIM. The FIM contains information for implementing this program.

a. Ships shall ensure intelligence training is incorporated into training plans. The Ship's Intelligence Officer (SIO) and Assistant SIO (ASIO) are responsible for the formation, training and management of the shipboard intelligence collection (SNOOPY) team.

b. Collateral Duty Intelligence officers (other than ID IS) shall attend the two-week Basic Shipboard Intelligence Course (BSIC) course at FITCPAC or NMITC.

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c. Enlisted Intelligence Assistants (EIAs) will attend the BSIC. At least one EIA per watch team is required.

d. Intelligence photographers will attend the FITCPAC or NMITC Intelligence Photography Course (IPC). At least one per watch team.

e. COs shall ensure pre-deployment training is conducted and intelligence pre-deployment requirements are met. COMNAVSURFORINST 3502.1 (series) provides specific requirements.

9107 TRAINING PLAN FOR SHIPBOARD INTELLIGENCE PERSONNEL.

COMNAVSURFORINST 3502.1 (series) shall be used for education and training of shipboard intelligence personnel in conjunction with training received (from experience) from the OZ Division LCPO, ASIO and SIO.

9108 FOREIGN DISCLOSURE OF CLASSIFIED INFORMATION. Classified information will not be disclosed to foreign governments, foreign nationals or international organizations except as authorized by Numbered Fleet Commanders is in SECNAVINST 5510.34 (series) and COMPACFLTINST S5510.6 (NOTAL) (series).

a. Most visits that involve disclosure of classified information to foreigners are initiated by CNO. Normally, specific approval for disclosure of information is contained in the message or letter authorizing the visit.

b. Commanders/COs may request the disclosure of classified information to foreign governments or nationals or for visits by foreign personnel. Requests will be submitted to COMNAVSURFOR or, if appropriate, to a numbered fleet commander via the chain of command. Area SSO is the point of contact for foreign disclosures.

9109 POLICIES AND PROCEDURES FOR INTELLIGENCE OVERSIGHT. All commands with intelligence or cryptologic personnel assigned shall establish an intelligence oversight program. Commanders/COs will:

a. Designate an Intelligence Oversight Officer.

b. Ensure personnel assigned to intelligence positions do not violate federal laws contained in references (a) through (c) SECNAVINST 3820.3 (series).

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c. Report questionable activities to the CNSL Intel Oversight Officer (Code N6541) or the Fleet Forces Command Intel Readiness Cell Intelligence Oversight Officer (Code N21), the Naval Inspector General or the Judge Advocate General of the Navy, as appropriate.

d. Ensure no punitive action is taken against any person because they report questionable activities.

e. Take appropriate legal or punitive action against anyone who violates the laws governing intelligence oversight.

f. Ensure intelligence oversight reporting agencies have access to information about intelligence activity within their command.

CHAPTER 10 - SECURITY

SECTION 1 - GENERAL

10100 SECTION CONTENTS

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10109	COUNTERINTELLIGENCE (C/I) POLYGRAPHS FOR PERSONS WITH ACCESS TO CRYPTOGRAPHY	10-1-6

10101 GENERAL. OPNAVINST 5530.14 (series) establishes broad parameters for general security and internal security forces. The following references provide security information:

SECNAVINST 5500.29 (series)	COMPACFLTINST 5400.12 (series)
SECNAVINST 5520.3 (series)	COMPACFLTINST 5440.3 (series)
SECNAVINST 5530.4 (series)	COMPACFLTINST 5530.4 (series)
SECNAVINST 5820.7 (series)	COMNAVSURFPACINST 3591.1 (series)
OPNAVINST 1020.4 (series)	COMNAVSURFPACINST 5530.1 (series)
OPNAVINST 3120.32 (series)	COMNAVSURFPACINST 5530.3 (series)
OPNAVINST 5510.1 (series)	COMNAVSURFPACINST 5530.5 (series)
OPNAVINST 5530.13 (series)	COMPACFLTINST S3010.1 (series)
OPNAVINST 5530.14 (series)	
OPNAVINST 5560.10 (series)	
OPNAVINST 5580.1 (series)	

10102 PHYSICAL SECURITY

a. Background. The term "Physical Security" has a broad definition but encompasses virtually all aspects of security and law enforcement in ships and on shore stations. Security force personnel are all personnel assigned specific security, law enforcement and police duties including base police, ship's Master-at-Arm (MAA) force, shore patrol, Security Alert Team

(SAT)/Back-up Alert Force (BAF) members, Auxiliary Security Force (ASF) personnel, etc. Regardless of the name used, all training requirements and regulations governing security forces will apply. SECNAVINST 5530.4 (series) is the primary guide for COMNAVSURFOR.

b. Physical Security/Law Enforcement Afloat. COMNAVSURFPACINSTs 5530.1 (series) and 5530.3 (series) will be used as the basic guide for physical security afloat. OPNAVINST 5580.1 (series), although primarily for shore commands, is applicable to forces afloat and will be used as a guide for all law enforcement related functions. SECNAVINST 5530.4 (series) will be used as a guide for appropriate duties for security force personnel.

c. Physical Security/Law Enforcement Ashore. OPNAVINST 5530.14 (series) and references listed above will be used as a guide for physical security and law enforcement ashore.

d. Pier Security. COMNAVSURFORINST 3300.1 (series) and COMFLTFORCOMINST 3300.1 (series) will be used as a guide for pier security.

e. Force Protection Conditions (FPCON) Measures Ashore. FPCON measures for shore installations are in OPNAVINST 5530.14 (series).

f. Force Protection Conditions Measures Afloat. FPCON measures for afloat commands are in OPNAVNOTE 5530 Ser 09N1/9U651652 of 25 Sep 89.

g. Waivers and Exceptions. All physical security waivers and exceptions will be submitted per OPNAVINST 5530.14 (series). All requests for Arms, Ammunition and Explosives (AA&E) waivers and exceptions shall be submitted per OPNAVINST 5530.13 (series).

h. Use of Deadly Force. Use of deadly force by law enforcement and security personnel will be per SECNAVINST 5500.29 (series).

i. Small Arms Ranges. OPNAVINST 3591.1 (series) designates areas where small arms training may be conducted.

j. Loss Prevention Council. All NAVSURFOR afloat commands will establish a Loss Prevention Council (LPC) that will meet at least quarterly (semi-annually if the command has fewer than 200 personnel). The XO, Security Officer and Supply Officer will be members of the LPC. The LPC may be adjunct to another meeting, such as planning board for training. At a minimum, the LPC will address the following areas:

(1) Ensure stock phrases (lack of accountability, no conclusive findings, etc.) are not used or thoroughly explained in the narrative portion of the report.

(2) Disciplinary or administrative action should be taken as appropriate where negligence or non-compliance with procedures is determined.

(3) If losses are repeatedly attributed to lack of accountability, action will be taken to correct the deficiencies.

(4) If trend analysis indicates pilferage, the command will initiate corrective measures, such as:

(a) Random vehicle, quarterdeck and package inspections.

(b) Clearly and permanently marking pilferable material.

(c) Accountability procedures review and training.

(d) Enforcing key and lock control procedures.

(e) Where feasible, storing pilferables in caged or physically hardened spaces.

(f) Eliminating parking within 30 feet of doorways leading into buildings used primarily for manufacturing, repairing, rework, storage, handling, packaging or shipping of government materials and supplies.

(5) The results of improved security and supply procedures will be reported to the LPC.

(6) Minutes of LPC meetings will be kept for three years and will be reviewed by ISICs during command inspections.

10103 TELEPHONE SECURITY. The ordinary telephone system is not secure. Discussing or "talking around" classified information is prohibited.

a. Do not discuss classified information over the telephone. Unclassified telephones are subject to monitoring at all times and use of telephones constitutes consent to monitoring.

b. All shore and ship telephones shall have DD Form 2056 (stock number S/N 0102-LF-002-0560) affixed to the receiver or handset.

c. COs shall ensure positive control over all telephones installed. Regardless of port in which berthed, all installed shore and ship's telephones are for official business only.

d. All ships shall include requirements for telephone service in LOGREQs.

10104 CLASSIFIED DOCUMENTS SECURITY. Top Secret, Secret and Confidential documents will be controlled and destroyed per OPNAVINST 5510.1 (series).

10105 AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY. Ships and staffs shall comply with SECNAVINST 5239.3 (series), OPNAVINST 5239.1 (series) and COMPACFLTINST 5239.3 (series) for AIS security.

a. Classified data shall neither be stored nor processed in SNAP systems.

b. The CO is the Designated Approving Authority (DAA) for the security accreditation of AIS.

c. Ships and staffs shall control access to SNAP terminals and Personal Computers (PCs) used for official business. AIS security officers shall post access lists near PCs and terminals. Contractor repair technicians must show valid identification before being allowed to work on AIS.

d. The AIS security officer shall maintain an inventory of microcomputers. The inventory shall list the functional applications for each machine (word processing, unit readiness, maintenance).

e. Ships and staffs shall submit TEMPEST Vulnerability Assessment Requests (TVAR) if required by OPNAVINST C5510.93 (series). Shipboard systems normally comply with TEMPEST requirements if they are located entirely within a metallic hull or superstructure. COMNAVSURFOR Security personnel (N6211) can provide additional information on TEMPEST restrictions.

f. Magnetic media such as floppy disks, tapes and hard disk drives, containing classified or sensitive information shall be stored in secure containers as defined by OPNAVINST 5510.1 (series). If classified data is kept on fixed (i.e., not removable) hard disks, the entire component will be classified to the level contained in storage.

g. Magnetic storage devices containing classified or sensitive information may be erased by degaussing with a minimum magnetic field strength of 3.000 oersted. Once degaussed, the device must be reread to ensure no data remains. If degaussing is not possible, the media may be overwritten with binary characters. OPNAVINST 5239.1 (series) provides procedures for degaussing and over-writing. Software meeting government specifications, such as Norton Utilities wipe info, may be used

to overwrite files. The MS-DOS commands "erase," "delete" or "format" do not erase data.

h. Unless degaussed or 100% overwritten, magnetic storage devices used to store classified data shall not be downgraded.

i. Defective or damaged hard disks containing classified data will not be returned to a vendor for repair unless degaussed or 100% overwritten. The disk shall be destroyed if complete data erasure cannot be verified.

j. The Force AIS Security Officer (N6211) will assist in AIS security.

k. If connection of AIS is made to the Internet (NIPRNET) the CO shall provide adequate protection against intrusions by unauthorized users. AIS, such as SNAP or Naval Tactical Command Support System (NTCSS), shall have required program office software and hardware in place prior to making a connection. Classified systems shall not be connected to the Internet unless National Security Agency (NSA) approved crypto or other NSA approved devices are in place and in an approved configuration. Use of modems on local area networks, if allowed by the program office, shall be controlled to provide adequate protection against intrusions.

10106 SECURITY CLEARANCES. OPNAVINST 5510.1 (series) provides instructions for clearances, investigations and procedures for obtaining clearances.

a. Security Clearances of Officers Ordered to Command Within COMNAVSURFOR. Refer to Chapter 23 of OPNAVINST 5510.1 (series) regarding issuance of Top Secret Clearances. COs being relieved shall verify and certify clearances of relieving officers.

b. Security Clearances for Classified Courses of Instruction. OPNAVINST 5510.1 (series) requires personnel attending classified courses of instruction possess appropriate security clearances. The command detaching or transferring students will ensure clearances have been initiated and the prospective command notified. In addition, an appropriate paragraph which certifies a security clearance is granted should be included in an individual's orders.

c. Classified Visit Requests. As stated in Section 18 of OPNAVINST 5510.1 (series), commands are not to use personnel rosters listing command personnel clearances held as substitutes for specific visit requests. Command personnel clearance notices are not to be distributed externally for use as "blanket" visit requests. These rosters do not justify need to know.

