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DEPARTMENT OF TRANSPORTATION

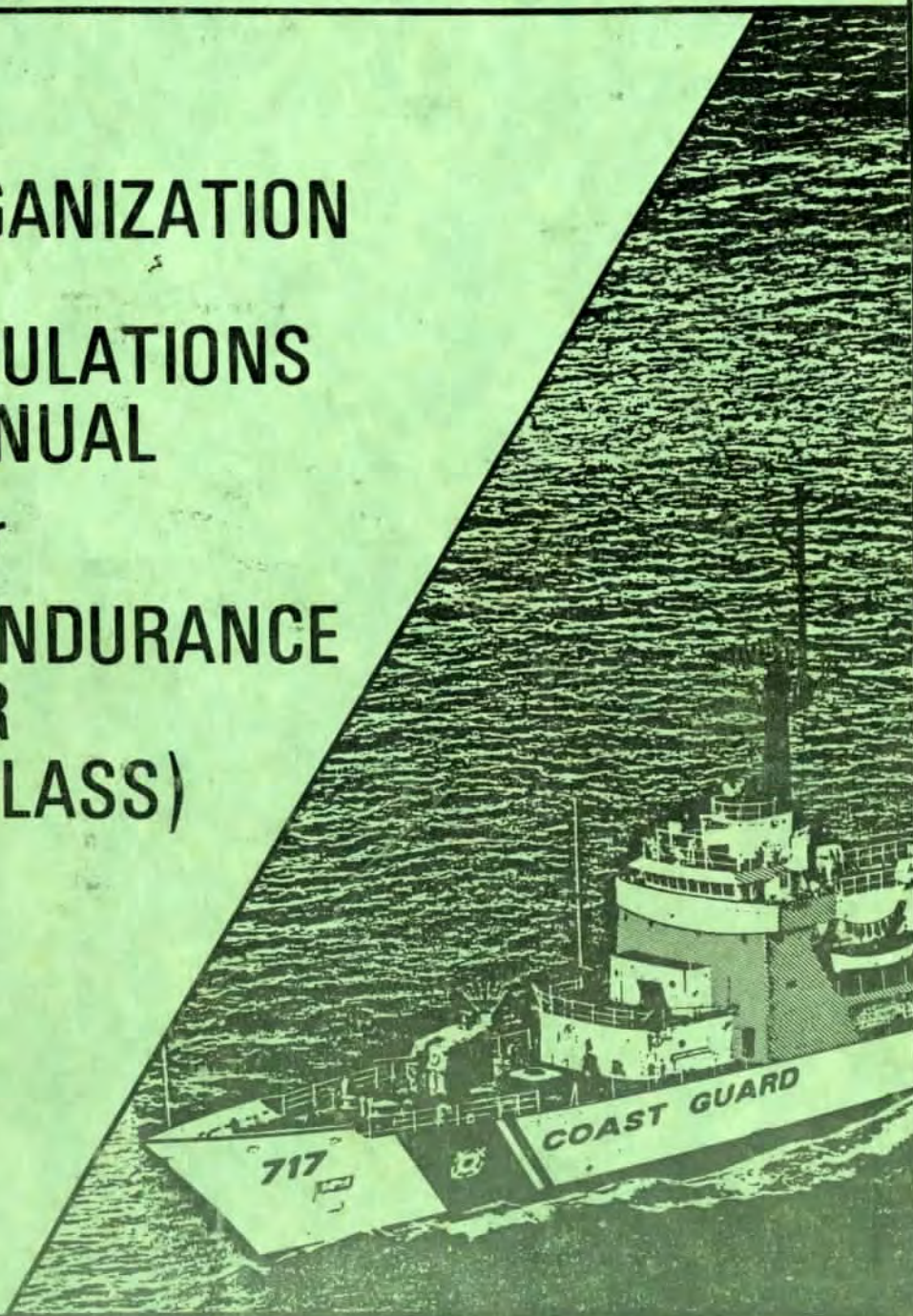


**COAST GUARD**

**ORGANIZATION  
and  
REGULATIONS  
MANUAL**

for

**HIGH ENDURANCE  
CUTTER  
(378' CLASS)**



**CG 260-7**



**ORGANIZATION  
and  
REGULATIONS MANUAL**

**for  
HIGH ENDURANCE CUTTER  
(378' CLASS)**

**CGC** JARVIS (WHEC 725)



**CG 260-7**





DEPARTMENT OF TRANSPORTATION  
UNITED STATES COAST GUARD

MAILING ADDRESS:  
Commanding Officer  
USCGC JARVIS (WHEC-725)  
FPO San Francisco 96669

5000

23 March 1981

From: Commanding Officer, USCGC JARVIS (WHEC-725)  
To: Distribution List

Subj: USCGC JARVIS (WHEC-725) Organization and Regulations Manual;  
promulgation of

1. Purpose. USCGC JARVIS (WHEC-725) Organization and Regulations Manual, promulgated herein, shall become effective upon promulgation.

2. Scope.

a. This manual is the basic organizational and regulatory directive of the ship. The functional guides included in the chapter on administrative organization constitute the formal delegation of responsibility and authority by the Commanding Officer to subordinate officers of the command. However, the functional guides shall in no way be construed as restricting the initiative or discouraging the resourcefulness of individual officers.

b. Nothing in this manual shall be construed as contravening or superseding U. S. Coast Guard Regulations or other directives promulgated by competent higher authority.

3. Objectives. The following are the principal objectives of this Organization and Regulations Manual:

a. To provide, by means of organization charts and functional guides, a comprehensive and clearly defined presentation of the ship's organizational structure.

b. To set forth explicitly the duties, responsibilities, limits of authority, and organizational relationships of key officers in the ship's organization.

c. To assign responsibilities and prescribe procedures for the coordination and direction of personnel in certain general evolutions and emergency situations.

d. To provide essential requirements for the preparation of watch, quarter, and station bills.

e. To set forth the principal regulations governing individual conduct on the ship.

f. To set forth the administrative procedures of the ship.

4. Compliance. A thorough knowledge of this manual by every officer is

Jarvis CH-3



(48) On page 3-138, change ready shelter for 04 Deck Lookout, Signal Bridge and Gun Director to 02-120-0-L. Under route for 04 Deck Lookout, delete first three lines and change para to read "Through passage 02-120-0-L down ladder..."

(49) On page 3-138, change "ECM Room" to read "ESM Room".

(50) On page 3-139, change ready shelter for after Lookout to 1-234-0-L and change route to read "Same as messcook".

(51) On page 3-139, delete entry under "A/S Battery".

(52) On page 3-140, tape the following below the para. 7 listing:

<u>FITTING</u>	<u>LOCATION</u>	<u>RESPONSIBILITY</u>
Vent Closure 04-113-1	Sig. Bridge	Ship Control
Vent Closure 04-121-2	MTR Room	Ship Control
Vent Closure 04-123-1	MTR Room	Ship Control
Vent Closure 04-127-2	MTR Room	Ship Control
WTD 04-116-1	Signal Shelter	Ship Control
WTD 04-128-0	MTR Room	Ship Control
Vent Closure 1-311-1	Weather	Repair III
Vent Closure 1-311-2	Weather	Repair III
Vent Closure 2-234-1	After Steering	Repair III

(53) On page 3-141, add the following para. at the bottom of page:

11. WATER WASHDOWN SYSTEM. The water washdown system is activated by the following valves:

<u>GROUP #</u>	<u>VALVE</u>	<u>CLOSURE</u>
1	02-120-1	X
2	1-75-1	X
3	1-226-2	X

(54) On page 5-37, item 2, change quantity from (2) to (1). On item 3, change quantity from (6) to (4) and name from 15 to 25-man. On item 4, change name from 15 to 25-man.

(55) On page 5-43, in item 2.a.(2)(e) 3., add the following: "alternate circuit is JA."

(56) On page 5-48, at bottom, change SOC to STC.

(57) On page 5-49, change SOC to STC.

*J. C. Jenkins*  
J. C. JENKINS

Distribution:  
CO, XO, OPS, ENG, WEAPONS, DECK, SUP





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UNITED STATES COAST GUARD

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a. To provide, by means of organization charts and functional guides, a comprehensive and clearly defined presentation of the ship's organizational structure.

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c. To assign responsibilities and prescribe procedures for the coordination and direction of personnel in certain general evolutions and emergency situations.

d. To provide essential requirements for the preparation of watch, quarter, and station bills.

e. To set forth the principal regulations governing individual conduct on the ship.

f. To set forth the administrative procedures of the ship.

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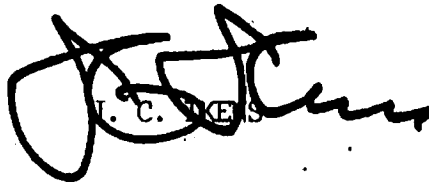


Subj: USCGC JARVIS (WHEC-725) Organization and Regulations Manual;  
promulgation of

essential to the proper understanding of his responsibilities and execution of his duties. Officers are responsible for the effective indoctrination of enlisted personnel in accordance with its provisions.

5. Custody. Each officer to whom a copy of this manual is issued shall be held personally accountable for its custody and proper maintenance. Upon issue of a copy, the recipient shall sign a custody card to be retained by the executive officer. When detached from the ship, a holder of the manual shall return his copy to the executive officer, and in return shall receive the cancelled custody card.

6. Changes and additions. Changes and additions to this manual will be issued when necessary by the commanding officer. Persons registered as having custody of this manual are responsible for entering changes upon receipt as directed, and for entering an indication that such changes have been made as provided for in the record of changes and corrections sheet.



J. C. MEIS





DEPARTMENT OF TRANSPORTATION  
UNITED STATES COAST GUARD

MAILING ADDRESS:  
Commanding Officer  
USCGC JARVIS (WHEC-725)  
FPO San Francisco 96669

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23 March 1981

From: Commanding Officer, USCGC JARVIS (WHEC-725)  
To: Distribution  
Subj: JARVIS CH-3 TO ORGANIZATION AND REGULATIONS MANUAL  
FOR HIGH ENDURANCE CUTTERS (378' CLASS)

1. Purpose. This local change incorporates a major update to the Organization and Regulations Manual for use aboard JARVIS.

2. Discussion. This change is meant to reflect the differences between the current situation and that which existed when the Manual was originally published in 1973. It employs current terminology and references. It reflects the latest programs and billet structure. It reduces the number of rafts available for Abandon Ship Bill to eight. And, finally, it attempts to complete the task begun by JARVIS CH-2 in reducing confusion during the transition from Special Sea Detail to General Quarters.

3. Action.

a. Remove Letter of Promulgation dtd 4 March 1979 and insert new Letter of Promulgation (pp. v & vi).

b. Remove and discard old pp. 2-17 through 2-20.

c. Remove old pp. 3-3 through 3-6 and insert new pp. 3-3 through 3-6.

d. Remove old pp. 3-29 through 3-34 and insert new pp. 3-29 through 3-34.

e. Remove old pp. 3-37 through 3-42 and insert new pp. 3-37 through 3-42.

f. Remove old pp. 3-47 through 3-48 and insert new pp. 3-47 through 3-48.

g. Remove old pp. 3-57 through 3-60 and insert new pp. 3-57 through 3-60.

h. Remove old pp. 3-97 through 3-100 and insert new pp. 3-97 through 3-100.

i. Remove old pp. 3-125 through 3-132 and insert new pp. 3-125 through 3-132.



j. Remove old pp. 3-147 through 3-148 and insert new pp. 3-147 through 3-148.

k. Remove old pp. A-1 through A-3 (RB) and insert new pp. A-1 through A-4.

l. Insert new List of Effective Pages at end of Manual.

m. Make the following pen and ink corrections:

(1) In the table on page 1-4, change "Oceanography Officer" to "Marine Science Officer", change "Custodian of Registered Publications" to "CMS Custodian", change "Public Information Officer" to "Public Affairs Officer", and add "Gunnery Officer" under Department Training Officer for Weapons Department. Change "Communications Security Officer" to "Security Manager".

(2) On p. 1-10, art. 1211, add the following: "14. Ensure notification of personnel necessary for CO's mast".

(3) On p. 1-17, change "Oceanographic Officer" to "Marine Science Officer."

(4) On p. 1-20, art. 1315, amend para. 2a to read "ASW Officer or Senior Sonar Technician". Amend para. 2d to read "Gunnery Officer or Senior Gunnersmate/Senior Fire Control Technician". Delete e. and f.

(5) On p. 1-21B, art. 1321, para. 2, delete "department."

(6) On p. 1-22, art. 1403, para. 3, replace "USAFI" with "DANTES".

(7) On p. 1-26, art. 1412, add new para. as follows: "3. Supervise training and qualification of lookouts and telephone talkers." Renumber "Prepare required reports" as para. 4.

(8) On p. 1-27, art. 1415, add new para. as follows: "7. Supervise training and qualifications of helmsmen".

(9) On p. 1-28, art. 1419, para. 2b, change "Custodian of registered publications" to "CMS Custodian".

(10) On p. 1-29, change "Oceanography Officer" to "Marine Science Officer" wherever it appears.

(11) On p. 1-32, art. 1430, add new para. as follows: "7. Coordinating Departmental Planned Maintenance System".

(12) On p. 1-33, art. 1433, replace old para. 3 with new para. as follows: "3. Maintain blue print and CSMP files".

(13) In art. 1434, para. 2, delete items a, b & c. Redesignate 'd' as 'a'.

(14) On p. 1-34, art. 1437, change para. 1 to read as follows: "The electrical assistant reports to the engineer officer for the performance....."

(15) On p. 1-35, art. 1440, change para. 1 to read as follows: "The auxiliary assistant reports to the engineer officer for the performance....."

(16) On p. 1-36, art. 1442, change to read ".... Coast Guard Regulations, 1975, Article 6-5-4....."

In art. 1443, change para. 1 to read as follows: "The damage control assistant reports to the engineer officer for the performance of his duties".

(17) On p. 1-37, art. 1445, change opening para. to read ".... defense officer are established by U.S. Coast Guard Regulations, 1975, Article 6-5-5 and are further amplified in the Engineering Department Organization Manual". Delete paras. 1 & 2.

(18) On p. 1-43, art. 1511, delete entire article.

(19) On p. 1-47, art. 1517, paras. 3a and 5, change "NWP Ø (A)" to read NWP Ø".

(20) On p. 2-7, art. 2214, add new para. as follows: "3. In the absence of an assigned CIC watch officer, the enlisted CIC watch supervisor shall normally assume the above duties".

(21) On p. 2-10, under "Foc'sle Fog Telephone Talker", change rate to "SN/SA" and department to "Weapons".

(22) On p. 3-8, change "Custodian of Registered Publications" to read "CMS Custodian" and replace the paragraph on Communications Security Officer with a new paragraph, as follows:

"The Security Manager

"The security manager shall perform his duties in accordance with U.S. Coast Guard Regulations, 1975, Article 6-12-9 and the Coast Guard Security Manual". Change "Boarding Officer" to "Boarding and Law Enforcement Officer" and change the paragraph to read as follows:



"The boarding and law enforcement officer shall perform his duties in accordance with U.S. Coast Guard Regulations, Article 6-12-7".

(23) On p. 3-9, delete the paragraph on the Classified Material Control Officer.

(24) On p. 3-17, delete "BT winch and boom" under Operations Department.

(25) On p. 3-18, delete compt. 04-113-0-C Transmitter Receiver Room and compt. 02-207-0-Q Main Mast under Weapons Department.

(26) On p. 3-19, add compt. 01-206-1-Q Helicopter Shop, compt. 01-216-0-Q Balloon Shelter, compt. 3-80-2-A Foul Weather Gear Stowage, and compt. 3-304-2-A Ordnance/CALMS Stowage to Weapons Department.

(27) On p. 3-19, redesignate compt. 3-48-2-A as Seabag Stowage/Peacoat Locker, delete compt. 3-80-2-A Peacoat Locker, and add compt. 01-198-2-Q Aerological Office/First Class Lounge to MAA.

(28) On p. 3-20, redesignate compt. 3-80-1-A as Medical Stores vice Wardroom Stores and add compts. 1-192-2-Q and 1-198-2-Q Supply/Galley Stowage under Supply Department.

(29) On p. 3-21, change compt. 04-120-0-L f Signalman's Shelter to Radar MTR Room. Change compt. 02-140-1-C from ECM Room to ESM Room.

(30) On p. 3-21, delete compt. 01-198-2-Q Aerological Office, compt. 01-206-1-Q Helicopter Shop, compt. 01-216-0-Q Balloon Shelter, and compt. 5-56-0-V Void from Operation t.

(31) On p. 3-21, add compt. 04-113-0-C Signalman's Shelter, compt. 02-123-1-A Navigation Stores, compt. 02-207-0-Q ESM Equipment Room, compts. 2-51-1-A, 2-56-1-A, and 2-59-1-A Electronic/Sonar Stores, and compt. 2-90-2-A Communications Stores to Operations Department.

(32) On p. 3-22, delete compt. 3-96-2-Q AC and Fan Space, and compt. 3-304-2-A Chemical Defense Stowage under Engineering Department.

(33) On p. 3-22, add compt. 2-56-2-A DC Stores, compt. 3-280-4-Q Aft Sewage Ejector Room, and compt. 5-56-0-V Void to Engineering Department.

(34) On p. 3-23, redesignate compt. 5-144-0-Q as Forward Sewage Ejector Room.

- (35) On p. 3-23, change "Senior CPO" to "CMAA" in Figure 3-9.
- (36) On p. 3-23, delete compt. 2-80-1-Q Barber Shop, and All Vending Machines under Exchange Officer.
- (37) On p. 3-23, add a new paragraph as follows:

MORALE FUND OFFICER

2-80-1-Q	Barber Shop
3-96-2-Q	Morale/Recreation Gear Stowage
	All Vending Machines

- (38) On p. 3-36, add the following after Officer of the Deck;
- |  |        |      |
|--|--------|------|
| Communications Officer<br>or Navigator | Bridge | JOOD |
|--|--------|------|
- (39) On p. 3-45, change QMC duty to Bridge - as directed vice Unassigned. Change STL duty to provide OBA Asbestos Gloves vice Unassigned. Change RML duty to Radio Central vice Unassigned. Delete 0-104 MST1 billet. Change RDC duty to CIC Supervisor vice Unassigned, and change RMC duty to Radio Central Supervisor vice Unassigned. Change YN3 billet to 0-104 vice 0-209.
- (40) On p. 3-45, change 1-207 & 1-208 to SN vice SA billets. Change 1-306, 1-307, 1-308 and 1-110 to SN vice SA billets. Change 1-210, 1-211, 1-310 and 1-311 to SA vice SN billets. Change S-106 to 1-114 and S-107 to 1-214, both SA billets.
- (41) On p. 3-65, change "NLPM" to "NAQD" in para. j(4).
- (42) On p. 3-66, change billet 0-104 to 0-209 MST1 and change 0-209 to 0-104 YN3.
- (43) On p. 3-77, change Steersman to Helmsman and add Engine Telegraph/Messenger to duty of 1-104 SN. Change Lookout from S-304 SK3 to 1-210 SA. Change After Steering Helmsman from 1-305 to 1-204 SN. Under Fantail, change 1-204 to 1-305 SN. Change 1-306, 1-307, and 1-308 to SN vice SA billets. Change 1-114, 1-211, and 1-310 to SA vice SN billets.
- (44) On pp. 3-103 through 3-106, cross out paragraph 4 (STD Program) and paragraph 5 (Bathythermograph Program).
- (45) On p. 3-121, para. 4 i (1), change HO-214 to read HO-229.
- (46) On p. 3-123, para. 5f, change Abandon Ship Muster Locations for rubber boats to read as follows:
- |   |
|---|
| Rubber boats 1, 3, 5, 7 - Flight deck starboard |
| Rubber boats 2, 4, 6, 8 - Flight deck port      |
- (47) On p. 3-124, para. 6.a.(1), change "15-man rubber liferafts" to "25-man rubber life rafts".



(48) On page 3-138, change ready shelter for 04 Deck Lookout, Signal Bridge and Gun Director to 02-120-0-L. Under route for 04 Deck Lookout, delete first three lines and change para to read "Through passage 02-120-0-L down ladder..."

(49) On page 3-138, change "ECM Room" to read "ESM Room".

(50) On page 3-139, change ready shelter for after Lookout to 1-234-0-L and change route to read "Same as messcook".

(51) On page 3-139, delete entry under "A/S Battery".

(52) On page 3-140, tape the following below the para. 7 listing:

<u>FITTING</u>	<u>LOCATION</u>	<u>RESPONSIBILITY</u>
Vent Closure 04-113-1	Sig. Bridge	Ship Control
Vent Closure 04-121-2	MTR Room	Ship Control
Vent Closure 04-123-1	MTR Room	Ship Control
Vent Closure 04-127-2	MTR Room	Ship Control
WTD 04-116-1	Signal Shelter	Ship Control
WTD 04-128-0	MTR Room	Ship Control
Vent Closure 1-311-1	Weather	Repair III
Vent Closure 1-311-2	Weather	Repair III
Vent Closure 2-334-1	After Steering	Repair III

(53) On page 3-141, add the following para. at the bottom of page:

11. WATER WASHDOWN SYSTEM . The water washdown system is activated by the following valves:

<u>GROUP #</u>	<u>VALVE</u>	<u>CLOSURE</u>
1	02-120-1	X
2	1-75-1	X
3	1-226-2	X

(54) On page 5-37, item 2, change quantity from (2) to (1). On item 3, change quantity from (6) to (4) and name from 15 to 25-man. On item 4, change name from 15 to 25-man.

(55) On page 5-43, in item 2.a.(2)(e) 3., add the following: "alternate circuit is JA."

(56) On page 5-48, at bottom, change SOC to STC.

(57) On page 5-49, change SOC to STC.

*J. C. Jenkins*  
J. C. JENKINS

Distribution:  
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UNITED STATES COAST GUARD

MAILING ADDRESS  
Commanding Officer  
CGC JARVIS (WHEC 725)  
FPO San Francisco  
96601

5000  
22 February 1979

From: Commanding Officer USCGC JARVIS (WHEC 725)  
To: Distribution

Subj: CH-2 To JARVIS ORGANIZATION AND REGULATION MANUAL

1. Purpose. This memo publishes changes to the Special Sea Detail Promulgated in the Organization and Regulation Manual.
2. Discussion. In order to avoid confusion in key shipboard stations during the transition from Special Sea Detail to General Quarters Condition I as promulgated by the PACAREA Battle Organization Manual, these changes have been issued. It has been noted that during the transition from Special Sea Detail to General Quarters, a number of key personnel must proceed to other stations aboard JARVIS. This results in confusion that conflicts with the safe operation of the vessel.
3. Action. Make the following pen and ink changes the Special Sea Detail Bill.
  - A. Delete 0-104 from unassigned and to Bridge add NAV/CIC Liason MST1 0-104 to all functions.
  - B. Change 0-307 to read Port Bearing Taker (JL). Change 2-304 to read Bow Propulsion Unit.
  - C. Change S-105 to 0-207 and SS3 to ETN3. Change 0-207 ETN3 to S-105 SS3.
  - D. Change 1-211 under Forecastle to Read 1-205. Change 1-205 under Bridge to 1-211.
  - E. Delete Annunciator SS3 S-204. Change 0-209 YH3 under CIC to S-204 SS3.
  - F. Change MKC E-201 under After Steering to MK2 E-206. Add E-201 to unassigned.
  - G. Change GM3 2-103 under After steering to SN 1-204.
  - H. Change 1-204 under Fantail to 1-313.
  - I. Change RD2 0-105 under CIC to RD1 0-302. Change RD1 0-302 to RD2 0-105.



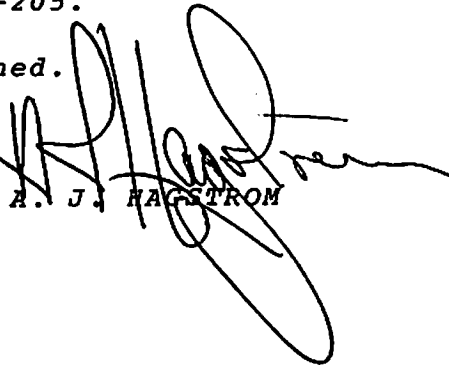
5000  
22 February 1979

Subj: CH-2 To JARVIS ORGANIZATION AND REGULATION MANUEL

J. Change SA 1-207 under CIC to SN 1-109. Change SN 1-109 under Fender Detail Forward to SA 1-207.

K. Change E-205 MK3 under Engine Room to E-110 FN. Change E-110 under unassigned to E-205.

L. Add 0-209 to unassigned.



R. J. HAGSTROM

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DEPARTMENT OF TRANSPORTATION  
UNITED STATES COAST GUARD

MAILING ADDRESS

Commanding Officer  
USCGC JARVIS (WHEC 725)  
FPO San Francisco 9660

5080  
10 January 1979

From: Commanding Officer, USCGC JARVIS (WHEC 725)  
To: Distribution  
Subj: Changes to Organization and Regulation Manual for  
378's CHI

1. These changes reflect changes in the service. Upon correction of these changes the SORM will be ready to be promulgated. Other changes reflecting local practice follow, since promulgation of the manual does not depend on these.

2. Changes.

a. All references to CG Regulations 1955 changed in accordance with enclosure (1).

b. Article 1205, paragraph 6. Conduct examinations in accordance with the Coast Guard Institute Non-Resident Training Manual.

Paragraph 7. Replace USAFI with DANTES. Replace "and end of course test" with "CLEP test and other tests available through the DANTES Program."

c. Article 1317, paragraph 2. Change annual inventory to 3 years or upon relief of Custodian, Property Officer or Commanding Officer.

Paragraph 3. Change "operating allotment" to read "OPTAR".

d. Article 1412, paragraph 3. Delete.

Change paragraph 4 to paragraph 3.

e. Article 1413. Delete paragraph 2(c).

f. Article 1427, paragraph 1. Change "Auxiliary Boilers" to "Ships Service Generators".

g. Article 1511, paragraph 3. Replace RPS-4 with CMS-4.  
Paragraph 5. Replace RPS-4 with CMS-4.

h. Underway Watch Table (Table 2-1) Enlisted Watches under CIC Department should read Operations/Weapons.

10 January 1979

Subj: Changes to Organization and Regulation Manual for  
378's

i. Collateral Duties Custodian of Registered Publications  
change RPS-4 to CMS-4.

j. Summary of Rating Assignments. Change Supply Department to

	E-8	E-7	E-6	E-5	E-4	E-3	TOTAL
SK		1		1	1		3
SS		1	2	2	7		12
HM		1					1

Change TN/TA to SS on page 3-4 and page 3-6.

Change 0-309 billet to RD2 on page 3-5.

Change Engineering EN/BT's to MK's on page 3-4 and 3-6.

k. Article 3102 Berthing and Locker Bill.

- (1) Page 3-12, Change 1-101-2-L to 1-111-2-L.  
Change 1-111-2-L to 1-101-2-L.  
Change 2-110-3-L to CPO's

l. Article 3103 Cleaning and Maintenance Bill.

- (1) Page 3-16, Delete last two sentences on steel wool
- (2) Page 3-19, Delete 1-216-2-Q Trash Burning Room
- (3) Page 3-18, Change Compartment 1-288-2-9, Hobby Shop  
to Commissary Issue Room

m. Article 3201 Special Sea Detail Bill

- (1) Page 3-31 Change TA/TN to SA and SM
- (2) Page 3-31 Change TA/TN to SA and SM

n. Article 3202 Replenishment at Sea Bill

- (1) Page 3-34 (3) Change NWP 38 to NWP 14
- (2) Page 3-35 d (2) Change NWP-38 to NWP-14
- (3) Page 3-37 Under CIC add JA talker 1-308 SA
- (4) Page 3-38 Delete Fender Detail Billets to  
Replenishment Station Inhaul/Outhaul Billets  
Change EN's and BT's to MK's on P-3-38, P-3-39,  
P-3-40.



10 January 1979

Subj: Changes to Organization and Regulation Manual for  
378's

n. Article 3202 Replenishment at Sea Bill

(5) Page-3-40 Change TA and TN's to SA/SN. Billlets on  
P-3-40 and P-3-41.

o. Article 3203 Rescue and Assistance Bill

(1) Page 3-45 Change PRL 59 to Handheld Radios

(2) Page 3-46 Change TA to SA/SN

(3) Page 3-47 Change TA/TN's to SA/SN. Change EN's and  
BT's to MK's

(4) Page 3-48 Change EN's to MK's.

(5) Page 3-49 Change EN's to MK's and TA/TN's to SA/SN

p. Article 3205 Ditch and Rescue Bill

(1) Page 3-52 Delete ..., Which are included in Applicable  
Starboard Operating Procedures (SOP-PACOS/LANTOS) ...

(2) Page 3-59 Change TN/TA to SS3. P 3-58 Change O-302  
to O-309, Add Air Controller O-302 RD1.

(3) Page 3-60 Change EN's to MK's.

q. Article 3206 Sar On-Scene Commander and Search (OSC-S)  
Bill.

(1) Page 3-64 Add new (f) Provide both horizontal and  
vertical clearance for aircraft if more than one is  
assigned. Reletter old (f) through (l) as (q) through  
(m).

r. Article 3207 Visit any Search, Boarding and Capture,  
Prize Crew Bill.

(1) Page 3-72 Change EN/BT's to MK's.

s. Article 3208 Towing Bill

(1) Page 3-75 Add (f). The Towing Watch, The Boatswain  
Mate-of-the Watch, and a senior Boatswain will be the  
only Personnel authorized on the Fantail while a vessel  
is in tow.

(2) Page 3-77 Change EN's to MK's.

10 January 1979

Subj: Changes to ORganization and Regulation Manual for  
378's

w. Article 3304 Man Overboard Drill.

(1) Page 3-143 Para d(~~6~~<sup>5</sup>) Change 2nd line to "possibility, the Ready Boat, Crew and Lowering Detail shall be manned and the boat rigged to the rail."

(2) Page 3-144 Para 2(g) Change AN/PRC-59 to Hand Held Radios.

(3) Page 3-147 Change TA/TN to SA/SN and EN to MK's.

(4) Page 3-148 Change EN's to MK's

✓ Chapter 4 Replaced by CG-300-1

x. Article 5302 Equipage - Inventory Procedure.

(1) Delete Page 5-26 and Page 5-27

ADD:

1. Purpose. The purpose of this procedure is to specify when a inventory is required and the procedure therein.

2. General. The objectives of an inventory are to sight, account for, and inspect for service ability, Property in the custody of the various Departments, to determine what items are missing or unserviceable, and to prepare covering surveys and/or requisitions as necessary.

3. Responsibilities.

a. The Property Officer is responsible for Property Records.

b. Heads of Departments, or other authorized persons, are responsible for the inventory of all property in their custody.

4. Procedures:

a. Inventory of Property. An inventory of peoerty is required only upon relief of a custodian. However, if a relief of custodian does not occur within three years anniversary date of the last inventory. This period may be extended sixty days if a relief is anticipated within that time.

10 January 1979

Subj: Changes to Organization and Regulation Manual for  
378's

s. Article 3208 Towing Bill

(3) Add Following Enlisted Personnel Assignments. In addition to Enlisted Personnel Assignments, The Weapons Officer and First Lieutenant will station themselves on the Flight Deck and act as Safety Observers.

t. Article 3209 Helicopter Operations Bill

(1) Page 3-80 Para d(3) Change 0-30 to 20-30.

(2) Page 3-81 Para e(4) and (5) add Magnetic before Bearings.

(3) Page 3-82 Para 5c Change hand signals to signals to signals hands.

(4) Page 3-83 Para j(2) Add the Cutter should also Energize the Beacon and at night, should Energize and aim the Search Light Skyward.

(5) Page 3-84 Para 2L (2) Change 0-30 to 20-30

(6) Page 3-87 Add Amendent 1

(7) Page 3-97 Under CIC Add Air Controller 0-309 RD2 Change EN's to MK's.

(8) Page 3-98 Change EN's to MK's.

(9) Page 3-99 Change EN's to MK's

u. Article 3301 General Emergency Bill

(1) Page 3-118 Change EN's to MK  
Delete So from GM/SO/RD

v. Article 3302 Abandon Ship Bill  
Add New Abandon Ship Bill

(1) Page 3-121 Para e(3) Delete, Para f(2) Delete,

(2) Page 3-122 Para n(2) Add ..., and make muster report to the Bridge.





DEPARTMENT OF TRANSPORTATION  
UNITED STATES COAST GUARD

Commanding Officer  
USCGC JARVIS (WHEC 72)  
FPO San Francisco 9666

5000  
13 July 1978

•From: Commanding Officer, USCGC JARVIS (WHEC 725)  
To: Distribution  
Subj: Official Changes to Organization and Regulations Manual  
for High Endurance Cutters (378' CLASS) CG-260-7

1. Make the following changes:

a. Cancel all references to Coast Guard Regulations 1955.  
Replace with Coast Guard Regulations 1975.

b. 1101. U.S. Coast Guard Regulations, 1975, Chapter 4.

c. 1103 U. S. Coast Guard Regulations, 1975, Articles 6-2-1  
and 6-3-1. In accordance with Articles 6-2-3, 6-4-1, 6-4-3,  
6-5-1, 6-6-1, 6-8-1, 6-9-2 and 6-10-1.

d. 1105 Chapter 6, Part 2, U. S. Coast Guard Regulations, 1975.

e. 1205 Article 6-12-11 of the U. S. Coast Guard Regulations,  
1975.

f. 1211 Article 7-5-10 of U. S. Coast Guard Regulations, 1975.

g. 1214 Part 8 of Chapter 6 of U. S. Coast Guard Regulations,  
1975.

h. 1302 U. S. Coast Guard Regulations, 1975, Chapter 6, Part 3.

i. 1308 U. S. Coast Guard Regulations, 1975, Chapter 6, Part 4.

j. 1311 U. S. Coast Guard Regulations, 1975, Chapter 6, Part 5.

k. 1314 U. S. Coast Guard Regulations, 1975, Chapter 6, Part 6.

l. 1316 U. S. Coast Guard Regulations, 1975.

m. 1317 U. S. Coast Guard Regulations, 1975.

n. 1406 U. S. Coast Guard Regulations, 1975, Article 6-7-1.

o. 1409 U. S. Coast Guard Regulations, 1975, Article 6-4-8.

p. 1412 U. S. Coast Guard Regulations, 1975, Article 6-4-5.



It's a law we  
can live with.

13 July 1978

Subj: Official Changes to Organization and Regulations Manual  
for High Endurance Cutter (378' CLASS) CG-260-7

- q. 1415 U. S. Coast Guard Regulations, 1975, Article 6-4-3.
- r. 1418 U. S. Coast Guard Regulations, 1975, Article 6-4-4.
- s. 1421 U. S. Coast Guard Regulations, 1975, Article 6-4-9.
- t. 1424 U. S. Coast Guard Regulations, 1975, Article 6-6-4.
- u. 1448 U. S. Coast Guard Regulations, 1975, Article 6-4-6.
- v. 1508(5) U. S. Coast Guard Regulations, 1975, Article 7-4-6.
- w. 1512(5)(b) Manual for Courts Martial, United States, 1977.
- x. 1513(5)(b) Manual for Courts Martial, United States, 1977.
- y. 1514(5)(a) U. S. Coast Guard Regulations, 1975, Article 4-1-18.
- z. 1515(5)(a) U. S. Coast Guard Regulations, 1975, Article 4-1-18.
- aa. 1518(s)(a) U. S. Coast Guard Regulations, 1975, Article 4-1-18.
- bb. 2206 U. S. Coast Guard Regulations, 1975, Chapter 6, Part 1.
- cc. 2216 U. S. Coast Guard Regulations, 1975, Chapter 6.
- dd. 2302(2) U. S. Coast Guard Regulations, 1975, Article 4-2-2.
- ee. 2305 U. S. Coast Guard Regulations, 1975, Chapter 6, Part 11.
- ff. Page 3-7

Personnel Assignment Bill, U. S. Coast Guard Regulations,  
1975, Article 6-12-6.

Recreation Officer, U. S. Coast Guard Regulations, 1975,  
Article 6-12-6.

Photographic Officer, Article Cancelled.

Wardroom Mess Treasurer, U. S. Coast Guard Regulations, 1975,  
Article 7-4-5.

Exchange Officer, U. S. Coast Guard Regulations, 1975,  
Article 6-12-4.

Morale Officer, U. S. Coast Guard Regulations, 1975, Article  
6-12-8.

10 January 1979

Subj: Changes to Organization and Regulation Manual for  
378's

4. Procedures:

b. Relief of Personnel.

(1) Custodian, A joint inventory shall be taken by the custodian being relieved and his relief. The custodians property report should be used for this purpose. Should circumstances prevent a Joint Inventory, the new custodian shall inventory the property within thirty days (30) and submit the property letter report of relief to the Commanding Officer. Acceptance of Responsibility by the relieving custodian shall be accomplished by signing the Property Officer's copy of the property report noting any discrepancies.

(2) Commanding Officer or Property Officer, The signed property report retained by the Property Officer shall serve as the basis for the Commanding Officer's statement to his successor, or the Property Officer's letter report to the Commanding Officer as to the status of the Units' CP Property Records.

(3) Note the relief of a Custodian or Property Officer in itself, does not require a change of Property (Detail) Record since the Organization Element not the Person should be recorded as the custodian.

c. Marking of Property.

(1) All Coast Guard owned reportable GP property shall be marked to identify it as such. Use of the letters "USCG" is recommended but is not mandatory. Marking may be accomplished by use of numbered paper decals, Form CG-4854. When this item is not suitable, Marking may be accomplished by Etching, Stenciling, Painting, Tinting, or other economical means available to the unit.

(2) Loaned property should be marked to indicate owning agency.

  
A. J. HAGSTROM





DEPARTMENT OF TRANSPORTATION  
UNITED STATES COAST GUARD

MAILING ADDRESS:  
U.S. COAST GUARD (G-OMR/74)  
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PHONE: (202) 426-1356

ORGANIZATION AND REGULATIONS MANUAL FOR • 18 OCT 1974  
HIGH ENDURANCE CUTTERS (378' CLASS)  
CG-260-7

• AMENDMENT NO. 1

1. Purpose. This amendment promulgates changes to the Organization and Regulations Manual for High Endurance Cutters (378' Class), CG-260-7. New or revised information is indicated by a vertical line on the outside margin.

2. Action.

a. Remove and insert the following pages:

Remove

3-87/88  
3-91/92

Insert

3-87/88  
3-88A (Reverse Blank)  
3-91/92

3. This change updates the helicopter bill to conform to Navy requirements for certification in accordance with the Helicopter Operating and Support Facilities Bulletin 1B (NAEC-NE of 22 Aug 1973).

P. A. HOGUE  
Acting Chief, Office of Operations

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DEPARTMENT OF TRANSPORTATION  
UNITED STATES COAST GUARD

MAILING ADDRESS: (GOMR)  
U.S. COAST GUARD  
400 SEVENTH STREET SW.  
WASHINGTON, D.C. 20590  
PHONE:

22 JUN 1973

LETTER OF PROMULGATION

CG-260-7

1. Purpose. This promulgates the standard Organization and Regulations Manual for High Endurance Cutters (378' Class), CG-260-7.

2. Objective. It is intended that all cutters of the WHEC 378' class have organizations and corresponding manuals which are as nearly standard as practicable, aside from changes necessitated by material, personnel, and local operational differences. Departures from this manual are to be kept to a minimum.

3. Scope.

a. This manual, which adheres to applicable portions of NWP 50A, presents the Commandant's minimum requirements for shipboard organization. It is expected that each commanding officer will ensure that the organization of his command provides for the minimum administrative and operational functions contained herein.

b. This manual has been prepared so that it can be made effective for an individual cutter by signing the enclosed sample letter of promulgation. One copy of the manual is to be designated as the master copy in which only those changes promulgated by the Commandant are to be entered.

c. Specific comments or local changes which could be equally applicable to other cutters of the 378' class are welcomed and should be addressed to Commandant (GOMR).

W. A. JENKINS  
Chief, Office of Operations

DISTRIBUTION: (SDL 96)

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E: None  
F: None

FORWARD ONE COPY OF ANY LOCAL CHANGE WHICH  
COULD BE EQUALLY APPLICABLE TO OTHER VESSELS  
OF THE SAME CLASS TO COMMANDANT (GOMR).



DEPARTMENT OF TRANSPORTATION  
UNITED STATES COAST GUARD

Address reply to:  
Commanding Officer

From: Commanding Officer, USCGC  
To: Distribution List

Subj: USCGC Organization and Regulations  
Manual, promulgation of

1. Purpose. USCGC Organization and Regulations Manual,  
promulgated herein, shall become effective

2. Scope.

a. This manual is the basic organizational and regulatory directive of the ship. The functional guides included in the chapter on administrative organization constitute the formal delegation of responsibility and authority by the Commanding Officer to subordinate officers of the command. However, the functional guides shall in no way be construed as restricting the initiative or discouraging the resourcefulness of individual officers.

b. Nothing in this manual shall be construed as contravening or superseding U. S. Coast Guard Regulations or other directives promulgated by competent higher authority.

3. Objectives. The following are the principal objectives of this Organization and Regulations Manual:

a. To provide, by means of organizational charts and functional guides, a comprehensive and clearly defined presentation of the ship's organizational structure.

b. To set forth explicitly the duties, responsibilities, limits of authority, and organizational relationships of key officers in the ship's organization.

c. To assign responsibilities and prescribe procedures for the coordination and direction of personnel in certain general evolutions and emergency situations.

d. To provide essential requirements for the preparation of watch, quarter, and station bills.



e. To set forth the principal regulations governing individual conduct on the ship.

f. To set forth the administrative procedures of the ship.

4. Compliance. A thorough knowledge of this manual by every officer is essential to the proper understanding of his responsibilities and execution of his duties. Officers are responsible for the effective indoctrination of enlisted personnel in accordance with its provisions.

5. Custody. Each officer to whom a copy of this manual is issued shall be held personally accountable for its custody and proper maintenance. Upon issue of a copy, the recipient shall sign a custody card to be retained by the executive officer. When detached from the ship, a holder of this manual shall return his copy to the executive officer, and in return shall receive the canceled custody card.

6. Changes and additions. Changes and additions to this manual will be issued when necessary by the commanding officer. Persons registered as having custody of this manual are responsible for entering changes upon receipt as directed, and for entering an indication that such changes have been made as provided for in the record of changes and corrections sheet.



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## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 1 - COMMAND

#### COMMANDING OFFICER

##### 1101 BASIC FUNCTIONS

As set forth in U. S. Coast Guard Regulations, 1975, Chapter 4, the commanding officer is charged with the absolute responsibility for the safety, well-being and efficiency of his command, except when and to the extent that he may be relieved therefrom by competent authority.

##### 1102 DUTIES, RESPONSIBILITIES, AND AUTHORITY

1. The duties and responsibilities of the commanding officer are well established by U. S. Coast Guard Regulations, customs and traditions.

2. The authority of the commanding officer is commensurate with his responsibility subject to the limitations prescribed by law and U. S. Coast Guard Regulations.

##### 1103 ORGANIZATIONAL RELATIONSHIPS

1. The relationship of key subordinates to the commanding officer is contained in U. S. Coast Guard Regulations, 1975, Articles 6-2-1 and 6-3-1. In accordance with Articles \* , the following ship's officers may report directly to the commanding officer as indicated:

\* 6-2-3, 6-4-1, 6-4-3, 6-5-1, 6-6-1, 6-8-1, 6-9-2, and 6-10-1.

- a. The executive officer for administration of the ship as a whole.
- b. The operations officer for combat and operational information.
- c. The navigator for all matters pertaining to the safe navigation and piloting of the vessel.
- d. The weapons officer for the employment of ordnance equipment and equipment associated with deck seamanship.
- e. The engineer officer for the operation of the main propulsion and electrical plants and control of damage.
- f. The supply officer for matters concerning disbursing and supply.
- g. The medical officer, when embarked, on matters concerning the health of the ship's personnel and for reports on individual cases requiring command attention.
- h. The aviation officer (when deployed) for matters concerning air operations.
- i. The senior yeoman for handling the commanding officer's correspondence.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 1 - COMMAND

#### EXECUTIVE OFFICER

##### 1104 BASIC FUNCTION

The executive officer functions as an aide or executive to the commanding officer. He is specifically charged with executing the orders of the commanding officer and with coordinating and supervising the performance and administration of the command as a whole, including matters pertaining to the morale, discipline, training, welfare, work, exercises, safety, rights, and privileges of individuals within the command.

##### 1105 DUTIES, RESPONSIBILITIES, AND AUTHORITY

1. In amplification of the provisions of Chapter 6, Part 2, U. S. Coast Guard Regulations, 1975, the executive officer shall:

a. Evaluate the performance of officers and enlisted personnel through recommendations to the commanding officer regarding fitness reports and evaluation sheets and through review of periodic marks. When directed, prepare the initial draft of fitness reports of department heads, and executive's assistants, when assigned.

b. Exercise general supervision over the organization bills.

c. Regulate the liberty and leave of personnel.

d. Prosecute a planned program of recreation and athletics, insofar as the commitments of the ship allow.

e. Direct the investigation for the commanding officer of alleged violations of the Uniform Code of Military Justice, U. S. Coast Guard Regulations, ship's regulations, and other military and civil laws, and recommend appropriate disciplinary action to the commanding officer when necessary.

f. Prosecute a program of economy and conservation, and promote cost consciousness within the command.

g. Ensure that the commanding officer is advised of all casualties, deficiencies, and anticipated difficulties which may significantly affect the operational readiness or administrative efficiency of the command.

h. Act on personal requests (which may be addressed to the commanding officer) that do not involve the formulation of policy or that will not require action of higher authority.

i. Supervise the public information program of the ship for the commanding officer.

j. Supervise the reception of ship's visitors.

EXECUTIVE OFFICER

- k. Serve as the senior member of the training board.

1106 ORGANIZATIONAL RELATIONSHIPS

1. The executive officer is directly responsible to the commanding officer.
2. All heads of department and executive's assistants report to the executive officer for all matters pertaining to the internal administration of the ship.
3. The executive officer shall be prepared to assume command at any time should the need arise.



ADMINISTRATIVE ORGANIZATION

COMMANDING OFFICER

EXECUTIVE OFFICER

EXECUTIVE STAFF

OPERATIONS DEPARTMENT

OPERATIONS OFFICER

Senior Watch Officer  
 Navigator  
 CIC Officer  
 Communications Officer  
 Electronics Material Officer  
 Electronic Warfare Officer  
 Department Training Officer  
 Boarding and Law Enforcement Officer  
 Marine Science Officer  
 COMTAC Publications Control Officer  
 Cms Custodian  
 Top Secret Control Officer  
 Classified Material Control Officer  
 Security Manager

OPERATIONS DIVISION

WEAPONS DEPARTMENT

WEAPONS OFFICER

ASW Officer  
 First Lieutenant  
 Department Training Officer  
*Gunners Officer*

FIRST DIVISION

SECOND DIVISION

AVIATION DEPARTMENT

AVIATION OFFICER

AVIATION DIVISION

ENGINEERING DEPARTMENT

ENGINEER OFFICER

Fire Prevention Officer  
 Repair Assistant  
 Main Propulsion Assistant  
 Damage Control Assistant  
 Electrical Assistant  
 Auxiliary Assistant  
 Engineer Supply Assistant  
 Department Training Officer  
 Nuclear, Biological and Chemical Defense Officer  
 Gas Free Officer

ENGINEERING DIVISION

SUPPLY DEPARTMENT

SUPPLY OFFICER

Department Training Officer  
 Savings Bond Officer

SUPPLY DIVISION

Administrative Assistant  
 Morale Fund Officer  
 Exchange Officer  
 Educational Services Officer  
 Training Officer  
 Medical Officer  
 Public Affairs Officer  
 Recreation Officer  
 Chief Master-At-Arms  
 Voting Officer  
 Photographic Officer  
 Movie Officer

1-4

CH3

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 2 - EXECUTIVE'S ASSISTANTS

#### ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE OFFICER

##### 1201 BASIC FUNCTION

The administrative assistant, if assigned, is an aide to, and may be delegated to act for, the executive officer in specific functions in the administration of a ship.

##### 1202 DUTIES, RESPONSIBILITIES, AND AUTHORITY

The administrative assistant to the executive officer shall:

1. Assist the executive officer in the supervision, administration, and operation of the ship's office.

2. Perform duties as assigned by the executive officer for the administration of the ship's business.

##### 1203 ORGANIZATIONAL RELATIONSHIPS

Within the areas of his delegated authority, the administrative assistant is the direct representative of the executive officer.

1. The administrative assistant reports to the executive officer.

2. The following report to the administrative assistant:

- a. Executive's assistants on matters of routine administrative nature.

- b. Enlisted personnel assigned to his direct supervision.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 2 - EXECUTIVE'S ASSISTANTS

#### EDUCATIONAL SERVICES OFFICER

##### 1204 BASIC FUNCTION

The educational services officer functions as an assistant to the executive officer in administering the educational programs. He assists the planning board for training in coordinating and evaluating training to facilitate the education and professional advancement of all personnel.

##### 1205 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of the provisions of Article 6-12-11 of the U. S. Coast Guard Regulations, 1975, the educational services officer shall:

1. Supervise the administration of the education program.
2. Serve as a member of the Planning Board for Training.
3. Be responsible for the administrative processing of education courses.
4. Assist the training officer in the execution and administration of the command's overall training program.
5. Be chairman of the Local Examining Board.
6. In conjunction with the examining board, *Conduct examinations in accordance with Coast Guard Institute Non Resident Training Manual.* ions
7. Direct the educational program embracing the interviewing and counseling of personnel; the processing of applications for officer, enlisted, and DANIES correspondence courses; and the administration of DANIES General Educational Development (GED) *CLEP test and other tests available through the DANIES Program.* Assist personnel in obtaining high school, college, business, and military education credits.
8. Organize and supervise off-duty classes in such subjects as English, Mathematics, and foreign languages as may be appropriate and desirable.
9. Process applications for candidates for USCG Academy and make arrangements for necessary interviews and tests.
10. Maintain educational training records and prepare reports.

##### 1206 ORGANIZATIONAL RELATIONSHIPS

1. The educational services officer reports to the executive officer

## EDUCATIONAL SERVICES OFFICER

for the performance of assigned duties. He collaborates with ship's officers in executing and administering the educational program of the ship in the formulation and implementation of special training programs.



## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 2 - EXECUTIVE'S ASSISTANTS

#### THE TRAINING OFFICER

##### 1207 BASIC FUNCTION

The training officer functions as an assistant to the executive officer in administering the training program. He assists the planning board for training in formulating plans for coordinating and evaluating training in order to facilitate the professional advancement of all personnel.

##### 1208 DUTIES, RESPONSIBILITIES, AND AUTHORITY

The training officer shall:

1. Supervise the administration and use of all training aids and material.
2. Serve as a member of the planning board for training.
3. Maintain contact with training activities of the shore establishment in order to advise the planning board and other personnel on the utilization of these facilities for training.
4. Recommend to the executive officer that quotas for shore based schools be obtained as requested by heads of departments.
5. Assist local examining board by providing material as requested.
6. Schedule orientation and indoctrination courses for all enlisted personnel newly reported aboard and reorientation courses as the need is indicated.
7. Evaluate with the training board the effectiveness of shipwide department and division training program by means of reports, graphs and other control devices.
8. Be responsible for preparing and maintaining the long-range and short-range training schedules after the planning board for training has outlined the requirements.
9. Maintain training records and prepare reports for higher authority.

##### 1209 ORGANIZATIONAL RELATIONSHIPS

1. The training officer reports to the executive officer for the performance of assigned duties and to the division officer for the accountability and routine administration of personnel when they are assigned to assist him.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 2 - EXECUTIVE'S ASSISTANTS

#### THE MASTER-AT-ARMS

##### 1210 BASIC FUNCTION

The master-at-arms functions as an assistant to the executive officer in the enforcement of regulations, the maintenance of good order and discipline aboard the ship, and the security and welfare of brig prisoners.

##### 1211 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the provisions of Article 7-5.10 of U. S. Coast Guard Regulations, 1975, the master-at-arms shall:

1. Organize, train and supervise the compartment cleaners and mess cooks.
2. Enforce U. S. Coast Guard Regulations, ship's regulations, and pertinent directives.
3. Assist the officer of the deck in the execution of the ship's routine (including responsibility for crew turning out promptly at all hands evolutions and reveille; supervising the control of standing lights; and maintaining silence after taps).
4. Assist in the handling of liberty parties leaving the ship or returning aboard when directed by the officer of the deck or other appropriate authority.
5. Assist in the processing of all new drafts of personnel. Ensure that each man has been assigned a bunk and a locker.
6. Supervise extra duty men and maintain records of all extra duties assigned and performed.
7. Ensure safety of prisoners in the brig and their release in time of emergency. When condition one is set, release prisoners to man battle stations if directed by the commanding officer.
8. Supervise the rigging and unrigging for church, movies, and other special functions.
9. Ensure frequent inspections of the galley, food handling spaces and crew's berthing.
10. Maintain the lucky bag.

## THE MASTER-AT-ARMS

11. Be present at mess lines, pay lines and at other official gatherings of personnel.

12. Furnish escorts for the commanding officer, executive officer, and visitors as directed.

13. Make 8 o'clock reports to the executive officer or the officer of the deck.

CH-3 14. *Ensure notification of personnel necessary for CO's mast*  
1212 ORGANIZATIONAL RELATIONSHIPS

1. The master-at-arms reports to the executive officer for the performance of his assigned duty, and to the division officer for the routine administration and accountability of personnel assigned to the master-at-arms force.

2. Assistants of the master-at-arms report to the master-at-arms.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 2 - EXECUTIVE'S ASSISTANTS

#### THE MEDICAL OFFICER

##### 1213 BASIC FUNCTION

The medical officer shall be responsible for maintaining the health of the personnel attached to the command.

##### 1214 DUTIES, RESPONSIBILITIES AND AUTHORITY

The duties of the medical officer are set forth in Part 8 of Chapter 6 of the U. S. Coast Guard Regulations, 1975.

##### 1215 ORGANIZATIONAL RELATIONSHIP

1. The medical officer reports to the executive officer.
2. The following report to the medical officer for medical matters:
  - a. Dental officer, if attached.
  - b. All corpsmen.
3. When a medical officer is not attached, the executive officer shall have direct cognizance of medical matters.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 3 - DEPARTMENT ORGANIZATION

#### HEAD OF DEPARTMENT

##### 1301 BASIC FUNCTION

The head of a department is a designated representative of the commanding officer in all matters that pertain to the department and is accordingly, responsible for the operation and effectiveness of a department.

##### 1302 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the general duties and responsibilities prescribed in U. S. Coast Guard Regulations, 1975, Chapter 6, Part 3, a head of department shall:

1. Advise division officers on matters affecting the morale, or discipline of personnel within the department keeping the commanding officer informed, via the executive officer, of any matter which may adversely affect his department, the vessel, or the Coast Guard. In a well-commanded department, the need for formal punishment should be infrequent.
2. Maintain a current ship's maintenance project for his department.
3. Maintain established standards of performance and conduct; evaluate performance by means of drills, exercises, inspections and other control devices; initiate evaluation sheets and review periodic marks; make recommendations via the executive officer to the commanding officer for meritorious masts or disciplinary matters.
4. Formulate and carry out department training program within the framework of the ship's training program including the training and professional development of junior officers assigned to his department.
5. Review the eligibility of enlisted personnel in the department for advancement in rating.
6. Forward special requests to the executive officer with recommended action in cases involving special privileges; comment on past conduct and performance of duty as necessary.
7. Formulate and submit budgetary requirement for the maintenance and operation of his department.
8. Prepare and maintain such departmental directives as may be necessary for the effective administration of his department.



## HEAD OF DEPARTMENT

### 1303 ORGANIZATIONAL RELATIONSHIPS

1. A head of department normally reports to the commanding officer via the XO for:

- a. Operational readiness of his department.
- b. General conditions of machinery and other installations, need for and progress on major repairs and circumstances or conditions which may adversely affect operational readiness.
- c. Any matters relating to his department whenever he believes such action necessary for the good of his department or the Coast Guard.

2. A head of department reports to the executive officer for administrative matters. In addition, he shall keep the executive officer appropriately informed of direct reports he may have made to the commanding officer.

3. The following report directly to the department head:

- a. Any immediate subordinates assigned by the established plan of organization.
- b. Division officers.
- c. Departmental assistants.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 3 - DEPARTMENT ORGANIZATION

#### DEPARTMENT TRAINING OFFICER

##### 1304 BASIC FUNCTIONS

The department training officer is an assistant to the head of department for the administration and coordination of the department training program.

##### 1305 DUTIES, RESPONSIBILITIES AND AUTHORITY

1. The department training officer shall:

a. Assist the head of department in developing a department training program in support of the training objectives of the ship.

b. Assist the head of department in developing a planned and coordinated program of individual training to provide qualified reliefs for key personnel.

c. Implement approved training plans and policies within his department.

d. Coordinate and assist in the administration of division training programs within the department including:

(1) Supervision of the preparation of the training materials and review of curriculum courses and lesson plans.

(2) Assistance in the selection and training of instructors.

