

"210" only

ORGANIZATION AND REGULATIONS MANUAL

FOR

MEDIUM ENDURANCE CUTTER

CGC _____

(WMEC-)



CG-260-5

U. S. Coast Guard

Treasury Department

From: Commanding Officer,
To : Distribution List

Subj: USCGC Organization and Regulations Manual;
promulgation of

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

2. Cancellation. This letter supersedes and cancels

3. Scope.

a. This manual is the basic organizational and regulatory directive of the ship. The functional guides included in the chapter on administrative organization constitutes 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.

4. 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, quarters, 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.

5. 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.

6. Custody. Each person to whom a copy of this manual is issued shall be accountable for its custody and proper maintenance.

7. Changes and Additions. Changes and additions to this manual will be issued when necessary by the commanding officer. Local changes or additions which may be equally applicable to other ships of the class shall be forwarded by letter to respective area commanders via the district commander so that appropriate recommendations may be made to Commandant (OOR). 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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ORGANIZATION AND REGULATIONS MANUAL FOR 12 JAN 1970
 MEDIUM ENDURANCE CUTTERS
 (CG-260-5)

AMENDMENT NO. 2

1. Purpose. This amendment promulgates changes to the Organization and Regulations Manual for Medium Endurance Cutters; CG-260-5. New or revised information is indicated by a .

2. Action.

a. Insert the following Amendment No. 2 pages:

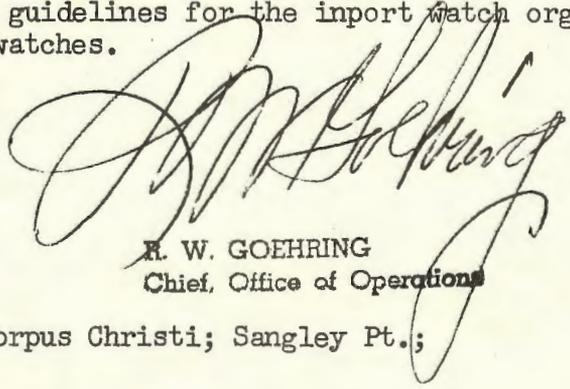
ix, x 2-9, 2-10
 2-5, 2-6

b. Make the following pen and ink correction:

<u>Page</u>	<u>Article</u>	<u>Correction</u>
2-5	2301	Change to read 2304
2-5		Change page number to read 2-7
2-6		Change page number to read 2-8
vii		Enter Amendment No. 2 notation

3. Summary.

a. This amendment provides guidelines for the inport watch organization based on at least four section watches.



R. W. GOEHRING
 Chief, Office of Operations

- DIST: (SDL No. 90)
- A: fx(10);gh(5);u(3)
- B: g(3);b(2);cejln(1)
- C: a(1);b(less D.C., Naples; Corpus Christi; Sangley Pt.; & Barbers Pt. (1)
- D: u(1); m(1, 2 & 3 only (1)
- E: None
- F: None

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INTRODUCTION

Mission

<u>Personnel</u>	<u>Accommodations</u>	<u>Allowance</u>	
		Turbine	Diesel
Officers	8	7	7
CPO's	8	5	5
Crew	58	52	48
	—	—	—
Total	74	64	60

Ship Characteristics

1. Length - overall	210' 6"
2. Length on design waterline	200'
3. Beam, extreme moulded	34'
4. Full load (operating) draft	10'
5. Displacement at 10'	974 tons
6. Tons per inch immersion at 10' draft	12.35 tons
7. Minimum operating draft	9'8½"
8. Displacement at 9'8½"	932 tons
9. Horsepower - Total	5000 H.P.
<u>CODAG:</u> Turbine 1,000 each Diesel 1,500 each	
<u>DIESEL ONLY:</u> 2,500 each	
10. Range of stability at 10'	78 degrees
11. Limiting draft (1053 tons)	10'6"
12. Sustained sea speed	18 knots
13. Cruising range at 15 knots	5000 n.m.
14. Height above 10' water line	Bridge 36' Mast 77'

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 1 - COMMAND

1110 THE COMMANDING OFFICER

1. Basic Functions. As set forth in U. S. Coast Guard Regulations, 1955, Chapter 7, 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.

2. Duties, Responsibilities, and Authority.

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

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

3. Organizational Relationships. The relationship of key subordinates to the commanding officer is contained in U. S. Coast Guard Regulations, 1955, Articles 8-2-1 and 8-3-1. In accordance with Articles 8-2-5 and 8-3-2, the following ship's officers may report directly to the commanding officer as indicated:

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 ship.

d. The first lieutenant for the employment of equipment associated with deck seamanship.

e. The engineer officer for the operation of the main propulsion and electrical plants and the control of damage.

f. The gunnery officer for all matters pertaining to ordnance equipment.

g. The supply officer for matters concerning supply and logistics.

1120 THE EXECUTIVE OFFICER

1. Basic Functions. The executive officer functions as 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.

2. Duties, Responsibilities, and Authority. In amplification of the provisions of Chapter 8, Part 2, U. S. Coast Guard Regulations, 1955, the executive officer shall:

- a. Evaluate the performance of officers and enlisted personnel; make recommendations to the commanding officer regarding fitness reports and evaluation sheets.
- 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 reception of ship's visitors.
- j. Serve as the senior member of the planning board for training.

3. Organizational Relationships.

- a. The executive officer is directly responsible to the commanding officer.
- b. All heads of departments and executive's assistants report to the executive officer for all matters pertaining to the internal administration of the ship.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 2 - EXECUTIVE'S ASSISTANTS

★ 1210 EDUCATION OFFICER

1. Basic Functions. The education officer functions as an assistant to the executive officer in administering the training and education programs. He assists the planning board in formulating plans for coordinating and evaluating training in order to facilitate the education and professional advancement of all personnel. (Reference: CG-300, Article 8-10-7)

★ 2. Duties, Responsibilities, and Authority. The education officer shall:

- a. Serve as a member of the planning board for training.
- b. Maintain contact with training activities of the shore establishment in order to advise the planning board and other personnel on the use of these facilities for training.
- c. On recommendation by department heads, secure quotas for personnel attending fleet or functional schools.
- d. Direct the information and education program embracing; the interviewing and counseling of personnel; the processing of applications for officer, enlisted, and USAFI correspondence courses; the administration of USAFI general education development (GED) and end-of-course tests. Assist personnel in obtaining high school, college, business, and military education credits.
- e. Organize and supervise off-duty classes in such subjects as English, mathematics, and foreign languages as may be appropriate and desirable.
- f. Be responsible for preparing and maintaining long-range and short-range training schedules after the planning board for training has outlined the requirements.
- g. Maintain training records and prepare reports for higher authority.

★ 3. Organizational Relationships. The education officer reports to the executive officer for the performance of assigned duties. He collaborates with the following officers in developing the over-all training program of the ship and in the formulation and implementation of special training programs:

- a. Other members of the planning board on training.
- b. Heads of departments.
- c. First lieutenant.
- d. Damage control assistant.

1220 THE SUPPLY OFFICER

1. Basic Functions. The supply officer "shall be responsible for procuring, receiving, storing, issuing, shipping, transferring, selling, accounting for, and while in his custody, maintaining all stores and equipment of the command, except as otherwise prescribed in these regulations." (U. S. Coast Guard Regulations 8-8-1)

2. Duties, Responsibilities, and Authority. In amplification of the duties prescribed in U. S. Coast Guard Regulations, Chapter 8, Part 8, the supply officer shall:

a. Administer the ship's supplies and equipage funds to the end that all essential material requirements are met.

b. Coordinate preparation and submission of departmental operating budgets, if desired by the commanding officer.

c. Closely supervise operation of the general mess.

3. Organizational Relationships. The supply officer reports to the commanding officer on matters which he considers adversely affect the operational readiness of the ship and to the executive officer for administration of supply functions. The commissary officer and the property officer report to the supply officer.

1221 THE COMMISSARY OFFICER

1. Basic Functions. The commissary officer's functions and responsibilities will be in accordance with Article 8-10-2 of U. S. Coast Guard Regulations, 1955 (CG-300).

2. Organizational Relationships. The commissary officer shall report through the supply officer to the commanding officer.

1222 THE PROPERTY OFFICER

1. Basic Functions. The property officer's functions, duties and responsibilities will be in accordance with Article 8-10-3 of U. S. Coast Guard Regulations, 1955 (CG-300) and such other district and Headquarters directives as may be effective.

2. Organizational Relationships. The property officer shall report to the supply officer.

1230 THE HOSPITAL CORPSMAN

1. Basic Functions. The hospital corpsman shall be responsible under the executive officer for maintaining the health of the personnel attached to the command.

1240 THE CHIEF MASTER-AT-ARMS

1. Basic Functions. The chief 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.

2. Duties, Responsibilities, and Authority. In amplification of the provisions of Article 10-7-9 of U. S. Coast Guard Regulations, 1955, the chief master-at-arms shall:

a. Organize, train and supervise the compartment cleaners and mess cooks.

b. Enforce U. S. Coast Guard Regulations, ship's regulations, and pertinent directives.

c. 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).

d. 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.

e. Assist in the processing of all new personnel. Ensure that each man has been assigned a bunk and a locker.

f. Supervise extra duty men and maintain records of all extra duties assigned and performed.

g. 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.

h. Supervise the rigging and unrigging for church, movies, and other special functions.

i. Ensure frequent inspections of the ship galley, food handling spaces and crew's berthing.

j. Maintain the lucky bag.

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

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

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

3. Organizational Relationships.

a. The chief master-at-arms reports to the executive officer for the performance of his assigned duties.

b. Assistants of the chief master-at-arms report to the chief master-at-arms.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - DEPARTMENT ORGANIZATION

1310 THE HEAD OF A DEPARTMENT

1. "The head of a department is the officer designated as such in accordance with these regulations. He is the representative of the commanding officer in all matters that pertain to the department, and is accordingly responsible for the operation and the effectiveness of the department. All persons assigned to the department shall be subordinate to him and all orders issued by him shall be obeyed accordingly by them. In the performance of his duties as a head of department, he shall conform to the policies and comply with the orders of the commanding officer." (U. S. Coast Guard Regulations, Article 8-3-1)

2. In amplification of the general duties and responsibilities prescribed in U. S. Coast Guard Regulations, Chapter 8, Part 3, a head of a department shall:

a. Maintain cognizance over matters affecting the morale and 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.

b. Maintain a current ship's maintenance project for his department.

c. Maintain established standards of performance and conduct, evaluate performance by means of drills, exercises, inspections and other control devices; initiate evaluation sheets and review marks, make recommendations via the executive officer to the commanding officer for meritorious masts and disciplinary matters.

d. Schedule, be responsible for, and conduct training for personnel assigned to the department. Phases of training shall 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 shipboard duties; team training to fulfill operational requirements of the department and individual training through USAFI. In accomplishing this function, the department head receives guidance from the training and education officer.

e. Maintain a department notebook containing personal data cards, training program data and other information as may be useful for the orientation of an officer relieving him, for ready reference.

f. Forward requests for leave, special liberty, or special considerations with recommendations; comment on past conduct and performance of duty as appropriate.

g. Formulate and submit supply and logistic requirements for the maintenance and operation of the department; provide and maintain such departmental directives and instructions as may be necessary for the effective administration of the department; be responsible for all forms, reports, and correspondence originated or maintained by the department.

h. Ensure that prescribed security measures are strictly observed by personnel of the department; conduct periodic inspections, exercises, and musters to evaluate the performance and discipline of the department and initiate disciplinary action, when deemed necessary, in accordance with the UCMJ and other regulator directives.

3. A head of department reports to the commanding officer for operational readiness of his department; general condition of the machinery and other installations, including the need for and progress on major repairs and any circumstance or condition which may adversely affect operational readiness; and any matters relating to his department whenever he believes such action necessary for the good of his department or for the Coast Guard. He reports to the executive officer for all administrative matters and keeps the executive officer appropriately informed of direct reports to the commanding officer.

1320 THE OPERATIONS OFFICER

1. 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.

2. Duties, Responsibilities, and Authority. In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1955, Chapter 8, Part 4, the operations officer shall:

a. 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.

b. Obtain clearances and operating area assignments incident to the movements and operations of the ship.

c. Prepare ship tactical operations plans and orders and supervise the preparation of reports required by operation plans, orders and other operational directives.

d. Maintain intelligence files.

e. Exercise operational control of all aircraft reporting to the ship for drills or operations.

3. Organizational Relationships.

a. The operations officer reports to:

(1) The commanding officer for matters concerning operations, intelligence and tactical employment of the ship and any assigned aircraft.

(2) The executive officer for administration of the operations department.

b. The following (when assigned) report to the operations officer:

(1) Navigator.

(2) CIC officer.

(3) Communications officer.

(4) Electronics material officer.

1321 THE NAVIGATOR

1. Basic Functions. The navigator is responsible under the commanding officer for the safe navigation and piloting of the ship.

2. Duties, Responsibilities and Authority. In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1955, the navigator shall:

a. Coordinate, with the senior watch officer, the planning and direction of deck watch officers.

b. Upon anchoring, ensure that a section of the appropriate harbor chart, showing the ship's berth and all commonly used boat landings, is available and that copies are furnished to the officer of the deck for his own use and for use of boat coxswains.

c. Act as custodian of navigation equipment.

d. Assist in the solution of tactical problems involving use of the maneuvering board.

e. Ascertain, before putting to sea, that the latest navigation information, both classified and unclassified, is on board. Keep informed of the prospective movements of the ship and obtain necessary routing information.

f. Ensure that the ship is properly depermed and that degaussing coils are calibrated after commissioning and at such other times as may be required.

g. Ensure that magnetic compasses are correctly compensated and adjusted at least yearly and that other required checks of the compasses are made in accordance with effective instructions.

3. Organizational Relationships.

a. The navigator reports to:

(1) The commanding officer and the operations officer in all matters pertaining to the navigation of the ship.

(2) The operations officer for the performance of his assigned duties.

b. The following report to the navigator:

(1) Senior quartermaster.

1322 THE COMMUNICATIONS OFFICER

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

2. Duties, Responsibilities and Authority. In amplification of U. S. Coast Guard Regulations, 1955, Article 8-4-4, the communications officer shall:

a. Serve as postal officer, maintaining all records and preparing all reports in connection therewith.

3. Organizational Relationships.

a. The communications officer reports to the operations officer for the performance of his assigned duties.

b. The following report to the communications officer:

(1) The senior radioman.

(2) The custodian of registered publications.

1323 THE ELECTRONICS MATERIAL OFFICER

1. 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.

2. Duties, Responsibilities and Authority. In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1955, Article 8-4-7, the electronics material officer shall:

a. Maintain communications, search, and electronic interior communications on the ship.

b. Control and restore electronic equipment and system casualties.

c. Be thoroughly familiar with the Electronics Maintenance Manual, CG-165, and insure that the applicable provisions thereof, including safety precautions, are complied with in connection with all electronic work aboard ship.

3. Organizational Relationships.

a. The electronics material officer reports to the operations officer.

b. The following report to the electronics material officer:

(1) The senior electronics technician.

1330 THE ENGINEER OFFICER

1. 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, but are within the capacity of the engineering department.

2. Duties, Responsibilities and Authority. In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1955, Chapter 8, Part 5, and Article 1310 of this manual, the engineer officer shall:

a. Maintain the hull, machinery, and electrical system in battle readiness.

b. Supervise fire fighting.

c. Maintain interior communication equipment in the ship.

d. Control and restore engineering and ship control casualties.

e. Coordinate for all departments shipyard work and correspondence or communications relating to alterations or repairs to the hull and installed equipment.

f. Maintain the master material history and other operating and maintenance records.

g. Act as technical assistant to the executive officer in carrying out nuclear, biological, and chemical defense procedures.

h. Provide ship facilities, equipment, and key personnel required for repairs to the ship's hull and machinery and for repairs to material and

equipment of other departments which is beyond the capacity of those departments but within the capacity of the engineering department.

3. Organizational Relationships.

a. The engineer officer reports to the commanding officer for the operational readiness and actual operation of the main propulsion and electrical plants and of the damage control organizations and systems. He reports to the executive officer for administration of the engineering department.

★ b. The following report to the engineer officer:

(1) Damage control officer.

(2) Nuclear, biological, and chemical (NBC) defense officer.

1331 THE DAMAGE CONTROL OFFICER

1. Basic Functions. The damage control officer is responsible for establishing and maintaining an effective damage control organization.

2. Duties, Responsibilities and Authority. The duties, responsibilities and authority are established by Article 8-5-4 of U. S. Coast Guard Regulations, 1955.

3. Organizational Relationships.

a. The damage control officer reports to the engineer officer for the performance of his assigned duties.

b. Repair party leaders and the senior damage controlman report to the damage control officer.

★ 1332 THE NBC DEFENSE OFFICER

1. Basic Functions. The NBC defense officer is responsible for establishing and maintaining the ship's posture for NBC defense to the extent that equipment and natural ship characteristics permit.

2. Duties, Responsibilities and Authority. The duties, responsibilities and authority are established by Article 8-5-5 of U. S. Coast Guard Regulations, 1955, (Chg. 8).

3. Organizational Relationships.

a. The NBC defense officer reports to the engineer officer for the performance of his assigned duties.

b. The custodians of NBC defense equipment report to the NBC defense officer on status and status changes of this equipment.

1340 THE FIRST LIEUTENANT

1. Basic Functions. As head of the deck department, the first lieutenant is responsible, under the commanding officer, for the supervision of deck seamanship including care and maintenance of associated boats. He shall serve as the gunnery officer when no gunnery officer is otherwise assigned.

2. Duties, Responsibilities and Authority. In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1955, Chapter 8, Part 6, Article 1310 of this manual, the first lieutenant shall:

- a. Plan and execute deck seamanship evolutions and operations including anchoring, mooring, fueling and replenishment at sea.
- b. Supervise operation of the paint and boatswain's lockers, ensuring proper stowage, care, accountability and issuance of associated material and equipment.
- c. Supervise loading, unloading and stowage of cargo.
- d. Supervise disposal of trash and garbage.

3. Organizational Relationships.

a. The first lieutenant reports to:

(1) The commanding officer for employment and readiness of ship's deck and seamanship equipment, and for the ship's armament and fire control system.

(2) The executive officer for administration of the deck department.

b. The following report to the first lieutenant:

- (1) Gunnery officer.
- (2) Senior boatswain's mate.

★ 1341 THE GUNNERY OFFICER

1. Basic Functions. The gunnery officer is responsible for the supervision and direction of the ordnance equipment.

2. Duties, Responsibilities and Authority. The duties, responsibilities and authority of the gunnery officer are established by U. S. Coast Guard Regulations, 1955, Article 8-6-3 and Ordnance Manual, CG-272.