10107 REPORTING OF MISSING, LOST, STOLEN OR RECOVERED (MLSR) GOVERNMENT PROPERTY. REFERENCE: CNO NAVADMIN 00-064, DTG 231302Z MAR 00. Reports required under the MLSR program (SECNAVINST 5500.4 (series)) are eliminated for other than High Risk AA&E and classified material. Reports formerly done under MLSR for AA&E and classified material will now be accomplished using OPREP 3 NAVY BLUE (OPREP3NB) format with CNO N09N as an info ADDEE. Note: See CNO DTG 231302Z MAR 00 for example MLSR message.

10108 ENTRY INTO CONTROLLED ACCESS SPACES BY MEDICAL AND EMERGENCY PARTY PERSONNEL

a. Safety of our personnel and ships is paramount. Prompt entry of medical personnel should never be delayed for reasons of security. During fires or medical emergencies, security and radiological controls are always secondary to prompt personnel casualty actions.

b. Each member of damage control, fire and repair parties and all medical department personnel must demonstrate the following before being qualified as part of an emergency team:

(1) Provided only with the space name or compartment number, go to a randomly selected space unassisted or to the nearest locked access and state the method required to have the space unlocked and gain entry.

(2) Familiarize themselves with the emergency equipment in or near the space which would be used in their duties.

c. Ships' procedures must provide for the following:

(1) Taking dosimetry readings of emergency response personnel when required. If dosimetry is not available, entrance should not be delayed and an assigned dose should be calculated later.

(2) For command and control spaces, emergency personnel will be authorized access to all command and control spaces, including radio central and the CMS vault, when required to respond to an emergency. Although every effort should be made to maintain control of classified material, safety of the crew and ship takes priority. Ensure required debriefing procedures are in place as required.

(3) For special weapons spaces, emergency personnel will be authorized access.

10109 COUNTERINTELLIGENCE (C/I) POLYGRAPHS FOR PERSONS WITH ACCESS TO CRYPTOGRAPHY. The random C/I polygraph testing program was established to ensure the security of cryptographic material.

CPF has established standing monthly quotas based on geography and COMNAVSURFOR is responsible for the program.

a. Quota Assignment. COMNAVSURFOR will assign monthly quotas to appropriate commanders by message. Commanders then will assign one quota per ship or staff that can conduct the tests on a not to interfere with operations basis. The senior officer aboard each ship or staff selected who does not have access to cryptographic keying material (often the XO) will randomly select one individual without regard to rank or position. He/she will then send that person's name, rank or rate, social security number and command point of contact to the commander, INFO COMNAVSURFOR. Once identified, those selected may not be excused or exempted from the test for any reason. Screening appointments may be rescheduled until the test can be conducted. Those who have been tested within the past two years are exempt. Commanders shall work directly with NCIS to schedule group polygraph briefings.

b. Test Procedures. The C/I polygraph program normally requires two separate appointments with NCIS. The first is a 30 to 45 minute group briefing describing C/I polygraph procedures. Following the briefing, NCIS agents will schedule individual appointments for polygraphs. Individual exams usually require an entire morning or afternoon.

CHAPTER 11 - OPERATIONS

SECTION 1 - OPERATIONS

11100 SECTION CONTENTS

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11101 OPERATIONS. COMPACFLTINST 5440.3 (series), COMPACFLT OPORD 201 (Annexes A and C), and COMLANTFLT OPORD 2000-88 contain guidance for operations and employment.

11102 REPORTING REDUCED OPERATING CAPABILITY. Casualties, training or shortages that reduce operating capability shall be reported by SORTS per NWP 1-03.1 and COMNAVSURFPACINST 3501.2 (series).

11103 OPPORTUNE LIFT. Movement of personnel or cargo not associated with an operation or exercise is termed "Opportune Lift." Guidance for opportune lift is in COMPACFLTINST 4600.3 (series), COMNAVSURFPACINST 4600.2 (series), and COMFLTFORCOMINST 4600.2 (series).

11104 EMBARKATION MESSAGES. CNO document 06 Aug 2002, OPNAVINST 5720.2L CH-1, COMPACFLT/COMSEVENTHFLT/COMTHIRDFLT OPORD 201, COMLANTFLT message DTG 311413ZJAN2002, COMSECONDFLT message DTG 221420ZMAR2002 contain requirements for embarkations aboard U.S. Navy ships in specific areas of operations.

11105 USE OF PILOTS. There is no stigma attached to the use of pilots. It is considered prudent to obtain a pilot under the following representative conditions:

a. Following an extended period in port, such as Restricted Overhaul (ROH), Restricted Availability (RAV), SRA or post-deployment leave and upkeep.

b. Upon entering unfamiliar waters.

c. When information on current and navigation aids is poor.

d. When the ship has had an engineering casualty.

11106 LINE HANDLING. For COMNAVSURFPAC ships, Line handling parties for ships shall be assigned by Pier SOPA. The party shall consist of at least one supervisor and the appropriate number of line handlers for the class of ship. For COMNAVSURFLANT ships, Naval Station Norfolk Port Operations (Port Ops) and Mayport Pier SOPA will assign Line Handling Parties for ships entering port at their respective bases.

11107 OVERTIME GUIDANCE. COMPACFLT and COMTHIRDFLT OPORD 201 contain guidance for requesting overtime. San Diego ships requiring overtime must have ISIC endorsement, operational necessity as agreed by COMTHIRDFLT and approval from COMNAVSURFPAC before Port Ops will arrange services. COMNAVSURFLANT ships must have ISIC endorsement and operational necessity prior to making the phone call to COMNAVSURFLANT N3 Directorate to request overtime. Ships must gain N3 approval prior to coordinating with Port Ops. Overtime is normally approved upon return to home port on INSURV and Underway Demonstration (UD), but the formal request must still be made. Other overtime requests are made on a case-by-case basis.

CHAPTER 11 - OPERATIONS

SECTION 2 - SISTER SHIPS

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11201 SISTER SHIPS/HOST SHIP

a. Assignment of Sister Ships. For COMNAVSURFPAC, Group and Squadron Commanders, as appropriate, will assign sister ships one month in advance of the arrival of a new ship or ship returning from deployment. COMNAVSURFLANT ships will be assigned sister ship/host ship duties by RSO Norfolk or RSO Mayport.

b. Duties of Sister Ships. Sister ships shall:

(1) Arrange accommodations for family members and guests, if necessary.

(2) Provide refreshments for family members and guests to be served from tables in the vicinity of berths of returning ships.

(3) Arrange for a band if practicable.

(4) Coordinate with the Naval Station for prompt passage of family members and guests through gates, routing to the pier and parking.

(5) Provide an on-scene officer-in-charge (OIC) with a working party for crowd control.

(6) Provide a HM until all family members and guests have departed or until the arrival ship assumes this duty.

(7) Verify pier services such as steam, collection, holding and transfer (CHT) hookup and shore power are arranged. Arrange for two brows and sentries, if required.

(8) Provide a working party to handle shore power cables.

(9) Display a welcome home sign.

(10) Provide chairs for dependents.

(11) Coordinate with the COMNAVSURFPAC/LANT Force PAO or local representative for publicity.

(12) Keep CO/XO spouses and ombudsman informed of changes in Estimated Time of Arrival (ETA) and berth.

(13) In San Diego, coordinate homecoming activities with San Diego "OPERATION Welcome" committee chairman.

(14) Arrange for mail delivery upon arrival.

(15) Ensure the safety of dependents and guests on the pier by providing line handlers with heaving lines for passing from the pier to the ship.

(16) Secure pier deliveries at least one hour prior to and one hour after the ship's arrival. Only previously cleared vehicles, such as those needed by "OPERATION Welcome," the sister ship, public affairs personnel, official guests or participants, security and safety shall be allowed on the pier. If Port Ops allows, after the ship is secured and the ceremony complete, family members' and guests' vehicles may be allowed on the pier to load baggage.

CHAPTER 11 - OPERATIONS

SECTION 3 - METEOROLOGY AND OCEANOGRAPHY (METOC)

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11301 GENERAL. Environmental services are available through Force Oceanography (OA) Divisions and Naval Meteorology and Oceanography Command Centers, facilities and detachments.

11302 ORGANIZATION

a. LHAs and LHDs have Class "A" meteorological equipment for complete meteorological and oceanographic support.

b. AGF-11 has some Class "A" meteorological equipment and provides complete environmental support for COMTHIRDFLT.

c. Oceanographers (1800) and Aerographer's Mates are assigned to COMNAVSURFPAC, COMPHIBGRU ONE and TWO, COMLOG WESTPAC and COMCARSTRGRUs.

11303 METEOROLOGIC AND OCEANOGRAPHIC (METOC) SERVICES, OBSERVATIONS AND REPORTS

a. Meteorologic and Oceanographic Services. Ships and Staffs with an Oceanographer or enlisted forecaster (AD NEC 7412) will provide daily METOC forecasts to ships in company per CPF/CFFC standing OPTASK METOC and any supplements issued. Ships not in company with an environmental forecasting capable ship will follow procedures listed in NAVMETOCCOMINST 3140.1 (series), NAVMETOCCOMINST C3410.22 (series) and CPF/CFFC, SECONDFLT/THIRDFLT/SEVENTHFLT, and COMNAVSURFPAC OPORD 201, Annex H to request services from a Naval Meteorological and Oceanography Command.

b. Observations and Reports. Ships will observe surface weather conditions and transmit reports per NAVMETOCCOMINST 3140.1 (series). Sea conditions will be observed and reported per NAVMETOCCOMINST 3144.1 (series) as part of the routine weather observation. Bathythermograph equipped ships shall take observations and transmit reports per OPNAVINST 3141.1 (series), NAVMETOCCOMINST 3140.1 (series), COMPACFLT OPORD 201 Annex H, and COMLANTFLT OPORD 2000.

11304 OPTIMUM TRACK SHIP ROUTING. These services will be used whenever operating outside local operating areas, when evading a tropical cyclone or during any weather sensitive operation or exercise. Procedures are in NAVMETOCCOMINST 3140.1 (series).

11305 ROUTINE WEATHER FORECASTS (WEAX). This service provides a tailored 24-hour forecast along a ship's Planned Intended Movement (PIM). Ships shall use WEAX service for all movements. Meteorological capable ships may request WEAX be sent only to them while they are providing forecast services to ships in company.

11306 UPPER AIR OBSERVATIONS. Ships with upper air observing capability will report soundings per NAVAIR 50-1D-3, NAVAIR 50-1D-4, NAVAIR 50-1D-5, NAVAIR 50-1D-6 and NAVMETOCCOMINST 3140.1 (series).

11307 TRAINING

a. To maintain expertise in environmental observations, analysis and forecasting during extended import periods, ships and staffs should send oceanography division personnel to a local Naval Meteorological and Oceanography Command for proficiency training, per COMNAVAIRPACINSTs 3140.1 (series) and 3140.3 (series). In addition, every effort should be made to send OA Division personnel to required formal training.

b. Surface weather and bathythermograph training for all ship's personnel is available from Naval Meteorology and Oceanographic Commands listed in NAVMETOCCOMINST 3140.1 (series). This training is recommended annually.

11308 INSPECTIONS AND ASSIST VISITS

a. Technical inspections of oceanography divisions will be conducted by the Force Aerographer as part of the command inspection. OA Division readiness is reviewed during the Command Assessment of Readiness Training (CART) and the Total Ship Training Assessment (TSTA II) by the Force Oceanographer and ATG. For ship's homeported outside CONUS, CPF (Code 03W) provides assistance.

b. The Force Oceanographer, meteorological-capable ship's personnel or oceanography command personnel can provide assistance visits.