(3) Observation of instructions given at drills, on watch, on station and in the classroom followed by recommendations to the head of department.

(4) Procurement through the ships education and training officer of required training aids and devices including films, projectors, training courses and books.

e. Maintain department training records and training reports.

f. Assist the head of department in planning and coordinating the training of the junior officers of the department in accordance with the shipboard training policy.

##### 1306 ORGANIZATIONAL RELATIONSHIPS

1. The department training officer reports to the head of the department.

DEPARTMENT TRAINING OFFICER

2. He collaborates with the ship's training and education officer in coordinating the department training program with the training objectives of the ship and assists the division training officers in their training programs.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 3 - DEPARTMENT ORGANIZATION

#### OPERATIONS OFFICER

##### 1307 BASIC FUNCTIONS

As head of the operations department, the operations officer is responsible, under the commanding officer, for the collection, evaluation and dissemination of combat, tactical and operational information required for the assigned missions and tasks of the ship and for the required planning functions.

##### 1308 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1975, Chapter 6, Part 4 and Article 1302 of this manual, the operations officer shall:

1. Plan and direct the training of deck watch officers.
2. Consolidate and prepare for submission to other commands and/or agencies, requests for operational and logistic services required by the ship in support of operations.
3. Obtain clearances and operating area assignments incident to the movements and operations of the ship.
4. Prepare ship tactical operations plans and orders and supervise the preparation of reports required by operation plans, orders and other operational directives.
5. Provide photographic services.
6. Maintain intelligence files.
7. Maintain all electronics equipment.

##### 1309 ORGANIZATIONAL RELATIONSHIPS

1. The operations officer normally reports to:
  - a. The commanding officer via the XO for matters concerning operations, intelligence and tactical employment of the ship.
  - b. The executive officer for administration of the operations department.
2. The following (when assigned) report to the operations officer:
  - a. Navigator.
  - b. Communications officer

OPERATIONS OFFICER

- c. Combat Information Center officer.
- d. Electronics Material officer.
- e. Department Training officer.
- f. Marine Science officer.
- g. Electronic Warfare officer.

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## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 3 - DEPARTMENT ORGANIZATION

#### ENGINEER OFFICER

##### 1310 BASIC FUNCTIONS

As head of the engineering department, the engineer officer shall be responsible, under the commanding officer, for the operation, care and maintenance of the vessel's main propulsion plant, auxiliary machinery and piping systems; for the control of damage; for the operation and maintenance of electric power generators and distribution systems; for repairs to the hull; and for repairs to material and equipment of other departments which are beyond the capacity of such other departments.

##### 1311 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1975, Chapter 6, Part 5, and Article 1302 of this manual, the engineer officer shall:

1. Maintain the hull machinery and electrical systems in battle readiness.
2. Control and restore engineering and ship's control casualties.
3. Coordinate for all departments, shipyard work and correspondence relating to alterations or repairs to the hull and installed equipment.
4. Act as technical assistant to the executive officer in carrying out NBC defense measures.
5. Provide ship facilities, equipment and key personnel required for the repairs to materials and all equipment of other departments which are beyond the capacity of other departments.

##### 1312 ORGANIZATIONAL RELATIONSHIPS

1. The engineer officer normally reports to:
  - a. The commanding officer via the XO for the operational readiness and actual operation of the main propulsion and electrical plants and the damage control organization and systems.

**ENGINEER OFFICER**

b. The executive officer for the administration of the engineering department.

2. The following report to the engineer officer:

a. All assistants and student engineers.

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### SECTION 3 - DEPARTMENT ORGANIZATION

#### WEAPONS OFFICER

##### 1313 BASIC FUNCTIONS

As head of the weapons department, the weapons officer is responsible for the supervision and direction of the employment and maintenance of all ordnance equipment and equipment associated with deck seamanship.

##### 1314 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1975, Chapter 6, Part 6, and Article 1302 of this manual, the weapons officer shall:

1. Supervise the proper stowage, care, accountability and issue of associated ordnance materials and equipment.
2. Supervise loading, unloading and stowage of all ammunition.

##### 1315 ORGANIZATIONAL RELATIONSHIPS

1. The weapons officer normally reports to:
  - a. The commanding officer via the XO for employment of ordnance equipment, readiness of vessel's armament and fire control systems and equipment associated with deck seamanship.
  - b. The executive officer for administration of the weapons department.
2. The following report to the weapons officer:
  - a. ASW Officer/or Senior Sonar Technician
  - b. First Lieutenant.
  - c. Department Training Officer.
  - d. <sup>Gunnery officer or</sup> Senior Gunner's Mate./Senior Fire Control Technician

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## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 3 - DEPARTMENT ORGANIZATION

#### SUPPLY OFFICER

##### 1316 BASIC FUNCTIONS

As head of the supply department, the supply officer is responsible, under the commanding officer, for procuring, receiving, storing, using, shipping, transferring, selling, accounting for, and, while in his custody, maintaining all stores and equipment of the command, except as otherwise prescribed in the U. S. Coast Guard Regulations, 1975.

##### 1317 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the provisions of Part 8 of Chapter 8 of the U. S. Coast Guard Regulations, 1975, and Article 1302 of this manual, the supply officer shall:

1. Supervise and direct the operation of the general mess.
2. Maintain records of accountable property and coordinate an inventory every 3 yrs or <sup>upon relief of Custodian, Property Officer, or Commanding Officer.</sup> thereof, including the property in the custody of the several departments.
3. Administer the ship's <sup>OPTAR</sup> ~~operating allotment~~ at the commanding officer's direction.
4. Perform Head of Department function for the wardroom spaces, except for the handling of funds or subsistence stores for which the mess treasurer is accountable.
5. Supervise and direct the operation of the ship's laundry.

##### 1318 ORGANIZATIONAL RELATIONSHIPS

1. The supply officer normally reports to:
  - a. The commanding officer via the XO on all supply matters which would adversely affect the operational readiness of the ship.
  - b. The executive officer for administration of the supply department.
2. The following, when assigned, report to the supply officer:
  - a. Commissary officer
  - b. Property officer
  - c. Clothing officer
  - d. Department Training officer
  - e. Laundry officer

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 3 - DEPARTMENT ORGANIZATION

#### THE AVIATION OFFICER (When Deployed)

##### 1319 BASIC FUNCTION

The aviation officer will be the head of the aviation department and will be the senior aviator deployed holding a designation in the type aircraft being flown, or another officer designated by the parent command. He will assign duties to other members of the detachment as required to accomplish the mission.

##### 1320 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the duties prescribed by para. 211, Shipboard - Helicopter Operational Procedures, CG-419, the aviation officer shall carry out the following duties: (This organization may be partially implemented or modified as required for an embarked detachment (when the onboard time will include at least one night, but is not expected to exceed one week)).

1. Act as technical advisor to the commanding officer on all matters concerning aviation, flight, and flight safety.
2. Provide flights within the ability and limits of available resources in support of the mission of the vessel.
3. Provide training flights as practicable to maintain the proficiency of pilots, air crews and flight deck crews.
4. Conduct drills, lectures and training as practicable for vessel and flight personnel in all phases of ship/helicopter operations.
5. Provide for required aircraft maintenance within the limitations of available resources.
6. Provide for the security of the aircraft and associated gear.
7. Provide for corrosion control within the limitations of available resources.
8. Compile statistical data records and reports as may be appropriate.

##### 1321 ORGANIZATIONAL RELATIONSHIPS

1. The aviation officer normally reports to:
  - a. The commanding officer via the XO for matters concerning air operations involving tactical employment of the vessel.
  - b. The executive officer for administrative affairs concerning the deployed aviation department.

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2. The aviation officer coordinates with the operations officer on ship/helicopter evolutions involving ships navigation, CIC, communications and electronics.

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3. The aviation officer coordinates with the engineering officer on aircraft fueling and aircraft fire fighting evolutions.



## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 4 - DIVISION ORGANIZATION

#### DIVISION OFFICER

##### 1401 DEFINITION

For administrative purposes, the organization of this ship consists of five departments, organized according to their general functions. These five departments are administratively broken down into divisions, each under the supervision of the division officer, who is charged with carrying out the administrative functions listed under his functional guide.

##### 1402 BASIC FUNCTIONS

The division officer is responsible, under the head of department for the organization, administration and operation of his division.

##### 1403 DUTIES, RESPONSIBILITIES, AND AUTHORITY

The division officer shall:

1. Direct the operation of his division through junior division officers and/or leading petty officers.
2. Assign personnel watches and duties within the division; develop rotation programs for battle stations, watches and general duty, to insure the training and proficiency of assigned personnel.
3. Schedule, be responsible for, and conduct training for personnel assigned to the division. Phase of division training should include indoctrination of new personnel; preparation for advancement in rating including correspondence courses and practical factors in both military and professional subjects; individual instruction and drills in ship-board duties; team training to fulfill operational requirements of the division and individual training through DANTES. In accomplishing this function, the division officer receives guidance from the training and education officer.
4. Prepare periodic marks cards and initiate evaluation sheets for personnel of his division.
5. Maintain a division notebook containing personal data cards, training program data, the watch and battle stations required to be manned, and such other data as may be useful for the orientation of an officer relieving him, and for ready reference.

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## DIVISION OFFICER

6. Be responsible for all forms, reports and correspondence originated or maintained by his division.

7. Establish and maintain such directives which may be necessary for the administration of his division.

8. Ensure that prescribed security measures are strictly observed by personnel of his division.

9. Make recommendations for personnel transfers and changes in division allowance to his department head.

10. Forward requests for leave, liberty and special privileges with recommendations.

11. Conduct periodic inspections, exercises and musters to evaluate the performance and discipline of his division and to initiate disciplinary action, when deemed necessary, in accordance with the Uniform Code of Military Justice and other regulatory directives.

12. Cooperate with other division officers in his department and recommend improvements in departmental policies and procedures to his head of department.

13. Maintain the DC equipment in compartments under his cognizance and check the accuracy of compartment check-off lists. Report any deficiencies to the DC Assistant.

### 1404 ORGANIZATIONAL RELATIONSHIPS

1. The division officer reports to his department head in the performance of assigned duties.

2. Junior division officers and leading petty officers report to the division officer.

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### SECTION 4 - DIVISION ORGANIZATION

#### FIRST LIEUTENANT

##### 1405 BASIC FUNCTIONS

The first lieutenant is responsible for the planning and execution of deck seamanship evolutions and operations, and for the maintenance and upkeep of deck equipment and the exterior of the ship. He is First Division Officer.

##### 1406 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1975 Article 6-7-1 and Article 1403 of this manual, the first lieutenant shall:

1. Plan and execute deck seamanship evolutions and operations including anchoring, mooring, fueling and replenishment at sea.
2. Supervise operation of the paint and boatswain's lockers ensuring proper stowage, care, accountability and issue of associated materials and equipment.
3. Supervise disposal of trash and garbage.

##### 1407 ORGANIZATIONAL RELATIONSHIPS

1. The first lieutenant reports to the weapons officer.
2. The following report to the first lieutenant:
  - a. Senior boatswain's mate.

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#### ELECTRONICS MATERIAL OFFICER

##### 1408 BASIC FUNCTIONS

The electronics material officer is responsible for the material readiness of all electronic equipment on board; for the administration of the electronics material maintenance program; for the proper installation and initial operation of shipyard installed electronic equipment; and for the orderly administration of inventory control and supply of electronics maintenance spare parts.

##### 1409 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1975, Article 6-48 and Article 1403 of this manual, the electronics material officer shall:

1. Maintain communications, search, and electronic and sound powered interior communications on the ship.
2. Control and restore electronic equipment and system casualties.
3. Be thoroughly familiar with the Electronics Maintenance Manual, CG-165, and ensure that it is being followed.
4. Maintain the electronics doctrine and the casualty control bills.

##### 1410 ORGANIZATIONAL RELATIONSHIPS

1. The electronics material officer reports to:
  - a. The operations officer for the performance of his assigned duties.
2. The following report to the electronics material officer:
  - a. The senior electronics technician.
3. The following personnel may report to the EMO for maintenance supervision:
  - a. The senior sonar technician
  - b. The senior fire control technician

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 4 - DIVISION ORGANIZATION

#### COMBAT INFORMATION CENTER OFFICER

##### 1411 BASIC FUNCTIONS

The CIC officer is responsible for the operation and readiness of the Combat Information Center.

##### 1412 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of U. S. Coast Guard Regulations, Article 6-45, and Article 1403 of this manual, the CIC officer shall:

1. Maintain the CIC and EW Doctrines.
2. Supervise, train, and maintain training records for assigned personnel.

CH3 3. Supervise training and qualification of lookouts and telephone talkers.

4. Prepare required reports.

##### 1413 ORGANIZATIONAL RELATIONSHIPS

1. The CIC officer reports to:

a. The operations officer for the performance of his assigned duties and matters affecting the readiness of the ship.

2. The following report to the CIC officer.

a. The electronic warfare officer.

b. The radar control officer.

CH1 ~~c. The RAWIN officer.~~

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 4 - DIVISION ORGANIZATION

#### NAVIGATOR

##### 1414 BASIC FUNCTIONS

The navigator is charged primarily with the safe navigation and piloting of the vessel in conformance with law, regulations, and orders.

##### 1415 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1975, Article 6-4-3 and Article 1403 of this manual, the navigator shall:

1. Assist in the training of deck watch officers.
2. Upon anchoring, ensure that section of the appropriate harbor chart showing the ship's berth and all commonly used boat landings is available, and that the copies are furnished to the officer of the deck and all boat coxswains.
3. Act as custodian of all navigational equipment.
4. Assist in the solution of tactical problems.
5. Ascertain, before putting to sea, that the latest navigational information is on board. He shall keep informed of the prospective movements of the ship and obtain necessary routing information.
6. Ensure that the ship is properly depermed and that degaussing coils are calibrated as may be required.
7. Supervise training and qualifications of helmsmen.

##### 1416 ORGANIZATIONAL RELATIONSHIPS

1. The navigator reports to:
  - a. The commanding officer and the operations officer in all matters pertaining to the navigation of the ship.
  - b. The operations officer for the performance of his assigned duties.
2. The following report to the navigator:
  - a. Assistant navigator.
  - b. Senior quartermaster.

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## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 4 - DIVISION ORGANIZATION

#### COMMUNICATIONS OFFICER

##### 1417 BASIC FUNCTIONS

The communications officer is responsible for the conduct of proper visual and electronic exterior communications.

##### 1418 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of U. S. Coast Guard Regulations, 1975, Article <sup>b</sup>8-4-4, and Article 1403 of this manual, the communications officer shall:

1. Maintain the communication watch organization and standing orders.
2. Supervise, train and maintain training records for assigned personnel.
3. Prepare required reports.

##### 1419 ORGANIZATIONAL RELATIONSHIPS

1. The communications officer reports to:

- a. The commanding officer for communications matters affecting the operational readiness of his command, in the absence of the operations officer.

- b. The operations officer for the performance of his assigned duties.

2. The following report to the communications officer:

- a. The senior radioman.

- b. When assigned, the signal officer, radio officer, and

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CMS Custodian

## CHAPTER 1 - ADMINISTRATION ORGANIZATION

### SECTION 4 - DIVISION ORGANIZATION

#### MARINE SCIENCE OFFICER

##### 1420 BASIC FUNCTIONS

The Marine science officer is responsible for conducting assigned oceanographic programs.

##### 1421 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification to the duties prescribed in the U. S. Coast Guard Regulations, 1913, Article 6-4-9 : the Marine science officer shall:

1. Maintain the oceanography bill.
2. Supervise, train and maintain training records for personnel assigned.

##### 1422 ORGANIZATIONAL RELATIONSHIPS

1. The Marine science officer reports to:
  - a. The operations officer for the performance of his assigned duties.
2. The following report to the Marine science officer:
  - a. The senior Marine Science Technician.

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### SECTION 4 - DIVISION ORGANIZATION

#### ANTISUBMARINE WARFARE OFFICER

##### 1423 BASIC FUNCTIONS

The ASW officer is responsible for the operation and readiness of the ASW equipment.

##### 1424 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of U. S. Coast Guard Regulations, 1775, Article 6-6-4, and Article 1403 of this manual, the ASW officer shall:

1. Maintain the ASW doctrine.
2. Supervise, train, and maintain training records for assigned personnel.
3. Prepare required reports.
4. Ensure proper maintenance and operational readiness of all sonar and auxiliary ASW systems less weapons and countermeasure equipment.

##### 1425 ORGANIZATIONAL RELATIONSHIPS

1. The ASW officer reports to:
  - a. The weapons officer for the performance of his assigned duties and matters affecting the readiness of the ship.
2. The following report to the ASW officer.
  - a. The senior sonar technician.

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### SECTION 4 - DIVISION ORGANIZATION

#### MAIN PROPULSION ASSISTANT

##### 1426 BASIC FUNCTIONS

The main propulsion assistant is responsible for the operation and maintenance of the ship's propulsion machinery, auxiliaries related thereto, and such other pertinent equipment in the spaces assigned.

##### 1427 DUTIES, RESPONSIBILITIES, AND AUTHORITY.

In amplification of the basic function and Article 1403 of this manual, the main propulsion assistant is responsible for:

1. The effective operation of the main engines, <sup>Ship's service generators</sup> ~~auxiliary boilers~~ and associated auxiliaries.
2. Performing frequent examinations of the machinery, ensuring that timely repairs and adjustments are made, subject to such authorization as required.
3. Personally supervising the operation of the main engines during evolutions requiring unusual care.
4. Ensuring that the propellers are not turned except in obedience to orders from or by permission of the officer of the deck.
5. The preparation of such operational, maintenance, or other engineering records as required.
6. The cleanliness of all spaces in which his machinery is located.

##### 1428 ORGANIZATIONAL RELATIONSHIPS

1. The main propulsion assistant reports to the engineer officer for the performance of his assigned duties.
2. The following report to the main propulsion assistant:
  - a. Senior petty officer in the enginerooms.

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SECTION 4 - DIVISION ORGANIZATION

ENGINEER SUPPLY ASSISTANT

1429 BASIC FUNCTIONS

The engineer supply assistant shall be responsible for the supply and administrative functions of the engineering department.

1430 DUTIES, RESPONSIBILITIES AND AUTHORITY

The duties, responsibilities and authority of the engineer supply assistant shall include:

1. Initiating of procurement documents to maintain prescribed levels of repair and spare parts.
2. Providing for maintenance of an accurate repair and spare part accounting.
3. Coordinating supply and maintenance programs in order to anticipate material requirements.
4. Maintaining account of engineering allowance list shortages.
5. Maintaining resume of department financial activity.
6. Training and supervising assigned personnel.
7. Coordinating Departmental Planned Maintenance System

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1431 ORGANIZATIONAL RELATIONSHIPS

1. The engineer supply assistant reports to the engineer officer for the performance of his assigned duties.
2. The following report to the engineer supply assistant:
  - a. Senior petty officer of the supply group.

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REPAIR ASSISTANT

1432 BASIC FUNCTIONS

The repair assistant shall be responsible for the coordination of repair and maintenance functions within the Damage Control, Electrical and Auxiliary Groups.

1433 DUTIES, RESPONSIBILITIES AND AUTHORITY

The duties, responsibilities and authority of the repair assistant shall include:

1. Repairing and maintaining piping systems outside the engineering spaces, repairing the hull, hull fittings and assigned equipment.

2. Responsibility for making repairs for other departments and divisions when such work is beyond the capability of that department or division but within the capability of the engineering department.

3. Maintain blue prints and CSMP file.

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4. Training and supervising assigned personnel.

5. Maintaining records and files required in the operation of the engineering department.

1434 ORGANIZATIONAL RELATIONSHIPS

1. The repair assistant reports to the engineer officer for the performance of his assigned duties.

2. The following report to the repair assistant:

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a. Senior group petty officer if group officers are not specifically assigned.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

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#### ELECTRICAL ASSISTANT

##### 1435 BASIC FUNCTIONS

CH3 The electrical assistant is responsible for the operation and maintenance of all electrical equipment and associated circuits except for that under cognizance of the electronic material officer.

##### 1436 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of the basic function and Article 1403 of this manual, the electrical assistant is responsible for:

1. The operation and maintenance of all electrical machinery, equipment, and associated circuits, including switchboards, gyro system, electromagnetic rodmer, degaussing system, etc.
2. The maintenance of all interior communication systems except those assigned to other departments.
3. Maintenance of all storage batteries.
4. Maintenance of small boat electrical equipment.
5. Preparation of required electrical reports and logs.
6. Training and supervising assigned personnel.

##### 1437 ORGANIZATIONAL RELATIONSHIPS

- CH3
1. The electrical assistant reports to the Engineer Officer for the performance of his assigned duties.
  2. The following report to the electrical assistant:
    - a. Senior petty officer of the electrical sub-group.
  3. When no electrical assistant is assigned, the repair assistant shall assume the duties of the electrical assistant.

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### SECTION 4 - DIVISION ORGANIZATION

#### AUXILIARY ASSISTANT

##### 1438 BASIC FUNCTIONS

The auxiliary assistant is responsible for maintenance and operation of the machine shop and all machinery, outside the main machinery space, for which the engineering department is responsible.

##### 1439 DUTIES, RESPONSIBILITIES, AND AUTHORITY

The duties, responsibilities and authority of the auxiliary assistant shall include:

1. The operation and maintenance of the emergency generator, laundry equipment, boat davits, winches, JP-5 fuel system, auxiliary boilers, diesel fuel systems steering gear, etc.
2. The preparation of required associated reports.
3. Training and supervising assigned personnel.

##### 1440 ORGANIZATIONAL RELATIONSHIPS

1. The auxiliary assistant reports to the <sup>Engineer Officer</sup> for the performance of his assigned duties. CH 3
2. The senior petty officer of the auxiliary sub-group reports to the auxiliary assistant.
3. When no auxiliary assistant is assigned, the repair assistant assumes the duties of the auxiliary assistant.



## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 4 - DIVISION ORGANIZATION

#### DAMAGE CONTROL ASSISTANT

##### 1441 BASIC FUNCTION

The damage control assistant is responsible for establishing and maintaining an effective damage control organization.

##### 1442 DUTIES, RESPONSIBILITIES, AND AUTHORITY

CH3 The duties, responsibilities, and authority of the damage control assistant are established by U. S. Coast Guard Regulations, 1975, Article 6-5-4 and are further amplified in the Engineering Department Organization Manual.

##### 1443 ORGANIZATIONAL RELATIONSHIPS

CH3 1. The damage control assistant reports to the engineer officer for the performance of his duties,

2. The following report to the damage control assistant:

a. Repair party leaders.

b. Senior petty officer of the damage control sub-group.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 4 - DIVISION ORGANIZATION

#### NUCLEAR, BIOLOGICAL AND CHEMICAL DEFENSE OFFICER

##### 1444 BASIC FUNCTIONS

The nuclear, biological and chemical defense officer shall be responsible for the collection and dissemination of information and material in such a manner as best to enable the ship to withstand a nuclear, biological or chemical incident.

##### 1445 DUTIES, RESPONSIBILITIES AND AUTHORITY

The duties, responsibilities and authority of the nuclear, biological and chemical defense officer - established by U.S. Coast Guard Regulations, 1975, Article 6-5-5 and are further amplified in the Engineering Department Organization Manual CH3.

~~1. Proper care, preservation and maintenance of all special NBC equipment including radars, protective masks, protective clothing and chemical detection kits.~~

~~2. Training of ship's force in all phases of nuclear, biological and chemical defense.~~

##### 1446 ORGANIZATIONAL RELATIONSHIPS

1. The nuclear, biological and chemical defense officer functions shall be assumed by the damage control assistant if no officer is so assigned.

2. He reports to the damage control assistant with respect to all matters relating to nuclear, biological or chemical defense.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 4 - DIVISION ORGANIZATION

#### ELECTRONIC WARFARE OFFICER

##### 1447 BASIC FUNCTIONS

The Electronics Warfare Officer is responsible for the training of electronic support measures (ESM) operators, the operational maintenance of ESM equipment, and the supervision and control of EW operations during Condition I and certain other emergency situations.

##### 1448 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of U.S. Coast Guard Regulations, Article 6-4-6 and Article 1403 of this manual, the EW officer shall:

1. Carry out EW operations in accordance with NWP 33, CG 181, and the EW Doctrine.
2. Advise the CIC Officer of all deficiencies in EW equipment and personnel.
3. Insure proper maintenance of logs and reports.
4. Collect ELINT and other intelligence when possible.
5. Monitor EMCON when applicable.

##### 1449 ORGANIZATIONAL RELATIONSHIPS

1. The EW officer reports to:
  - a. The operations officer for the performance of his assigned duties and matters affecting the readiness of the ship.
2. The following report to the EW officer:
  - a. The EW operators.

## CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

### SECTION 5 - BOARDS AND COMMITTEES

#### 1501 BOARDS AND COMMITTEE ORGANIZATION

Boards or committees consist of persons appointed to deliberate and evaluate a problem and to formulate policies and procedures. They are policy forming groups and normally should not be assigned functions requiring supervision or direction. Boards and committees advise the commanding officer and the executive officer on policy and procedural matters by conducting audits and inventories, sitting as judicial examining body for carrying out, planning or other functions, as directed.

#### 1502 MEMBERSHIP OF BOARDS AND COMMITTEES

Officers and enlisted men are assigned to boards and committees as a collateral duty by the commanding officer in a formal letter of appointment.

#### 1503 ACTIVATION OF BOARDS AND COMMITTEES

The board or committee should not be created unless it furthers efficient administration of the ship and unless the functions of the board or committee cannot be performed as an adjunct of the duties and responsibilities already assigned to a ship's officer. Boards and committees which meet on an infrequent basis, such as once a year, need only be activated for the period during which their services are required.

#### 1504 FUNCTIONAL GUIDES FOR BOARDS AND COMMITTEES

The functional guides which follow in this section provide for the activation and functioning of ship's boards and committees.

#### 1505 TRAINING BOARD

1. BASIC FUNCTIONS. The training board is responsible for developing the ship's training program with the ultimate goal of producing well trained and qualified personnel both as individuals and as team member.
2. MEMBERSHIP. The training board shall be composed of the following:
  - a. Executive Officer (Chairman).
  - b. Heads of Departments.
  - c. Division officers.
  - d. Educational services officer.
  - e. Training Officer (Recorder)

## BOARDS AND COMMITTEES

### 3. PROCEDURES. The board shall do the following:

- a. Propose policies, methods and procedures for executing the ship's training program.
- b. Consider immediate and long-range objectives for ship's training.
- c. Integrate the exercises and drill requirements of the several departments into the ship's operating schedules.
- d. Make recommendations concerning changes, records, reports and other control procedures.
- e. Coordinate the departmental training activities.
- f. Continuously evaluate results of the ship's training program.

### 4. CONVENING DATES. This board will meet when directed by the chairman.

### 5. REFERENCES. The Unit Training Manual Afloat (Large), CG-415.

## 1506 SAFETY BOARD

1. BASIC FUNCTION. The safety board shall function as a discussion group to further the principles of safety within the command.

2. MEMBERSHIP. This board shall consist of the executive officer as senior member, all department heads and such other officers and enlisted men designated from time to time by the senior member.

3. PROCEDURE. This board shall hold informal meetings and shall make periodic inspections of the ship in order to disclose safety hazards.

4. CONVENING DATES. This board shall meet at least once a month.

5. REFERENCES. Safety Manual, CG-405

## 1507 FORMAL SURVEY BOARD

1. BASIC FUNCTIONS. The formal survey board is responsible for investigating the circumstances surrounding the loss or damage of certain classes of materials. A formal survey is required for those classes of equipment enumerated in Volume III of the Comptroller Manual.

2. MEMBERSHIP. A formal survey board shall be appointed by the commanding officer and shall consist of from one to three persons. When available, commissioned officers, chief warrant and warrant officers will be appointed, in that order of precedence. In no event should the following officers serve on such a survey board:

- a. The commanding officer.

- b. The officer in whose books the articles are carried.
- c. The officer charged with custody of the articles.

3. PROCEDURES. The survey board shall make a thorough inspection of the articles to determine their condition at time of survey or, if missing, a thorough examination of the circumstances prior to the loss and shall fix the cause and responsibility therefore; or if the responsibility cannot be fixed, shall make a statement showing clearly why such cannot be done. A full report shall be made on the survey form providing all information required by the form itself, including the findings of conditions, cause and responsibility, together with a recommendation as to disposition, replacement or continuance in service.

4. CONVENING DATES. This board shall be established when directed by the commanding officer and shall convene whenever a survey is required.

5. REFERENCE. U.S. Coast Guard Comptroller Manual, Volume III.

1508 WARDROOM MESS AUDIT BOARD

1. BASIC FUNCTION. The audit for the wardroom mess is responsible for auditing the accounts of the respective mess treasurers.

2. MEMBERSHIP. This board shall be composed of one commissioned officer other than the mess treasurer designated by the commanding officer.

3. PROCEDURE. This audit board shall:

- a. Examine the accounts and satisfy itself as to their condition.
- b. Take an inventory of the stock and count the cash concurrently.
- c. Prepare a statement and certify by signature with such comment as may be desirable.
- d. Submit this statement to the commanding officer.

4. CONVENING DATE. This board shall conduct its audit prior to the tenth day of the month.

5. REFERENCE. U.S. Coast Guard Regulations, Article <sup>7-4-6</sup>~~7-1-18C~~

BOARDS AND COMMITTEES

1509 CASHIER AUDIT BOARD

1. BASIC FUNCTION. The responsibility of this board is to determine that cashiers have maintained integrity of official funds entrusted to them.
2. MEMBERSHIP. The board shall consist of two persons. Persons may be a commissioned or warrant officer or civilian employee. Whenever possible, the person appointed should have background or experience in the field of accounting or disbursing. Board members may be selected from another Coast Guard unit in close proximity if necessary to obtain qualified persons.
3. PROCEDURE. Detailed audit procedures are contained in Comptroller Manual, paragraph 2F07004.
4. CONVENING DATES. The audit board shall verify the integrity of funds entrusted to cashiers at least once each calendar quarter or more frequently if deemed necessary. The board shall convene at varied intervals, usually other than the last day of the month. Convening date shall be unannounced.
5. REFERENCE. Comptroller Manual, Chapter 2F07.

## BOARDS AND COMMITTEES

### 1510 NARCOTICS AND ALCOHOLIC LIQUOR INVENTORY BOARD

1. BASIC FUNCTION. The narcotics and alcoholic liquor board is responsible for inventoring the stores of narcotics and alcoholic liquors maintained on board.
2. MEMBERSHIP. The board shall be appointed by the commanding officer and shall consist of one commissioned officer and the senior medical department representative. The custodian of the narcotics and alcohol shall not be a member of the board.
3. PROCEDURE. This board shall make a physical inventory of the stores and an audit of the records pertaining to these stores. The board shall also inspect the security of the stowage and shall carefully inspect the original seals on the closures of the containers of bulk stores and unissued items to ascertain that they have not been tampered with.
4. CONVENING DATES. This board shall meet once a month or more frequently if necessary under the direction of the senior member.
5. REFERENCE. U. S. Coast Guard Medical Manual (CG-294), Chapter 8, Part 6.

### 1511 ~~REGISTERED PUBLICATIONS AUDIT BOARD~~

- ~~1. BASIC FUNCTION. The registered publications audit board is responsible for auditing the records of the registered publications custodian. The purpose of the audit is to assure the commanding officer that the publications on charge to the command balance with those appearing on the inventory taken on the specific occasions.~~
- ~~2. MEMBERSHIP. The auditing board shall be composed of two commissioned officers who shall familiarize themselves with RPS 4. If practicable, one member of the board should be senior in rank to the custodian. The custodian shall never be a member of the board. The relieving custodian shall be a member of the board upon the occasion of transfer of custodian.~~
- ~~3. PROCEDURE. The board shall conduct an audit from the date of the last cleared inventory to the date of the occasion for the audit. Specific details are included in RPS 4.~~
- ~~4. CONVENING DATE. An audit of the registered publications is mandatory for all holders, and shall be conducted upon the occasion of transfers of command, or custodian, decommissioning or comparable change of status.~~
- ~~5. REFERENCE. RPS 4.~~

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## BOARDS AND COMMITTEES

### 1512 SPECIAL COURTS MARTIAL

1. BASIC FUNCTION. A special court martial is established to carry out proper military jurisdiction as set forth in the Manual for Courts Martial, United States, 1969.

2. MEMBERSHIP. A special court martial shall consist of any number of members but not less than three, or a Military Judge. These members shall be appointed by the convening authority.

3. PROCEDURES. Members shall conduct special courts martial as set forth in the Manual for Courts Martial, United States, 1969.

4. CONVENING DATES. A court will convene when directed by the convening authority.

5. REFERENCES.

a. Manual for Courts Martial, United States, 1969.

b. Coast Guard Supplement to the Manual for Courts Martial, United States, 1969: 1977

c. Uniform Code of Military Justice.

### 1513 SUMMARY COURTS MARTIAL

1. BASIC FUNCTION. A summary court martial is established to carry out proper military jurisdiction as set forth in the Manual for Courts Martial, United States, 1969.

2. MEMBERSHIP. A summary court martial shall consist of one officer. He shall be appointed by the convening authority.

3. PROCEDURE. The summary court martial shall be conducted as set forth in the Manual for Courts Martial, United States, 1969.

4. CONVENING DATES. The court will convene when directed by the convening authority.

5. REFERENCES.

a. Manual for Courts Martial, United States, 1969.

b. Coast Guard Supplement to Manual for Courts Martial, United States, 1969: 1977

c. Uniform Code of Military Justice.

## BOARDS AND COMMITTEES

### 1514 GENERAL MESS INVENTORY BOARD

1. BASIC FUNCTION. The general mess inventory board is responsible for verifying the stock of the general mess.
2. MEMBERSHIP. The board shall consist of one or more commissioned officers appointed by the commanding officer.
3. PROCEDURES. The board shall familiarize themselves with the instructions contained in the Comptrollers Manual, Vol. III.
4. CONVENING DATES. The inventory shall be taken once each fiscal year on the last day of the month for which the inventory is to be verified. The commanding officer may allow such inventories to be omitted if during the year involved, an inspector's inventory, headquarters internal audit or relieving officers inventory has been made.
5. REFERENCES.
  - a. U. S. Coast Guard Regulations, 1975, Article 4-1-18.
  - b. Comptrollers Manual, Vol. III.

### 1515 SHIP'S EXCHANGE AUDIT BOARD

1. BASIC FUNCTIONS. The audit board for the ship's exchange is responsible for auditing the exchange accounts.
2. MEMBERSHIP. This board shall consist of one or more officers not otherwise concerned with the operation or administration of any activity of the exchange.
3. PROCEDURES. The audit board shall:
  - a. Verify the merchandise inventory value, cash on hand and in the bank and all other assets.
  - b. Prepare an analysis of sales at any time conditions indicate a necessity therefor.
  - c. Prepare a letter report to the commanding officer for non-compliance with regulations and the Exchange Manual, if such discrepancies are found to exist.
  - d. Submit audited report to the commanding officer.
4. CONVENING DATES. This board shall conduct its audit prior to the tenth day of the month. The audit shall be conducted at least once every 3 months and whenever the exchange or morale fund is disestablished.

## BOARDS AND COMMITTEES

### 5. REFERENCES.

- a. U. S. Coast Guard Regulations, 1975, Article 4-1-8
- b. CG-146, Manual for Nonappropriated Fund Activities

### 1516 LOCAL EXAMINING BOARD

1. BASIC FUNCTION. The local examining board will handle, coordinate, administer and proctor service wide examinations. In the performance of their duties, they will follow the instructions set forth in the U. S. Coast Guard Personnel Manual (CG-207), Chapter 5, Section D.
2. MEMBERSHIP. The educational services officer will be chairman of the local examining board, assisted by the Chief Boatswain, the Chief Yeoman, and such other personnel as are deemed necessary.
3. CONVENING DATES. Each officer on the board will be designated by letter. The number of officers on a particular board will be determined by the number of enlisted personnel to whom examinations are to be given. Normal dates for convening these boards are March and September of each year.

### 1517 COMTAC PUBLICATION LIBRARY (CPL) INSPECTION BOARD

#### 1. BASIC FUNCTION.

a. The COMTAC Publications Library Inspection Board is responsible for inspection of the records of the Publications Control Officer and ascertaining the following:

- (1) That the inventory report prepared at this time by the publications clerk is an accurate listing of all COMTAC publications on board.
- (2) That the authorized allowance of COMTAC publications is on board.
- (3) That the records of the CPL are properly maintained.
- (4) That adequate stowage is being accorded classified matter in the CPL by the CPL holders.
- (5) That publications are corrected up-to-date and that page checks were made when changes were entered.
- (6) That the provisions of the U. S. Coast Guard Security Manual, CG-444, pertaining to the loss or compromise of classified matter are being complied with.

BOARDS AND COMMITTEES

2. MEMBERSHIP.

a. This board shall consist of two (2) persons appointed by the commanding officer. At least one member shall not be connected with the CPL and shall be senior to the Publications Control Officer.

3. PROCEDURE.

a. The members of the board shall acquaint themselves with CG-236-1 and NWP  $\phi$  prior to beginning the inspection. CH3 PHE

b. The board shall conduct an inspection of the records from the last inventory to the date of the present inventory. The results of this inspection shall then be compared with the present inventory.

c. Upon completion of the inspection, the board shall submit a letter report to the commanding officer.

4. CONVENING DATES.

a. This board will be convened by the commanding officer at least once a year and upon relief of the Publications Control Officer.

5. REFERENCES.

a. CG-236-1 and NWP  $\phi$  . . . CH3 PHE

1518 MORALE FUND AUDIT BOARD

1. BASIC FUNCTION.

a. The morale fund audit board will determine accuracy of records, determine compliance with pertinent regulations, appraise the effectiveness of procedures and the general efficiency of management of morale funds.

2. MEMBERSHIP.

a. Membership will consist of one or more officers not concerned with the administration of morale funds and will be designated in writing.

3. PROCEDURES.

a. The board shall conduct the audit following the procedures outlined in the Manual for Non-appropriated Fund Activities-Morale Fund, CG-146-1.

BOARDS AND COMMITTEES

4. CONVENING DATES.

a. The board shall conduct an audit at least semiannually.

5. REFERENCES.

a. Art. 4-1-18 U.S. Coast Guard Regulations, 1975

b. Manual for Non-appropriated Fund Activities - Morale Fund, CG-146-1.

## CHAPTER 2 - WATCH ORGANIZATION

### SECTION 1 - INTRODUCTION

#### 2101 IMPORTANCE OF THE WATCH ORGANIZATION

1. The personnel assigned to watch keeping duties are entrusted with the safety of the ship, her machinery, and the personnel embarked. Confusion or conflict among watch personnel concerning responsibilities or authority could result in a collision or grounding or, in the extreme, even the loss of the ship. In many cases involving naval disasters certain persons were held at fault for failing to take proper action, either because they were not aware of their duties and responsibilities or because they did not think they had the authority to act. In other cases, serious damage and loss of life have been averted by the timely action of watch keepers, working together as a coordinated team.

2. A ship's watch organization is second in importance only to the organization for battle. Great care must be exercised in establishing the watch organization to ensure that all personnel understand their functions, responsibilities, authority to make decisions, and their organizational relationships.

## CHAPTER 2 - WATCH ORGANIZATION

### SECTION 2 - UNDERWAY WATCH ORGANIZATION

#### 2201 GENERAL

The Condition IV underway watch is the normal peacetime cruising condition. The watches for conditions of readiness I and III are included in the Battle Organization Manual. Condition IV is described as that condition of readiness which provides the optimum peacetime cruising watch consisting of adequate personnel for the safe and efficient operation of the ship, while permitting the best economy of personnel in assignment to watches.

#### 2202 REQUIREMENTS OF CONDITION IV

1. The requirements of Condition IV are:
  - a. No batteries manned except as required by the training schedule.
  - b. Engineering plant ready for speeds as ordered.
  - c. Material condition YOKE (Modified) for access during daylight.
  - d. Ship control and engineering watches manned as required by operational requirements.
  - e. CIC sufficiently manned for routine purposes. Interior communications manned as necessary. Exterior communications sufficiently manned to cover the communication plan in effect.

#### 2203 UNDERWAY WATCH TABLE AND FUNCTIONAL GUIDES

This section contains an underway watch table (Table 2-1) and functional guides for key stations of the underway watch. In some cases the underway watch table leaves the number of personnel to be assigned for the watch to the discretion of the cognizant head of department in keeping with operational conditions. Functional guides are included herein only for those personnel who cannot be included within the cognizance of a particular head of department and who report directly to the officer of the deck. Underway watch tables and functional guides for all other watch standers shall be included in departmental instructions if not included in the cutter's Organization and Regulations Manual.

#### 2204 RESPONSIBILITY FOR WATCH ASSIGNMENTS

The senior watch officer is responsible for preparing and posting the crew's watch list after approval by the executive officer. The heads of department are responsible for furnishing the senior watch officer with names of qualified watch personnel to complete the underway watch bill.

## CHAPTER 2 - WATCH ORGANIZATION

### SECTION 2 - UNDERWAY WATCH ORGANIZATION

#### OFFICER OF THE DECK (UNDERWAY)

##### 2205 BASIC FUNCTIONS

The officer of the deck (underway) is that officer on watch who has been designated by the commanding officer to be in charge of the ship. He is primarily responsible, under the commanding officer, for the safe and proper operation of the ship.

##### 2206 DUTIES, RESPONSIBILITIES AND AUTHORITY

The detailed duties, responsibilities and authority of the officer of the deck are thoroughly covered in U. S. Coast Guard Regulations, ~~1955~~, Chapter 8, Section 9. <sup>1975</sup>

##### 2207 ORGANIZATIONAL RELATIONSHIPS

1. The officer of the deck reports directly to:
  - a. The commanding officer for the safe navigation and general operation of the ship.
  - b. The executive officer for carrying out the ship's routine.
2. The following personnel report to the officer of the deck:
  - a. Junior officer of the deck for the performance of his duties.
  - b. The CIC watch officer for the conduct of air and surface radar search and tracking, for supplying combat and tactical information affecting the maneuvering and safe navigation of the ship and for conducting visual air and surface search.
  - c. The engineer officer of the watch for the prompt and proper execution of all engine orders and the setting and maintenance of prescribed material conditions within the engineering spaces.
  - d. Radio watch supervisor for the proper and expeditious transmission and receipt of radio messages affecting the operations or maneuvering of the ship.
  - e. The quartermaster of the watch for the supervision of the steersman, the proper maintenance of the quartermaster's bridge book, and for navigational matters.
  - f. The boatswain's mate of the watch for the supervision of the various ship control watches, for ensuring the security of all personnel,



## OFFICER OF THE DECK (UNDERWAY)

equipment, and spaces, the maintenance of the prescribed material conditions and for maintenance of discipline.

### g. Lookouts

### 3. Relationship with executive officer and navigator:

- a. The executive officer may, in the absence of the commanding officer, direct the OOD or assume charge himself when judged necessary.
- b. The navigator, when it appears the vessel is in danger shall advise the OOD of a safe course. He may also be authorized to relieve the OOD of the deck in an emergency, in the absence of the commanding officer and executive officer, when in his opinion the ship is in danger.
- c. The commanding officer shall be promptly notified of either of the above actions.

## 2208 THE DECK AND THE CONN

Underway, the officer of the deck must be thoroughly aware of the distinction between the "conn", which is the actual control of the movements of the ship, and the "deck" which is the supervisory authority of the watch as outlined in U. S. Coast Guard Regulations as well as those additional ones imposed by directives of the commanding officer.

1. Taking and relinquishing the Conn. A definite policy of taking and relinquishing the conn must be followed. The status of the conn must be clearly understood by the officer of the deck, verbally acknowledged by him and, most important, carefully brought to the attention of all personnel on the bridge who manually perform the movements directed by the conning officer. A considerable measure of responsibility for the ship's safety remains with the officer of the deck even when he is relieved of the conn by the commanding officer or other duly qualified officers.
2. The commanding officer, at his discretion, will relieve the officer of the deck of the conn. In addition, he may direct the OOD how to proceed at any time without assuming the "conn" but he will rarely, if ever, relieve the "deck". Any direct order to the wheel or engine order telegraph will, however, itself constitute assumption of the responsibility for direction of the ship's movements -- the "conn". Under these conditions, in order to ensure efficient response and eliminate the possibility of conflicting orders, it is considered proper for the OOD to announce to the bridge watch, "The commanding officer (or other) has the conn", and immediately thereafter report to the commanding officer, "Sir, I have relinquished the conn".
3. The commanding officer is responsible for the safe navigation of the ship, under Coast Guard Regulations, whether he has the conn or has delegated it to the officer of the deck or some other officer.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 2 - UNDERWAY WATCH ORGANIZATION

JUNIOR OFFICER OF THE DECK (UNDERWAY)

2209 BASIC FUNCTIONS

The junior officer of the deck is the principle assistant to the officer of the deck and as such, shall assist the officer of the deck as he may direct.

2210 DUTIES, RESPONSIBILITIES AND AUTHORITY

1. The junior officer of the deck shall:
  - a. Assist the officer of the deck in the performance of his duties.
  - b. Familiarize himself with the duties and responsibilities of the officer of the deck.

2211 ORGANIZATIONAL RELATIONSHIPS

1. The junior officer of the deck reports to:
  - a. The officer of the deck.
  - b. The operations officer for training.
2. All persons making routine reports to the officer of the deck shall normally make them to the junior officer of the deck.

## CHAPTER 2 - WATCH ORGANIZATION

### SECTION 2 - UNDERWAY WATCH ORGANIZATION

#### CIC WATCH OFFICER

##### 2212 BASIC FUNCTIONS

The CIC watch officer is the representative of the commanding officer in the direction and supervision of the Combat Information Center during the period of his watch.

##### 2213 DUTIES, RESPONSIBILITIES AND AUTHORITY

1. The CIC watch officer shall:

a. Supervise personnel on watch in the Combat Information Center ensuring that the operators are detecting and reporting air, surface and submarine contacts within the capabilities of their equipment, and that plotters are obtaining accurate solutions to tracking problems; ensuring that summary and geographical plots and status boards are correct and up to date, that voice radio and sound powered telephone circuits are properly manned and by monitoring these circuits, that correct phraseology and procedures are being used.

b. Review and evaluate operational information received in CIC by means of voice, radio, radar, visual lookout, direction finder and messages.

c. Disseminate evaluated information to ship control stations as appropriate.

d. Recommend procedures to the officer of the deck for maintaining station, avoiding navigational hazards and collisions, and changing speed or course as necessary.

e. Report all land-falls and maintain navigational tracks during sorties and port entries, and when operations are being conducted in dangerous or restricted waters, making reports to the officer of the deck when requested or when the ship is standing into danger.

f. Control the use of radars and voice radio circuits as designated by the CIC officer.

g. Notify the officer of the deck when he fails to acknowledge any transmissions to the ship on primary or secondary tactical circuits. Under no circumstances should the CIC watch officer acknowledge a transmission on these circuits unless he has been specifically authorized to do so by the officer of the deck.

h. Maintain a listening watch on the primary and secondary tactical circuits and ensure that all transmissions sent or received by the ship are logged.

## CIC WATCH OFFICER

i. Inform the officer of the deck concerning all radar in operation and those under repair, and allow no radar to be placed out of commission without permission of the commanding officer.

j. Maintain CIC log.

k. Familiarize himself with effective operations plans and orders, tactical publications and directives and regulations of higher authority which affect the conduct of his watch or the operation of CIC.

### 2214 ORGANIZATIONAL RELATIONSHIPS

1. The CIC watch officer reports to:

a. The officer of the deck for operational information.

b. To the CIC officer on the performance of members of his watch team.

2. The following report to the CIC watch officer:

a. Personnel on watch in CIC.

3. In the absence of an assigned CIC watch officer, the enlisted CIC Watch Supervisor shall normally assume the above duties. CH3  
PHE

## CHAPTER 2 - WATCH ORGANIZATION

### SECTION 2 - UNDERWAY WATCH ORGANIZATION

#### THE ENGINEER OFFICER OF THE WATCH

##### 2215 BASIC FUNCTION

The engineer officer of the watch is the officer or chief petty officer who has been designated by the engineer officer to be in charge of the main propulsion plant and associated auxiliaries of the ship. He shall be responsible for the safe and proper operation of such units and for the performance of duties prescribed in U. S. Coast Guard Regulations and by other competent authority.

##### 2216 DUTIES, RESPONSIBILITIES AND AUTHORITY

The duties, responsibilities and authority prescribed in U. S. Coast Guard Regulations, 1975 Chapter 6 are included in the functional guide promulgated by the engineering department organization manual.

##### 2217 ORGANIZATIONAL RELATIONSHIPS

1. The engineer officer of the watch reports to:
  - a. The officer of the deck for the prompt execution of engine orders or the inability to execute properly such orders and for direction as to stand-by power requirements and other services anticipated or ordered.
  - b. The engineer officer for technical control and matters affecting the administration of his watch.
2. The following report to the engineer officer of the watch:
  - a. Watch supervisors of the engineering department watches.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 2 - UNDERWAY WATCH ORGANIZATION

UNDERWAY WATCH TABLE  
(Table 2-1)

<u>WATCH</u>	<u>RANK</u>	<u>OFFICER WATCHES</u>		<u>RESPONSIBILITY TRAINING &amp; QUALIFICATION</u>	<u>DURATION</u>
		<u>DEPARTMENT</u>			
Officer of the Deck	Any Line Officer	Any		Commanding Officer	4 hours
Junior Officer Of the deck when assigned	Officer or CPO	Any		Commanding Officer & Operations Officer	4 hours
CIC Watch Officer <i>Supvr.</i>	Officer or PO	Any		Operations Officer	4 hours
Engineering Officer of the Watch	Officer or PO	Engineering		Commanding Officer & Engineer Off.	4 hours

<u>DETAIL</u>	<u>NO.</u>	<u>RATE</u>	<u>ENLISTED WATCHES</u>		
			<u>DEPARTMENT</u>	<u>TRAINING &amp; QUALIFICATIONS</u>	<u>DURATION</u>
BM of watch	1	BM	Weapons	First Lieutenant	4 hours
QM of watch	1	QM	Operations	Operations Off.	4 hours
Helmsman	1	SN/SA	Weapons	Operations Off.	4 hours**
OOD Messenger	1	SN/SA	Weapons	First Lieutenant	4 hours**
Lifeboat Crew *		---	Weapons & Engineering	First Lieutenant & Engineer Off.	Day's Duty
Signal Bridge *		QM	Operations	Operations Off.	4 hours
Radio Central *		RM	Operations	Operations Off.	4 hours
CIC	*	RD & ST	Operations Weapons	Operations Off.	4 hours
Surface Lookout	1	SN/SA	Weapons	First Lieutenant	4 hours**
Foc'sle Fog Lookout	1	SN/SA	Weapons	First Lieutenant	As Required**
Sonar		ST	Weapons	ASW Officer	4 hours**



UNDERWAY WATCH TABLE

(Table 2-1)

(Continued)

<u>DETAIL</u>	<u>NO.</u>	<u>RATE</u>	<u>DEPARTMENT</u>	<u>TRAINING &amp; QUALIFICATION</u>	<u>DURATION</u>
CH3 PHC Foc'sle Fog Telephone Talker	1	SA/SN	Weapons	Operations Off.	As Required**
Engineering	*	PO/FN	Engineering	Engineer Off.	4 hours
Duty ET	1	ET	Operations	Operations Off.	Day's Duty
Duty EM	1	EM	Engineering	Engineer Off.	Day's Duty
Duty DC	1	DC	Engineering	Damage Control Assistant	Day's Duty

\* Number to be assigned by the cognizant head of department upon approval of the commanding officer in accordance with operational requirements.

\*\* Duties rotated among members of watch at frequent intervals to ensure maximum effectiveness.

ENLISTED DUTY



## CHAPTER 2 - WATCH ORGANIZATION

### SECTION 3 - IN PORT WATCH ORGANIZATION

#### 2301 GENERAL

1. The basic peacetime in port watch organization (Condition V) is presented in this section. Under emergency wartime conditions additional watches for security, antisabotage and weapons system manning may be established.

2. This section contains an in port watch table (Table 2-2) and a functional guide for the officer of the deck (in port). Functional guides which may be required for other in port watch standers may be incorporated in instructions promulgated by the cognizant department head.

#### 2302 WATCH SECTIONS

1. The basic organization divides the crew into watch sections, so organized as to stand each day's duty in numerical rotation. Officers shall be assigned by the Executive Officer to rotating watch lists for the day's duty as OOD or ECW.

2. The Commanding Officer may reduce the number of personnel on board ship in port in accordance with the guidelines set forth below and within the limitations imposed by the requirements of Article 4-2-2 of Coast Guard Regulations.

3. Guidelines for the assignment of section watches:

a. Liberty may be based on a four section watch rotation or more sections if all conditions of security and readiness can be met using any resources available. The use of all resources available should be considered in determining the inport watch requirements. Resources from shore facilities shall be investigated thoroughly to insure compatibility of equipment and training of personnel.

b. When two or more MECs or HEGs are in port, only the minimum number required for SAR standby, severe weather warning or other circumstances will normally be assigned to B-12 or higher levels of readiness.

c. The operational status of vessels in port and equipment and trained personnel available from ashore shall be considered. Fire and rescue party requirements shall be kept at the minimum level necessary to serve the port complex.



## IN PORT WATCH ORGANIZATION

4. The enlisted details should be filled from the duty section as much as possible. For example, all non-engineering petty officers should be considered eligible for assignment as Quartermaster of the watch so that normal watches of about four hours can be established. Longer watch periods for the Quartermaster of the watch, engineering watch and messenger watch should be avoided whenever possible to insure an alert and diligent performance of duty.

### 2303 ADDITIONAL WATCHES AND DETAILS

1. Table 2-2 lists the duties and watches assigned during each 24-hour period in port. These may be adjusted to meet the requirements of existing circumstances. Additional assignments for emergency bills, working parties, fire watches, etc., are made on the watch, quarter and station bill or the in-port watch list.

## CHAPTER 2 - WATCH ORGANIZATION

### SECTION 3 - IN PORT WATCH ORGANIZATION

#### OFFICER OF THE DECK (IN PORT)

##### 2304 BASIC FUNCTIONS

The officer of the deck (in port) is that officer on watch who has been designated by the commanding officer to be in charge of the ship. He is primarily responsible for the safety and proper administration of the ship.

##### 2305 DUTIES, RESPONSIBILITIES AND AUTHORITY

The detailed duties, responsibilities and authority of the officer of the deck (in port) are thoroughly covered in U. S. Coast Guard Regulations, 1975 1955, Chapter 8, Section 211  
6 PART 11

##### 2306 ORGANIZATIONAL RELATIONSHIPS

1. The officer of the deck (in port) reports directly to:
  - a. The commanding officer for the safety and general duties of the ship.
  - b. The executive officer for carrying out the ship's routine.
2. The following report to the officer of the deck:
  - a. The engineer officer of the watch.
  - b. The junior officer of the watch.
  - c. The radioman of the watch for the proper and expeditious transmission and receipt of messages.
  - d. The quartermaster of the watch for the performance of his assigned duties.
  - e. The boat coxswains, or boat officers when assigned, for the safe and proper operation of the ship's boats.
  - f. The boatswain's mate of the watch for the supervision of the various watches and security of the ship.
  - g. All watchstanders except those assigned to engineering spaces who report to engineer officer of the watch.

## CHAPTER 2 - WATCH ORGANIZATION

### SECTION 3 - IN PORT WATCH ORGANIZATION

#### IN PORT WATCH ASSIGNMENTS (Table 2-2)

Continuous watches (each watch of about four hours to insure alertness)

<u>Detail</u>	<u>Requirement</u>
QM of watch	PO
Engineering watch	PO (Eng.)
Messenger watch	SN

#### Day's Duty

Officer of the Deck (OOD)  
Engineering Watch Officer (EWO)  
Duty BM  
Duty GM  
Duty SS

#### As Required

JOOD  
Security Watch  
Bridge Watch  
Boat Crew  
Duty YN  
Duty RM  
Duty DC  
Duty Driver  
Duty EM

1. For each daily in-port watch list, the various department heads submit the names of persons designated for the required assignments to the executive officer. The executive officer publishes the complete watch list assignments, insuring that listed personnel are qualified for the assigned detail.

2. In addition a daily in-port general emergency bill must be prepared listing the duty damage control party assignments. These assignments may be noted on sectional assignment emergency cards, which will be issued to the duty section. This is a necessary supplement to the WQ&S bill because of in-port temporary personnel changes and absences. See Figure 3-25.