3. Organizational Relationships.

a. The gunnery officer reports to the first lieutenant

b. The following report to the gunnery officer: The senior gunner's mate.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - BOARDS AND COMMITTEES

1401 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.

1402 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.

1403 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.

★ 1404 AUDIT BOARD FOR WARDROOM MESS. (Where separate mess is authorized)

1. Basic Functions. The audit board for the wardroom mess is responsible for auditing the accounts of the wardroom mess treasurer.

★ 2. Membership. This board shall be composed of one commissioned officer 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, 1955, Article 7-1-18C.

1405 INVENTORY BOARD FOR GENERAL MESS

1. Basic Functions. 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 Comptroller Manual, Vol. IV.

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 officer's inventory has been made.

5. References.

- ★ a. U. S. Coast Guard Regulations, 1955, Article 7-1-18.
b. Comptroller Manual, Vol. IV.

★ 1406 ALCOHOL AND NARCOTIC INVENTORY BOARD

1. Basic Functions. The alcohol and narcotic board is responsible for inventorying the stores of narcotics and alcoholic liquors maintained on board.

2. Membership. The board will be appointed by individual letter by the commanding officer. It will consist of one or more commissioned officers, other than the custodian, and the senior hospital corpsman on 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 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, Chapter 8, Part 6.

1407 REGISTERED PUBLICATIONS AUDIT BOARD

1. Basic Functions. 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 audit 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 be a member of the board only upon occasions of a transfer of command or

decommissioning. The relieving custodian shall be appointed as a third member of the board upon the occasion of a 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.

1408 THE 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 IV 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 therefor; 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 IV.

1409 THE SUMMARY COURT-MARTIAL

1. Basic Functions. A summary court-martial is established to carry out proper military jurisdiction as set forth in the Manual for Courts-Martial, United States, 1951.

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, 1951.

4. Convening Dates. The court will convene when directed by the convening authority.

5. References.

- a. Manual for Courts-Martial, United States, 1951.
- b. Coast Guard Supplement to Manual for Courts-Martial, United States, 1951.
- c. Uniform Code of Military Justice.

1410 THE PLANNING BOARD FOR TRAINING

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 members.

★ 2. Membership. The training board shall be composed of the following:

- a. Executive Officer (Chairman).
- b. Heads of Departments.

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.

- ★
- a. Shipboard Training Manual (210' WMEC).
 - b. NWP 50(A)

1411 CRYPTO BOARD

1. Basic Function. The crypto board is established to operate the crypto center.

2. Membership. A crypto board shall consist of qualified shipboard personnel who have the proper clearances and have been designated by the commanding officer. The communications officer will be responsible for the training and instruction of the board.

3. Procedures. The crypto board shall be responsible for proper handling of classified matter, technical accuracy of encoding and decoding and proper use of cryptographic aids.

4. Convening Dates. The crypto board will convene as directed by the communications officer.

★ 5. Reference. NWP 16.

1412 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. Applicable directives and "Safety News" feature of the CG-133 series.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 1 - INTRODUCTION

2101 IMPORTANCE OF THE WATCH ORGANIZATION

1. The personnel assigned to watch keeping duties is entrusted with the safety of the ship, her machinery, and the personnel embarked. Confusion or conflict among watch personnel concerning responsibilities or authority could, in the extreme, result in a collision or grounding or 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, organizational relationships, and their ship.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 2 - UNDERWAY WATCH ORGANIZATION

2201 REQUIREMENTS OF CONDITION IV

The requirements of Condition IV Watch are:

1. No batteries manned.
2. Engineering plant ready for speeds as ordered.
3. Material condition YOKE (modified) for access during daylight.
4. Ship control and engineering watches manned as required by operational requirements.
5. Interior communications manned as necessary. Exterior communications sufficiently manned to cover the communication plan in effect.

2202 THE OFFICER OF THE DECK UNDERWAY

1. 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.

2. 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.

3. Organizational Relationships

a. The officer of the deck reports directly to:

(1) The commanding officer for the safe navigation and general operation of the ship.

(2) The executive officer for carrying out the ship's routine.

b. The following personnel report to the officer of the deck:

(1) 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.

(2) Radio watch supervisor for the proper and expeditious transmission and receipt of radio messages affecting the operations or maneuvering of the ship.

(3) The quartermaster of the watch for the supervision of the steersman, the proper maintenance of the quartermaster's bridge book, and for navigational matters.

(4) The boatswain's mate of the watch for the supervision of the various ship control watches, for ensuring the security of all personnel, equipment and spaces, the maintenance of the prescribed material conditions and for maintenance of discipline.

(5) Lookouts.

★ (6) The CIC watch supervisor, when assigned, for conducting search and tracking.

2203 THE ENGINEER OFFICER OF THE WATCH

1. Basic Function

The engineer officer of the watch is the officer on watch who has been designated by the engineer officer to be in charge of the engineering department watches. He is primarily responsible for the safe and proper performance of the engineering department watches in accordance with the orders of the engineer officer, the commanding officer, and higher authority.

2. Duties, Responsibilities and Authority

a. In amplification of the responsibilities prescribed in Chapter 8, Part 5, U. S. Coast Guard Regulations, 1955, the engineer officer of the watch shall:

(1) Supervise the personnel on watch in the engineering department ensuring that machinery is being operated in accordance with current instructions; that required logs are maintained; that machinery and controls are properly manned; and that all applicable inspections and safety precautions are being carried out.

★ (2) Ensure that all orders received from the officer of the deck concerning the speed and pitch of the propellers are promptly and properly executed.

★ (3) Immediately execute all emergency engine orders concerning the speed and pitch of the propellers.

(4) Immediately inform the officer of the deck and the engineer officer of any casualty of the main engines which would prevent the execution of engine speed orders or which would in any way affect the operational availability of the ship.

(5) Be familiar with and ensure the application of all directives and procedures promulgated by higher authority which concern the operation of the machinery of the engineering department,

(6) Supervise and conduct on-the-job training for engineering personnel on watch.

(7) Assume such other responsibilities as the engineer officer may direct.

3. Organizational Relationships

a. The engineer officer may direct the engineer officer of the watch concerning the duties of his watch or relieve the engineer officer of the watch when such action is thought necessary.

★ b. The engineer officer of the watch reports to the officer of the deck for the speed and pitch of the propellers as to stand-by power requirements and other services anticipated or ordered. He reports to the engineer officer for technical control and matters affecting the administration of his watch.

c. The following personnel report to the engineer officer of the watch:

(1) Watch supervisors of the engineering department watches.

(2) Personnel in steering aft for technical control and matters affecting the administration of their watch.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 3 - IN PORT WATCH ORGANIZATION

2301 THE OFFICER OF THE DECK IN PORT

1. Basic Function

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 operation of the ship.

2. Duties, Responsibilities and Authority

a. In amplification of the responsibilities prescribed in Chapter 8, part 9 U. S. Coast Guard Regulations, 1955, the officer of the deck in port shall:

(1) Keep continually informed of the ship's position, mooring lines or ground tackle in use, tide and weather information, the status of the engineering plant, the status of the ship's boats, and all other matters affecting the safety and security of the ship; and take appropriate action to prevent grounding, collision, dragging, or other danger in accordance with the rules of the nautical road and the orders of the commanding officer and other proper authority.

(2) Ensure that required reports to the OOD concerning tests and inspections and the routine reports of watches are promptly originated and that the quarterdeck watch, lookouts, and anchor watch are properly posted and alert.

(3) Prepare and sign the rough deck log and ensure that all required entries are made in the quartermaster's notebook.

(4) Ensure that the executive officer and departments heads are informed of any circumstances which would require a change in the ship's routine or other action on their part.

(5) Carry out the routine of the ship as published, keeping the executive officer advised of any changes which may be necessary.

(6) Initiate and supervise action for ship's evolutions or operations as necessary.

★ (7) Supervise and control the use of the general announcing system, the general and chemical alarms, and the whistle, in accordance with the orders of the commanding officer, tactical doctrine, and the rules of the nautical road.

(8) Permit no person to go aloft on the mast or to work over the side of the ship except when wind and sea conditions will not cause them undue danger, and then only when all safety precautions are observed.

(9) Display required absentee pennants, colors, and general information signals, and supervise and direct the rendering of side honors and honors to passing ships.

(10) Assume such other responsibilities as may be assigned by the commanding officer.

3. Organizational Relationships

a. U. S. Coast Guard Regulations, 1955, paragraph 8-9-2, designates the officers who may direct or relieve the officer of the deck and prescribes the circumstances under which they may do so.

b. The officer of the deck in port reports directly to the commanding officer for the safety and general duties of the ship and to the executive officer for carrying out the ship's routine.

★ c. The following personnel report to the officer of the deck in port:

(1) The junior officer of the deck for assistance in carrying out the ship's routine.

(2) The engineering officer of the watch.

(3) The radioman of the watch for the proper and expeditious transmission and receipt of operational and general information messages.

(4) The quartermaster of the watch for the performance of his assigned duties.

(5) The boat coxwains, or boat officers when assigned, for the safe and proper operation of the ship's boats.

(6) The officer or petty officer in charge of the gangway watch for the maintenance of a properly posted and alert watch on the brow.

(7) The boatswain's mate of the watch for supervision of the various watches and security of the ship.

(8) The duty master-at-arms for the maintenance of good order and discipline in the ship and the security and processing of prisoners.

CHAPTER 2 WATCH ORGANIZATION

SECTION 3 - IN PORT WATCH ORGANIZATION

★ 2301 GENERAL

1. The basic peacetime in port watch organization is presented in this section. Under emergency wartime conditions additional watches for security, antisabotage and weapons systems 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 and Senior Petty Officers shall be assigned by the Executive Officer to rotating watch lists for the day's duty as OOD or EOW.

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 7-1-13 of Coast Guard Regulations.

3. Guidelines for the assignment of section watches:

a. Liberty may be based on a four section watch and more sections if all conditions can be met using any resources available. Resources from shore facilities shall be investigated thoroughly to insure compatibility of equipment and training of personnel.

b. When two or more MECs and HECs 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 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

★ 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
<u>Day's Duty</u>	
Officer of the Deck (OOD)	
Engineering Watch Officer (EWO)	
Duty BM	
Duty CS	
Duty SD	
<u>As Required</u>	
JOOD	
Security Watch	
Bridge Watch	
Boat Crew	
Duty YN	
Duty RM	
Duty DC	
Duty Driver	
Duty EM	
Duty GM	

1. For each daily in-port watch list, the various department heads submit the names of qualified persons designated for the required assignments to the executive officer.

2. In addition a daily in-port general emergency bill must be prepared listing the duty damage control party assignments. This is a necessary supplement to the WQ&S bill because of in-port temporary personnel changes and absences. See Figure 3-23.

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 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 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 such person as he may designate.

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 is determined by the manning level within the district.

4. Procedures and Responsibilities.

★ a. The executive officer shall:

(1) Assign officers and enlisted men to:

(a) The administrative duties, boards and committees listed in Sections 2, 3, and 4 of Chapter 1.

(b) OOD and EOW watches in accordance with Chapter 2.

(c) Departments in accordance with Figures 3-1 and 3-2.

(d) Billet numbers and duties for battle stations and all hands evolutions in accordance with this Manual and the Watch, Quarter, and Station Bill.

(e) Collateral duties listed in 3102 below.

(2) Coordinate the assignment of enlisted men to special duties outlined in Figure 3-4.

b. Heads of Departments shall:

(1) Assign enlisted men to:

(a) Sections and to regular duties and watches in accordance with the various ship's bills.

(b) Special duties in accordance with Figure 3-4.

5. All transfers of officers within the ship's organization are made by 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 made by the executive officer.

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

a. The chief 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. (Article 10-2-5, U. S. Coast Guard Regulations)

PERSONNEL ASSIGNMENT BILL

OFFICER'S BILLETS

<u>BILLET TITLE</u>	<u>RANK</u>	<u>ALLOWANCE</u>
<u>COMMAND</u>		
Commanding Officer	CDR	1
Executive Officer	LCDR	1
<u>OPERATIONS DEPARTMENT</u>		
Operations Officer	LT	1
Communications Officer	LTJG	1
<u>ENGINEERING DEPARTMENT</u>		
★ Engineer Officer	LT	1
Assistant Engineer	MACH	1
Student Engineer	LTJG	1*
<u>DECK DEPARTMENT</u>		
First Lieutenant	LTJG	1

* Authorized only on WMEC 615, 616, & 617.

PERSONNEL ASSIGNMENT BILL

SUMMARY OF RATING ASSIGNMENTS

BILLETS	RATINGS							TOTAL
	E8	E7	E6	E5	E4	E3	E2	
DECK DEPT								
BM		1	1	1	1			4
SN-SA						9*	7	16
GM			1					1
SUB TOTAL								21
OPER DEPT								
QM	1		1	1	1			4
RD				1				1
ET			1		1			2
RM			1	1	1			3
YN			1					1
SK				1				1
CS			1	1	1			3
SD				1				1
HM			1					1
TN-TA						1	1	2
SUB TOTAL								19
ENG DEPT								
EN		2	2	2*	2			8
EM		1		1	1*			3
DC				1				1
FN-FA						3	2	5
SUB TOTAL								17
TOTAL	1	4	10	11*	8*	13*	10	57*

★ * Delete the following for WMEC-620 and subsequent ships:

1 EN2, 1 EM3, 2 ea. SN New Total 53

PERSONNEL ASSIGNMENT BILL

Figure 3-3

ASSIGNMENT OF ENLISTED MEN TO SECTIONS

DECK DEPARTMENTFIRST SECTION
BILLET ALLOW.

D-101P BM1
D-102P SN
D-103P SN
D-104P SN*
D-105P SA
D-106P SA
D-107P SA
D-108P EXTRA

SECOND SECTION
BILLET ALLOW.

D-201S GM1
D-202P BM2
D-203S SN
D-204P SN
D-205P SN*
D-206S SA
D-207S SA
D-208P EXTRA

THIRD SECTION
BILLET ALLOW.

D-301S BMC
D-302S BM3
D-303S SN
D-304S SN
D-305S SN
D-306S SA
D-307S SA
D-308S EXTRA

OPERATIONS DEPARTMENT

O-101P QMCS
O-102P ET1
O-103P CS1
O-104P QM2
O-105P SK2
O-106P RM3
O-107P TN

O-201S RM1
O-202P HM1
O-203P RD2
O-204P CS2
O-205P QM3
O-206S TN
O-207P EXTRA

O-301S QM1
O-302S YN1
O-303S RM2
O-304S SD2
O-305S ET3
O-306S CS3
O-307S EXTRA

ENGINEERING DEPARTMENT

E-101P ENC
E-102P EN1
E-103P EN2
E-104P EM3*
E-105P FN
E-106P FA

E-201S ENC
E-202S EN2*
E-203S EM2
E-204P EN3
E-205P FN
E-206P FA

E-301S EMC
E-302S EN1
E-303S DC2
E-304S EN3
E-305S FN
E-306S EXTRA

NOTE 1: Extra billet number identified by the letters EXTRA are provided to facilitate assignment of personnel on board in excess of authorized complement.

NOTE 2: During Condition III (see section 4 of this chapter) as well as under certain emergency conditions, it will be necessary to

organize the enlisted complement in port and starboard watches. The port watch will comprise all personnel from the first section and half from the second section. The starboard watch will comprise all personnel from the third section and the other half from the second section. This is indicated by the letter "P" or "S" appearing at the end of each billet number to denote "Port" or "Starboard" respectively.

NOTE 3: Delete (*) billets on WPC-620 and subsequent ships.

210' WMEC

Figure 3-4

PERSONNEL ASSIGNMENT BILL

SPECIAL DETAILS

	<u>Departments</u>		
	<u>D</u>	<u>E</u>	<u>O</u>
Messmen and CPO Compartment Cleaners	2	1	-
Mail Orderly	-	-	1

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 1 - ADMINISTRATIVE BILLS

★ 3102 COLLATERAL DUTIES

1. Boarding and Law Enforcement Officer. The boarding and law enforcement officer shall perform his duties in accordance with Coast Guard Regulations, 1955, Article 8-10-9.

2. Classified Material Control Officer. The classified material control officer shall perform his duties in accordance with the Security Manual for Classified Information, OPNAV Instruction 5510.1C, Chapter 5.

3. Crypto Security Officer. The crypto security officer shall perform his duties in accordance with KAG 1, Article 2002.

4. Custodian of Registered Publications. The custodian of registered publications shall perform his duties in accordance with RPS 4, paragraphs 301 and 302. He shall not be the COMTAC Publications Control Officer.

5. COMTAC Publications Control Officer. Maintain the COMTAC publications, technical publication library (TPL) in conformance with CG-236-1.

6. Exchange Officer. The exchange officer shall perform his duties in accordance with U. S. Coast Guard Regulations, Article 8-10-4, and the Exchange Manual, CG-309.

7. Investigation Officer. The investigation officer shall carry out inquiries into instances concerning misconduct, personal injury and reported offenses against the Uniform Code of Military Justice and will report the results of such investigations in accordance with Coast Guard Supplement to the Manual for Courts Martial, CG-241.

★ 8. Mess Treasurer. The mess treasurer, if a wardroom mess is established, shall perform his duties in accordance with U. S. Coast Guard Regulations, Article 10-5-5 as amplified by procedures contained in Chapter 5 of this manual.

9. Morale and Recreation Officer. The morale and recreation officer is responsible for pursuing an active program for maintenance of high morale. In amplification of the provisions of U. S. Coast Guard Regulations, Article 8-10-6, he shall:

a. Interview applicants for welfare loans and make recommendations concerning same.

b. Supervise and encourage recreation activities.

10. Movie Officer. The movie officer as guided by the Navy Fleet Motion Picture Service Manual, NAVPERS 15970, is responsible for performance of the following duties:

- a. Procurement, inspection, and return of films for recreational purposes in accordance with local film exchange regulations.
- b. Maintenance of all motion picture equipment including adequate quantities of spare parts.
- c. Safeguard all films and equipment.
- d. Ensure that adequate numbers of qualified movie operators are on board and in training.
- e. Prepare and submit the required reports.
- f. Schedule and supervise showing of motion pictures as directed by the executive officer.

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

12. Public Information Officer. The public information officer shall perform his duties in accordance with the Guide for Public Information Services, CG-247, Chapter 2. If no public information officer is assigned, the commanding officer shall be public information officer.

★ 13. 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 in the furtherance of Commandant Instruction 5120.1.

14. Transportation Officer. When a vehicle is assigned the vessel, this officer is responsible for scheduling trips, assigning driver schedules, and providing for vehicle maintenance time. He is further responsible for administrative reports concerning the vehicle and drivers.