11309 METEOROLOGICAL EQUIPMENT. All meteorological equipment is part of the individual ship's allowance and is maintained by the ship's Electronic Maintenance Officer (EMO). Commander, Space and Naval Warfare Systems Command is responsible for the life cycle management of all meteorological and oceanography equipment and can assist with maintenance problems through an In Service Engineering Agent (ISEA) representative as outlined in COMNAVSURFPACINST 3140.3/COMNAVAIRPACINST 3140.1 (series).

11310 PUBLICATIONS AND INSTRUCTIONS. OPNAV, COMPACFLT, COMNAVSURFPAC and NAVMETOCCOM instructions in the 3140 series and COMPACFLT, COMTHIRDFLT/COMSEVENTHFLT and COMNAVSURFPAC OPORDs 201, Annex H provide requirements and guidance.

CHAPTER 12 - AVIATION

SECTION 1 - GENERAL

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12101 GENERAL. The complexity of helicopter operations requires careful planning, standardized procedures and meticulous attention to safety. Because of the inherent dangers, a working association and "esprit de corps" must be established between the ship and embarked aviation units. The helicopter detachment OIC should have the same access to the XO and CO as the ship's department heads. Helicopter operations shall be conducted per LHA/LHD NATOPS, NAVAIR 00-80T-122 and the shipboard chapter of the individual aircraft NATOPS flight manuals.

12102 COMMAND RELATIONSHIPS

a. Air Officer or Aviation Coordinator. Amphibious aviation and air-capable ships shall have an air officer/aviation coordinator. He/she will be the single point of contact for all air-related matters.

b. Navy Helicopters Embarked. Navy helicopters assigned to air-capable ships will be governed by NAVAIR 00-80T-122. When the detachment is to be assigned for more than three months, personnel in the detachment shall qualify per the ship's DCPQS program.

c. Embarked Tactical Air Control Squadron and Detachments. Command relationships and responsibilities are discussed in JCS Pub 3-02.

d. Helicopter Utility Units Requests. Helicopter services shall be requested per COMNAVAIRPACINST 3120.13 (series). Requests for helicopter units embarkations shall be sent via the chain of command to COMNAVSURFPAC, info COMNAVAIRPAC and COMHSLWINGPAC or COMHELTACWINGPAC as appropriate. Other services shall be requested using current COMNAVAIRPAC directives.

12103 AVIATION INSPECTIONS. LHAs/LHDs shall be certified per Amphibious Assault Ship Aviation Facilities Bulletin 1 (series) and have a current Aviation Readiness Qualification (ARQ) per COMNAVSURFORINST 3700.1 (series) before conducting flight operations. Air-capable ships shall be certified per Air-Capable Ship Aviation Facilities Bulletin 1 (series) and have a current ARQ.

12104 HELICOPTER SALT WATER CORROSION PROTECTION. Gas turbine engines and structural components can be severely damaged by salt water. Ships shall:

a. Provide hangar deck storage for helicopters whenever possible.

b. Provide fresh water outlets and hoses on the flight deck and hangar deck for fresh water wash-down by the helicopter detachment.

12105 FLYING REQUIREMENTS FOR PILOTS. Pilot minimum requirements are in OPNAVINST 3710.7 (series) and appropriate NATOPS Manuals. Ships with embarked helicopters shall:

a. Provide deck time to ensure pilots fulfill CNO and TYCOM requirements and meet integrated training requirements detailed in COMNAVSURFPAC/COMNAVAIRPACINST 3501.5 (series).

b. Schedule workup periods for flight operations prior to deployment.

12106 FLIGHT DECK CLOTHING. A list of required flight deck clothing is in NAVAIR 00-80T-122 and the ship's AEL. Ships shall ensure crews are properly attired during flight operations. Inflatable life jackets and cranial protection provided by helicopter crews shall be donned prior to embarking in the helicopter or prior to getting in the helicopter sling for transfer.

12107 FLIGHT DECK MARKINGS. Flight deck markings will be as required by Air-Capable Ship Aviation Facilities Bulletin 1 (series) and Amphibious Assault Aviation Facilities Bulletin 1 (series). Nonskid surfaces shall be applied per NSTM Chapter 634.

12108 PRE-LAUNCH PREPARATIONS

a. Flight Quarters. Rotors shall not be engaged nor helicopters launched or recovered (except in an emergency) unless the ship is at flight quarters. The ship should normally be at flight quarters for all engine starts, launches and recoveries. Exceptions may be authorized by the CO if these evolutions are not intended for actual flight and appropriate fire fighting equipment is manned. Flight deck fire fighting drills shall be conducted per NAVAIR 00-80R-14.

b. Helicopter Direction Center (HDC)/Combat Information Center (CIC). HDC/CIC will be manned prior to scheduled flight quarters. The OOD will coordinate pre-launch preparations.

c. Briefing. The embarked helicopter unit, in conjunction with the ship's operations officer, will brief the crew and appropriate ship's company prior to flight operations. See OPNAVINST 3710.7 (series), LHA/LHD NATOPS and NAVAIR 00-80T-122.

12109 LOCAL TRAFFIC CONTROL. Traffic control in the immediate vicinity is the responsibility of the parent ship. Control criteria will comply with LHA/LHD NATOPS and NAVAIR 00-80T-122.

12110 CONTROL RESPONSIBILITIES. U.S. Navy Regulations establishes the responsibilities of the ship's CO, operations officer and air officer for the control of aircraft.

12111 HELICOPTER PASSENGERS

a. COMNAVAIRPAC/COMNAVAIRLANTINST 3710.8 (series) discusses helicopter transportation of non-military personnel.

b. Requests, excluding PAO purposes, shall be sent to COMNAVAIRFPAC Code N32 (Air Operations). PAO transportation requests shall be sent to COMNAVSURFPAC Code N01P. All flights shall be conducted per NAVAIR 00-80T-122 and OPORD 201.

c. Personnel whose duties require frequent over water helicopter transportation shall have formal training in drown-proofing and underwater egress as described in OPNAVINST 3710.7 (series).

12112 SAFETY

a. Wind gusts, turbulence and pitching deck conditions must be carefully considered when engaging or disengaging rotors. Wind envelopes are in NAVAIR 00-80T-122, and LHA/LHD NATOPS.

b. The helicopter landing area or VERTREP/EXTERNAL LIFT area, must be kept clear of ALL obstructions. Only permanent ship's structure should limit the available landing areas.

12113 AVIATION ORDNANCE SAFETY

a. Safety and Readiness. Ships shall comply with COMNAVSURFPACINST 8023.1 (series) for aviation ordnance safety. Personnel handling qualification and certification shall be per COMNAVAIRPACINST 8023.3 (series) for LHD/LHA class ships and OPNAVINST 3500.34 (series) for all other class of ships and non-air ordnance personnel aboard LHA/LHD.

b. Hazard of Electromagnetic Radiation to Ordnance (HERO)/Radiation Hazard (RADHAZ) Safety Precautions. Ships shall ensure they have a current HERO survey and the ship's HERO/Emission Control (EMCON) Bill meets the requirements of OP-3565/NAVAIR 16-1-529.

12114 CIVILIAN HELICOPTERS AND CIVILIAN PILOT. Operations of civilian helicopters with civilian pilots has proven to be a cost effective means to support cargo transportation, external load movement and research, development, test and evaluation (RDT&E) evolutions. When fleet assets are not available to perform these functions, a civilian contract helicopter and civilian pilot may be employed. The CO must request and be granted a waiver for use of civilian helicopter and civilian pilots per OPNAVINST 3100.8 (series).

a. AVIATION ORDNANCE SAFETY ASSESSMENT. Ships/ACE shall schedule the Aviation Ordnance Safety Assessment (AOSA) per COMNAVSURFLANTINST 3500.4 (series).

CHAPTER 13 - EMBARKED FORCES AND MATERIAL

SECTION 1 - GENERAL

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13101 GENERAL. Instructions for embarked troops are in this chapter and take precedence over other COMNAVSURFPAC/LANT instructions. Additional instructions pertaining to medicine and dentistry may be found in chapters 6 and 7 of this instruction.

13102 SHIP'S REGULATIONS FOR EMBARKED TROOPS

a. Content of Regulations. Each amphibious warfare ship shall have regulations for embarked troops. These regulations will be published by each ship as a ship's instruction and shall be reviewed and approved in the same manner as the ship's loading characteristics pamphlet. The review/approval page shall immediately follow the ship's instruction signature page. Troop regulations will include the following:

- (1) Command relationships.
- (2) Maintenance of good order and discipline of embarked troops.
- (3) Troop security guard.
- (4) Embarkation.

- (5) Debarkation.
- (6) Messing and berthing.
- (7) Uniform requirements.
- (8) Emergency drills.
- (9) Ship's platoon and other working details.
- (10) Ammunition and hazardous material handling.
- (11) General troop administration.
- (12) Medical/Dental sanitation.
- (13) Communications.
- (14) Reports.

b. Publications to Aid in Preparation of Ship's Regulations.
The following publications will assist in preparing ship's regulations:

- (1) U.S. Navy Regulations.
- (2) Manual for Courts-Martial.
- (3) JCS Pub 3-02.1. Joint Doctrine for Landing Force Operations.
- (4) JCS Pub 3-02.2. Joint Doctrine for Amphibious Embarkation.
- (5) MCRP 3-31B. Amphibious Ships and Landing Craft Data Book.
- (6) MCRP 4-11C. Combat Cargo Operations Handbook.

c. Distributing Ship's Regulations. Distribution of ship's regulations for embarked troops shall be exactly the same as the distribution for the ship's loading characteristics pamphlet.

13103 LANDING FORCE OPERATIONAL RESERVE MATERIAL (LFORM). The LFORM program prepositions supplies (Classes I, III (bulk) and (packaged), IV and V(A)and(W)) aboard amphibious warfare ships. The purpose is to reduce the time required to embark FMFPAC/LANT units for deployments. The program is jointly administered by CG, FMFPAC and COMNAVSURFPAC per COMNAVSURFPACINST 4080.1/FMFPACO 4080.2 (series) and COMNAVSURLANT per COMNAVSURFLANT 4080.1/MARFORLANTO 4000.10 (series). If LFORM, selected medical materials, and Naval Support Element (NSE) ammunition are

embarked, they shall be stowed in landing force spaces. Combat cargo personnel will not sign for any LFORM assets loaded aboard their ships. The CO will task the ship's naval officer who controls access into all ammunition magazines, normally the weapons officer, to receipt for LFORM assets.

13104 USE OF TROOP SPACES WHEN LANDING FORCE IS NOT EMBARKED. Conversion of any troop space for ship's use that cannot be restored to its original use within 48 hours without outside assistance is prohibited. Spaces temporarily used by the ship will not be deleted arbitrarily from the Ship's Loading Characteristics Pamphlet (SLCP). Requests for ship alterations reducing troop accommodations shall be submitted to the Commandant of the Marine Corps via COMNAVSURFOR (N43/N41M). Troop spaces occupied temporarily by the ship will be vacated if requested by the troop commander.

13105 REPORTS. Amphibious warfare ships will submit "Embarked Personnel or Material Reports" to the squadron commander or Officer Conducting the Exercise (OCE) or operations per COMNAVSURFPACINST 4621.1/MARFORPACO 4621.1 (series) and COMNAVSURFLANTINST 4621.1/MARFORLANTO 4620.2 (series). Reports are required for all amphibious lifts. Reports shall be prepared with the assistance of the embarked CO of troops.