IN PORT WATCH ASSIGNMENTS  
(Table 2-2)

3. The commanding officer may modify the in-port watch organization to fit special circumstances. The following are guidelines to be considered:

- a. The district commander's or other operational commander's requirements concerning number of persons required aboard.
- b. Physical security of the ship.
- c. Type of fire and security protection provided by shore facility.
- d. Requirement for ship to get underway within a specific time period.
- e. Requirement to provide disaster relief personnel away from the ship.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 3 - IN PORT WATCH ORGANIZATION

(Table 2-2)

IN PORT WATCH ASSIGNMENTS

<u>DETAIL</u>	<u>RANK/RATE</u>	<u>DEPARTMENT</u>	<u>QUALIFICATION</u>	<u>DURATION</u>
OOD	Officer	Any	Commanding Officer	Day's Duty
JOOD	CPO	Operations Weapons or Supply	Commanding Officer	Day's Duty
EWO	Officer/CPO	Engineering	Commanding Officer	Day's Duty
PO of Watch	Petty Officer	Operations or Weapons	Operations Officer	4 hours*
Messenger	SN/SA	Weapons	Weapons Officer	4 hours*
Duty BM	BM	Weapons	Weapons Officer	Day's Duty
Duty GM	GM/FT	Weapons	Weapons Officer	Day's Duty
Duty YN	YN/SK	Operations Supply	Supply Officer	Day's Duty
Gen. Mess	SS	Supply	Supply Officer	Day's Duty
Duty RM	RM	Operations	Operations Officer	Day's Duty
Duty Driver	Any	Any	Executive Officer	Day's Duty
Wardroom SS	SS	Supply	Supply Officer	Day's Duty
Duty DC	DC	Engineering	Engineer Officer	Day's Duty
Duty EM	EM	Engineering	Engineer Officer	Day's Duty
Boat Cox'an	BM	Weapons	Weapons Officer	As Required
Boat Crew	SN/SA	Weapons	Weapons Officer	As Required
Boat Engineer	EM/FN	Engineering	Engineer Officer	As Required
Security Watch	SN/SA	Weapons	Weapons Officer	As Required
Bridge Watch	QM/SN	Operations	Operations Officer	As Required
Engineering Watch	PO/FN	Engineering	Engineer Officer	4 hours*

\* Duration of watches may be modified with personnel limitation, maximum not to exceed 6 hours.

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 1 - ADMINISTRATIVE BILLS

#### 3101 PERSONNEL ASSIGNMENT BILL

1. PURPOSE. To provide a policy for the assignment or reassignment of officers and enlisted men to billets within departments and divisions of the ship.

2. RESPONSIBILITY. The executive officer is responsible for this bill and shall require that it be maintained accurately and kept current by the senior yeoman.

3. INFORMATION. The missions and tasks of the ship, as determined by the Commandant, provide a basis for determining the equipment to be installed. The number of personnel to be assigned is ultimately fixed by the manning requirements of that equipment. When that number of personnel has been determined, the Commandant prepares a Personnel Allowance Sheet which contains the ranks and rates required for peacetime operation of the ship. Complement comprises the personnel required for operating and fighting the ship under wartime conditions; allowance, the personnel required for peacetime operations. All bills in this manual are based on personnel allowance. The number of personnel actually assigned determined by the manning level within the district.

#### 4. PROCEDURES AND RESPONSIBILITIES.

a. The executive officer shall:

(1) Assign officers to departments in accordance with Figure 3-1 as directed by the commanding officer.

(2) Assign officers to the collateral duties listed in Figure 3-5 as directed by the commanding officer.

(3) Assign officers to deck and CIC watches in accordance with the watch organization as approved by the commanding officer.

(4) Assign enlisted men to billet numbers and departments in accordance with Figure 3-2 and Figure 3-3.

b. Heads of departments shall:

(1) Assign officers to billets and administrative duties in accordance with Figure 3-1.

(2) Assign officers to battle stations and battle watches in accordance with the battle bill contained in the Battle Organization Manual.

(3) Assign officers to watches within the department in accordance with the watch organization.

PERSONNEL ASSIGNMENT BILL

c. Division officers shall:

(1) Assign enlisted men to regular duties and watches in accordance with ship's bills.

(2) Assign enlisted men to battle stations and battle watches in accordance with the battle bill included in the Battle Organization Manual.

(3) Assign enlisted men to special duties in accordance with Figure 3-4.

5. All transfers of officers within the ship's organization are subject to the approval of the commanding officer and shall be reported to the executive officer for purposes of record and administration.

6. Transfers of enlisted men between departments are subject to the approval of the executive officer. All transfers of enlisted men between divisions of a department are subject to the approval of the head of department. In all instances, transfers of enlisted men shall be reported to the executive officer for purposes of record and administration.

7. Temporary assignment of enlisted personnel to special duties listed in Figure 3-4 shall be subject to the following conditions:

a. The master-at-arms shall be designated by the executive officer.

b. Messmen duties shall be assigned to non-rated personnel for a period of two months. No man shall be assigned to two consecutive tours of messman duty, nor be involuntarily assigned a second tour without the approval of the executive officer. In no case shall the number of messmen exceed one for each 20 men, or fraction thereof, subsisted in the mess. To the extent practical, the number of men assigned to messman duties from each department shall be proportionate to the number of non-rated men serving in that department.

c. Designated personnel shall be assigned as compartment cleaners and rotated on monthly basis.

Figure 3-1

PERSONNEL ASSIGNMENT BILL

OFFICER'S BILLETTS

<u>BILLET TITLE</u>	<u>RANK</u>	<u>ALLOWANCE</u>
<u>COMMAND</u>		
Commanding Officer	CAPT	1
Executive Officer	CDR	1
<u>OPERATIONS DEPARTMENT</u>		
Operations Officer/Navigator	LT	1
Communications Officer	LTJG/ENS	1
CIC/EW Officer	LTJG/ENS	1
Electronic Material Officer	CWO (ELC)	1
<u>ENGINEERING DEPARTMENT</u>		
Engineer Officer	LCDR	1
Damage Control Assistant	LTJG/ENS	1
Engineering Supply Assistant	LTJG/ENS	1
Repair Assistant	LTJG/ENS	1
Main Propulsion Assistant	CWO (ENG)	1
<u>WEAPONS DEPARTMENT</u>		
Weapons Officer	LTJG/ENS	1
ASW Officer	LTJG/ENS	1
First Lieutenant	CWO (BOSN)	1
<u>SUPPLY DEPARTMENT</u>		
Supply Officer	CWO (F&S)	1
TOTAL		15



Figure 3-2

PERSONNEL ASSIGNMENT BILL  
SUMMARY OF RATING ASSIGNMENTS

BILLETS	RATINGS							TOTAL	
	E-8	E-7	E-6	E-5	E-4	E-3	E-2		
<b>WEAPONS DEPARTMENT</b>									
<b>FIRST DIVISION</b>									
BM		1	1	1	3			6	
SN/SA						22	16	38	
								<u>44</u>	
<b>WEAPONS DEPARTMENT</b>									
<b>SECOND DIVISION</b>									
GM		1	1		2			4	
FT			1	1	1			3	
ST		1	1	2	3			7	
								<u>14</u>	
<b>OPERATIONS DEPARTMENT</b>									
QM		1	1	1	1			4	
RD		1	1	2	1			5	
ET		1	1	1	1			4	
ETN			1		1			2	
TT				1				1	
RM		1	1	2	3			7	
YN		1		1	1			3	
MST			1		1			2	
								<u>28</u>	
<b>ENGINEERING DEPARTMENT</b>									
DC		1		1	1			3	
MK	1	2	4	3	5			15	
EM	1		1	1	2			5	
FN/FA						10	5	15	
								<u>38</u>	
<b>SUPPLY DEPARTMENT</b>									
SK		1		1	1			3	
SS		1	2	2	7			12	
HM		1						1	
								<u>16</u>	
<b>TOTAL</b>		2	14	17	20	34	32	21	140

## PERSONNEL ASSIGNMENT. BILL

## ASSIGNMENT OF ENLISTED MEN TO SECTIONS

## WEAPONS DEPARTMENT - FIRST DIVISION

<u>FIRST SECTION</u> BILLET ALLOWANCE	<u>SECOND SECTION</u> BILLET ALLOWANCE	<u>THIRD SECTION</u> BILLET ALLOWANCE
1-101 BMC	1-201 BM1	1-301 BM2
1-102 BM3	1-202 BM3	1-302 BM3
1-103 SN	1-203 SN	1-303 SN
1-104 SN	1-204 SN	1-304 SN
1-105 SN	1-205 SN	1-305 SN
1-106 SN	1-206 SN	1-306 SN
1-107 SN	1-207 SN	1-307 SN
1-108 SN	1-208 SN	1-308 SN
1-109 SN	1-209 SN	1-309 SN
1-110 SN	1-210 SA	1-310 SA
1-111 SA	1-211 SA	1-311 SA
1-112 SA	1-212 SA	1-312 SA
1-113 SA	1-213 SA	1-313 SA
1-114 SA	1-214 SA	1-314 SA
1-115 SA	1-215 SA	

## WEAPONS DEPARTMENT - SECOND DIVISION

<u>FIRST SECTION</u> BILLET ALLOWANCE	<u>SECOND SECTION</u> BILLET ALLOWANCE	<u>THIRD SECTION</u> BILLET ALLOWANCE
2-101 STC	2-201 GMC	2-301 FT1
2-102 GM1	2-202 ST2	2-302 ST1
2-103 ST2	2-203 FT2	2-303 GM3
2-104 FT3	2-204 ST3	2-304 ST3
	2-205 GM3	2-305 ST3

## OPERATIONS DEPARTMENT

<u>FIRST SECTION</u> BILLET ALLOWANCE	<u>SECOND SECTION</u> BILLET ALLOWANCE	<u>THIRD SECTION</u> BILLET ALLOWANCE
0-101 QMC	0-201 RDC	0-301 YNC
0-102 ETC	0-202 RMC	0-302 RD1
0-103 RM1	0-203 QM1	0-303 ETN1
0-104 YN3	0-204 ET1	0-304 QM2
0-105 RD2	0-205 RM2	0-305 ET2
0-106 YN2	0-206 RD2	0-306 RM2
0-107 TT2	0-207 ETN3	0-307 MST3
0-108 QM3	0-208 RM3	0-308 RM3
0-109 ET3	0-209 MST1	0-309 RD3
0-110 RM3		

Figure 3-3

PERSONNEL ASSIGNMENT BILL

ENGINEERING DEPARTMENT

Total (39)

FIRST SECTION  
BILLET ALLOWANCE

SECOND SECTION  
BILLET ALLOWANCE

THIRD SECTION  
BILLET ALLOWANCE

E-101 MKCS  
E-102 DCC  
E-103 MK1  
E-104 MK1  
E-105 MK2  
E-106 EM2  
E-107 MK3  
E-108 MK3  
E-109 FN  
E-110 FN  
E-111 FN  
E-112 FN  
E-113 FA

E-201 MKC  
E-202 MK1  
E-203 EM1  
E-204 MK2  
E-205 MK3  
E-206 MK3  
E-207 EM3  
E-208 DC3  
E-209 FN  
E-210 FN  
E-211 FN  
E-212 FA  
E-213 FA

E-301 MKC  
E-302 EMCS  
E-303 MK1  
E-304 MK2  
E-305 FA  
E-306 DC2  
E-307 MK3  
E-308 EM3  
E-309 FN  
E-310 FN  
E-311 FN  
E-312 FA

SUPPLY DEPARTMENT

FIRST SECTION  
BILLET ALLOWANCE

SECOND SECTION  
BILLET ALLOWANCE

THIRD SECTION  
BILLET ALLOWANCE

S-101 SKC  
S-102 SS1  
S-103 SS2  
S-104 SS3  
S-105 SS3  
S-106 SK2

S-201 SSC  
S-202 SS3  
S-203 SS3  
S-204 SS3  
S-205 SS3

S-301 HMC  
S-302 SS1  
S-303 SS2  
S-304 SK3  
S-305 SS3

PERSONNEL ASSIGNMENT BILL (USCG Regulations, 1975, Art 6-12-6)

SPECIAL DETAILS

	DEPARTMENTS		
	<u>Weapons</u>	<u>Engineering</u>	<u>Ops &amp; Supply</u>
Compartment MAA	1	1	1
Compartment Cleaners	3	3	3
Messmen	4	2	

COLLATERAL DUTIES

Recreation Officer

The recreation officer is responsible for developing and maintaining an active recreation program at the unit. In amplification of the provisions of U.S. Coast Guard Regulations, Art. ~~8-10-6~~, he shall: 6-12-6

1. Arrange schedules of athletic activities and social events.
2. Apprise personnel of the unit and their families of services and facilities available through civil and military organizations and make necessary arrangements for utilization of such equipments.

Photographic Officer

The photographic officer shall perform his duties in accordance with ~~U.S. Coast Guard Regulations, Art. 8-10-8~~ and the Guide to Public Information Services, CG-247, Chapter 10. CH1

Movie Officer

The movie officer is responsible for performance of the following duties:

1. Procurement, inspection, and return of films for recreational purposes in accordance with local film exchange regulations.
2. Maintenance of all motion picture equipment including adequate quantities of spare parts.
3. Safeguarding all films and equipment.
4. Ensuring that adequate numbers of qualified movie operators are on board and in training.
5. Preparing and submitting the required reports.
6. Scheduling and supervising showing of motion pictures as directed by the executive officer.

COLLATERAL DUTIES

Savings Bond Officer

The savings bond officer shall promote the sale of savings bonds. Periodically, he shall explain the mechanics and convenience of the allotment savings bond system to all hands and encourage personnel to participate in the savings bond drives.

Voting Officer

The voting officer shall perform his duties in accordance with the Personnel Manual, Chapter 16.

Wardroom Mess Treasurer

CH1

The wardroom mess treasurer shall perform his duties in accordance with U. S. Coast Guard Regulations, Article ~~16-5-5~~ and as amplified by procedures contained in Chapter 5 of this manual.

Classified Material Control Officer

The classified material control officer shall perform his duties in accordance with Coast Guard Security Manual, CG-444.

Top Secret Control Officer

The top secret control officer shall perform his duties in accordance with Coast Guard Security Manual, CG-444.

CH3  
PHC

CMS Custodian

The custodian of registered publications shall perform his duties in accordance with CMS4.

CH3  
PHC

Security Manager

CH3  
PHC

The Security Manager shall perform his duties in accordance with U.S. Coast Guard Regulations, 1975, Art 6-12-9 and the Coast Guard Security Manual.

Public Affairs Officer

The public Affairs officer shall perform his duties in accordance with the Guide for Public Information Services, CG-247.  
and Law Enforcement

Boarding Officer

and Law Enforcement

The boarding officer shall perform his duties in accordance with the ~~Boarding Manual~~ Coast Guard Regulations 1975, Art 6-12-7.

COLLATERAL DUTIES

Fire Prevention Officer

The fire prevention officer shall perform his duties in accordance with NAVSHIPS TECHMAN.

Gas Free Officer

The gas free officer shall perform his duties in accordance with NAVSHIPS TECHMAN.

Exchange Officer

The exchange officer shall perform his duties in accordance with U.S. Coast Guard Regulations, Art. ~~8-10-4~~<sup>6-18-4</sup>, and the Manual for Non-appropriated Fund Activities, CG-146.

CH1

Morale Fund Officer

The morale fund officer will have custody of the morale fund, administer the fund, and maintain the necessary records and accounts in accordance with U.S. Coast Guard Regulations, Art. ~~8-10-11~~<sup>6-18-8</sup>, and Manual for Non-appropriated Fund Activities - Morale Fund, CG-146-1.

CH1

~~Classified Material Control Officer~~

~~The classified material control officer shall perform his duties in accordance with the Coast Guard Security Manual, CG-444.~~

CH3

COMTAC Publications Control Officer

The COMTAC publications control officer will maintain the COMTAC publications in accordance with the requirements contained in the COMTAC Publications Index, CG-236-1.

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 1 - ADMINISTRATIVE BILLS

3102 BERTHING AND LOCKER BILL

1. PURPOSE. To establish uniform policies for assignment of berthing and locker facilities to personnel.

2. RESPONSIBILITY FOR THE BILL. The executive officer is responsible for maintaining the berthing and locker bill.

3. INFORMATION. Berthing and locker assignments shall be made in accordance with this bill. Changes to the bill necessitated by conditions within the ship are authorized. The following considerations govern allocation of berthing spaces to divisions and assignment of berths to individuals:

- a. Division administration.
- b. Morale.
- c. Dispersal of key personnel.

4. PROCEDURES AND RESPONSIBILITIES.

a. The executive officer shall:

(1) Exercise control of berthing assignments through the master-at-arms.

(2) Allocate berthing spaces to departments in accordance with Figure 3-6.

(3) Assign officers to staterooms in accordance with rank and billet assignments.

(4) Assign chief petty officers to berthing and locker facilities.

(5) Assign berthing to passengers.

b. Heads of departments shall supervise the berthing arrangements of divisions within the department.

c. The Division Officer shall supervise all matters of berthing within his division including:

(1) Numbering of all bunks and lockers in accordance with instructions included herein.

(2) Assignment of division personnel to bunks and lockers.

(3) Inspection for proper stowage of lockers and cleanliness of bedding.

## BERTHING AND LOCKER BILL

d. The master-at-arms shall:

(1) Assume custody of bedding and temporary berthing facilities not assigned to a division.

(2) Assume custody of bedding belonging to absent personnel.

(3) Control berthing and locker assignments as directed by the executive officer.

(4) Maintain a list of bunks and locker assignments.

e. The following general policies in matters of berthing are to be observed:

(1) Bedding shall not be removed from bunks for purposes of sleeping about the decks except as authorized by the executive officer.

(2) Folding cots shall not be used unless authorized by the executive officer.

(3) Luggage of officers shall be stowed as directed by the Wardroom Mess Treasurer. Luggage of enlisted men shall be stowed as directed by the master-at-arms.

(4) No ship's officer shall be moved from his stateroom to accommodate another officer or guest except as directed by the executive officer.

(5) Changes in assignments shall be made only as authorized by the officer who made the original assignment.



Figure 3-6

BERTHING ACCOMODATIONS

OFFICER BERTHING

<u>STATEROOM NO.</u>	<u>ASSIGNED</u>	<u>NO. OF BERTHS</u>
02-97-2-L	Commanding Officer	1
02-97-1-L	Fleet/Squadron Commander	1
01-94-1-L	Executive Officer	1
01-94-2-L	Engineer Officer	1
<del>1-101-2-L</del> 1-111-2-L	Operations Officer	1
1-111-1-L	LTJG/ENS	1
<del>1-111-2-L</del> 1-101-2-L	LTJG/ENS	1
1-101-1-L	LTJG/ENS	1
1-90-1-L	LTJG/ENS	2
1-90-2-L	LTJG/ENS	2
1-78-1-L	CWO	2
1-78-2-L	CWO	2
<del>2-110-3-L</del>	<del>LTJG/ENS</del>	<del>2</del>
	Officer Berthing Capacity	<del>18</del> 16

METEOROLOGIST BERTHING

2-96-2-L	Weatherman	2
2-96-4-L	Weatherman	2
2-110-4-L	Weatherman	<u>2</u>
	Meteorologists Berthing Capacity	6

PASSENGER BERTHING

2-96-1-L	Passenger	<u>2</u>
	Passenger Berthing Capacity	2

BERTHING ACCOMODATIONS

Figure 3-6

ENLISTED BERTHING

DEPARTMENT DIVISION OR RATE	ALLOWANCE	COMPT. NO.	NO. OF BERTHS	NO. OF LOCKERS
CPO	16	2-110-3-L	2	2
		2-96-3-L	2	2
		2-120-1-L	2	2
		2-120-3-L	2	2
		2-120-4-L	2	2
		2-134-1-L	2	2
		2-134-2-L	2	2
		2-134-4-L	2	2
		2-137-1-L	2	2
CAPACITY CPO (TOTAL)			<u>16</u> 18	<u>16</u> 18
Enlisted Personnel below the rate of CPO				
OPERATIONS & SUPPLY	44	2-256-2-L	10	10
		2-256-3-L	10	10
		2-280-0-L	<u>24</u>	<u>24</u>
CAPACITY (TOTAL)			44	44
ENGINEERING	34	2-144-1-L	10	10
		2-144-2-L	10	10
		2-168-0-L	<u>30</u>	<u>30</u>
CAPACITY (TOTAL)			50	50
WEAPONS	43	3-120-1-L	10	10
		3-120-2-L	10	10
		3-144-0-L	<u>30</u>	<u>30</u>
CAPACITY (TOTAL)			50	50

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 1 - ADMINISTRATIVE BILLS

3103 CLEANING AND MAINTENANCE BILL

1. PURPOSE. To establish policies for the assignment of personnel to duties involving maintenance, preservation, and cleanliness of the exterior and interior of the hull, hull fittings, machinery, and equipment.

2. RESPONSIBILITY. The executive officer is responsible for maintaining this bill.

3. INFORMATION. General procedures for cleaning and preservation are contained in this bill. Detailed assignments by division officers of personnel to hull cleaning and preservation duties should be made on the basis of the division responsibilities outlined herein.

4. PROCEDURES AND RESPONSIBILITIES.

a. The executive officer shall:

(1) Coordinate departments in matters of hull cleanliness and preservation, and shall ensure that duties assigned do not overlap or leave areas in the ship for which no department is responsible.

(2) In the course of making required inspections, ensure that the provisions of the bill are being observed.

b. Heads of departments shall:

(1) Assign responsibilities for cleaning and maintenance to division officers in accordance with the provisions of this bill.

(2) Require that a high state of cleanliness, material preservation, and good order are maintained in the spaces and equipment assigned to their divisions.

c. Division officers shall:

(1) Assign individuals to cleaning, preservation, and maintenance duties in those stations indicated by the head of the department.

(2) Ensure by personal inspections that painting and cleaning procedures outlined in this bill and other directives are followed by the personnel of their division.

d. The first lieutenant shall:

(1) Supervise the side cleaners, through the ship's boatswain or

## CLEANING AND MAINTENANCE BILL

other designated subordinate, in maintaining the cleanliness and preservation of the ship's exterior, except for those parts of the exterior assigned to other departments.

(2) Control the issue of cleaning gear, paints, primers, and brushes to all departments.

e. Detailed assignment of personnel to cleaning, preservation, and maintenance duties shall be made in accordance with Figure 3-7 for exterior parts of the ship, and Figure 3-8 for interior spaces. Special assignments shall be made in accordance with Figure 3-9. The following structures, appurtenances, and equipment located within a space are to be cleaned and preserved by the division responsible for the space:

(1) Doors, hatches, air and battle ports that swing into the space and their fittings, knife edges, and coamings.

(2) Ladders resting on the deck of the space.

(3) Outside casing, cover, knife edges and screens of ventilation systems opening within the space.

(4) Escape or access trunks leading to the space.

(5) Mechanical devices and equipment, including CO2 bottles, blades, and exterior casings of electric fans, darken ship switches, and external surfaces of scuttlebutts. Responsibilities for certain mechanical devices are contained in Figure 3-10.

(6) Exteriors of first aid boxes and all lockers except personal lockers of personnel not assigned to the division responsible for the space.

(7) Interiors of all lockers in which division gear is stored.

(8) Life rafts and life saving equipment.

(9) All canvas except gunnery canvas, which is the responsibility of the weapons officer.

(10) All light traps.

f. General procedures to be followed in cleaning and preservation are included as a guide:

(1) Cleaning gear will be issued to division periodically under the supervision of the first lieutenant.

(2) Deck swabs shall be thoroughly cleaned before being stowed in racks. Cleaning gear and swabs shall not be stowed near switchboards or

## CLEANING AND MAINTENANCE BILL

other electrical apparatus. Blower intakes and exhausts shall not be used for drying or stowage purposes.

CHI (3) Sand soap (or similar material) in lieu of coarse abrasives shall be used to clean engraved or stamped label plates, aluminum, brass CRS, or porcelain insulators. Chipping hammers shall not be used on aluminum, brass, copper, or other malleable materials. ~~Steel wool may be used only as specifically authorized by a head of department. It shall never be used in cleaning electrical equipment.~~

(4) Issue of paints, brushes, and primers shall be regulated by the first lieutenant, who shall exercise close supervision of paint locker activities to prevent waste of materials. Paint shall be issued only on paint chits which have been signed by the division officer and approved by the first lieutenant.

(5) All surfaces shall be inspected by the division officer for proper preparation before primer or paint is applied. The division officer's signature on the request for paint certifies that he has inspected the area to be painted, and that the area is properly prepared for painting.

(6) All paint pots and brushes shall be returned to the paint locker at the end of working hours daily. Paint shall be stored in sealed containers. Brushes shall be thoroughly cleaned after use.

(7) Application of paint shall be regulated by division officers in accordance with CG Paint and Color Manual, CG-263.

(8) Spillage of paints, grease, or oils shall be cleaned by the department responsible for such spillage.

CLEANING AND MAINTENANCE BILL

HULL EXTERIOR - ASSIGNMENTS

DEPARTMENT

AREA

WEAPONS

Mainmast  
 Top of balloon shelter  
 Exterior both stacks and air intakes aft of  
 frame 192 from mast top to 01 Deck.  
 All other hull exterior not assigned to "O"  
 department  
 All ordnance and deck equipment, deck machinery  
 and boats

OPERATIONS

Foremast  
 04 level  
 03 level  
 02 Deck frame 178-208  
 02 Deck frame 111-133  
 01 Deck and superstructure frame 96-192  
 Radar and radio antennas, associated insulators  
 and equipment  
~~DT winch and boom~~  
 Oceanographic platform  
 Interior Air Castles 01 Deck

CH3

Figure 3-8

## CLEANING AND MAINTENANCE BILL

## HULL INTERIOR - ASSIGNMENTS

WEAPONS DEPARTMENT

<u>COMPARTMENT</u>	<u>NAME</u>
01-206-1-Q	Helicopter Shop
01-216-0-Q	Balloon Shelter
3-80-2-A	Foul Wx Gear Stowage
01-87-0-M	A.S. Projectile and R.S. Room
01-108-1-A	Deck Locker #1
01-108-2-A	Deck Locker #2
01-176-0-M	Torpedo Stowage
1-70-1-A	General Stores
1-179-4-L	DECON Station
1-192-2-Q	Foul Weather Gear Locker
1-198-2-Q	Folding Chair Locker
1-268-1-A	Deck Locker
1-269-2-A	Deck Locker
1-285-2-L	Passage
1-288-2-Q	<del>Hobby Shop</del> Commissary Issue Room
2-Q-0-K	Paint Locker
2-16-0-E	Windlass Room
2-32-0-M	Upper Handling Room
2-32-1-A	Hawser Stowage
2-32-2-A	Hawser Stowage
2-48-0-A	General Stores
2-48-2-Q	Boatswain's Workshop
2-72-0-L	Passage
2-72-1-Q	First Lieutenant's Office
2-72-3-Q	Athletic Gear Stowage
2-80-3-Q	Ordnance Office and Workshop
2-304-1-A	Hawser and Rescue Stowage
3-22-0-K	Flammable Stores
3-32-0-A	Boatswain's Stores
3-48-0-AA	Cargo Space
3-96-4-Q	Motor Generator Room
3-104-2-C	Fire Control Room
3-120-0-L	Crews Study
3-120-1-L	Crews Berthing
3-120-2-L	Crews Berthing
3-137-1-L	WC, WR, and Shower
3-137-2-L	WC, WR, and Shower
3-144-0-L	Crews Berthing
3-144-2-L	WC, WR, and Shower
4-D-0-W	Forepeak Tank
4-16-0-Q	Chain Locker
4-80-0-M	A.S. Projectile Stowage
4-88-0-M	Ammunition Handling Room
4-88-1-M	Small Arms Magazine
4-88-2-M	Fuse Stowage
4-280-1-W	Fresh Water Tank
4-280-2-W	Fresh Water Tank
02-140-2-C	Sonar Room
4-56-0-Q	Sonar Equipment Room

CLEANING AND MAINTENANCE BILL  
HULL INTERIOR - ASSIGNMENTS  
WEAPONS DEPARTMENT (cont'd)

<u>COMPARTMENT</u>	<u>NAME</u>
5-16-0-V	Void
5-32-0-M	5"/38 Projectile Magazine
5-48-0-M	5"/38 Powder Magazine
5-176-0-W	Fresh Water Tank
3-304-2-A	Ordnance/Calms Stowage
<u>MAA</u>	
1-147-0-L	Passage
1-192-0-L	Passage
1-201-1-L	Passage
1-203-1-L	Passage
<del>1-216-2-Q</del>	<del>Trash Burning Room CH1</del>
1-222-1-Q	Scullery
1-228-2-Q	Movie Booth
1-234-0-L	Crews Mess
3-48-2-A	Seabag stowage/Peacoat Locker
01-198-2-Q	Aerological Office / 1st Class Lounge

SUPPLY DEPARTMENT

02-96-0-A	Locker
02-96-1-L	WC, WR, and Shower
02-96-2-L	WC, WR, and Shower
02-97-1-L	Stateroom
02-97-2-L	Commanding Officer's Stateroom
02-102-0-L	Commanding Officer's Cabin
02-120-0-L	Passage
02-123-2-Q	Commanding Officer's Pantry
01-87-1-L	WC, WR, and Shower
01-87-2-L	WC, WR, and Shower
01-94-1-L	Executive Officer's Stateroom
01-94-2-L	Engineering Officer's Stateroom
01-104-0-L	Officers Conference Room
01-117-0-L	Passage
1-70-0-L	Passage
1-78-0-L	Passage
1-78-1-L	Officers Stateroom
1-78-2-L	Officers Stateroom
1-88-1-L	Shower
1-88-2-L	Shower
1-88-3-L	WC
1-88-4-L	WC
1-90-1-L	Officers Stateroom
1-90-2-L	Officers Stateroom
1-101-0-L	Passage
1-101-1-L	Officers Stateroom
1-101-2-L	Officers Stateroom



Figure 3-8

CLEANING AND MAINTENANCE BILL  
HULL INTERIOR - ASSIGNMENTS  
SUPPLY DEPARTMENT (cont'd)

<u>COMPARTMENT</u>	<u>NAME</u>
1-192-2-Q	Supply / Galley Stowage
1-109-1-L	WC and Shower
1-109-2-L	WC and Shower
1-111-1-L	Officers Stateroom
1-111-2-L	Officers Stateroom
1-120-0-L	Passage
1-124-1-L	DECON Station
1-125-0-L	Wardroom
1-147-2-Q	Officers Pantry
1-156-2-L	Sick Bay WC and Bath
1-156-4-L	Ward
1-163-2-L	Sick Bay
1-179-2-Q	Supply Office
1-264-0-Q	Galley
2-72-2-Q	Laundry
2-90-2-A	Soiled Clothes Locker
2-96-0-L	Passage
2-96-1-L	Passenger Stateroom
2-96-2-L	Meteorologists Stateroom
2-96-4-L	Meteorologists Stateroom
2-110-1-L	WC, WR, and Shower
2-110-2-L	WC, WR, and Shower
2-110-3-L	Passenger Stateroom
2-110-4-L	Meteorologists Stateroom
3-80-0-L	Passage
3-80-1-A	Medical Stores
3-88-1-A	Small Stores
3-280-0-L	Passage
3-280-1-A	Chiller 32°
3-280-2-Q	Service Hoist
3-280-6-A	Issue Room
3-288-2-A	Commissary Stores
3-293-1-A	Freezer 0°
1-198-2-Q	Supply / Galley Stowage

OPERATIONS AND SUPPLY DEPARTMENT

2-256-0-L	Crews Study
2-256-1-L	Vestibule
2-256-2-L	Crews Berthing
2-256-3-L	Crews Berthing
2-272-1-L	WC, WR, and Shower
2-272-2-L	WC, WR, and Shower
2-280-0-L	Crews Berthing
2-280-2-L	WC, WR, and Shower

**CLEANING AND MAINTENANCE BILL  
HULL INTERIOR - ASSIGNMENTS  
OPERATIONS DEPARTMENT**

<u>COMPARTMENT</u>	<u>NAME</u>
04-113-0-C	Signalman's Shelter
04-120-0-L	Radar MTR Room
03-99-0-C	Pilot House
03-113-0-L	Passage
03-120-0-C	Chart Room
02-126-1-L	WC
02-131-0-C	Voice Radio Equipment Room
02-140-1-C	ESM Room
02-123-1-A	Navigation Stores
02-148-0-C	Combat Information Center
01-106-1-C	Operations Room
01-120-0-A	Electronic Stores and Office
01-120-1-L	Passage
01-136-0-C	Radio Room
01-156-1-C	Air Search Radar
01-156-2-C	Secure Teletype Room
01-169-2-C	Crypto Room
01-182-1-Q	Oceanographic Lab. and Dark Room
01-182-2-Q	Oceanographic Wet Laboratory
02-207-0-Q	ESM Equipment Room
2-90-2-Q	Communications Stores
2-51-1-A	Electronics/Sonar Stores
1-179-1-Q	Ship's Office
1-179-3-Q	Executive Officer's Office
2-56-1-A	Electronics/Sonar Stores
2-59-1-A	Electronics/Sonar Stores

**ENGINEERING DEPARTMENT**

02-208-1-Q	Fan Room
02-208-2-Q	Fan Room
01-97-1-Q	Fan Room
01-97-2-Q	Fan Room
01-203-1-Q	Fan Plenum
01-203-2-Q	Fan Plenum
1-70-2-Q	Hydraulic Pump Room
1-192-1-Q	Log Office
1-203-2	Muffler Space
1-203-3-Q	Muffler Space
1-287-1-A	Cargo Space
2-64-2-A	Forward Repair 2
2-144-0-L	Crews Study
2-144-1-L	Crews Berthing
2-144-2-L	Crews Berthing
2-161-1-L	WC, WR, and Shower
2-161-2-L	WC, WR, and Shower
2-168-0-L	Crews Berthing
2-168-2-L	WC, WR, and Shower
2-192-1-V	Void
2-56-2-A	DC Stores
2-192-2-V	Void

Figure 3-8

CLEANING AND MAINTENANCE BILL  
HULL INTERIOR - ASSIGNMENTS  
ENGINEERING DEPARTMENT (cont'd)

<u>COMPARTMENT</u>	<u>NAME</u>
2-238-0-E	Engine Room Control Booth
2-304-0-L	Passage
2-304-2-Q	Damage Control Shop
2-312-0-A	Repair 3
2-320-0-E	After Steering
3-96-1-L	Passage
3-280-4-Q	Aft Sewage Ejection Room
3-96-3-C	IC and Gyro Room
3-168-1-L	Vestibule
3-168-2-Q	Machine Shop
3-168-3-Q	Electric Shop
3-174-1-A	Electric Stores
3-180-1-Q	AC Shop
3-184-2-A	Tool Room
3-192-0-E	Auxiliary Machinery Space #2
3-192-1-E	Turbine Intake Plenum
3-192-2-E	Turbine Intake Plenum
3-256-0-F	Flume Tank
3-272-0-E	Auxiliary Machinery Space #3
3-272-1-J	JP-5 Fuel Service Tank
3-304-0-L	Passage
3-304-01-A	Engineer's Storeroom
5-56-0-V	Void
3-328-1-F	Diesel Oil Tank
3-328-2-F	Diesel Oil Tank
3-336-0-V	Void and Stores
4-72-0-Q	Bow propulsion Room
4-88-3-F	Diesel Oil Tank
4-88-4-F	Diesel Oil Tank
4-136-0-Q	Pipe Tunnel
4-144-2-Q	Pipe Tunnel
4-256-1-F	Diesel Oil Tank
4-256-2-F	Diesel Oil Tank
4-264-0-F	Diesel Oil Overflow Tank
4-272-0-Q	Sea Chest Compartment
4-272-1-J	JP-5 Fuel Tank
4-272-2-J	JP-5 Fuel Tank
4-296-0-V	Void
5-72-1-V	Void
5-72-2-V	Void
5-80-0-F	Diesel Oil Tank
5-96-0-Q	Forward Pump Room
5-96-1-F	Diesel Oil Tank
5-96-2-F	Diesel Oil Tank
5-104-0-F	Diesel Oil Tank
5-120-0-F	Diesel Oil Tank
5-120-1-F	Diesel Oil Tank
5-120-2-F	Diesel Oil Tank
5-136-0-F	Diesel Oil Overflow Tank

**CLEANING AND MAINTENANCE BILL  
HULL INTERIOR - ASSIGNMENTS  
ENGINEERING DEPARTMENT (cont'd)**

<u>COMPARTMENT</u>	<u>NAME</u>
	<i>Forward</i>
5-144-0-Q	Sewage Ejector Room
5-144-1-F	Diesel Oil Tank
5-144-2-F	Diesel Oil Tank
5-168-0-F	Diesel Oil Service Tank
5-168-1-F	Diesel Oil Tank
5-168-2-F	Diesel Oil Tank
5-192-0-E	Diesel Oil Pump Room
5-192-01-E	Engine Room
5-192-1-F	Lube Oil Tank
5-192-2-F	Dirty Oil Tank
Under 3rd Deck, Frame 276-279	50 Gallon JP-5 Drain Tank

Figure 3-9

CMAA  
~~SENIOR CPO~~

1-147-1-L	CPO Mess and Lounge
2-96-3-L	Passenger Stateroom
2-120-0-L	Passage
2-120-1-L	CPO Stateroom
2-120-2-L	CPO WC, WR
2-120-3-L	CPO Stateroom
2-120-4-L	CPO Stateroom
2-129-2-L	CPO Shower
2-134-1-L	CPO Stateroom
2-134-2-L	CPO Stateroom
2-134-3-L	CPO Shower
2-134-4-L	CPO Stateroom
2-137-1-L	CPO Stateroom

EXCHANGE OFFICER

1-212-1-Q	Ship's Service Store
<del>2-80-1-Q</del>	<del>Barber Shop</del>
3-88-2-A	Ship's Store Storeroom
	<del>All Vending Machines</del>

MORALE FUND OFFICER

2-80-1-Q	Barber Shop
3-96-2-Q	Morale/Recreation Gear Stowage
	All Vending Machines

Figure 3-10

**CLEANING AND MAINTENANCE BILL**  
**MISCELLANEOUS EQUIPMENT ASSIGNMENTS**

<u>ITEM</u>	<u>OPER</u>	<u>TEST</u>	<u>CLEAN</u>	<u>REP</u>	<u>LUB</u>
Air conditioning and refrigeration machinery	ENG	ENG	ENG	ENG	ENG
Anchor Windlass	WEPS	ENG	WEPS	ENG	ENG
Boats and boat davits	WEPS	WEPS	#2	ENG	ENG
Dry chemical & CO2 bottles	COG	ENG	#3	ENG	ENG
Casualty power cable	ENG	ENG	#3	ENG	ENG
Portable pumps	ENG	ENG	#3	ENG	ENG
Damage Control equip. (other)	COG	ENG	COG	ENG	ENG
Degaussing system	OPS	ENG	ENG	ENG	ENG
Fuel oil hose	WEPS	ENG	ENG	ENG	---
Galley and commissary equipment	SUP	SUP	SUP	ENG	ENG
Gyro compass, IC circuits & equip.	COG	ENG	#1	ENG	ENG
Laundry equipment	SUP	ENG	SUP	ENG	ENG
Light and power wiring	---	ENG	---	ENG	---
Magazine sprinkling system	WEPS	WEPS	WEPS	ENG	WEPS
Office equipment	COG	COG	COG	---	COG
Ordnance & ordnance equipment	WEPS	WEPS	WEPS	WEPS	WEPS
Piping system	COG	ENG	COG	ENG	---
Radio, radar equipment	OPS	OPS	OPS	OPS	OPS
Sonar equipment	WEPS	WEPS	WEPS	WEPS	WEPS
Rigging, standing	---	WEPS	WEPS	WEPS	---
Rigging, running	OPS	OPS	OPS	OPS	OPS
Running, signal & anchor lights	OPS	ENG	OPS	ENG	---
Scuttlebutts	ENG	ENG	#3	ENG	ENG
Fire control radar & system	WEPS	WEPS	WEPS	WEPS	WEPS
Steering gear	OPS	ENG	ENG	ENG	ENG
Ventilation system	COG	ENG	#1	ENG	ENG
Winches and capstans, booms	WEPS	WEPS	WEPS	ENG	ENG
Oceanographic winch	OPS	OPS	OPS	ENG	ENG
Commissary hoist	SUP	ENG	SUP	ENG	ENG
Bow propulsion system	OPS	ENG	ENG	ENG	ENG
Dishwashers	COG	COG	COG	ENG	ENG

#1 mechanism - ENG; Exterior - cognizant department.

#2 boat engine and engine compartment - ENG; remainder - WEPS.

#3 exterior or cover - cognizant department; remainder - ENG

COG department - COGNIZANT DEPARTMENT

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 2 - NON-COMBAT OPERATIONAL BILLS

#### 3201 SPECIAL SEA DETAIL, MOORING STATIONS, ANCHOR DETAIL AND LOW VISIBILITY BILL

1. PURPOSE. To establish policies for the assignment of personnel to special sea detail and mooring stations, with modifications for anchor detail and low visibility stations.
2. RESPONSIBILITY. The operations officer, under the supervision of the executive officer, is responsible for maintaining this bill.
3. PROCEDURES AND RESPONSIBILITIES.
  - a. Heads of departments shall:
    - (1) Ensure that division officers assign qualified personnel to all ship and engine control stations in accordance with the provisions of this bill.
    - (2) Initiate readiness for getting underway reports for their respective department to the officer of the deck thirty minutes before the ship is to get underway. A report of "ready to get underway" shall mean that the department is secured for sea, the prescribed material condition is set and that all navigational and ship or engine control equipment under the responsibility of the department is in commission and ready to function.
  - b. The officer of the deck shall:
    - (1) Be responsible for calling away mooring stations.
    - (2) Supervise the procedures outlined in the bill except as otherwise indicated herein.
  - c. The navigator shall ensure that the gyro used in navigating the ship is started at least 24 hours prior to getting underway. After the master gyro has steadied, an azimuth or terrestrial compass check shall be taken.
  - d. The division officer shall assign personnel in accordance with figure 3-11.
  - e. Upon entering and leaving port during daylight hours, the entire crew except special sea detail, shall be paraded at quarters in the uniform of the day. Exceptions may be made in cases of inclement weather in which case all those not required at special sea detail, shall be out of sight below, and all hands topside may be uniformly attired in foul weather gear.

## SPECIAL SEA DETAIL BILL

### PROCEDURE FOR GETTING UNDERWAY

The following procedure shall normally be observed prior to getting underway:

1. At earliest feasible time prior to getting underway:
  - a. Ascertain from the executive officer:
    - (1) Any variation in the standard time of setting mooring stations, (anchor detail).
    - (2) Time of heaving short.
    - (3) Disposition of boats.
    - (4) Instructions concerning mail.
    - (5) Number of passengers and expected time of arrival.
  - b. Start hoisting in boats when no longer required after obtaining permission from the executive officer.
  - c. Rig in boat boom and accommodation ladders and secure them for sea after obtaining permission from the executive officer.
  - d. Have word passed when ship will get underway.
  - e. Arrange for line handlers.
2. One hour prior to getting underway energize low visibility navigation equipment.
3. Forty-five minutes prior to getting underway:
  - a. Pass word "all hands shift into uniform of the day".
  - b. Test complete steering system.
  - c. Test engine order telegraph.
  - d. Test anchor windlass.
  - e. Test running lights
  - f. Test fathometer.
4. Thirty minutes prior to getting underway:
  - a. Set the prescribed material condition.
  - b. Obtain permission from the commanding officer to test the main engines when the engineering department has reported ready for testing. Engines are to be tested as prescribed by the commanding officer. A qualified underway OOD shall be on the bridge when the engines are tested.

## SPECIAL SEA DETAIL BILL

c. Check navigation equipment on the bridge. Check gyro repeaters against master gyro.

d. Clear ship of visitors.

5. Twenty minutes prior to getting underway:

a. Muster crew at quarters. All heads of departments report readiness for getting underway, including prescribed material condition, to the officer of the deck. The officer of the deck reports ship ready for getting underway to the executive officer who will further report to the commanding officer.

b. Dismiss crew from muster and pass word "all hands to mooring stations/set special sea detail/set the anchor detail/set the low visibility detail, as appropriate.

c. Record draft of ship fore and aft.

d. Heave short or single up on lines when directed.

e. Break utility lines to pier.

f. Test whistle, and ship's alarms.

g. Rig in brow when directed.

6. Ten minutes prior to getting underway:

a. Shift officer of the deck's station from the quarterdeck to bridge.

b. Check ship for smart appearance.



## SPECIAL SEA DETAIL BILL

### PROCEDURE FOR ENTERING RESTRICTED WATERS OR PORT

The following procedures shall normally be observed upon entry in restricted waters or ports:

1. When conditions permit:
  - a. Deballast as required.
  - b. Pump bilges and dump all trash and garbage, only when permission is granted by OOD.
2. One hour prior to entering restricted waters (at sea buoy):
  - a. Pass word "make all preparations for entering port".
  - b. Notify all hands of the time of anchoring or mooring.
  - c. Weather permitting, remove such canvas covers as are normally off in port.
  - d. Obtain information on boats from executive officer and instruct coxswain.
  - e. Lay out mooring lines if they will be required.
3. Thirty minutes prior to entering restricted waters (at sea buoy):
  - a. Pass word "all hands shift into uniform of the day".
  - b. Set prescribed material condition.
4. Fifteen minutes prior to entering restricted waters (at sea buoy):
  - a. Pass word "set the special sea detail".
  - b. Prepare anchors for letting go.
  - c. Check appearance of ship for smartness.
5. Fifteen minutes before anchoring or mooring:
  - a. If mooring to a buoy, lower motor boat with buoy detail as directed.
  - b. Standby to receive tugs if required.
  - c. If anchoring, ensure gong is readily available for mounting aft in case of fog.

SPECIAL SEA DETAIL BILL

6. Upon anchoring or mooring:
  - a. Station quarter deck Watch.
  - b. Lower accommodation ladders and/or brow.
  - c. Record draft of ship fore and aft.
  - d. Secure main engines as directed by the commanding officer.
  - e. Set modified in port watches as the circumstances require and secure the special sea details.

OFFICERS STATIONS AND DUTIES

<u>OFFICER</u>	<u>SPECIAL SEA DETAIL</u> # (FOG NAVIGATION DETAIL)	<u>MOORING STATIONS</u>	<u>DUTIES</u>
Commanding Officer	Bridge #	SAME	Command
Executive Officer	Bridge (#EVALUATOR)	SAME	Conn
Operations Officer	Bridge #	SAME	Navigatio
Engineer Officer	Main Engine Control #	SAME	Main Engi Control
First Lieutenant	Forecastle #	SAME	In Charge Forward
Weapons Officer	Fantail	SAME	In Charge Aft
Communications Officer	Bridge #	SAME	OOD
CIC Officer	CIC (#CIC NAV EVAL- 25JS)	SAME	CIC Offic
ASW Officer	CIC #	SAME	Shipping Officer
DCA	D.C. Central #	SAME	As Direct
Assistant Engineer	Machinery Spaces #	SAME	As Direct
Assistant Engineer	Machinery Spaces #	SAME	As Direct
Assistant Engineer	Main Engine Control #	SAME	As Direct
Supply Officer	Quarters In Charge	In Charge	Fenders Main Deck
EMO	Flight Deck	SAME	Muster Unassign Personne
Navigator (when assigned)	Bridge (#NAV. Eval.)	SAME	Nav. Eval
Gunnery Officer (when assigned)	Assist Forecastle or Fantail	SAME	

Figure 3-11

<u>STATION/DUTIES</u>	<u>RATE</u>	<u>BILLET</u>	<u>SPECIAL SEA DETAIL BILL</u>			<u>ANCHOR DETAIL</u>
			<u>SPECIAL SEA DETAIL</u>	<u>LOW VISIBILITY</u>	<u>MOORING</u>	
<u>BRIDGE</u>						
Assist Navigator	QMC	0-101	X	X		X
QM of Watch	QM3	0-108	X	X		
Helmsman	QM1	0-203	X	X		
Lee Helmsman, Messenger	SN	1-305	X	X		
Fathometer (21JS)	ET2	0-305		X		
Talker (1JV)	SKC	S-101	X	X	X	X
Talker (JA)	YNC	0-301	X	X		
Talker (JX)	RM3	0-208	X			
Talker (JL)	SA	1-211	X	X	X	X
Port Bearing Taker (JW)	MST3	0-307	X	X		X
NAVig. Recorder(JW)	YN3	0-104	X	X		X
Starboard Bearing Taker (JW)	SK2	S-106	X	X		X
Bow Propulsion Unit	ST3	2-304	X	X	X	X
Nav/CIC Liaison (25JS)	MST1	0-209	X	X	X	X
<u>FLYING BRIDGE</u>						
Signalman	RM3	0-308	X			
Signalman	QM2	0-304	X			
Recorder/Talker(JX)	SN	1-103	X			
Lookout Talker (JL)	SA	1-310	X	X	X	X
Lookout	SA	1-210	X	X		
Lookout	SA	1-312		X		
Lookout	SA	1-313		X		
<u>CIC</u>						
Radar Control Supv.	RDC	0-201	X	X		
Navigation Radar Operator(21JS)	RD3	0-309	X	X		
Navigation Plot Recorder (21JS)	SK3	S-304	X	X		
Shipping Radar Operator (21JS)	RD2	0-105	X	X		
Shipping Plotter (22JS)	RD2	0-206	X	X		
Lookout Plotter/Talker (JL)	SN	1-109	X	X		
Electronic Repair	ET1	0-204	X	X		
CIC Log (25JS)	YN2	0-106	X	X		
NC-2 Plotter(21JS)	ST2	2-103	X	X		
Assist 0-201	STC	2-101		X		
Nav. Plot	RD1	0-302	X	X	X	X

## SPECIAL SEA DETAIL BILL

<u>STATION/DUTIES</u>	<u>RATE</u>	<u>BILLET</u>	<u>SPECIAL SEA DETAIL</u>	<u>LOW VISIBILITY</u>	<u>MOORING</u>	<u>ANCHOR DETAIL</u>
<u>SONAR</u>						
Stack (29MC)	ST1	2-302		X		
<u>RADIO CENTRAL</u>						
Electronic Repair	ETN1	0-303	X	X		
Supervisor (JX)	RMC	0-202	X	X		
Radio Operator	RM1	0-103	X	X		
Radio Operator	RM3	0-110	X	X		
Electronic Repair	TT2	0-107	X	X		
Radio Operator	RM2	0-205	X	X		
Radio Operator	RM2	0-306	X	X		
<u>FORECASTLE</u>						
In Charge	BMC	1-101	X	X	X	X
Line Throwing Gun	GM1	2-102	X	X	X	X
Talker (LJV)	SN	1-107	X	X	X	X
Talker (JL)	SN	1-308	X	X	X	X
Bow Lookout	SA	1-111	X	X	X	X
Hand Lead	BM3	1-102	X	X	X	X
Line Handlers (see Note 1)						
In Charge	BM2	1-301	X		X	
Line Handler	SN	1-104	X		X	
" "	SA	1-114	X		X	
" "	SN	1-108	X		X	
" "	SN	1-110	X		X	
" "	SN	1-209	X		X	
" "	SN	1-205	X		X	
" "	SA	1-213	X		X	
" "	SN	1-309	X		X	
" "	SA	1-115	X		X	
" "	SA	1-113	X		X	
" "	SN	1-306	X		X	
<u>FANTAIL</u>						
Line Throwing Gun	GM3	2-303	X		X	
In Charge	GMC	2-201	X		X	
Line Handlers (See Note 2)						
In Charge	BM1	1-201	X		X	
Line Handler	SN	1-207	X		X	
" "	SN	1-105	X		X	
" "	SN	1-106	X		X	
" "	BM3	1-202	X		X	
" "	SN	1-203	X		X	
" "	SA	1-314	X		X	
" "	SN	1-206	X		X	
" "	SN	1-208	X		X	
" "	SA	1-215	X		X	
" "	SN	1-307	X		X	

## SPECIAL SEA DETAIL BILL

<u>STATION/DUTIES</u>	<u>RATE</u>	<u>BILLET</u>	<u>SPECIAL SEA DETAIL</u>	<u>LOW VISIBILITY</u>	<u>MOORING</u>	<u>ANCHOR DETAIL</u>
<u>FANTAIL (Continued)</u>						
Line Handler	SA	1-214	X		X	
Lookout	SA	1-112	X	X	X	X
Talker (LJV)	SN	1-303	X		X	
Talker (JL)	SN	1-304	X	X	X	X
<u>GROUND TACKLE (FORECASTLE)</u>						
In Charge	DCC	E-102	X	X	X	X
Controller	DC2	E-306	X	X	X	X
Brake	DC3	E-208	X	X	X	X
<u>AFTER STEERING</u>						
In Charge	MK3	E-206	X	X	X	X
Helmsman (LJV)	SN	1-204	X	X	X	X
Emergency Switch- board	EM2	E-106	X	X	X	X
<u>IC ROOM</u>						
Electrician (2JV)	EM1	E-203	X	X	X	
<u>BOW PROPULSION ROOM</u>						
Electrician (LJV)	EM3	E-207	X	X	X	X
<u>COLOR DETAIL</u>						
Jack	ETN3	0-207			X	X
Steaming Colors	SS3	S-202			X	X
Colors	SS2	S-103			X	X
<u>ENGINE ROOM</u>						
In Charge	MKCS	E-101	X	X	X	X
Throttle	MK1	E-202	X	X	X	X
Electrician	EMCS	E-302	X	X	X	X
Talker (LJV)	FN	E-110	X	X	X	X
Talker (2JV)	FN	E-310	X	X	X	X
Starboard Local Control (2JV)	MK1	E-303	X	X	X	X
Port Local Control (2JV)	MK2	E-105	X	X	X	X
<u>WARDROOM</u>						
Cook	SS1	S-302	X			

## SPECIAL SEA DETAIL BILL

<u>STATION/DUTIES</u>	<u>RATE</u>	<u>BILLET</u>	<u>SPECIAL SEA DETAIL</u>	<u>LOW VISIBILITY</u>	<u>ANCHOR MOORING</u>	<u>DETAIL</u>
<u>CABIN</u>						
Cook	SS1	S-102	X			
<u>D. O. PUMP ROOM</u>						
Fuel, Water	MK1	E-104	X	X		
<u>FENDER DETAIL FORWARD (See Note 1)</u>						
Muster Forward	FN	E-112	X			X
" "	SS3	S-104	X			X
" "	SA	1-311	X			X
<u>FENDER DETAIL AMIDSHIP (See Note 1)</u>						
Muster Forward	BM3	1-302	X			X
" "	FN	E-209	X			X
" " (1JV)	SS3	S-203	X			X
<u>FENDER DETAIL AFT (See Note 2)</u>						
Muster Aft	FA	E-305	X			X
" "	SS3	S-105	X			X
" "	SA	1-212	X			X
<u>FIRE CONTROL TEAM</u>						
Console (21JS)	FT1	2-301			X	
Console	FT2	2-203			X	
Director Operator (21JS)	FT3	2-104			X	
<u>DAMAGE CONTROL CENTRAL</u>						
Talker (1JV)	SS3	S-205	X			
<u>UNASSIGNED</u>						
E-103	E-113	E-307	E-108	2-202	E-107	2-204 S-204
E-210	E-308	E-204	S-201	E-109	E-211	2-205 S-305
E-309	E-213	2-305	S-303	E-212	E-311	E-201
E-304	E-111	E-301	E-312	S-301	0-109	E-205

NOTE 1 - Line handlers not actually engaged in handling lines stand at quarters on forecastle.

NOTE 2 - Line handlers not actually engaged in handling lines stand at quarters on fantail.

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 2 - NON-COMBAT OPERATIONAL BILLS

#### 3202 REPLENISHMENT AT SEA BILL

1. Purpose. To set forth policies for assigning personnel to duties and stations and to establish certain procedures for replenishing the ship and transferring passengers and light freight.

2. RESPONSIBILITY. The first lieutenant, under the supervision of the executive officer is responsible for maintaining this bill.

3. INFORMATION. Replenishment at Sea, NWP 14, provides the necessary doctrine for this evolution. Fueling and transfer of light cargo or personnel often occur simultaneously, but the handling of heavy cargo and ammunition are usually separate operations. Although the rigging and station differ with the type of replenishment operation, the personnel involved and the communications used are practically the same. Foresight and planning are necessary in this evolution in order to anticipate problems raised by the varying characteristics of replenishment ships and by sea and weather conditions.

#### 4. PROCEDURES AND RESPONSIBILITIES.

a. The executive officer shall:

(1) Coordinate the transfer evolution from the conning station.

(2) Assist the conning officer.

(3) Issue order for the rigging of lines hoses.

(4) Select transfer stations to be used based upon characteristics of the other ship.

(5) Maintain liaison with the other ship via sound powered telephone talker.

b. The officer of the deck shall:

(1) Notify heads of departments concerned of the impending operation as early as practicable.

(2) Order information passed on the time of operation and stations to be used over LMC circuit.

(3) Supervise use of prescribed signals during approach and while alongside another ship.

(4) Assist the conning officer in relaying orders to the helmsman and the operator of the engine order telegraph and revolution indicator.

## REPLENISHMENT AT SEA BILL

(5) Ensure that the smoking lamp is controlled in accordance with ship's regulations.

c. The engineer officer shall:

(1) Supervise fueling operations involving connecting hoses, designating hose fittings to be used, and requesting pumping rate.

(2) Prepare for fueling at the most rapid rate.

(3) Keep commanding officer informed on the progress of fueling.

(4) Ensure taking of draft before and after fueling and report it to the officer of the deck.

(5) After fueling, report to commanding officer amount of fuel taken, pumping rate, and amount of fuel on board.