★ 15. Voting Officer. The voting officer shall perform his duties in accordance with the Personnel Manual, Chapter 16, Part B and CG-292.

★ 16. Witnessing Officers. The requirement for written designation and the specific duties of the Witnessing Officers for registered publications are established in RPS4F Article 212. These same officers if appropriately cleared may serve for witnessing officers for the destruction of other classified material as specified in Section 5, Chapter 6 of OPNAVINST 5510.1C.

3103 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 departments and assignment of berths to individuals:

- a. Morale.
- b. Dispersal of key personnel.

★ 4. Procedures and Responsibilities.

a. The executive officer shall:

(1) Direct berthing assignments through Department Heads:

(2) Utilize the following spaces for berthing:

- 1-32-0-L Deck Department
- 1-52-0-L Operations Department
- 2-32-2-L Operations Department
- 2-52-1-L Engineering Department

(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. Department heads shall:

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

(2) Maintain a list of bunk and locker assignments.

c. The master-at-arms shall:

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

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

d. 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) Passageways or routes to emergency gear shall not be blocked by cots or mattresses.

(4) Luggage of officers shall be stowed as directed by the executive officer. Luggage of enlisted men shall be stowed as directed by the master-at-arms.

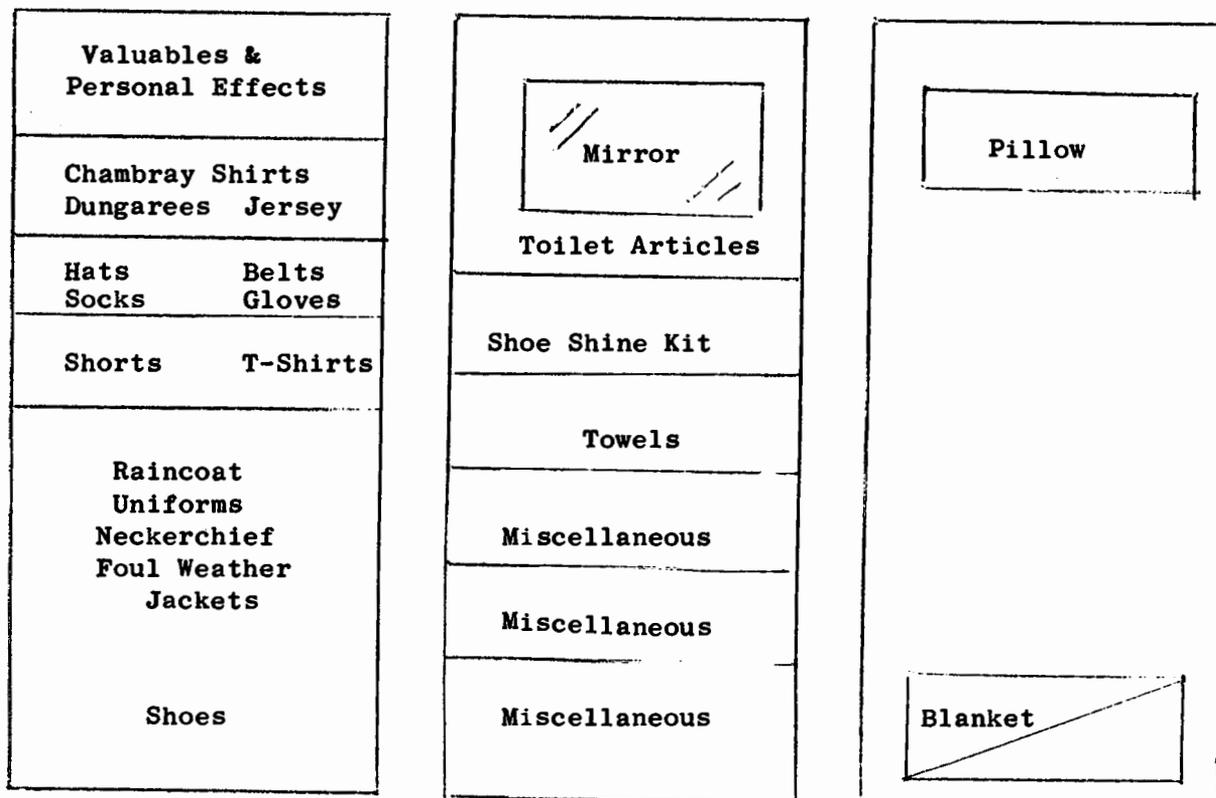
(5) No ship's officer shall be moved from his stateroom to accommodate another officer except as directed by the executive officer.

(6) Locker stowage and bunk makeup will be in accordance with Figure 3-5.



LOCKER STOWAGE AND BUNK MAKEUP

Figure 3-5



3104 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 department heads 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 subordinates 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. Assistant department heads 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 departments.

d. The first lieutenant shall:

(1) Supervise the side cleaners, through the BMC or 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, and assure adherence with Paint and Color Manual, CG-263.

★ e. Detailed assignment of personnel to cleaning, preservation and maintenance duties shall be made in accordance with Figure 3-6 for exterior parts of the ship, and Figure 3-7 for interior spaces. The following structures, appurtenances, and equipment located within a space are to be cleaned and preserved by the department 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.

(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 gunnery officer.

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

(1) Cleaning gear will be issued to departments 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 other electrical apparatus. Blower intakes and exhausts shall not be used for drying or stowage purposes.

(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 procelain 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, and adherence with CG-263.

(5) All surfaces shall be inspected by the department head for proper preparation before primer or paint is applied.

(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 department heads in accordance with Coast Guard Paint and Color Manual, CG-263 and CG Plan 6 -WPC-190-1.

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

g. Special equipment shall be cleaned and maintained by qualified personnel only: i.e., radar gear - ET; Master Gyro - EM; Medical equipment - HM; etc.



CLEANING AND MAINTENANCE BILL

Figure 3-6

HULL EXTERIOR - ASSIGNMENTS

DEPARTMENT

AREA

DECK

02 Deck: All exterior
01 Deck: All exterior
Main Deck: All exterior
Hull and Waterline
Ship's ground tackle, boats and davits
3"/50 gun mount, ready service boxes

OPERATIONS

Mainmast and rigging
Pilothouse: All exteriors
Bridge Deck: All exterior
Antennas and insulators
BT Winch

CLEANING AND MAINTENANCE BILL

Figure 3-7



HULL INTERIOR - ASSIGNMENTS

DECK DEPARTMENT

COMPARTMENT

NAME

01-89-2-A	Equipment Locker
01-92-0-Q	Helicopter Service Room
1-FP-0-A	Stores
1-12-0-A	Boatswain's Stores
1-32-0-L	Crews Berthing
1-52-2-L	Toilet and Shower
1-72-0-Q	Foul Weather Gear and Lifejacket Stowage
1-161-1-Q	Gear Locker
2-15-0-A	Boatswain's Stores
2-172-0-A	Hawser and Rescue Equipment Stowage
3-12-0-Q	Chain Locker
3-15-0-K	Flammable Liquid Storeroom
3-52-0-Q	Armory and Workshop
3-52-2-T	Ammunition Hoist
3-52-1-M	Small Arms Ammunition Magazine
3-52-2-M	Handling Room
3-58-2-M	7.2 Inch Projectile Fuze Locker
3-62-0-C	Sonar Room
3-62-1-M	Magazine
3-62-2-M	7.2 Inch Projectile Magazine
4-FP-0-W	Forepeak
4-12-0-E	Chain Locker Sump
4-84-1-W	Fresh Water Tank
4-84-2-W	Fresh Water Tank

OPERATIONS DEPARTMENT

03-63-0-C	Pilothouse
02-56-1-C	Radio Room
02-56-2-C	CIC
02-66-2-L	Passage
02-69-1-C	Code Room
02-76-1-Q	Electronics Laboratory
02-79-2-A	Navigator Stores
02-79-2-L	Toilet
02-81-1-A	Electronics Stores
1-52-0-L	Crews Berthing
1-72-2-L	Dispensary
1-100-2-Q	Ship's Office
1-110-2-L	Recreational Gear (Radio) Locker
2-32-0-L	Toilet and Shower
2-32-2-L	Crew's Berthing

CLEANING AND MAINTENANCE BILL

Figure 3-7



HULL INTERIOR - ASSIGNMENTS
ENGINEERING DEPARTMENT

COMPARTMENT

NAME

02-83-2-Q	Fan Room
1-56-1-Q	Forward Repair Party Locker
1-63-1-Q	Fan Room
1-63-2-Q	Fan Room
1-108-2-T	Escape Trunk
1-115-1-Q	Fan Room
1-143-2-L	Vestibule
2-52-0-L	Toilet and shower
2-52-1-L	Crew's Berthing
2-108-0-C	Control Booth
2-140-0-E	Auxiliary Machinery Room
2-140-2-Q	Engineer's Workshop
2-162-1-T	Trunk
2-172-2-Q	Electrician's Workshop
2-180-2-Q	Aft Repair Party Locker
2-188-0-E	Steering Gear Room
3-32-0-A	Storeroom
3-72-0-C	IC Room
3-84-3-L	Passage
3-84-4-L	Passage
3-96-0-E	Auxiliary Machinery Space
3-140-0-A	Engineer's Storeroom
3-156-0-E	Refrigerating Machinery Room
3-172-0-V	Void
4-72-1-F	Diesel Oil Tank
4-72-2-F	Diesel Oil Tank
4-84-3-F	Diesel Oil Tank
4-84-6-F	Diesel Oil Tank
4-90-2-C	Underwater Log Room
4-96-1-F	Diesel Oil Tank
4-96-2-F	Diesel Oil Tank
4-102-0-F	Clean Lube Oil Tank
4-104-0-F	Used Lube Oil Tank
4-108-0-E	Engine Room
4-140-1-F	Diesel Oil Tank
4-140-2-F	Diesel Oil Tank
4-164-1-J	JP-5 Settling Tank
4-164-2-J	JP-5 Stowage Tank
4-164-3-J	JP-5 Stowage Tank

CLEANING AND MAINTENANCE BILL

Figure 3-7



HULL INTERIOR - ASSIGNMENTS

Commissary Officer

<u>COMPARTMENT</u>	<u>NAME</u>
1-146-0-Q	Galley
1-159-1-A	Dry Stores
1-159-2-T	Service Hoist
2-156-0-A	33° Chill Space
2-156-1-A	Freezer
2-156-2-A	Commissary Stores
2-159-2-T	Service Hoist
2-164-0-A	Dry Provision Storeroom
2-164-2-A	40° Locker

Exchange Officer

1-20-0-Q	Laundry
1-20-2-A	Laundry Stores
1-52-3-A	Ship's Service Store
3-32-0-A	Exchange Storeroom

Master-at-Arms

1-52-1-L	Passage
1-99-1-L	CPO Mess
1-113-2-Q	Scullery
1-118-1-A	Cleaning Gear Locker
1-120-0-L	Crew's Mess
2-96-0-L	Passage
2-96-1-L	CPO Quarters
2-96-2-L	CPO Quarters
2-99-0-L	Toilet and Shower
3-32-0-A	MAA Storeroom

CLEANING AND MAINTENANCE BILL

Figure 3-7



HULL INTERIOR - ASSIGNMENTS

Wardroom Mess Treasurer

COMPARTMENT

NAME

01-44-0-L	Captain's Stateroom
01-44-1-L	Cabin
01-44-2-L	Toilet and Shower
01-55-2-L	Toilet and Shower
01-59-2-L	Stateroom No. 1
01-69-0-L	Passage
01-72-0-L	Stateroom No. 2
01-72-2-L	Executive Officer's Stateroom
01-87-0-L	Toilet and Shower
01-87-1-L	Toilet and Shower
1-79-0-L	Wardroom
1-93-2-Q	Pantry
2-72-0-L	Toilet and Shower
2-72-1-L	Stateroom No. 3
2-72-2-L	Toilet and Shower
2-72-4-L	Stateroom No. 4
2-76-0-L	Passage
2-84-1-L	Engineer Officer's Stateroom
2-84-2-L	Stateroom No. 5
2-88-1-L	Toilet and Shower
2-88-2-L	Toilet and Shower

CLEANING AND MAINTENANCE BILL

Figure 3-8



<u>ITEM</u>	<u>INSPECT AND</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	DECK	DECK	DECK	ENG	DECK
Boat and Boat Davits	DECK	DECK	#2	ENG	#2
CO ² bottles	COG	ENG	#3	ENG	ENG
Casualty power cable	ENG	ENG	#3	ENG	ENG
Foam fire station	ENG	ENG	#3	ENG	ENG
Portable pumps	ENG	ENG	#3	ENG	ENG
Damage control equip. (other)	ENG	ENG	COG	ENG	ENG
Degaussing system	OPS	ENG	ENG	ENG	ENG
Fuel oil hose	DECK	ENG	ENG	ENG	--
Galley & commissary equipment	SUP	SUP	SUP	ENG	ENG
Gyro compass, IC circuits & equip.	COG	ENG	#1	ENG	ENG
Laundry equipment	--	--	--	ENG	ENG
Light and power wiring	--	ENG	--	ENG	--
Magazine sprinkling system	DECK	DECK	DECK	ENG	DECK
Office equipment	COG	COG	COG	--	COG
Ordnance & ord equipment	DECK	DECK	DECK	DECK	DECK
Piping system	COG	ENG	COG	ENG	--
Radio, radar	OPS	OPS	OPS	OPS	OPS
Rigging, standing	--	DECK	DECK	DECK	--
Rigging, running	OPS	OPS	OPS	OPS	OPS
Running, signal & anchor lights	OPS	ENG	OPS	ENG	--
Scuttlebutts	ENG	ENG	#3	ENG	ENG
Steering Gear	OPS	ENG	ENG	ENG	ENG
Ventilation systems	ENG	ENG	#1	ENG	ENG
Winches and capstans	DECK	DECK	DECK	ENG	DECK

#1 mechanism - ENG; Exterior - cognizant department
 #2 boat engine and engine compartment - ENG; Remainder - Deck
 #3 exterior or cover - cognizant department; Remainder - Eng.
 COG department - cognizant department

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 2 - OPERATIONAL BILLS

3201 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) SAR 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 OSO 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) Assist the commanding officer.

(2) Receive reports from responsible officers that departments have carried out tasks 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.

(3) Assign additional lookouts as required. 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 the assignment of personnel within their departments in accordance with the provisions of this bill.

e. The operations officer shall:



(1) Be in charge of CIC and prepare search plans and search unit assignments.

(2) Establish a watch in CIC with capabilities of handling CSC, search and aircraft ditching duties. To provide continuity of operations, schedule watches so that CIC senior watchstander relief occurs two hours after relief of the officer of the deck.

(3) Assign additional watchstander to CIC, as required.

(4) Brief CIC watchstanders 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) Assist CIC as necessary in providing coordinated surface and air search information to the OOD.

f. CIC watch shall:

(1) If ship is OSC:

(a) Recommend search pattern. SAR Mission Coordinator 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) Assume operational control of all SAR facilities assigned to the ship's area and coordinate efforts within the area.

(g) Ascertain endurance of assigned SAR facilities, provide details of operation and assign specific search areas, including altitudes to aircraft.

(h) 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.

(i) Maintain current and forecast weather summary for search area.

(j) Report weather and search conditions to SAR Mission Coordinator 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.

(k) 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.

(1) 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.

(c) Compile data for subsequent reports.

(d) Use prescribed check-off list in CG-308 for performance of search duties.

g. 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) Patch all on-scene frequencies to CIC.

★
 5. Assignment of Personnel: These basic personnel assignments for SAR ~~On-Scene-Commander~~ shall be modified and implemented as the particular situation warrants.

<u>STATION AND DUTY</u>	<u>Assigned Billet</u> <u>PORT</u>	<u>Assigned Billet</u> <u>STARBOARD</u>
-------------------------	---------------------------------------	--

Bridge:

CONN	CO	XO
OOD	* OA 1st Lt.	* OA BMC
QM of Watch	QM1	QM2
SAR Log Recorder	SK2	YN1
Helmsman	SN	SN
BMOW	BM3	BM2

Lookouts: **

Bridge	3 SN, 1 FN	3 SN, 1 FN
--------	------------	------------

CIC:

OSC - Watch Officer	OPS Ofcr.	QMC
Plot	QM3	RD2
Radar Operators	ET1	ET3
(JL) Status Boards	SN	SN

Radio: ***

Operators	RM2	RM3
-----------	-----	-----

Roving:

Electronic Repair Party	ET1	ET3
-------------------------	-----	-----

* Officer Assignment

** Lookouts shall be changed every hour under direction of BMOW

*** RMI shall act as Watch Supervisor and be available at all times

3202 SPECIAL SEA DETAIL BILL

1. Purpose. To establish policies for assignment of personnel to stations and duties during periods when the ship is being handled in restricted waters; and to provide uniformity of procedure in preparations for getting underway and returning to port.

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

3. Information. The special sea detail supplements the regular steaming watch. In some instances special sea detail personnel will relieve the regular watch.

4. Procedures and Responsibilities.

a. Heads of departments shall:

(1) Assign qualified personnel to all ship and engine control stations in accordance with the provisions of this bill.

★ (2) Report readiness for getting underway for their respective departments to the executive officer fifteen minutes before the ship is to get underway. A report of "ready to get underway" shall mean that the department is Secured For Sea and that all navigational and ship or engine control equipment under the responsibility of the department is energized and ready to function.

b. The officer of the deck shall:

(1) Be responsible for calling away the special sea details.

(2) Supervise the procedures outlined in the bill except as otherwise indicated herein.

c. The navigator shall ensure that the gyros used in navigating the ship are started at least six hours prior to getting underway. After the master gyro has steadied, an azimuth or terrestrial compass check shall be taken.

d. The executive officer shall assign personnel in accordance with Figure 3-8.

e. Upon entering and leaving port during daylight hours when appropriate, 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, including line handling personnel, shall be out of sight below, and all hands topside may be uniformly attired in foul weather gear.

PROCEDURE FOR GETTING UNDERWAY

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

1. At earliest feasible time prior to getting underway the officer of the day shall:

a. Ascertain from the executive officer:

(1) Any variation in the standard time of setting special sea detail.

★ (2) Time of heaving to short stay if at anchor.

(3) Instructions concerning mail.

(4) Number of passengers and expected time of arrival.

b. Hoist in boats when no longer required, after obtaining permission from the executive officer.

★ c. Check ship's perimeter and waterline for staging, fouling debris, camel positions, and mooring line leads.

d. Have word passed when the ship will get underway.

★ e. Arrange for line handlers.

2. One hour prior to getting underway energize radars.

3. Thirty minutes prior to getting underway:

a. Test complete steering system.

b. Test anchor windlass.

c. Test running lights.

d. Test fathometer.

★ e. Ensure that sonar transducer is hoisted (when installed).