13106 AMMUNITION/HAZARDOUS MATERIAL (AMHAZ) AND PACKAGED POL. Personnel shall be trained in safe handling and stowage techniques prior to loading, handling, stowing or offloading any ammunition, packaged POL or hazardous material.

a. Ammunition Handling and Stowage. Handling and stowage requirements for ammunition are found in the following publications:

- (1) Code of Federal Regulations, Title 49.
- (2) NAVSEA OP 4 (Ammo Afloat) - primary publication used for ammunition stowage.
- (3) Naval Ships Technical Manual Chapter 700.
- (4) NAVSEA OP 4550 (Handling and Stowage of Amphibious Assault Ammunition Aboard Amphibious Ships).
- (5) International Maritime Dangerous Goods Regulation.

b. Ammunition Assembly. Breakout and assembly of ordnance components in magazines is prohibited. NAVSEA OP4 provides guidance.

c. POL Stowage and Handling. Bulk and packaged POL stowage areas for embarked units are found in the appropriate SLCP.

Quantities and procedures for embarked Class III LFORM are found in COMNAVSURFPACINST 4080.1/FMFPACO 4080.2 (series) and COMNAVSURFLANT 4080.1/MARFORLANTO 4000.10 (series). The storage and handling of POL products is in accordance with NSTM Chapter 9550.

d. Hazardous Material Handling and Stowage. Handling and stowage requirements for hazardous materials are found in OPNAVINST 5100.19 (series), Chapter B-3 and C-23.

13107 SHIP'S LOADING CHARACTERISTICS PAMPHLET (SLCP)

a. The SLCP is a recapitulation of the ship's characteristics in ready reference form. The SLCP must agree with the ship's general plans. The ship's CO and the appropriate amphibious group commander must approve the SLCP.

b. Generic SLCPs are no longer authorized. Each amphibious ship will publish and distribute its own SLCP per COMNAVSURFPACINST 4621.1/COMNAVSURFLANTINST 4621.1 (series).

13108 STOWAGE OF LFORM. LFORM will be stored per OP 4550.

13109 SECURITY/INVENTORY OF LFORM. OPNAVINST 5530.13 (series) requires both a 100% physical count and 100% physical inventory by serial number quarterly. This pertains only to Security Risk Category I non-nuclear missiles and rockets. To determine the risk category use NAVAIR 11-1-116B/TWO10-AA-ORD-030 (Navy Ammunition Logistic Code (NALC)) and MCO 8300.1 (U.S. Marine Corps Serialization of Control of Small Arms System).

13110 EXPLOSIVES HANDLING PERSONNEL QUALIFICATION AND CERTIFICATION (QUAL/CERT) PROGRAM. OPNAVINST 8023.2 (series) requires personnel involved in ordnance handling to be qualified and certified. This includes team members, individuals, team leaders, quality assurance personnel, instructors, safety observers and operators of power-operated handling equipment (hoists, winches, cranes, forklifts). The certification board shall be appointed by the CO. The board may recommend certification. Only the CO may certify persons.

CHAPTER 13 - EMBARKED FORCES AND MATERIAL

SECTION 2 - EMBARKED LANDING FORCE

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13201 COMMAND RELATIONS WITH EMBARKED LANDING FORCE ORGANIZATIONS

a. General. This article provides guidance on relations with embarked landing forces in amplification of Articles 0711 and 0712, U.S. Navy Regulations. Similar guidance is in applicable Fleet Marine Force Pacific Orders.

b. Responsibility and Authority

(1) The responsibility of the CO is absolute and his/her authority is commensurate (Article 0702, U.S. Navy Regulations). All personnel in his/her ship including landing forces are required to comply with his/her orders, instructions or regulations, whether oral or written.

(2) The CO of troops aboard an amphibious warfare ship is designated by an appropriate commander of the landing force. The CO of troops is responsible to the ship's CO for execution of the ship's orders, instructions and regulations by embarked landing forces.

(3) The essential element in relations between an embarked landing force and ship's company is mutual cooperation. The ship shall provide adequate space, time and facilities to the CO of troops for the habitability, daily operations and training of troops. Similarly, the CO of troops will ensure duties assigned to the landing force are accomplished promptly. He will

inspect the spaces routinely and, when requested, he will accompany the ship's CO or XO during inspections.

(4) Orders from the ship's CO affecting the landing force normally shall be issued through the CO of troops. The ship's CO may exercise authority over the embarked landing force directly when:

(a) There is an imminent threat to good order and discipline and the CO believes direct action must be taken.

(b) A reasonably imminent threat to operations or personnel exists and the CO believes direct action must be taken.

c. Disciplinary Jurisdiction Under the UCMJ

(1) Although a U.S. Navy ship's CO has paramount authority over all embarked personnel, the power to administer formal punitive action under UCMJ Article 15 or to convene courts-martial is limited to his/her command (Article 0711, U.S. Navy Regulations; Article 30409, JCS Publication No. 2 (UNAAF) and MILPERSMAN 1300-070). While USMC landing force personnel are members of the naval service, the policy stated in JAGMAN, Section 1010b(3), for units embarked for transportation only is applicable. Ship's COs should refrain from exercising formal disciplinary authority over such personnel except under unusual circumstances.

(2) Formal disciplinary action against members of the embarked landing force is the responsibility of the CO of troops. When infractions of ship's orders, instructions and regulations are involved, the CO of troops should consult with the ship's CO before taking disciplinary action.

d. Conflicts, Exercise of Paramount Authority, Reports

(1) Conflicts. Conflicts or disagreements between ship's company and any element of a landing force should be resolved at the lowest possible level. If the ship's CO believes it necessary to replace the CO of troops because of irreconcilable differences or because of a significant incident, the CO shall send a formal request to the reporting senior of the officer involved. Copies of this request shall be sent as required in paragraph 13201d(3) below.

(2) Exercise of Paramount Authority. In those rare instances where it becomes necessary for the ship's CO to exercise paramount authority over any member of an embarked landing force, he/she may administratively do so, without personal recourse to formal disciplinary proceedings, by other interim positive measures as may be warranted by the circumstances; for example:

(a) Directing the deferral of disciplinary action, as contemplated by the CO of troops and reporting the matter by message to the ISIC and reporting senior of the CO of troops.

(b) Confining offenders for safekeeping, or using other reasonable measures, including force, to ensure that orders are obeyed. Embarked personnel in this category shall be delivered in custody to an appropriate senior in the chain of command of their branch of service, along with properly executed Charge Sheets (DD Form 458), at the earliest possible time.

(3) Reports. Whenever the ship's CO exercises paramount authority when a significant incident has occurred. Therefore, in addition to other reports that may be required, the report required by PACFLT REGS Article 1209 and related instructions shall be promptly submitted by message to CPF/CFFC with information to intermediate commanders (specifically including COMNAVSURFPAC/LANT, MARFORLANT and CG FMFPAC).

e. Indoctrination Procedures. Prior to embarkation (or as soon thereafter as is practicable), a conference with key personnel from the ship and embarked unit will be held. The agenda for this conference will, besides normal operational matters, cover administrative matters, including, but not limited to:

(1) Discussion of these regulations, the regulations and directives of higher authority of the U.S. Navy and U.S. Marine Corps (and other services where applicable) which may be pertinent (e.g., reporting procedures for racial/significant incidents).

(2) Requirements for the full instruction and indoctrination of members of the embarked landing force unit in the paramount authority of the ship's CO and ship's orders and regulations.

(3) Requirements for the full instruction and indoctrination of the ship's company in the landing force unit's chain of command and in the authority and responsibility of the CO of troops over members of the landing force unit.

(4) Requirement for the maintenance of spaces by, and assignment of shipboard watches and duties to, personnel of the embarked landing force unit.

(5) Requirement to report to the ship concerning the transfer from the ship/receipt on the ship of any member of the embarked landing force unit and the reasons for such action.

(6) Requirement for the CO of troops to keep the ship's CO continually informed of any circumstance within the landing force unit which could create a threat to the maintenance of good order and discipline.

(7) Requirement for the training and physical fitness of the landing force while embarked.

(8) Requirement for inspections by CO of troops while embarked.

(9) Requirement for pre-embarkation and pre-debarkation inspections and inventory, including financial accountability for missing gear.

13202 AMPHIBIOUS SQUADRON/SHIP'S MARINE COMBAT CARGO OFFICER (CCO).

a. Organizational Responsibilities. The CCO functions as special staff officer to the Commander/CO. The CCO reports directly to the chief of staff/XO.

b. Basic Functions

(1) The member of the ship's complement corresponding to the team embarkation officer is the ship CCO. Each major ship of the amphibious force normally has aboard a trained Marine officer assigned to this duty. Ships with CCO billets include LHA, LHD, LPD and LSD Cargo Variant (CV). On amphibious ships, such as LSD and LCC, where no Marine CCO is provided, a Navy officer, normally the ship's first lieutenant, functions as the ship CCO.

(2) The CCO is responsible for coordination with embarked troop units and appropriate department heads/staff officer in the preparation and execution of plans for the embarkation or debarkation of troops, the loading and stowage of troop cargo, the offloading of troop cargo, the billeting and the messing of embarked troops. The CCO shall perform liaison with troop units as prescribed by the Commander/CO.

(3) The CCO should not be assigned watches or additional duty that will interfere with the proper performance of primary duties, and should be relieved of all assigned watches, collateral and additional duties upon setting of condition III.

c. Fitness Reports. Refer to paragraph 4204 of this instruction.

d. PHIBRON CCO. The transport unit cargo officer:

(1) Advises and assists the commander on matters concerning troop embarkation, cargo stowage and offloading of ships.

(2) Acts as liaison officer between the commander and the corresponding troop commander.

(3) Maintains a file of SLCPs of all amphibious ships in order to advise on their capabilities.

(4) Advises and coordinates the activities of ship CCOs.

(5) Collects the loading plans for ships of the transport unit.

(6) Reviews loading and offloading plans.

(7) Maintains statistical records of the ship cargo handling characteristics and performance in order to intelligently advise the commander or recommend the allocation of troop units and cargo.

(8) During embarkation and unloading, compiles required periodic reports of progress for transmission to higher authority.

e. Ship CCO

(1) Specific Duties During the Planning Phase

(a) Advise the CO on plans for loading and unloading troop cargo; troop communication requirements; and plan for embarkation, billeting and messing embarked troops.

(b) Prepare, correct, maintain and distribute the SLCP.

(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 plan.

(e) Provide embarkation team commander with current inventory of USMC LFORM to include inspection dates on all LFORM, dates class III drums were purged, and dates and lot numbers of class V.

(f) Review Landing Force Load Plans (including LFORM load plans).

(2) Specific Duties During the Embarkation and Rehearsal Phases

(a) Maintain continuous liaison with the embarkation team commander through the team embarkation officer.

(b) Ensure the loading plan is being followed.

(c) Keep the CO informed of the progress of loading and embarkation.

(d) Advise the CO and embarkation team commander of problem areas encountered during the rehearsal phase and recommends corrective action.

(e) Ensure that USMC LFORM is not inadvertently off-loaded with other landing force material during training exercises/operations. CG FMFPAC, MARFORLANT, Numbered Fleet Commander, or Commander having operational control of the ATF can only authorize release authority for use of LFORM.

(3) Specific Duties During Unloading

(a) Make frequent inspections to ensure that off-loading 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 offloading.

f. Handling Cargo. The ship's CCO is not responsible for handling cargo, operating cargo handling equipment, or for the cargo's safety and security of equipment/ supplies in the cargo holds. The ship's first lieutenant, his/her assistants and deck division officers are responsible to the CO for these functions.