(6) Steam with split plant and ensure that service suction tanks are isolated from tanks to be refueled.

d. The first lieutenant shall:

(1) Supervise the handling of deck gear, including transfer lines and hoses.

(2) Organize and train deck personnel for the rigging, handling, and stowing of all deck tackle and oil hoses as outlined in ~~NWP 38~~ NWP 14.

(3) Ensure proper observance of safety precautions.

(4) Ensure assignment of qualified persons to transfer stations.

e. The weapons officer shall

(1) Supervise the handling of line throwing guns.

(2) Supervise the transfer of ammunition including handling and stowage.

(3) Enforce special safety precautions necessary for the handling of ammunition.

(4) Ensure that all safety precautions are observed and that all personnel on deck wear life jackets when handling lines or hoses.

f. Division officers shall assign personnel to stations for all replenishment and transfer operations in accordance with Figure 3-13 and include such assignments in the Watch, Quarter and Station Bill.



REPLENISHMENT AT SEA BILL

g. The damage control assistant shall:

(1) Ensure that Material Condition ZEBRA is set below main deck.

h. The electronics material officer shall:

(1) Energize closed circuit TV system between transfer station and monitor in bridge, CIC and DC central.

Figure 3-12

OFFICERS STATIONS AND DUTIES

<u>OFFICER</u>	<u>STATION</u>	<u>DUTIES</u>
Commanding Officer	Bridge	Comm or Supervisor
Executive Officer	Bridge	Coordinate Evolution
Operations Officer	Bridge	Assist Comm
Officer of the Deck	Bridge	As Directed
Communications Officer or Navigator	Bridge	JOOD
Engineer Officer	Fueling	Fueling Liaison
First Lieutenant	Fueling	In Charge
	Forward Transfer	In Charge
Weapons Officer	After Transfer	In Charge
Supply Officer	Striking Below	In Charge
CIC Officer	CIC	In Charge
Damage Control Assistant	DC Central	DC Officer
All Others		As Directed

## REPLENISHMENT AT SEA BILL

## ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>BILLET</u>	<u>RATE</u>
<u>BRIDGE</u>		
Assist Navigator	0-101	QMC
QM of Watch	0-108	QM3
Helmsman	0-203	QM1
Engine Order Telegraph/Messenger	1-104	SN
Talker (IJV)	S-101	SKC
Talker (Bridge to Bridge) (Sound Powered Phones)	0-307	MST3
Voice Communications (Hand held radio)	0-208	RM3
Talker (JA)	0-301	YNC
Talker (JL)	1-210	SA
Talker (JX)	1-203	SN
Electronic Repair	0-204	ET1
Distance Line Tender	0-305	ET2
Distance Line Tender	1-211	SA
<u>CIC</u>		
Supervisor (JA)	0-201	RDC
Radar Operator, Surface Search	0-309	RD3
Talker (JX)	1-308	SN
Air Search Radar Operator	0-206	RD2
Surface Summary Plot	0-302	RD1
NC2 South Plotter	2-103	ST2
TV Camera	0-303	ETN1
Electronic Repair	0-109	ET3
Talker (JL)	0-106	YN2
Sonar Stack Operator	2-302	ST1
Sonar Supervisor	2-101	STC
Voice Communications	0-306	RM2
Surface Contact Status Board	2-304	ST3
<u>VOICE RADIO</u>		
Electronic Casualty Control	0-207	ETN3
<u>RADIO CENTRAL</u>		
Supervisor	0-202	RMC
Control Operator	0-103	RM1
Electronic Casualty Control Operator	0-107	TT2
Electronic Repair	0-110	RM3
	0-102	ETC

Figure 3-13

REPLENISHMENT AT SEA BILL

<u>STATION/DUTIES</u>	<u>BILLET</u>	<u>RATE</u>
<u>FLYING BRIDGE</u>		
Lookout	1-305	SN
Lookout	1-108	SN
Talker (JL)	1-204	SN
<u>SIGNAL BRIDGE</u>		
Signalman	0-308	RM3
Supervisor	0-205	RM2
Recorder (JX)	2-202	ST2
<u>SICK BAY</u>		
In Charge	S-301	HMC
<u>AFTER STEERING</u>		
In Charge	E-201	MKC
Helmsman (LJV)	0-304	QM2
Emergency Switchboard (2JV)	E-106	EM2
<u>IC ROOM</u>		
Electrician (2JV)	E-203	EM1
<u>FUELING STATIONS</u>		
In Charge	2-201	GMC
Talker (LJV)	0-104	YN3
Paddle Signalman	1-303	SN
<u>FENDER DETAIL *</u>		
Rig Fenders	1-309	SN
Rig Fenders	1-212	SA
Rig Fenders	1-209	SN
In Charge	S-201	SSC
As Directed	S-204	SS3
As Directed	S-305	SS3
As Directed	1-111	SA
As Directed	1-110	SN
As Directed	1-207	SN
As Directed	1-109	SN

\*All Except S-201 report to replenishment station inhaul/outhaul when fenders rigged.

## REPLENISHMENT AT SEA BILL

<u>STATION/DUTIES</u>	<u>MILLET</u>	<u>RATE</u>
<u>ENGINE ROOM</u>		
Machinery Repair, In charge	E-101	MKCS
As Directed	E-207	EM3
Machinery Repair/Oiler	E-107	MK3
Port Local Control (2JV)	E-105	MK2
Throttle Control	E-202	MK1
Control Booth (1JV)	E-205	MK3
Control Booth (2JV)	E-310	FN
Control Booth Switchboard (2JV)	E-302	EMCS
Starboard Local Control (2JV)	E-303	MK1
<u>AUXILIARY MACHINERY ROOM</u>		
Machinery Repair/Oiler	E-311	FN
Bow Propulsion Room (2JV)	E-210	FN
Forward Pump Room (4JV)	E-108	MK3
Sewage Pump & Ejector Room (2JV)	E-204	MK2
Diesel Oil Pump Room (2JV)	E-109	FN
<u>REPAIR II</u>		
On Scene Leader	E-102	DCC
Assist	S-205	SS3
Assist	S-203	SS3
Investigator	E-103	MK1
Investigator	E-208	DC3
Repairman	E-206	MK3
Repairman	E-113	FA
<u>REPAIR III</u>		
On Scene Leader	E-301	MKC
Repairman	E-309	FN
Assist	S-103	SS2
Electrician	E-308	EM3
Investigator	E-306	DC2
Repairman	E-305	FA
<u>DAMAGE CONTROL CENTRAL</u>		
In Charge Fueling	E-104	MK1
Fuel Oil Sounding Tanks	E-209	FN
Fuel Oil Sounding Tanks	E-211	FN
Talker (2JV)	E-212	FA
Talker (4JV)	E-307	MK3
Talker (1JV)	S-106	SK2
Messenger	E-312	FA

Figure 3-13

## REPLENISHMENT AT SEA HILL

<u>STATION/DUTIES</u>	<u>BILLET</u>	<u>RATE</u>
<u>REPLENISHMENT STATION</u>		
In Charge	1-101	BMC
Talker (Station to Station) (Sound Powered Phones)	1-307	SN
Bolo	1-301	BM2
Span Wire	1-102	BM3
Paddle Signalman	1-103	SN
Fuel Oil Fill (4JV)	E-304	MK2
Span Wire	1-105	SN
Span Wire	1-106	SN
Span Wire	1-306	SN
Span Wire/Repair III	1-202	BM3
Span Wire	1-205	SN
Span Wire	1-206	SN
Span Wire/Repair III	1-302	BM3
Span Wire	1-310	SA
Span Wire	1-107	SN
Span Wire	1-114	SA
Span Wire	1-115	SA
Span Wire	1-215	SA
Span Wire	1-314	SA
Span Wire	1-112	SA
Span Wire/Repair III	S-205	SS3
Span Wire	E-110	FN
Span Wire	E-111	FN
Span Wire	E-112	FN
<u>LIFE GUARD STATION</u>		
In Charge	S-102	SS1
Port Side/Aft	1-311	SA
Starboard Side Aft	1-113	SA
<u>REPLENISHMENT STATION</u>		
Inhaul/Outhaul	1-201	BM1
Inhaul/Outhaul	1-304	SN
Inhaul/Outhaul	2-104	FT3
Inhaul/Outhaul	1-214	SA
Inhaul/Outhaul	1-312	SA
Inhaul/Outhaul	1-213	SA
Inhaul/Outhaul/Repair II	1-313	SA
Talker (1JV)	2-301	FT1
Heaving Line	2-203	FT2
Line Throwing	2-102	GM1
Line Throwing	2-303	GM3

## REPLENISHMENT AT SEA BILL

<u>STATION/DUTIES</u>	<u>BILLET</u>	<u>RATE</u>
<u>REPLENISHMENT STATION</u>		
Inhaul/Outhaul	2-205	ST3
Inhaul/Outhaul	S-105	SS3
Inhaul/Outhaul	S-104	SS3
Inhaul/Outhaul	S-202	SS3
Inhaul/Outhaul	S-304	SK3
Inhaul/Outhaul	E-213	FA
Inhaul/Outhaul	2-204	ST3
Inhaul/Outhaul	1-208	SN
Inhaul/Outhaul	2-305	GM3
<u>WARDROOM/CABIN</u>		
Cook	8-302	SS1
<u>GALLEY</u>		
Cook	S-303	SS2

CHAPTER 3 - ORGANIZATION BILLS

SECTION 2 - NON-COMBAT OPERATION BILLS

3203 RESCUE AND ASSISTANCE BILL

1. PURPOSE. To provide a special organization of qualified personnel in each duty section to render emergency assistance to persons or activities outside the ship without lowering the ship's security below acceptable standards.

2. RESPONSIBILITY. The engineer officer shall be responsible for the maintenance of this bill.

3. INFORMATION. The rescue and assistance detail may be called upon to assist another ship in distress or to render assistance in case of disaster ashore. This bill is organized on a section basis in order that it may be adopted for use both in port and at sea.

4. PROCEDURES AND RESPONSIBILITIES.

a. The executive officer shall:

(1) Cause the rescue and assistance detail to be maintained in a high state of readiness.

(2) Coordinate all departments in matters involving the assistance detail.

b. Heads of departments shall ensure that division officers assign qualified personnel to stations and that proper equipment is furnished.

c. Division officers shall ensure that qualified personnel are assigned to the duties designated in this bill and that assignments are posted on the division watch, quarter, and station bill. (Figure 3-14)

d. The damage control assistant shall:

(1) Inspect the equipment used by the assistance detail, and ensure that all equipment is complete, in good operation condition, and readily accessible at all times.

(2) Be responsible for the proper training of personnel in the use of all equipment assigned to the assistance detail.

e. The officer in charge of the assistance detail normally will be the damage control assistant but in his absence any other designated officer shall be in charge. The officer in charge shall:

(1) Select the necessary personnel and equipment to meet the particular situation if the entire assigned party is not required.

RESCUE AND ASSISTANCE BILL

(2) Direct assigned personnel during actual operation of the detail.

(3) Exercise initiative to ensure that timely and effective action is taken.

(4) Request such additional personnel and equipment as required to carry out the operation.

(5) When applicable, report to the person in charge at the scene of action and take measures to effectively integrate the efforts of his detail with action already underway.

f. The CIC officer shall have the ECM manned at sea.

g. Procedures:

(1) When the assistance detail is to be assembled, the officer of the deck shall:

(a) Sound the following over all circuits of the IMC:

(1) "Away the Assistance Detail, Section \_\_\_\_ (duty section) Muster at \_\_\_\_ (location)".

(2) Pass the word as to location and nature of the emergency.

(3) Call away boats as required.

(b) Notify local fire and police departments/Base OOD, if applicable.

(c) Notify commanding officer and executive officer, if not aboard.

(2) Action of personnel. All personnel assigned to the assistance detail shall muster in the designated location with equipment.

(a) At sea, the two off-duty sections will provide and muster on the fantail. When it has been determined whether one or two boats are necessary, one or two sections will be utilized accordingly. Dependent upon the circumstances, the officer in charge shall choose that equipment he deems necessary to be taken in the boat.

(b) In port (all hands aboard). Same as at sea.

(c) In port (all hands not aboard). The duty damage control party shall carry out the duties assigned in this bill. The duty damage control party is formulated from those personnel of the duty section assigned specific watches and duties. Unassigned duty section personnel shall muster on the quarterdeck unless otherwise directed.

(d) The crews of boats called away shall man their boats wearing life jackets, and prepare them for immediate lowering, if not



RESCUE AND ASSISTANCE BILL

already in the water. Boats shall be lowered on orders of the officer of the deck.

(e) Communications shall be maintained with the ship by any available means.

## RESCUE AND ASSISTANCE BILL

## ENLISTED PERSONNEL ASSIGNMENT

<u>BILLET</u>	<u>RATE</u>	<u>DUTY</u>
<del>0-101</del>	<del>QMC</del>	<del>Unassigned- Bridge</del>
0-102	ETC	Unassigned
2-302	ST1	<del>Unassigned- Provide OBA, Asbestos Glove</del>
0-103	RM1	<del>Unassigned- Radio Central</del>
<del>0-104</del>	<del>MST1</del>	<del>Provide OBA-Asbestos-Gloves-</del>
0-105	RD2	On Scene <del>FR0-59</del> hand held radio
0-106	YN2	First Aid Kit, Blankets, Litter
0-107	TP2	Bridge <del>FR0-59</del> hand held radio
0-108	QM3	QM of Watch
0-109	ET3	Provide Access Kit
0-110	RM3	Provide Two PK Extinguishers
0-201	RDC	<del>Unassigned CIC Supervisor</del>
0-202	RMG	<del>Unassigned Radio Central Supervisor</del>
0-203	QM1	QM of Watch
0-204	ET1	Master Fantail - As Directed
2-103	ST2	Master Fantail
0-205	RM2	Master Fantail
0-206	RD3	<del>FR0-59</del> On Scene Hand held Radio
0-207	ETN3	Provide 2 PK Extinguishers
0-208	RM3	<del>FR0-59</del> -Bridge Hand held radio
<del>0-209-D-104</del>	<del>YN3</del>	First Aid Kit, Blankets, Litter
2-101	STC	Unassigned
0-301	YNC	Unassigned
0-302	RD1	Bridge <del>FR0-59</del> hand held radio
0-303	ETN1	On Scene <del>FR0-59</del> hand held radio
0-304	QM2	QM of Watch
0-305	ET2	Provide OBA and Asbestos Gloves
0-306	RM2	Provide 2 PK Extinguishers
0-307	MST3	Patch and Plug Detail
2-304	ST3	First Aid Kit, Blankets, Litter
0-308	RM3	On Scene Messenger
1-101	BMC	Boat Lowering Detail, In Charge
1-102	BM3	Coxswain
1-103	SN	Provide Patch and Plug Kit
1-104	SN	#1 Nozzle Back Up
1-105	SN	Boat Lowering Detail
1-106	SN	2nd Investigator
1-111	SA	Boat Lowering Detail
1-201	BM1	Boat Lowering Detail, In Charge
1-202	BM3	Coxswain
1-203	SN	2nd Investigator
1-204	SN	Provide Patch and Plug Kit
1-205	SN	Boat Lowering Detail

Figure 3-14

## RESCUE AND ASSISTANCE BILL

<u>BILLET</u>	<u>RATE</u>	<u>DUTY</u>
1-206	SN	Boat Lowering Detail, Provide Grapnel
1-207	<del>SA</del> SN	On Scene, Messenger
1-208	<del>SA</del> SN	Bridge Messenger
1-301	BM2	Boat Lowering Detail, In Charge
1-302	BM3	Coxswain
1-303	SN	#1 Nozzleman Back-up
1-304	SN	2nd Investigator
1-305	SN	Boat Lowering Detail, Provide Grapnel
1-306	<del>SA</del> SN	Boat Lowering Detail
1-307	<del>SA</del> SN	P250 Detail Assist
1-308	<del>SA</del> SN	Provide Patch and Plug Kit
2-102	GM1	Boat Lowering Detail, Provide Very Pistol
2-203	FT2	Muster Fantail
1-112	SA	Shoring Detail, Assist
1-107	SN	P250 Detail, Assist
<del>1-114</del>	<del>SN</del>	<del>On Scene, Messenger</del>
1-108	SN	#2 Nozzle Back-up, Provide Grapnel
1-109	SN	Boat Lowering Detail
1-110	<del>SA</del> SN	Boat Lowering Detail
2-201	GMC	Muster Fantail
2-104	FT3	Muster Fantail
1-209	SN	Shoring Detail, Assist
1-210	<del>SN</del> SA	Provide OBA and Asbestos Gloves
1-211	<del>SN</del> SA	Provide Flame Safety Lamp and Explosive Meter
1-212	SA	#1 Nozzle Back-up
1-213	SA	#2 Nozzle Back-up
2-301	FT1	Muster Fantail
2-303	GM3	P250 Detail, Assist
1-309	SN	#2 Nozzle Man Back-up
1-310	<del>SN</del> SA	Boat Lowering Detail
1-311	<del>SN</del> SA	Bridge Messenger
1-312	SA	Boat Lowering Detail
1-313	SA	Boat Lowering Detail
S-101	SKC	Unassigned
S-102	SS1	Muster Fantail
S-103	SS2	Muster Fantail
S-104	SS3	Provide Shoring Kit
S-105	SS3	Provide Two (2) Flood Lights
<del>S-106</del> 1-114	<del>TA</del> SA	Shoring Detail, Assist
<del>S-107</del> 1-214	<del>TA</del> SA	Access Kit

RESCUE AND ASSISTANCE BJLL

<u>BILLET</u>	<u>RATE</u>	<u>DUTY</u>
S-201	SSC	Unassigned
S-202	SS3	Muster Fantail
S-203	SS3	Muster Fantail
S-204	SS3	Provide Shoring Kit
S-205	SS3	Provide Two Floodlights
1-115	SA	Shoring Detail, Assist - Provide Access Kit
1-113	SA	Provide NPU Nozzle and Foam
S-301	HMC	Unassigned
S-302	SS1	Muster Fantail
S-303	SS2	Muster Fantail
S-304	SK3	Provide Two Floodlights
S-305	SS3	Provide Shoring Kit
1-314	SA	Shoring Detail, Provide Access Kit
1-215	SA	Muster Fantail
E-101	MKCS	Unassigned
E-102	DCC	Scene Leader
E-103	MK1	Engine Room Watch
E-104	MK1	1st Investigator
E-105	MK2	Shoring Detail
E-106	EM2	Electrician Provide Electrical Repair Kit
E-107	MK3	P-250 Detail, In Charge
E-108	MK3	#1 Nozzleman
E-109	FN	P-250 Detail, Assist
E-110	FN	#2 Nozzleman
E-111	FN	Provide NPU and Foam
E-112	FN	Flame Safety Lamp and Explosive Meter
E-113	FA	Emergency Cutting Equipment
E-201	MKC	Unassigned
E-202	MK1	Engine Room Watch
E-203	LMI	Muster Fantail
E-204	MK2	Scene Leader
E-205	MK3	1st Investigator
E-206	MK3	#1 Nozzleman
E-207	EM3	Electrician, Provide Electrical Repair Kit
E-208	DC3	Shoring Detail, In Charge
E-209	FN	#2 Nozzleman
E-210	FN	P250 Detail, In Charge
E-211	FN	P250 Detail, Assist
E-212	FA	P250 Assist
E-213	FA	Emergency Cutting Equipment

RESCUE AND ASSISTANCE BILL

<u>BILLET</u>	<u>RATE</u>	<u>DUTY</u>
E-301	MKC	Scene Leader
E-302	EMCS	Unassigned
E-303	MK1	Engine Room Watch
E-304	MK2	1st Investigator
S-106	SK2	Provide Emergency Cutting Equipment
E-306	DC2	Shoring Detail, In Charge
E-307	MK3	#1 Nozzlemán
E-308	EM3	Electrician, Provide Electrical Repair Kit
E-309	FN	#2 Nozzlemán
E-310	FN	P250 Detail, In Charge
E-311	FN	P250 Detail, Assist
E-312	FA	Flame Safety Lamp and Explosive Meter
E-305	FA	Provide NPU Nozzle and Foam

## RESCUE AND ASSISTANCE BILL

## IN PORT

<u>BILLET</u>	<u>DUTY</u>
OOD	In Charge
JOOD	On Scene Leader
ECW	Engineer Officer of the Watch
Senior Gangway PO	Petty Officer of the Watch
Duty DC	Investigator - hoseman. Provide OBA, Spare Cannister, Gloves, Helmet with Lamp, 2 APN, Investigator Kit.
QM/ST/RD	Investigator - hoseman. Provide OBA, Spare Cannister, Gloves, Helmet with Lamp, 4ft. Applicator, Investigator Kit.
Duty EM/JECW	Electrician. Electrical Kit, Boots, Gloves, Sealed Beam Light.
<del>EN2/EN3</del> MK2/MK3	Pump Detail. In Charge, Provide P250, Strainer
SN/SA	Repairman. Two (2) Cans Foam, NPU, Foam Nozzle
SN/SA	Accessman. Pipe Patch and Plug Kit, Overhauling Gear
SN/SA	Pump Detail. Assist Provide P250, Suction Hose Rig-up
Duty GM/FT	Repairman. Two (2) PK Extinguishers, Very Pistol, Lowering Detail
Duty BM	Coxswain. Two (2) Lengths 1½" Hose, Grapnel, Scaling Ladder
Duty RM	Signalman. Two (2) PRC 59's (leave one at Quarterdeck), Lowering Detail
Duty <del>IN</del> SN/SA	First Aid Man. First Aid Kit, Two (2) Blankets, Litter
Duty YN/SK	Accessman. Access Gear, Flame Safety Lamp, Explosive Meter
Off Watch <del>EN</del> /FN/MK	Repairman. Emergency Cutting Outfit, Two (2) Cans Foam, Boat Engineer
Duty ET	Messenger, Assist OOD

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 2 - NON-COMBAT OPERATIONAL BILLS

#### 3204 LANDING PARTY BILL

1. PURPOSE. To provide a method of organizing a nominal force to perform such functions as limited field operations, policing during an emergency, and participating in parades and ceremonies in support of national and service policy prestige.

2. RESPONSIBILITY. The weapons officer, under the supervision of the executive officer, is responsible for maintaining this bill.

3. INFORMATION.

a. General instructions for the organization and field employment of the landing party are contained in the Landing Party Manual, U.S. Navy.

b. A landing party of two squads strength shall be maintained by this ship. Other than small arms, no allowance of individual equipment is prescribed for the landing party. Special equipment may be issued when required by the operation.

c. Formation of platoons will be accomplished, as necessary, from squads furnished by various ships.

d. A landing party which is assigned an independent mission will be augmented with medical personnel, litter bearers, ammunition and ration parties and signalmen as required by the situation.

4. PROCEDURES AND RESPONSIBILITIES

a. Heads of departments shall require division officers to assign personnel to the landing party in accordance with Figure 3-16 of this bill.

b. The operations officer shall:

(1) Coordinate logistics and communications with the landing party when operating ashore.

(2) Provide communications equipment to the landing party as requested by the commanding officer of the landing party.

c. The weapons officer shall:

(1) Maintain a muster list of all persons assigned to the landing party.

(2) Schedule and coordinate the training of the landing party.

(3) Maintain custody of and regulate issue of landing party arms and equipment.

## LANDING PARTY BILL

(4) Assign an officer, subject to the approval of the commanding officer, to command the landing party.

d. The supply officer shall issue provisions to the landing party when required.

e. Division officers shall:

(1) Assign personnel to the landing party in accordance with Figure 3-16 of this bill.

(2) Post assignments of personnel in the watch, quarter and station bill.

f. The officer in charge of the landing party shall:

(1) Command the landing party in all operations.

(2) Direct the training and drill of the landing party.

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### ASSIGNMENTS TO THE LANDING PARTY

Figure 3-16

<u>DUTIES</u>	<u>NO.</u>	<u>RANK/RATE</u>	<u>DEPARTMENT</u>	<u>ARMS</u>
<u>SQUAD ONE</u>				
Officer in Charge	1	LTJG/ENS		Pistol
Squad Leader	1	PO1	W	Pistol
Fire Team Leader	3	PO2/3	O	Pistol
Riflemen	9	SN/SA FN/FA	W/E	Rifle
<u>SQUAD TWO</u>				
Squad Leader	1	PO1	W	Pistol
Fire Team Leader	3	PO2/3	E	Pistol
Riflemen	9	FN/FA SN/SA	E/W	Rifle



## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 2 - NON-COMBAT OPERATIONAL BILLS

#### 3205 DITCH AND RESCUE BILL

1. PURPOSE. The purpose of this bill is to assign personnel to stations and duties and to establish procedures for assisting a distressed aircraft to ditch in the vicinity of this ship.

2. RESPONSIBILITY. The operations officer, under the supervision of the executive officer, is responsible for maintaining this bill.

3. GENERAL. This bill is primarily designed to provide assistance to an aircraft in distress; however, it is applicable to cases involving the rescue of large numbers of persons in the water. Personnel are assigned to handle the ditch and rescue problem which has been divided into four phases: (1) Effecting a rendezvous with the aircraft, (2) Assisting the aircraft to a successful ditching, (3) Rescuing survivors from the aircraft and the water, (4) Handling the survivors aboard. All supervisory personnel must be familiar with detailed procedures for implementing this bill, ~~which are included in applicable Standard Operating Procedures (SOP PACOS/LANTOS)~~, Aircraft Emergency Procedures Over Water (CG-306) and National Search and Rescue Manual (CG-308). It should be noted that phases I and II are not sharply divided and that in some cases those phases may merge.

#### 4. GENERAL RESPONSIBILITIES AND PROCEDURES.

a. The commanding officer will exercise general supervision over the operation and ensure that the operational commander is kept informed via SITREP.

b. Heads of departments shall ensure the assignment of personnel within their departments in accordance with the provisions of this bill.

#### c. Division officers shall:

(1) Assign personnel of their divisions in accordance with the provisions of this bill.

(2) Include these assignments on division watch, quarter, and station bills.

(3) Instruct personnel in the proper performance of assigned duties.

#### d. The officer of deck shall:

(1) Notify the commanding officer when there are indications of a plane in distress.

(2) Pass the word, "All hands man ditch and rescue stations,"

## DITCH AND RESCUE BILL

when ordered to do so by the commanding officer.

### 5. RESPONSIBILITIES AND PROCEDURES FOR PHASE I.

a. The commanding officer will:

(1) Ensure that distress message is sent and DF stations alerted.

(2) Make recommendations concerning air search, if required.

b. The officer of the deck shall:

(1) Ensure that CIC has established communications with the aircraft.

(2) Determine the position of the aircraft. If unknown, initiate procedures for locating it. Cruise at high speed and make smoke during daylight and illuminate the ship during darkness to aid pilot to sight ship.

(3) Furnish the ship's position and proceed on intercept course at maximum speed to effect rendezvous.

(4) Ensure that all stations will be ready to render required assistance.

c. The air controller is responsible for passing all information to the aircraft.

(1) Provide local weather and sea conditions and altimeter settings to the aircraft.

(2) Determine pilot's desired ditch course. Be prepared to pass on to the aircraft.

(3) Determine number of persons aboard, type of aircraft, location of escape hatches, how long aircraft can remain airborne, its present speed, altitude, and estimate over ship.

(4) Keep aircraft informed of all developments and of all action taken or to be taken by the ship.

d. The evaluator shall ensure that required information is provided. He shall:

(1) Utilize all means for locating the aircraft if its position is unknown or in doubt.

(2) Identify aircraft before providing vectors.

## DITCH AND RESCUE BILL

(3) Provide vectors to air controller for plane in degrees magnetic to enable plane to rendezvous with ship.

(4) Be prepared to recommend a ditch heading to air controller.

(5) Maintain plot and pertinent data of distressed plane's track and have available for air controller

(6) Maintain status board with all data necessary for distress case and assisting planes and ships.

(7) See tapes of conversation between ship and plane, search plans, plots, ranges, bearings, times, etc, are recorded and retained for post analysis.

e. The first lieutenant shall ensure readiness of boat and deck rescue detail including:

(1) Swimmers ready and properly equipped with exposure suits, swim fins, face masks, safety harness and bouyant trail line.

(2) Embarkation ladders.

(3) Several inflatable boats ready for launching.

(4) Lowering of boats to the rail, weather permitting.

f. The damage control assistant shall ensure that preparations are made for marking sea lane by foam and/or distress marker lights.

g. The weapons officer shall ensure readiness for illumination.

h. The engineer officer shall:

(1) Ensure readiness of machinery for maneuvering and full speed.

(2) Ensure proper operation of all search lights, boats engines, boat winches, and towing winches.

(3) Provide for main pressure.

(4) Provide for emergency power.

i. The supply officer shall initiate action to provide soup and coffee for survivors.

## DITCH AND RESCUE BILL

### 6. RESPONSIBILITIES AND PROCEDURES FOR PHASE II

#### a. The officer of the deck shall:

(1) Conn ship, with advice from evaluator during laying of sea lane, and then maintain proper position of the ship in relation to the sea lane.

(2) Keep deck rescue details informed.

(3) Ensure required messages and SITREPS are prepared and sent.

#### b. The air controller shall:

(1) Determine from pilot type of approach desired.

(2) Direct aircraft through approach pattern utilizing air search, and surface search radars as required.

(3) Keep pilot informed of all developments.

#### c. The evaluator shall:

(1) Advise officer of the deck on laying of sea lane after ditch heading has been selected.

(2) Keep officer of the deck advised concerning the proper positioning of the ship in relation to the sea lane and the ditch heading of plane.

(3) Advise when to commence illumination.

(4) After ditching, keep track of plane and rescue boats.

### 7. RESPONSIBILITIES AND PROCEDURES FOR PHASE III

#### a. The officer of the deck shall:

(1) Maneuver ship to effect recovery of survivors as expeditiously as possible.

(2) Order inflatable boats and motor boats launched as required.

(3) Station lookouts to keep track of rescue boats, rafts, and individuals in water.

(4) Ensure quartermaster keeps accurate records of events.

b. The assistant engineering officer and damage control assistant shall be boat officers, and upon lowering, shall proceed with a rubber boat to the aircraft.

## DITCH AND RESCUE BILL

c. The deck rescue details in charge of first lieutenant shall:

(1) Lower embarkation ladders and rig flood lights. A rubber boat placed outboard of each net may be required to facilitate unloading of rescue boats.

(2) Utilize floatable lines, and swimmers to bring survivors alongside embarkation ladders.

(3) Assist survivors aboard by use of swimmers. Ensure that a padded line is passed about each survivor attempting to climb embarkation ladders.

(4) Use rescue baskets and litters hung by block and tackle to bring injured or exhausted survivors aboard.

### 8. RESPONSIBILITIES AND PROCEDURES FOR PHASE IV

a. As survivors come aboard vessel, they will have a numbered tag pinned to their clothing--the other half of the tag with the same number will be sent to the bridge.

b. After being tagged, survivors will be routed to sick-bay if seriously injured or to check-in station.

c. At check-in station, the following services will be provided:

(1) Obtain name, address, NOK, etc., for record purposes.

(2) Check by hospital corpsman for injuries.

(3) Issue dry clothing.

(4) Provision for safeguarding valuables.

(5) Furnish hot coffee, food, etc.

d. From check-in station, survivors may be routed to quarters for changing clothing, berthing, showers, etc. Generally, female survivors will be berthed in wardroom country and male survivors in CPO or crews quarters.

e. Information obtained from each survivor at check-in station will be identified with tag number pinned on survivor. The information and number will then be sent to bridge as soon as possible for preparation of SITREPS.

## DITCH AND RESCUE BILL

Figure 3-17

## OFFICERS STATIONS AND DUTIES

<u>OFFICER</u>	<u>STATION/DUTIES</u>	
	<u>PHASES I &amp; II</u>	<u>PHASES III &amp; IV</u>
Commanding Officer	Bridge	Same
Executive Officer	Evaluator	Same
Operations Officer	OOD	Same
Engineer Officer	Main Engine Control	Same
First Lieutenant	In Charge Deck Rescue Details	Same
ASW Officer	GLO (8JP)	Same
Weapons Officer	FC - Illumination	Same
Communications Officer	JOOD - Communications	Same
CIC Officer	CIC - Air Controller	Same
Damage Control Assistant	In Charge Sea Lane Detail	Boat Officer 1st Boat
Supply Officer	In Charge Care of Survivor Detail	Same
Assistant Engineer Officer	As Directed by Engineer Officer	Boat Officer 2nd Boat

NOTE: It is expected that the above stations and duties will be changed from time to time to permit those officers with special training and abilities to serve in the capacity for which they are best suited.

DITCH AND RESCUE BILL

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>BILLET</u>	<u>RAIT:</u>
<u>BRIDGE (PHASES I thru IV)</u>		
Assist Navigator	0-101	QMC
QMOW	0-203	QM1
Helmsman	1-303	SN
Engine Order Telegraph	S-204	SS3
Searchlight Control	0-108	QM3
Talker (1JV)	S-101	SKC
Talker (JA)	0-301	YNC
Messenger	0-110	RM3
Talker (JL)	1-205	SN
Voice Communications	0-308	RM3
<u>FLYING BRIDGE (PHASES I thru IV)</u>		
Signalman	0-304	QM2
Lookout	1-108	SN
Lookout	1-210	SA
Talker (JL)	1-203	SN
<u>CIC PHASES I thru IV)</u>		
Radar Control Petty Officer	0-201	RDC
Assist 0-201	2-101	STC
Air Search Radar (22JS)	0-105	RD2
Surface Search Radar (21JS)	0-309	RD3
NC-2 Plotter (21JS)	2-304	ST3
Air Plotter (22JS)	2-103	ST2
Talker (JA)	0-104	YN3
Talker (JL)	0-106	YN2
Electronics Repair	0-204	ET1
Electronics Repair	0-305	ET2
Status Board & Recorder (21JS)	0-307	MST3
Summary Plot (21 JS)	0-206	RD2
RT Talker	0-306	RD2
Air Controller	0-302	RD1
<u>RADIO CENTRAL (PHASES I thru IV)</u>		
Supervisor	0-202	RMC
Operator	0-103	RM1
Operator	0-208	RM3
Operator	0-205	RM2
Electronics Repair	0-303	ETN1

DITCH AND RESCUE BILL

<u>STATION/DUTIES</u>	<u>BILLET</u>	<u>RATE</u>
<u>SEA LANE DETAIL (PHASES I &amp; II)</u>		
In Charge	E-102	DCC
Rig Sea Lane Lights/Flood Lights if Needed	E-203	EMI
Provide Foam , Hose & Pickup Tube if Needed	E-110 E-111 E-210 E-211	FN FN FN FN
Talker (JL)	S-106	SK2

After sea lane is laid, proceed to Deck Rescue Detail and assist as directed.

DECK RESCUE DETAIL (PHASES III & IV)

In Charge	1-101	BMC
Assist	1-102	BM3
Rig Embarkation Ladders	1-306	SN
" " "	1-307	SN
Swimmer	1-110	SN
Swimmer	1-213	SA
Swimmer	1-313	SA
Swimmer	1-305	SN
Tend Swimmers	E-309	FN
Tend Swimmers	E-305	FA
Provide Rescue Equipment	E-109	FN
" " "	E-112	FN
" " "	E-113	FA
" " "	E-209	FA
" " "	E-212	FA
" " "	E-213	FA

NOTE - One swimmer with harness and tending lines is to be embarked in each boat as part of assigned boat crew.

CARE OF SURVIVOR DETAIL (PHASES III & IV)

In Charge	S-201	SSC
Check-in Recorder	S-305	SS3
Check-in Recorder	S-104	SS3
Tag Survivors on Deck	S-202	SS3
Tag Survivors on Deck	S-103	SS2
Food and Coffee Preparation	S-302	SS1
Food and Coffee Preparation	S-105	SS3
Berthing, Clothing & Food	1-107	SN
Berthing, Clothing & Food	1-111	SA
Medical	S-301	HMC
Assist S-301	S-102	SS1



Figure 3-18

DITCH AND RESCUE BILL

<u>STATION/DUTIES</u>	<u>BILLET</u>	<u>RATE</u>
<u>BOAT DETAIL - PORT (Phases III &amp; IV)</u>		
Coxswain	1-302	BM3
Engineer	E-206	MK3
Crew - Provide Handheld Radio	0-109	ET3
Crew	1-106	SN
Crew	1-304	SN
<u>BOAT DETAIL - STBD (Phases III &amp; IV)</u>		
Coxswain	1-202	BM3
Engineer	E-103	MK1
Crew - Provide Handheld Radio	0-207	ETN3
Crew	1-206	SN
Crew	1-208	SN
<u>LOWERING DETAIL -PORT (Phases III &amp; IV)</u>		
In Charge	1-301	BM2
Lowering Detail	1-114	SA
Lowering Detail	1-109	SN
Lowering Detail	1-311	SA
Lowering Detail	1-312	SA
<u>LOWERING DETAIL - STBD (Phases III &amp; IV)</u>		
In Charge	1-201	BM1
Lowering Detail	1-207	SN
Lowering Detail	1-308	SN
Lowering Detail	1-209	SN
Lowering Detail	1-309	SN
<u>ILLUMINATION (Phases I &amp; II)</u>		
Gun crew MT 51, fire control stations, crew will be same as for General Quarters.		and ammunition handling
NOTE: Boat details will assist deck rescue details during Phases I & II.		
<u>AFTER STEERING (Phases I thru IV)</u>		
In Charge	E-201	MKC
Helmsman (1 JV)	1-204	SN
Machinery Repair	E-304	MK2
Emergency Switchboard	E-106	EM2

DITCH AND RESCUE BILL

EQUIPMENT LIST

Embarkation Station

Embarkation ladder  
One rubber boat with painters, if necessary  
Two swimmers outfits, harness, and floatable tending lines  
Two Jacobs ladders  
One rescue basket  
Floatable heaving lines with kapok covered monkey fists  
Padded lines for assisting survivors up embarkation ladders  
Ring buoys on a line  
Life jackets  
Fish davit and tackle  
Blankets  
Sand  
Diesel oil and rags  
Litter  
Boat fenders

Boats

One handie talkie  
Harness and tending line for swimmer  
Two battle lanterns or flashlights  
Access kit and fire ax  
One 7-man rubber boat with painter, if necessary  
Extra life jackets  
Boat boarding ladder  
Four blankets  
Emergency first aid kit (tourniquets)

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 2 - NON-COMBAT OPERATIONAL BILLS

#### 3206 SAR ON-SCENE COMMANDER AND SEARCH (OSC-S) BILL

1. PURPOSE. The purpose of this bill is to assign personnel to stations and duties and provide an adequate organization for (1) SAR on-scene commander performance and (2) search duties.

2. RESPONSIBILITY FOR THE BILL. The operations officer, under supervision of the executive officer, is responsible for maintaining this bill.

#### 3. INFORMATION.

a. This bill contains procedures and organization for use as OSC and when searching. It augments the regular watch. While it is primarily designed to cover OSC duties, it is readily adaptable to search operations. When the ship is a search unit only, the commanding officer shall modify assignments as appropriate.

b. All supervisory personnel shall be familiar with detailed procedures prescribed in the National SAR Manual (CG-308), Aircraft Emergency Procedures over Water (CG-306), and appropriate area and district SAR plans.

c. All hands shall be prepared for a rapid transition from OSC or search duties to either a ditching situation or a rescue and assistance situation.

d. Rescue of survivors and handling of survivors on board shall be in accordance with the Ditch and Rescue Bill.

#### 4. PROCEDURES AND RESPONSIBILITIES.

a. The commanding officer shall exercise general supervision.

b. The executive officer shall:

(1) Supervise search planning and search unit assignment.

(2) Receive reports from responsible officers that departments have carried out task assigned.

(3) Ensure coordination of all departments to achieve objective.

c. The officer of the deck shall:

(1) Notify the commanding officer of SAR incidents or potential incidents.

(2) Pass the word to man OSC-S stations when directed by the commanding officer.

SAR ON-SCENE COMMANDER AND SEARCH (OSC-S) BILL

(3) Assign additional lookouts and a Junior OOD. Brief lookouts and members of his watch as to the object of the search.

(4) Have equipment ready for rescue.

(5) Keep himself informed of the current status of search or on-scene operations.

(6) Keep CIC informed of changes in on-scene search conditions.

d. Heads of departments shall ensure that assignment of personnel within their departments in accordance with the provisions of this bill.

e. Division officers shall:

(1) Assign personnel of their divisions in accordance with the provisions of this bill.

(2) Include these assignments on division watch, quarter, and station bills.

(3) Instruct personnel in the proper performance of assigned duties.

f. The CIC officer, under supervision of the operations officer shall:

(1) Be in charge of CIC.

(2) Establish an officer watch in CIC with capabilities of handling OSC, search and aircraft ditching duties. To provide continuity of operations, schedule watches so that CIC watch officer relief occurs two hours after relief of the officer of the deck.

(3) Assign additional watchstander to CIC.

(4) Brief CIC watch officers in the current situation and plans for search operations, including patterns.

(5) Assist in voice communications on the on-scene channels and in plotting search results as required.

(6) Provide coordinated surface and air search information and DRT plot, as required, to the OOD.

g. CIC Watch Officers shall:

(1) If ship is OSC:

SAR ON-SCENE COMMANDER AND SEARCH (OSC-S) BILL

(a) Recommend search pattern. SAR Mission Coordinator (SMC) should compute drift and designate search areas and probability of detection. If this information is not provided, the OSC may request it.

(b) Recommend track spacing and sweep widths to be used.

(c) Determine length of search and cross legs.

(d) Determine courses for aircraft to steer to effect the proper tracks to maintain the search pattern.

(e) Determine the flying time for each leg of the pattern.

(f) Provide both horizontal and vertical clearance for aircraft if more than one is assigned

(g) Assume operational control of all SAR facilities assigned to the ship's area and coordinate efforts within the area.

(h) Ascertain endurance of assigned SAR facilities, provide details of operation and assign specific search areas, including altitudes to aircraft.

(i) Establish communications, receive position reports from SAR facilities assigned, assume responsibility for on-scene communications, and make regular position, departure and other reports to the SAR Mission Coordinator via control channels.

(j) Maintain current and forecast weather summary for search area.

(k) Report weather en route and search conditions to SMC upon arrival on scene, and keep him fully advised of all on-scene conditions throughout the operation by means of timely SITREPS. Submit SITREPS in accordance with applicable area or district commander's instructions.

(l) If unable to maintain communications with all search units, designate one of search participants as communication relay. Should a large number of search aircraft overburden CIC communication facilities, one aircraft may be designated to receive normal operation reports from other search aircraft. This does not relieve the OSC of Op Con or responsibility for the safety of aircraft assigned to him.

(m) Maintain required status boards and a chart of search areas assigned. The SAR Mission Coordinator will normally furnish the OSC with areas to be searched the next day. If night search is conducted, this is best accomplished by one or more aircraft flying above 1000 feet watching for night distress signals.

(2) If ship is search unit only:

(a) Conduct search operations from CIC.

(b) Draft SITREPS, addressed to OSC only.

SAR ON-SCENE COMMANDER AND SEARCH (OSC-S) BILL

(3) Compile data for subsequent reports.

(4) Use prescribed check-off list for performance of search duties.

h. The navigator shall:

(1) Provide necessary charts and assist with plotting.

(2) Provide for accurate navigation of the ship.

i. The electronics material officer shall establish an electronics technician watch in CIC or radio central for repair of equipment.

j. The communication officer shall:

(1) Assure that the radio central watch acts in a dual capacity as the ship's radio center and as OSC radio station on the control channel, if assigned duties as OSC.

(2) Assign an additional radioman to the regular sea watch, if OSC.

(3) Patch all on-scene frequencies to CIC.

(4) Energize radio beacon on 522 kHz keying <sup>"NAGN"</sup> ~~"NIPN"~~ followed by two ten-second dashes.

Figure 3-20

SAR ON-SCENE COMMANDER AND SEARCH (OSC-S) BILL

PERSONNEL ASSIGNMENT

The below organization is based on a three section watch. During the initial phases and certain portions of search operations it will be necessary to increase manning levels. Watches will be maintained flexible to handle such situations.

<u>OFFICER</u>	<u>STATION</u>	<u>DUTIES</u>
Commanding Officer	Bridge	In Charge
Executive Officer	CIC	Evaluator, Assist CO
Operations Officer	CIC	OSC Watch Officer
CIC Officer	CIC	OSC Watch Officer
ASW Officer	CIC	OSC Watch Officer
Communications Officer	Bridge	OOD
Weapons Officer	Bridge	OOD
First Lieutenant	Bridge	OOD

The below organization divides CIC and Radio into a port and starboard watch. It will be the responsibility of the officer of the deck to make additional personnel assignments, such as JOOD, Lookouts, Electronics Repair, etc., as the situation requires.

<u>STATION/DUTIES</u>	<u>BILLET</u>	<u>RATE</u>
<u>CIC</u>		
Summary Plot (21JS) Port	2-302	ST1
Summary Plot (21JS) Starboard	0-307	MS13
Surface Radar (21JS) Port	<del>0-104</del> 0-209	MST1
Surface Radar (21JS) Starboard	0-105	RD2
Talker (JL) Port	0-106	YN2
Talker (JL) Starboard	<del>0-209</del> 0-104	YN3
Radar Control PO Port	0-201	RDC
Radar Control PO Starboard	2-101	STC
TV & Tape Electronics Rep.		
Port	0-305	ET2
Starboard	0-204	ET1
NC2 Plot (21JS) Port	2-103	ST2
NC2 Plot (21JS) Starboard	0-206	RD3
Air Radar (21JS) Port	2-304	ST3
Air Radar (21JS) Starboard	0-302	RD1

RADIO CENTRAL WATCHSTANDERS

Port	0-110	RM3
Port	0-205	RM2
Port	0-306	RM2
Starboard	0-103	RM1
Starboard	0-208	RM3
Starboard	0-308	RM3

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 2 - NON-COMBAT OPERATIONAL BILLS

#### 3207 VISIT AND SEARCH, BOARDING AND CAPTURE, PRIZE CREW BILL.

1. PURPOSE. To provide an organization to which personnel may be assigned for the purpose of effecting visit and search, prize crew, boarding and capture duties, and to provide certain basic procedures to be followed. Boarding and capture may not necessarily be preceded by visit and search.

2. RESPONSIBILITY. The operations officer, under the supervision of the executive officer, is responsible for maintaining this bill.

3. INFORMATION. NWIP 10-2, Law of Naval Warfare (U), deals with the legal aspects of the operations for which the following procedures are prescribed.

#### 4. RESPONSIBILITIES AND PROCEDURES.

##### a. The executive officer shall:

(1) Designate an examining officer to take charge of the visit and search party subject to the approval of the commanding officer.

(2) Designate a boarding and capture officer to train and lead the boarding and capture party subject to the approval of the commanding officer.

(3) Designate a prize captain to organize, train, and lead the prize crew, subject to the approval of the commanding officer.

(4) Coordinate all departments in organizing and training the parties and crews.

(5) Maintain a list of personnel having a foreign language qualification.

b. The weapons officer shall train and qualify personnel in the use of small arms.

c. Heads of departments shall require division officers to assign qualified personnel to parties and crews in accordance with this bill.

##### d. Division officers shall:

(1) Assign qualified personnel to duties listed in Figure 3-21.

(2) Post all assignments on the watch, quarter and station bill.



VISIT AND SEARCH, BOARDING AND CAPTURE, PRIZE CREW BILL

5. VISIT AND SEARCH, when undertaken, shall be governed by the following considerations:

a. Merchant Ships are Called with international code signals. The examining officer and the assistant examining officer shall wear side arms and shall normally be accompanied on board by two men. Members of the visit and search party should carry Armed Forces and Geneva Conventions Identification Cards.

b. Belligerent Right of Visit and Search. Subject to certain exemptions, this right, which should be exercised with tact and in strict conformity with existing treaty provisions, may be exercised outside neutral jurisdiction after the beginning of war. The purpose of visit and search in such circumstances is to determine the nationality of ships, the character of their cargo and nature of their employment, and other facts having a bearing on their relationship to the war.

c. Duties of Examining Officer. The boat which is sent by the ship of war may carry arms. The examining officer must examine the ship's papers to ascertain nationality, character of cargo, ports of departure and destination, and other pertinent data. He should recommend to his commanding officer one of the following actions:

(1) That the ship be released (when papers or detailed search and inspection prove the innocent character of ship, cargo, and voyage); or

(2) That the ship be captured and sent in for adjudication (if papers, questioning of personnel, and searches do not result in satisfactory proof of ship's innocence).

d. Papers to be Examined. Papers of merchant or private ships are generally:

(1) A certificate of registry of nationality or certificate of bill of sale (in the event ship has recently been transferred from enemy to neutral ownership).

(2) The crew list.

(3) The passenger list.

(4) Bill of health.

(5) The clearance.

(6) The charter party, if chartered.

(7) Invoices or manifests of cargo.

(8) Bills of lading.

VISIT AND SEARCH, BOARDING AND CAPTURE, PRIZE CREW BILL

(9) A consular declaration certifying the innocence of cargo may be included but this shall not be considered any more conclusive than any of the other items listed.

(10) The ship's log (to determine whether the ship has deviated from her direct course).

e. Record of Action Taken.

(1) After results of the examination are conveyed to the commanding officer of the visiting ship by visual signals, the following entry is made (written, not pasted) in the visited ship's log:

"ENTRY CONCERNING VISIT (AND SEARCH) IN LOG OF VISITED SHIP

The \_\_\_\_\_ (give name, nationality, and class of ship, as steamer or sailing ship) has this day been visited by me \_\_\_\_\_ (give hour and date). I have examined the ship's papers concerning the ship and her cargo, produced by the master, which were found by me to be regular\* and to show that the voyage of the ship is lawful.

\*Or to be irregular, or fraudulent, or defaced, or incomplete, or in part destroyed, or in part concealed, or to show the presence of contraband, or to be apparently regular but, owing to suspicions have been aroused by (state reason), a search appeared to me to be warranted and was made, which resulted as follows (state result).

The circumstances have been reported to the commanding officer of the visiting ship, who has directed that the ship be allowed to proceed on her voyage; or (in case of probable cause for capture) that the ship be detained for the following reason \_\_\_\_\_ (state reason, whether one of those noted immediately above, or any other, such as breach of blockade, or unneutral service, or great deviation from direct course, or any reason justifying detention).

Entered \_\_\_\_\_ (give hour, date, and geographical position when entry is made).

(Signed) (Name) \_\_\_\_\_  
(Rank) \_\_\_\_\_ U.S. Coast Guard  
Boarding Officer"

(2) The name of the visiting vessel of the name and rank of her commanding officer shall not be disclosed.

(3) If the ship is detained by order of the commanding officer of the visiting ship, the reason for detention should be entered in the visited ship's log. The form of entry should be similar to that shown above.

## VISIT AND SEARCH, BOARDING AND CAPTURE, PRIZE CREW BILL

f. The Report to the Commanding Officer of the visiting ship must include the following information:

- (1) Name and nationality of ship.
- (2) Registry number.
- (3) Gross tonnage.
- (4) Port and date of departure and destination.
- (5) Number of passengers.
- ~~(6) General pertinent remarks.~~
- (7) Any pertinent remarks.

### 6. BOARDING AND CAPTURE.

a. If the results of the inspections by the examining officer or other circumstances indicate the necessity for further detention or seizure, the boarding and capture party shall be dispatched as directed by the commanding officer to board and take command of the ship and restrain the crew.

b. The boarding and capture party should conform as nearly as practicable to the details of the prize crew, with additional personnel as necessary to provide for control of prisoners. A search, utilizing members of the visited ship's company to open all doors and hatches, should be made for probable sabotage attempts such as scuttling, fire, explosion, damage to the power plant and equipment, and contamination of oil, fuel, water, or food. Radio logs should be confiscated and immediate attempts made to gather intelligence (including ELINT).

c. Salvage operations, if necessary, should be handled on a situation basis.

### 7. PRIZE CREW

a. The Prize Crew shall navigate, operate, and administer a seized or captured merchant ship in such manner as to bring it safely into port and deliver it to the appropriate authorities for examination or adjudication.

b. The size of the prize crew will vary with:

- (1) The size of the prize.
- (2) The degree of belligerency of the crew of the prize and their number.

VISIT AND SEARCH, BOARDING AND CAPTURE, PRIZE CREW BILL

(3) The distance to port into which the prize will be taken.

(4) The material condition of the prize.

c. Officers of the Prize Crew shall familiarize themselves with pertinent sections of NWIP 10-2.

8. BASIC PROCEDURES, PERSONNEL, AND EQUIPMENT REQUIREMENTS are included in the following figures:

Figure 3-20

VISIT AND SEARCH

SIGNALS

General quarters  
"Away the visit and search party".

INITIAL STATIONS

Ship's company at battle stations.  
Visit and search party fall in at boat.

INITIAL DUTIES

Gunner's mate furnish guns and ammunition. Quarter-master furnishes visual signaling equipment.  
Executive officer gives final instructions to officer-in-charge.

BOARDING AND CAPTURE

SIGNALS

Pass word: "Away the boarding and capture party"

INITIAL STATIONS

Boarding and capture party fall in at a designated station draw equipment.

INITIAL DUTIES

Gunner's mate furnish guns and ammunition. Quarter-master furnishes visual signaling equipment.  
Executive officer gives final instructions to officer-in-charge.

PRIZE CREW

SIGNALS

Pass word: "Away the prize crew"

INITIAL STATIONS

Prize crew fall in at designated station to draw equipment.

INITIAL DUTIES

Executive officer gives final instructions to officer-in-charge.

VISIT AND SEARCH, BOARDING AND CAPTURE, PRIZE CREW BILL

Figure 3-21

PERSONNEL ASSIGNMENT

<u>Personnel</u>	<u>Visit &amp; Search</u>	<u>Boarding &amp; Capture</u>	<u>Prize Crew</u>	<u>Arms*</u>
Operations Off.	x (in charge)	x (in charge)	x (Master**)	Pistol
First Lieutenant		x	x (XO)	Pistol
DC Assistant	x	x	x (EO)	Pistol
Communications Off.		x	x (Nav)	Pistol
BM ***	1	1	1	Rifle
FN/FA ***	1	1	1	Rifle
SN/SA ***	2	2	2	Rifle
Interpreter	1	1	1	Rifle
QM	1	2	2	Pistol
RM		2	2	Pistol
ET		1	1	Pistol
GM	1	2	1	Rifle
BM		2	1	Rifle
SN/SA		6	4	Rifle
<del>MM/EN</del> MK		1	1	Pistol
BT MK		1	1	Pistol
DC		1	1	Pistol
EM		1	1	Pistol
FN/FA		2	2	Rifle
HM		1	1	None
SS		1	1	Pistol

\* Where rifles are specified, automatic weapons are preferred.  
 \*\* Or other prize master as designated by commanding officer.  
 \*\*\* Boat crew (may assist in search, as necessary).

VISIT AND SEARCH, BOARDING AND CAPTURE, PRIZE CREW BILL

Figure 3-22

EQUIPMENT LIST

<u>Equipment*</u>	<u>Visit &amp; Search</u>	<u>Boarding &amp; Capture</u>	<u>Prize Crew</u>
Boat Equipment	x	x	x
Rifle	6	17	13
Pistol	3	14	14
Ammunition	x	x	x
Semaphore	x	x	x
Blinker Light	x	x	x
Very Pistol **	x	x	x
Portable Radio	x	x	x
First Aid Kit		x	x
Hand Lanterns		x	x
Sextant & Charles		x	x
Identification Signals (extracts from signal book)		x	x

\* Additional equipment necessary should be determined as soon as possible and a signal sent back to the ship for what is needed.

\*\* Emergency Very pistol signals: (1) Red flare - ship is enemy.  
(2) Green flare - send armed assistance.

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 2 - NON-COMBAT OPERATIONAL BILLS

#### 3208 TOWING BILL

1. PURPOSE. The purpose of this procedure is to provide an organization which will permit the ship to be effectively employed in a towing operation.

2. RESPONSIBILITY. The first lieutenant is responsible for the adequacy of this procedure and the maintenance of all towing equipment.

3. PROCEDURE.

a. The vessel to be towed is in most cases lying dead in the water. The towing vessel will take station astern of the vessel to be towed to judge relative drift then the towing vessel passes close and sends over the messenger. The towing vessel then stops and maintains position with its stern approximately 100 feet ahead and 100 feet abeam the towed vessel's stem. This position allows a clear view from the bridge and ensures safety in case either vessel surges toward the other.

b. The hawser is faked down on the deck in the vicinity of the towing bits. Each bight is stopped off to prevent the line taking charge should it commence to feed out too fast. The end of the hawser with the eyesplice is led through the towing bits and thence aft to the towing rail. The messengers are faked down on the deck and secured to the eyesplice of the hawser. Using a line-throwing gun or heaving line, as appropriate, the messengers are passed to the vessel to be towed.

c. The towed vessel hauls the towing hawser aboard and shackles it to their anchor chain. The hawser is paid out by the towing vessel keeping it under control by cutting stops as tension comes on the hawser while the towing vessel goes ahead slowly. Turns are taken on the towing bitt when sufficient hawser is out. The towed vessel veers out chain to provide weight to the towing catenary.

d. As soon as the hawser has been run and the other vessel's chain veered, the delicate operation of taking the strain commences. Open slowly until the hawser begins to tend aft instead of up and down. As the hawser begins to straighten out, the towed vessel will begin to move until a state of equilibrium is reached with the hawser taking a steady strain. The speed can now be increased in small increments until the tow is proceeding at optimum speed for the existing conditions. It is important that catenary is maintained to prevent excessive stresses on the hawser. The chain is veered or hauled to keep both vessels in step, i.e. both vessels taking wave crests together. If the towed vessel is unable to adjust the scope of chain out, the towing vessel must veer the hawser at the bits. It may be necessary to change course until the two vessels are in step.