4. Twenty minutes prior to getting underway:

★ a. Set material condition YOKE. (Condition YOKE modified may be authorized during daylight and favorable weather conditions.)

b. Obtain permission from the commanding officer to test the main engines when the engineering department has reported ready for testing. A qualified officer of the deck shall be on the bridge when engines are tested.

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

- d. Clear ship of visitors.
- 5. Fifteen minutes prior to getting underway:
 - a. Muster crew at quarters. All heads of departments report readiness for getting underway, including condition YOKE (or YOKE Modified as appropriate) set, 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."
 - c. Record draft of ship fore and aft.
 - ★ d. Heave anchor to short stay or single up lines when directed.
 - ★ e. Break utility lines to pier, cap receptacles.
 - f. Test whistle.
 - ★ g. Take in brow when directed.
 - h. Shift quartermaster of the watch from the quarter deck to the bridge.
 - i. Check ship for smart appearance.

PROCEDURE FOR ENTERING RESTRICTED WATERS OR PORT

★ The following procedure shall normally be observed prior to entering restricted waters or port, after extensive operations at sea:

- 1. When conditions permit:
 - a. Deballast as required.
 - b. Pump bilges and dump all trash and garbage.
- 2. One hour prior to entering restricted waters (if applicable):
 - 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 when in port.
 - d. Obtain information on boats from executive officer and instruct coxswain.
 - e. Lay out mooring lines if they will be required.

- f. When on soundings, man fathometer.
3. Thirty minutes prior to entering restricted waters (if applicable):
 - a. Pass word "all hands shift into uniform of the day."
4. Fifteen minutes prior to entering restricted waters (if applicable):
 - a. Pass word "station all special sea details, less line handlers and color detail."
 - b. Prepare anchors for letting go.
 - c. Check appearance of ship for smartness.
5. Fifteen minutes before anchoring or mooring:
 - a. Pipe "all hands to mooring stations."
 - ★ b. If mooring to a buoy, lower motorboat with mooring detail as directed.
6. Upon anchoring or mooring:
 - a. Station quarter deck watch.
 - ★ b. Rig brow (or accommodation ladder) and safety net.
 - ★ c. Record draft of ship fore and aft.
 - d. Secure main engines as directed by the commanding officer.
 - e. Set inport watches and secure from mooring stations.



SPECIAL SEA DETAIL BILL

Figure 3-8

<u>STATION and DUTY</u>	<u>ASSIGNED BILLET</u>	<u>STATION and DUTY</u>	<u>ASSIGNED BILLET</u>
<u>Pilot House:</u>		<u>Bridge:</u>	
In Command	CO	Lookout	SN
Conn	XO		
OOD	OPS Ofcr.	<u>Signal Bridge:</u>	
(JL) Navigation	QMCS	Signalman	QM2
QM of Watch (Lee Helm)	QML	Steaming Colors	RM3
Prop Console & LJV	YN1		
<u>Control Booth:</u>		<u>Bridge Wings:</u>	
Propulsion Control	EO	(JL) Stbd Bearings	ET1
Assist	ASST EO	(JL) Port Bearings	RM2
(2JV) Console	ENC		
Generator Control	EMC	<u>CIC:</u>	
(1JV) Talker	FN	Evaluator	CIC Ofcr.
		Plot	RD2
		Radar Operator	ET3
		Status Boards	SN
<u>Engine Room:</u>		<u>Radio:</u>	
(2JV) Local Board	EN1	Operator	RM1
(2JV) Local Board	EN1		
<u>FOCSL:</u>		<u>Galley:</u>	
In Charge Anchor	BMC	Duty Cook	CS1
Wildcat & Windlass			
Control Detail	DC2	<u>After Steering:</u>	
(1JV) Talker	SN	Steering Engines	EN3
Union Jack	CS3	(1JV) Steersman	QM3
(JL) Lookout	SN		
Line #1 - In Charge	BM3	<u>Fantail:</u>	
Line #1	SA	In Charge	BM1
Line #1	SA	(1JV) Talker	CS2
Provide SLT Gun		Colors	SK2
Line #2 - In Charge	GML	Capstan	SN
Line #2	SN	Line #3 In Charge	SN
Line #2	SA	Line #3	SN
Fenders - In Charge	SD2	Line #4 In Charge	BM2
Fenders	TN	Line #4	SN
Fenders	TA	Fenders	SN
Fenders	SA	Fenders	SA
		Fenders	SA
		Line #4	SA

All unassigned personnel muster at "Harbor Parade" on the Flight Deck; weather permitting.

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 38, 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 orders for the rigging of lines, hoses and pumps.

(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 or other reliable communication method.

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 operations 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 steersman and the operator of the engine order telegraph and revolution indicator.

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

c. The engineer officer shall:

(1) Supervise transfer of fuel or water operations involving connecting hoses, designating hose fittings to be used, and requesting pumping rate.

(2) Prepare for transfer of liquids at the most rapid rate.

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

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

(5) After transfer, report to commanding officer amount taken or transferred, pumping rate, and amount remaining 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.

(3) Ensure proper observance of safety precautions.

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

e. The gunnery 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.



EQUIPMENT TO PROVIDE FOR FUELING

Emergency Tools as Follows:

- 1 Sledge hammer
- 1 Axe
- 1 Ball peen hammer
- 1 8 inch gas pliers
- 2 Marlin spikes
- 1 24 inch bolt cutter

Helmets and life preservers for all hands

Fenders

2 Line throwing guns

Chaffing gear

Station markers

Shoring

Wipe rags

Drip pans

Phones to delivering ship

Electric megaphone

Marlin

Knives for hooking detail

Green jacket, helmet and paddles. Red paddle

1 2½" to 4" hose reducers female to female

1 Length 4" hose

4" Quick release coupling

1 2½" female to 4" male reducer

Hose spanner wrenches

1 length 3" hose

1 2½ to 3" female to female reduce coupling

1 3" male to 2½" female reducing coupling to 2½" hose

3 14" snatch block metal

1 7" snatch block metal

1 Jigger tackle consisting of 10" double metal block with bracket (rig 2) and without bracket (rig 4) and line

1 5" X 50' riding line



PERSONNEL ASSIGNMENTS
FUELING AND TRANSFER DETAIL

D-101 Assist D-301
D-102 Assist D-301
D-103 Line Throwing Gun
D-104 Assist D-301
D-105 Assist D-301
D-106 Assist D-301
D-107 Assist D-301

D-201 Line Throwing Gun
D-202 Assist D-301
D-203 Assist D-301
D-204 Assist D-301
D-205 Assist D-301
D-206 Assist D-301
D-207 Assist D-301

D-301 In-Charge Rigging
D-302 Assist D-301
D-303 Assist D-301
D-304 Assist D-301
D-305 Assist D-301
D-306 Assist D-301
D-307 Assist D-301

O-101 QNOW
O-102 ET Repair
O-103 Sick Bay
O-104 After Steering (1JV)
O-105 Lookout
O-106 Amidship Fender
O-107 Amidship Fender

O-201 Helmsman
O-202 Duty Cook
O-203 Bridge, Radio Comm.
O-204 CIC
O-205 Intership Phone
O-206 Amidship Fender

O-301 Radio Operator
O-302 Prop Console (1JV) Talker
O-303 Signal Bridge
O-304 Amidship Fender
O-305 InCharge Fenders
O-306 Amidship Fender

E-101 In-Charge Fuel Detail
E-102 Control Booth (1JV)
E-103 Hose Detail
E-104 Hose Detail
E-105 Engine Room Lower Level Watch

E-201 EOW
E-202 Fuel Fill Valve Port (1JV)
E-203 Port tank sound
E-204 Hose detail
E-205 Watch 2-140-O-E
E-206 Hose detail

E-301 Control Booth
E-302 Fuel manifold (2JV)
E-303 Starboard tank soundings
E-304 After Steering
E-305 Fuel fill valve starboard (1JV)
E-306 Hose detail

3204 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 executive 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.

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 rescue and assistance detail.

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

c. The damage control officer shall:

★ (1) Periodically inspect the equipment used by the rescue and assistance detail to ensure that all equipment is complete, in good operating condition and readily accessible at all times.

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

d. The officer in charge of the assistance detail normally will be the damage control officer 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.

(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.

★ e. Procedures.

(1) Calls. When the rescue and assistance detail is to be assembled, the officer of the deck shall sound the following calls over the P. A. system:

(a) Muster the rescue and assistance detail at _____
_____ (assembly area).

(b) Pass the word as to nature of the emergency.

(c) Designate the ready boats as required.

(2) Action of personnel. All personnel assigned to the assistance detail, after equipping themselves, shall muster in the designated location.

(a) At sea. The assistance detail may be augmented by designated repair party personnel as required and as circumstances permit.

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

(c) In port (all hands not aboard). Duty section personnel will carry out the duties assigned in this bill. The executive officer, or in his absence, the officer of the deck, set the size of the rescue and assistance detail as required and as circumstances permit.

(d) The crews of ready boats shall man their boats and prepare them for immediate lowering, if not 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.

★ f. Assignment of personnel. Provisions shall be made for the immediate relief of any personnel of the assistance and rescue detail who may be on watch when the assistance detail is called away. Personnel assigned shall wear life jackets or foam wet suits when embarked in boats.

EQUIPMENT LIST

<u>PROVIDE</u>	<u>DEPARTMENT</u>	<u>RATE</u>
Two Hand Lanterns	D	BM
Portable Radio, Very Pistol and Signal Flags	O	QM
OBA	E	DC
Electrical Repair Kit	E	EM
★ First Aid Kit, Blankets, Litter	O	HM
Emergency Cutting Equipment	E	EN
Two Cans Foam & Pickup Tube	E	EN
Portable Pump and Hose	E	FN/FA
★ Dry Chemical Extinguishers	D	SN/SA
Flame Safety Lamp & Explosimeter	D	SN/SA
Grapnel, Scaling Ladder, Line	D	SN/SA
Access Kit	D	SN/SA

Figure 3-9

3205 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 and prestige.

2. Responsibility. The gunnery 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 rifle squad 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 assign personnel to the landing

party in accordance with Figure 3-10 of this bill as requested by the gunnery officer.

b. The operations officer shall:

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

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

c. The gunnery officer shall:

(1) Schedule and coordinate the training of personnel for landing party duty.

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

(3) Command the landing party.

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

ASSIGNMENTS TO THE LANDING PARTY

<u>DUTIES</u>	<u>NUMBER</u>	<u>RANK/RATE</u>	<u>DEPARTMENT</u>	<u>ARMS</u>
Squad Leader	1	PO	Any	Pistol
Fire Team Leader	3	PO	D/O	Rifle
Riflemen	9	SN/SA, FN/FA	D/E	Rifle

Personnel selected for this assignment shall be properly qualified with the weapons they carry.

Figure 3-10

3206 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 SAR Annex to District Operational Plan Aircraft Emergency Procedures Over Water (CG-306), and the Search and Rescue Manual (CG-300). It should be noted that Phases I and II are not shared and that in some cases those phases may merge.

4. General Responsibilities and Duties

a. The commanding officer will exercise general supervision over the operation and ensure that the operational order is maintained by SITREPS.

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

c. The officer of the deck shall:

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

(2) Pass the word, "All hands man ditch and rescue stations," when ordered to do so by the commanding officer.

5. Responsibilities and Procedures for Phase I.

a. The commanding officer will:

(1) Ensure that effective communications are established with the A/C and with other assisting units.

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

b. The officer of the deck shall:

(1) Ensure 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 ship during darkness to aid pilot to sight ship. Transmit homing signals for pilot direction finding.

(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 CIC duty officer is responsible for passing all information to the aircraft.

(1) Utilize all means for locating the aircraft if its position is unknown or in doubt.

(2) Maintain plot and pertinent data of distressed plane's track and have available for commanding officer.

(3) Maintain status board with all data necessary for distress case and assisting planes and ships.

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

(5) Determine pilot's desired ditch course. Be prepared to pass one to the aircraft if requested.

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

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

(8) See that conversation between ship and plane, search plans, plots, ranges, bearings, times, etc., are recorded and retained for post analysis.

d. The first lieutenant shall ensure readiness of boat and deck rescue detail including:

(1) Swimmers ready and properly equipped with exposure suits, swim fins, safety harness and buoyant trail line.

(2) Embarkation ladders, rescue mat, inflatable rafts, etc.

(3) Lowering of boats to the rail, weather permitting.

e. The damage control officer shall ensure that preparations are made for marking sea lane by foam distress marker lights.

f. The gunnery officer shall ensure readiness for illumination by star shells and high altitude flares.

g. 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 fire main pressure.

(4) Provide for emergency power.

h. The commissary officer shall initiate action to provide soup and coffee for survivors.

6. Responsibilities and Procedures for Phase II.

a. The officer of the deck as directed by CO shall:

(1) Conn ship 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 CIC duty officer shall:

(1) Determine from pilot type of approach desired.

(2) Direct aircraft through approach pattern utilizing surface search radars if possible.

(3) Keep pilot informed of all developments.

(4) Advise when to commence illumination.

(5) After ditching, keep track of plane and rescue boats.

7. Responsibilities and Procedures for Phase III.

a. The officer of the deck as directed by CO 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 first lieutenant and senior deck petty officer shall be boat officers, and upon lowering, shall proceed with a rubber boat to the aircraft.

★ c. The deck rescue details in charge of executive officer 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.

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

OFFICER STATION AND DUTIES

Station/Duties

Phases I & II

Phases III & IV

Commanding Officer	Bridge - In Command	Bridge - In Command
Executive Officer	CIC - Evaluator	Main Deck - In Chg. Deck Rescue & Survivors
Operations Officer	Bridge - Illumination Cont.	Bridge - Conn
Engineer Officer	Propulsion Control	Propulsion Control
First Lieutenant	In charge deck rescue detail	Boat Officer - 1st Boat
CIC Officer	CIC - Air Controller	CIC
Damage Control Officer	In Chg - Sea Lane Detail	Assist XO

NOTE: It is expected that the above stations and duties will be rotated from time to time to permit those officers with special training and abilities to serve in the capacity for which they are best suited.

ENLISTED PERSONNEL ASSIGNMENT

All personnel not assigned specific duties muster on main deck and stand by for assignment. For night illumination 3" 50 gun crew, ammunition passers, and fire control party will be the same as for General Quarters. Flare projector or 81 MM crew will be made up from General Quarters Repair Party 2, at which time repair 2 and 3 will be consolidated.

Figure 3-11

3207 VISIT AND SEARCH, BOARDING, PRIZE CREW BILL

1. Purpose. The purpose of this bill is to provide an organization to which personnel may be assigned for the purpose of effecting law enforcement boarding, visit and search, boarding and salvage, and prize crew duties and to provide certain basic procedures to be followed.

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

3. Information. Investigating or taking possession of ships is normally accomplished in three progressive phases: (1) visiting and searching a ship; (2) boarding and, if necessary, salvaging ship; (3) placing a prize crew on board. The officers and men assigned in accordance with this bill shall be governed by the procedures outlined below in the performance of their duties.

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 salvage officer to train and lead the boarding and salvage party subject to the approval of the commanding officer.

(3) Act as prize captain to organize, train, and lead the prize crew.

(4) Coordinate all departments in organizing and training the parties and crews.

b. Department heads shall:

(1) Assign qualified personnel to duties in accordance with Figure 3-12.

(2) Post all assignments on the watch, quarter and station bill.

(3) Require personnel to equip themselves in accordance with the basic equipment list (Figure 3-14).

5. Visit and Search, when undertaken, shall be governed by the following considerations:

a. Merchant vessels are called with international code signals. Since language difficulties may develop, a list of available interpreters, showing the language in which each is qualified, must be maintained in the ship's office. The examining officer and the assistant examining officer shall wear side arms and shall normally be accompanied on board by two men.

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 vessels and 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 Boarding Officer. The boat which is sent by the ship of war may carry arms. The boarding 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 vessel be released (when papers or detailed search and inspection prove the innocent character of vessel, cargo, and voyage).

(2) That the vessel be captured and sent in for adjudication (if papers, questioning of personnel, and searches do not result in satisfactory proof of vessel'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.

(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. After results of the examination are conveyed to the commanding officer of the visiting ship by visual signals, either of two entries is made in the visited ship's log:

"ENTRY CONCERNING VISIT (AND SEARCH) IN LOG OF
VISIT SHIP

(To be written, not pasted in the log)

The _____ (give name, nationality, and class of ship, as steamer or sailing ship) has this day been visited by me at _____ (give hour and date). I have examined the ship's papers concerning the vessel 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 vessel be allowed to proceed on her voyage; or (in case of probable cause for capture) that

the ship be detained for the following reasons _____ (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 (date of entry and signature follow).)

Entered _____ (give hour, date, and geographical position when entry is made).

(Signed) (Name _____
(Rank) _____ U. S. Coast Guard Officer

(1) If the vessel is detained by order of the commanding officer of the visiting ship, the reason for detention should be entered in the log. The form of entry should be similar to that shown above.

(2) The name of the visiting vessel or the name and rank of her commanding officer shall not be disclosed.

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 character of cargo.
- (7) Any pertinent remarks.

6. Boarding and Salvage. The boarding and salvage party should conform as nearly as practicable to the assistance details organized and trained for carrying out the rescue and assistance bill. The boarding and salvage party will be alert for such probable attempts at sabotage as scuttling, fire, explosion, damage to the power plant and equipment, and contamination of fuel, oil, water, and provisions.

7. Prize Crew.

a. The prize crew shall navigate, operate, and administer a seized or captured 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.

(3) The distance to port into which the prize will be taken.

(4) The material condition of the prize.

8. Basic procedures, personnel and equipment requirements are included in the following figures:

PHASES OF VISIT AND SEARCH, BOARDING AND SALVAGE, AND USE OF PRIZE CREW

PHASE I
(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.
Quartermaster furnish visual signaling equipment.

PHASE II
(Boarding and Salvaging)

SIGNALS

Pass word: "Away the boarding and salvage party"

INITIAL STATIONS

Boarding and salvaging party fall in at a designated station to draw equipment.

INITIAL DUTIES

Executive officer gives instructions to officer in charge

PHASE III
(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.

Figure 3-12

BASIC PERSONNEL LIST

<u>Personnel</u>	<u>Phase I Visit & Search</u>	<u>Phase II Board & Salvage</u>	<u>Phase III Prize Crew</u>	<u>Pers. Arms</u>
Executive Officer or Operations Officer	X		X	Pistol
First Lieutenant	X			Pistol
Engineer Officer		X		Pistol
ENC		X	X	Pistol
QM	X	X	X	Pistol
RM	X	X	X	Pistol
EN		X	X(2)	Pistol
DC		X	X	Pistol
BM		X	X	Pistol

Other Personnel May Be Assigned As Conditions Dictate.