13203 TROOP SECURITY GUARD. The ship's guard shall be established by the CO of troops prior to embarkation. The guard is under the command of the ship's CO. The CO of troops may rotate guard personnel for training.

a. Control of the Ship's Guard. Control of the ship's guard by the ship's CO is exercised through the ship XO and OOD. The guard will be secured or modified by the CO of troops for operations and landing exercises with the concurrence of ship's CO.

b. Duties of the Ship's Guard. The ship's guard shall assist the ship's MAA force.

c. Sentry Posts. The ship's guard shall man the sentry posts designated by the ship's CO and will also furnish the CO of troops with orders for each sentry post. Landing force personnel will man these sentry posts. Additional sentry posts may be established by the CO of troops. The CO of troops shall advise the ship's CO when such posts are established.

d. Additional Guard for Weapons Security. The CO of the ship shall provide secure stowage space for all troop weapons. When armory and magazine capacity is exceeded, the CO may authorize stowage in metal containers. A sentry post will be established to provide security for that container.

13204 EMBARKATION AND DEBARKATION. JCS PUB-3-02.2 provides guidelines and procedures for embarkation and debarkation.

a. The Team Embarkation Officer. Duties of the Team Embarkation Officer (TEO) are found in JCS PUB 3-02.2.

b. Loading Plan. Preparation of the loading plan is a landing force/embarked unit responsibility. Under no circumstances **will the ship's combat cargo personnel prepare, correct or distribute (external to the ships) the loading plan or supplements thereto.** The embarkation team commander and the ship's CO will approve the loading plan prior to embarkation. Once approved, the loading plan will not be altered without approval of both COs. The CCO and TEO shall supervise loading and stowage.

c. Cleaning and Preservation

(1) Responsibility. The CO of troops is responsible for the cleanliness and preservation of working spaces, living compartments, washrooms, heads, holds, hatches, deck spaces and ladders occupied by embarked troops and their cargo. The ship shall provide cleaning gear for troops' use while they are embarked. The gear shall be returned to the first lieutenant prior to debarkation.

(2) Cleaning Details. Cleaning details shall remain on board during non-combat debarkation, to clean areas for which troops were responsible. The CO of troops and ship's XO shall jointly inspect the areas before cleaning details are secured.

(3) Assignment and Inspection of Troops' Cargo and Berthing Spaces. Time permitting, the CO of troops and the ship's XO will jointly inspect troop spaces before embarkation to ensure bunks are rigged, lights work and communication equipment works. When these spaces are returned to the ship, the CO of the troops will ensure they are in the same or better condition.

(4) Inventory Requirements. Prior to embarkation and debarkation a joint inventory shall be conducted in troop spaces. COMNAVSURFPACINST 4621.1/FMFPACO 7320.1 (series) and COMNAVSURFLANT 3000.3/MARFORLANTO 4620.2 (series) discusses inspection requirements.

(5) Reimbursement for Inventory Losses. Procedures for reimbursement are in COMNAVSURFPACINST 4621.1/FMFPACO 7320.1 (series) and COMNAVSURFLANT 3000.3/MARFORLANTO 4620.2 (series).

d. Life Belts and Jackets

(1) Life Belts and Jackets During Landing Exercises.

When troops are embarking or embarked in ship's landing craft, helicopters or AAVs, they shall wear life jackets or belts. COs of ships and troops shall issue instructions concerning obtaining life jackets or belts to be worn during debarkation and testing procedures. In landing exercises, troops using landing craft shall drop their life jackets above the high water mark and not carry them inland. Troops departing the ship by helicopter shall leave life belts aboard the aircraft. Troops leaving the ship at their final destination after exercise and disembarking over a brow to the pier shall leave their life jackets or belts on their bunks, or in other designated locations.

(2) Return of Discarded Life Belts or Jackets

(a) The operation order of the OCE for amphibious landing exercises shall include an effective life jacket recovery plan which will:

1. Arrange for the beach support party to assign Marine personnel to ensure that troops drop life jackets on the beach and do not carry them inland.

2. Provide for a life jacket recovery party for each numbered beach over which a surface landing is made for the purpose of recovery, segregation and return of troop life jackets to parent ships.

3. Require detailed reports, from all ships showing total number of missing life jackets by ship and number accounted for by ship. Initial report of losses will be investigated and determination for losses made.

4. Make a separate letter report to the appropriate amphibious group commander, itemizing losses by ships, after sufficient time has elapsed for redistribution, investigation of losses and explanation of deficiencies.

(b) The beach party commander or senior beachmaster officer on each beach in each landing exercise will use the life jacket recovery party provided by the OCE, have life jackets collected and segregated on the beach and returned to parent ship in available boats.

(c) Requests for augmentation of OPTAR funds to requisition replacement of missing/lost life jackets resulting from the exercise will be submitted by letter via the amphibious squadron and group commanders and OCE of the exercise with attached copies of all investigative reports.

e. Restricted Areas. The ship's offices, bridge, pilot house, galley, quarterdeck, engine room and crews and officers

quarters are out of bounds for embarked troops unless authorized entry. All troop spaces, administration areas and cargo spaces are out of bounds for ship's crew members unless authorized entry.

f. Ship's Equipment. Embarked troops will not open or close the ship's hatches or scuttles, remove or relocate battle lanterns, medical supplies or fire extinguishers or manipulate valves, gauges or other ship's equipment.

g. Standards of Troop Bedding

(1) COs of amphibious ships shall provide bedding for embarked staffs and troops. The minimum quantities to be maintained onboard for each individual are:

- (a) 1 mattress
- (b) 4 sheets (or 2 sheets and 2 mattress covers)
- (c) 2 blankets
- (d) 1 pillow
- (e) 2 pillow cases

(2) Bedding will be funded by the ship out of OPTAR funds. Troops will turn in bedding before leaving the ship.

13205 TROOP MESSING

a. Troop Messing Details. Embarked troops shall supplement ship's personnel as follows:

	100	300	500	700	900	1100	1300
Cooks	2	4	7	10	13	16	18
Messmen	6	17	28	39	50	61	72
Storeroom Keepers	1	2	2	2	2	2	2
Stores detail (same Non-commissioned Officer (NCO) in charge each day)	3	5	7	9	11	13	15

b. Reporting of Troop Messing Details. Troop details shall report on board 24 hours prior to embarkation of the main body of troops when practicable.

c. Medical Examinations for Mess Detail. The cooks, and messmen shall be examined by a troop medical officer prior to assignment. While onboard they shall be examined with the ship's mess force.

d. Mess Gear. Ship's mess gear shall not be removed from the mess deck unless authorized.

e. Uniform for Messing. Covers shall not be worn on the mess deck except by messmen or other authorized work details. Troops shall not normally eat in the mess while wearing dirty clothing. The utility uniform may be worn in the messing compartment unless otherwise directed by the CO of troops.

f. Messing Operations. Troops shall be served three meals a day. Hours for mess shall be specified in ship's regulations. Menus shall be identical for ship's company and embarked troops.

g. Mess Tables for Recreation. One mess table shall be made available between meals for each hundred troops for reading, study or games. The ship shall designate the hours.

h. CPO and First Class Mess Accommodations. CPOs and staff NCOs (E-7 and above) shall eat in the CPO mess. The ship's CO may permit staff NCOs (E-6) to use the CPO mess if facilities permit. First class petty officers and staff NCOs (E-6) shall mess together in ships having a first class petty officers' mess.

i. Troop Mess Officer. The CO of troops shall appoint a mess officer for the troops. The troop mess officer shall report irregularities in the mess to the CO of troops who will inform the ship's XO. Inspections of the troops mess shall include:

- (1) Quality and quantity of food.
- (2) Manner in which served.
- (3) Preparation of food.
- (4) Cleanliness.
- (5) Availability of second helpings.
- (6) Waste of food by troops.
- (7) Time allowed for eating.

13206 OFFICER MESSING

a. Troop officers will mess with the ship's officers in the wardroom. Wardroom services will be available to troop officers messing in the wardroom on the same basis as ship's officers.

b. Mess bills will be collected directly from any officer embarked for temporary duty or training.

c. The Marine Corps Manual prohibits involuntary assignment of Marine Corps personnel as wardroom mess cooks onboard amphibious ships (except Marine Corps personnel assigned MOS 3381

and functioning as members of the personal staff of general or flag officer). Volunteers should be assigned in the same ratio as Navy messmen to ship's officers.

d. Meals will be served to officers in their rooms only when they are under a medical officer's care or in a disciplinary status.

e. Troop officers will pay mess bills to the wardroom mess treasurer. For those officers entitled to subsist at government expense, the CO of troops shall submit a certified listing of personnel to the ship's food service officer.

13207 TROOP BILLETING. Troop billeting capabilities are identified in each SLCP.

a. Troop Billeting Officer. Each embarking unit normally will designate a billeting officer to coordinate troop billeting with the ship's CCO or first lieutenant.

b. Billeting Plans. The troop billeting officer will prepare a billeting plan based upon the troop debarkation plan, maintaining the tactical integrity of troop units if possible. The ship's guard, ship's platoon and troop mess details should be assigned specific compartments when practicable.

c. Emergency Berthing. Emergency berthing procedures such as "hot bunking" should not be implemented when berths are available on other ships in company. Shelters may be rigged on deck and cots used in spaces as long as they do not impede ship operations. In emergencies "hot bunking" may be used for short transits. COMNAVSURFPAC/COMNAVSURFLANT, MARFORLANT and CG FMFPAC must be notified if emergency berthing is required.

d. Troop Baggage. Ships shall provide areas outside of troop berthing spaces for stowage of packs, seabags and handbags.

13208 UNIFORM REQUIREMENTS. The uniform for embarked troops, officers and enlisted, shall be prescribed by the CO of troops with the concurrence of the ship's CO. Embarking units shall not be required to wear tennis shoes, low quarter shoes or shower shoes to eliminate scuffing or marking of spaces by combat boots. When units are embarked solely for exercises or contingency operations, the troops will not normally have access to their full uniform allowance. Accordingly, embarked personnel will not be required to conform to corresponding Navy shipboard uniform requirements.

13209 EMERGENCY DRILLS. General and emergency drills are "all hands" evolutions, which require participation by embarked troops.

a. Indoctrination. As soon as practicable after embarkation, ship's shall train troops in emergency drills.

b. Procedures for Emergency Drills. When the alarm is sounded for a general drill or general emergency, embarked Marines will clear passageways and ladders if possible, or flatten themselves against the bulkhead and stand fast for two minutes to permit ship's company to reach their stations. After two minutes all embarked personnel will proceed to their berthing areas. However, they shall not open any watertight door, hatch or scuttle which has been secured, nor interfere with the movement of ship's company. Personnel who cannot proceed to their living spaces shall report their location to the troop administration office by telephone. Movement at all general drills shall be on the double and all traffic shall move forward and up on the starboard side or aft and down on the port side, where possible.

c. Abandon Ship. Troops shall be first to abandon ship if circumstances permit. The following instructions shall be included in the Abandon Ship Bill:

- (1) Helmets shall be removed prior to debarking.
- (2) Life jackets shall be worn with all ties and straps secured.
- (3) Assembly areas and routes to life boats and rafts shall be prescribed.
- (4) Troops should assist in launching life rafts, if necessary.
- (5) Troops shall be instructed in the proper manner of holding the life jacket and entering the water should jumping from the ship be necessary.

d. Fire and Collision. During fire or collision (drill or actual) troops shall move quickly to their assigned spaces, until directed to evacuate or relocate. Troops shall clear passageways as rapidly as possible. The CO of troops shall furnish assistance when requested by the ship. Ships shall train embarked troops in the use of the Emergency Escape Breathing Device (EEBD). Troops shall also be instructed in emergency exits and evacuation routes from berthing spaces.