## TOWING BILL

Station a watch on the fantail, clear of the hawser, on sound powered phones to keep the bridge informed of any change and to report chafing. The watch shall be equipped with a sharp axe so that the hawser can be readily parted in an emergency.

e. To cast off, the towing vessel must reduce speed slowly so that the towed vessel will not over-run the towing vessel. The towed vessel will move ahead as long as the weight of the catenary is pulling on it.

f. The towing watch, boatswain mate of the watch, and a senior boatswainmate will be the only personnel authorized on the fantail when a vessel is in tow.

4. TOWING HAWSERS. The following towing hawsers are available depending upon the size of the tow:

- a. Eight inch nylon.
- b. Five and one half inch nylon.

A two inch nylon line may be used to tow small boats. It is to be noted that a nylon hawser does not float and, therefore, presents a greater hazard of fouling the screws.

### 5. PROVIDE

- a. Fake down hawser and required messengers.
- b. Two line-throwing guns.
- c. Six heaving lines plus two bolo lines.
- d. Chafing gears (burlap, canvas, soap, etc.).
- e. Preventers to prevent whip of hawser on deck if towline is suddenly parted.
- f. Small stuff to stop off bights of faked down hawser.

### 6. SOUND SIGNALS FOR TOWING.

<u>SIGNAL</u>	<u>MEANING</u>
a. 1 short blast	I am putting my rudder right.
b. 2 short blasts	I am putting my rudder left.
c. 2 long blasts	Go ahead.
d. 1 long 2 short blasts	Stop.
e. 2 long 1 short blasts	All fast.



TOWING BILL

<u>SIGNAL</u>	<u>MEANING</u>
f. 2 short 1 long blasts	Haul away
g. 2 long 5 short blasts	Let go.
h. 1 long 2 short blasts	Pay out more line.
i. 3 short blasts	Avast hauling.
j. 3 groups of 5 blasts	I am letting go.

Flag signals are in the General Signal Book; HO-102 (for merchantmen).

7. BEING TOWED.

a. Towed by anchor chain. Stop off and detach an anchor. When shotline is received lead it through the bull nose; as the messenger comes on board heave it in by hand. Fake messengers for running as received. A sufficient amount of hawser should be brought on board to permit ease in hookup. Connect the hawser to the anchor chain. Take the strain off the messenger by heaving around on the wildcat. Disconnect the messenger and clear it from working area. Walk the chain out to the desired scope (30-60 fathoms) stopping the detachable link on deck aft of the stopper. Ease the chain out until the strain comes upon the stopper. Slack the chain a bit, disconnect the wildcat, ensuring the brake is set. Report "Ready to be towed" to the bridge. Set the towing watch.

b. Towed from bitts. When towing from the bitts, a bridle will be used. The bridle will be made of 1 7/8" wire, each leg approximately thirty (30) feet in length with an eye splice at each end of sufficient size to fit easily over the port and starboard bitts. The other ends will have a thimble spliced therein. The bridle when rigged will be led through the bow chock or side chocks and back over the bulwark. A shackle 1 1/2" diameter will be used to tie each leg together. A line secured to one of the thimbles will be used for retrieving; sufficient slack should be allowed, then the line secured. The eye splices will be dropped over each set of bitts. When the tow line is received it will be shackled to the bridle, then dropped over the bow.

## TOWING BILL

## ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>BILLET NO</u>	<u>RATE</u>
<u>BRIDGE</u>		
Assist Navigator	0-101	QMC
QM of Watch	0-108	QM3
<del>Steeroman</del> Helmsman	0-203	QM1
Engine Telegraph messenger	1-104	SN
Talker (1JV)	S-101	SKC
<u>FLYING BRIDGE</u>		
Signalman	0-304	QM2
Signalman	0-308	RM3
Lookout	<del>S-304</del> 1-210	<del>SK3</del> SA
<u>CIC</u>		
On Watch Personnel		
<u>ENGINE ROOM</u>		
On Watch Personnel Plus		
Talker Control Booth (1JV)	E-205	<del>EN3</del> MK3
Talker (Alternate)	E-307	<del>EN3</del> MK3
<u>AFTER STEERING</u>		
In Charge	E-201	<del>EN4</del> MKC
In Charge (Alternate)	E-301	<del>EN4</del> MKC
Assist	E-304	<del>EN2</del> MK2
Assist (Alternate)	E-204	<del>EN2</del> MK2
Helmsman (1JV)	<del>1-305</del> 1-204	SN
<u>FANTAIL</u>		
In Charge	1-101	BMC
Assist	1-201	BM1
As Directed	1-301	BM2
As Directed	1-306	<del>SA</del> SN
As Directed	1-307	<del>SA</del> SN
As Directed	1-308	<del>SA</del> SN
As Directed	1-203	SN
As Directed	<del>1-204</del> 1-305	SN
As Directed	1-205	SN
As Directed	1-303	SN
As Directed	1-107	SN
As Directed	1-114	<del>SA</del> SA
As Directed	1-211	<del>SA</del> SA
As Directed	1-212	SA
As Directed	1-310	<del>SA</del> SA

Figure 3-23

TOWING BILL

<u>STATION/DUTIES</u>	<u>BILLET NO</u>	<u>RATE</u>
<u>FANTAIL (Cont'd)</u>		
Rifleman (Line Throwing Gun)	2-303	GM3
Rifleman (Line Throwing Gun)	2-102	GM1
<u>FORECASTLE (Being Towed)</u>		
Deck Force as Above Plus		
Anchor Windlass	E-102	DCC
Anchor Windlass	E-306	DC2
Anchor Windlass	E-208	DC3
<u>PORTABLE TV CAMERA</u>		
Cameraman	0-303	ETN1
Cameraman	0-305	ET2

In addition to Enlisted personnel assignments The Weapons Officer and First Lieutenant will station themselves on the Flight Deck and act as Safety Observers.

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 2 - NON-COMPAT OPERATIONAL BILLS

#### 3209 HELICOPTER OPERATIONS BILL

1. REFERENCE. Shipboard/Helicopter Operational Procedures Manual (CG-419)
2. PURPOSE. To set forth standard procedures for launch, recovery, servicing, and personnel and cargo transfer when operating with a helicopter.
3. GENERAL.

a. This bill is primarily concerned with operating with the HH52A helicopter; however, it is adaptable to other helicopters as well.

b. The ship with its refueling capability, may be deployed as a refueling station for helicopters on SAR, ASW, and routine mission, etc. Special precautions and increased awareness by ship's personnel concerning the JP-5 fuel system are warranted and fuel maintenance requirements are contained in CG-419.

c. The rotor downwash caused by the helicopter's rotor creates a major safety hazard which necessitates a cleared flight deck. When the ship has not been engaged in helicopter operations for an extended period, more than the usual amount of time is required to receive a helicopter. The helicopter deck must be cleared, flight deck safety nets rigged out, flight deck life lines removed, flagstaff taken down, and flight deck made completely free of all loose gear such as rags, tools, line, spare parts, etc. During helicopter operations flight deck personnel shall not wear hats, or have any loose clothing or articles of any kind on their person. Exposed personnel during helicopter operations are subject to being struck by flying portions of the helicopter rotor system if an accident involving rotor system damage occurs. Topside personnel should be kept to a minimum. Any person who can observe the helicopter could be struck by a section of the rotor blades if a blade struck an object.

d. This bill is divided into two phases: First for controlling the helicopter; the second, for launching or recovering the helicopter.

4. RESPONSIBILITY.

a. The Helicopter Control Officer (HCO) shall normally be the ship's Operations Officer, who will station himself on the bridge. Generally, his function consists of liaison between the flight deck, the bridge, and the helicopter. He will keep the OOD informed at all times of the status of the flight deck, and the helicopter in the event that maneuvering of the vessel is necessary. The HCO must have direct radio/telephone communications with the helicopter and sound powered communications (by talker) with the flight deck.

## HELICOPTER OPERATIONS BILL

b. The Landing Signal Officer (LSO) shall be stationed on the flight deck and is directly in charge of the flight deck during actual helicopter landing, launching, starting and cargo or personnel transfer operations. He will supervise the flight deck preparations and ensure that all flight deck personnel are ready and report readiness to the HCO. The LSO must be fully familiar with CG-419. He shall ensure flight deck readiness for emergency helicopter landing.

c. The Officer of the Deck (OOD) on the bridge, upon direction of the Commanding Officer, shall coordinate the ship's movements with helicopter launching and recovery operations with the HCO. He shall order the helicopters to be launched and recovered and shall coordinate all aspects of helicopter handling, keeping responsible personnel, including the Commanding Officer informed.

d. Specific duties of the OOD shall include:

- (1) Keeping the CO informed of all helicopter operations.
- (2) Informing the CO when positive communications have been established with the helicopter.
- (3) Maneuvering the ship to provide a stable flight deck with most favorable relative wind conditions: The relative wind 20-30 degrees off the port bow and 10-20 knots in velocity or as requested by pilot.
- (4) Maintaining steady course and speed during launch and recovery.
- (5) Ensuring that the rescue boat is manned.
- (6) Stationing the Flight Operations Detail, medical team, fire fighting party and swimmers.
- (7) Having CIC maintain a track of helicopter using surface, air radars.
- (8) Maintaining communications watch on the assigned helicopter frequencies.
- (9) Submitting aircraft movement reports as required.
- (10) Supervising security and fire checks when helicopter is embarked.

e. When the helicopter is to be launched, the HCO shall provide the pilots and the OOD with the following pertinent information, after consulting with the Senior Aviator as to the feasibility of the flight plan:

- (1) Time of take-off and estimated time of return.
- (2) Mission of flight.
- (3) Position of intended movement (PIM) of ship and other ships as pertinent at time of take-off.

## HELICOPTER OPERATIONS BILL

- (4) <sup>Magnetic</sup> Bearing and distance of destination at time of launchings.
- (5) <sup>Magnetic</sup> Bearing and distance of nearest land.
- (6) Wind and weather data.
- (7) Recognition signals and procedures, if appropriate.
- (8) Communications frequencies to be employed.
- (9) Magnetic variation in the operating area.

f. The Helicopter Control Officer (HCO) shall be responsible to the CO for all details of launching, recovery and handling of helicopters. His specific responsibilities include:

- (1) Keeping the OOD informed of all helicopter operations.
- (2) Informing all departments concerned of expected cargo operations.
- (3) Ensuring qualified lookout is assigned the specific duty of maintaining visual watch on the helicopter while it is airborne and within visual range of the ship.
- (4) Displaying required signals.
- (5) Establishing communications with the pilot and informing him of necessary flight information. When operating with Navy helicopters, pilot must be given status of certification and waivers thereto.
- (6) U.S. Navy pilots must be directed to utilize the diagonal line-up lines only.

g. Under the Commanding Officer, the Senior Aviator shall be responsible for:

- (1) The proper maintenance and operation of the attached helicopter and associated aviation test equipment.
- (2) Ensuring that the helicopter and aviation personnel are in prescribed condition of readiness.
- (3) Proper handling and securing of the helicopter on deck.
- (4) Advising the Commanding Officer when weather or maintenance conditions preclude flying the helicopter.
- (5) Proper training of all ship's personnel involved in helicopter operations.

h. The Engineering Officer shall be responsible for the maintenance and operation of the helicopter fueling, starting, and fire fighting systems and ensure that adequate safety precautions are observed during such operations.



## HELICOPTER OPERATIONS BILL

1. The primary aircraft control station is the bridge. After a helicopter is launched on a mission, primary control will shift to CIC. Prior to recovery of a helicopter from a mission, CIC will shift primary control to the bridge.

### 5. COMMUNICATIONS.

a. The control sound powered circuit for internal communications shall be the 1JG circuit "Helicopter Control" with the following stations manned: JP-5 pump room, flight deck, CIC and bridge.

b. General information will be announced over the IMC.

c. All signals between the Landing Signal Officer (LSO) and the pilot shall be in accordance with CG-419. The LSO shall exaggerate signals during night operations. When not engaged in operations the LSO shall keep the ~~hand~~ signals in his hip pocket in the off position.

d. Primary external <sup>hands</sup> communications shall be between the bridge and the helicopter via radio telephone (UHF/VHF).

e. Secondary external communications shall be by appropriate use of signal hoist and LSO signals.

f. Positive voice communications are essential between bridge, flight deck, and helicopter as personnel on the bridge do not have complete visual coverage of the flight deck and operations may be in progress that the flight deck is not aware of. Radio telephone circuits in radio central, the pilot house, and CIC will be manned during flight operations. Radio central will guard secondary frequencies to provide a smooth transition in case of failure of the primary working frequency.

g. Two way radio communications must be maintained at all times between the cutter and helicopter for rendezvous situations. OPS normal shall be required every fifteen minutes. Position reports, including estimated bearings and distance to the ship will be given to the pilot every half hour. Should communications be lost, the pilot should send his OPS normal and position reports to any Coast Guard unit and request that his transmission be relayed to the cutter. When signals have been exchanged, the OPS normal should be delayed until no signal has been received for 15 minutes. If the helicopter is not in sight of the cutter, each 15 minutes a report should also contain at least a bearing to the cutter.

h. The pilot should advise the cutter whenever arriving or departing from land ("Feet Dry or Feet Wet").

## HELICOPTER OPERATIONS BILL

i. During periods of reduced visibility, the ship and flight deck shall be lighted in accordance with current doctrine. The bridge will adjust the lighting.

j. Lost communications procedures when the cutter has a primary radio guard:

(1) Communications shall be deemed to have been lost when:

(a) A period of 15 minutes elapses past the scheduled receipt of OPS normal or of a position report from the helicopter directly or via another unit.

(b) At any time specific circumstances indicate that communications are lost.

(2) If the ultimate destination of the helicopter is the cutter and communications are lost and not regained within a maximum of 30 minutes, the helicopter should return to the cutter without delay. The cutter will head for the last known position of the helicopter at best speed. Efforts to regain communications will be continued. *The cutter should also energize the beacon, and at night, energize and aim the search light skyward.*

(3) Should the destination of the helicopter be another Coast Guard unit and communications with the cutter are lost, the pilot will continue attempts to regain communications with the cutter through a relaying unit, and should continue towards his destination.

(4) The helicopter shall not leave the immediate vicinity of the ship until communications are established, except in conditions of extreme urgency. When the helicopter is launched or proceeds to, or arrives from an air station, an aircraft movement report (arrival or departure report, as applicable) shall be made in accordance with U.S. Coast Guard Communications Manual (CG 233), Art. 1720. The immediate precedence message should include the following information:

- (a) Model, designation and Coast Guard number.
- (b) Pilot's name.
- (c) Departure time (Zulu).
- (d) Fuel on board in hours and minutes.
- (e) Estimated time enroute (ETE).
- (f) Destination.



## HELICOPTER OPERATIONS BILL

### 6. FLIGHT DECK ORGANIZATION AND LAUNCHING AND RECOVERY PROCEDURE

#### a. Launching helicopter underway:

(1) Announce, "SET FLIGHT QUARTERS CONDITION ONE, ALL HANDS TO FLIGHT QUARTERS TO LAUNCH HELICOPTER", on the LMC.

#### (2) Action:

(a) Man the LJC phones on the bridge, flight deck and CIC. Activate closed circuit TV between bridge, flight deck and CIC.

(b) Man the rescue boat (leeward side) and report readiness to bridge.

(c) Unrig stanchions, aft flight deck rails, flagstaff, lines/antennas and rigging in way of launching.

(d) Aviation personnel preflight the aircraft for launch.

(e) Secondary tie down chains, if installed, may be removed at discretion of the pilot.

(f) The LSO shall: clear the flight deck of all unnecessary personnel and loose objects; check tie downs, ensure helmets buckled, goggles down and aural protectors on.

(g) Station the medical team, fire fighting party and swimmers, forward of the balloon shelter. Tie down crew stationed in the flight deck nets.

(h) Quartermaster take station on signal bridge.

(i) Station Starting Fire Guard.

(j) OOD order HOTEL flag hoisted at the dip. LSO displays the red flag. HCO clears LSO for engine start and rotor engagement on pilot's request.

(k) After start and on pilot's signal secure auxiliary power, disconnect and stow power cable.

(1) OOD maneuver ship to provide:

(1) The most stable flight deck conditions.

(2) The relative wind from <sup>00</sup>0 to 30 degrees on the port bow with a relative velocity between 10 to 20 knots. Other winds may be acceptable to gain stable platform but pilot should be advised.

(3) To afford the pilot, who sits in the right hand seat, good visual references to the ship, all efforts will be made to use port winds.

## HELICOPTER OPERATIONS BILL

(4) When wind is excessive and the main rotor is engaged or disengaged, there exists the danger of blades flapping to the extent they might strike the tail cone. For this reason, the limits of relative winds are: headwinds 60 knots; stern 20 knots, up to 30 degrees either side of bow or stern.

(m) The pilot shall signal when he is ready to engage rotor.

(n) The LSO shall ensure that the area is clear, then signal the pilot to engage rotor. The pilot will then engage the rotor.

### CAUTION

Due to the gusty wind effect and the danger of blades flapping at low rotor speeds, the ship shall not change course during rotor engaging or disengaging evolutions.

(o) Pilot shall complete final checks and test communications with bridge. Bridge advises helicopter of ship's magnetic course, speed, relative wind direction and velocity. When completed, pilot will advise the bridge by radio "REQUEST CLEARANCE FOR TAKE-OFF".

(p) The HCO replies "YOU ARE CLEARED FOR TAKE-OFF, TAKE SIGNALS FROM THE LSO".

(q) The HCO orders "HOTEL" close-up and simultaneously advises the LSO via the LJC "THE HELICOPTER IS CLEARED FOR TAKE-OFF". While passing this clearance, the LSO talker will tap the LSO on the shoulder.

(r) On seeing the talker's signal, the pilot will signal "REMOVE TIE-DOWNS".

(s) The LSO will signal "REMOVE TIE DOWNS" to tie down men.

(t) The LSO shall display a green flag when tie downs are removed. He will give the "TAKE-OFF" signal in reply to the pilot's signal.

(u) When the helicopter is safely airborne, haul down "HOTEL".

(v) OOD releases aircraft departure message if required.

(w) The OOD secures flight quarters and orders "FLICON TWO" set as applicable.

## HELICOPTER OPERATIONS BILL

### b. Recovery of the helicopter

(1) Pass the word, "SET FLIGHT QUARTERS CONDITION ONE, ALL HANDS TO FLIGHT QUARTERS TO RECOVER HELICOPTER".

(a) Man the rescue boat (leeward boat) and report readiness to bridge.

(b) Man the IJG phones: on bridge, flight deck, CIC, and JP-5 pump room (if fueling to be undertaken). Activate the closed circuit TV between bridge, flight deck and CIC.

(c) Unrig stanchions, aft flight deck rails, flagstaff, lines, antennas and rigging in way of recovery.

(d) Clear flight deck of all unnecessary personnel, FOD and equipment.

(e) Station the tie down crew, fire fighting party and swimmers.

(f) Quartermaster take station on signal bridge.

(2) When the flight deck is clear and all preparations have been made to receive the helicopter:

(a) The LSO reports "FLIGHT DECK MANNED AND READY".

(b) The OOD orders "HOTEL" flag to the dip.

(c) The OOD maneuvers the ship to obtain proper relative wind; advises helicopter of ship's magnetic course, speed, relative wind direction and velocity; roll and pitch. Obtain pilot's intentions on fuel, shutdown, tie-down, etc; relay to LSO and propulsion control.

(d) When the ship is on proper course and in all respects ready to recover the helicopter, the OOD orders "HOTEL" close up. On request of the pilot "REQUEST CLEARANCE TO LAND", the HCO replies, "YOU ARE CLEARED TO LAND, TAKE SIGNALS FROM THE LSO". He advises the LSO, "YOU ARE CLEARED TO LAND THE HELICOPTER (Primary Tie-Down or Touch and Go)".

(3) At Recovery Time:

(a) LSO recovers helicopter using standard signals.

(b) When the helicopter is aboard haul down "HOTEL" to the dip.

(c) Tie down crews with primary tie-downs ready will remain in the nets until signaled by the LSO.

(d) As soon as the pilot signals for attaching tie-downs, the LSO will display a red hand signal and then direct the tie down crews to attach the tie-downs.

## HELICOPTER OPERATIONS BILL

(e) When ensured that all tie-downs are securely attached, the rotor will be disengaged and the engine secured as required. Secondary tie-downs may be omitted in calm waters when helicopter operations are anticipated momentarily.

(f) The OOD maintains a constant relative wind across the deck while rotors are being disengaged.

(g) Flight crew conduct post flight inspection of the helicopter as required.

(h) OOD releases aircraft arrival message if required.

(i) OOD will secure flight quarters and set fueling detail as required.

### 7. ADDITIONAL PREPARATIONS FOR NIGHT OPERATIONS

a. Night launching and recover operations of helicopters are the same as during the day with the following exceptions:

(1) 1 red and 2 green wands replace red and green flags.

(2) The ship shall be lighted in accordance with current doctrine. The bridge will adjust lighting.

(3) The helicopter and rescue boats shall be equipped with night signaling equipment during all night operations.

(4) Flight deck personnel shall be equipped with red flashlights.

(5) No flash bulbs or extraneous lights are permitted on the deck.

(6) LSO should be equipped with Landing Signal Light Kit.

### 8. VERTICAL REPLENISHMENT

a. The HCO shall obtain cargo capacities and requirements from helicopter and advise the LSO.

b. Prepare cargo and brief personnel to be transferred.

c. Replenishment station is located at the center or aft of the landing circle.

d. LSO instruct designated members of cargo handling crew and caution personnel not to come in contact with cable until it has been grounded.

## HELICOPTER OPERATIONS BILL

e. LSO reports to the HCO when ready to receive or transfer cargo/personnel. HCO orders "HOTEL" at the dip.

f. Bridge advises helicopter and LSO "CLEARED TO HOVER". HCO orders "HOTEL" close up. LSO displays green flag and signals helicopter to a hover.

g. LSO reports to Bridge when transfer is completed and helicopter is clear of the ship.

h. HCO orders "HOTEL" to the dip.

i. Men will be hoisted and lowered when necessary by means of a sling or rescue basket. The sling is preferred so as to permit the man to cushion shock with his legs. Two men should be stationed to steady personnel descending to the deck. Personnel should remain clear of the area beneath the helicopter if not absolutely required. IN NO CASE SHALL ANY LINE FROM AN AIRBORNE HELICOPTER BE SECURED TO THE SHIP. Ship's personnel will not attempt to steady cargo but will remain clear until cargo is on deck.

### 9. HELICOPTER OPERATIONS UNDER INSTRUMENT FLIGHT RULES.

a. The aviator will determine when and if IFR conditions prevail.

(1) Normal Approach. Helicopter makes standard ADF approach with ranging from CIC.

(2) Normal Launch. After launch, helicopter continues on initial climb heading until CIC reports radar contact. After radar contact is gained, aircraft may be vectored as appropriate.

### 10. SPECIAL SITUATIONS

a. When a helicopter is embarked, the indicated state of readiness will be:

(1) GENERAL QUARTERS/GENERAL EMERGENCY - pilot and detachment man flight stations; report to OOD. Do not start engines.

(2) MAN OVERBOARD - man flight stations and prepare for launch. Commanding officer will order flight operations and launch if desired.

b. Prior to all operations with a helicopter, other than a Coast Guard helicopter, inform the pilot of the current Certification/Waiver status including Level, Class and helicopter type.

c. Prior to landing a helicopter, other than a Coast Guard helicopter, inform the pilot: "Rotor blade and fuselage clearance is assured only if the landing is made parallel to the diagonal line-up, with forward wheels within the touchdown circle and the nose of the aircraft is at or aft of the after edge of the forward peripheral line".

## HELICOPTER OPERATIONS BILL

d. Prior to VERTREP with other than a Coast Guard helicopter, inform the pilot: "Your approach may be made from any direction aft of the single tee marking line. While over the deck your main and tail rotor hubs must remain aft of the single tee marking line and hover altitude must be in excess of five feet above the deck. Pick up and drop may be accomplished within the area bounded by the single tee marking line and the port, starboard and aft peripheral lines".

e. Prior to HIFR, with other than a Coast Guard helicopter, inform the pilot: "Minimum fuselage clearance available is nine (9) feet and rotor blade clearance is assured provided that you hover parallel to the fore/aft center line of the ship with the pick up hoist over the HIFR spot and maintain a minimum altitude in excess of 15 feet above the deck".

### 11. HELICOPTER FACILITY AND FIRE CHECKS

a. Checks shall be made by the BMOW when a helicopter is embarked except when Flight Quarters are set. In addition, the required tests and inspections of the aviation fuel system shall be made by the Oil King as required when the ship has any aviation fuel aboard.

## HELICOPTER OPERATIONS BILL

### b. Duties of the OOD

- (1) Supervise the security and fire checks.
- (2) Keep informed of the prospective state of the weather and initiate precautions as conditions warrant and as recommended by the Senior Aviator.
- (3) Initiate appropriate action to fight fires or alleviate any other dangerous conditions which may be reported.
- (4) Put the smoking lamp out throughout the ship while investigating fuel leaks or conducting other operations involving possible fuel or aircraft fires.
- (5) Permit no fueling or movement of a helicopter at sea without first clearing with the Senior Aviator.

### c. Duties of the First Lieutenant.

- (1) Ensure that the BMOW is instructed in the following:
  - (a) Use of all available fire fighting equipment.
  - (b) Methods of turning in a fire alarm.
- (2) Keep himself informed on the prospective state of the weather and take precautions as conditions warrant for the safety of embarked aircraft. (Performed by the Senior Aviator if embarked).

d. The Flight Deck Security Watch will be the BMOW. The BMOW shall conduct a security check twice an hour on the half hour. He shall report to the OOD at the completion of each check. Duties of the Flight Deck Security Watch are to:

- (1) Ensure that the helicopter is properly secured in accordance with the First Lieutenant's instructions.
- (2) Rigidly enforce no smoking regulations and other safety measures on the flight deck and in adjacent spaces. This includes close observation of any welding or torch cutting procedures to ensure that proper authority has been granted (by the OOD) and that a fire watch with dry chemical extinguisher is posted.
- (3) Inspect helicopter for loose tie-downs, or other improperly used securing equipment. This includes close observation of any equipment. All tie-downs must be checked frequently and tightened as necessary. The Boatswain Mate of the Watch should be capable of making minor tie-down adjustments. If a major change in the tie-down adjustments is necessary the air crew shall be notified and they shall make the necessary adjustments.

## HELICOPTER OPERATIONS BILL

(4) Report all suspicious and unusual actions or occurrences to the OOD.

(5) Make a report of fuel or oil leaks to the OOD immediately. Break out fire fighting equipment and then commence swabbing up until relieved.

(6) Detect all fires which may occur in the flight deck area and immediately report same to the OOD. Use all possible means (shouting, whistle, flashlight, etc.) to attract attention and obtain help from other stations until the regular fire party can reach the scene. Do all within capacity to confine and combat fires until relieved.

(7) When in effect, enforce "darken ship" regulations in the flight deck area. Only flashlights with red lenses will be used on the flight deck for illumination in addition to the installed night visual aid landing system.

### 12. SAFETY PRECAUTIONS DURING FLIGHT OPERATIONS

a. The following projections will be lowered or removed prior to helicopter operations:

- (1) Lower the flight deck nets.
- (2) Lower the flagstaff.
- (3) Unrig after antennas.

b. Allow no personnel, except the handling crew, within the danger area while the helicopter rotors are turning, either on deck or in a hovering attitude. Casual personnel will be cleared from weather decks. Personnel on exposed decks from the bridge aft shall not wear hats. Flight deck personnel will remain clear of helicopter HF transmitter antenna.

c. General.

(1) NO SMOKING on flight deck at any time when helicopter is attached.

(2) NO SMOKING on weather decks during helicopter operations.

(3) Unauthorized personnel will remain clear of flight deck during flight operations.

(4) The ship should not change course during the launch or recovery of helicopter or while helicopter is turning on deck prior to advising the pilot.



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(5) Helicopter main rotor blades are fragile and easily damaged, consequently all loose gear in the vicinity of the helicopter should be stowed or secured to the deck. Cleanliness of the area is essential. Attention should also be given the fantail area where trash and garbage may be stowed. Loose trash and garbage or other materials can be thrown into the air when helicopters are making their approach for landing.

(6) Unstable air hazard:

(a) Ships in the vicinity of hovering aircraft should remain clear of the area upwind of aircraft.

(b) During hot weather helicopters have difficulty maneuvering because lift decreases as temperature increases.

(7) Gunfire hazard:

(a) If in flight or embarked the helicopter should be out of concussion range during gunnery evolutions.

(8) Never attach a line from a hovering helicopter to any part of the ship's structure.

(9) All transfers with a hovering helicopter shall be made expeditiously in order that the hovering period may be as short as possible.

d. Personnel involved in launch and recovery:

(1) Only authorized personnel will be allowed on flight deck. This will consist of a minimum of six men; the Landing Signal Officer, four tie down crewmen and LSO talker. Additional personnel may be assigned depending on requirements of operation. These additional men must be cleared and briefed by the LSO.

(2) All flight deck personnel shall wear goggles, flight deck shoes and noise suppressing aural protectors as prescribed below:

STATION	HELMET	JERSEY	SAFETY SHOES	GOGGLES	AURAL DEVICE	LIFE VEST
LSO (1)	YELLOW	YELLOW	YES	YES	YES	NO
TIE DOWN(4)	BLUE	BLUE	YES	YES	YES	YES
FIRE DE-TAIL(6)	RED	RED	FIRE BOOTS	YES	YES	NO
FUEL DE-TAIL(3)	RED	RED	YES	NO	NO	NO
MEDICAL TEAM(3)	GREEN	GREEN	YES	NO	NO	NO
LSO TALKER(1)	BLUE	BLUE	YES	YES	PHONES	NO
RESCUE MEN(2)	PROXIMITY SUIT		FIRE BOOTS	NO	NO	NO

## HELICOPTER OPERATIONS BILL

(3) Flight operations personnel will make certain that they have no loose gear on their clothing.

(4) Flight operations personnel are cautioned to beware of aircraft rotor blades.

(5) In case of impending hazard, the LSO will immediately display the red flag.

(6) During severe rolling of the ship, when the aircraft has just been released or has not been secured to the deck, personnel are cautioned that the main rotor blades will be very low on the high side of the ship's roll.

### e. Transfer of personnel and light cargo.

(1) When cleared by LSO, passengers will be led to the helicopter by a member of the landing party whenever rotors are turning. Passengers will secure hats and other loose objects while in the vicinity of the helicopter.

(2) Passengers shall wear inflatable or other suitable type life jackets and will be briefed on emergency procedures by a helicopter crew member prior to take-off.

### f. Vertical Replenishment Operations.

(1) Ground basket to vessel prior to touching or handling to discharge static electricity, using grounding glove or dead man stick.

(2) Do not make fast to the cutter.

(3) A weight shall never be attached to helicopter hoist gear without prior permission of the helicopter pilot.

(4) Loads will be inspected by the LSO for security prior to being spotted for pickup.

(5) Only one load will be spotted in the pickup area at a time.

(6) Only the hook-up men (2) will be allowed under a hovering helicopter. In addition to other uniform requirements, the hook-up men will wear protective helmet with chin-strap and heavy leather gloves.

(7) After hook-up, the hook-up men will clear the flight deck to a position forward of the LSO until the helicopter is clear of the cutter.

(8) The helicopter will not lift load until the hook-up men are clear.

(9) The access ladders from the main deck at the after end of the flight deck must be secured by placing the chains across the opening.

## HELICOPTER OPERATIONS BILL

### g. Aviation Fuel Handling.

(1) The following rules of safety will be observed by all personnel involved in operations with aviation fuel:

- (a) Aviation fuel will not be handled in open containers.
- (b) Waste or rags soaked in aviation fuel will not be left about the deck.
- (c) No lights except safety lights will be introduced into any compartment where fumes from aviation fuel are present.
- (d) Only non-sparking tools will be used when handling aviation fuels or working on the piping.
- (e) Transfer of aviation fuels from one tank to another will not be made without notifying the damage control assistant.
- (f) Aviation fuel will not be discharged overboard.
- (g) If aviation fuel is spilled on the deck, it will be immediately flushed off with water or swabbed up.
- (h) No person will enter an aviation fuel tank or void unless supervised by a competent person from outside the tank.
- (i) No person will enter a compartment or trunk containing aviation fuel when wearing shoes which have exposed nails, cleats, or other sparking qualities.
- (j) Cigarettes, or exposed flames of any type, will not be permitted in the vicinity of the tanks, pipes, or containers carrying aviation fuel.
- (k) Fuel will not be issued for any purpose other than fueling aircraft.
- (1) An aircraft will not be fueled or defueled while its engines are running.

#### (2) When fueling an aircraft:

(a) Fuel hoses and nozzles will be flushed before commencing the operation and a fuel sample(s) will be taken from the nozzle. The sample will be witnessed by either the pilot, crewman, or maintenance personnel and meet the criteria of "clean", bright, and containing no water. The sample will be tested in the MKI and MKIII Detectors at a later time and results recorded.

## HELICOPTER OPERATIONS BILL

(b) The aircraft will be grounded to the deck and the fuel hose nozzle to the aircraft before the filler caps are removed. Filler caps will be replaced before removing grounding wires.

(c) The officer in charge of the fueling operation will check with the helicopter pilot regarding the amount of fuel required. The helicopter personnel will fuel the aircraft.

(d) Fueling crews will stay clear of the main and vertical rotors and wait until the blades have stopped.

(e) Fire fighting personnel will be alerted that fueling or defueling is in progress.

h. A tie-down will never be secured to the helicopter without knowledge of the pilot.

i. Cutter's personnel will never handle, move or work on a helicopter except under the direction of the Aviation Officer.

j. The helicopter deck and fantail will be policed prior to operations. Flying debris can injure both personnel and the helicopter. Garbage and trash will not be dumped during flight operations.

k. The cutter will hold steady course and speed while conducting helicopter operations. Unless an emergency dictates, the cutter will not be turned with the helicopter on deck until the helicopter is secured with tie-downs and the pilot notified of course change.

l. The handling party will be briefed on the following items prior to operation:

- (1) Rotor danger areas.
- (2) Type cargo hooks employed.
- (3) Number of tie-down points required for securing helicopters.
- (4) To remain clear of helicopter engine exhausts and intakes.

m. All personnel assigned stations for helicopter operations will be briefed on safety precautions and intended operations prior to each helicopter operation.

n. All personnel should be alert for oil spills which might cause slipping.

## HELICOPTER OPERATIONS BILL

### 13. HELICOPTER PERSONNEL BRIEF

#### a. Entering the helicopter on deck.

(1) Remember that the rotor blades are deadly; have personnel keep low and enter through the hatch as directed by the helicopter crewman; keep clear of helicopter HF transmitting antennas. Always approach from forward of the pilot and never go under the tail rotor.

#### b. Entering via hoist.

(1) When the sling is lowered, place the bottom of the loop under the arms and across the back. The ends of the sling and the hoist hook should be in front and held onto by both hands. With the sling on properly, even an unconscious person will not fall. As the person approaches the hatch, he should not attempt to climb in but let the crewman turn him around. The crewman will face him outboard, hook an arm around his middle or grasp the sling at his back and draw him into the helicopter backwards.

#### c. Entering via basket.

(1) Allow basket to be grounded to vessel prior to handling to avoid static shock. If a trail line is dropped by the helicopter, guide basket; keep line clear at all times. Sit with hands clear of the sides of the basket. Do not attempt to assist in entering the helicopter.

d. Once in the helicopter, the passengers should take the seat or position as indicated by the crewman. Once seated, strap in using the safety belt provided.

#### e. Helicopter ditching.

(1) The following procedures are general guides to effect a safe egress.

(a) Stay fastened in until the rotor blades have come to a stop.

(b) The aircraft, after water entry and the rotor blades have come to a stop, may or may not roll to the inverted position. This depends on the sea state, wind, flotation bag inflation, etc. Fix the position of the nearest hatch in your mind. If the aircraft remains upright and the rotor blades have stopped, unstrap and proceed calmly to the nearest exit or as directed by the crewman. After the person has entered the water, inflate the flotation device being used. If the aircraft rolls to the inverted position, do not panic; remember that the hatch is still in the same relative position from you. Now, unstrap and move to the hatch. After clearing the aircraft, inflate the flotation equipment and you will rise to the surface. Once comfortably on the surface, follow the direction of the helicopter crew.

## HELICOPTER OPERATIONS BILL

### 14. EMERGENCY WATER TOWING WITH HELICOPTER EMERGENCY FLOATS DEFLATED

a. When towing the helicopter under emergency conditions in the water, secure the tow ship's line to the tow line outside the co-pilots window. If the sea anchor is being used, the tow ship should retrieve the parachute and disconnect it; then connect its tow line at the point where the parachute was removed.

(1) Caution. Under no circumstances shall the helicopter be towed by the tail wheel while in the water. The center of gravity shifts forward and forces one sponson under the water. Tow tension should be increased gradually and initiated in line with the helicopter's longitudinal axis.

(2) The recommended towing speeds are 4 to 5 knots in moderate seas and 1 to 2 knots in heavy seas.

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### OFFICER ASSIGNMENTS

<u>OFFICER</u>	<u>STATION/DUTIES</u>
Commanding Officer	Bridge
Executive Officer	Coordinate activities
Senior Aviator	Supervise helicopter safety and fueling
Operations Officer	Helicopter Control Officer (HCO)
First Lieutenant	Prepare deck rescue equipment
CIC Officer	CIC
Damage Control Assistant	Assist Engineer Officer

HELICOPTER OPERATION BILL  
ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>BILLET NO.</u>	<u>RATE</u>
<u>BRIDGE</u>		
Assist Navigator ✓	0-101	QMC
Talker (LJG) ✓	0-301	YNC
Talker (JL) ✓	2-203	FT2 ✓
Helmsman ✓	0-304	QM2
Tactical Signal (JX) ✓	0-208	RM3
QMOW ✓	0-108	QM3
Engine Order Telegraph (LJV) ✓	S-204	SS3
Lee Helmsman/Messenger ✓	1-107	SN
Voice Communications-Hand- held Radio	0-205	RM2
BMOW	1-203	SN
<u>SIGNAL BRIDGE</u>		
Supervisor	0-203	QM1
Talker (JX)	0-308	RM3
Lookout-Port (JX)	1-307	SN
Lookout-Stbd	1-108	SN
<u>CIC</u>		
Supervisor ✓	0-201	RDC
Electronic Casualty ✓	0-204	ET1
S/S Plot (21JS) ✓	0-302	RD1
Radio Communications <sup>RD</sup> ✓	2-302	ST1
Surface Search Radar (21JS) ✓	0-105	RD2
Tactical Signal (JX) ✓	0-306	RM2
TV and Tape Recorder ✓	0-305	ET2
NC2 #1 Plot (21JS) ✓	2-103	ST2
Talker (JL) ✓	0-106	YN2
Air Status Board (22JS) ✓	0-307	MST3
Air Search Radar OP. (22JS)	0-206	RD2
Talker (LJG) ✓	2-304	ST3
Air Controller	---	Senior ASAC
<u>RADIO CENTRAL</u>		
Supervisor	0-202	RMC
Operator	0-103	RM1
Operator	0-110	RM3
<u>BOAT</u>		
Coxswain ✓	1-102	BM3
Stern Hook, Swimmer Tender ✓	1-105	SN
First Aid, Swimmer ✓	1-213	SA
Provide and Operate Handheld ✓ Radio	0-207	ETN3
Boat Hook ✓	1-305	SN
Boat Engineer ✓	E-204	MK2

# HELICOPTER OPERATIONS BILL

## ENLISTED PERSONNEL ASSIGNMENTS

<u>LOWERING DETAIL</u>		
In Charge	1-301	BM2
Frapping Lines	1-207	SN
Frapping Lines	1-308	SN
Boat Gripes	1-205	SN
Assist as Directed	1-303	SN
Sea Painter	1-306	SN
Boat Gripes	1-312	SA
Assist as Directed	1-210	SA
 <u>01 DECK FIRE PARTIES</u>		
Fire Parties, In Charge	E-102	DCC
Port Hose Nozzleman, 10' Applicator	E-208	DC3
Port Hoseman, Rig and Back-up	E-209	FN
Port Hose Valveman, Rig and Standby Valve	E-211	FN
Stbd Hose Nozzleman, Foam Nozzle	E-207	EM3
Stbd Hoseman, Rig and Back-up	E-210	FN
Stbd Hoseman, Provide Foam: (2 cans)	E-310	FN
Stbd Hose Valveman, Rig and Standby Valve	1-309	SN
 <u>01 DECK RESCUE PARTY</u>		
Deck Rescue Port, Proximity Suit	E-103	MK1
Deck Rescue Stbd, Proximity Suit	E-304	MK2
 <u>SWIMMING DETAIL</u>		
Swimmer	1-113	SA
Swimmer Tender	1-103	SN
 <u>FLIGHT DECK LANDING PARTY</u>		
Talker (LJG) /Alternate LSO	1-201	BM1
Preparation, Landing Signal Offr.	1-101	BMC
Port Tie Down Crewman	1-202	BM3
Port Tie Down Crewman	1-310	SA
Stbd Tie Down Crewman	1-302	SN
Stbd Tie Down Crewman	1-204	SN
 <u>FLIGHT DECK SERVICE PARTY</u>		
Aircraft JP5 Fuel, In Charge	E-303	MK1
Aircraft JP5 Fuel, Assist	E-105	MK2
Aircraft JP5 Fuel, Assist	E-107	MK3
HELO Start, In Charge	E-302	EMCS
HELO Start, Assist (Provide 15# CO <sup>2</sup> )	E-113	FA
HELO Start, Assist	E-308	EM3
P-K Extinguisher	E-205	MK3
P-K Extinguisher + 15# CO <sup>2</sup>	E-111	FN
 <u>FIRST AID PARTY</u>		
Sick Bay, In Charge	S-301	HMC
Sick Bay, Stretcher	S-304	SK3
Sick Bay, Blankets	1-104	SN



# HELICOPTER OPERATION BILL

## ENLISTED PERSONNEL ASSIGNMENTS

### ENGINE ROOM

EWO	E-101	MKCS
Throttleman (IJV)	E-202	MK1
Auxiliary Watch	E-206	MK3
Oiler Watch	E-112	FN
Electrician	E-203	EM1

### AUXILIARY MACHINERY SPACE #3

Aircraft JP5 Fueling	E-104	MK1
JP5 Fueling, Assist (IJG)	E-307	MK3

## CHAPTER 3 - ORGANIZATION BILLS

### SECTION 2 - NON-COMBAT OPERATIONAL BILLS

#### 3210 OCEANOGRAPHY BILL

1. PURPOSE. To establish procedures for making oceanographic observations.

2. RESPONSIBILITY. Oceanographic observations are the responsibility of the oceanography officer, under the operations department. Two Marine Science Technicians (MST's) are usually assigned to conduct the oceanographic work. Detailed instructions are set forth in CG-410, Coast Guard Oceanography Manual.

#### 3. NANSEN CAST PROGRAM

##### a. Discussion.

(1) Nansen bottle casts are made to collect water at pre-selected depths without the sample being contaminated by water at shallower levels. Once the water samples are brought aboard, they are analyzed for temperature and salinity, and occasionally for dissolved oxygen and other gases and for further chemical content. These data are used to study surface and sub-surface current systems, water mass origins, and the relationships between the properties measured.

(2) To obtain water samples at predetermined levels, specially designed metal Nansen bottles with Teflon coated interiors are used. Bottles are lowered on a 3/16" cable which is winch veered and retrieved. They are attached at predetermined meter readings onto the cable by a clamp and tripping mechanism. Each bottle is lowered in the open position and is equipped with two or three specially designed reversing thermometers and one or two tripping messengers (weights). When released, the messengers travel down the cable and trip each bottle in succession into the closed position, thereby sampling the water at a desired level.

(3) Normally, the maximum number of Nansen bottles on any one cast is fifteen. If more levels are to be sampled, two or more casts may be necessary at one station.

(4) After the bottles are in position, they are allowed to "soak" for ten minutes to permit the bottles to flush thoroughly and to reach temperature equilibrium. This soaking time may be reduced to eight minutes when sampling near bottom or when the surface temperature is within 1 degree C of the air temperature. A messenger is then sent down the cable, each bottle tripping in succession. The time for the messenger to trip all bottles depends upon the amount of cable out and upon the wire angle. The rate of fall is figured as 150 meters/min (safety factor involved). After the messenger is released the wire angle is measured and recorded. The bottles are then retrieved and placed in the racks in the lab.

## OCEANOGRAPHY BILL

(5) Processing consists essentially of using an inductive salinometer for measuring salinity, of reading and checking thermometer temperatures, and, on occasion, of using a modified Winkler titration method for dissolved oxygen analysis. The temperature and salinity information is promptly transmitted by message to certain governmental agencies.

### b. Procedures.

#### (1) The navigator shall:

(a) Plot the preselected stations.

(b) Determine accurate positions of actual casts, adjusting as fixes indicate whenever DR positions are used.

#### (2) The officer-of-the-deck shall:

(a) Fifteen minutes prior to taking a station, notify the winch operator, platform man, bottle passer, oceanography watch supervisor, and oceanography officer of the ETA on station.

(b) Maneuver the ship to station and kill the way, bringing the side with the oceanographic platform into the wind. If the wind is 15 knots or less the station can usually be made by drifting, without having an excessive wire angle. If the wind is 15-25 knots, maneuvering may be necessary to minimize the wire angle. If the wind is over 25 knots, consult with the commanding officer as to the feasibility of taking a station.

(c) Upon arrival on station, notify the lab and pass to them the depth of water. Pass the word on the IMC "On oceanographic station. Secure from pumping bilges and from throwing any trash or garbage over the side."

(d) During the station stop the propellers completely, if not maneuvering, and advise the engineroom of the approximate length of time on station. Excessive wire angles (over 40° from the vertical) in any plane increases the probability of messengers malfunctioning, with an attendant failure to trip the bottles. A variable wire angle raises or lowers the bottles and makes the data collected less valuable and analysis more difficult. A wire angle too close to the ship exposes the bottles to damage from the ship's side. Wire tending directly under the platform makes attaching and retrieving bottles difficult. An ideal wire angle is one that is a constant 5 to 10° on the beam.

(e) Position himself, JOOD, or QMOW on the windward bridge wing during the period when any cable is over the side.

#### (3) The quartermaster-of-the-watch shall:

## OCEANOGRAPHY BILL

(a) Pass soundings and such other information as directed by the OOD to the oceanography watch supervisor. Should the depth shoal more than 5 fathoms when sampling near the bottom, immediately notify the oceanography officer.

(b) Hoist oceanographic daymarks by day and set oceanographic lights by night.

(c) Oversee the pilothouse watch when OOD is on the bridge wing.

(d) Mark the sounding chart every 15 minutes and record the time thereon; also mark the time on and off station.

(4) The winch operator shall:

(a) Carry out detailed instructions as per CG-410.

(5) The platform man shall:

(a) Preferably be taller than 5'10" to facilitate reaching the cable under adverse conditions.

(b) Carry out detailed instructions as per CG-410.

(6) The bottle passer shall:

(a) Carry Nansen bottles designated by the oceanography watch supervisor between the wet lab and the platform man.

(b) Act as alternate for the platform man.

(c) Draw water from the Nansen bottles into glass bottles for later analysis of salinity.

(7) The oceanographic supervisor shall:

(a) Be in charge of the platform and winch enlisted personnel.

(b) Carry out detailed instructions as per CG-410.

(8) The oceanography officer shall:

(a) Obtain all equipment necessary for the program.

(b) Ensure that all equipment is in good working order.

(c) Supervise the training program and the management of records for the oceanographic program.

OCEANOGRAPHY BILL

(d) Prior to making a cast, check the winch slip.

(e) During the cast, be present at the winch-platform area as safety officer. If the ship is maneuvering on station, he shall keep the bridge informed of the wire angle and make recommendations via sound-powered telephone.

(f) After the cast spot check readings and carefully review the data for inconsistencies before release.

(9) The bridge messenger shall:

(a) If maneuvering on station, man the bridge sound-powered telephone and relay information between the oceanography officer and the OOD.

c. Personnel Requirements. During casts on ocean station, the following personnel are usually required:

<u>Billet</u>	<u>Assignment</u>
Oceanography Officer	Safety Officer
MST	Oceanographic Supervisor
MST	Platform man or bottle passer
SN/SA	Platform man or bottle passer
BM	Winch operator

~~4. STD (Salinity - Temperature - Depth) PROGRAM.~~

~~a. Discussion.~~

~~(1) The STD employs undersea sensors and a shipboard recorder to provide continuous, automatic measurement of the sea water salinity, temperature and depth between the surface and 3000 meters.~~

~~(2) When the system is in the water, a voltage change is produced in each of the electrical conductors (sensors) when the physical properties of the water change. These changes are amplified and converted into FM signals which come together as a single signal passed to the shipboard recorder. The FM signals are separated and converted to voltage signals once again, then routed to a readout on the strip-chart recorder.~~

~~(3) The 1/4" conductor winch cable is an integral part of the system. FM signals pass from the sensor through the electrical wire in the cable, are picked up by a slip ring device in the winch, and are passed to the recorder in the oceanography lab.~~

~~b. Procedures.~~

Delete IAW Change 3

## Delete IAW CH3 OCEANOGRAPHY BILL

(1) The OOD will normally position the vessel so that the side with the oceanographic platform is to the weather. If the ship is rolling through a great enough arc to endanger the STD, the windward bow should be put into the major swell. When subsurface currents prevail it may be necessary to put the leeward side to weather. Wire angle is relatively unimportant; protecting the STD from striking the hull is of prime concern.

(2) Communications shall be established by sound-powered phone among the bridge, winch operator, recorder, and deck supervisor.

(3) When the ship is in position with no way on and the OOD gives his permission, the lifelines on the outboard side of the platform will be unhooked and the STD put over the side. The platform man will guide the unit just past the platform and then replace the top lifeline. The quality control Nansen bottle will be placed just far enough above the STD sensor so that it does not hit the sensor when it is reversed. The platform man will signal the winch operator when the STD is just under the surface. It may be necessary to lower the STD several meters below the surface if the ship is rolling heavily, in order to adjust properly the recorder depth zero.

(4) An MST shall operate the recorder in the lab. After the STD sensors equilibrate with surface conditions, he shall notify the winch operator to commence the descent and further advise him of the approximate depth to lower. He shall tell the winch operator the rate at which to lower; usually between 35 and 50 meters/min during payout until the surface layer is passed and then between 60 and 80 meters/min. The STD can be retrieved at the rate of 80 meters/min. He shall notify the winch operator when the STD passes 50 meters depth on the inhaul.

(5) The sensor shall be stopped just below the surface and the power to it secured. When the sensor breaks the surface, the platform man shall unhook the outboard platform lifelines. The STD shall then be brought aboard and stowed in its rack.

### 5. BATHYTHERMOGRAPH PROGRAM

#### a. Discussion.

(1) The Bathythermograph (BT) is a mechanical graphical device used to obtain a record of temperature versus depth at a given point in the ocean. There are three different types of BT's: Shallow (0 to 200 feet), Medium (0 to 450 feet), and Deep (0 to 900 feet).

(2) The BT stylus makes a trace on a gold-plated glass slide within the body of the BT as it is lowered or raised.

(3) The information gleaned from the BT is immediately transmitted to the U. S. Navy for incorporation into their ASWEPS program.

## OCEANOGRAPHY BILL

(4) BT's are normally taken four times a day and in depths greater than 100 fathoms. However, they may be taken in shoaler water or at other times when supplementing an oceanographic station.

b. Procedures. Two men should be assigned to take a BT: The BT winch operator and the BT handler. At least one of these men should be an MST. These men shall:

(1) Assume stations and establish communications with the bridge.

(2) Request depth of water indicated by fathometer and intended speed from bridge. Use BT of appropriate depth range. Determine amount of cable to pay out for the given depth and speed.

(3) Insert glass slide, beveled edge in first and toward the nose. Test closing spring to ensure stylus touches slide, then slide sleeve closed.

(4) Attach BT to end of cable on rigged out boom, if not already attached.

(5) Test BT winch briefly to ensure power is on.

(6) Request and obtain permission from the bridge to commence BT observation.

(7) Lower the BT to just under the surface for approximately 30 seconds to permit the thermal element to come to equilibrium with the water. Zero the winch counter.

(8) Lower BT to correct depth utilizing the counter. Allow the BT to fall freely, adjusting the descent speed with the hand brake.

(9) Retrieve BT at high speed until 20 feet below the surface, at which time switch to low speed for the remaining distance. Do not hesitate to stop the winch and use the hand crank for the last few feet of inhaul if the situation warrants.

(10) Bring the BT aboard and check the BT slide for a valid trace. If a poor or missing trace, check with bridge and attempt another drop.

(11) Advise the bridge when BT operation complete.

(12) Rinse the BT slide in fresh water and label properly.

(13) Complete the BT log sheets, using the current NODC form. Read temperature to nearest tenth of a degree Fahrenheit and depth to nearest tens of feet.

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OCEANOGRAPHY BILL

(14) Transmit data as soon after obtaining and checking as possible.

(15) Send slides and logs to NODC at the completion of a patrol.

c. General comments.

(1) For optimum results, ship's speed should be less than 10 knots and remain on a steady course.

(2) The end termination of the BT cable should be checked for being properly secured, prior to putting the BT over the side.

(3) On paying out and stopping the cable, the operation should be performed smoothly; a sudden stop or jerk might part the cable.

(4) If weather or sea conditions are marginal, the OOD shall check with the commanding officer regarding the feasibility of taking a BT drop.

(5) When BT data supplement a Nansen cast or STD lowering, the BT shall be taken while stopped, immediately before or after the oceanographic observation.

(6) Remember, the BT slide information is transmitted to the U. S. Navy and the BT slide is sent to the National Oceanographic Data Center. Any significant error found in transmitting the BT message should be corrected by message, since the slide is not sent to the Navy.

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## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 3 - EMERGENCY BILLS

#### 3301 GENERAL EMERGENCY BILL

1. PURPOSE. The purpose of this bill is to provide an organization, prescribe procedures, and assign responsibilities for controlling the effects of a major emergency or disaster suffered by this ship, such as collision, grounding, internal or external explosion, nuclear contamination, earthquake, storm or battle damage.

2. RESPONSIBILITY. The engineer officer is responsible for maintaining this bill and shall ensure that it is current and ready for execution.

3. INFORMATION. Since effective control of personnel before and during a major disaster might obviate the necessity for abandoning ship, this bill utilizes the battle organization, when all hands are aboard, for providing the optimum in damage control, communications, and the control of personnel before, during, and after an emergency situation. The duty damage control party is utilized for handling emergencies whenever a partial crew is on board.

a. Flexibility. The circumstances that will be encountered in any particular emergency are unpredictable. Therefore, no detailed plans can be formulated to meet all emergency situations. This bill is both basic and flexible and is intended to serve as a guide for action by key personnel in emergency situations. Since an emergency may require the utilization of large portions of the crew, either directly or indirectly, all hands must be indoctrinated to carry out all orders from persons in authority with utmost dispatch.

b. Areas of control. The responsibilities enumerated in paragraph 5 below are not all-inclusive, but establish areas of control for carrying out the action prescribed elsewhere in this bill. Officers and petty officers must exercise initiative and judgment in discharging these responsibilities effectively to meet and control an emergency situation.

c. On the scene designation of responsibilities. In the event that the personnel designated to carry out certain responsibilities become casualties, unassigned officers and petty officers shall be designated by senior officer on the scene to assume these responsibilities and complete the action outlined in this bill.

4. WHEN EFFECTIVE. The provisions of this bill shall be effective when underway or in port, during peace as well as during war. The provisions hereof shall be placed into effect in the following situations:

a. Fire hazard: In the event of an explosion, collision, grounding, nuclear contamination or other situation which might develop serious damage or conflagration.

b. Danger to ship: Should this ship suffer battle damage, or a serious conflagration, that might result in her loss.

## GENERAL EMERGENCY BILL

5. RESPONSIBILITIES. This section assigns individual responsibilities for specific action in time of emergency. In the absence of key personnel, their functions will be performed by their designated reliefs, or assistants.

a. The executive officer shall:

(1) Coordinate all orders under the direction of the commanding officer, relative to the emergency.

(2) In the event he succeeds to command or becomes a casualty, ensure that the next senior line officer, qualified for command at sea, assumes the duties of the executive officer.

(3) Be prepared to conn the ship from secondary conn.

b. The operations officer shall:

(1) Maintain a plot of radioactive clouds and fall-out areas and recommend course changes to the commanding officer to avoid contaminated areas.