Figure 3-13

LIST OF EQUIPMENT

<u>EQUIPMENT*</u>	<u>PHASE I VISIT & SEARCH</u>	<u>PHASE II BOARDING & SALVAGE</u>	<u>PHASE III PRIZE CREW</u>
Boat	Standard equip.	Same	Same
Rifle	X	X	X
Pistol	X	X	X
Ammunition	X	X	X
Semaphore flags	X	X	X
Blinker light	X	X	X
Very pistol**	X	X	X
Portable radio		X	X
OBA		X	X
Electrical repair kit		X	X
First aid kit, etc.		X	X
Hand lanterns	X	X	X
Emergency cutting equipment		X	X
Foam		X	X
Portable pump		X	X
CO ₂ extinguishers		X	X
Flame safety lamp		X	X
Explosimeter		X	X
Grapnel, scaling ladder		X	X
Access kit		X	X
Sextant			X
Charts & Navigation Publications			X
Signal books			X
Tape measure	X	X	

Legend: *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

Figure 3-14
3-45

3208 HELICOPTER OPERATIONS BILL

1. Purpose. This bill establishes standard procedures for helicopter operations including launching, landing, personnel and cargo transfer.

2. Scope. These procedures are to be followed when operating with helicopters.

3. General.

a. Responsibilities of helicopter operations control personnel are described in paragraph 13.

b. This instruction is primarily concerned with operating with the HH-52A helicopter; and, it can be adapted to other helicopters if necessary. However, strength limitations of the flight deck must be considered when operating with helicopters other than the HH-52A.

c. Bridge check-off lists are enclosed for use by the Helicopter Control Office (HCO).

d. 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 helo-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 not have any loose clothing or articles of any kind on their person. (Color coded flight deck helmets shall be worn). 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. Eye goggles are urged for tie down crews.

4. Communications.

a. The control sound powered circuit for internal communications shall be the LJV circuit with the following stations manned: pilothouse, flight deck, and propulsion control.

b. General information will be announced over the LMC circuit.

c. All signals between Landing Signal Officer (officer or enlisted) and pilot shall be in accordance with NWIP 41-6, where applicable. The LSO shall exaggerate signals during night operations. When not engaged in operations the LSO shall keep the hand signals in his hip pockets.

d. Primary external communications shall be between the HCO and pilot via radio telephone.

e. Secondary exterior communications shall be by appropriate use of signal hoist and LSO signals.

f. Positive voice communications are essential 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 pilothouse, and helo landing room will be manned during flight operations.

g. Two way radio communications must be maintained at all times between the cutter and the 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 are 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 report should also contain at least a bearing to the cutter.

h. The pilot should advise the cutter whenever arriving or departing from land.

i. During periods of reduced visibility a searchlight will be trained in the direction of the helicopter to provide an additional navigational aid. Great care must be used in keeping the light from being trained on the helicopter and blinding the pilot.

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.

(c) Most often in joint search, the helicopter will be within visual range of the cutter. A radio homing signal may be required when the helicopter is rendezvousing with the cutter.

(2) If the ultimate destination of the helicopter is the cutter and communications are lost and not regained within a maximum period 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 and furnish a radio homing beacon on 522 KCS. Efforts to regain communications will continued.

(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, but should continue towards his destination.

5. Combat Information Center

a. CIC will be manned at all times while working with aircraft.

b. Radar and DR plots will track the aircraft while operating under the cutter control as practicable.

c. Aircraft-ship communications shall be monitored at all times in radio contact and CIC will be prepared to act as a secondary communications control station, if necessary.

d. During search operations, CIC must be prepared to furnish the OOD with the radar position, DR position, and last known position of the helicopter.

e. In the event of lost communications of downed aircraft, CIC must also be prepared to furnish the OOD a recommended course to the radar position or last known position of the helicopter.

6. Landing And Take-Off Headings.

a. Landing with the cutter underway will normally be made with the relative wind on the port bow. The approach will be made from the starboard quarter or stern. Take-offs with the cutter underway will normally be made with the wind on the port bow, pulling the helicopter straight up and out to the right. Great care must be taken to avoid moving ahead before moving out. Although it will be the normal procedure for landings and take-offs to place the relative wind on the port bow, the helicopter pilot may at any time request a departure from this procedure and should, if he desires, request a change in speed or that the cutter be stopped. It is the responsibility of the helicopter pilot to advise the ship commanding officer what is a safe attitude of the cutter for specific operations. If, for various reasons (cutter moored, heavy traffic, operating in restricted waters, cutter anchored, etc.) it will be impractical or impossible for the cutter to comply with the desires of the helicopter pilot, the pilot will be so advised and a joint effort will be made to resolve the problems involved.

b. For normal landings and take-offs the cutter will, if practicable, maneuver and alter speed to put the relative wind from 10 to 30 degrees on the port bow with relative velocity of between 10 and 15 knots. The cutter will maneuver as necessary to reduce the roll and pitch and still maintain suitable wind.

c. When wind is excessive and the main rotor is engaged or disengaged, there exists the danger of blades flapping to the extent that they may strike the tail cone. For this reason, when necessary the cutter will be maneuvered to bring the wind relative to the helicopter within the following limits. Direct headwind 60 knots; beam wind 25 knots; stern wind 20 knots.

d. If the cutter has excessive motion the pilot will experience difficulty in controlling the helicopter for take-off and landing, due to the limitation in tilt of the main rotor path. Therefore, a change of course will be made to reduce the roll before a landing or take-off is made. Flight operations shall not normally be concluded with the vessel rolling more than 10°. Operations shall not be permitted when rolling more than 15°.

e. During landing and until the helicopter is shut down, the cutter will maintain a constant heading.

7. Helicopter Stowage. The HH-52A has a high center of gravity with the consequent possibility of overturning under certain conditions. It also has a definite tendency to slide on a rolling deck. Grids and chocks therefore must be used at all times and tie-downs will be required except for brief periods during active operation. In normal wind conditions it will be sufficient protection for blades to tie them down with the blade boots provided.

a. The cutter is equipped with two sets of tie-downs. The PRIMARY tie-downs are the first to be attached when a helicopter is landed and the last to be removed while launching. Conversely, the SECONDARY tie-downs are removed first when launching and attached last when landing.

8. Personnel and Cargo Transfer by Hoisting. To transfer material and personnel by helicopter without receiving the helicopter on deck is often practicable. However, landing is preferred under most conditions to transfer by hoist. Tie-down crewman must be trained in cargo transfer techniques.

9. Procedure.

a. Preparation. The cutter will prepare for helicopter operations as follows:

(1) Pass the word "ALL HANDS TO FLIGHT QUARTERS", at least ten minutes prior to launch or arrival of the helicopter. Place smoking lamp out on all weather decks and clear all weather decks of casual personnel.

(2) Muster helicopter fire party. Party prepare gear and report readiness to Flight Deck Officer (FDO).

(3) Muster rescue party. Report readiness to FDO.

(4) Muster helicopter handling party. Report readiness to FDO.

(5) Prepare helicopter for launch (when embarked).

(6) Prepare flight deck. Strike flagstaff, lower nets, remove after rails, jettison trash or garbage, remove BT arm, and police deck for loose gear such as rags, tools, line, etc. Personnel on the flight deck shall not wear hats nor have any loose clothing or articles of any kind on their person. Check out flight deck lights.

(7) Bridge establish radio communications. Designate primary and secondary frequencies on bridge.

(8) Establish LJV sound powered communications between bridge, flight deck and propulsion control.

(9) Instruct visual lookout to keep helicopter under surveillance while in visual range. Lookout also advises HCO when surrounding area is clear for helicopter launch and recovery. CIC prepare to plot and vector control helicopter as practicable.

(10) Hoist KILLO to the dip and have red and green hand flags or signal wands on the flight deck.

(11) Determine wind and sea conditions and prepare to maneuver cutter to obtain best recovery conditions.

(12) Ensure readiness of cargo, mail, or personnel for transfer.

(13) Flight deck personnel don helo ops uniforms.

b. Launch.

(1) HCO obtains permission from CO to commence helo operations. Directs loading of passengers and cargo under supervision of pilot.

(2) Using standard commands and signals, start engine and engage rotor. When engagement is successfully completed, the pilot will signal the LSO to disengage auxiliary power and will repeat the signal until the LSO answers with an identical signal when auxiliary power has been disconnected. LSO display RED hand signal and report to bridge that flight deck is red. FDO reports flight deck ready for launch.

(3) OOD maneuver cutter to obtain favorable relative wind and advise HCO.

(4) Bridge establishes radio contact and advises helicopter of cutter's magnetic course, speed, relative wind direction and velocity.

(5) Having received ready reports from OOD and FDO, HCO orders KILO close up, advises helo and flight deck "CLEARED FOR TAKE-OFF TO STARBOARD (OR PORT)."

(6) Pilot signals tie-down and chock removal.

(7) LSO orders tie-down and chocks removed and cleared from flight deck. LSO displays GREEN signal (Talker reports "FLIGHT DECK is GREEN") to bridge, then launches helicopter, using standard signals.

c. Recovery.

(1) HCO receives permission from CO to commence helo operations.

(2) Bridge establishes radio contact with helicopter. Vectors helicopter to cutter. Obtain pilot's intentions on fuel, shutdown tie-down, etc., and relay to flight deck and propulsion control booth.

(3) HCO receives report from FDO that flight deck is ready to receive helo (FDO receives reports by messenger that boat crews, fire parties, first aid detail are manned and ready before making consolidated report to HCO). Display KILO at the dip. Flight deck RED.

(4) OOD maneuver cutter to obtain favorable relative wind, HCO advised of cutter's magnetic course, speed, relative wind direction and velocity. Flight deck is advised of relative wind.

(5) Helicopter advised of recovery course and speed, relative wind direction and velocity, roll and pitch, and other pertinent information as required.

(6) Having received "ready" reports from FDO and the OOD, HCO orders KILO close-up, advises helicopter, using standard signals.

(7) The LSO displays GREEN signal (talker reports "FLIGHT DECK IS GREEN" on 1JV to bridge) and lands helicopter, using standard signals.

(8) Tie-down crew with chocks (if required) and tie-downs will remain in the flight deck safety nets until signaled by the LSO ,

(9) As soon as the tie-downs are secured, the LSO will display a RED signal and the pilot will disengage the rotors.

(10) If it is necessary to re-position the helicopter, the tie-down crew will do so and secure all tie-downs and chocks. Secondary

(permanent) tie-downs may be omitted in calm waters when helicopter operations are anticipated momentarily.

(11) The flight crew will commence a post flight check.

d. Vertical Replenishment.

(1) Bridge obtain cargo capacities and requirements from helicopter. Advise HCO and FDO.

(2) Prepare cargo or personnel to be transferred.

(3) Replenishment station is the after centerline triangle painted on the flight deck. The aircraft will hover over this triangle.

(4) FDO instruct designated members of cargo handling crew. "Caution personnel not to come in contact with cable until it has touched the deck."

(5) FDO report to bridge when ready to receive or transfer cargo.

(6) Bridge advise helicopter and flight deck "CLEARED TO HOVER." Simultaneously hoist KILO and display GREEN hand signal on the flight deck.

(7) Flight deck report to bridge when transfer is completed and the helicopter is clear of the cutter.

(8) HCO have KILO brought to the dip.

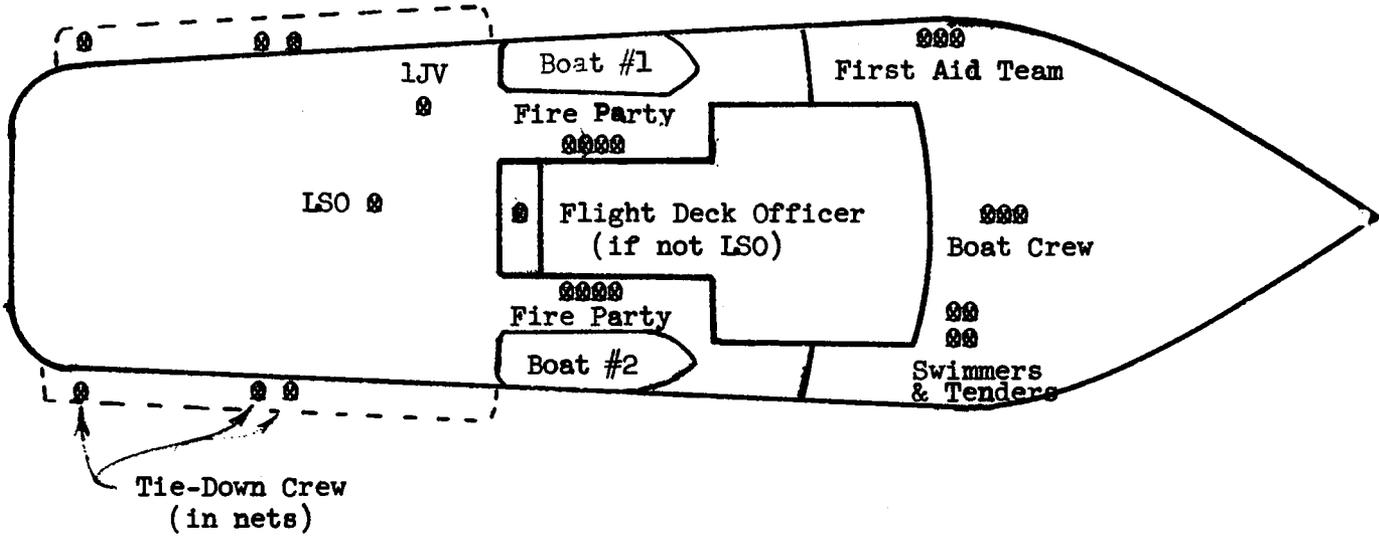
(9) Men will be lowered and hoisted when necessary by means of a sling or a rescue basket. The sling is preferred so as to permit the man to cushion shock with his legs. Two men should be stationed to steady personnel descending to the deck. Personnel should remain clear of the area beneath the helicopter if not absolutely required. NOTE: IN NO CASE SHALL ANY LINE FROM AN AIRBORNE HELICOPTER BE SECURED TO THE CUTTER.

e. Special Situations. When a helicopter detachment is embarked, the indicated state of readiness will be maintained during the evolutions listed below:

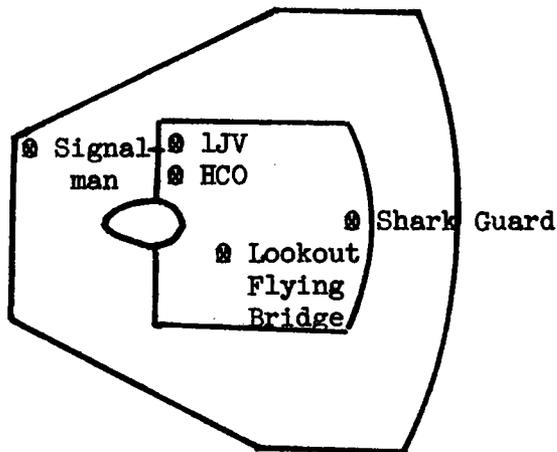
(1) GENERAL QUARTERS/GENERAL EMERGENCY - Pilot and detachment man flight stations, report to OOD via messenger. Do not start engines.

(2) MAN OVERBOARD - Man flight stations and prepare for launch. Commanding officer will order flight quarters and launch if desired.

01 DECK



BRIDGE DECK AND FLYING BRIDGE



11. Current personnel assignments to these stations are made on the Watch Quarter and Station Bill.

12. Uniforms.

	<u>HELMET</u>	<u>JERSEY</u>	<u>F/D SHOES</u>	<u>GOGGLES</u>
Flight Deck Officer	Yellow	Yellow	Yes	Yes
LSO	Yellow	Yellow	Yes	Yes
Hookup Men	Blue(protect)	Blue	Yes	Yes
Cargo A/C Handlers	Blue	Blue	Yes	Yes
Fueling Crew	Purple	Purple	Yes	Yes

13. Helicopter Facility Security and Fire Checks. 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 at all times when the ship has any aviation fuel aboard.

a. Duties of the OOD

(1) Supervise the Security and Fire Checks

(2) Keep informed on the prospective state of the weather and initiate precautions as conditions warrant and as recommended by the aviation officer.

(3) Initiate appropriate action to fight fires or alleviate any other dangerous condition 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 aviation officer, obtaining permission from the CO and notifying the First Lieutenant.

b. Duties of the First Lieutenant:

(1) Insure that the BMOW is instructed in the following:

(a) Use of all available fire fighting equipment.

(b) Methods of turning in a fire alarm.

(c) Need for constant vigilance to insure security.

(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 aviation officer if embarked).

(3) Assume personal charge of moving aircraft in an emergency. (Performed by aviation officer if embarked).

c. The Flight Deck Security Watch shall 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:

(1) Insure that all helicopters are properly secured in accordance with the First Lieutenant's instructions.

(2) Rigidly enforce 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 insure that proper authority has been granted (by the OOD) and that a fire watch with CO2 is posted.

(3) Inspect helicopter for loose tie-downs, poorly placed chocks, or other improperly used securing equipment. This includes close observation of any equipment. All tie-downs must be checked frequently and tightened or loosened as necessary. Adjustments will be made by a member of the air crew.

(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.

14. Safety Precautions During Flight Quarters.

a. The following projections will be lowered or removed prior to helicopter operations:

- (1) Lower the flight deck nets.
- (2) Lower the flag staff.
- (3) Remove O-1 deck aft rails.
- (4) Remove BT winch boom.
- (5) Break rails adjacent to boats.

b. The following fittings will be secured prior to helicopter operations to prevent damage to ship by run-off from a helicopter crash/fire.

- (1) Flight deck drains (except those altered to drain overboard).

c. Allow no personnel, except the handling crew, within the danger area while the helicopter rotors are turning, either on deck or in a hovering altitude. Casual personnel will be cleared from weather decks. Personnel on ~~exposed~~ decks from bridge aft shall not wear hats.

d. The smoking lamp will be OUT on weather decks.

e. Transfer of personnel and light cargo.

(1) When cleared by Flight Deck Officer, passengers will be led to the helicopter by a member of the handling party whenever rotors are turning. Passengers will secure hats and other loose objects while in the vicinity of the helicopter.

(2) All flight deck personnel shall wear clothing as prescribed in paragraph 12.

(3) 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.

(4) All transfers with a hovering helicopter shall be made expeditiously in order that the hovering period may be as short as possible.

f. Vertical Replenishment Operations.

(1) Allow basket to touch deck prior to touching or handling, to discharge static electricity.

(2) Do not make hoist 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 FDO 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 hookup man (men) will be allowed under a hovering helicopter. In addition to other uniform requirements, the hookup man will wear protective helmet with chinstrap.