13210 SHIP'S PLATOON AND SPECIAL DETAILS

a. Ship's Platoon. The CO of troops shall provide a ship's platoon to man cargo spaces during embarkation and debarkation. The size of the ship's platoon is dependent upon the type of ship and number of working hatches and stations. Ship's company personnel will operate ship's handling equipment, cranes and booms only.

b. Special Details. Special details of various sizes will be required from the embarked unit to operate the laundry,

supplement the mess force, break out supplies, assist with billeting, stand fire watches and effectively police troop spaces.

13211 RECREATION FUND SUPPORT OF EMBARKED TROOPS. Embarked troops and ship's company may both use shipboard recreational facilities and equipment. Welfare and recreation funds shall be transferred as discussed in COMNAVSURFPACINST 7010.1/FMFPACO 1710.1 (series) and CINCLANTFLTINST 1710.1 (series).

CHAPTER 14 - MAINTENANCE

SECTION 1 - SHIP MATERIAL MAINTENANCE

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14101 SCOPE. This chapter provides policy for the maintenance and material readiness of ships. Detailed directions, information and guidance are in COMFLTFORCOMINST 4790.3 (series), Joint Fleet Maintenance Manual Rev A Change 1 (JFMM).

14102 DEFINITIONS. "Ships," as used in this chapter, means commissioned or non-commissioned ships, combatant and service craft.

14103 SELF-SUFFICIENCY. Ships shall strive to be self-sufficient for maintenance and repair. Each division, department, ship, squadron and group shall maintain and repair equipment at the lowest level capable of performing the work.

14104 MAINTENANCE RESPONSIBILITIES

a. TYCOM Functions. The Commander shall:

(1) Coordinate the scheduling of availabilities at industrial activities with CFFC, NAVSEA and OPNAV staffs.

(2) Monitor progress of CNO Maintenance Availabilities.

(3) Coordinate with group commanders for ships' material inspections, underway inspections, pre-inactivation material inspections and final contract trials by the INSURV Board.

(4) Administer funding for ship maintenance and provide funding guidance and final approval for original and modifications to annual ship Maintenance and Modernization Business Plans, as developed by Regional Maintenance Center staffs, Maintenance Teams, and ship COs.

(5) Establish funding priorities for, program, and provide Letters of Authorization for approved Fleet Alterations

(previously known as D and F alts or Alterations Equivalent to Repair (AER)).

(6) Maintain record of ship alterations and improvement programs.

(7) Develop, implement and monitor maintenance programs and policies.

(8) Assist as necessary in repair of ships.

b. Other Commander's Functions. The maintenance functions of other commanders are in Chapter 1 of this instruction.

14105 SHIP AVAILABILITIES

a. Types of Availabilities. The TYCOM will schedule the following types of CNO availabilities per OPNAVNOTE 4700: Phased Maintenance Availabilities (PMA), Docking Phased Maintenance Availabilities (DPMA), SRA; Docking Selected Restricted Availabilities (DSRA), Extended Selected Restricted Availabilities (ESRA), Extended Docking Selected Restricted Availabilities (EDSRA), Surface Craft Overhauls (SCO), and Depot Maintenance Periods (DMP). Definitions of each availability type are as per the JFMM. Regional Maintenance Centers will schedule Continuous Maintenance Availabilities (CMAV).

b. The success of any maintenance availability is dependent upon the ship's preparation, organization, and verification of the work performed. Ship's force shall inspect all work performed during an availability.

c. Policies and procedures, key events, and responsibilities for Commanders/COs specifically for CNO availabilities are in OPNAVINST 4700.7 (series), the JFMM, and COMNAVSURFORNOTE 4701 through 4704.

d. CNO availability locations and dates and anticipated modernization are maintained in the Navy Data Environment (NDE) database.

e. The frequency and duration of CNO availabilities are in OPNAVNOTE 4700.

CHAPTER 15 - READINESS AND TRAINING

SECTION 1 - FORCE READINESS

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15109	FAST CRUISE	15-1-2
15110	VBSS TEAM	15-1-2

15101 BASIC READINESS POLICIES. Policies for combat readiness are in Chapter 1 of this instruction.

15102 RESPONSIBILITY FOR READINESS. Commanders/COs are responsible for combat readiness. The primary goal shall be the attainment of maximum reasonable readiness in the primary areas listed in OPNAVINST C3501.2 (series) and the ROC/POE.

15103 READINESS REPORTING. Ships shall report readiness per COMNAVSURFPAC/COMNAVSURFLANTINST C3501.2 (series) and NWP-1-03.3 (Status of Resources and Training System).

15104 INSPECTIONS. Inspection requirements are provided at the end of this section.

15105 COLD WEATHER READINESS. Ships shall be proficient in cold weather operations specified in U.S. Navy Cold Weather Handbook for Surface Ships (OP-032C2) (May 88).

15106 BOAT CREW QUALIFICATIONS. Boat crews and personnel assigned for specific duties (i.e., boat officers, corpsmen, signalmen, etc.) will be certified second class swimmers as defined in MILPERSMAN 1414-010. Rescue swimmers must be graduates of a CNO approved rescue swimmer school, and current in qualifications as required by OPNAVINST 3130.6 (series). All personnel assigned coxswain duty will be graduates of the appropriate specialized craft coxswain training course or be PQS qualified at their present command for general coxswain duties.

15107 CDO. COs may qualify any officer or senior enlisted to stand the watch as CDO provided:

- a. The ship is in port.
- b. The ship is in homeport.
- c. The engineering plant is in cold iron status.
- d. The FPCON is normal.
- e. All of the above conditions are based on operational risk. COs may modify the watch requirements listed in this section to maintain the safety and security of the command

15108 SHIP CONTROL SAFETY OFFICER. Whenever feasible, the Ship Control Safety Officer (SCSO) -- commonly referred to as the Helm Safety Officer -- shall be a commissioned line officer. If not a regularly assigned OOD/JOOD, the SCSO shall have demonstrated the necessary maturity and good judgement to the CO prior to designation as an SCSO. This individual will supervise and ensure that the Helmsman and Lee Helmsman acknowledge and comply with all orders of the CO, and:

- a. Shall have no other duties assigned while standing the SCSO watch.
- b. Must understand conning procedures and standard orders to and responses from the Helmsman, Lee Helmsman and after steering watch.
- c. Shall be familiar with emergency steering casualty control procedures.
- d. Will be listed on the underway watchbill.

15109 FAST CRUISE. Ships which have not operated at sea for more than six weeks shall conduct a fast cruise before getting underway. Minimum requirements for fast cruises are contained in COMNAVSURFORINST 3502.1 (series).

15110 VISIT BOARD SEARCH AND SEIZURE (VBSS) TEAM. CRUDES and small deck amphibious ships shall maintain VBSS capability. Certification criteria is listed in COMNAVSURFORINST 3502.1 (series).

INSPECTION, CERTIFICATION, ASSESSMENT AND ASSIST VISIT (ICAV)

ALL DIRECTIVES ARE SERIES AND USER SHOULD ACCERTAIN THE PRESENT STATUS INSTRUCTION

	CNSL/CNSPCOG ACOS	Inspections, Assessment, Certification, Assist Visit	INSPECTION	PERIODICITY	ORGANIZATION/ INSTRUCTION
1	N002B/N1	ASSIST VISIT	ALCOHOL AND DRUG ABUSE PREVENTION "ASSIST VISIT"	NO PERIODICITY LISTED	CPF/CLFINST 5350.1, OPNAVINST 5350.4 CNSPINST 5355.2 CNSLINST 5355.1
2	N002B/N1	ASSESSMENT	WELFARE AND RECREATION FUND ASSESSMENT (WELFARE AND RECREATION FUND AUDIT)	18-24 MONTHS	TYCOM BUPERINST 1710.16 CPF/CLFINST 1700.3 CNSPINST 7010.1
3	N02G/N01G	ASSIST VISIT	FORCE CHAPLAIN ASSIST VISIT	NO PERIODICITY LISTED	SECNAVINST 1730.7
4	N02L	ASSIST VISIT	LEGAL TECH ASSIST VISIT	NO PERIODICITY LISTED	CNSPINST 5800.1
5	N02D/N01D	INSPECTION	DENTAL READINESS INSPECTION	IDTC	COMPLTFORINST 6600.1; CINCPAC/CINCLANT 6600.42
6	N02M/N01M	INSPECTION	MEDICAL READINESS	IDTC	TYCOM INSPECTION CPF/CLFINST 6000.1 CNSLINST 6000.1 CNSPINST 6320.1
7	N02M/N01M	INSPECTION	BLOOD BANK INSPECTION	NO PERIODICITY LISTED	NONE
8	N02M/N1	ASSIST VISIT	ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL EXTERNAL ASSIST VISIT	NO PERIODICITY LISTED	OPNAVINST 5350.2
9	N02M/N01M	CERTIFICATION	DE-RAT CERT	GOOD FOR 6 MONTHS	NEPMU/MANMED ART 22-37
10	N02D/N01D	ASSIST VISIT	DENTAL ASSIST VISIT	NO PERIODICITY LISTED	COMPLTFORINST 6600.1; CINCPAC/CINCLANT 6600.42
11	N02M/N01M	ASSIST VISIT	MEDICAL READINESS ASSIST VISIT	NO PERIODICITY LISTED	CNSPINST 6320.1 CNSLINST 6000.1H
12	N02M/N41	ASSIST VISIT	ENVIRONMENTAL HEALTH ASSIST VISIT	NO PERIODICITY LISTED	NAVEMUINST 6200.1
13	N02M/N41	ASSIST VISIT	NAVOSH/IND HYGIENE ASSIST VISIT	NO PERIODICITY LISTED	OPNAVINST 5100.19 OPNAVINST 5100.23 CNSPINST 5100.6, CNSLINST 5100.5
14	N02M/N01M	ASSESSMENT	MEDICAL QUALITY ASSURANCE REVIEW	NO PERIODICITY LISTED	NONE
15	N02M/N01M	ASSESSMENT	MONTHLY MED QA VISIT/MED READINESS SPOT CHECK	NO PERIODICITY LISTED	NONE
16	N02M/N41	ASSESSMENT	INDUSTRIAL HYGIENE BASELINE ASSESSMENT (IH BASELINE SURVEY)	NEW CONST.	CNSP N418-CNSL 02MIH/OPNAVINST 5100.19
17	N02M/N41	ASSESSMENT	ENVIRONMENTAL HEALTH SURVEY	NO PERIODICITY LISTED	NONE
18	N02M/N41	ASSESSMENT	NAVOSH/EP ASSESSMENT	NON UMI IDTC	ISIC (INSURV ASSIST)/OPNAVINST 5100.19 CPFINST 5090.1 CNSPINST 5100.7 CNSLINST 5100.5
21	N02M/N41	ASSESSMENT	SAFETY SURVEYS	NO PERIODICITY LISTED	JOINT FORCES TRAINING MANUAL
22	N02M/N41	ASSESSMENT	SURFACE SHIP SAFETY SURVEY	NO PERIODICITY LISTED	JOINT FORCES TRAINING MANUAL
24	N1	ASSIST VISIT	CMEO EXTERNAL ASSIST VISIT	NO PERIODICITY LISTED	OPNAVINST 5354.1E CPF/CLFINST 5354.1A
25	N1	ASSIST VISIT	FORCE CAREER COUNSELOR ASSIST VISIT	NO PERIODICITY LISTED	OPNAV INST 1040.11A
26	N2/N6	INSPECTION	INTELLIGENCE OVERSIGHT INSPECTION	24 MOS CNSL, YEARLY CNSP (SELF INSPECT FOR CNSP)	CNSLINST 3810.1F/CPF S3800.3
27	N2/N7	ASSESSMENT	SHIPBOARD/SENSITIVE COMPARTMENTED INFO FACILITY	EVERY 24 MONTHS (9 MONTHS PRIOR TO SSO INSPECTION)	CONDUCTED BY REGIONAL SSO
28	N3/N43D	CERTIFICATION	DIVER'S LIFE SUPPORT SYSTEM CERT	NTE 3 YEARS	NAVSEA/OPNAVINST 3150.27 SS- 521-AA-MAN-010 IS NAVSEA CERTIFICATION MANUAL, NOT NSTM
29	N3/N43D	ASSIST VISIT	DIVING SAFETY ASSIST VISIT (DIVING SAFETY SURVEY)	18-24 MONTH CYCLE	OPNAVINST 3150.27