(2) Ensure the proper dissemination of aerological data.

(3) Be prepared to assist in conning the ship from CIC.

(4) Coordinate the destruction of classified matter as ordered by the commanding officer.

c. The engineer officer shall:

(1) Keep the commanding officer informed on the state of damage in the engineering department pertaining to main propulsion machinery, boilers, and ship's speed available. Make preparations for maximum speed when underway.

(2) Coordinate all action designed to control, minimize and repair damage incurred in machinery spaces.

(3) Act as technical assistant to the executive officer on matters pertaining to corrective procedures in event of an emergency.

(4) Secure the evaporators when sudden shock is experienced or when nuclear contamination is possible.

(5) Direct the operation of the fire and bilge pumps and other auxiliaries to provide support to the damage control assistant.

(6) Control the use of electrical circuits in the damaged area to prevent further damage by "short circuits".

## GENERAL EMERGENCY BILL

### d. The damage control assistant shall:

- (1) Exercise direct supervision over all damage control party action from damage control central.
- (2) Take necessary action to minimize the effect of damage in order to maintain the seaworthiness of the ship.
- (3) Assist the engineer officer and executive officer in the organization of personnel for controlling the effects of any emergency.
- (4) Act as the ship's nuclear, biological and chemical defense officer (or adviser to the officer specifically designated as such) and advise the commanding officer in matters concerning nuclear defense.
- (5) By monitoring, detection, or sampling procedures, keep the commanding officer informed and notify the ship's company by passing word over the IMC of areas contaminated, explosive hazards, or compartments with insufficient oxygen to support life.
- (6) Establish areas of contamination, time that personnel can remain in these areas, and the time when areas will be safe for re-entry.
- (7) If advance warning of nuclear attack is received, ensure material closure is accomplished. Actuate washdown system for nuclear attack when ordered by Command Control.
- (8) Make appropriate recommendations to the commanding officer regarding steps to minimize or eliminate effects resulting from an emergency or disaster.
- (9) Provide for the reading of the dosage-measuring devices and furnish the medical officer with such information as may be required for health records.

### e. The Weapons Officer shall:

- (1) Provide for sprinkling of magazines upon order from the commanding officer.
- (2) Safeguard gunnery explosives and weapons not in magazines.
- (3) Be prepared for salvage, rescue, and towing operations should such action be necessary.

### f. The supply officer shall:

- (1) Make emergency issues of materials as required.
- (2) Be prepared to feed personnel in accordance with the battle messing procedures.

## GENERAL EMERGENCY BILL

(3) Take all possible precautions to prevent contamination of food supplies and messing equipment.

(4) Serve no food or drink following a major emergency, except with the approval of the medical officer.

g. The medical officer shall:

(1) Supervise the formulation of plans and the assignment and direction of medical department personnel to effect the safe and expeditious treatment of patients.

(2) Report personnel casualties immediately including any disease symptoms or increase in infection following an emergency.

(3) Inspect the food and water supply as soon as practicable following an emergency and notify supply officer of results.

h. The officer of the deck shall:

(1) Maneuver the ship as ordered by the commanding officer.

(2) Order the general (collision, chemical) alarm sounded.

(3) Order the word passed: "Collision (explosion, nuclear attack, etc.,) starboard (port) side, forward (amidships, aft), all hands man your battle stations".

(4) Notify ships in the vicinity, the SOPA and the port authority, of the nature of the emergency.

(5) Order the washdown system to be operated and the "gas-tight envelope" established when nuclear attack is considered imminent or has occurred, or when ordered by the commanding officer.

(6) Order exposed topside evacuation when directed by the commanding officer.

i. Repair party officer shall:

(1) Take all practicable measures before damage occurs such as maintenance of watertight and fumetight integrity, removal of fire hazards, and upkeep and distribution of emergency equipment.

(2) Minimize and localize such damage as does occur by the control of flooding preservation of stability and buoyancy, combating fire, and first aid treatment of personnel.

(3) Accomplish emergency repairs or restorations after damage by supplying of casualty power, regaining of a safe margin of stability and buoyancy, replacement of essential structure, and manning of essential equipment.

## GENERAL EMERGENCY BILL

(4) Minimize missile hazards by secure stowage of equipment, tools, and supplies.

(5) Take all practicable measures before damage, such as maintenance of watertight and fumetight integrity, removal of fire hazards, and upkeep of emergency equipment.

### 6. INITIAL ACTION IN A MAJOR EMERGENCY

#### a. Full Crew on Board.

(1) In the event a situation (including probability of fire, explosion, tsunami, storm, collision, earthquake, or battle damage occurs) which might develop into serious damage or conflagration occurs when the full crew is on board, either underway or in port, the commanding officer, or the officer of the deck shall order the general (collision, chemical) alarm sounded and the word, "General quarters (collision, nuclear attack), all hands man your battle stations," passed over all circuits of the IMC announcing system. In the event of a nuclear attack the word should be modified to include "Set the gas-tight envelope" and, if directed by the commanding officer, "Evacuate all topside stations". Also, if known, include, "Nuclear (surface, under-water) burst bearing \_\_\_\_\_ distant \_\_\_\_\_ yards."

(2) All hands man assigned battle stations on the double. Repair parties set condition Zebra and, if directed, close gas-tight envelope.

(3) Personnel prevented from manning their battle stations because of damage or fire remain in vicinity of their stations and assist repair parties as directed.

(4) Individuals carry out appropriate duties consistent with responsibilities assigned herein.

b. Partial crew on board. Major emergencies, or the threat of same, that occur when part of the crew is not on board, shall be met by the special organization within the duty section. This organization shall be substantially the same structure as that required for a fire when a partial crew is aboard.

(1) If damage has been received, the commanding officer or OOD shall order the word passed "Collision (explosion, nuclear attack), starboard (port) side, forward (amidships, aft). Away the damage control party \_\_\_\_\_ section". If information is available as to the threat of damage, order any precautionary or preventive measures possible; prepare to get underway if ordered. Also, in the event of a nuclear attack the above word should include "Set the gas-tight envelope" and, if directed by the commanding officer, "Evacuate all topside stations."

## GENERAL EMERGENCY BILL

(4) Keep the Damage Control Assistant informed of all damage and the progress of repairs.

(5) Proceed to scene of fire, collision, or disaster and take active charge of repair operations keeping repair station and Damage Control Central informed.

(6) Control traffic within their areas so as to minimize the spread of contamination.

(7) Establish and supervise personnel decontamination facilities, as directed by the Damage Control Assistant.

j. Heads of departments shall:

(1) Ensure the assignment of personnel within their departments in accordance with the provisions of this bill.

(2) Ensure that such assignments are posted on division watch, quarter, and station bills.

(3) Ensure that personnel of their departments are instructed and carry out procedures prescribed in this bill.

(4) Ensure that all lifesaving equipment under their cognizance is properly maintained and ready for immediate use.

(5) Carry out preparatory measures applicable to their departments, detailing personnel to remove publications, records, or salvageable equipment from the vicinity of damage as practical.

(6) Order personnel to augment repair parties as directed by the commanding officer.

(7) Order personnel away from battle stations in areas where they may be injured by the effects of the emergency as directed by commanding officer.

(8) Direct the removal of injured to first-aid stations or evacuation stations.

k. Division officers shall:

(1) Assign personnel of their divisions to duties and stations in accordance with the provisions of this bill.

(2) Include these assignments on division watch, quarter, and station bills.

(3) Instruct the personnel of their divisions in the procedures prescribed in this bill.

GENERAL EMERGENCY BILL

7. ASSIGNMENT OF DUTIES IN A MAJOR EMERGENCY WITH A PARTIAL CREW ON BOARD

a. The officer of the deck shall:

- (1) Pass the word as outlined in paragraph 6 above.
- (2) Notify ships in the vicinity, SOPA, and the port authority of the nature of the emergency. Make the required signals.
- (3) Request assistance as directed by the commanding officer.
- (4) Order the washdown system to be operated and the "gas-tight envelope" established when nuclear attack is considered imminent or has occurred or when ordered by the commanding officer.

b. The executive officer, or in his absence, the officer of the deck, shall:

- (1) Direct the functions of the ship's company in general.
- (2) Order, if necessary, the augmentation of the duty damage control party by personnel available.

c. The damage control assistant or other designated officer shall:

- (1) Take charge of the duty damage control party at the scene of the emergency and direct the control of damage.
- (2) Establish communications as required.
- (3) Direct the operation of detection, monitoring, and decontamination.
- (4) Determine areas of contamination, time that personnel can remain in these areas, and the time when areas will be safe for re-entry.

d. Department/Division duty petty officers shall:

- (1) Detail personnel to remove publications, currency, records, or salvageable equipment from the vicinity of the emergency, as practicable.
- (2) Clear unemployed personnel from danger areas.
- (3) Order personnel to augment damage control party as directed by the executive officer; or, in his absence, the officer of the deck.
- (4) Make preparations for getting underway, if ordered to do so.

GENERAL EMERGENCY BILL

e. The engineer officer of the watch shall:

(1) Direct the operation of the engineering plant, including fire and bilge pumps, and other auxiliaries, to provide support to the damage control assistant.

(2) Control the use of electrical circuits in the damaged area to prevent further damage by short circuits.

f. The duty gunner's mate shall:

(1) Provide for sprinkling of magazines upon order from the commanding officer.

(2) Safeguard gunnery explosives that are not in magazines.

g. Personnel of the duty damage control party shall:

(1) Upon sound of the alarm, proceed either to the area of the emergency to close off the ship, working away from the scene, or to the damage control locker to equip as indicated in Figure 3-25, and thence to the scene. Commence setting condition Zebra.

(2) Take all necessary steps, as directed by the officer in charge at the scene, to isolate the damaged area, evacuate injured personnel, and control fire and flooding.

h. Personnel not in the duty damage control party or on watch shall:

(1) Fall-in at fair weather parade to be mustered by duty petty officers except during a nuclear attack.

(2) Carry out such duties as may be assigned by department/division duty petty officers.

(3) Relieve and/or augment duty damage control party personnel as directed by department duty officer.

(4) Take cover promptly for protection against contamination when ordered.

(5) Observe rigidly the boundaries of damaged and contaminated areas established by damage control party personnel.

8. NUCLEAR DEFENSE. The primary purpose of this paragraph is to prescribe procedures for the avoidance of and recovery from radiological involvement. The standard damage control principles of control of fire and flooding and repair of structural damage apply after nuclear attacks.



## GENERAL EMERGENCY BILL

Although specifically written for this ship at sea, these measures apply to ships in port as well.

### a. Nuclear detonation in near vicinity.

ORDER	ACTION TO BE TAKEN
	<b>All Hands</b>
"All hands take cover"	At first visual evidence of a nuclear detonation, all hands topside assume a prone position (air burst) or flexed position (surface or subsurface burst) behind whatever cover is available, and cover the eyes with both hands. Remain in this position until light and heat stimulus has passed, then grasp a solid ship structure firmly to prevent being knocked by air blast against the ship's structure or overboard.
	<b>Command Control</b>
"General Quarters"	Order general quarters if not already set. Set material condition Zebra and close circle "W" fittings. Assume that the ship has been subjected to a contaminating burst and maneuver to avoid radiological involvement in accordance with Volume I of ATP 1(A).
"Start Washdown System"	Order washdown system activated. As tactical and damage control situation permits, order personnel in topside stations to shelter stations.
	<b>Primary Control Stations</b>
	Read indicating tactical dosimeters at all action stations and report initial radiation to command control and damage control.
	<b>Damage Control</b>
	Place low and high range radiac under surveillance.

### b. Distant Nuclear Detonations

#### Operations Control

Provide command control with information concerning distant detonations. Plot potential fallout area.

## GENERAL EMERGENCY BILL

### Damage Control

Place low range radiacs under surveillance.  
Provide estimate of potential dose to command control.

### Command Control

Maneuver as required to avoid radiological involvement. Order crew to shelter stations consistent with radiological involvement expected and the tactical situation. Activate washdown system if tactical situation permits. Set the gas-tight envelope if necessary.

### 9. MANNING, AREA, AND EQUIPMENT STATUS REPORTING SYSTEM

a. The purpose of this system is to permit the accomplishment of the maximum number of reports of repetitive information without verbal transmissions which delay data or require manual action for recording. To be effective, the reporting data are presented in a logical fashion to allow assimilation of the summary of all data at a glance. Of most importance is the knowledge that all required sub-unit actions have been completed to permit action of the major unit.

b. The data display units are installed in the following locations: Bridge, CIC, DC Central, and Repair Party Stations. Illuminated area condition light indicators are provided for ten areas. The data display units are also equipped with switches to transmit data to the bridge. Data transmission switch boxes are provided at the following locations, for reporting of ship's status and manning condition: Gunnery, ASW, Steering Engine Room, Radio Room, CIC, ECM, DCC, Lookout Station, IC Room, and Engine Room. Each of these positions has switches to report setting of condition YOKE or ZEBRA; or manning conditions I or III; and operate on alert or attention light.

c. Area condition indicator light boards are mounted in each manned major watertight subdivision area in the ship in such a position that on entering the area, the required material condition will be evident. These lights will be activated simultaneously with condition indicating lights in the repair party data board and the DC Center data board. They will be activated by associated area condition switches located at ten locations throughout the ship.

d. With a full crew aboard, procedures will be as follows:

(1) Upon the piping of General Quarters, CIC personnel shall energize the power to this system. The power switch is located under

## GENERAL EMERGENCY BILL

the air plot board at the Evaluator's Console.

(2) The first person to arrive in an area that has a Manning Condition indicator shall turn the switch from OFF to ALERT. When that station is fully manned and ready, the switch will be moved to Condition I.

(3) As material condition ZEBRA is set in each of the ten areas, responsible personnel shall move each Material Condition switch from OFF to Y to Z. Normally the ALERT position will not be used during this drill.

(4) Repair II and Repair III shall move their Manning Condition switches from ALERT to I when all area Material Condition switches under their cognizance indicate Z.

(5) DC Central shall move its Manning Condition switch from ALERT to I when both Repair II and Repair III indicate I.

(6) At the completion of General Quarters, all Manning Condition switches shall be turned to OFF and all Material Condition switches turned to OFF or Y, as appropriate.

Figure 3-25

GENERAL EMERGENCY BILL

IMPORT DUTY DAMAGE CONTROL PARTY

<u>BILLET</u>	<u>FIRE</u>	<u>COLLISION</u>
OOD	In Charge	In Charge
JOOD	On Scene Leader	On Scene Leader
ECW	ECW	ECW
Senior Gangway Petty Officer	Petty Officer of the Watch	Petty Officer of the Watch
Duty BM	<u>#1 Nozzleman</u> OBA, gloves, helmet with lamp, APN, NPU, foam nozzle	<u>De-watering Team</u> In Charge, Provide P250 and rig
QM/ <sup>ST</sup> SC/RD	<u>#2 Nozzleman</u> OBA, gloves, helmet with lamp, lft applicator	<u>Repairman</u> At scene shoring kit
Duty EM/JECW	<u>Electrician</u> Electrical kit, boots, gloves, handlight, secure power at scene	<u>Electrician</u> Electrical kit, gloves, boots, handlight, secure power at scene
<del>FN2/FN3</del> mk2/mk3	<u>De-watering</u> In charge, provide submersible pumps, rig up	<u>De-watering Team</u> Provide submersible pump rig up
SN/SA	<u>De-watering</u> Assist in providing submersible pumps and rigging up	<u>De-watering Team</u> Provide submersible pump and rig up
SN/SA	<u>#1 Back up</u> Provide spanner wrench, rig, charge and tend #1 hose as directed	<u>Repairman</u> Pipe patching and plugging kit
SN/SA	<u>#2 Back up</u> Rig, charge and tend #2 hose as directed, provide spanner wrench	<u>De-watering Team</u> Assist provide P250 pump and rig up
FN/FA	<u>Control Booth</u> Start fire pumps and energize firemains	<u>Control Booth</u> Start fire pumps and energize firemains if ordered to do so.

## GENERAL EMERGENCY BILL

<u>BILLET</u>	<u>FIRE</u>	<u>COLLISION</u>
Duty GM/FT	<u>Repairman</u> Report to OSL, Standby magazine sprinkler system as directed, spare cannisters	<u>De-watering Team</u> Eductor, provide 2½" hose, assist rig up P250
Duty TN	<u>De-smoking</u> Provide portable blower, rig up	<u>De-watering Team</u> Provide 2½" hose, assist hook up of submersible pump
Duty RM	<u>Investigator Forward</u> OBA, gloves, helmet, investigating kit, set boundaries forward	<u>Investigator Forward</u> Investigate and set boundaries forward, OBA gloves, helmet, investigating kit
Duty DC	<u>Investigator Aft</u> OBA, gloves, helmet, investigating kit, establish boundaries aft	<u>Investigator Aft</u> OBA, gloves, helmet investigating kit, set boundaries aft
Duty SK/YN	<u>Accessman</u> Access gear, flame safety lamp, explosimeter, safeguard records	<u>Accessman</u> Access gear, flame safety lamp, explosimeter, safeguard records
EN/FN	<u>Repairman</u> Overhauling gear, 2 cans foam, assist submersible pump	<u>Repairman</u> Emergency cutting outfit
Duty ET	<u>Messenger</u> Pencils, paper, lamp, clipboard	<u>Messenger</u> Pencils, paper, lamp clipboard

All unassigned duty section personnel shall muster on the quarterdeck unless otherwise directed.

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 3 - EMERGENCY BILLS

#### 3302 ABANDON SHIP BILL

1. PURPOSE. The purpose of this bill is to establish the procedures, organization, and stations for abandoning ship.

2. RESPONSIBILITY. The first lieutenant, under the supervision of the executive officer, is responsible for maintaining this bill.

3. INFORMATION.

a. The procedures for this evolution are based on the assumption that the crew will be at general quarters in most cases when it will be necessary to abandon ship. Personnel shall be assigned to life boats nearest their battle stations.

b. If time permits, phased procedures shall be initiated. If time does not allow orderly preparation to abandon ship, abbreviated procedures shall be carried out. The use of abbreviated procedures will require all personnel to exercise individual initiative in abandoning ship without delay. Orderly abandonment consists of three phases: first, preparation; second, abandonment by all but the securing details; and third, abandonment by the securing details.

c. No prearranged set of procedures will always fit the situation at hand. For general guidance, the following responsibilities and procedures are outlined.

4. PROCEDURES AND RESPONSIBILITIES.

a. The commanding officer shall issue the orders for abandoning ship.

b. The executive officer shall:

(1) Supervise preparation to abandon ship.

(2) Initiate special procedures dictated by existing conditions, such as, redistributing personnel to life boats when necessary or advisable due to loss of lifesaving equipment by damage or loss of personnel through casualties.

(3) Ensure that all personnel receive the orders of the commanding officer with regard to abandoning ship.

c. Heads of departments/division officers shall:

(1) Assign all personnel to abandon ship stations on the watch, quarter, and station bill.

## ABANDON SHIP BILL

(2) Assign personnel to securing and salvage details as prescribed herein.

(3) Ensure that destruction procedures are carried out.

d. The operations officer shall:

(1) Coordinate the destruction of classified matter in accordance with the Emergency Destruction Procedure.

(2) Coordinate the saving of ship's records.

e. The weapons officer shall:

(1) Coordinate the assignment of personnel to abandon ship stations.

(2) Take charge of abandon ship preparations on the port side including the taking of a muster report of all port stations.

~~(3) Make muster report to bridge for all port stations.~~

f. The first lieutenant shall:

(1) Take charge of abandon ship preparations on the starboard side, including the taking of muster report of all starboard stations.

~~(2) Make muster report to bridge for all starboard stations.~~

g. The engineer officer shall take charge of abandon ship preparations in the engineering spaces.

h. The communications officer shall carry out destruction procedures when directed and ensure that portable radios are furnished as required.

i. The navigator shall:

(1) Send the following equipment to the ship's boat(s): sextant; charts; Nautical or Air Almanac; parallel rulers; chronometers; Bowditch; HO-~~24~~  
229 and navigators case, inclosed in waterproof bag.

(2) Ensure that life boats have the magnetic course and distance to the nearest land by any means available. Advise prevailing wind and sea currents.

(3) Provide hand signal flags and binoculars to each boat.

## ABANDON SHIP BILL

j. The engineer officer shall ensure securing detail personnel are familiar with procedures for securing the main engines, destruction and scuttling.

k. The supply officer shall save records, accounts and cash if practicable.

i. The medical officer/senior hospital corpsman shall prepare patients to abandon ship.

m. The senior yeoman shall save the latest sailing list and war diary as practicable.

n. The officer (CFO) in charge of abandon ship stations shall:

(1) Control the lowering of life boats at assigned stations to ensure against such action prior to the commanding officer's order to abandon ship and to prevent injury to the personnel in the water.

(2) Muster men assigned to the stations. *and make muster report to the Bridge.*

(3) Upon receipt of orders to prepare to abandon ship, supervise the rigging of nets, ladders, fire hoses, knotted lines and all other available equipment to expedite the safe abandonment of the ship.

(4) Ensure that personnel at assigned stations are properly dressed and equipped for abandoning ship.

(5) Advise the weapons officer or first lieutenant of the necessity of shifting personnel at stations to reduce overcrowding of life boats.

(6) Supervise the removal of injured personnel as appropriate.

(7) Issue the following orders to personnel abandoning ship as appropriate:

"Tighten life jackets and remove helmets."

"Jump feet first."

"Leave ship on windward side and clear areas of oil and debris in the water."

"Conserve energy after swimming clear of side."

"Remain dressed and stay with other men."

o. All hands shall:

(1) Fall in at abandon ship stations as quickly as possible and in a military manner, with no skylarking or talking. Observe battle traffic routes.

(2) Don lifejackets and tie them properly. CO<sub>2</sub> jackets are permissible, but should never be inflated until after water entry.



## ABANDON SHIP BILL

(3) Maintain discipline

(4) Pay attention to, and remember, the bearing and distance to the nearest land.

### 5. ORDERS FOR ABANDONING SHIP IN PHASES PROCEDURES

a. "All hands prepare to abandon ship." When this order is given, all personnel below decks who are not engaged in securing or salvage duties proceed topside. All personnel put on life jackets. Officer or CPO in charge of station direct the rigging of lines and ladders over ship's sides.

(1) The following information shall be passed over the public address system:

(a) The nearest (friendly/unfriendly) land bears \_\_\_\_\_ degrees magnetic, \_\_\_\_\_ miles.

(b) Carry out shallow/deep water destruction.

(2) Radio Central shall be notified as to the situation and messages to be sent.

b. "All hands abandon ship", or "All hands abandon ship, except securing and salvage details." When this order is given, officer or CPO in charge direct the release and lowering of boats, rafts or nets. Personnel proceed over the sides in an orderly fashion.

c. "Securing and salvage details abandon ship."

d. As abbreviated procedure, the word may be passed: "All hands abandon ship without delay." No preparatory order is given in this procedure.

e. The ship's boat(s) and rubber lifeboats will be equipped at all times underway in accordance with the equipment listed herein.

f. If time permits, all hands should throw anything over the side that will float, i.e., lumber, chairs, furniture. Empty powder cans are very effective floatation gear. Empty powder cans can be used also for additional rations and preserving records without losing much of their buoyancy.

### ABANDON SHIP MUSTER LOCATIONS

Boat #1 - Starboard side 01 deck, vicinity of boat  
Boat #2 - Port side 01 deck, vicinity of boat

Rubber Boats 1, 3, 5, 7      Flight Deck Starboard  
Rubber Boats 2, 4, 6, 8      Flight Deck Port

## ABANDON SHIP BILL

### 6. PREPARATIONS FOR ABANDONING SHIP

a. Instruct all hands in the following:

(1) Rubber boat (5 man rubber life raft) launching and inflation.

(2) Employment of rubber life boat after they are water-borne.

(a) When the boats are clear of the ship, tie them together by means of the sea painters. The ship's motor surf boat should assist in rounding up rubber boats. Redistribute personnel to balance the load in each boat. If you are close to friendly land the motor surf boat can tow the assembled rubber boats to safety. If not, the probability of rescue is improved if the boats are together rather than spread over a large area.

(3) Water distribution.

(a) None for twenty-four (24) hours.

(b) Thereafter, 16 ounces per man per day (about 1 ½ cans). When canned water is depleted, additional water may be obtained collecting rain water.

(4) Food distribution.

(a) One food package per day per man will provide minimum survival requirements. Food consists of candy, heat producing unit, chicklets, and essential vitamins and minerals. In addition each man should be allowed a maximum of two (2) cigarettes per day. Before food runs out, the standard U. S. Navy fishing kit should be used as much as possible to supplement and/or replace rations. Fish should be eaten only if the water supply is ample.

(5) Techniques for attracting the attention of aircraft or ship during daylight.

Signal mirror  
Green dye marker  
Smoke flare

(6) Techniques for attracting attention of ship at night.

Flashlight  
Hand flare

(7) Purpose of the sea painter.

(a) To prevent boats from prematurely drifting away from the ship's side.

## ABANDON SHIP BILL

(b) To secure boats together after they are waterborne.

(8) Desirable uniform items.

(a) A soft hat to protect face and neck from severe sunburn.

(b) Shoes (to be discarded only if forced to swim long distances).

(c) Complete long-sleeved shirt and long pants for sunburn protection during the day and for warmth at night. Wet clothing conserves body moisture by acting as an air conditioning unit. Dehydration is a major problem under a hot sun.

(9) Removal of jewelry, which attracts sharks, during an actual abandon ship.

(10) Method of going over the side. Jumping should be the last resort. Use of line, ladder or hose is preferable. Lower the body into the water feet first. If forced to jump, leap well clear and jump feet first with legs crossed.

(11) CO<sub>2</sub> boat capacity. A 25-man boat will support many more. Twenty-five men can get in and others can lash themselves to the hand lines along the sides, if necessary.

(12) The preferred side to go over is the windward side. This allows the ship and any burning oil to drift away from you.

(13) The techniques for swimming through burning oil.

(14) The need for getting away from the ship's side as soon as possible.

(15) The need for getting as much of the body as possible out of the water if the possibility of underwater explosions exists.

(16) The smoking lamp is out at abandon ship.

Figure 3-26

## ABANDON SHIP BILL

## EQUIPMENT LISTS

<u>EQUIPMENT</u>	<u>25' 8" MSB</u>	<u>CO<sub>2</sub> INFLATABLE BOATS</u> <u>25-MAN (MK 3),</u>
Flashlight	2	1
Batteries	8	3
Dye, sea marker	1	-
First Aid Kit	1	1
Food packet*	5	1 (25 lbs.)
Fishing Kit	1	1
Lantern, floating & lanyard	1	-
Mirror, emergency signaling	1	1
Paulins, (81" x 132")	2	-
Water, cartons of 25 cans**	4	- (92 cans)
Pyrotechnics		
Very Reserve Box	1	-
Life raft signalling kit	-	1
Signal, distress	12	8
Knife	1	- (1 can opener)
Sea Anchors	-	2
Paddles	-	2
Bailers	-	2
Sponges	-	2
Whistles, signalling	1	1
Semaphore flags	1	-
Navigation Kit	1	-
Nautical Almanac		
Sextant		
Chronometer		
Charts		
Plotting Gear		
Handheld Radio	1	-
Blankets	8	8 minimum
Rifle and Ammunition	1	1
Boat outfit	1	-
Boat compass	1	-
CO <sub>2</sub> Inflatable Boat Equipment	-	1

\* Two cartons of food are stowed in each neoprene-coated nylon watertight case.

\*\* One carton of water is stowed in each neoprene-coated nylon watertight case.

NOTE: At sea, as much abandon ship equipment as practicable is to be stowed in the boats. All other equipment is to be clearly marked and stowed in designated locations.

## ABANDON SHIP BILL

<u>BILLET</u>	<u>RANK/RATE</u>	<u>DUTY/PROVIDE</u>
<u>MSB 1</u>		
(1) Executive Officer	CDR	In Charge
(2) Student Engineer	LTJG/ENS	Assist Executive Officer
(3) Navigator	LTJG/ENS	Ship's Log & Boat Compass
(4) S-201	SSC	Attend Patients & Casualties
(5) S-101	SKC	Pay Records & Flashlight
(6) E-103	MK1	Boat Engineer
(7) E-106	EM2	2 Flashlights & 2 Blankets
(8) O-304	QM2	Nav. Equipment & Very Pistol Kit
(9) 1-102	BM3	Boat Coxswain/ 2 Blankets
(10) 1-302	BM3	Survival Kit & Handheld Radio
(11) 2-303	GM3	Rifle & Ammo
(12) S-104	SS3	Food & Water
(13) 1-111	SA	4 Blankets
<u>MSB 2</u>		
(1) Commanding Officer	CAPT	In Charge
(2) Operations Officer	LT	Assist CO/Nav. Equipment & Boat Compass
(3) Passenger	--	-----
(4) Passenger	--	-----
(5) O-301	YNC	Ship's Office Records
(6) E-201	MKC	Boat Engineer
(7) S-301	HMC	Attend Patients & Casualties/ Health Records
(8) S-302	SS1	Assist HMC/Flashlight
(9) 1-201	BM1	Boat Coxswain/Handheld Radio
(10) 2-203	FT2	Rifle & Ammo
(11) E-206	MK3	Flashlight & 4 Blankets
(12) E-207	EM3	Survival Kit & 4 Blankets
(13) S-105	SS3	Food & Water
<u>RUBBER BOAT 1</u>		
(1) Weapons Officer	LTJG/ENS	In Charge
(2) Student Engineer	LTJG/ENS	Assist Weapons Officer
(3) 2-201	GMC	Issue Pvrotechnics
(4) O-105	RD2	Water
(5) O-107	TT2	Water
(6) E-107	MK3	4 Blankets
(7) S-205	SS3	Food & Water
(8) O-308	RM3	Pyro Kit
(9) 1-307	SN	2 Flashlights & 2 Blankets
(10) 1-207	SN	2 Flashlights & 2 Blankets
(11) 1-209	SN	4 Blankets
(12) 1-112	SA	Rifle & Ammo
(13) 1-313	SA	4 Blankets
(14) 1-215	SA	Food & Survival Kit
(15) E-313X	FA	2 Flashlights & Food
(16) O-310X	RD3	3 Blankets
(over)		

Figure 3-27

## ABANDON SHIP BILL

<u>BILLET</u>	<u>RANK/RATE</u>	<u>DUTY/PROVIDE</u>
<u>RUBBER BOAT 1 (CONT.)</u>		
(17)O-311X	RD3	2 Blankets
(18)O-312X	RD3	Handheld Radio & Water
(19)		
(20)		
<u>RUBBER BOAT 2</u>		
(1) CIC Officer	LTJG/ENS	In Charge
(2) Gunnery Officer	LTJG/ENS	Assist CIC Officer
(3) 2-301	FT1	Issue Rifles & Ammo
(4) 0-306	RM2	Survival Kit
(5) S-202	SS3	Food & Water
(6) 0-307	MST3	4 Blankets
(7) E-307	MK3	4 Blankets
(8) 2-204	ST3	Water
(9) 0-207	ETN3	Water
(10)O-309	RD3	2 Flashlights
(11)1-304	SN	Pyro Kit,
(12)E-212	FA	2 Flashlights & Food
(13)1-310	SA	Rifle & Ammo
(14)1-211	SA	4 Blankets
(15)1-213	SA	4 Blankets
(16)1-116X	SA	3 Blankets
(17)2-206X	GM3	Food & Water
(18)2-306X	ST3	2 Blankets
(19)		
(20)		
<u>RUBBER BOAT 3</u>		
(1) Electronics Mat. Officer	CWO (ELC)	In Charge
(2) 0-102	ETC	Radar Securing
(3) E-105	MK2	2 Flashlights
(4) 0-206	RD2	4 Blankets
(5) 0-110	RM3	Food
(6) 2-305	ST3	Water
(7) 2-205	GM3	Rifle & Ammo
(8) 1-204	SN	Pyro Kit
(9) 1-205	SN	4 Blankets
(10)1-107	SN	Water
(11)1-108	SN	Food
(12)1-109	SN	4 Blankets
(13)1-303	SN	Water
(14)1-308	SN	Survival Kit
(15)E-210	FN	4 Blankets
(16)E-109	FN	2 Flashlights
(17)E-305	FA	4 Blankets
(18)S-306X	SS3	Food & Water
(19)		
(20)		

## ABANDON SHIP BILL

<u>BILLET</u>	<u>RANK/RATE</u>	<u>DUTY/PROVIDE</u>
<u>RUBBER BOAT 4</u>		
(1) First Lieutenant	CWO(BOSN)	In Charge
(2) O-103	RM1	Crypto Securing/2 Flashlights
(3) O-204	ET1	Food/2 Blankets
(4) 2-102	GM1	Issue Rifles & Ammo
(5) S-203	SS3	Food/2 Blankets
(6) O-106	YN2	4 Blankets
(7) S-106	SK2	4 Blankets
(8) O-208	RM3	Water & 2 Blankets
(9) O-109	ET3	Water & 2 Blankets
(10) E-110	FN	Water & 2 Flashlights
(11) 1-104	SN	Survival Kit
(12) 1-305	SN	Pyro Kit
(13) 1-309	SN	Rifle & Ammo
(14) 1-216X	SA	3 Blankets
(15) 1-315X	SA	2 Blankets
(16) 1-316X	SA	Water
(17) S-206X	SK3	Attend Patients & Casualties/ 2 Flashlights
(18) S-307X	SS3	Food
(19)		
(20)		

<u>BILLET</u>	<u>RANK/RATE</u>	<u>DUTY/PROVIDE</u>
<u>RUBBER BOAT 5</u>		
(1) Damage Control Assistant	LTJG/ENS	In Charge
(2) Auxiliary Assistant	LTJG/ENS	Assist DCA
(3) E-302	EMCS	2 Flashlights
(4) 2-103	ST2	Food
(5) O-305	ET2	Water
(6) O-104	YN3	4 Blankets
(7) E-205	MK3	2 Flashlights
(8) S-304	SK3	4 Blankets
(9) S-305	SS3	Food & Water
(10) 1-105	SN	Survival Kit
(11) 1-306	SN	Pyro Kit
(12) E-111	FN	Water
(13) 1-311	SA	Rifle & Ammo
(14) 1-115	SA	4 Blankets
(15) 1-110	SN	4 Blankets
(16) O-210X	QM3	Water
(17) O-211X	QM3	Food
(18) O-212X	RM3	4 Blankets
(19)		
(20)		

## ABANDON SHIP BILL

<u>BILLET</u>	<u>RANK/RATE</u>	<u>DUTY/PROVIDE</u>
<u>RUBBER BOAT 6</u>		
(1) Communications Officer	LTJG/ENS	In Charge
(2) E-303	MK1	2 Flashlights
(3) S-102	SS1	2 Blankets & Food
(4) O-209	MST1	2 Flashlights & Water
(5) O-205	RM2	3 Blankets
(6) 2-104	FT3	Rifle & Ammo
(7) 2-304	ST3	Food
(8) 1-202	BM3	Survival Kit
(9) 1-106	SN	Pyro Kit
(10) 1-208	SN	4 Blankets
(11) E-209	FN	4 Blankets
(12) E-309	FN	Water
(13) 1-214	SA	Water
(14) 1-314	SA	3 Blankets
(15) 2-105X	FT3	2 Flashlights & 2 Blankets
(16) 2-106X	GM3	Food & Water
(17) O-111X	ET3	Water
(18) O-112X	ETN3	Handheld Radio & 2 Blankets
(19) S-107X	HM3	Attend Patients/Medicine
(20)		

RUBBER BOAT 7

(1) ASW Officer	LTJG/ENS	In Charge
(2) Main Propulsion Assistant	CWO(ENG)	Assist Engineer Officer
(3) O-201	RDC	CIC Securing
(4) O-202	RMC	Radio Securing/Handheld Radio
(5) E-102	DCC	Engineering Securing/2 Flashlights
(6) 2-302	ST1	Assist RDC & STC/Food
(7) O-203	QM1	Helmsman/Pyro Kit
(8) O-303	ETN1	Teletype Securing
(9) E-104	MK1	Eng. Securing/2 Flashlights
(10) E-204	MK2	Eng. Securing/Water
(11) E-304	MK2	Eng. Securing/Water
(12) S-103	SS2	Food & 2 Blankets
(13) O-108	QM3	QMOW, Assist QMC/Logs to MSB1
(14) E-208	DC3	Eng. Securing/2 Blankets
(15) 1-103	SN	Rig Man Ropes & Rescue Ladder/ 2 Blankets
(16) 1-206	SN	Survival Kit/Water
(17) E-112	FN	Eng. Securing/4 Blankets
(18) E-211	FN	2 Blankets & 2 Flashlights
(19) E-113	FA	Rig Man Ropes & Rescue Ladder/ 2 Blankets
(20) E-213	FA	Rifle & Ammo

(Cont.)



## ABANDON SHIP BILL

<u>BILLET</u>	<u>RANK/RATE</u>	<u>DUTY/PROVIDE</u>
<u>RUBBER BOAT 7 (CONT.)</u>		
(21)1-113	SA	Water & 2 Blankets
(22)1-212	SA	Bridge Messenger/Food & Water
(23)1-312	SA	4 Blankets
<u>RUBBER BOAT 8</u>		
(1) Engineer Officer	LCDR	In Charge Securing Detail
(2) Supply Officer	CWO(F & S)	In Charge Raft
(3) E-101	MKCS	Engineering Securing
(4) E-301	MKC	Eng. Securing
(5) 1-101	BMC	In Charge Topside Securing
(6) O-101	QMC	Bridge Securing
(7) 2-101	STC	Sonar Securing
(8) E-202	MK1	Eng. Securing
(9) E-203	EM1	Eng. Securing
(10) O-302	RD1	Topside Securing/Survival Kit
(11) 1-301	BM2	Topside Securing/4 Blankets
(12) 2-202	ST2	Water/2 Blankets
(13) E-306	DC2	2 Flashlights & Sounding Tape
(14) S-303	SS2	Food & 2 Blankets
(15) E-108	MK3	Eng. Securing
(16) E-308	EM3	2 Flashlights & Water
(17) S-204	SS3	Food & 2 Blankets
(18) 1-203	SN	Pyro Kit & 2 Blankets
(19) E-310	FN	4 Blankets
(20) E-311	FN	4 Blankets
(21) E-312	FA	Water & 2 Flashlights
(22) 1-114	SA	Rifle & Ammo
(23) 1-210	SA	Assist BMC/Food & Water

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 3 - EMERGENCY BILLS

#### 3303 NUCLEAR, BIOLOGICAL AND CHEMICAL WARFARE BILL

1. PURPOSE. To develop defensive measures against nuclear, biological and chemical attack (NBC) or any combination of these agents, and to minimize their effects.

2. RESPONSIBILITY FOR THE BILL. The engineer officer is responsible for maintaining the bill.

3. INFORMATION. The term NBC Defense is construed to mean defense against types of offensive action, and warfare agents as follows:

a. The effects of an NBC attack, the employment of NBC weapons by own forces, or accidents involving NBC equipment may extend over large areas. Some of these effects, such as airblast, thermal radiation, initial ionizing radiation of nuclear weapons and shock wave, terminate immediately. Other effects, such as the residual radiation (base surge, fallout, etc.), can contaminate the area for long periods, moving with the prevailing winds or, if deposited in water, with the water currents. Hazardous biological and chemical agents also move with the surface winds but are of no practical significance when disposed in the water. NBC contamination can affect personnel in or upon entry into the area.

(1) Nuclear Warfare. The use of Nuclear Weapons to cause damage or casualties by blast, and radiological effects.

(2) Biological Warfare. The use of living agents, or their toxic products to incapacitate personnel by disease or death.

(3) Chemical Warfare. The use of chemical agents designed to produce casualties by means of inhalation, contact, or harassment.

4. RESPONSIBILITIES AND ASSIGNMENTS. Responsibilities of individuals in an NBC situation are identical to those for General Emergency. Personnel assignments are detailed in the Battle Organization Manual (Condition I). Specifically, the responsibility shall be as follows:

a. Commanding Officer.

(1) Institute countermeasures

(2) Conduct inspections and drills to develop readiness against an NBC incident.

b. Executive Officer.

(1) Direct and coordinate the exercises and training of the ship's personnel in NBC defense procedures.

(2) Supervise measures prior to the incident.

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c. Operations Officer.

- (1) Disseminate intelligence reports concerning an NBC incident.
- (2) Maintain a plot of contaminated areas and recommend course changes to avoid highly contaminated areas.
- (3) Train CIC personnel in preparing a Radex Plot.
- (4) Qualify all quartermasters in the use of survey instruments.

d. Weapons Officer

- (1) Instruct the gun crews in the operation of the ship's battery while wearing protective masks and clothing.
- (2) Maintain weather decks free of materials constituting contamination absorbing hazards and not necessary for the ship's vital functions (canvas, manila, etc.).

e. Engineer Officer.

- (1) Organize the engineering department for emergency operation to use minimum amounts of possible contaminated salt water and prepare plans to decontaminate affected systems.
- (2) Instruct engineering personnel in the use of individual protective equipment and NBC procedures.
- (3) Whenever feasible, recommend shifting to gas turbine propulsion mode to reduce possibility of atmospheric contamination.

f. Supply Officer.

- (1) Take precautions to prevent contamination of food spaces and messing equipment.
- (2) Serve no food or drink following an NBC incident, except with the approval of the commanding officer or the medical officer, after the food and drink has been inspected or decontaminated.
- (3) Provide clothing for decontaminated personnel.
- (4) Prepare to feed personnel in non-contaminated spaces during the decontamination period.

g. Medical Officer.

- (1) Instruct ship's personnel in the physiological effects of radiation, biological and chemical agents and self-aid measures.

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(2) Treat casualties resulting from NBC contamination and maintain required records of exposure.

(3) Maintain necessary medical NBC defense equipment and supplies.

(4) Inspect the food and water supply as soon as practicable following an NBC incident and before each serving thereafter, until all danger from radiation has ceased.

(5) Report immediately any unusual disease symptoms or increase in infections.

(6) Read dosimeters and film badges and record personnel dosages.

(7) Maintain adequate stocks of film badges, dosimeters and other personal detection devices and distribute such devices as required.

(8) Ensure personnel decontamination stations are adequately equipped and properly trained personnel are manning the stations.

h. Damage Control Assistant.

(1) Act as the ship's nuclear defense officer.

(2) Detect, evaluate, remove and confine all nuclear hazards and NBC containers.

(3) Prior to receiving fallout ensure that the ship's weather surfaces are wet down, or the water washdown system is activated and material closures accomplished. Recommend maximum permissible exposure to the commanding officer.

(4) After attack do the following:

(a) Notify the commanding officer of the commencement of fallout, cessation of fallout, and the average dosage received by the unit.

(b) Activate personnel decontamination stations to limit spread of contamination.

(c) Conduct a rapid survey.

(d) Carry out decontamination procedures at topside stations, especially vital stations and hot spots.

(e) Advise the commanding officer when vital topside stations may be remanned including the staytime.

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(f) Secure "hot spot" areas.

(5) Train repair party personnel in NBC defense procedures.

(6) Be responsible for the general indoctrination of all shipboard personnel in the effects of NBC warfare, exercises for training purposes, the care of equipment, and the details of the Nuclear Defense Organization.

(7) Ensure that all NBC equipment meets the requirements of current directives and operates properly.

i. Repair Party Officer.

(1) Establish and supervise NBC training as directed by the DC Assistant.

(2) Plot radiation intensities within own areas and determine time of stay for repair party personnel.

(3) Supervise personnel contamination and material decontamination within own area.

5. CHECK-OFF LIST FOR ACTIONS FOR NUCLEAR WARFARE READINESS.

a. Nuclear attack possible

Cognizant Personnel

Action to be Taken

Commanding Officer

Announce situation.

Operations Officer

Establish an NBC control center for assessing radiation hazards and controlling ship's operations in an NBC environment. Specifically, evaluate and display RADFO prediction.

Conning Officer

Maneuver vessel as recommended by OPS.

Medical Officer

Distribute film badges and dosimeters to all ship's personnel.

Engineer Officer

Issue gas masks and detection equipment. Test water wash down system.

All Departments

Stow all loose gear, secure missile hazards. Strike below all unnecessary, porous, absorbent, and flammable materials.

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b. Nuclear attack probable (set Condition I)

Cognizant Personnel

Action to be Taken - Phase "A"

Conning Officer	Upon receipt of warning YELLOW, pass over all circuits "Nuclear attack probable. Strike below all porous and absorbent materials. The MPE is ____ R. Casualty Dose is ____ R."
Operations Officer	Update RADFO information.
Conning Officer	Shift topside personnel to ready or deep shelter locations as permitted by the tactical situation. Activate water washdown system periodically to keep the vessel wet.
Damage Control Assistant	Have vital control stations and repair lockers ready to transmit monitoring data to DC central. Check radiacs and B/C sampling/detection kits.

c. Nuclear attack imminent (emergency phase).

Cognizant Personnel

Action to be Taken - Phase "B"

OTC	Disseminate warning RED.
Conning Officer	Upon receipt of warning RED pass word over all circuits "Nuclear attack imminent" and sound the chemical alarm. Only essential personnel to the tactical situation shall remain topside. Operate the water washdown continuously. Secure all non-essential equipment and machinery.

d. Nuclear attack occurs (emergency phase)

Cognizant Personnel

Action to be Taken - Phase "C"

All Personnel	At the instant of air/surface detonation all topside personnel take cover to protect against thermal radiation; all personnel grasp a fixed member of the ship, bracing in a flexed position against blast and shock effects. Remain battle stations 90 seconds after shock wave passes. Exposed personnel evacuate prior to base surge.
Conning Officer	Sound chemical alarm for at least 10 seconds, start stop watches. Maneuver the ship out of the hazardous base-surge or close-in fallout area. Pass the word over all circuits; "Nuclear attack, all hands take cover."

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Cognizant Personnel

Action to be Taken - Phase "C" (Cont'd)

Conning Officer (Cont'd)

Pass time after blast at 1 minute intervals. Take readings on bridge and inform DC central. Pass over IMC: Personnel decontamination station is \_\_\_\_\_. Pass through WTD \_\_\_\_\_. Casualty collection station is \_\_\_\_\_. Pass word over all circuits of arrival and cessation of base surge.

Damage Control Assistant

Close "CircleW" fittings. Investigate and control structural damage. Locate residual hazards, (radiation, BW/CW contaminants). Commence on-station monitoring (intensity and dose readings, location, and time) and determine:

- (1) Peak intensity and time of same.
- (2) Build up dose for bridge personnel.
- (3) Cessation of heavy fallout ( $t_c$ ).
- (4) Approximate topside and below decks intensities, and the allowable stay times for the guidance dose.

All Personnel

Transmit structural, equipment, and personnel damage reports to on the scene leader.

Damage Control Assistant

Predict radiation dose to topside and sheltered personnel. Recommendation for re-manning topside stations will be determined by the allowable stay time available. Conduct a rapid internal monitoring survey of all designated below decks stations. Activate personnel decontamination stations as required. Ensure the proper dress of personnel going into contaminated areas. Designate casualty-collection stations in low intensity spaces, and if necessary, which DECON station is to be used.

e. Operational recovery.

Cognizant Personnel

Action to be Taken - Phase "D"

Conning Officer

Secure washdown system after fallout cessation. Order external survey and gross decontamination of the ship. Rotate personnel as necessary to control dosage. Order "Circle W" fittings open. Order decontamination of vital stations and hot spots.

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Cognizant Personnel

Action to be Taken - Phase "D" (Cont'd)

Damage Control Assistant      Conduct detailed external monitoring surveys in order to decontaminate and regain ship operational capabilities.

6. TOPSIDE EVACUATION.

a. General. In the event of an NBC attack it may be necessary to evacuate exposed topside general quarters stations. The time element is important!!!! All topside personnel must be inside the ship within one to three minutes when so ordered, using the following routes:

<u>Station</u>	<u>Ready Shelter</u>	<u>Deep Shelter</u>	<u>Routes</u>
04 Deck Lookout	<sup>02</sup> <del>04</del> -120-0-L	3-96-1-L	<i>Through</i> <del>Enter thru 04-128-0 down thru 03-120-0-C out through 03-99-0-C thru passage 03-113-0-L to passage 02-120-0-L down ladder to passage 01-117-0-L down to passage 1-101-0-L to passage 2-96-0-L to passage 3-96-1-L</del>
Signal Bridge	<sup>02</sup> <del>04</del> -120-0-L	3-96-1-L	Same as 04 lookout
Gun Director	<sup>02</sup> <del>04</del> -120-0-L	3-96-1-L	Same as 04 lookout
Radio Room	On Station	2-144-0-L	Through passage 01-120-1-L down to passage 1-120-0-L aft thru compartment 1-125-0-L to passage 1-147-0-L down to compartment 2-144-0-L
Crypto Room	On Station	2-144-0-L	Same as radio room
Electronics Control 01-120-0-A	On Station	2-144-0-L	Same as radio room
ASW Control	On Station	2-96-0-L	Fwd thru compartment 02-131-0-C to passage 02-120-0-L down ladder to passage 01-117-0-L down to passage 1-101-0-L to passage 2-96-0-L
<i>CH3</i> <sup>ESM</sup> <del>ESM</del> Room	On Station	2-96-0-L	Same as ASW Control
Primary Battle Dressing	On Station	2-144-0-L	Through passage 1-147-0-L down to compartment 2-144-0-L



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<u>Station</u>	<u>Ready Shelter</u>	<u>Deep Shelter</u>	<u>Routes</u>
Secondary Battle	On Station	2-280-0-L	Aft through compartment 1-264-0-Q to passage 1-285-2-L down to compartment 2-280-0-L
Mess Cook	On Station	2-280-0-L	Through passage 1-285-2-L down to compartment 2-280-0-L
Torpedo Starboard	01-176-0-M	2-280-0-L	Enter through WTD 01-182-1 thru compartment 01-182-0-Q thru NWTB 01-203-1 to passage 1-203-0-L down ladder to passage 1-192-0-L through compartment 1-234-0-L Thru compartment 1-264-0-Q to passage 1-285-2-L down ladder to compartment 2-180-0-L
After Lookout	<del>01-179-3-L</del> 1-234-0-L	2-280-0-L	Same as <del>torpedo starboard</del> Messcook
Search Radar Room	On Station	2-144-0-L	Forward thru NWTB 01-156-1 to 01-136-0-C and follow same route as radio room
Voice Radio Equipment Room	On Station	2-96-0-L	Same as ASW Control
Torpedo Port	01-176-0-M	2-280-0-L	Enter thru WTD 01-182-2 and follow same route as torpedo starboard
Pilot House	On Station	2-96-0-L	Thru passage 03-113-0-L to passage 02-120-0-L and follow same route as ASW Control
CIC	On Station	2-96-0-L	Same as ASW Control
After Steering	On Station	3-304-0-L	Thru WTD 2-320-1 to passage 2-304-0-L down WTH 2-306-2 to passage 3-304-0-L
<del>A/S Battery</del>	<del>01-117-0-L</del>	<del>2-120-0-L</del>	<del>Aft WTD 01-117-3 down to passage 2-120-0-L</del>
Repair II	On Station	3-80-0-L	Thru WTD 2-72-0 to passage 2-72-0-L down ladder to 3-80-0-L
Repair III	On Station	3-304-0-L	Down thru WTH 2-306-2 to passage 3-304-0-L
5" Mount & Upper Handling Room	On Station	2-72-0-L	Aft thru WTD 1-70-0 or thru 2-48-0-A to 2-72-0-L
All Other Station	On Station	On Station	

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7. CLOSING "CIRCLE WILLIAM" FITTINGS.

a. Upon receiving the word "close all Circle 'W' fittings", personnel responsible for closures shall secure them as follows:

<u>FITTING</u>	<u>LOCATION</u>	<u>RESPONSIBILITY</u>
WTD 03-105-1	Bridge to Weather	Ship Control
WTD 03-105-2	Bridge to Weather	Ship Control
Vent Closure 02-208-1	Weather	Repair III
Vent Closure 01-155-2	Weather	Repair III
Vent Closure 1-180-2	Weather	Repair III
Vent Closure 1-181-1	Weather	Repair III
Vent Closure 2-246-1	Control Booth	Main Engine Control
Vent Closure 2-238-1	Control Booth	Main Engine Control

<u>FITTING</u>	<u>LOCATION</u>	<u>RESPONSIBILITY</u>
Vent Closure 04-113-1	Sig. Bridge	Ship Control
Vent Closure 04-121-2	MTR Room	Ship Control
Vent Closure 04-123-1	MTR Room	Ship Control
Vent Closure 04-127-2	MTR Room	Ship Control
WTD 04-116-1	Signal Shelter	Ship Control
WTD 04-128-0	MTR Room	Ship Control
Vent Closure 1-311-1	Weather	Repair III
Vent Closure 1-311-2	Weather	Repair III
Vent Closure 2-234-1	After Steering	Repair III

party leaders will record stationary reading every two minutes but will send them to DC central only when requested.

(2) Rapid External Survey. The rapid external survey will commence upon cessation of fallout and/or when ordered by DC central. Readings will be taken at the following stations, and should be sent to DC central in no more than six minutes.

<u>LOCATION</u>	<u>RESPONSIBILITY</u>
5"/38 Mount	Repair II
MK11 ASW HH Starboard & Port	Repair II
81MM Mortar Starboard & Port	Repair II
MK32 Torpedo Tubes Starboard & Port	Repair II
MK56 Director	Repair III
Bridge Wing Starboard & Port	Repair III
Flag Bag Starboard & Port	Repair III



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After Lookout	<del>01-179-3-L</del>	2-280-0-L	Same as <del>torpedo starboard</del> <sup>Messcook</sup>
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party leaders will record stationary reading every two minutes but will send them to DC central only when requested.

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<u>LOCATION</u>	<u>RESPONSIBILITY</u>
5"/38 Mount	Repair II
MK11 ASW HH	
Starboard & Port	Repair II
81MM Mortar	
Starboard & Port	Repair II
MK32 Torpedo Tubes	
Starboard & Port	Repair II
MK56 Director	Repair III
Bridge Wing	
Starboard & Port	Repair III
Flag Bag	
Starboard & Port	Repair III

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(3) Recovery Phase Survey. After the rapid external survey is made and radiation level reduced allowing these stations to be manned, the recovery phase survey will be made. This survey will include the entire topside area of the ship. "Hot spots" will be isolated for further decontamination procedures.

9. DECONTAMINATION. Tactical ship decontamination is a procedure to reduce contamination levels so that the unit can continue its tactical employment.

10. PERSONNEL DECONTAMINATION. When ordered by the commanding officer, exposed personnel will be directed to a decontamination station.

a. Decontamination Stations. DECON stations are manned by repair party personnel under the supervision of the medical department. They are located:

(1) Forward DECON station 1-124-1-L.

(2) After DECON station 1-179-4-L.

b. Decontamination Procedure.

(1) When personnel arrive at the access to the decontamination station, they will immediately remove all exterior clothing, including shoes, and place them in the special containers.

(2) After entering the decontamination shower, personnel shall scrub their bodies with soap and water, paying particular attention to the hair, nails, skinfolds, and areas surrounding the body openings.

(3) Personnel will be monitored prior to leaving the shower area, and, if decontaminated, will proceed as directed to a change station for clean clothes.

(4) Personnel decontamination will be continued until skin reading is 1 milliroentgen or less.

WATER WASHDOWN SYSTEM.

The water washdown system is activated by the following valves.

<u>Group #</u>	<u>Value</u>	<u>Closure</u>
1	02-120-1	X
2	1-75-1	X
3	1-226-2	X

## CHAPTER 3 - ORGANIZATIONAL BILLS

### SECTION 3 - EMERGENCY BILLS

#### 3304 MAN OVERBOARD BILL

1. PURPOSE. To provide policies for assignment of personnel to duties and stations, and for procedures to be followed in recovering one man or a small number of men from the water.

2. TRAINING. Each individual aboard ship should be instructed in the action that he should take if he falls overboard, and he should understand what action he can expect of the ship to rescue him. Non-swimmers should be given the opportunity, by means of organized classes or otherwise, to qualify as swimmers. Frequent drills and instructions of the watch sections and rescue details shall be conducted to ensure the successful execution of this bill.

3. RESPONSIBILITY FOR THE BILL. The first lieutenant is responsible for the adequacy and currency of this bill, and shall make all necessary changes thereto, subject to the approval of the executive officer.

4. INFORMATION. This bill may be used for recovery of men who are lost overboard from a ship in company as well as from own ship. Procedures for recovery of personnel from aircraft down at sea or large numbers of survivors are contained in the ditch and rescue bill.

#### 5. PROCEDURES AND RESPONSIBILITIES.

a. The executive officer shall:

(1) Supervise all deck recovery procedures.

(2) Require that a muster be taken of all personnel.

(3) All passengers (Weather Bureau personnel, Transit personnel, etc.) shall be required to muster in the wardroom for this drill. Senior man shall take muster and report results to bridge by telephone.

b. Head of departments shall:

(1) Make provisions to ensure that the result of his department muster at quarters is relayed to the bridge. Un-accounted for personnel shall be reported by name and rate.

c. Any person sighting a man overboard:

(1) Sing out "Man overboard port/starboard side" loud and clear and maintain visual contact.