(7) After hookup, the hookup man will clear to the nets until the helicopter is clear of the cutter.

(8) The helicopter will not lift load until the hookup man is clear.

g. A tie-down will never be secured to the helicopter without knowledge of the pilot.

h. Cutter's personnel will never handle, move or work on a helicopter except under personal direction of the pilot or plane captain.

i. The helicopter deck and fantail will be policed prior to operations. Flying debris can injure both personnel and the helicopter. Garbage will not be dumped during flight operations.

j. 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.

k. The handling party will be briefed on the following items prior to operations:

- (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.

l. All personnel assigned stations for helo operations will be briefed on safety precautions and intended operations prior to each helo operation.

m. All personnel should be alert for oil spills which might cause slipping.

BRIDGE CHECK-OFF

Helicopter		Recovery	Launching
1. Primary Frequency		_____	_____
2. Secondary Frequency		_____	_____
3. All Hands to Flight Quarters		_____	_____
4. Smoking Light Out on Weather Decks		_____	_____
5. Kilo at the Dip		_____	_____
6. Helo Number		_____	_____
7. Helo Will:	Land	_____	
	Hover	_____	
Desires:	Tie Downs	_____	
	Gals Fuel	_____	
Start			Battery _____
			Ship Pwr _____
8. Ship's Course Magnetic		_____	_____
9. Speed In Knots		_____	_____
10. Relative Wind From Magnetic		_____	_____
11. Velocity In Knots		_____	_____
12. C.O. Approval Helo Ops		_____	_____
13. F.D.O. Notified		_____	_____
14. Flight Deck Reported Ready		_____	_____
15. Helo Check List Completed		_____	_____
16. Cleared For Ops		_____	Port/ <u>Stbd</u>
17. Kilo Close Up		_____	_____
18. Time	Down	_____	Off _____
19. Kilo At The Dip		_____	_____
20. Helo Secured		_____	_____
21. Helo Fueled (Gallons)		_____	_____
22. Helo Pilot		_____	_____
23. Secured From Flight Quarters		_____	_____

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, earthquake, storm, fire or battle damage. The NBC Bill provides an extension to this Bill to better cope with the NBC hazard.

2. Responsibility. The engineer officer shall maintain this Bill.

3. Information. 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.

a. Flexibility. The circumstances that will be encountered in any particular emergency are unpredictable. Therefore, no detail 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. Officer 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 herein shall be placed into effect when major damage has occurred or when such damage is imminent.

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.

b. The operations officer shall:



(1) Maintain a plot of prevailing and relevant meteorological conditions and recommend course changes to the commanding officer to best benefit the ship.

(2) Ensure the proper dissemination of aerological data.

(3) Be prepared to assist in conning the ship.

(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) Direct salvage operations until secured by the commanding officer. Be responsible for the training and instructions of the securing and salvage details.



(5) Secure the evaporators when sudden shock is experienced or when contamination is possible.

(6) Direct the operation of the fire and bilge pumps and other auxiliaries to provide support to the damage control party.

(7) Control the use of electrical circuits in the damaged area to prevent further damage by "short Cirucits."

(8) Take necessary action to minimize the effects of damage in order to maintain the seaworthiness of the ship.

(9) By monitoring, detection, or sampling procedures, keep the commanding officer informed and notify the ship's company by passing word over LMC of areas contaminated, explosive hazards, or compartments with insufficient oxygen to support life.

(10) Make appropriate recommendations to the commanding officer regarding steps to minimize or eliminate effects resulting from an emergency or disaster.

d. The gunnery 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.

e. 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.

(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.

★ f. The medical officer (if attached, if not the XO assisted by the hospital corpsman) 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.

g. The officer of the deck shall:

★ (1) Maneuver the ship as safety requires and as ordered by the commanding officer.

(2) Order the general alarm sounded.

(3) Order the word passed: "Collision (explosion, fire), starboard (port) side, forward (amidships, aft), all hands man your battle stations."

★ (4) Notify as appropriate ships in the vicinity, the SOPA, and the port authority of the nature of the emergency.

h. Repair party leaders 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) Proceed to scene of fire, collision, or disaster and take active charge of repair operations, keeping repair station and damage control central informed.

(3) 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.

(4) 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.

★ (5) Keep damage control central informed of all damage and the progress of control or repairs.

(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 officer.

i. Heads of departments shall:

★ (1) Ensure the assignment of personnel within their departments is in accordance with the provisions of this bill and the ship's watch, quarter, and station bill.

(2) Ensure that such assignments are posted on departmental 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 and personnel protection 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 the commanding officer.

(8) Direct the removal of injured to first-aid stations or evacuation stations.

(9) Minimize missile hazards by secure stowage of equipment, tools, and supplies.

6. Initial Action in a Major Emergency.

a. Full Crew on Board.

★ (1) In the event a situation (including probability of fire, explosion, tidal wave, storm, collision, earthquake, or battle damage) 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 alarm sounded and the word, "General quarters (collision, fire, etc.), all hands man your battle stations," passed over all circuits of the LMC announcing system. In the event of NBC 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, underwater) 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 station 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.

(1) Major emergencies, or the threat of same, that occur when part of the crew is not on board, shall be met by 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.

★ (2) If damage has been received, the commanding officer or OOD shall order the word passed, "Collision (explosion, etc.), starboard (port) side, forward (amidships, aft). If information is available as to the

threat of damage, order any precautions or preventive measures possible; prepare to get underway if ordered. Also, in the event of an NBC attack the above word should include, "Set the gas-tight envelope" and, if directed by the commanding officer, "Evacuate all topside stations."

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 NBC 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 officer, or other designated officer or petty 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.

d. Department 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.

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 damage control groups.

(2) Control the use of electrical circuits in the damaged area to prevent further damage by short circuits.

f. The gunners' mate or BM of watch shall:

(1) Provide for sprinkling of magazines upon order from the commanding officer or officer of the deck.

(2) Safeguard gunnery explosives that are not in magazines.

g. Personnel of the duty section 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 3-15, 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 section shall:

★ (1) Fall-in at fair weather parade (except in event of an NBC attack) to be mustered by duty petty officers.

(2) Carry out such duties as may be assigned by department division duty petty officers.

(3) Relieve or augment duty section damage control party personnel as directed by department duty petty officer.

(4) Observe rigidly the boundaries of damaged and contaminated areas established by damage control personnel.

(7) Order decontamination of ship and personnel when tactically feasible.

b. The executive officer shall:

(1) Assist commanding officer as directed.

(2) Direct and coordinate the exercises and training of the ship's company in NBC defense procedures.

c. The officer of the deck shall:

(1) Sound chemical alarm.

(2) Order word passed, "Prepare for (nuclear, biological, and chemical) attack" (if known).

(3) One minute after completion of sounding chemical alarm, sound chemical alarm again for twenty seconds.

d. All heads of departments shall:

(1) Arrange for indoctrination and training of their officers and chief petty officers by the NBC officer.

(2) Organize a decontamination squad and arrange for training of the squad by the NBC officer in those decontamination measures appropriate to the spaces and equipment in their department.

(3) Assign personnel to radiological monitoring, CW detection, and BW sampling teams.

(4) Carry out the preparatory measures applicable to their department with particular emphasis on ensuring:

(a) Smoothly painted weather surfaces.

(b) Greased metallic surfaces which cannot be painted.

(c) Quick operation and tightness of the ship's external closure fittings.

(d) Pressure testing of designated compartments.

(5) Review battle bill as to following:

(a) Vertical dispersion of key personnel to the greatest extent consistent with efficient performance of battle duties.

(b) Reduction in numbers of exposed personnel.

e. The operations officer shall:

(1) Disseminate intelligence relating to possibility and method of NBC attack.

f. The first lieutenant shall:

(1) Maintain the weather decks free of material constituting contamination hazards (manila, wood, canvas, and other porous items).

g. The engineer officer shall:

(1) Supervise and direct the NBC officer in establishing an effective defense organization.

h. The supply officer shall:

(1) Establish a procedure for the inspection of food upon breakout, preparation, and serving, for possible contamination following NBC attack (all food, especially vegetable and potato stowage topside, should be assumed to be contaminated, until proven clean).

(2) Issue clothing as necessary to decontaminated personnel.

(3) Issue GSK materials for decontamination purposes as required following an NBC attack.

i. The medical officer (or senior hospital corpsman) shall:

(1) Maintain adequate quantities of self-aid medical supplies and equipment, the required amounts at each battle station in properly marked kits.

(2) Assist in conducting instruction in the physiological effects of NBC agents and the use of self-aid medical equipment.

(3) Sterilize and maintain BW sampling kits when such are available and assist in conducting instruction on proper sampling methods.

(4) Station qualified personnel at personnel decontamination stations.

(5) Report to the commanding officer immediately any unusual disease symptoms or increase in infections observed at sick call.

(6) Maintain required records of immunization and exposure to radiation or known BW and CW agents.

(7) Verify the adequate free chlorine content of the potable water.

j. The damage control assistant shall be the NBC defense officer and shall:

(1) Advise the commanding officer on matters concerning NBC defense, including management of ventilation systems.

(2) Indoctrinate and train the NBC organization.

(3) Assist the division officers in NBC training of ship's company.

(4) Develop suitable battle problems to allow evaluation of ship's performance under simulated NBC attack.

(5) Following an NBC attack, be responsible for the following:

(a) Locating residual hazards (BW/CW or radioactive contaminants) by monitoring, detection or sampling procedures and maintaining a contamination plot in damage control central.

(b) Evaluating a residual hazard as to location, extent, duration of personnel dangers, etc., and

1. restrict areas not required to be manned,

2. post personnel warning of hazards, and

3. inform commanding officer and control stations of hazards and measures required for safety of personnel.

(c) Initial decontamination of contaminated areas.

(d) Coordinating departmental decontamination of specific stations.

(e) Instituting any other procedures necessary to ensure prevention of contamination spread.

(f) Acting as technical advisor to the commanding officer and engineer officer in matters pertaining to the residual effect of an NBC attack.

(6) Nothing in this section shall be construed as requiring the damage control officer to divert attention, equipment or personnel from the urgent hazards of damage, fire, or flooding which may have occurred during the attack. Efforts to minimize residual effects of an NBC attack may be carried out in conjunction with, but shall not impair, efforts to control the immediate hazards of major damage, fire, or flooding. This policy, likewise, should not deter individuals from instituting immediate self-aid measures following exposure.

(7) Designate evacuation and personnel decontamination stations and post routes thereto for exposed topside general quarters personnel.

k. All department heads shall:

(1) Ensure the maintenance of good hygiene and sanitation standards in their normal areas of responsibility.

(2) Be responsible for indoctrination and training of personnel in their departments in the fundamentals of BW/CW defense.

5. Procedures.

a. Initial or precautionary procedures applicable to all types of NBC attack (not necessarily in chronological order):

(1) Carry out masking of exposed personnel and others as ordered.

(2) Set condition Circle William.

(3) Carry out preliminary adjustment of protective clothing by exposed personnel.

(4) Man personnel decontamination stations.

(5) Carry out final adjustment of protective clothing by exposed personnel.

(6) Wet down topside areas with washdown or firehoses.

(7) Sound alarm and pass word specifying types of attack.

(8) Carry out procedure for particular type of attack (nuclear, biological or chemical). A command decision, based on the commanding officer's evaluation of the tactical situation and necessity for controlling structural damage, fire, and flooding.

b. Defense procedures for nuclear attack: This article prescribes 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. Although specifically written for this ship at sea, these measures apply to ships in port as well.

(1) Nuclear detonation in near vicinity, assuming involvement anticipated and radiacs issued.

ORDER

ACTION TO BE TAKEN

"All hands take cover"

All Hands

At first visual evidence of a nuclear detonation, all hands assume a prone position behind whatever cover is available. Remain in this position until shock wave has passed.

"General Quarters,
Set the Gas-Tight Envelope"

Command Control

Order general quarters if not already set. Set condition Zebra, close gas-tight envelope. Assume that the ship has been subjected to a contaminating burst and maneuver to avoid radiological involvement in accordance with ATP 1.

"Start Washdown System"

Order washdown system activated. As tactical and damage control situation permits order personnel in topside stations to shelter stations.

Primary Control Stations

Read indicating dosimeters at all action stations and report initial radiation to Command Control and Damage Control.

Damage Control

Monitor topside areas expeditiously with one low range and one high range radiac. Maintain under surveillance.

(2) Distant nuclear detonations:

Operations Control

Provide Command Control with information concerning distant detonations. Plot potential fallout area.

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.

c. Defense procedure for biological attack, if known or suspected:

(1) Establish a schedule of continuous air sampling at selected locations when operating in areas where biological attack is probable. This is the responsibility of the Medical Department.

(2) Carry out initial NBC defense procedures if BW attack is in process or suspected.

(3) Commence BW sampling by sampling teams when ordered.

(4) Commence decontamination by decontamination squads of galley, sick bay, crew's mess, and living compartments when ordered.

(5) Direct all personnel to pass through personnel decontamination stations as ordered. Instruct affected personnel not to eat, drink, smoke, or put hands near face, and to wash frequently until given further instructions.

(6) Execute material decontamination procedures when evidence of contamination has been established from sampling reports.

d. Defense procedure for chemical attack:

(1) Execute initial procedure, applicable to all NBC attacks.

(2) Take individual protective measures as required for exposed personnel.

e. Tactical NBC decontamination is a series of emergency procedures executed at sea by ship's company to reduce contamination levels in order to permit a ship to continue its tactical mission without subjecting personnel to unacceptable exposures. Tactical NBC decontamination consists of:

(1) Primary Gross Decontamination, a salt-water washdown of the entire ship's weather surfaces, required for protection of personnel if ship is caught in contaminating aerosol fallout or cloud. This procedure is accomplished by actuating ship's water washdown system or by hosing down all weather surfaces, keeping the following precautions in mind:

(a) Work from the highest deck down and from windward to leeward.

(b) Cover entire area with water.

(c) Upon completion of washdown, require that squads go through personnel decontamination stations unless urgently required for additional duties topside. Clean interior may be entered only by way of personnel decontamination stations.

(2) Detection Survey, carried out by detection teams to locate areas of contamination.

(3) Secondary Gross Decontamination, accomplished by repair party and departmental decontamination squads, follows detection survey. Exact location of contaminated areas have been established and such areas are decontaminated by detailed methods such as scrubbing, steaming, neutralization, etc., concentrating on areas essential for ship's operation. Non-essential areas should be closed off to ship's personnel until decontaminated.

e. NBC Personnel Decontamination. Topside personnel are likely to become contaminated during an NBC attack. Contaminated personnel should pass through personnel decontamination stations as soon as the tactical situation permits. Personnel decontamination is executed in the following sequence:

- (1) Functional groups.
- (2) Contaminated uninjured.
- (3) Contaminated injured (processed by Medical Department).

For all types of NBC decontamination, thoroughness in decontamination is necessary.

3303 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.

b. If time permits, phased procedures shall be initiated. If time does not allow orderly preparation to abandon ship, 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 ships.

b. The executive officer shall:

(1) Ensure that all hands are properly trained to carry out their assignments. If the ship is abandoned, he will be responsible for assembling and organizing the survivors in the water. He will ensure that personnel casualties are located, rendered first aid, and evacuated as safely and expeditiously as conditions permit.

(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 shall:

(1) Assign all personnel to abandon ship stations on departmental watch, quarter, and station bills.

(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) Be responsible for the assembly of basic emergency navigation kits for use in the motor boats. If time permits prior to abandoning ship, he will provide such extra navigational gear as time permits.

(2) Be responsible for carrying out the Emergency Destruction Bill. He will be assisted in these duties by the electronics technician, the radioman and such other personnel as the situation may dictate. Where conditions permit, he will not commence destruction without direct orders from the commanding officer.

(3) Coordinate the saving of ship's records.

(4) Take charge of abandon ship preparations on the starboard side, including the taking of a muster report of all starboard stations.

(5) Make muster report to bridge for all starboard stations.

e. The first lieutenant shall:

★ (1) Ensure that all boats and rafts are equipped at all times with their full allowance of abandon ship equipment as specified in the ship's allowance list.

(2) Coordinate the assignment of personnel to abandon ship stations.

(3) Take charge of abandon ship preparations on the port side including the taking of a muster report of all port stations.

(4) Make muster report to bridge for all port stations.

f. The engineer officer shall take charge of abandon ship preparations in the engineering spaces.

g. The radioman shall carry out destruction procedures when directed and ensure that portable radios are furnished as required.

h. The senior quartermaster shall:

(1) Send the following equipment to the ship's boats: sextant; charts; Nautical or Air Almanac; parallel rulers; chronometers; bowditch; HO-214 and navigators case.

(2) Ensure that life boats have the magnetic course to the nearest land by any means available.

(3) Provide hand signal flags and binoculars to each boat.

i. The supply officer shall save records, accounts and cash if practicable. He will as time permits provide extra water and liquid rations to boats and rafts.

j. The senior hospital corpsman shall prepare patients to abandon ship.

k. The senior yeoman shall save the latest personnel roster, ship's logs and war diary as practicable.

1. The officer (CPO) in charge of each abandon ship station 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 station.

(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 gunnery 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"

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 each station direct the rigging of lines and ladders over ship's sides.

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. Assignment to boats shall be in accordance with the Watch, Quarter, and Station Bill.

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. Where feasible the ship's boats and rubber life boats will be equipped at all times 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 3"/50 cans are very effective floatation gear. Empty containers can be used also for additional rations and preserving records without losing much of their buoyancy.

SECURING AND SALVAGING DETAIL

<u>DUTY</u>	<u>DEPARTMENT</u>	<u>RANK/RATE</u>
In charge		Commanding Officer
In charge engineering spaces		Engineer Officer
Emergency destruction of classified material		Communications Officer
Topside detail	D	BMC
Radio Watch	O	RM
Bridge signals, QM watch	O	Senior QM
Engineering detail (2)	E	ENC
Engineering detail	E	EMC
Engineering detail	E	EM
Engineering detail	E	EN
Engineering detail	E	DC
Steersman or as directed	O	QM
Messenger for Commanding Officer	D	SN
Destruction detail (electronics equipment)	O	ET

NOTE: The securing and salvage detail is to be assigned to two inflatable life boats. The commanding officer and engineer officer will be transferred later to boat # 1.