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30	N3/N43D	ASSESSMENT	DIVING OPERATIONAL READINESS ASSESSMENT (DORA)	IDTC	EDGRU1 & CDU-CLR2/CNSPINST 3501.1 CLR2INST 5000.1OPNAV 3150.27 (NAVY DIVING PROGRAM) DIRECTS FLT/TYCOMS TO CONDUCT DORA. CPF/CLF 3150.1 IS IN RE-WRITE. CNSL 3501.1 IS IN FORCE FOR ALL DIVING UNITS/SHIPS.
31	N3	ASSESSMENT	PHYSICAL SECURITY ASSESSMENT	IDTC	CNSFINST 3300.1
33	N41	ASSIST VISIT	GSK READINESS ASSIST VISIT (CNSL ONLY)	PRE-DEPLOYMENT, POST DEPLOYMENT, AND TRAINING CYCLE	CNSL N412E AND FASTLANT
34	N41	ASSIST VISIT	BIG 10 READINESS ASSIST VISIT (CNSL ONLY)	10 SHIPS CHOSEN EACH MONTH	CNSL N412E AND FASTLANT
35	N41	INSPECTION	DISBURSING INSP (DISB AUDIT)	18 MONTHS	COMNAVREGCEN- COMLANTFLT/SECNAVINST 7430.1
36	N41	INSPECTION	POSTAL INSPECTION	18 MONTHS	COMLANTFLTINST 5110.1
37	N41	INSPECTION	ENVIRONMENTAL COMPLIANCE INSPECTION	IDTC	INSURVINST 5030.1
38	N41/N434 (CNSL)	CERTIFICATION	OIL POLLUTION ABATEMENT (OPA) OILY WATER SEPARATOR (OWS) CERT	INITIAL AND NTE 5 YEARS	FTSCPAC-LANT/OPNAVINST 5090.1 NAVSEAINST 9593.2
39	N41	ASSIST VISIT	POST/MAIL ROOM ASSIST VISIT	NO PERIODICITY LISTED	NONE
40	N41	ASSIST VISIT	AFLOAT TRAINING GROUP (ATG) SUPPLY ASSIST TEAM	NO PERIODICITY LISTED	NONE
41	N41	ASSIST VISIT	PERSONAL PAY ASSIST TEAM (PPAT) ASSIST VISIT (CNSP) PERSONNEL/ADMIN TRAINING GROUP (PATG) ASSIST VISIT (CNSL)	NO PERIODICITY LISTED	CPFINST 5450.44 COMLANTFLTINST 5451.1
42	N41	ASSIST VISIT	NAVY FOOD MANAGEMENT TEAM/FOOD SERVICE ASSIST VISIT	NO PERIODICITY LISTED	NAVSUP P-486
43	N41	ASSIST VISIT	INTEGRATED FINANCIAL ANALYSIS (IPA) ASSIST VISIT	NO PERIODICITY LISTED	CNSP/CNSLINST 4400.1 NAVSO-P 3013-2
44	N41	ASSIST VISIT	GALLEY/LAUNDRY ASSIST	NO PERIODICITY LISTED	NONE
45	N41	ASSIST VISIT	UMIDS SUPPORT GROUP ASSIST VISIT	NO PERIODICITY LISTED	OPNAVINST 1000.23 (DFAS has no instruction that governs this. Just a checklist)
46	N41	ASSIST VISIT	NEXCOM FLEET ASSIST TEAM	NO PERIODICITY LISTED	NONE
47	N41	ASSIST VISIT	BULK POL ASSIST	NO PERIODICITY LISTED	NONE
49	N41	ASSIST VISIT	SUADPS/SAC 207 ASSIST VISIT	NO PERIODICITY LISTED	NONE
50	N41/N42	ASSIST VISIT	AVIATION MAINTENANCE PROGRAM ASSIST VISIT (MPA) (LHA/LHD ONLY) / AVIATION MAINTENANCE MANAGEMENT TEAM (AMMT) ASSIST VISIT (CNSL/CNAL)	NO PERIODICITY LISTED	CNAPINST 4790.44 CNALINST 13020.1
51	N41	ASSIST VISIT	AVIATION FACILITIES TECH ASSIST VISIT	NO PERIODICITY LISTED	AIR CAPABLE SHIP BULLETIN 1H CINCPACFLTINST 9830.1 CNSLINST 3700.1
52	N41	ASSIST VISIT	AVIATION ASSIST VISIT	EVERY 24 MONTHS	CNSPINST 3501.4 CNSLINST 3700.1 NEW REF: COMNAVSURFOR 3700.1
53	N41	ASSIST VISIT	HAZARDOUS MATERIAL ASSIST VISIT	NO PERIODICITY LISTED	CNSPINST 5100.6 CNSLINST 5100.5
54	N41	ASSESSMENT	SUPPLY MANAGEMENT ASSIST VISIT (SUPPLY MANAGEMENT ASSESSMENT) SUPPLY MANAGEMENT ASSESSMENT	AS REQUESTED	CNSP MSG 141657ZJUL99 CNSPINST 5040.2/CNSLINST 5040.4 COMNAVSURFOR 5040.1 PENDING
55	N41	ASSESSMENT	SUPPLY MANAGEMENT / LOGISTICS MANAGEMENT ASSESSMENT (CNSP)	IDTC	CNSPINST/CNSLINST 5040.4
56	N41	ASSESSMENT	LOGISTICS ASSIST, TRAINING AND READINESS (CNSL) / LIMITED LOGISTICS TEAM TRAINER (CNSP)	AS REQUESTED	NONE
57	N41	ASSESSMENT	NEY EVAL TEAM VISIT	NO PERIODICITY LISTED	NONE
58	N41		INTEGRATED LOGISTICS OVERHAUL (ILL) REVIEW	NO PERIODICITY LISTED	NONE

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60	N41	ASSIST VISIT	ORD HANDLING SAFETY ASSIST VISIT (ORD HANDLING SAFETY ASSIST TEAM VISIT)	NO PERIODICITY LISTED	NAVSEAINST 8023.3 CNSPINST 8023.5 CNSLINST 8023.4
61	N42	CERTIFICATION	TACTICAL AIR NAV (TACAN) SYSTEM CERT	24 MONTHS	SESEF/NAVSEA 50300-A1-MAN CNSPINST 3721.1 CNSLINST 3700.1, CNSFINST 3502.1 (SPTM) SECTION 4, TAB D
62	N42	CERTIFICATION	AVCERT	24 MONTHS	COMNAVSURFORINST 3700.1
63	N42	ASSESSMENT	OPERATIONAL HELO DAY	24 MONTHS	COMNAVSURFOR 3502.1 (Tab A, Sec 4)
64	N42	CERTIFICATION	ARQ	2 YEARS	COMNAVSURFORINST 3700.1
65	N42	ASSESSMENT	AVIATION ORDNANCE SAFETY ASSESSMENT (AVIATION ORDNANCE SAFETY SURVEY)	IDTC	CNSP N42-CNSL N42/OPNAVINST 8000.16 & CNSPINST 8023.1 MILESTONE F-14 in CNSLINST 3500.4/CNALINST 3500.51.
66	N43	INSPECTION (ASSESSMENT)	CONVEYOR/DUMBWAITER	IDTC	CNSL MSG
67	N43	INSPECTION	CABLEWAY ASSIST VISIT (FORMERLY CABLEWAY INSPECTION)	PRECOM/PRIOR TO OVHL>6 WEEKS	NAVSEAINST 9304.1/JFMM
69	N43	INSPECTION	PRECOMMISSIONING HABITABILITY INSPECTION	NO PERIODICITY LISTED	NONE
70	N43	INSPECTION	UNDERWATER HULL INSPECTION	PRE-DEPLOYMENT	CONSOLIDATED DIVE UNIT OR KTR/NSTM CHAP 81CNSPINST 4790.2 CPF/CLFINST 4790.3
71	N43	INSPECTION	INSURV/UNDERWAY MATERIAL INSPECTION	EVERY THIRD IDTC, NTE 5 YEARS	INSURV OPNAVINST 4730.5, CPFINST 4730.4 INSURVINST 4730.1; LANTFLT INSURV SKED POLICY IS IN COMLANTFLT 251549ZJUL01
72	N43	INSPECTION	PROP BOILER WASTE HEATER AND AUX BOILER INSPECTION	18 MONTHS SOI/SAI COI/CAI	FTSCPAC-LANT/NSTM 221 CPF/CLFINST 4790.3
73	N43	INSPECTION	GAS TURBINE BULLETIN INSPECTION	DEPENDS ON ITEM INSPECTED AND ENGINE OPERATION	CPF/CLFINST 4790.3 AND VARIOUS GTB INST
74	N43	INSPECTION	DIESEL INSPECTION	IDTC	FTSCPAC-LANT/NSTM 233 CPF/CLFINST 4790.3
75	N43	CERTIFICATION	SEWAGE MARINE SANIT DEVICE CERT (INITIAL)	PRECOM SHIP TRIAL	NSW CD 631/NAVSEAINST 9593.1
76	N43	INSPECTION	TROOP BERTHING/CARGO SPACE INSPECTION; TROOP SPACE INVENT/INSP/REIMBUREMENT PROCEDURES (AS INCORPORATED FROM LINE80)	PRE DEPLOYMENT (IDTC)	OPNAVINST 7320.1; CNSP INST 7320.1
77	N43	CERTIFICATION	HP AIR FLASK CERT	IAW NSTM/PMS	NSTM 551
79	N43	CERTIFICATION	3M/PMS	24 MONTHS	132243ZNOV01 COMFLTFORCOM NORFOLK VA; COMNAVSURFOR 212316Z FEB (NOTAL) ANNOUNCES THE REQUIREMENTS IN COMNAVSURFORINST 4790.1; FORCE MAINTENANCE AND MATERIAL MANAGEMENT (3M) ASSESSMENT AND CERT PROGRAM;STM
80	N43	CERTIFICATION	CALIBRATION LABORATORY CERT	24 MONTHS-FMA PASCA ONLY	JFMM CPF/CLF 4790.3
81	N43	ASSIST VISIT	PARSE III - ELEVATOR OPERATOR MAINTENANCE AND TRAIN	IDTC	CPF CLF 4790.3
82	N43	ASSIST VISIT	POM GROOM FOR WEAPONS AND CARGO ELEVATORS ASSIST VISIT	IDTC/HMERA	CPFINST 4790.3 CPF/CLFINST 4793.1
85	N43	ASSIST VISIT	UNREP MATERIAL READINESS CHECK "ASSIST VISIT" CLR-2	NO PERIODICITY LISTED	CNSPINST 4720.1 CLR2INST 5000.1
86	N43	ASSESSMENT	UNREP SYSTEMS QUAL ASSESSMENT (UNREP SYSTEMS QUAL TEST "SQT")/UNREP SHIP QUALIFICATION TRAILS (AOE ONLY)	POST PMA/DPMA/24 MONTHS	NSWC PORT HUENEME-CLR2/NSPINST 4720.1D NWP 4-01.4 CNSPINST 3180.2H CLG-21INST 5000.1Q
88	N43	ASSESSMENT	ELEVATOR ASSESSMENT	NO PERIODICITY LISTED	HMERA; FTSCPAC/CPFINST 4793.1 CPF/CLFINST 4790.3
89	N43	ASSESSMENT	TARGET: TECHNICAL ASSESSMENT, REPAIR GROOM AND EVALUATION TEAM	NO PERIODICITY LISTED	HMERA
90	N43	ASSESSMENT	WELL DECK EVAL	NO PERIODICITY LISTED	SEAOPS VOL 3