(2) Insure that the officer of the deck receives the information in the quickest manner possible.

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(3) Ensure that a life ring or other life saving equipment is thrown over the side, as near as possible to the man overboard. Release a day and night marker or smoke float (if possible).

d. The officer of the deck shall:

(1) Upon receipt of information of the man overboard, maneuver the ship in accordance with existing conditions and prescribed doctrine.

(a) 360 degree turn in the same direction as the man fell overboard. A circular approach will bring the man alongside in the shortest time.

(b) Williamson turn, during low visibility or when a man is reported as missing; this turn should be executed in order to retrace the ship's track.

(c) Back down.

(2) Have the word passed twice over IMC "Man Overboard port/starboard side".

(3) Sound six (6) or more short blasts on ship's whistle, and make appropriate visual signals as specified in Volume I of ATP-1(A): "By day hoist OSCAR and at night (in peacetime) display two (2) pulsating red lights or fire one (1) white rocket (very light)."

(4) Notify ships in company and the OTC.

(5) Normally a ship pickup method will be employed; however, the boat recovery method may be required. To cover this possibility, <sup>the ready</sup> boat crew and lowering detail shall be manned. <sup>and by boat rigged to the rail</sup> The boatswain's mate in charge of the lowering detail shall muster boat crew and lowering detail and make a report to the bridge as soon as possible.

(a) Boat crew shall don life jackets (ensure ties and straps are secure).

(b) Swimmers shall don wet suits, vest type jacket, harness and other equipment as necessary.

(c) Tender shall check swimmer tending line and assist swimmer don equipment.

(d) Coxswain shall ensure that boat plug, Rottmer releasing gear, and boat gripes are checked.

(e) Boat engineer shall check engine, fuel and water status.

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(f) The rifleman is aboard to protect the swimmer and man overboard from sharks. He should keep himself and his equipment clear of boat operators until his services are needed.

*hand held radios*  
~~AN/PRC 59~~ (g) Boat shall carry two (2) means of communications: one (1) and two (2) semaphore flags.

e. The CIC watch officer shall:

(1) Shift NC-2 and DRT to 200 yard scale, plot position of ship and the estimated initial position of the man in the water.

(2) Keep the officer of the deck informed of range and bearing to the man in the water and life raft and/or boat if it is in the water.

(3) Establish communications with other units on the scene.

f. The first lieutenant shall:

(1) Direct personnel of the rescue detail on deck.

(2) Control the lowering of the life boats in accordance with orders from the commanding officer.

(3) Station men with float lines at the proper side of the ship.

(4) Direct lowering of embarkation ladders or nets, (they shall be rigged to trail in the water on both sides of vessel).

(5) Station and control swimmers equipped with vest type life jackets, exposure suit (if necessary), and safety lines to go to the assistance of the man in the water.

(6) Direct rifleman as required.

g. The deck rescue detail shall:

(1) Proceed to designated topside station with equipment.

(a) First man to station shall establish communications with the bridge via the 1JV sound powered phone circuit.

(b) Second man to station shall take position in eyes of ship and point to man overboard.

(2) Carry out recovery or rescue procedures as directed by the first lieutenant.

(3) When ship is at general quarters, personnel will remain on battle stations until released by control officers. The weapons officer shall designate personnel for the lifeboat lowering and hoisting detail.



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(4) Report to the bridge when recovery is made and condition of recovered man overboard.

h. The following interior communications shall be established on the 1JV circuit:

Bridge  
CIC  
Deck rescue detail  
After steering  
Engine control booth  
Fantail lookout

i. Signals between ship and boat are as follows: (Copy to be posted in each boat)

From ship to boat

<u>Flag or blinker</u>	<u>Pyrotechnics</u>	<u>Meaning</u>
One	One White Star	Steer straight away from ship
One Port	One Red Star	Steer left of line looking from boat to ship
One Starboard	One Green Star	Steer right of line looking from boat to ship
Two	Two Green Stars	Steer straight toward ship
Quebec	Two Red Stars	Return to ship

From boat to ship

<u>Visual Signals</u>	<u>Pyrotechnics</u>	<u>Meaning</u>
Semaphore	One Green Star	Cannot find man
	One white Star	Have recovered man
	One Red Star	Need assistance

j. Rescue procedures in port are initiated by the officer of the deck, who orders the word passed "man overboard port/starboard side." All available boats are called away on the double. Commanding officer and executive officer are notified. Any available line officer is dispatched to direct the rescue efforts from the boat. Life buoys and/or kapok-covered monkey fists on a heaving line are thrown to the man in the water.

k. Special rescue procedures in mountainous seas require the following added considerations:

(1) A long approach on the man usually should be made to avoid placing the ship in a dangerous condition with respect to the seas.

## MAN OVERBOARD BILL

(2) Stopping in such a position that the man is rolled under the ship when alongside must be avoided.

(3) A down-wind or down-sea approach is normally best, with engines used to hold ship in position when stopped.

(4) All hands should stay clear of forecastle during rescue operations. They should work in areas where heavy seas are not breaking on the ship. Close coordination between bridge and rescue details is required.

(5) Only personnel required for rescue should be permitted topside. Lifejackets shall be worn by all rescue personnel.

(6) When the man is recovered, all hands should move clear of exposed decks before rendering first aid.

(7) Rescue details should be kept in one group during actual rescue operations.

(8) Any or all of the following may be used to recover the man as the circumstances dictate:

- Liferings
- Kapok-covered monkey fists on polypropylene heaving lines
- Tended swimmers
- Ladders and nets
- Life raft

1. When proceeding to station, all hands shall follow the traffic routes of up and forward, starboard side; down and aft port side.

Figure 3-28

### OFFICERS STATIONS AND DUTIES

<u>OFFICER</u>	<u>STATION</u>	<u>DUTIES</u>
Commanding Officer	Bridge	In charge
Executive Officer	Bridge	Supervise rescue activities
Operations Officer	Bridge	Navigation
First Lieutenant	Main deck	In charge rescue efforts
Officer of the Deck	On watch	OOD
CIC Officer	CIC	Supervise
Weapons Officer	Boat or Flight Deck	Boat officer, or flight officer if helicopter used
All others	Quarters	Muster personnel

MAN OVERBOARD BILLENLISTED PERSONNEL ASSIGNMENTS.

<u>STATION/DUTIES</u>	<u>BILLET NO.</u>	<u>RATE</u>
Assist Navigator	0-101	QMC
QMOW	0-108	QM3
Helmsman	0-203	QML
Engine Telegraph/Messenger	1-104	SN
Lookout	1-214	SA
Lookout	0-304	QM2
Talker (1 JV)	S-101	SKC
Talker (JL)	1-112	SA
Voice Comms. Handheld Radio	0-205	RM2
Searchlight	1-211	SA
<u>FLYING BRIDGE</u>		
Lookout	1-108	SN
Lookout	1-210	SA
Lookout	S-304	SK3
Lookout Talker (JL)	S-305	SS3
<u>BOAT DETAIL</u>		
Coxswain	1-102	BM3
Boat Crew (Provide Handheld Radio)	1-110	SN
Boat Crew	1-105	SN
Boat Engineer	E-103	MK1
Boat Engineer	E-206	MK3
<u>LOWERING DETAIL</u>		
In Charge	1-201	BM1
Detail	1-106	SN
Detail	1-111	SA
Detail	1-206	SN
Detail	1-207	SN
Detail	1-208	SN
Detail	1-304	SN
<u>DECK RESCUE DETAIL</u>		
In Charge	1-101	BMC
Assist	2-201	GMC
Rig Debarkation Ladders	1-301	BM2
Assist - Provide Liferings	1-302	BM3
Assist - Provide Kapok Heaving Lines	1-306	SN
Assist - Provide Grapnels	1-307	SN
Assist - Provide Boat Hooks	1-308	SN
Assist	1-202	BM3

Figure 3-29

MAN OVERBOARD BILL

<u>STATION/DUTIES</u>	<u>BILLET NO</u>	<u>RATE</u>
<u>DECK RESCUE DETAIL (Cont'd)</u>		
Swimmer	1-305	SN
Swimmer	1-310	SA
Tend Swimmer	1-205	SN
Tend Swimmer	1-303	SN
Rifleman	2-303	GM3
Rifleman	2-104	FT3
Talker (LJV)	1-103	SN

CICRegular Watch Plus:

Supervisor	0-201	RDC
Talker (JL)	0-106	YN2
As Directed	0-105	RD2

FANTAIL

Lookout/Talker (JL)	2-203	FT2
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AFTER STEERING

In Charge	E-201	MKC
Assist	E-304	MK2
Helmsman (LJV)	1-204	SN

RADIO ROOM

Radiomen on watch remain at thier stations, all other radiomen muster in Radio central.

ENGINE ROOMRegular Watch Plus:

Switchboard	E-302	EMCS
Assist E-302	E-308	EM3
Talker (LJV)	E-112	FN

BOW PROPULSION ROOM

In Charge	E-203	EM1
Assist E-203	E-106	EM2
Talker (LJV)	E-207	EM3

MAN OVERBOARD BILL

Personnel not otherwise assigned muster as follows:

Supply Department	Muster on Mess Deck
Engineer Department	Muster Engineers Study Room (2-144-O-L)
Operations Department	Muster CIC (Voice Radio Room)
Weapons Department	Muster on Mess Deck

NOTE: Senior petty officers take muster and report to bridge number of personnel present and names of absentees via nearest available phone.

## CHAPTER 5 - ADMINISTRATIVE PROCEDURES

### SECTION 1 - PROCEDURES FOR MILITARY AND VISITING PERSONNEL

#### 5101 RECEPTION AND DETACHMENT PROCEDURES

The first impression of the ship received by personnel reporting on board for duty frequently has lasting effects. The purpose of this procedure is to outline methods for receiving personnel aboard and for detaching personnel from the command.

1. PROCEDURES FOR PERSONNEL REPORTING ON BOARD FOR DUTY OR FOR FURTHER TRANSFER. The officer of the deck is responsible for identification and initial processing of personnel received on board. The executive officer is responsible for the introduction of personnel into the ship's company, for assignments to departments, and for orientation of personnel.

a. Receiving an Officer. An officer shall report to the officer of the deck, who shall carry out the following procedures:

- (1) Establish the officer's identity.
- (2) Make appropriate arrangements for baggage.
- (3) Have the officer escorted to the executive officer or, if the officer is senior to the executive officer, escort him to the commanding officer and inform the executive officer.

b. Receiving an Enlisted Man. An enlisted man reports to the officer of the deck, who shall:

- (1) Establish the man's identity.
- (2) Make appropriate arrangements for baggage.
- (3) Indicate on a copy of the man's orders his time and date of reporting.
- (4) Turn the man over to the master-at-arms, who will issue him blankets and pillow and will assign a bunk and locker. Have the messenger deliver the man's records to the ship's office. (The ship's office shall verify the man's orders, records, and accounts for completeness, and make proper distribution).

c. Instructing Personnel Received Concerning Ship's Organization. The ship's organization and regulations manual, including ship's orders, is available to the departments in custody of department petty officer. All men on being received for duty shall be instructed in the provisions of the ship's organization under the supervision of the head of department to whom assigned. Thereafter they shall be kept refreshed concerning organization and regulatory provisions by periodic review during assigned school periods and by reference to the department's copy of the manual.

## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

2. PROCEDURES FOR PERSONNEL BEING DETACHED. The officer of the deck is responsible for the final processing of personnel being detached.

a. Officer Being Detached. An officer being detached shall, prior to detachment, accomplish the following:

- (1) Fill out and sign a fitness report.
- (2) Turn in all publications and classified matter belonging to the command.
- (3) Turn in equipment and obtain custody clearance.
- (4) Execute change of address cards.
- (5) Obtain service record, pay records, and health and dental records. Ensure that leave record is up to date and signed. Obtain sufficient copies of orders.
- (6) Settle accounts with mess treasurer.
- (7) Ensure that all logs for which responsible have been written and signed.
- (8) If being relieved, report relief to executive and commanding officers.
- (9) On departure, report detachment to the officer of the deck.

b. Enlisted Personnel Being Transferred. Enlisted personnel shall draw from the ship's office and complete a clearance slip by obtaining the initials of the following officers and petty officers, as follows:

- (1) Senior hospital corpsman, for health and dental record.
- (2) Recreation officer, for athletic gear.
- (3) Registered publication custodian, for registered publication.
- (4) Head of department, for other publications and correspondence; muster and watch list corrected; I. D. card inspected; sub-custody clearance for all equipage and special clothing.
- (5) Weapons officer, for small arms and shore patrol gear.

## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

(6) Educational services officer for correspondence courses.

(7) Yeoman in charge of the ship's office, for service record up to date on all entries and removal from liberty list and roster.

(8) Chief master-at-arms, for collection of bedding and pillows.

(9) The executive officer, for pay record, if available, orders and record of disciplinary status.

### 5102 LEAVE AND LIBERTY PROCEDURE

The sections into which ship's officers and men are divided for watch and duty purposes in port are also used in granting daily liberty.

The commanding officer, subject to orders of higher authority, grants leave and liberty within the ship. The executive officer regulates the granting of leave and liberty. An accurate record should be kept at all times of the number of persons away from the ship.

1. LIBERTY. Liberty will be granted as published in the plan of the day and in accordance with the liberty lists.

a. No man shall have another man's identification card in his possession without proper authority. Each man, before going ashore on liberty or leave, shall be responsible for determining that he is entitled to leave the ship.

b. Liberty for personnel not assigned to regular sections shall be subject to the approval of the executive officer. Special liberty may be recommended by heads of departments or division officers to the executive officer. It is normally restricted to necessary and urgent situations for men of good conduct standing. Personnel on Sick List are not granted liberty, except in emergencies as specifically recommended by the person responsible for the "no duty" list, or medical restriction list.

c. Men losing their identification cards are not eligible for liberty until a new card has been issued.



## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

2. EXCHANGE OF LIBERTY. Exchange of liberty will not be granted except by the executive officer. Men desiring to exchange liberty with another person must first submit an agreement slip (available in the ship's office), filled in and signed, from the man who agrees to stand by and to take his duty on board. This slip must be approved by the man's leading petty officer, and head of department, who will assure themselves that the man who agrees to stand by is fully qualified to handle the duties of the person for whom he is standing by. The man standing by will be available for watches, working parties, fire stations, and all other duties which might befall, or be assigned the man for whom he is standing by. Agreement slips shall be turned in to the ship's office not later than 1000 each day. Exchange of duty between officers in different watches may be made with the approval of the senior watch officer and the executive officer.

3. INSPECTION OF LIBERTY PARTIES. All liberty parties will be mustered and carefully inspected by the officer of the deck before they are allowed to leave the ship. Men who do not present a smart, clean, and regulation appearance will not be allowed to go on liberty until they have remedied the unsatisfactory condition.

### 4. LEAVE

a. Leave is authorized absence from the ship for a period in excess of 48 hours, or modified in accordance with Chapter 7 U. S. Coast Guard Personnel Manual. Authorized liberty shall not be used to lengthen leave, such as departing on a Saturday when leave starts on the following Monday. The day of departure on leave, whatever the hour, is counted as a day of duty; the day of return is counted as a day of leave, unless the individual returns prior to 0900. Leave accrues at the rate of  $2\frac{1}{2}$  days per month, but the amount of accrued leave cannot exceed 60 days. The commanding officer will endeavor to grant each officer and enlisted man authorized leave at such times as it is requested and their services can be spared.

b. Up-to-date leave records for officers and men shall be maintained. Leave requests for enlisted personnel shall be submitted to the executive officer via their leading petty officer, and head of the department, and shall contain the following information:

- (1) Number of days leave requested and date leave is to start.
- (2) Number of days leave taken during current fiscal year.
- (3) Leave address and telephone number (latter if known)
- (4) Accrued leave to which entitled.

## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

(5) A notation to the effect that the man has sufficient funds to ensure his return from leave

(6) Date of last leave.

### 5. ILLNESS OR INJURY ON LEAVE OR LIBERTY

a. In case of illness or injury on leave or liberty, the individual or someone on his behalf should contact his commanding officer and report the facts. If the person concerned is in the immediate vicinity of a Coast Guard activity, such activity should be advised so that the proper attention can be given. Costs of medical care will not be paid by the Coast Guard unless medical facilities of the Navy, Army, Air Force, Public Health Service or Veterans Administration were not reasonable available and treatment was required in emergency.

b. Procedures for injuries to military personnel aboard ship are the same as those carried out when there are injuries to civilians (see article 5107).

6. REQUEST MAST. Request mast will be held daily except Sunday, circumstances permitting. All requests such as for exchanges of duty, special liberty, assignment as striker, and hearings on personal problems, shall be made in writing on the request mast slip provided. They shall be put in the ship's office by 1000 of the day on which action is requested, after having been initialed, with approval, disapproval, or comment noted, by the leading petty officer, and head of department concerned. Head of department should endeavor to resolve such requests as are within their capacity and authority. At 1100 the executive officer will take action on all requests except those which, in his opinion, should be brought before the commanding officer. The executive officer and, when appropriate, the commanding officer, will see any officer or man of the ship's company at any time of the day or night, if the urgent nature of the circumstances requires it. It is necessary for the orderly conduct of the ship, however, that the normal process prescribed in this paragraph be adhered to in all but special cases.

### 5103 WORKING PARTIES

1. Working parties are requested by the officer responsible for the accomplishment of tasks which do not fall within the purview of the existing ship's organization. Such officers will make their requests to the executive officer one day in advance when possible and will be responsible for directing the task of the working party.

2. The executive officer will give timely notice of the requirements for working parties whenever practicable and will indicate the uniform to be worn other than the regular working uniform. Personnel breaking out fresh provision will normally require a certain amount of winter clothing.

## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

3. The officer of the deck will assign working parties when advance arrangements have not been possible.

4. Working parties will be composed of personnel from all departments on a ratio basis established by the executive officer. Regular meal hours will be observed when practicable. Arrangements for meals at other times will be made by the officer of the deck through the supply officer. Early morning meals may require that arrangements be made the previous evening.

### 5104 DISCIPLINE

This ship is self-sufficient for all forms of discipline except holding of special and general courts martial. Any officer or man may be called to assist the commanding officer in administering discipline aboard ship and all hands should be familiar with these duties.

1. TYPES OF LEGAL RESTRAINTS. When an offense has been committed and the supposed offender is in the Armed Forces, it is of major importance to ensure his presence pending disposition of charges. All officers, warrant officers, and petty officers of the ship's company are authorized to apprehend and to take into custody all persons in the military service whom they reasonably suspect of having committed an offense. Other enlisted men have such authority only when they are regularly assigned to shore patrol or sentry duty. (WARNING - Army, Air Force, and Navy Military Police and all commissioned, warrant and non-commissioned officers of those services have similar authority. When they seek to exercise it, they should be obeyed promptly and all argument saved until custody is completed at headquarters. Also a soldier or airman should obey promptly the orders of apprehension and custody given properly by authorized personnel of the Coast Guard.) All hands will be instructed in the differences between apprehension and arrest; and between custody, arrest, restriction and confinement.

a. Apprehension and Custody. Apprehension is accomplished by clearly informing the person that he is being taken into custody. Custody is a temporary control over the person apprehended. It lasts until he is delivered to the proper authorities for official action. Men on shore patrol or sentry duty will have special instructions to follow in each case. In general, persons who have authority to apprehend and take others into custody may exercise such force as is actually necessary to do so. Unnecessary force is never allowed and is punishable. Use of formal apprehension and custody is discretionary, subject to the judgement of the authority in existing circumstances and limited to clear-cut cases requiring official custody of individuals. Custody is necessary for such purposes as preventing disgrace to the service or the commission of a serious offense; quelling quarrels, frays, and disorders (particularly ashore); preventing detrimental acts by suspected spies, saboteurs, or traitors; and bringing before proper authority offenders who may reasonably be expected to attempt escape.

## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

b. Arrest. Arrest is the moral restraint of a person, by an order, to certain specified limits pending disposition of charges of an offense. It is not imposed as punishment. It is imposed only for probable cause, based on known or reported facts of the alleged offense. It relieves the person arrested of military duties within the chain of command, other than normal cleaning and policing, routine training, and duties not involving the exercise of command or the bearing of arms, and hence affords a better opportunity to prepare his defense. Arrest also assures the individual's continuous presence pending investigation. It is imposed by notifying the person concerned that he is under arrest and informing him of the limits of his arrest, normally the limits of the ship. An officer may be placed under arrest only by order of his commanding officer. An enlisted man may be placed under arrest by any officer. The commanding officer may delegate to warrant officers and petty officers the authority to arrest enlisted men of his command or under his authority.

c. Restriction. Restriction in lieu of arrest is a restraint of the same nature as arrest, imposed under similar circumstances and in the same manner by the same authorities, but it does not suspend military duties. Violation of restriction lawfully imposed is an offense punishable as conduct to the prejudice of good order and discipline. Restriction may also be imposed as the result of punishment at mast or of court martial sentence, or for purposes of medical quarantine.

d. Confinement. Confinement pending disposition of charges is an actual physical restraint imposed when it is necessary to assure the presence of an accused person for investigation and trial. It may be imposed by the same authorities authorized to impose arrest when the known and reported facts of an alleged offense, the gravity of the offense, or other circumstances indicate confinement to be necessary for good order and discipline. An officer imposing confinement shall do so by a signed order stating the name, grade, and organization of the person confined and the offense of which he is accused. When such confinement is imposed, it shall be in a place conforming to existing instructions, which shall be arranged for as expeditiously as practicable with a suitable activity, except that, pending completion of arrangements, emergency confinement for safe keeping may be in any available secure space conforming to the structural provisions of that article and approved by the commanding officer. Confinement may also be imposed as the result of mast punishment or court-martial sentence. In some cases individuals may require confinement for their own safety, as in cases of advanced intoxication or other dazed uncertain condition, to prevent their falling overboard or down a hatch, or other injury. Watch personnel shall be alert to detect in individuals indications that special measures for their safety may be required, and to notify the officer of the deck. The officer of the deck shall order confinement for the individual's personal safety if appropriate. Such confinement of itself implies no disciplinary or punishment status. It shall be established, and medical examination shall be secured as expeditiously as practicable.

## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

2. REASONS FOR IMPOSING RESTRAINTS. The officer authorized to impose restraint may, according to his own sound judgement, impose one of the restraints listed in subparagraphs b, c, or d preceding, or he may impose no restraint other than would be provided by the normal rules of leave and liberty. Restrictions to the limits of the ship in lieu of arrest is considered appropriate for all offenses ashore which reflect discredit upon the service; for absence over leave in excess of one hour where extenuating circumstances are not apparent; for absence without leave; for ordinary insubordination, malingering, or shirking offenses; and for more serious offenses. Confinement pending investigation is normally appropriate in case of desertion; when grave offenses are charged, the penalties for which are likely to cause the accused to attempt escape; or when escape would seriously prejudice good order, discipline, or security. If considered appropriate by the executive officer, these restraints should be continued until the case has been considered by the commanding officer. They may be further extended thereafter according to circumstances.

3. PROCEDURES FOR ENLISTED MISCONDUCT REPORTS. It is expected that officers and petty officers will, by leadership, example, and personal and moral suasion maintain the required standards of conduct and discipline with minimum resort to formal misconduct reports. When such reports become necessary, however, the procedures described in the subparagraphs which follow will be observed.

a. Initial Report. The person making the misconduct report shall do so in writing, using NAVPERS 1626/7 and recording the names of any witnesses. Where possible, he shall inform the offender that he is being placed on report. He shall also inform the offender of the nature of the accusation and his rights under Article 31, UCMJ.

b. Custody and Determination of Restraint. If the offense is such as to render formal apprehension appropriate, the offender shall be taken into custody and delivered, together with a misconduct report, to the officer of the deck. If the offender is in official custody, or if establishment of formal restraint otherwise appears desirable, the officer of the deck shall notify the executive officer, who will determine what formal restraint, if any, is to be placed upon the offender. The report shall be turned over to the chief master-at-arms. The officer of the deck shall notify the offender and the master-at-arms of formal restraint, if any, ensure that the offender understands the nature of the restraint and the penalty for violation; and secure his signed written acknowledgment thereof. For confinement, if assigned, he shall be turned over to the master-at-arms. If other restraint is assigned, the offender's name, the offense charged, and the restraint assigned shall be logged. The master-at-arms retains custody of the report until it is delivered to the executive officer.

c. Preliminary Inquiry. Each day except Sunday, during the forenoon, if circumstances permit the executive officer will direct that preliminary inquiry of misconduct reports be conducted. The officer assigned to make the preliminary inquiry conducts an informal investigation.

## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

He determines whether the reported misconduct was actually committed; whether it constituted an offense under the Uniform Code of Military Justice; and its relative gravity--that is, whether nonjudicial punishment or court-martial (summary, special, or general) is appropriate. If he determines that court-martial is probable, the inquiry officer prepares on DD Form 458 a correct specification of the offense, using the Manual for Courts-Martial, U. S., 1969 (Rev. Edition) as a guide. He then either signs and swears to the charge as accuser or has the person who knows the facts and believes them to be true sign and swear to the charges as accuser. He then delivers the signed charge sheet to the commanding officer for use at mast. The executive officer passes on the preliminary investigation, referring the case to mast or dismissing it, as indicated on NAVPERS Form 1626/7.

d. Mast and Record of Punishment. The commanding officer will ordinarily consider the above reports at mast, in accordance with U. S. Coast Guard Regulations, Article 7-1-12 and Articles 15 and 31 of the Uniform Code of Military Justice, entering in the unit punishment book the offense; date and place of commission; appeal, if any; mitigation, remission, suspension, or setting aside; remarks, initials of immediate CO; rights understood; initials of accused. The record of punishment under Article 15, Uniform Code of Military Justice, will be kept in accordance with paragraph 133, MCM 1969 (Rev. Edition). The form used for the unit punishment book is NAVPERS 1626/7. This form includes the data required by paragraph 133, MCM 1969 (Rev. Edition). All entries in the unit punishment book are to be typewritten or made legibly in ink, without erasures. Errors are to be lined out and initialed by the commanding officer or other person responsible for making an entry on NAVPERS Form 1626/7.

e. Extra duty shall be performed in accordance with Article 0101, Coast Guard Supplement to the Manual for Courts-Martials, and Article 15, Uniform Code of Military Justice, in periods of two hours daily except Sunday, commencing at the end of normal working hours and exclusive of meal periods. Hard labor without confinement shall be performed in accordance with paragraph 126.k MCM 1969 (Rev. Edition), in periods of one, two, or more hours daily except Sunday commencing at the end of normal working hours and exclusive of meal periods. The chief master-at-arms and the executive officer, shall supervise the performance of extra duty and hard labor without confinement.

### 5105 EVALUATION OF PERFORMANCE

Standard methods, in accordance with those prescribed here should be used in processing performance grades of enlisted personnel. In addition to the summary here, information may be obtained from the current Personnel Instructions. In assigning grades, officers shall be careful to evaluate each individual. Advancements, awards, discharges, reenlistments, selection for special programs, projects, courses of instruction, reduction in rate for incompetency, and propriety of early separation by administrative discharge

## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

of an individual are affected by grades assigned. The marks assigned must reflect the individual's performance in comparison with others of similar rate and experience, and work description must support the marks assigned. In the remarks section, specific accounts of individual accomplishments will carry vastly more weight than broad generalities. Similar marks must not arbitrarily be assigned to all men in the same pay grade, for such practice penalizes outstanding men and degrades the promotion multiple system.

1. RESPONSIBILITY FOR EVALUATION. The commanding officer is responsible for the evaluation of all personnel assigned to this ship. Marks are signed by the commanding officer. The executive officer reviews all marks recommended. The head of department reviews all marks recommended by the department leading petty officers. Department leading petty officers will evaluate the junior petty officers and non-rated men under their supervision but these evaluations will be reviewed by the head of department.

2. PRESCRIBED TIMES FOR EVALUATION. Grades should be assigned semi-annually, on detachment of an individual, on closing out an individual's service record, and at such other times as directed by CG Personnel Manual, CG-207.

### 5106 PERSONNEL PAY

Standard procedures are given in this article for disbursement of pay and registering of allotments of all personnel, both permanent and transitory.

1. PAYMENT DATES. Officers and enlisted will be paid in accordance with the instructions contained in Paragraph 2B06005B Comptroller's Manual. Each member of the crew, except members in confinement as the result of court-martial sentence, will be paid twice a month such money as is shown due him on the crew's current money list. Pay days will normally be on the fifteenth and last day of each month or at such times as may be directed by the commanding officer.

2. RESPONSIBILITIES. The executive officer will be responsible for designating places of pay and pay lines and for assigning a master-at-arms to maintain order. The disbursing officer will be responsible for making all payments to the crew. When men are absent from the ship on working parties or for other official reasons, the division officer shall notify the disbursing officer so that payment can be arranged.

3. SPECIAL PAYMENTS AND PROVISIONS. Requests for money on days other than regular pay days shall be made only in cases of extreme emergency and when the person requesting the money cannot wait until the next regular pay day. All requests shall be forwarded to the commanding officer via the division officer and the head of department concerned. Division officers shall investigate each request thoroughly before recommending approval. A special money request shall be accompanied by a pay receipt, administratively stamped on the reverse and prepared but not signed.

## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

a. Special Money for Personnel Reporting Aboard. Men reporting aboard, who have not been paid, will be paid two working days after receipt of their pay account if 15 days have elapsed since they were last paid. No special money request need be submitted.

b. Articles for Health and Comfort of Men in Debt. Men in debt to the Government or against whom an investigation is pending which may put them in debt, may be issued clothing and small stores on the written authority of the commanding officer. A statement that the issue is necessary for the health and comfort of the individual concerned, signed by the commanding officer, must appear on the face of the requisition.

c. Pay for Personnel on Leave. Personnel going on leave shall leave money on the books until the pay day following return from leave.

4. ALLOTMENTS. To be effective, allotment registrations must reach the Commandant before the last day of the month preceding the month of first payment.

5. SAFEKEEPING OF PERSONAL FUNDS. The practice of keeping large sums of money aboard ship is to be discouraged. However, when personnel have substantial sums, the money may be left with the executive officer for safekeeping.

### 5107 GENERAL AND LIMITED VISITING

General visiting will be permitted aboard ship only as authorized by competent authority. Personal visits by relatives and friends of personnel in the ship's company will be as authorized by the commanding officer.

1. PREPARING FOR VISITORS. When authorized visitors are to be received aboard, the public information officer will prepare suitable literature for distribution to them, as approved by the commanding officer. Such matters as the history of the ship and brief on the origin of the ship's name may be included. The public information officer will also obtain from the first lieutenant special boat schedules to accommodate visitors and will distribute the schedules to the shore patrol at the landings and to the public through local information officers.

a. The first lieutenant will organize and instruct guides for the visitors and will designate heads for visitors' use. He will also prepare special boat schedules for visitors and provide copies to the public information officer after they have been approved by the executive officer.



## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

b. The damage control officer is responsible for preparation of necessary "no visitors" and "no smoking" signs. These signs are placed in appropriate places by the heads of the various departments. The "no smoking" signs are placed at each access to restricted areas in the ship. Ordinarily the spaces restricted to general visitors are the CIC; code room; radio central and secure teletype; any gun mount or director; all ready service ammunition rooms; all magazines; the after steering room; all engineering spaces; the radar rooms; the IC room; officer country; crew's berthing spaces; the CPO mess room; deck lockers; storerooms; and all heads and washrooms unless designated for visitors use.

c. Heads of departments also provide sentries as necessary at accesses to restricted areas and for surveillance of traffic routes. They ensure the readiness of the ship to receive visitors and during visiting observe the progress and conduct of the event. They also ensure the security of restricted matter and spaces, such as classified publications and correspondence, equipment and ammunition, prior to the time visitors are received.

2. PROCEDURES DURING VISITS. As visitors arrive, the officer of the deck will assign guides to groups of approximately 10 visitors, have the literature distributed, and direct the guides to commence the tour following a standard route. Visitors' cameras must be checked with the officer of the deck, who will ensure that they are tagged with the owner's name and properly stowed. The guides will assist visitors by pointing out and explaining items of interest, requesting visitors to remain together, and being alert for the safety of the visitors.

3. INJURY TO VISITORS. If any visitors are injured while aboard, the following procedure should be followed by the officer of the deck:

a. Ensure that all possible medical treatment is rendered to the injured person, including transfer, if necessary, to the nearest hospital.

b. Obtain statements from witnesses and the injured party.

c. Forward accident report, statements, and report of treatment and physical examination to the district commander.

d. Ensure that all pertinent details are entered in the ship's log.

4. SPECIAL PROCEDURES CONCERNING VENDORS AND AGENTS. No general solicitation of non-official trade will be permitted on board ship. The ship's company will be protected from undue annoyance by tradesman and agents, but at the same time they will be afforded reasonable opportunity to conduct necessary personal business on board.

a. For the conduct of necessary personal business officers and men should, insofar as practicable, schedule appointments during the hours 1630-1800. Civilian business agents will be under escort at all times while on board, whether engaged in personal business with members of the ship's company or on official business with heads of departments or other officers.

## PROCEDURES FOR MILITARY AND VISITING PERSONNEL

b. When a civilian business agent desires to go aboard ship, the officer of the deck will determine the nature of his business. Except in unusual circumstances he will be expected to have appointments or reasonable, legitimate business with specific individuals in the ship's organization. After determining the nature of the agent's business and the person he wishes to see, the officer of the deck will either call or will send the business card of the visitor to the officer or man and determine whether the latter desires to see the visitor and where he wishes the business to be conducted. The officer of the deck will either provide an escort for the agent or require the officer or enlisted man to meet the visitor at the quarterdeck. It will be the responsibility of the officer or man being visited to see that the agent, upon completion of his business, is escorted back to the quarterdeck.

c. Insurance representatives accredited by the district commander, may leave with the insurance officer explanatory literature or return address postal cards for the officers and men of the ship's company, or he may mail such material to the ship. The insurance officer, in turn, will see that appropriate samples of such material are placed on the bulletin boards.

d. At no time shall any agent be furnished a roster of personnel attached to a ship.

## CHAPTER 5 - ADMINISTRATIVE PROCEDURES

### SECTION 2 - SHIPBOARD HABITABILITY AND MESSING

#### 5201 HYGIENE AND SANITATION

Within the close quarters of shipboard existence the necessity of daily attention to hygienic and sanitary matters is absolute. One of the keynotes of good morale is the maintenance of high standards of hygiene and sanitation. The following paragraphs provide a standard of requirements for hygiene and sanitary measures aboard ship.

##### 1. RESPONSIBILITIES

###### a. Hospital Corpsman

(1) The early restoration to health of physically incapacitated personnel.

(2) The promotion of health and the prevention of disease by instruction of personnel in the principles of hygiene and sanitation.

(3) The institution of sanitation measures.

(4) With the concurrence of the commanding officer, establishment of a continuing program of instruction of first aid and self aid to all officers and enlisted personnel on this ship, in conjunction with the ship's training program. NAVMED P-5056 (1957) shall be used in planning and teaching nuclear, biological, and chemical warfare medical defense, as well as first aid and self aid to all hands.

b. Department Head. The department head assists the hospital corpsman maintaining hygiene and sanitation standards.

##### 2. PROCEDURE

###### a. Personal Hygiene

(1) Beards should be discouraged, particularly in "action areas". A beard makes the treatment of face wounds time-consuming and actually invites wound infection.

(2) Careful supervision of all sun bathing will avoid debilitation of personnel from overexposure.

(3) The hospital corpsman shall instruct the crew periodically in the fundamentals of personal hygiene.

###### b. Living Spaces.

(1) The ventilation and temperature of living spaces, and lighting facilities where personnel read, shall be investigated once weekly by the hospital corpsman. Corrective measures shall be recommended where fresh air lighting, or temperature are considered inadequate or improper.

(2) All mattress covers, pillow slips, and sheets in use shall be changed at least once weekly.

## SHIPBOARD HABITABILITY AND MESSING

(3) Absolutely no food shall be stowed in lockers, bunks, or living spaces. Although the heads of department shall ensure that living spaces be kept in a clean and sanitary condition, the hospital corpsman shall inspect daily to ensure that sanitation directives are observed.

### c. Heads and Showers

(1) The hospital corpsman shall inspect heads and showers frequently for cleanliness and sanitation. Those spaces shall be kept scrupulously clean. Dirt, filth, and vermin in these compartments contribute to the spread of disease.

(2) During certain hours each day, as prescribed by the executive officer, heads and showers shall be closed (locked) for cleaning and disinfection. Decks shall be scrubbed with soap and disinfectant. Urinals, toilet bowls, and wash bowls shall be scrubbed thoroughly with the prescribed cleaning materials. After cleaning, they shall be disinfected and, where corrosive type disinfectants are used, shall be rinsed free of disinfectant.

d. Telephones. All telephones, headsets, and mouth and ear pieces used by a large number of men shall be cleaned periodically with an antiseptic solution to be furnished by the hospital corpsman. Head phones used by men suffering from fungus infections of the ear shall be sterilized after each period of use, according to special instruction issued by the hospital corpsman. This applies particularly when operating in tropical areas where ear infections are prevalent.

e. Laundries. Laundries shall be inspected frequently by the hospital corpsman for proper sanitary methods of operation. Sufficient hot water and soap must be used to ensure cleanliness. Laundry from contagious cases shall be treated in the sick bay before being sent to the general laundry. The laundry procedures prescribed in Manual of Preventive Medicine, if followed, will clean and disinfect clothes, rendering them free of health hazards. Safety precautions for operating machinery shall be posted in a conspicuous location adjacent to the machine.

f. Drinking Facilities. All drinking facilities shall be inspected daily by the executive officer or his representative. The use of the common drinking cup is prohibited. Where scuttlebutts are not available, individual cups shall be furnished. Drinking water shall be supplied only through scuttlebutts, spigots, or closed containers.

### g. Storerooms, Cold Rooms, and Refrigerator Spaces.

(1) The dry provisions storeroom shall be inspected for cleanliness (particularly for broken, leaking containers, insect infestation, and rodent contamination). Dirt and spillage shall be kept from decks, particularly from beneath deck grating. Stores shall be stowed and marked so that the oldest lots, as packed, are used first unless the newer lots show evidence of deterioration. Dry provisions storerooms shall be sprayed as often as necessary with Navy standard insecticide, under the supervision of the hospital corpsman.

## SHIPBOARD HABITABILITY AND MESSING

(2) Controlled temperature and air circulation are paramount necessities for the preservation of large amounts of perishable bulk foods for extended periods. Temperatures shall be maintained at the designed low limit. Thermometers in the storeroom and in the ice machine room shall be inspected carefully for too varied discrepancies. If discrepancies are noticed, they shall be reported to the engineering officer. No unwrapped meats shall lie about the deck racks, or upon dirty cases. Every piece of meat shall have its own individual wrapping of muslin, wax paper, or cloth, if removed from the original case.

(3) The temperature of the lower chill provisions storeroom should remain at 32 degrees Fahrenheit. Provisions having objectionable flavor-transfer properties (such as fish and onions) should not normally be stowed so that dairy products may absorb these odors.

(4) The temperature of the upper chill provisions storeroom shall be maintained at 40 degrees Fahrenheit and frequent inspections made to determine deterioration of fresh vegetables.

h. Insect, Vermin, and Rat Control. The executive officer or his representative shall question the personnel of all ship's spaces concerning the presence of insects, rats, cockroaches, and other vermin. The presence of insects, vermin, or rats anywhere on the ship shall be reported to him. All personnel shall make every effort to prevent the introduction of insects or vermin aboard. Incoming stores such as crates and fresh provisions shall be carefully inspected and, if infested, the executive officer shall be notified and the insects or vermin removed before the stores are taken below. Rat-proofing shall be accomplished whenever the ship is alongside a dock, by means of rat guards on all mooring lines. Gangway watches shall be instructed to watch brows for rats.

### i. Galleys and Sculleries.

(1) These spaces shall be inspected daily by the hospital corpsman for general cleanliness of material. They shall be cleaned thoroughly after each meal and no food left exposed. All used gear and decks shall be washed down with soap and hot water. The meat block shall be cleaned daily by scraping and brushing with steel scraper and wire brush. It should be given a quarter turn each week to provide even wear. It should never be washed with water nor be covered with salt, cornmeal, or other covering. The block should never be used for storage. Meat slicing machines and saws shall be cleaned and remnants of meat removed from all parts and from the deck. The modern dishwashing machine, if maintained and operated in accordance with NavShips instructions, may be used for washing all utensils and equipment which can be run through the machine. Hand washing with the prescribed detergent, and disinfecting at temperatures of 180 degrees Fahrenheit for 30 seconds, will suffice where material can be subjected to this treatment. Other equipment will be cleaned in place as prescribed by current instruction.

## SHIPBOARD HABITABILITY AND MESSING

(2) It is imperative that dishwashing machine operators and maintenance personnel understand thoroughly the operation of their equipment, with particular emphasis on wash and rinse times and temperatures. The use of boiler compound, lye, caustic soda, or industrial detergents is prohibited. Salt water shall not be used in food service spaces, even for scrubbing decks and bulkheads. Salt water shall not be used to wash garbage cans. Garbage disposals are all supplied with fresh water, and no salt water is to be dumped into any sink containing a disposal.

### j. Food inspection.

(1) The hospital corpsman is responsible for frequent inspections of all activities concerned with the storage of fresh, tinned, and dry provisions and of the preparation and serving of meals in all messes. A hospital corpsman shall inspect all fresh provisions as they come aboard to determine their fitness for consumption. Milk, ice cream, and seafood from local suppliers require especially close watching. All doubtful-appearing meat and tinned, fresh, and packaged foods with evidence of softening, liquefaction, swelling of cans, or other signs of spoilage, shall be referred to the hospital corpsman for inspection. Samples of food that are subject to contamination, such as ice cream mix, shall if practicable be examined in the laboratory from time to time in order to guard against faults in methods of storage and preparation of the finished product.

(2) Crew members shall not at any time hold out cooked foods or sandwiches for later consumption because of the danger of food poisoning.

(3) Cooks and bakers shall be given instructions in food sanitation as required by current instructions. The hospital corpsman shall assist in this training, as necessary, to maintain health and sanitation standards. The following rules for cooks, bakers, and pantrymen shall be posted and shall be followed at all times:

(a) Personnel and equipment must be scrupulously clean at all times.

(b) Protein foods which are not served immediately after cooking will be either chilled to a temperature of 40 degrees Fahrenheit or lower (but not frozen), or held at 140 degrees Fahrenheit or higher. Protein foods include meats, fish, poultry, gravies, meat stocks, soups, eggs, custards and cream fillings, and milk.

(c) Cooked protein foods which have been held at temperatures between 40 degrees Fahrenheit and 140 degrees Fahrenheit for more than three hours will be considered unsafe for consumption and will be destroyed. If the food is refrigerated at intervals, the total time of the periods between 40 degrees Fahrenheit and 140 degrees Fahrenheit will be not more than three hours.

## SHIPBOARD HABITABILITY AND MESSING

(d) Protein foods such as potato salad, egg salad, and similar items which are composed of ingredients that are hand peeled, hand sliced, or hand diced after cooking should never be used as leftovers.

(e) Mayonnaise and cooked salad dressings will be placed on the salad bar small quantity at a time and will not be returned from the salad bar for re-use.

(f) Eggs shall not be served if more than 30 minutes elapse between cooking and serving (except for hard boiled eggs served in their shells).

(g) Cream and pudding desserts or soft pie fillings must not be poured into shells longer than one and one-half hours before serving. The meringue toppings shall not be made until 45 minutes before serving. Soft pie or meringue pastry shall be completely disposed of during the meal for which it is baked.

(h) Minimum sanitary requirements for milk products are contained in the Comptroller Manual.

### k. Food Service Workers.

(1) All food service workers (ship's cooks, messmen, and stewardsmen), before assigned to duty, shall be examined by a hospital corpsman for evidence of infection or contagious disease. Thereafter, all food service workers shall be inspected for general appearance and cleanliness daily by the officer responsible for food service and shall be examined by the hospital corpsman weekly for general appearance and cleanliness, shortness of hair, cleanliness of hands and nails, evidence of infection, disease, diarrhea or dysentery, or a condition which might cause contamination of food and make easier the spread of disease among the crew. If a food service worker develops an infectious or contagious disease, he shall be removed from the detail until all danger of food contamination is past.

(2) Food service workers shall have instructions by a hospital corpsman, at regular intervals, in the importance of cleanliness in food service. Their personal responsibility in maintaining the health of the crew shall be stressed.

### l. Messing Spaces and Coffee Messes

(1) The hospital corpsman shall make frequent inspection of all messing spaces and facilities and shall keep the executive officer informed as to the sanitary conditions prevailing in these spaces.

(2) All such spaces shall be thoroughly cleaned following each meal, and all mess tables shall be cleaned and properly stowed when not in use. The messing spaces shall be sprayed as often as necessary with Navy standard insecticide, under the supervision of the hospital corpsman.

## SHIPBOARD HABITABILITY AND MESSING

Also a hospital corpsman or his representative shall inspect all coffee messes frequently to assure maintenance of a high standard of cleanliness.

### m. Care of Mess Gear and Utensils.

(1) Silverware should be thoroughly cleaned or cleaned and polished after every use; it should be inspected daily and, if not used during mealtime, cleaned and polished at least once a week, except for new or unused silverware properly stored and requiring care or inspection as appropriate under the circumstances. Forks with broken tines should be surveyed immediately. Badly worn, rough-edged spoons, cracked cups, dishes, and other chinaware shall be surveyed. Pitchers shall be scoured weekly with cleaning and polishing soap and then run through the washing machine.

(2) Coppers, steam-jacketed kettles, and urns shall be cleaned with a scrub brush and rinsed with hot water. The exhaust hoods, which are subject to an accumulation of grease, must be kept clean.

(3) Meat and vegetable grinders, peelers, slicers, and chopping machines shall be taken apart after each use. Each part shall be cleaned in hot, soapy water, dried, and reassembled.

(4) All other galley equipment shall be kept scrupulously clean at all times with vigorous brush-scrubbing and hot water, followed by hot water rinse (about 180 degrees Fahrenheit).

(5) Air drying of food preparation and messing equipment is adequate if rinsing water is at the prescribed temperature.

(6) Ranges shall be thoroughly cleaned once a week in addition to the usual daily cleaning of the inside of the oven, the unit, cover, drip pans and range grease receptacle. Filter screens in hoods over ranges shall be removed every second day, brush-scrubbed with hot, soapy water, and run through the dishwashing machine.

### 5202 AIR BEDDING PROCEDURE

No air bedding bill is deemed necessary. All living and berthing spaces are air conditioned. The cotton duck mattress covers are washed at regular intervals. The folding of the sponge rubber mattresses may cause them to break.



## SHIPBOARD HABITABILITY AND MESSING

### 5203 GENERAL MESS PROCEDURES

This article outlines standard methods for operating a general mess.

1. GENERAL. Cafeteria type of messing will be employed on this vessel with no seats being assigned. The crew shall be piped to mess in the following order:

a. Relief watch - regular mess.

2. RESPONSIBILITIES. The commissary officer is responsible for the service of food, cleanliness of galley and messing spaces, and the administration of the galley personnel and messmen. He shall be assisted in these duties by the leading commissaryman and the master-at-arms. The general responsibilities of the commissary officer, in regard to the general mess are outlined in U. S. Coast Guard Regulations and Comptroller Manual (Vol III).

### 3. PROCEDURES.

a. The hours of messing will be in accordance with the daily routine or as modified by the plan of the day.

b. The mess deck master-at-arms will supervise the mess line to maintain order and quiet.

c. Messmen shall be detailed in accordance with the personnel assignment bill. Only that number of messmen necessary for the proper performance of mess duties shall be detailed, and in no case shall the number detailed exceed one for each 20 men or fraction thereof subsisted in the mess. Messmen normally will not be required to stand watches. While on duty, messmen shall wear clean white uniforms. All messmen will take a daily shower and will keep their hands scrupulously cleaned with fingernails neatly trimmed and cleaned.

d. Inspection.

(1) The medical officer or senior hospital corpsman shall inspect all messmen prior to assignment to messmen duty for evidence of contagious disease and weekly, for standards of personal hygiene and any evidence of external infection or contagious disease.

(2) The commissary officer shall inspect daily for overall cleanliness, the food preparation and serving spaces and galley personnel.

(3) The mess deck master-at-arms or the senior medical representative shall inspect daily, prior to the noon meal, all messmen for cleanliness, evidence of sores or infections on exposed surfaces of the body and any other readily visible evidence of contagious or infectious disease. The OOD shall sample daily at least one meal selected at random for quality, quantity and service.

## INSPECTION PROCEDURES

### 5204 INSPECTION OF SHIP AND PERSONNEL

The purpose of this procedure is to outline standard inspection practices. It applies to all the usual forms of shipboard inspections.

1. GENERAL. Inspections are for the purpose of ensuring maintenance the high standards required of an inspected ship.

2. RESPONSIBILITIES. U. S. Coast Guard Regulations defines the responsibilities of the commanding officer, executive officer, heads of departments, and division officers in conducting inspections.

### 3. PROCEDURES.

a. Daily inspection (except Saturday, Sunday and holidays).

(1) Divisional quarters. Personnel will muster in a military manner according to seniority and senior men will give reports to division officers.

(a) Fair Weather Parade will be on the flight deck as shown in Figure 5-1.

(b) Foul Weather Parade will be held in the following areas:

Operations Department - Crews Berthing 2-280-0-L

Supply Department - Crews Study 2-256-0-L

**Weapons Department:**

First Division - Crews Study 3-144-0-L

Second Division - Crews Study 3-120-0-L

Engineering Department - Crews Study 2-144-0-L

Division officer after receiving reports, will muster in athwartship's passageway 1-147-0-L, facing forward, to give reports.

(2) Compartment inspection. U. S. Coast Guard Regulations require the executive officer, heads of departments, division officers, and other officers to make frequent inspections of spaces and equipment. This shall be construed to mean a daily inspection of all such spaces and equipment during the normal working hours except when prevented by special circumstances. This is in addition to such other complete or partial inspections as are necessary for supervision of work and for the preservation of good order, discipline and security. Normally the executive officer will make his inspection at 1030. The master-at-arms and the hospital corpsman will accompany the executive officer.

b. Weekly inspection.

(1) The commanding officer and his party will normally inspect the entire ship weekly.

(2) All spaces, lockers, drawers and cabinets will be opened except for lockers assigned to personnel.

## INSPECTION PROCEDURES

(3) Weather permitting, all canvas will be off, all gun tampions will be out, and gun breeches open.

(4) The man responsible for each space shall salute and report "Compartment \_\_\_\_\_ ready for inspection".

### c. Personnel inspection.

(1) When "officer's call" is sounded, all hands will fall in at their respective foul or fair weather parade as designated.

(2) On completion of muster, and upon command, division officers will prepare their division for inspection. Divisions will be formed in two or more ranks, according to seniority, with the CPO's at the right end of the division.

(3) The division officer will call the division to attention and give the command to open ranks. At the command MARCH, the front rank takes two paces forward, halts and executes dress right. The second rank takes one pace forward, halts, and executes dress right. The third rank, if present, stands fast and executes dress right. The division officer verifies the alinement of each rank, returns to the front of the division and commands ready FRONT.

(4) The division officer will take his post one pace in front of the first rank and in line with the first file. When the inspecting officer has approached to within six paces of the division, the division officer will render a hand salute and greet the inspecting officer with "Good morning (afternoon), Captain (Admiral)".

(5) The division officer then will address the inspecting officer as follows: "\_\_\_\_\_ division, sir; \_\_\_\_\_ men, no unauthorized absentees" (or the number of unauthorized absentees, if any). The division officer shall be prepared to provide the inspecting officer with an exact breakdown of his personnel, stating the number of men and their disposition, if requested.

(6) As the inspecting officer and his party inspect, the division officer will fall in just behind the inspecting officer, on the side away from the rank under inspection.

(7) The division officer may give "parade rest" after the inspection party is clear of his division.

(8) Divisions will remain at division parade until the entire personnel inspection has been completed, after which the division officers will be ordered "dismiss your divisions".

## INSPECTION PROCEDURES

d. Clothing inspection. A clothing inspection will be made at regular intervals of clothing belonging to all enlisted personnel pay grade E-4 and below. Personnel shall display on their bunks the required items of clothing, which shall be properly stenciled.

e. Quarters for entering and leaving port.

(1) Upon entering and leaving port during daylight hours, all officers and men not on watch shall be paraded at quarters in the uniform of the day.

(2) Personnel shall be formed into ranks parallel to the centerline of the ship. Men will form on the side from which honors will be rendered and if making a pier, on the inboard side.

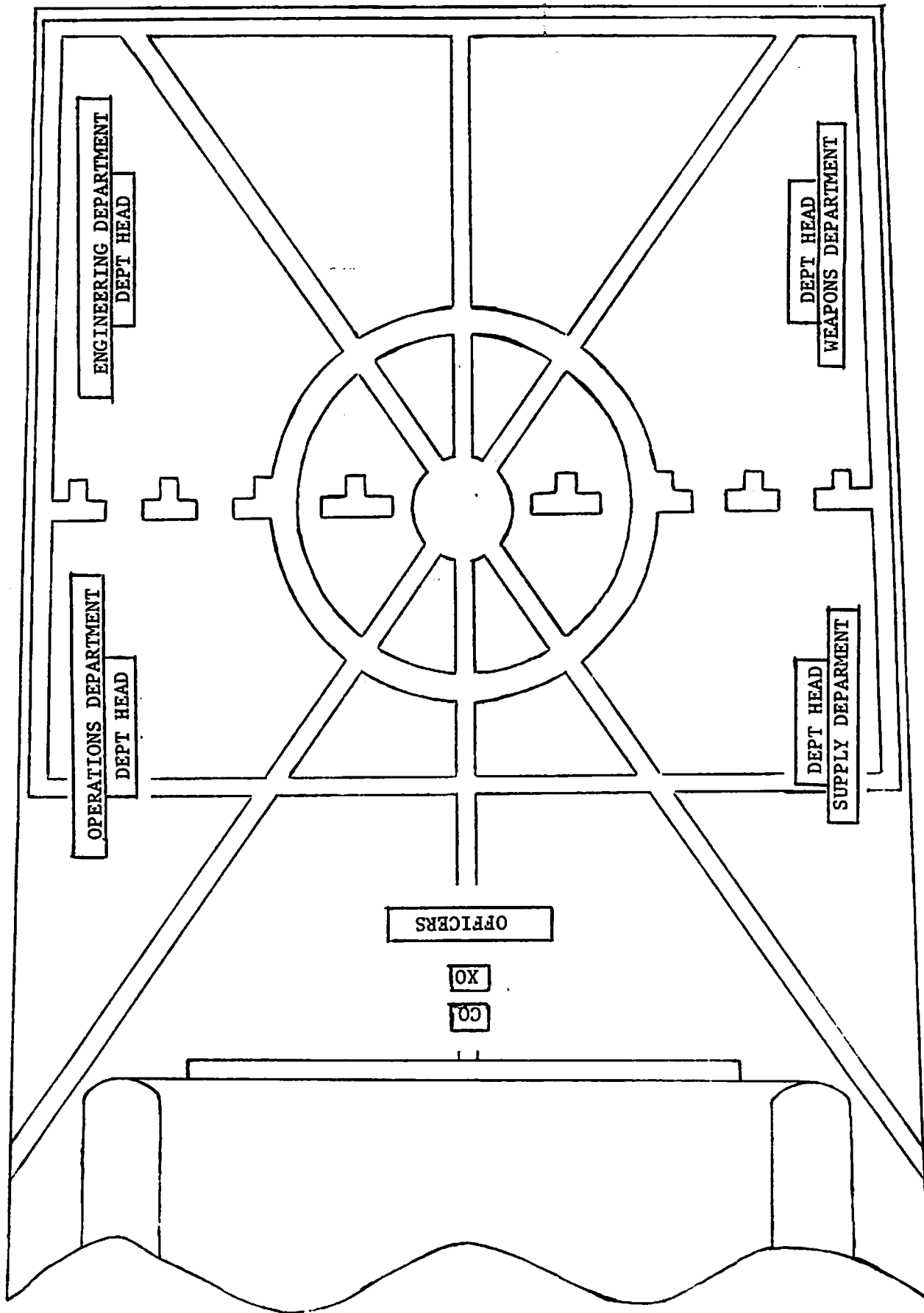
(3) Personnel shall be properly and uniformly attired in the prescribed uniform. Ranks shall be carefully formed and maintained in a military manner. Personnel in ranks will normally be kept at parade rest.

(4) Special details such as men assigned to ground tackle, colors, and mooring lines shall conform to orders until the signal is given to execute their particular evolution.

(5) Upon leaving a nest or pier, lines shall be taken in as ordered. Personnel shall immediately return to quarters when lines are on board. Lines shall not be stowed until secure from quarters is sounded.