Figure 3-16

ABANDON SHIP EQUIPMENT LISTS (Installed and Provided as available)

<u>EQUIPMENT</u>	<u>CARGO BOATS</u>	<u>CO₂ INFLATABLE BOATS (15 MAN)</u>
Flashlight	2	1
Batteries	8	2
Dye, sea marker	1	1
First aid kit	1	1
Food Packet*	5	5
Fishing kit	1	1
Desalting kit	2	5
Lantern, floating, & lanyard	1	-
Mirror, emergency signaling	1	1
Paulins, (81" x 132")	2	-
Water, cartons of 25 cans**	4	2
Pyrotechnics		
Very Reserve Box	1	-
Life raft signaling kit	-	1
Signal, distress MK 13	12	12
Jack knife	1	1
Painter, length to suit freeboard (1½ manila rope)	-	1
Sponges	-	2
Whistles, signaling	1	1
Semaphore flags	1	-
Navigation kit	1	-
Nautical Almanac H.O. 211		
Sextant		Chronometer
Charts		Plot. gear
Portable radio	1	-
Blankets	8	8
Rifle and Ammunition	1	1
Boat outfit/CO ₂ inflatable boat equipment	1	1
Compass	1	-

* Two cartons of food are stowed in each neoprene-coated nylon water-tight case.

** One carton of water is stowed in each neoprene-coated nylon water-tight 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.

Figure 3-17

6. General Duties.

a. Boats and rafts will be lowered only when the command to abandon ship is actually given.

★ b. Once in the water, the motorboats will take the rubber boats in tow.

c. Personnel will endeavor to carry out their assignments with as little noise and shouting as possible.

7. Precautions on Going Over the Side.

a. Life jackets must have all ties and crotch strap secured. Failure to do so may result in injury when jumping clear and will cause unnecessary suffering in water.

b. A soft cap or head covering should be worn when going over the side.

c. In leaving ship, leave on windward side if possible to avoid flames, oil, and drift of ship. Don't jump; leave by line if possible.

d. If ship is sinking rapidly, endeavor to swim well clear and to tow clear any injured persons to avoid suction effect.

e. If danger of underwater explosion, lie on back and attempt to keep abdomen and head partially out of water to avoid internal injuries.

8. Equipment to be Provided. The equipment listed on the Watch, Quarter and Station Bill is over and above the authorized abandon ship allowance for the boats and rafts. While this gear would not be in many situations essential, all personnel should do all in their power to provide their assigned material in order to increase in every way possible their opportunities for survival.

3304 MAN OVERBOARD BILL

1. Purpose. The purpose of this bill is to provide for assignment of personnel to stations and for procedures to be followed in the recovery of one man or a small number of men in the water.

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

3. Procedures and Responsibilities.

a. The executive officer shall:

(1) Supervise all rescue procedures.

(2) Require a **sight** count of all personnel whenever circumstances are such that verification of a man's absence from the ship is necessary.

b. Heads of departments shall:

(1) Post all assignments to duties on departmental watch, quarter and station bills.

c. Any person sighting a man overboard shall:

(1) Sing out: "Man overboard, port (starboard) side." This word should be passed by nearby personnel so that it is heard on the bridge. Ensure that the officer of the deck receives the word in the quickest manner possible.

(2) Throw a life ring as near the man as possible.

(3) Keep the man in sight.

d. The officer of the deck shall:

(1) Upon receipt of information of a man overboard, maneuver the ship in accordance with existing conditions.

(a) 360° 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) Normally, a ship pickup method will be employed. However, the boat recovery method may be required.

(3) Have the word passed twice: "Man overboard port (starboard) side" over the PA system. The person in charge of each Man Overboard station shall report the presence or absence of all personnel to the Bridge as soon as the station is manned.

(4) Sound six or more short blasts on the ship's whistle and break OSCAR or display man overboard lights.

(5) Notify ships in company by radio.

(6) Inform the commanding officer and executive officer.

(7) Keep the man in sight.

(8) Keep the deck rescue detail informed of the rescue side of the ship and prescribe type of pickup to be employed.

e. The bridge watch shall throw a lifebuoy and attached light into the water immediately upon receipt of word, "man overboard."

f. The quartermaster and lookouts shall:

- (1) Keep the man in sight reporting bearing and distance.
- (2) Break OSCAR or show man overboard lights.
- (3) Man signal searchlights (at night).

g. A gunner's mate armed with a rifle shall man the rescue side to protect personnel in the water.

h. The designated boat crew shall man the boat.

i. The first lieutenant shall:

- (1) Be prepared for either ship pickup or boat pickup.
- (2) Direct personnel of the rescue detail on deck.
- (3) Direct lowering of boat in accordance with orders from the commanding officer.
- (4) Direct lowering of embarkation ladders.
- (5) Station men with heaving lines at the proper side of the ship.
- (6) Station swimmers equipped with lifejacket, exposure suit, and safety line.

j. The deck rescue detail shall:

- (1) Proceed to designated topside stations with equipment.
- (2) Carry out recovery or rescue procedure.
- (3) During general quarters, remain at stations unless released.

k. Communications between the ship and boat will be by:

- (1) 1MC if the boat is not too distant.
- (2) Portable radio equipment.
- (3) Flashing light or semaphore.
- (4) Flags.
- (5) Pyrotechnics.
- (6) Use of the signals in Figure 3-20 as appropriate.

★

1. Special rescue procedures in heavy seas require the following special considerations:

(1) All hands should stay clear of exposed areas 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.

(2) Only personnel required for rescue should be permitted topside; lifejackets should be worn by rescue personnel.

(3) When the man is rescued, all hands should be clear of exposed decks before rendering first aid.

(4) Rescue details should be kept in one group during actual rescue operations.

m. Rescue procedures in a harbor shall be initiated by the officer of the deck, who shall order the word passed, "Man overboard side." All available boats shall be called away on the double. Any available line officer shall direct the rescue efforts from the boat. Life buoys and/or kapok-covered monkey fists on a heaving line shall be thrown to the man in the water.

MAN OVERBOARD BILL

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	Relieve OOD
First Lieutenant	Main Deck	In charge rescue efforts
Others	As Directed	As Directed

Figure 3-18

PERSONNEL ASSIGNMENTS
MAN OVERBOARD BILL

Figure 3-19

<u>STATION/DUTIES</u>	<u>Department</u>	<u>RATE</u>
Bridge:		
QOW	OPS.	QMCS
Helmsman	OPS.	QM1
Searchlight	OPS.	QM2
Talker (LJV)	OPS	YN
Rifleman	DECK	SN
Flying Bridge:		
Lookouts (3)	DECK	SN/SA
Boat Detail:		
Coxswain	DECK	EM
Crew (3)	DECK	SN/SA
In-Charge Lowering	DECK	BMC
Detail (6)	DECK	SN/SA
Main Deck Rescue Detail:		
In Charge	DECK	BM
Rig Ladders (4)	DECK	SN/SA
Swimmers (2)	ANY	ANY
Tend Swimmers (2)	ANY	ANY
Talker (LJV)	OPS.	SK
Flight Deck Rescue Detail:		
First Aid (4)	OPS	HM
FOC*SLE Rescue Detail:		
In Charge	DECK	GM
Talker (LJV)	OPS	CS
Heaving Lines (3)	DECK	SN/SA
Engine Control:		
EOW	ENG.	ENC
Assist EOW	ENG.	ENL
Assist EOW	ENG.	ENL
Talker (LJV)	ENG.	FN/FA

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 4 - BATTLE BILL

3401 GENERAL PROVISIONS. This Battle Bill is based on the authorized peacetime allowance of seven officers and fifty-seven enlisted men. Extra members have been provided in all sections for assignment to battle stations of personnel aboard in excess of the regular peacetime allowance. In this manner assignments are provided for additional personnel who may be aboard for training and during emergency conditions of mobilization. This bill is predicated on an armament of 1 3"/50 gun, and two 50 caliber machine guns for Conditions I and III.

3402

1. OFFICER ASSIGNMENTS TO BATTLE STATIONS

Commanding Officer	Command Control
Executive Officer	CIC Evaluator (JA)
Engineer Officer	Control Booth
Operations Officer	Officer of the Deck
First Lieutenant	Gun Control, Flying Bridge (LJP)
Communications Officer	CIC Assistant Evaluator & Signal Officer (LJP)
Damage Control Officer	Damage Control Central, In Charge

2. Officer Succession to Command. In time of war in battle it is often necessary for subordinates to assume command. Succession to command, (in order to succession) will be as follows:

- a. Commanding Officer (Assigned by Commandant).
- b. Executive Officer (Assigned by Commandant).
- c. Senior Line Officer (By date of Rank).

3403 ENLISTED ASSIGNMENTS TO BATTLE STATIONS. Enlisted assignments to battle stations, for Conditions I and III are detailed in the stations assignments which follow. For purposes of Condition III the ships company has been divided into two watches - port and starboard. To make this compatible with the three section organization used for non-combat bills and peacetime procedures, the port watch bill will be comprised of the first section and half of the second section. This is positively indicated to each individual by billet numbers utilizing a last letter "p" or "s" to indicate "Port" or "Starboard" as appropriate. For example:

O-103P	Deck Division, Section 1, Port Watch
O-202P	Operations Division, Section 2, Port Watch
E-203S	Engineering Division, Section 2, Starboard Watch
O-301S	Operations Division, Section 3, Starboard Watch

The assignments shown under Condition III are effective for the port (starboard) watches upon initial setting of this condition. The BM of each watch shall utilize day workers from these watches as appropriate for the timely relief of helmsman, lookout, etc.



NON-BATTERY OF CONDITION I ASSIGNMENTS

<u>STATION/DUTY</u>	<u>ASSIGNED</u>	<u>STATION/DUTY</u>	<u>ASSIGNED</u>
<u>Flying Bridge:</u>		<u>Signal Bridge:</u>	
(LJP) Weapons Control	1st LT.	Signalman	QM2
(JL) Lookout	SN	(JL) Recorder	SA
Lookout	SA		
<u>PILOT HOUSE:</u>		<u>CIC:</u>	
Command Control	CO	*(JA) Evaluator	XO
Ship Control	OPS Ofcr.	Asst. Evaluator	COMM. Ofcr.
(JL) Navigation	QMCS	(JL) Tactical Signals	RM2
Off of Watch	QM1	Plot	RD2
*(JA) Talker	YN1	Radar Operator	ET3
(LJV) Talker	SK2	Status Board	SN
Helmsman	SN		
		<u>3"/50 Gun:</u>	
		(LJP) Mount Captain	GM1
		(LJP) Sightsetter	SN
		Gun Crew	BM2
		Gun Crew	CS3
		Gun Crew	SN
		Gun Crew	TN
		Gun Crew	SA
		Gun Crew	SA
		<u>D.C. Central:</u>	
		Damage Control	DC Ofcr.
		(2JZ) Talker	CS2
		(LJV) Talker	FA
		<u>Control Booth:</u>	
		Propulsion Control	EO
		Console	ENC
		Generator Control	EMC
		(LJV) Talker	FN
		(2JV) Talker	FN
		<u>Engine Room:</u>	
		(2JV) Stbd Local Control	
		Board	EN1
		(2JV) Port Local Control	
		Board	EN2
		Roving Watch	EN3
		<u>After Steering:</u>	
		(LJV) Steersman	QM3
		<u>Galley:</u>	
		Duty Cook	CS1

* The LJP and JA S/P phone circuit together. Magazine Detail is normally part of Repair II

** Port 50 Cal m.g. } When installed and manned, Repair 2 and 3 shall be combined.

*** Stbd. 50 Cal m.g. }

81 MM Mortar

★
3404 SUMMARY OF CONDITION III ASSIGNMENTS

<u>STATION AND DUTY</u>	<u>ASSIGNED BILLET</u>	
	<u>Port Watch</u>	<u>Starboard Watch</u>
<u>Pilot House:</u>		
OOD	*OA 1st LT.	*OA COMM Ofcr.
JOOD	QMCS 0-101-P	BMC D-301-S
QM of Watch	QM1 0-201-P	QM2 D-303-S
Talker	SK2 0-205-P	YN1 0-302-S
Helmsman	SN D-204-P	SN D-304-S
Lookout	SN D-103-P	SN D-305-S
<u>CIC:</u>		
Radar Operator	ET1 0-102-P	ET3 0-306-S
(1JP) Plot	QM3 0-104-P	RD2 0-204-S
<u>Radio:</u>		
Operator	RM3 0-105-P	RM1 0-301-S
<u>3"/50 Gun:</u>		
(1JP) Mount Captain	BM1 D-101-P	GM1 0-201-S
(1JP) Sightsetter	SN D-203-P	SN D-306-S
Gun Crew	BM3 D-202-P	BM2 D-302-S
Gun Crew	CS3 0-106-P	CS2 0-304-S
Gun Crew	SN 0-102-P	SN D-305-S
Gun Crew	TN 0-107-P	SA D-307-S
Gun Crew	SA D-207-P	TN 0-206-S
<u>D.C. Security Watch:</u>		
Roving Watch	DC2 E-103-P	EN3 E-304-S

All others muster on Mess Deck when their watch is set.

* Officer Assignments

CHAPTER 4 - SHIP'S REGULATIONS

SECTION 1 - GENERAL INSTRUCTIONS

4101 AUTHORITY OF THE COMMANDING OFFICER

U. S. Coast Guard Regulations and the Uniform Code of Military Justice establish the authority of the commanding officer to promulgate these regulations and to punish, within specified limits, persons who are held guilty of violating them.

4102 SOURCES

The regulations which are set forth herein, based on articles in U. S. Coast Guard Regulations, the Uniform Code of Military Justice, and orders from higher authority, have been specifically adapted for application on board this ship. Those articles, based on or directly quoted from U. S. Coast Guard Regulations or the Uniform Code of Military Justice, are annotated with the abbreviation of the publication and the number of the article from which they are taken.

★ 4103 PERSONS SUBJECT TO THE SHIP'S REGULATIONS

All persons aboard or attached to this ship shall be subject to the ship's regulations and any changes or additions issued thereto.

4104 DUTIES OF PERSONS SUBJECT TO THE SHIP'S REGULATIONS

The ship's regulations, as published herein, constitute the lawful orders of the commanding officer or other higher authority, and it shall be the duty of all persons subject to these regulations to obey them and any changes or additions thereto.

4105 STATEMENT OF KNOWLEDGE

In accordance with the Personnel Manual, an entry shall be made in the service record of all enlisted personnel that the Articles required by Article 137 of the Uniform Code of Military Justice have been read and understood by them. Such certificates as may be required by the executive officer or higher authority to acknowledge the promulgation of certain specific information or regulations may be completed and filed in enlisted and officer service records as appropriate. The executive officer shall maintain a file of such certificates in cases involving civilians or other persons who are not in the Armed Forces of the United States but are subject to the ship's regulations. (Uniform Code of Military Justice, Article 2).

CHAPTER 4 - SHIP'S REGULATIONS

SECTION 2 - SHIP'S REGULATIONS

4201 ADDRESSES OF PERSONNEL

All personnel shall keep the ship's office informed of their current local address and telephone number ashore.

4202 ALARMS, BELLS, AND GENERAL ANNOUNCING SYSTEM

1. No person shall, without proper authority and due cause, tamper with, operate, or otherwise disturb any contact maker used to sound the general or chemical alarm.

2. The general announcing system (IMC) shall not be used without permission of the officer of the deck except in emergencies. The use of this system shall be restricted to matters of general importance. Words shall not be passed for officers or enlisted men except in emergencies or when their immediate presence is necessary for the operation of the ship or equipment.

3. No person shall strike the ship's bell or gong without permission of the officer of the deck, and then only to indicate the time, as a fire alarm, or as a fog signal when at anchor.

4203 ALCOHOL AND NARCOTICS

★ 1. All alcohol and narcotics on this ship shall be in the custody of the executive officer. No one shall have access to this material except as directed by the executive officer. Alcoholic beverages in transit as cargo shall be in the custody of the supply officer. (U. S. Coast Guard Regulations, Article 15-217).

★ 2. Above authorized custodians shall personally supervise all receipts and issues of alcohol, alcoholic beverages and narcotics and shall keep proper records of all transactions to insure strict accountability and detect losses promptly. Only heads of departments are authorized to sign requests for the issue of alcohol. It shall be drawn only in limited quantities sufficient for immediate use and shall be issued only to responsible petty officers. The person to whom alcohol is issued for use shall be responsible for ensuring that:

a. It is used only for the purpose for which issued.

b. It is withheld from unauthorized persons.

c. It is protected from theft.

d. The unused portion is returned immediately to the officer from whom it was drawn. (U. S. Coast Guard Regulations, Article 15-2-16)

3. Unless specifically authorized by the commanding officer, no person shall prescribe, administer, issue, take or consume any alcoholic beverages including wine or beer, or narcotics on board this ship except to aid the injured during action or emergencies.

SHIP'S REGULATIONS

- ★ 4. Alcohol and narcotics shall if possible, be secured by a 3 combination lock, or, if this is not possible, shall be under lock and key. All issues will be receipted for and covered by prescription. Narcotics and alcohol will be accounted for monthly by the Alcohol and Narcotics Board.

4204 ARMED FORCES LIBERTY PASSES AND IDENTIFICATION CARDS

No enlisted person without proper authority shall:

1. Have in his possession more than one properly validated liberty pass or more than one identification card.
2. Depart from the ship on liberty without his own properly validated liberty pass (except for members in pay grade E-4 or above) and identification card, or in the case of leave, depart from the ship without his own properly validated leave papers and identification card.
3. Have in his possession a false or unauthorized, or mutilated, erased, altered, or not properly validated liberty pass or identification card, or a liberty pass or identification card bearing a name or service number other than his own name and number.
4. Return to the ship from liberty without depositing at the quarter-deck his liberty pass (except for members in pay grade E-4 or above) or, in the case of leave, his leave papers. A man returning temporarily during a liberty period may be permitted to retain his pass during his presence on board. Any man returning who has lost a liberty pass or identification card shall report to the officer of the deck in person and inform him of the loss.

★ 4205 ARREST BY CIVIL AUTHORITIES

If arrested by civil authorities, all persons shall communicate expeditiously with the commanding officer via the OOD and state the facts concerning such arrest or detention.

4206 BERTHING

No person shall:

1. Sleep in any space or use any bunk or berth other than that to which he has been assigned, except as may be authorized by proper authority;
2. Sleep in or lie on any bunk or berth while clothed in dungarees or working clothes or while wearing shoes;

SHIP'S REGULATIONS

3. Smoke while sitting or lying on any bunk or berth, or smoke in any berthing space during the night hours between taps and reveille;

4. Remove any mattress from any bunk or place of stowage, or place such mattress on the deck or in any place other than a bunk, except as may be authorized by proper authority;

★ 5. Create a disturbance or turn on any white light except bunk lights in any berthing space or living space during the night hours between taps and reveille, except as may be necessary for the performance of his duty;

6. Fail to turn out of his bunk at reveille except when he is on the sick list or is authorized to late bunk;

★ 7. Be authorized late bunk privileges unless he has had a mid-watch, or made a boat trip as a crew member after 2200 the previous day, or is specifically authorized late bunk privileges by the executive officer or officer of the deck. All late sleepers will turn out at the time specified in the daily routine.