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91	N43	ASSESSMENT	WEIGHT HANDLING PROGRAM AUDIT	NO PERIODICITY LISTED	JFMM CPF/CLF INST 4790.3
92	N43	ASSESSMENT	SISCAL	24 MONTHS	JFMM
93	N43	ASSESSMENT	PROPULSION/WASTE HEAT BOILER INTEGRITY AND STRENGTH ASSESSMENT	5YR	FTSCPAC-LANT SGPI/NSTM 221 CPF/CLFINST 4790.3
94	N43	INSPECTION	MOGAS INSPECTION	ANNUALLY	FTSCPAC-SOS PORTS/CPF/CLFINST 4790.3
95	N43	ASSESSMENT	GAS TURBINE CONTROLS IMPROVEMENT PROGRAM	NO PERIODICITY LISTED	NONE
96	N43	ASSESSMENT	CTRA	IDTC OR ILO AVAIL	FTSCPAC/CNSPINST 9093.1 NWSA CORONA/NAVSEA ST00-AA-IDX-010-P FTSLANT/COMLANTFLTINST 4700.9 FTSLANT/COMLANTFLTINST 4700.9 CTRA PER JFMM MSG DTG 240034ZJAN02
97	N43	ASSESSMENT	FIELD CAL ACTIVITY (FCA) ASSESSMENT (FORMERLY FIELD CAL ACTIVITY AUDIT)	24 MONTHS	FTSCPAC-LANT/CNSPINST 4734.1 CPF/CLFINST 4790.3
98	N43	ASSESSMENT	QUALITY ASSURANCE ASSESSMENT	IDTC	ISIC/CPF/CLFINST 4790.3
99	N43	ASSESSMENT	HMERA I-IV ASSESSMENT	IDTC	FTSLANT/CPF/COMLANTFLTINST 4790.3 CFPC MSG 211137Z OCT 02
99a	N43	ASSESSMENT	SALVAGE TRAINING READINESS EVALUATION (SALVTRE)	24 MONTHS	MDSU-2 LOCAL INST (REF COMNAVSURFLANTINST C3500.2 SERIES, FXP-3, FXP-4, U.S. NAVY SALVAGE MANUAL SERIES, U.S. NAVY DIVING MANUAL, U.S. NAVY TOWING MANUALS); CNSFINST 3502.1 (SFTM)
100	N6	INSPECTION CNSP RECOMMENDS CALLED ASSESSMENT	C5RA	IDTC - PRIOR TO POM	COMNAVSURFOR WFIP 78.2B; CNSLINST 9093.1, CNSPINST 9093.1
104	N6	INSPECTION	CMS INSPECTION	24 MONTHS	ISIC/CMS-21A/CMS3
105	N6	CERTIFICATION	COMMUNICATIONS READINESS CERT	24 MONTHS	ISIC (ATG ASSIST)/COMNAVSURFINST 3502.1
106	N6	ASSIST VISIT	HARPOON/TOMAHAWK MATERIAL/SAFETY ASSIST VISIT	NO PERIODICITY LISTED	OPNAVINST 3600.3 & COMNAVSURFORINST 8820.1
107	N6	CERTIFICATION	VLS MATERIAL/SAFETY CERTIFICATION	EVERY SRA	OPNAVINST 3600.3 & TW-394-JO-ECI-010 REV 7, COMNAVSURFORINST 8820.1
108	N6	ASSIST VISIT	GCCS-M ASSIST VISIT (NTCSA-COMM ASSIST TEAM VISIT)	NO PERIODICITY LISTED	CPF OPORD 201 NAVCOMSMANTINST C2300.2
109	N6	ASSIST VISIT	ORD HANDLING SAFETY ASSIST VISIT (ORD HANDLING SAFETY ASSIST TEAM VISIT)	NO PERIODICITY LISTED	NAVSEAINST 8023.3 CNSPINST 8023.5 CNSLINST 8023.4
110	N6	ASSIST VISIT	SMALL ARMS READINESS REVIEW "ASSIST VISIT"	NO PERIODICITY LISTED	NSWC CRANE TEST PLAN 2035/C81/299
112	N6	ASSIST VISIT	CMS ADVICE AND ASSISTANCE VISIT	RECOMMENDED EVERY 18 MONTHS	CMS 21
113	N6	ASSIST VISIT	COMPUTER NETWORK VULNERABILITY ASSESSMENT	IDTC	CNSF 3502.1 (SFTM), OPNAVINST 5239.1
114	N6	ASSESSMENT	COMBAT SYSTEMS SHIPS QUALIFICATION TRIALS	NEW CONSTRUCTION AND POST MODIFICATION/CONVERSION AND OVERHAUL	NAV SEAINST 9093.1
119	N6	ASSESSMENT	WEAPONS SYSTEMS POINTING AND FIRING CUT OUT ZONES ASSESSMENT (COMPLETED DURING CSRA IN CNSL)/ FIRING ZONE VERIFICATION (CNSP)	3 YR	FTSCPAC-LANT/NAVSEAINST 9700.1/CNSP MSG 071616ZSEP99
120	N6	ASSESSMENT	SURFACE SHIP RADIATED NOISE MEASUREMENT (SSRNM) "ASSESSMENT"	24 MONTHS	NUWC DET SAN DIEGO-CNSL N652
121	N6	INSPECTION	SONAR DOME RADIOGRAPHY INSPECTION	SQS-56: WHEN REMOVED DURING DRYDOCK . SQS-53: WHEN IN DRYDOCK OR WATERBORNE WITH PERIODICITY NOT EXCEED 6 YEARS FOR 6-PLY SDRW's AND 2 YEARS FOR 5-PLY SDRW's.	PEO UNDERSEA WARFARE LTR 9165 SER 205 DTD 9 MAR 98 AND WFIP 79 SERIES
122	N7	CERTIFICATION	ATFP	24 MONTHS	COMNAVSURFORINST 3300.1; STM

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123	N7	CERTIFICATION	CMTQ	24 MONTHS	ISIC (ATG ASSIST)/ CNSP/ CNSLINST 8820.1
124	N7	CERTIFICATION	NAVAL SURFACE FIRE SUPPORT (NSFS) QUALIFICATION	24 MONTHS	CNSFINST 3502.1A
125	N7	CERTIFICATION	ENGINEERING QUAL	24 MONTHS	ISIC (ATG ASSIST) COMNAVSURFORINST 3540.1 AND 3540.2
126	N7	CERTIFICATION	TYCOM REQUIRED BASIC PHASE WARFARE AND CORE COMPETENCY CERTS (21 AREAS)	24 MONTHS	COMNAVSURFORINST 3502.1 (SURFORTRAMAN)
127	N7	ASSIST VISIT	ANTI-TERRORISM/FORCE PROTECTION ASSIST VISIT	AS REQUIRED FOR CERT	CNSP MSG 131706ZJUN99 CNSPINST 5530.A/CNSLINST 5530.2 SECNAVINST 3300.3 DOD DIRECTIVE 200.16
128	N7	ASSIST VISIT	CRUISE MISSILE TACTICAL ASSIST VISIT (CMTAV) (CMTQ TRAINER)	AS REQUESTED	CNSP/CNSLINST 8820.1
129	N7	ASSIST VISIT	LIMITED TEAM TRAINING (LTT) ASSIST	AS REQUESTED	CNSF 3502.1 (SFTM)
130	N7	CERTIFICATION	NAV CHECK RIDE CERTIFICATION	24 MONTHS	CNSF 3502.1 (SFTM)
132	N7	CERTIFICATION	SAR TEAM TRAINING EVAL(CNSP)/SAR PHASE I AND II	24 MONTHS	CNSF 3502.1 (SFTM) 2-4-P-1; OPNAVINST 3130.6; CNSPINST 3501.4
134	N7	ASSESSMENT	LIGHT-OFF ASSESSMENT	AS REQUIRED	COMNAVSURFORINST 3540.1 & 3540.2
135	N7	ASSESSMENT	COMMAND ASSESSMENT OF READINESS AND TRAINING I (CART I)	24 MONTHS	COMNAVSURFORINST 3502.1A
136	N7	ASSESSMENT	COMMAND ASSESSMENT OF READINESS AND TRAINING II (CART II)	24 MONTHS	COMNAVSURFORINST 3502.1
137	N7	CERTIFICATION	FEP	24 MONTHS	COMNAVSURFORINST 3502.1
142	N7	CERTIFICATION	CREW CERT FOR NEW CONST. AND POST MAJOR OVERHAUL	PRIOR TO FAST CRUISE	COMNAVSURFORINST 3502.1

CHAPTER 15 - READINESS AND TRAINING

SECTION 2 - FORCE TRAINING

15200 SECTION CONTENTS

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15201 GENERAL. Basic policies for training and operations are in COMNAVSURFORINST 3502.1 (series) (Surface Force Training Manual).

CHAPTER 16 - LEGAL

SECTION 1 - GENERAL

16100 SECTION CONTENTS

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16101 POLICIES, PROCEDURES AND REGULATIONS. COMNAVSURFPACINST 5800.1 (series) and COMNAVSURFLANTINST 5400.1 (series) contain Force legal policies, procedures and regulations.

16102 GUIDES. COMNAVSURFPACINST 5800.2 (series) and COMNAVSURFLANTINST 5400.1 (series) contain guides designed to assist ships on legal issues.

CHAPTER 17 - CRYPTOLOGY

SECTION 1 - GENERAL

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17104	FORCE CRYPTOLOGIC SUPPORT	17-1-1

171010 BACKGROUND. Cryptologic operations are conducted in SSES and Temporary Shipboard Cryptologic System Installation (TSCSI) space for configured ships. Frequently contingency cryptologic operations are conducted by ships not equipped with Coordinated OUTBOARD Logistics Upgrade (COBLU), Combat Direction Finding (CDF), or Special Signals Exploitation Equipment (SSEE). This is done using Cryptologic Carry-on Program (CCOP) equipment in the TSCSI space. COBLU, CDF and SSEE systems are permanently installed and manned in selected combatants. TSCSI ships are provided with technicians during cryptologic operations.

17102 ORGANIZATION. Cryptologic personnel, whether permanent or temporary, are a separate division normally assigned within the operations department of the ship or staff.

17103 GUIDANCE. Cryptologic operations will be conducted per NWP 3-13.1.14 and NWP 13-1.15. Cryptologic procedures are in COMPACFLTINST S3230.1 (series).

17104 FORCE CRYPTOLOGIC SUPPORT. The COMNAVSURFOR Force Cryptologic Officer (Code N654, DSN 437-3319) provides guidance on cryptology.