Figure 5-1

(Not to scale)



## CHAPTER 5 - ADMINISTRATIVE PROCEDURES

### SECTION 3 - ACCOUNTABILITY

#### 5301 ACCOUNTS AND FUNDS - WARDROOM MESS PROCEDURES

1. PURPOSE. The purpose of this procedure is to outline standard methods of handling the wardroom mess.
2. GENERAL. The regulations governing the election and general duties of the wardroom mess treasurer are contained in U. S. Coast Guard Regulations, 1955, Article 10-5-5.
3. RESPONSIBILITIES AND PROCEDURES
  - a. The executive officer as president of the wardroom mess shall ensure observation of proper wardroom procedures and shall supervise the administration of the wardroom mess.
  - b. The wardroom mess treasurer is responsible for the following specific duties:
    - (1) Handling of all mess funds.
    - (2) Preparation and submission of a weekly menu to the president of the mess on Friday of the preceding week. The approved menu may not be changed without specific authorization from the president of the mess.
    - (3) Submit audited financial statements of the accounts of the mess via the president of the mess to the commanding officer by the tenth day of the month.
    - (4) Procurement of receipts for all expenditures.
  - c. The members of the wardroom mess are required to pay their mess bills upon presentation of same and mess shares upon joining the mess.
4. INDEBTEDNESS. The mess treasurer will not incur debts which cannot be discharged by funds currently available to the mess.
5. ACCOUNTING RECORDS. The mess treasurer shall maintain accounting records to support the monthly financial statement and mess bills in accordance with Article 3F11, Comptrollers Manual (Vol.3), CG-264.

## ACCOUNTABILITY

### 5302 EQUIPAGE - INVENTORY PROCEDURE.

1. Purpose. The purpose of this procedure is to specify when an inventory is required and the procedure therein.
2. General. The objectives of an inventory are to sight, account for, and inspect for service ability, Property in the custody of the various departments, to determine what items are missing or unserviceable, and to prepare covering surveys and/or requisitions as necessary.
3. Responsibilities.
  - a. The Property Officer is responsible for Property Records.
  - b. Heads of Departments, or other authorized persons, are responsible for the inventory of all property in their custody.
4. Procedures.
  - a. Inventory of Property. An inventory of property is required only upon relief of a custodian. However, if a relief of custodian does not occur within three years anniversary date of the last inventory. This period may be extended sixty days if a relief is anticipated in that time.

## ACCOUNTABILITY

### 4. Procedures.

#### b. Relief of Personnel.

(1) Custodian. A joint inventory shall be taken by the custodian being relieved and his relief. The custodians property report should be used for this purpose. Should circumstances prevent a Joint Inventory, the new custodian shall inventory the property within thirty days (30) and submit the property letter report of relief to the Commanding Officer. Acceptance of Responsibility by the relieving custodian shall be accomplished by signing the Property Officer's copy of the property report and noting any discrepancies.

(2) Commanding Officer or Property Officer. The signed property report retained by the Property Officer shall serve as the basis for the Commanding Officer's statement to his successor, or the Property Officer's letter report to the Commanding Officer as to the status of the Unit's CP Property Records.

(3) Note the relief of a Custodian or Property Officer in itself, does not require a change of Property (detail) Record since the Organization Element not the Person should be recorded as the custodian.

#### c. Marking of Property.

(1) All Coast Guard owned reportable GP property shall be marked to identify it as such. Use of the letters "USCG" is recommended but is not mandatory. Marking may be accomplished by use of numbered paper decals, Form CG-4854. When this item is not suitable, marking may be accomplished by Etching, Stenciling, Painting, Tinting, or other economical means available to the unit.

(2) Loaned property should be marked to indicate owning agency.



## ACCOUNTABILITY

### 5303 EQUIPAGE - SURVEY PROCEDURE.

1. PURPOSE. The purpose of this procedure is to provide a standardized guidance entailing the request for, preparation, submission and approval of surveys

2. GENERAL. Surveys are of two types, formal and informal. Comptroller Manual, Volume 3 enumerates the conditions for deciding which type is required when property is to be surveyed. NAVSANDA Form 154, Survey Request, Report and Expenditure will be used to document both formal and informal surveys.

### 3. PROCEDURE.

a. Request for Survey Action. The initial request for survey action will be made in writing to the commanding officer via the property officer by the department head or custodian of the plant property to be surveyed. The written request will contain the following:

(1) The condition of the material.

(2) The cause or condition surrounding the loss, damage, deterioration, or reason for obsolescence of the material.

(3) The reason for survey as indicated in Comptroller Manual, Volume 3.

(4) Unit price as recorded on property record.

(5) Stock number and description, including date of manufacture or, if not available, date of receipt.

b. Property Officer's Determination. After receipt of the written request for survey action, the property officer shall determine whether the material to be surveyed requires a formal or informal board of survey. After making this determination, the property officer will forward the written request, together with his recommendation as to the survey action required, to the commanding officer, requesting that the material be considered for survey.

### c. Processing a Survey.

(1) If the material requires survey action, the commanding officer, as convening authority, will appoint a board of 1 to 3 officers to conduct the survey in accordance with the instructions contained in Chapter 3, Volume 3 of the Comptroller Manual.

(2) After the board reaches a decision relative to the condition and recommendations of the item(s) to be surveyed, they will sign

## ACCOUNTABILITY

all copies of the Survey Request, Report and Expenditure (S&A 154) and submit it to the property officer who will then forward it, to the commanding officer for his review. In the event the commanding officer does not approve the condition and recommendations found by the board, he will cause a second survey to be held on the material.

(3) After review of the Survey Report the commanding officer will either approve or disapprove it. If board must be approved by a higher command it shall be forwarded for appropriate action.

## CHAPTER 5 - ADMINISTRATIVE PROCEDURES

### SECTION 4 - HONORS AND CEREMONIES

5401 HONORS AND CEREMONIES. Certain honors and ceremonies are observed by all ships, while others do not apply to smaller ships. Chapter 20, U. S. Coast Guard Regulations, contains regulations governing honors and ceremonies. Such regulations are carried out under the executive officer, who is responsible for organizing personnel for the event, and under the officer of the deck, who is responsible for directing quarterdeck and passing honors.

The following articles establish standard procedures which may be used as guidance for honors and ceremonies:

#### 5402 PASSING HONORS

Honors other than gun salutes are rendered on occasions when ships, embarked officials, or officers pass or are passed close aboard. Close aboard means within 600 yards for ships and 400 yards for boats. Passing honors shall not be rendered between sunset and 0800 except when international courtesy requires. All exposed personnel not in ranks will conform to passing honor signals. Personnel in ranks do not salute (except for side boys when manning the side and departments on being inspected).

1. Passing Honors Between Ships. When ships pass close aboard, the following procedures are carried out:

##### Junior ship

OOD sounds attention starboard (port)

Battery whistle - - 1 whistle starboard, 2 port

##### Senior ship

OOD sounds attention starboard (port)

##### Junior ship

OOD sounds hand salute

Guard presents arms

Battery whistle - - 1 short whistle

##### Senior ship

OOD sounds hand salute

Guard presents arms

OOD sounds TWO (in three seconds)

Battery whistle - - 2 short whistles

## HONORS AND CEREMONIES

Junior ship

OOD sounds TWO

Senior ship

OOD sounds carry on

Battery whistle -- three short whistles

Junior ship

OOD sounds carry on

2. Passing Arms for Senior Embarked in a Boat. When a senior is embarked in a boat which passes close aboard, the following procedure is carried out:

Ship

OOD sounds attention

OOD sounds hand salute

Senior in boat

Renders hand salute

Ship

OOD sounds TWO

OOD sounds carry on

3. Passing Honors to a Private Ship. Passing honors to a private ship consists of dipping colors in answer to the dipping of the colors of the private ship, answering dip for dip. Private ships render passing honors at various hours and at various distances. The officer of the deck must be alert for these honors.

4. Official Visit Honors. Normally, advance notice will be received by the ship of official visits. On receiving such notice, the officer of the deck completes the following check-off:

- a. Proper table of honors used.
- b. Commanding officer, executive officer, command duty officer, and senior watch officer notified.
- c. Qualified boatswain's mate, and quarter-master present.
- d. Side boys inspected and rehearsed. (Side boys shall not be paraded on Sunday, other days between sunset and 0800, or at meal hours for the crew, except in honor of civil officials or foreign officers, when they may be paraded any time during daylight).

## HONORS AND CEREMONIES

- e. Quarterdeck shipshape.
- f. Alert lookout stationed.
- g. Signal bridge notified (personal flag ready).

(1) Official Visit -- Arriving. Honors for an official visitor arriving at the ship require the following:

- (a) Ensure that proper uniform is worn.
- (b) Have rail manned (if required).
- (c) Pipe attention as the visitor's boat or vehicle approaches the ship.
- (d) Pipe visitor over the side. (If the visitor is coming up accommodation ladder, piping commences when his head is level with the quarterdeck; if coming over the brow, piping commences when he is ten feet from the quarterdeck). All persons on the quarterdeck shall salute during piping over the side. Piping terminates when the visitor passes through the line of side boys. Salute shall end with termination of piping.
- (e) Break personal flag.
- (f) When visitor is at prescribed position, the guard shall present arms.
- (g) The visitor will be greeted by the commanding officer.
- (h) The visitor will be invited to inspect the guard (if entitled to 11 guns or more).
- (i) When the visitors are clear of the quarterdeck, OOD sound carry on.

(2) Official Visit -- Departing. When an official visitor is departing from the ship, the following procedures shall be carried out:

- (a) Have rail manned (if required).
- (b) Pipe attention as the visitor approaches the quarterdeck.
- (c) At the end of leave taking, the guard will present arms.
- (d) As visitor enters the line of side boys, commence piping visitor over the side.
- (e) The salute and present arms shall terminate with the pipe.

## HONORS AND CEREMONIES

(f) Haul down personal flag.

(g) Sound carry on.

5. "Call" or Side Honors. When honors for official visits are not prescribed, or when directed by the senior officer present, side honors only shall be rendered. For proper rendering of such honors, the officer of the deck shall complete the following check-off:

- a. CO, XO notified if time permits.
- b. Qualified boatswain's mate and quarter-master present.
- c. Side boys inspected and rehearsed.
- d. Quarterdeck shipshape.
- e. Alert lookout stationed.

(1) Side Honors -- Arriving.

(a) Pipe attention as visitor's boat or vehicle approaches the ship.

(b) Pipe visitor over the side. If the visitor is coming up accommodation ladder, piping commences when his head is level with the quarterdeck; if coming over the brow, piping commences when he is 10 feet from the quarterdeck. All persons on the quarterdeck shall salute during the piping over the side. Piping terminates when the visitor passes through the line of side boys.

(c) Salute shall terminate with the pipe.

(d) When visitor is clear of quarterdeck, sound carry on.

(2) Side Honors -- Departing.

(a) Pipe attention as visitor approaches the quarterdeck.

(b) At the end of leave taking and as the visitor enters the line of side boys, commence piping the visitor over the side.

(c) All persons in the vicinity shall salute. The salute shall terminate with the pipe.

(d) Sound carry on.

## HONORS AND CEREMONIES

### 5403 BURIAL, MANNING THE RAIL, AND DRESSING SHIP

Shipboard ceremonies, as well as honors, are carried out in accordance with standard prescribed procedures. Procedures for burial at sea, manning the rail, and dressing ship are given in the following paragraphs.

#### 1. Burial at Sea

a. Responsibilities. In preparing for burial at sea, the damage control assistant shall be responsible for constructing the burial platform. The first lieutenant shall have the body closely encased in canvas and heavily weighted. The gunnery officer shall organize the firing squad and shall instruct the personnel in their functions, as set forth in the Landing Party Manual. Six pallbearers will be selected by the executive officer. They shall if practicable, be of the same grade or rate and faith as the deceased. The commanding officer or an officer designated by him will read the service.

#### b. Procedures During the Ceremony.

(1) The ceremony prescribed here will be modified as necessary to meet operational conditions during wartime.

(2) If practicable, the ship shall be stopped during the burial service. The encased body, covered with a new ensign, shall be placed, head inboard, on a plank or wooden trough, one end of which shall rest on the lifeline and the other on a wooden horse. Two pallbearers shall stand at the head of the body ready to lift the inboard end of the plank at the time of committal. The firing platoon and bugler will fall in, in the uniform of the day and with leggings and neckerchiefs, on the main deck aft.

(3) The word "All hands bury the dead" will be passed and the officers' call sounded. Except as designated above for the firing platoon and bugler, the uniform for all hands shall be the uniform of the day. The following calls shall then be sounded, and action shall proceed as indicated:

"Assembly"

"Adjutant's call" -- all departments aft

Heave to -- half-mast colors

Bring departments to parade rest

Burial service (as prescribed by the chaplain)

"Attention"

Committal

Fire three volleys

"Taps"

## HONORS AND CEREMONIES

Close-up colors

"Retreat"

### 2. Manning the Rail

a. When word is passed, "Quarters for manning the rail," all departments fall in at fair weather quarters parade. When word is passed, "All hands man the rail," all personnel proceed to stations as indicated in the formations and parades procedure, as prescribed by the commanding officer.

b. Heads of departments will be responsible for disposition of personnel in those sections of the ship prescribed in the formation and parades procedure.

### 3. Dressing Ship

a. The operations officer is responsible for preparations for dressing and full-dressing the ship. Instructions for these procedures are contained in U. S. Coast Guard Regulations, Article 20-8-22 and DNC 27.

b. When the ship is dressed or full-dressed, particular attention shall be given to see that it presents a neat appearance. Insofar as practicable, all booms, cranes, searchlights, and guns should be maintained in the secure position. If weather permits, all canvas should be removed from gun muzzles, machine gun mounts and directors, capstans, deck winches, flagbags, and hatches. Movie screens and portable PA system should not be rigged.



## CHAPTER 5 - ADMINISTRATIVE PROCEDURES

### SECTION 5 - EMERGENCY AND SPECIAL PROCEDURES

#### 5501 JETTISONING

1. PURPOSE. To provide an organization that will efficiently jettison or strike down portable and semi-portable weights when the ship is in danger of foundering. This procedure lists the topside weights which can be cast loose and dropped over the side, showing in each case the effect on the initial "GM". The order of jettisoning is dependent upon the location and the nature of the damage sustained.

2. RESPONSIBILITY. The damage control assistant, under the supervision of the engineer officer, is responsible for this procedure.

3. INFORMATION.

a. Jettisoning is a difficult task which should be resorted to only when one or more of the following conditions make such action necessary:

- (1) Heavy localized damage reduces hull strength dangerously.
- (2) List or trim impairs efficiency of ship as a "gun platform".
- (3) List or trim impedes progress of ship through water.
- (4) In extreme cases, when it is important that range of stability be increased.

b. Effect of jettisoning on overall stability:

- (1) Ship with negative initial stability after damage.
  - (a) Jettison centerline weights.
  - (b) Jettison off-center weights symmetrically.
- (2) Ship with permanent list but with positive initial stability after damage.
  - (a) Jettisoning in this condition can be accomplished un-symmetrically from the low side first.

(3) If the ship has sustained severe underwater damage and acquired negative initial stability due to free surface effect, measures must be taken to correct this free surface effect before jettisoning takes place. Jettisoning of topside weights should be done only as a last resort to save ship. WITH THE SHIP IN A CONDITION OF NEGATIVE INITIAL STABILITY, IMPROPER JETTISONING OF WEIGHTS WILL FURTHER ENDANGER THE SHIP.

## EMERGENCY AND SPECIAL PROCEDURES

### 4. PROCEDURES AND RESPONSIBILITIES.

a. The commanding officer shall give the order to execute the jettison procedure. The engineer officer shall be responsible for the carrying out of the jettison procedure and shall have men detailed to dispose of each item listed. Before jettisoning any gear vital to ship's armament, the commanding officer's permission must be obtained. The DCA shall be in immediate supervision of the jettisoning.

b. All men not engaged in fighting the ship or required for ship or damage control shall be employed under the direction of the DCA to dispose of material.

c. The information listed below is necessary for determining the item to be jettisoned and the resulting effects. When jettisoning articles which are not symmetrical with the keel line, care must be taken to avoid imposing a list.

<u>ITEM</u>	<u>NAME</u>	<u>SIDE &amp; FRAME</u>	<u>TONS</u>	<u>HT ABOVE INCREASE</u>		<u>REMARKS</u>
				<u>MBL</u>	<u>IN GM</u>	
1.	#1 & 2 MSB	P&S Fr. 140(01)	2.23 ea	41		Lower & Tow
2.	<sup>1</sup> (2) 25 man inf. boats	P&S Fr. 235(01)	.21 ea	36		Lower into MSB
3.	<sup>4</sup> (8) 25 man inf. boats	P&S Fr. 185(02)	.11 ea	48		Lower into MSB
4.	(4) 25 man inf. boats	P&S Fr. 150(03)	.11 ea	55		Lower into MSB
5.	Anchors	P&S Fr. 12 (1)	6.00	20		Break at 5 fathom shot
6.	Flags & flagbag	P&S Fr. 120(04)	.40	60		Drop over side
7.	2 Cargo booms	P&S Fr. 80(01)	.40	40		Drop over side
8.	King post	S Fr. 192(01)	.15	40		Drop over side

## EMERGENCY AND SPECIAL PROCEDURES

### 5502 STRIP SHIP PROCEDURE

1. PURPOSE. The purpose of this bill is to provide a guide in removing from the ship, when directed by the commanding officer, such items as may be designated as non-essential, or splinters, missiles, or fire hazards.
2. RESPONSIBILITY. The damage control assistant, under the supervision of the engineer officer, is to maintain a list of equipment which will be landed or dropped over the side upon receipt of the orders to carry out strip ship procedure.
3. INFORMATION. Items to be stripped from the ship are those which are not necessary for the reasonable comfort of personnel at sea, sustaining the vessel, or needed in Condition I or Condition I-AS. Other items to be stripped include those which are by nature fire-hazards or can be broken to cause splinters or missiles.
4. PROCEDURES AND RESPONSIBILITIES. The commanding officer will specify when this bill is to be put into effect.
  - a. Division and department officers shall submit lists of material falling within the purview of this procedure. After initial submission to the damage control assistant, they shall ensure that he is kept informed of any changes in the status of material on his lists. The lists shall also indicate normal stowage and what must be done to dispose of each item (drop overboard, land, replace with unbreakable, etc.).
  - b. The damage control assistant shall list the materials under disposition headings, (items to land, items to replace etc.).
  - c. The actual accomplishment of the bill shall be on a divisional basis under the general cognizance of the damage control assistant. Division officers will assign the personnel from among their own men and request repairs and assistance beyond the capability of their own men from the cognizant department.

## EMERGENCY AND SPECIAL PROCEDURES

<u>No.</u>	<u>ITEM</u>	<u>DISPOSITION</u>
1.	<u>Wooden Articles</u> . Including the following: excess portable tables and benches, gratings, chests, lockers, sawhorses, stepladders, bulletin boards, boxes and cartons, lumber not suitable for shoring, wooden furniture, gangways and houses (relocate one metal gangway), accommodation ladders, all boatswain's chairs (except two) and all stages (except two).	
2.	<u>Insulation</u> , flammable or toxic	Ensolite, rubbertex and excelon except where essential to systems shall be removed due to toxicity and smoke
		Land
3.	<u>Non Fireproof Fabrics</u> and paper, including the following: bulk canvas, baled rags, hose covers, side curtains, below deck covers, decorating flags and dressing lines, curtains, rugs, carpets, coca and rubber matting, chair and transom covers, civilian clothes, excess military clothing, trunks, suitcases, and unnecessary personal effects, old and surplus charts, files (not required for current administration) correspondence over one year old, canvas awnings, canvas ladder screens, upholstered lounge chairs (except standard Navy issue), paper and office supplies in excess of three months supply, excess bunting and flags, excess toilet paper, excess manila line and cordage, newspapers, magazines, books.	<p>1. Fire control and topside instrument covers to be retained.</p> <p>2. All covers retained aboard shall be treated with flame resistant compound.</p> <p>3. Fiber glass curtains and covers may be retained.</p> <p>4. Kapok life jackets shall be treated with flame resistant compound.</p>
4.	<u>Flammable Fluids and Acids</u> , including the following: Gasoline, kerosene, alcohol, ordnance oils, cleaning and lighter fluids, paint, varnish, paint remover, furniture polish, linoleum cement, boat lubricating oils, oils and grease in excess of three months supply, shellac, lacquer, paint thinner, turpentine, linseed oil, hair oil, shaving lotion.	<p>1. Only the standard allowance of gasoline, alcohol, oil, and grease may be retained and stowed in Paint and Flammable Liquids Locker and issued in small quantities.</p> <p>2. Stow two six gallon tanks for P-250 pumps near each. The rest shall be kept in the Paint and Flammable Liquids Locker when full.</p>

EMERGENCY AND SPECIAL PROCEDURES

<u>No.</u>	<u>ITEM</u>	<u>DISPOSITION</u>
		3. Amounts of flammables listed above and retained aboard shall not exceed a normal three months supply.
		4. All drums of lube oil stored on main deck are to be landed. The limited amount specified shall be stowed in Paint and Flammable Liquids Locker.
5.	<u>Flammable Foods, Oils, Matches and Medical Supplies.</u>	1. In general, these should be stowed in compartments below the waterline and issued in small quantities.  2. Quantities of alcohol and other except small amounts currently required in sick bay, must be stowed in Paint and Flammable Liquids Locker.
6.	<u>Paintwork.</u>	1. The key idea lies in the reduction of fire hazards resulting from use of flammable paint. Comply explicitly with current directives concerning the use of flame-resistant paint.  2. No paint shall be carried on board while at sea.  3. Topside brightwork shall be painted to avoid reflecting light.
7.	<u>Deck Coverings.</u>	1. All flammable deck coverings shall be removed.  2. Rubber matting shall be laid in way of all switchboards.
8.	<u>Decorative Equipment, including the following: pictures, athletic trophies with cabinets, decorative silver, plaques, etc.</u>	Land

EMERGENCY AND SPECIAL PROCEDURES

<u>No.</u>	<u>ITEM</u>	<u>DISPOSITION</u>
9.	<u>Articles</u> which are useful in time of peace but which do not contribute to the fighting efficiency, including the following: Marinite and overhead paneling which excludes ready access to piping, wiring, etc., behind, glass in bulletin boards, glass or other breakable doors and panels, surveyed material, titles B and C stores in excess of allowance, awning fittings, deck life jacket lockers except metal types, cameras (except official), and air port screens, excess reels for mooring lines and wire cables, surplus whips, blocks, tackles, and pendant, joiner doors to rooms and in passages where watertight or gas tight doors are provided, bookcases except built-in types, excess blankets, metal ladder screens, garbage racks and chutes, leadsman chains and excess flasks of compressed gas.	Land
10.	<u>Semi-fixed equipment</u> , including wrenches for doors, port, hatches, deck pads, spanners, battle lanterns electric heaters, chain falls.	1. Stow or lash in place
11.	<u>Shores</u> , wedges, gear stoppers, plugs, etc.	1. Provide adequate allowance and stow in accordance with Damage Control Instructions.  2. Should be impregnated with fire retardant compound. If this is not possible, shores may be painted with fire retardant paint
12.	<u>Flashlights</u>	1. Issue to personnel and stow spares in clips throughout the ship.
13.	<u>Chemicals for decontamination.</u>	1. Provide and stow.

EMERGENCY AND SPECIAL PROCEDURES

<u>No.</u>	<u>ITEM</u>	<u>DISPOSITION</u>
14.	<u>Gas masks</u>	1. Stow in sealed containers. Issue when directed by competent authority.
15.	<u>Protective clothing.</u>	1. Send to impregnation centers for impregnation. Then issue or stow in vicinity of battle station. This clothing shall be used for CW purposes only.

## EMERGENCY AND SPECIAL PROCEDURES

### 5503 STEERING CASUALTIES

1. PURPOSE. To outline action to be taken during a steering casualty.
2. RESPONSIBILITIES AND PROCEDURES.
  - a. Upon loss of steering control:
    - (1) Helmsman reports "Lost Steering Control" to the OOD.
    - (2) OOD:
      - (a) Verify loss of steering control, notify CO.
      - (b) Order helmsman to shift to alternate control system by means of "Port-off-Starboard" switch on steering console.
      - (c) Have helmsman energize alternate steering motor if not already energized.
      - (d) If steering control is not regained, shift to a more manual mode (i.e., Gyro to hand; hand to non-follow-up).
      - (e) If steering control is still not regained:
        1. Sound steering casualty alarm.
        2. Direct QM and messenger to after steering to man trick wheel and 1JV circuit.
        3. Have helmsman man 1 JV phone to after steering. *Alternate circuit is JA.*
      - (f) Pass word on 1MC "Steering Casualty".
      - (g) Man the anchor detail. If not in shallow water, secure.
      - (h) In inland waters sound four (4) or more short blasts on the ship's whistle if surface targets are present. In International waters display the not under command signal (day 2 black balls - night 2 red lights).
      - (i) Upon establishing communications with after steering, direct after steering to take control and to "steer by gyro, course \_\_\_\_\_", or steer by rudder angles passed over 1JV if gyro fails.
  - (3) Main Engine Control:
    - (a) Direct one qualified man to after steering to assist.
    - (b) Advise cognizant personnel of casualty and cause repairs to be made.
    - (c) Man the 1 JV circuit.



## EMERGENCY AND SPECIAL PROCEDURES

### (4) After Steering:

- (a) Utilize electric motor or hand pump drive as required.
- (b) Notify bridge when cause of casualty is defined and estimated time of repair.
- (c) Advise bridge when casualty is repaired and readiness to shift control to the bridge.

### b. When shifting control to the bridge:

- (1) Notify after steering that bridge will test steering control.
- (2) If test is satisfactory, place rudder amidships and disengage trick wheel.
- (3) Bridge select control system and control mode and resume normal operations.
- (4) Pipe "Secure from steering casualty". Strike signals.

### c. Control stations and steering methods:

#### (1) Bridge:

- (a) Choice of Port, Starboard or both steering motors.
- (b) Choice of Port or Starboard control system.
- (c) Choice of four (4) modes:

- 1. Gyro
- 2. Hand electric
- 3. Remote electric
- 4. Non-follow up

#### (2) After Steering:

- (a) Trick wheel electro-hydraulic.
- (b) Hand pump hydraulic.

## EMERGENCY AND SPECIAL PROCEDURES

### 5504 LOW VISIBILITY PROCEDURE

1. PURPOSE. The purpose of this procedure is to provide the optimum organization for navigating under conditions of low visibility in restricted waters.

#### 2. RESPONSIBILITIES AND PROCEDURES

a. The officers' responsibilities with regard to safe navigation of the ship are set forth in U. S. Coast Guard Regulations. Nothing in this procedure may be construed to relieve any officer of these responsibilities.

b. For training purposes, the entire low visibility detail or portions of it may be set. For example, when entering port during extremely cold weather it might be desirable to "Set the low visibility detail, except for lookouts". The simulated conditions of visibility shall be announced over both 1MC and SP phones. The low visibility detail shall normally be exercised each time the vessel leaves and enters port.

c. The evaluator shall supervise in CIC and shall ensure that conn is advised of prudent action to be taken. He shall ensure that both navigational and shipping plots are maintained in CIC based on the following sources of information:

(1) The bridge radar operator shall pass information to the shipping officer concerning all surface targets excluding land.

(2) The navigational plotter in CIC shall plot the position of the ship every two minutes and shall maintain a three minute DR. He shall ensure that the radar operator is using the proper points for navigation. The navigator and navigational plotter in CIC are to use the same charts.

(3) The lookouts shall report all visual sighting and sounds over sound powered telephone to both conn and CIC.

(4) The shipping officer is to maintain a plot of all shipping which might affect movements of the ship utilizing information from both radar and lookouts.

The conning officer shall utilize incoming reports and take such action required to ensure safety of the ship. He shall keep the evaluator informed of all action taken by conn.

See Article 3201 (Special Sea Detail) for duty assignment.

## EMERGENCY AND SPECIAL PROCEDURES

### 5505 PUBLICATION DESTRUCTION PROCEDURE.

1. PURPOSE. To provide for emergency destruction of classified equipment and publications.

#### 2. RESPONSIBILITIES AND PROCEDURES.

a. The commanding officer will normally order the execution of this procedure. He will indicate either shallow or deep water destruction. However, in emergencies and when time does not permit, personnel responsible for classified matter will initiate necessary destruction under this procedure without awaiting specific orders.

b. The custodian of registered publications will prepare and post in all spaces where classified material is stowed, an emergency destruction bill, which will show the location of the classified material, personnel responsible for the destruction, and recommended method of destruction.

#### c. Destruction.

(1) Shallow water destruction. "Shallow water" is water of such depth that, with due regard to its location, it is feasible for the enemy or other unauthorized persons to conduct salvage operations. When executing emergency destruction in shallow water, burn all combustible classified matter, using highly flammable substances (gasoline, duplicating fluid, etc.) if available, to aid burning. Smash beyond recognition all non-burnable material. Only when it is impracticable to burn, should resort be made to jettisoning classified material in shallow water. Destruction of all copies of one document is more important than destruction of portions of several documents.

(2) Deep water destruction. When executing emergency destruction deep water mechanical crypto devices may be thrown overboard and document and publications jettisoned in weighted perforated bags; otherwise, they may be permitted to go down with the ship. Burn or smash equipment as time permits.

(3) Materials to be destroyed first shall, when practicable, be marked in a distinctive manner and stowed in the most accessible location possible having due regard for its classification.

#### d. Reports.

(1) All persons responsible for destruction of classified material shall at the time of destruction furnish radio central an inventory of the classified material destroyed by him, including the amount and extent of destruction.

## EMERGENCY AND SPECIAL PROCEDURES

(2) The communications officer shall prepare a report to the Commandant and operational commander of the extent of destruction of classified material. This report shall be forwarded automatically by the most rapid means available after destruction has been accomplished unless otherwise directed by the commanding officer.

RESPONSIBILITY FOR EMERGENCY DESTRUCTION

PRIORITY

LOCATION

DESTRUCTION  
RESPONSIBILITY

ALTERNATE

Priority 1

Burn contents of large safe in order listed:

- a. Top Secret crypto-material, plain text copies of emergency keying data.
- b. Superseded crypto-material.
- c. Reserve crypto-material.
- d. Effective crypto-material-Smash beyond repair or recognition all crypto-devices. Dismantle rotors and cut wiring before jettisoning. Jettison small component parts over as wide an area as possible.

CODE ROOM

COMMUNICATIONS  
OFFICER

RMC 0-202

Priority 2

Burn contents of Top Secret and Secret safe.

CODE ROOM

TOP SECRET  
CONTROL OFFICER

RMC 0-202

Priority 3

Burn all signal and tactical OPORDERS, OPLANS, recognition codes.

BRIDGE &  
CODE ROOM

OPERATIONS  
OFFICER  
COMMUNICATIONS  
OFFICER

QMC 0-101

RMC 0-202

Priority 4

Burn all copies and extracts of IFF recognition codes; signal and tactical publications; technical, descriptive, and operation instructions, OPORDERS, OPLANS.

CIC

CIC OFFICER

RDC 0-201

STC ~~see~~ 0-301

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EMERGENCY AND SPECIAL PROCEDURES

RESPONSIBILITY FOR EMERGENCY DESTRUCTION

<u>PRIORITY</u>	<u>LOCATION</u>	<u>DESTRUCTION RESPONSIBILITY</u>	<u>ALTERNATE</u>
<u>Priority 5</u>	RADIO CENTRAL	BMG 0-202	RM1 0-104
Burn all classified messages in order of classification, starting with Top Secret. Burn all authentication codes and extracts. Smash beyond repair all communications equipment except one transmitter to be used for report of destruction to Commandant.			
<u>Priority 6</u>			
Smash all classified electronic equipment. Smash electronic tubes before jettisoning. Jettison small parts over a wide area.			
<u>Priority 7</u>	CIC	CIC OFFICER	RDC 0-201 <del>STC-500</del> -0-301
Smash, burn, and jettison all classified material under cognizance of various departments			
<u>Priority 8</u>	VARIOUS	COGNIZANT DEPARTMENT HEAD	SENIOR DIVISION OFFICER IN COGNIZANT DEPARTMENT
Burn all remaining classified correspondence, publications, and bulletins.			

## EMERGENCY AND SPECIAL PROCEDURES

### 5506 SCUTTLE SHIP AND DEMOLITION PROCEDURE.

1. PURPOSE. To provide a procedure for the scuttling or destruction of the vessel and its equipment to prevent capture by the enemy.
2. RESPONSIBILITY. The executive officer is responsible for the contents of this procedure. The commanding officer makes the decision to scuttle the ship or render it useless.
3. INFORMATION. When conditions so warrant, a decision by the commanding officer to destroy the ship to prevent its use as a unit by the enemy or the removal of material for intelligence purposes, will place this procedure in effect. All machinery and material which might be useful shall be destroyed or damaged so as to be of no further use.
4. RESPONSIBILITIES FOR DEMOLITION AND DESTRUCTION
  - a. The commanding officer will place the procedure in effect and specify the methods to be employed based on the tactical situation and possibility of salvage by enemy forces after scuttling.
  - b. Heads of departments and division officers will set up instructions for the destruction, demolition, and scuttling procedures in their respective groups and direct destruction of vital equipment under cognizance of the department.
  - c. The custodian of registered publications and the operations officer carry out the details of destruction of publications.
5. ITEMS TO BE DESTROYED.
  - a. Fire control equipment.
  - b. Ordnance.
  - c. Electronic equipment, radio and radar sets.
  - d. Electrical and I.C. equipment, including gyro.
  - e. Main propulsion and auxiliary equipment.
  - f. Boilers and auxiliaries.
  - g. Precision tools.
  - h. Classified material and material of use to the enemy.

## SPECIAL AND EMERGENCY PROCEDURES

6. METHOD OF DESTRUCTION. Preliminary destruction efforts are to be accomplished at general quarters by the personnel manning their general quarters stations. If time permits, destruction is to be continued in accordance with instructions promulgated by heads of departments and division officers. Scuttling of the ship shall be accomplished by intentional flooding such as removal of sea strainer inspection covers. All watertight doors below the damage control deck should be opened to allow progressive flooding.



## EMERGENCY AND SPECIAL PROCEDURES

### 5507 HEAVY WEATHER PROCEDURE.

1. PURPOSE. To provide a routine to be followed when the ship is in the path of heavy weather or storm.

2. RESPONSIBILITY. The executive officer is responsible for this procedure. The commanding officer, officer of the deck, or senior officer aboard makes the decision when to execute the provisions of the procedure.

### 3. PROCEDURE AND RESPONSIBILITIES.

a. When the ship is at anchor or moored and the weather forecast is for heavy weather or winds in excess of 35 knots, the following will be done by the officer of the deck:

(1) He shall notify the senior officer aboard of the impending situation. Unless specifically ordered not to, he shall:

(2) Set material condition YOKE.

(3) Notify the engineer officer of the watch and determine the status of the main propulsion plant as well as ship's generators. He shall issue instructions for their preparation as necessary.

(4) Put out extra lines or anchors as indicated or have ready for instant use.

(5) Set a watch on the lines for strains and, if anchored, a watch on the bridge to check bearings.

(6) Make preparations to secure shore tie and go on ship's power.

(7) Make preparations to rig in boats and clear decks of all loose material.

(8) Notify all department heads or their representatives of the situation, and have them report on the security of each department.

(9) Notify senior aviator, if a helicopter is on board.

(10) If indicated, recall all ship's officers and crew.

b. Heads of departments or their representatives aboard shall personally ensure that their departments are checked out according to the department Heavy Weather Bill and notify the officer of the deck immediately, of any discrepancies.

## EMERGENCY AND SPECIAL PROCEDURES

c. The engineer officer of the watch will:

(1) Warm up the idle generator and make preparations to secure shore tie and go on ship's power using the first available generator.

(2) Check the main propulsion plant to make the ship self-sufficient and ready for getting underway.

(3) Notify the officer of the deck of the ship's plant status and what machinery can be expected to be available together with the time required.

(4) Check all tanks and engineering spaces to see that they are secure and that the ship will be in such material condition that it can go to sea, if necessary.

d. If the vessel is at sea underway upon receipt of a storm warning or indication of heavy weather, the officer of the deck shall immediately notify the commanding officer and the executive officer. When ordered, he shall:

(1) Notify all department heads and the senior aviator of the situation and instruct them to secure for the expected weather.

(2) Rig in the boats and string lifelines.

(3) Pipe over the 1MC for all hands to stay off the weather decks without the permission of the officer of the deck, and ensure that those men going topside wear life jackets.

(4) Set condition ZEBRA if indicated.

(5) Notify engineer officer of the watch and have him make the necessary preparations indicated.

e. Department heads shall:

(1) Put into effect the departmental Heavy Weather Bill.

(2) Check all their material for proper protection and stowage.

(3) Ensure that the specified material condition is set and maintained.

## EMERGENCY AND SPECIAL PROCEDURES

(4) Notify the officer of the deck when the department is secure and if any deficiencies exist.

f. The engineer officer of the watch shall:

(1) Contact the commanding officer to ascertain the proposed status of the plant and the ballasting of tanks or other matters.

(2) Remove free surface from bilges in all spaces.

(3) Check on adequacy of fuel in service tanks. Shift oil if necessary and ballast as required.

(4) Prepare to split the electric plant if needed.

g. The damage control assistant shall have all movable gear such as fire hose, nozzles, applicators and strainers removed from the weather decks if so ordered. He shall also post security and sounding details for watertight integrity.

## EMERGENCY AND SPECIAL PROCEDURES

### 5508 DRYDOCKING AND UNDOCKING PROCEDURE.

1. PURPOSE. To provide a routine for drydocking and undocking the vessel.

2. RESPONSIBILITY. The executive officer is responsible for maintaining this procedure with the engineer officer as technical assistant.

3. INFORMATION. Certain preliminaries must be completed prior to drydocking a vessel. These include a conference with the Docking Officer to establish date and hour. A copy of this ship's latest docking plan together with an estimate of the vessel's trim and list, at time of docking, will be furnished the dockmaster by the engineer officer. Ammunition will be off-loaded. All efforts shall be made to dock with the recommended trim. In addition, no weights shall be shifted without the express permission of the ship's superintendent or dockmaster, once the vessel has been declared ready to enter dock. Usually the vessel is assisted into dock as a dead ship with no power.

#### 4. PROCEDURES AND RESPONSIBILITIES, PRIOR TO ENTERING DRYDOCK

a. The commanding officer is responsible for the vessel and inspection of all work done on it.

b. The executive officer is responsible for coordinating the various departments and ensuring that proper docking procedure is followed.

c. The officer of the deck will set the special sea detail. He will ensure that all departments are ready and that no underwater obstructions or projections exist which are not known by the Docking Officer.

d. All department heads will ensure that their departments are ready for entering drydock and especially that the pit sword, bow thruster or similiar projections are not extended, and report ready to the executive officer.

e. The engineer officer will ensure that all engines are secured and the ship is ready, with shore ties broken, to enter the drydock as a dead ship. He will lock the propeller shafts in the proper position to assure maximum dock clearance. He will keep a record of the location of weights and the soundings of all tanks just prior to entering drydock. Normally, the engineer officer will furnish auxiliary or emergency power as long as practicable during docking and as soon as practicable during undocking. Propellers shall be positioned to present the least extension below the baseline.

## EMERGENCY AND SPECIAL PROCEDURES

f. The operations officer will obtain the name of the docking pilot, depth of water over the sill, state of tide and current, time of docking, draft of the vessel and the tugs or other assistance to be used.

### 5. PROCEDURE AND RESPONSIBILITIES, VESSEL IN DRYDOCK.

a. The cognizant district commander or Commanding Officer of the YARD will convene an Underwater Body Hull Inspection Board consisting of at least (1) his designated representatives; (2) ship's commanding officer, executive officer, or first lieutenant, and (3) the engineer officer.

b. The engineer officer will ensure that no weights are shifted without the knowledge and permission of the dockmaster. In addition, he will gather information for the hull board, the docking report and such other material as he is responsible for. He will coordinate relations between the ship and the ship's superintendent. He will designate which head drains and other discharges will be used and ensure that catchers will be mounted on the discharges chosen. He will also coordinate the dock furnished services such as potable water, electric power, steam, fire main and flushing services.

c. The first lieutenant will arrange for head facilities ashore if needed. He will inspect all the hull and such underwater fittings which are not the responsibility of the engineer officer. A security watch will be maintained on the drydock.

d. All department heads will ensure that all below waterline openings are secured at night or, if not, are logged at the quarter-deck. They will also ensure that no drains without catchers are used. Further, they will ensure that ship's personnel going below into the drydock are equipped with hardhats and goggles.

### 6. PROCEDURE AND RESPONSIBILITIES, VESSEL READY TO LEAVE DRYDOCK.

a. When ordered to do so, the officer of the deck will set the special sea detail. The ship will leave as a dead ship. Normally, the engineer officer will furnish auxiliary or emergency power as long as practicable during docking and as soon as practicable during undocking.

b. Each department head will assign personnel to check each compartment, for which his department is responsible which is below the water line, for leaks. Any leaks noted shall be reported immediately to the commanding officer on the bridge. The commanding officer will immediately notify the dockmaster. After flooding and before leaving the dock the assigned personnel shall report to their department heads who will report to the commanding officer that there are no leaks or flooding in any compartments, if such is the case.

## EMERGENCY AND SPECIAL PROCEDURES

### 5509 DARKEN SHIP PROCEDURE.

1. PURPOSE. The purpose of this procedure is to provide a basic guide for darkening ship.

2. RESPONSIBILITY. The damage control assistant is responsible for this procedure.

3. INFORMATION. This procedure contains the general information outlined in NWP-50. Darken ship closures will be shown on compartment check-off lists and in the Damage Control Book.

#### 4. RESPONSIBILITIES AND PROCEDURES.

a. Heads of departments shall:

(1) Ensure that all spaces for which they are responsible are effectively darkened.

b. The engineer officer shall:

(1) Maintain all darken ship switches in proper operation. Keep switches by-passed except during "Darken Ship".

(2) Supervise the DCA's maintenance of the procedure.

c. The damage control assistant shall:

(1) Maintain a list of all applicable fittings and assign divisional responsibilities.

(2) Keep compartment check-off lists current.

d. The division officer shall:

(1) Ensure the proper closure of all prescribed fittings assigned to their division.

(2) Supervise the maintenance and promulgation of the division darken ship procedure, listing all fittings that their divisions are responsible for closing, and the names of personnel assigned.

(3) Ensure the assignment of petty officers to inspect the closure of all darken ship fittings during darken ship, and to make reports of their closure to the damage control assistant when the ship is ordered darkened.

## EMERGENCY AND SPECIAL PROCEDURES

(4) Ensure that all automatic cut-out switches are in place and in good repair. Ensure that defective switches are immediately reported to the engineer officer.

(5) Ensure that all fittings which their divisions are responsible for closing during darken ship are stenciled on both sides with proper markings.

### e. Procedure.

(1) Thirty minutes prior to time for darkening ship OOD pass word, "PREPARE TO DARKEN SHIP". At that time all divisions make their closures. Place all by-pass switches in "off" position. Place all door actuated switches in their operating position and check for proper operation.

(2) When darken ship is ordered, OOD pass word, "DARKEN SHIP, THE SMOKING LAMP IS OUT ON ALL WEATHER DECKS".

(3) Extinguish navigation lights in accordance with prescribed lighting measures.

(4) Designated personnel make inspection of assigned parts of ship to ensure that no lights are showing out of the ship, and report inspection to damage control assistant.

(5) Damage control assistant report to the OOD that the ship is darkened.

(6) The boatswain's mate of the watch will make inspections for light leaks, correcting discrepancies and reporting them to the OOD.

NOTE: Smoking, portable lights, or matches will NOT be permitted in any area where the light will shine out from the ship.

## EMERGENCY AND SPECIAL PROCEDURES

### 5510 MAIL HANDLING PROCEDURE

1. PURPOSE. To establish responsibilities and procedures for the handling of incoming and outgoing mail.

2. RESPONSIBILITIES.

a. The communications officer is responsible for the proper distribution and collection of all incoming and outgoing mail. He shall ensure that this procedure is maintained in accordance with instructions in Communication Manual, CG-233, Chapter 10; mail orderlies are familiar with their duties, and are designated in writing.

b. Mail orderlies collect and distribute all incoming and outgoing ship's mail. They are responsible for safeguarding all mail in their custody.

3. PROCEDURES.

a. Places of deposit.

(1) Outgoing official mail, less registered, certified or insured shall be deposited in the outgoing mail basket in the ship's office.

(2) Outgoing personal mail will be deposited in appropriately located locked boxes.

(3) Outgoing registered, certified or insured mail will be picked up by the mail orderly. Radio central will be notified that a department has mail of these categories to be picked up.

b. Collection of mail.

(1) Outgoing mail will be collected in port from all places of deposit twice daily except Saturday, Sunday and Holidays. Exact pick-up times will be determined by the instructions concerning mail handling in each particular port.

(2) Mail will also be collected and dispatched as circumstances permit while underway. As much notice as possible will be provided.

c. Distribution.

(1) Outgoing mail is sent via scheduled mail runs.

(2) Incoming mail shall be delivered as follows:

(a) Official mail less registered, certified, and insured to the ship's office.

(b) Commanding Officer's personal mail to the cabin.



## EMERGENCY AND SPECIAL PROCEDURES

(c) Executive Officer's personal mail to his office.

(d) All other officers' personal mail to their respective boxes in the wardroom.

(e) Crew's personal mail to the ship's mail room to await pickup by division mail orderlies.

(f) Registered, certified and insured mail to the communication officer or such person as he may designate. Further distribution will be made as necessary.

d. Mail Call. Mail call will be held as prescribed by ship's routine. No personal mail will be distributed at other times. Official mail will be distributed as soon as possible after receipt.

### e. Mail Orderlies.

(1) The mail orderlies are designated in writing by the commanding officer to receive all mail addressed to this vessel.

(2) Divisional mail orderlies are designated by each division officer to pick up all mail for their respective divisions.

(3) The mail orderly:

(a) Collects, delivers, and distributes mail.

(b) Is responsible for all mail in his custody.

(c) Maintains accounting for all registered, certified, and insured mail.

(d) Makes guard mail and message runs with regular mail runs.

(e) Separates and ties all outgoing mail according to instructions from the local post office.

(f) Maintains a current mail directory file.

(g) Maintains the inviolability of the mails.

f. Directory File. This file shall consist of a list of all personnel attached and the forwarding address of all personnel detached within the past six months. It shall be used in connection with the delivery, forwarding, or other disposition of mail received. Undeliverable mail may be held up to fifteen days pending the reporting or return of the addressee, but in no case shall it be held longer unless it is definitely known that the addressee is expected or temporarily absent and will return at a specified date in the near future.

## EMERGENCY AND SPECIAL PROCEDURES

### 5511 CONTROL OF CLASSIFIED MATERIAL

1. PURPOSE. To promulgate procedures for the control of classified material.

2. OBJECTIVES. To ensure that all personnel are aware of and abide by procedures prescribed for the control of classified material in order to prevent security breaches.

3. DISCUSSION.

a. The safeguarding of classified material by all personnel is an important and serious responsibility since it affects the national defense. The commanding officer is responsible for establishing controls and issuing instructions for the handling of classified material on this vessel. The classified material control officer has been designated to assist the commanding officer in fulfilling his responsibilities for the security of classified material. A radioman will be designated to assist the classified material control officer.

b. Experience has shown that failure to keep complete, accurate records of classified material is the major cause of losses of such material. A complete record of the location of all classified material from receipt to destruction is the only way of assuring continuous accountability.

c. The instructions for the operation of the registered publication system, prescribed in the effective edition of the Registered Publication Manual (RPS-4), leave little leeway for errors and are adequate for their purpose and will not be discussed herein since they are of primary interest to the communications officer and his assistants only.

d. The instructions and procedures for the operation of this command's COMTAC Publication Library (CPL) are prescribed in CG-236-1. This library consists of those publications which have been specifically designated within the Fleet Publications Supply Office (FPSO) system of the U. S. Navy and may apply to other similar publications. They consist of ACP, AHP, AXP, ATP, DNC, FXP, JANAP, NWIP, and NWP series of publications.

4. PROCEDURES. These procedures deal only with the system for controlling classified material NOT included in the RPS or CPL systems.

## EMERGENCY AND SPECIAL PROCEDURES

a. Local Custodians. Each department possessing classified material shall have an appropriately cleared custodian designated in writing by the classified material control officer. Local custodians are responsible for the safekeeping of classified material in accordance with Coast Guard Security Manual, CG-444, and for maintaining it up to date. When a local custodian is relieved, he shall deliver to his successor all classified material within his custody and receive a receipt for same. A copy of the letters designating local custodians will be maintained by the classified material control officer.

b. Classified Material Control System.

(1) Incoming classified material shall be delivered directly to the classified material control officer or his clerk regardless of classification or method of transmission to this vessel, i.e., mail, messenger, or courier. Any department which receives incoming classified material from other than the classified material control officer or clerk is responsible to see that it is delivered to the classified material control officer or his clerk. On receipt, the classified material control officer is responsible for the assignment of a classified material control number to the document, logging it, routing it, and obtaining a receipt for it from the proper local custodian.

(2) Outgoing classified material will be delivered to the classified material control officer for logging, serial numbering, mailing and assignment of classified material control numbers to the copies being retained. These copies will be returned to the originating department's local custodian for file after the material has been mailed.

(3) Classified material control numbers will be marked directly on the material by the classified material control officer and will be assigned from a block of consecutive numbers prefaced by one zero for Confidential, two zeros for Secret and three zeros for Top Secret. The block of numbers will start at 1 at the beginning of each calendar year and will be suffixed with the year. Example: the first classified document received during 1973 is Secret and would have the number 001-73, the next is Confidential and would have 02-73, etc. This control number is the key to all control functions and the same number is never assigned to more than one document or copy. If more than one copy of a document is received it shall bear primarily the same number but followed by a copy number. Example: there are 3 copies of document 02-73, first copy will be numbered 02-73/1, second copy numbered 02-73/2 and the third copy numbered 02-73/3. The log maintained by the classified material control officer will list consecutively all control numbers, the title, date of receipt, number of copies received, to whom issued, date issued, date returned and date destroyed or transferred.

(4) Transfer of classified material between departments will be done only by the classified material control officer. Therefore, prior to such transfer, return the material to the classified material control officer with instructions.

## EMERGENCY AND SPECIAL PROCEDURES

(5) Destruction of classified material (except emergency destruction) including the residue of changes will be accomplished only by the classified material control officer. Material to be destroyed shall be returned to the classified material control officer suitably marked, citing the authority or reason for destruction. A destruction log (local destruction report) will be maintained by the classified material control officer.

(6) Receipts. Classified Document Receipts (CG-9733) or change Entry Certificates (OPNAV 5070-12) as appropriate will be used for all classified material issued by the classified material control officer, returned to the classified material control officer, or issued to other units.

(7) Inventories. Each local custodian shall maintain an up-to-date inventory of all classified material in his charge within his department. Inventories shall be conducted on the first working day of February, May, August and November each year. A memorandum will be provided to the classified material control officer by each local custodian certifying that all material for which they are responsible is complete and properly accounted for.

DAILY ROUTINE IN PORT WEEKDAYS

0530 Call duty cook, MAA, all mess cooks, duty wardroom cook.  
0600 REVEILLE. (All hands except mid-watch)  
Sunrise Turn out deck and standing lights, Hoist pennants.  
\*\*0615 Breakfast.  
0645 Liberty expires. Secure mess line.  
\*\*0655 First call to morning muster. Mess deck secured.  
\*\*0700 Morning muster. Turn to ship's work. Sick call.  
\*\*0755 First call to morning colors.  
\*\*0800 Morning colors.  
\*0845 Duty section muster to sign fire billets.  
\*0930 Call mid-watch and authorized late sleepers. XO's request and complaint mast. Coffee break (except Fridays).  
\*0945 Secure from coffee break. Turn to ship's work. Foodhandlers inspection.  
1000 Inspection of berthing areas. CO's material inspection on Fridays.  
1100 Test of ship's whistle and general alarms.  
1130 Watchstander's and mess cook's meal.  
1145 Secure from ship's work.  
\*\*1200 Noon meal.  
1245 Secure mess line.  
\*\*1255 Officer's call. First call to quarters.  
\*\*1300 Quarters. Personnel inspection, drills, or other instructions as scheduled.  
1330 Turn to ship's work. (Approximately).  
1515 Secure from ship's work. Stow all gear. Clean sweepdown fore and aft.  
\*1530 Liberty authorized at discretion of department heads.  
\*\*1645 Evening meal.  
1730 Secure from evening meal.  
\*\*Sunset Evening Colors. Turn on deck and standing pennants. Strike pennants.  
\*1900 Check the setting of material condition YOKE.  
\*\*1945 Evening reports. Muster all restricted men.  
\*2100 Duty section turn to evening cleanups.  
\*2200 TAPS.

\*Indicates calls to be announced. (See piping instructions for proper piping procedures).

\*\*Indicates calls to be piped by Boatswain's pipe and announced verbally.

HOLIDAY ROUTINE IN PORT  
SATURDAYS, SUNDAYS AND HOLIDAYS

- 0600 Call duty cook. Liberty expires for MAA, all mess cooks, and duty wardroom cook.
- 0700 REVEILLE.
- Sunrise Turn out deck and standing lights. Hoist pennants.
- 0715 Brunch. Muster off going duty section.
- \*\*0755 First call to morning colors.
- \*\*0800 Morning colors.
- 0830 Inspect berthing areas.
- 0845 Liberty expires. Muster oncoming duty section. Assign fire billets.
- \*0900 Liberty granted to authorized personnel.
1215. Secure mess line.
- \*\*1645 Evening meal.
- 1730 Secure evening meal.
- 1800 Inspect messdeck, galley, scullery, food handling spaces. Liberty granted to MAA, all mess cooks, and duty wardroom cook.
- \*\*Sunset Evening colors. Turn on deck and standing lights. Check the setting of material condition YOKE.
- \*\*1945 Evening reports. Muster all restricted men.
- \*2100 Duty section clean-up of berthing areas and passageways.
- \*2200 Taps.

\*Indicates calls to be announced. (See piping instructions for proper piping procedures).

\*\*Indicates calls to be piped by Boatswain's pipe and announced verbally.

TROPICAL ROUTINE INPORT

WEEKDAYS

0530 Call duty cook, MAA, all mess cooks, duty wardroom cook.  
\*\*0600 REVEILLE (all hands except mid-watch)  
SUNRISE Turn out deck and standing lights. Hoist pennants.

\*\*0615 Breakfast.  
0645 Liberty expires. Secure mess line.  
\*\*0655 First call to morning muster. Mess deck secured.  
\*\*0700 Morning muster. Turn to ship's work. Sick call.  
\*\*0800 Morning colors.  
\*0930 Coffee break (except Fridays). Call mid-watch. XO's request and complaint mast. Duty section sign fire billets.  
\*0945 Secure from coffee break. Turn to ship's work.  
1000 Inspection of berthing areas. CO's material inspection on Fridays.  
1100 Test of ship's whistle and general alarms.  
\*\*1255 Officer's call, first call to quarters.  
\*\*1300 Quarters.  
\*\*1305 Noon meal. Liberty granted at the discretion of department heads.  
1345 Secure mess line.  
1630 Duty section sweep down.  
\*\*1645 Evening meal.  
1730 Secure mess line.  
\*\*SUNSET Evening colors. Turn on deck and standing lights. Check the setting of material condition YOKE.  
\*\*1945 Evening reports. Muster all restricted men.  
\*2100 Duty section clean-up of berthing areas and passageways.  
\*2200 Taps.

\*Indicates calls to be announced.

\*\*Indicates calls to be piped by Boatswain's pipe and announced verbally. (See piping instruction for proper piping procedures).

ROUTINE AT SEA

<u>WEEKDAYS &amp; SATURDAYS</u>	<u>SUNDAYS &amp; HOLIDAYS</u>	<u>ROUTINE</u>
0530	0545	Call duty cook.
0600	0615	Call MAA, all mess cooks and duty wardroom cook.
**0630	----	REVEILLE. (All hands except mid-watch).
**0700	----	Breakfast.
----	0700	REVEILLE.
----	0715	BRUNCH.
*0800	----	Secure mess line, turn to ship's work. Sick call.
*0930	----	Up all late sleepers, XO's request and complaint mast, coffee break (except Saturdays)
*0945	----	Secure from coffee break, foodhandlers inspection.
*1000	----	Material inspection (Saturday only).
----	1015	Church services (Sunday only).
----Approx	1100	Secure from church services (Sunday only).
*1100	----	Test ship's whistle and general alarms.
*1130	----	Watchstanders and cooks meal.
*1145	----	Secure from ship's work.
**1200	----	Noon meal.
**1255	----	Officers call, first call to quarters.
**1300	----	Quarters. Inspections, drills or instructions as scheduled.
1330Approx	----	Turn to ship's work (except Saturday).
*1615	1615	Sweep down (Saturday only). Watchstanders and messcooks meal.
*1630	----	Secure from ship's work, sweep down (except Saturday).
**1645	**1645	Evening meal.
1730	1730	Secure mess line.
1800	1800	Movie.
1900	1900	Check setting of material condition YOKE.
**1945	**1945	Evening reports.
2000	2000	Movie.
*2200	*2200	Taps.

Saturday after quarters and drills is designated "Holiday Routine".

\*Indicates call to be announced.

\*\*Indicates call to be piped by Boatswain's pipes and announced.