8. Lie down in a bunk occupied by another person.

4207 BULLETIN BOARDS

★ 1. All department heads shall maintain a bulletin board prominently located in a readily accessible space assigned to their department; and they shall cause to be posted thereon, all immediately applicable directives and instructions, including the plan of the day, which affect the personnel of their departments.

★ 2. Shipboard personnel shall be responsible for knowledge of all instructions and directives, including the plan of the day, which may be posted on departmental bulletin boards.

4208 CARD GAMES AND GAMBLING

No person shall:

1. Gamble with money, playing cards, dice or other apparatus on board this ship;

2. Engage in any card games or other games during prescribed working hours or during the night hours between taps and reveille or during divine services.

4209 CENSORSHIP

1. Whenever Armed Forces censorship is established, all personal communications to or from persons in the Armed Forces or persons accompanying or serving with the Armed Forces of the United States will be the subject of censorship in areas or units where censorship has been established.

SHIP'S REGULATIONS

2. No postal facilities other than those provided by the Armed Forces postal services will be used by persons serving with or accompanying the military services to send or receive personal mail, except when the use of other facilities has been approved by the area commander or higher authority.

3. Personal cables, radiograms, telegrams, or telephone calls which transit the borders of a censorship area will be transmitted only through facilities approved by higher authority.

4. Tangible personal communication may be carried by hand, shipped as baggage or in personal effects, or otherwise transmitted, but must be submitted to the Censorship Board prior to such transmission.

4210 CREW'S HEAD AND WASHROOMS

Crews heads and washrooms shall be open at all times except when closed for cleaning in accordance with the prescribed daily cleaning schedule.

1. No person shall loiter, read, or dry clothing in any area's head or washroom.

2. No person shall throw rubbish or other solid matter into troughs, bowls, or urinals.

★ 4211 CREW'S MESS SPACE

No person shall:

1. Enter the food preparation spaces during prescribed working hours or during the night hours between taps and reveille, except when entry is incident to the performance of his duties or authorized by proper authority.

2. Enter the crew's mess space unless he is in the uniform of the day.

4212 CUSTOMS

Upon arrival of this ship in United States territory after visiting a foreign port, it is subject to customs and other inspections by Federal Authorities. (U. S. Coast Guard Regulations, Article 7-1-28)

SHIP'S REGULATIONS

1. On such occasions, customs declarations will be distributed as directed by the executive officer to all hands in sufficient time to be filled out and returned before arrival in port.

2. No person without permission from the commanding officer, shall bring on board this ship any article, animal, or thing, the introduction of which into the U. S. territory is forbidden or restricted under current regulations.

3. A list of all those things, the entry of which is known to be forbidden, will be promulgated to the ship's company.

★ 4213 DISRESPECTFUL OR PROFANE LANGUAGE

No person shall use profane, obscene, or vulgar words or gestures on board this ship.

★ 4214 DIVINE SERVICES

1. Whenever practical, facilities shall be provided for each man to observe religious worship of his choice in accordance with the dictates of his faith.

2. While underway, divine services shall be conducted each Sunday on this ship, if conditions permit, for persons of any and all religions. Special services peculiar to a religion will be held if appropriate arrangements can be made.

3. No person shall create a disturbance or conduct himself in a disrespectful or irreverent manner during divine services.

4. All persons who do not desire to attend such services shall keep clear of the area in which services are being conducted, and refrain from words, sounds, or actions that would interrupt the services.

4215 ELECTRICAL EQUIPMENT

The use of privately owned electrical equipment on board this ship creates a fire hazard as well as a hazard to the personal safety of individuals using such equipment. In addition, radios, phonographs, and other electronic equipment have emissive properties which may compromise the radio security of the ship. Therefore, no privately owned electrical equipment shall be used on board this ship except that specifically authorized by the executive officer, after it has been inspected and approved for use by the engineering officer, or his designated representative. The electronic material officer will make a similar inspection of electronic equipment.

SHIP'S REGULATIONS

1. No persons other than those specifically authorized shall operate electrically-powered machinery.

2. No person shall operate an electrically powered hand tool unless it has been properly grounded to the hull and then only when specifically authorized to use such equipment.

3. No person shall have in his possession on board this ship, any electrical appliance other than an electric shaver except as may be authorized by the executive officer; or when authorized, use such electrical equipment in any space or any manner other than that for which it was authorized.

★ 4216 EMERGENCY EQUIPMENT

Use of emergency equipment for any purpose other than that for which intended is forbidden. This equipment includes such items as battle lanterns, emergency first aid boxes, shoring, wrenches, life rings, equipment in life rafts and boats, damage control items, emergency pumps and fuel for emergency machinery.

4217 FALSE STATEMENTS

No person shall:

1. Knowingly make a false or fraudulent statement to his superior officer.

2. Knowingly make a false or fraudulent answer to a question addressed to him by his superior officer.

4218 FRESH WATER

The demands placed upon the ship's fresh water supply for water for washing, cooking, and drinking, make it mandatory that every person on board this ship practice the utmost prudence and economy in the use of fresh water. The galleys, sickbay, and laundry are authorized to use only that amount of fresh water that is consistent with cleanliness and sanitation. Fresh water may be used for general cleaning purposes at such times as may be directed by the commanding officer.

1. Salt water shall not be used for cleaning purposes in any food preparation spaces, nor shall salt water connections be permitted in those spaces.

SHIP'S REGULATIONS

2. Cross connections between fresh and salt water systems, or other systems, that may contaminate the potable water, are not permitted.

3. No person shall willfully waste, or lose, or cause the loss of any fresh water on board this ship.

★ 4219 GOVERNMENT PROPERTY

No person shall:

1. Conceal or fail to report to proper authority the loss, removal, destruction, or damage of government property entrusted to his care, custody, or surveillance.

2. Remove from its regular place of stowage or location, for any purpose whatever, any article of government property, including stores, foodstuffs, hull and damage control fittings, first aid equipment, and life saving and emergency equipment, without proper authority.

3. Have in his possession on board this ship, or take from this ship, any article of government property except as may be necessary for the performance of his duty or as may be authorized by proper authority. (U. S. Coast Guard Regulations, Article 15-2-13)

4220 HAIRCUTS

All persons are required to keep their hair neatly trimmed. The expression "neatly trimmed" is considered to mean no longer than necessary for proper combing, with sides and back of head trimmed with close clippers.

★ 4221 HARBOR POLLUTION

1. No oil of any sort, including sludge from bilges, fuel tanks, lube oil tanks, or waste oil or oily rags shall be thrown or pumped overboard within fifty miles of any coast line except in emergencies, and then only with the express permission or by direction of the commanding officer. Garbage or trash shall not be thrown overboard within five miles of any coast line except as specifically authorized by the commanding officer.

2. While in port, sewage holding tanks shall not be pumped out other than into sewage receptacles.

4222 HEALTH AND SANITATION

1. All persons shall:

a. Report promptly to the medical officer the existence or suspicion of any communicable diseases or infestations in themselves or in persons with whom they are living or otherwise come in contact.

SHIP'S REGULATIONS

b. Report immediately for medical treatment if they have any discharge, inflammation, or sores about their private parts; or if they have displayed other symptoms of a venereal disease; or if they are aware that they have contracted a venereal disease. (The reporting and treatment of a venereal disease is a personal and confidential matter and no disciplinary action shall be taken for having contracted the venereal disease itself).

c. Utilize measures made available by the medical department if they have been exposed to a possible venereal disease.

★ 2. No person suffering from infections or from a contagious disease shall be assigned to duty on the mess decks, in the exchange activities, or on working parties engaged in handling provisions.

3. No person shall place his mouth directly on the spigot of scuttlebutts or drink from a common drinking cup.

★ 4. No person shall use any silverware, cooking utensils, or food containers supplied by the general mess or the wardroom, except in authorized messing spaces at designated meal hours, or as authorized for coffee messes.

5. Privately owned drinking cups, cooking utensils, or food containers are not permitted on board this ship except those authorized by the executive officer for use in properly supervised coffee messes.

6. The chief master-at-arms shall ensure that wash bowls, urinals, and toilet seats in heads are cleaned once each day with hot water, soap, and disinfectant.

4223 INDEBTEDNESS

★ 1. The commanding officer's interest in the matter of indebtedness of personnel attached to this ship shall be directed principally to the establishment of facts so that corrective or disciplinary measures, as appropriate, may be taken.

2. No person in the Coast Guard shall at any time or place contract debts without a reasonable expectation of being able to discharge them. Persons who fail to discharge their just indebtedness by every reasonable means shall be held to have brought discredit to the Coast Guard. (U. S. Coast Guard Regulations, Article 14-2-1(18))

4224 INTOXICATED PERSONS

★ 1. All persons who return on board in an intoxicated condition or who are found on board intoxicated shall be promptly examined by the officer of the deck and, if on board, a medical officer or hospital corpsman.

SHIP'S REGULATIONS

2. Anyone who is intoxicated to such an extent as to create a disturbance or to make his being at large dangerous to his own safety or to the safety of the ship, shall be placed under protective restraint. When the officer of the deck or the medical officer considers it necessary for the well-being of the intoxicated person, such person may be admitted to the sick bay in a restricted status and placed under guard if necessary.

4225 LEAVE AND LIBERTY

No person shall:

1. Proceed from the confines of this ship for any reason whatever without permission of proper authority.

★ 2. Proceed from the confines of this ship for any reason whatever while knowingly in a restraint status without permission of the commanding officer, the executive officer, or, in emergencies, the officer of the deck.

3. Proceed from the confines of this ship for any reason whatever while knowingly on the sick list, binnacle list, or the venereal disease restricted list, unless such a person's name is removed from the list by the medical officer, and then only with proper authority.

4. Fail to report his departure from or return on board this ship to the officer of the deck, regardless of the reason for his departure or return; or fail to obtain the proper signature of the officer of the deck or his authorized representative when departing or returning from leave.

4226 LIGHTS

1. No person shall turn on any white lights other than bunk lights or standing lights, during the night hours between taps and reveille, in any living space, passageway, office, mess deck, lounge or recreation area, control room, shop, machinery space, or other working space, unless such light is incident to the performance of duty or authorized by proper authority.

2. During periods when the ship is darkened, only flashlights or hand lanterns that have been altered to produce a dim red light shall be lighted on any weather deck or in any space visible from without the ship. Further, such lights shall be used only when necessary for the performance of duty.

★ 3. When underway at night, deck lights or other exterior lights other than running lights shall not be turned on without permission of the officer of the deck.

SHIP'S REGULATIONS

4227 LOCKED SPACES

No person shall:

★ 1. Have in his possession the key to any space on board this ship other than the locker which he is regularly assigned for the stowage of his personal property, unless such key is required in the performance of his regularly assigned duties. Department heads shall maintain current records of all keys so issued.

2. Lock from the inside any office, shop, or other space on board this ship to prevent access to such space from without, except as may be authorized by proper authority.

4228 MAIL AND POSTAL MATTERS

1. No person shall sort, carry, or otherwise handle any U. S. Mail or guard mail, except specifically addressed to himself, without authorization from proper authority.

2. No person other than designated mail clerks, the communication and postal officer, and officers making required audits and inspections shall enter the postal spaces for any reason whatsoever.

★ 4229 MESS GEAR

1. The removal of mess gear from the messing spaces is prohibited except as authorized for coffee messes. The senior petty officer in charge of the compartment in which mess gear is found will be responsible for its immediate return to the scullery.

2. Each department has the privilege of an informal coffee mess using government gear. This privilege is subject to strict adherence to sanitation and service standards.

★ 4230 MOTION PICTURES

1. At the completion of a motion picture, all persons shall rise at attention until the commanding officer has departed, and all enlisted persons shall remain in their places until all officers are clear of the movie area.

2. No person shall create a disturbance or conduct himself in an ungentlemanly manner while attending motion pictures.

3. No one other than a graduate motion picture operator shall display circuit prints. Required service and record entries must be fulfilled by the motion picture operator.

4231 MOTOR VEHICLES

1. No person shall operate a government owned vehicle assigned to this ship unless he has been specifically designated to do so by the commanding officer, and then only for the purpose of official ship's business.

SHIP'S REGULATIONS

2. All persons operating government owned motor vehicles shall possess a valid U. S. Government operator's permit and shall comply with all post, station, local, state, and federal directives pertaining to the operation of motor vehicles.

3. All persons operating government owned motor vehicles assigned to this ship shall obtain the permission of the officer of the deck before driving such vehicles away from the ship, and shall report to the officer of the deck upon return.

4232 OFFICIAL FORMS, RECORDS, AND CORRESPONDENCE

No person shall:

1. Remove official records, forms, or correspondence from proper files, destroy them, or withhold them from their proper files or from persons authorized to have access to them.
2. Having possession, custody, or control of official correspondence forms, knowingly deliver them or divulge their contents to any person not authorized to receive them.
3. Use envelopes, tags, or labels with penalty indicia or notation "Postage and Fees Paid" for purposes other than posting official U. S. Mail. Penalty indicia envelopes shall not be used as inside envelopes for classified mail or for guard mail.
4. Sell, barter, or trade official correspondence, records, or forms for monetary gain or other considerations.

4233 OUTFITS, UNIFORMS, AND CLOTHING

No person shall:

1. If he is an enlisted man below the grade of Chief Petty Officer, have in his possession on board this ship, without proper authority, any article of clothing which is not authorized part of a naval uniform appropriate to his rate, as prescribed in U. S. Navy Uniform Regulations as amended for Coast Guard use.
2. Wear on board this ship any article of clothing which is frayed, torn, dirty, or otherwise mutilated.
3. Wear on board this ship any article of clothing which is not prescribed as part of the uniform of the day without permission of proper authority.
4. Wear or otherwise display on his person on board this ship any article of a naval uniform in a manner that would bring discredit to the service, or in a manner other than, by the nature of its design, it was intended to be worn.

SHIP'S REGULATIONS

★ 5. If he is an enlisted man, have in his possession on board this ship without permission from proper authority, any article of clothing which is not legibly marked with his name or service number; or any article of clothing or bedding marked with the name or service number of another person which has not been marked "Discarded Clothing" by the chief master-at-arms and recorded in the Discarded Clothing record book. (U. S. Coast Guard Regulations, Article 14-2-1A(5))

6. Sell, barter, exchange, pledge, loan or give away clothing, arms and accoutrements which are sold or issued by the United States to an enlisted person in the Coast Guard or which are required as part of the prescribed uniform or outfit of an enlisted person regardless of the source from which acquired without permission of the commanding officer. (U. S. Coast Guard Regulations, Article 14-2-1A(4))

4234 PECUNIARY DEALINGS

1. No officer in the Coast Guard shall borrow money or accept deposits from or have any ~~financial~~ dealings with an enlisted person, except that a responsible officer, ~~may~~, at the request of an enlisted person who has had no opportunity to deposit in a bank or otherwise deposit his money, take the money for safekeeping until such time as the person has an opportunity to dispose of it. The officer receiving such a deposit shall give the person a receipt for the money, and shall take every precaution for its safekeeping. (U. S. Coast Guard Regulations, Article 14-2-1A(19)).

2. No person in the Coast Guard shall, for profit or benefit of any kind, loan money to any other person therein; nor shall any such person take or receive for a loan, directly or indirectly, a greater sum of money or any other thing or service of greater value than the equivalent of the sum of money loaned. (U. S. Coast Guard Regulations, Article 14-2-1A(20)).

★ 4235 PERSONAL EFFECTS

1. No person shall maintain his personal belongings or other articles in his custody or possession in any locker, closet, peacoat locker, or space other than that which is regularly assigned to him or which he has been otherwise authorized by proper authority to use.

2. Each man is responsible for obtaining a lock and keeping his personal locker locked. Any evidence of tampering with locks or unauthorized entry into a personal locker shall be reported to the chief master-at-arms immediately.

3. When any enlisted person on board this ship is declared a straggler, or becomes mentally or physically incapacitated to the extent that he can no longer care for his personal effects, such effects shall be collected, inventoried, and sealed by a department petty officer in the presence of a department officer and the chief master-at-arms. The chief master-at-arms shall take custody of the effects for safekeeping and disposition in accordance with current instructions. No person other than those persons designated above shall handle or disturb in any way the personal effects of another person.

SHIP'S REGULATIONS

4. The personal effects of an absent or incapacitated officer shall be inventoried and packed by two officers designated by the executive officer and shall be delivered to the supply officer for safekeeping and disposition in accordance with current instructions.

★ 4236 PERSONALLY OWNED TOOLS AND MATERIALS

1. No person shall take ashore any government property or personal tools, unless such items are definitely and specifically listed on a duly authenticated Property Pass signed by the responsible department head and countersigned by the officer of the deck or the executive officer in the case of an officer withdrawal.

2. Enlisted personnel desiring to bring personally-owned tools, materials, etc., on board for use or repair shall, provided such items are similar to comparable government owned items used in ship's work or business, first obtain permission to do so from their department head. The department head will immediately complete an itemized descriptive inventory of all personally owned tools, materials, etc., brought on board and shall maintain a permanent file of such inventories as a function of department administrative procedure. Each inventory sheet will be signed by both property owner and department head.

★ 4237 PETS

No person shall have in his possession, introduce on board, or sustain on this ship, any animals, birds, reptiles, or fish for any purpose whatever, without permission of the commanding officer.

4238 PHOTOGRAPHIC EQUIPMENT

1. No person shall have in his possession or introduce on board this ship any camera or other photographic equipment capable of exposing a photographic plate or film, without permission of the commanding officer or his authorized representative.

2. No person shall make photographs of this ship or its equipment, or of objects from this ship, without permission of the commanding officer, and then only of the objects for which permission was specifically given.

3. No person shall while on watch or duty as a sentry or member of a patrol, knowingly permit the introduction of any camera or photographic equipment on board this ship unless such equipment is authorized by the commanding officer or his authorized representative.

SHIP'S REGULATIONS

4. The commanding officer may screen all photographs taken by Coast Guard personnel with personal cameras aboard the ship at time of emergency, disaster or combat action for official interest, including public information. Such photographs as are considered to be of official value shall be processed and handled in the same manner as official U. S. Coast Guard photographs with the exception that all unclassified negatives will be returned to the individuals concerned after processing and distribution has been accomplished. (Public Information Manual (CG 247) para. 1005E)

4239 PLAN OF THE DAY

A plan of the day shall be published daily by the executive officer or his authorized representative and shall constitute a medium for the promulgation of such orders and directives as the executive officer may issue.

1. The plan of the day shall be posted on all departmental bulletin boards.

2. All persons shall read the plan of the day each day. They are responsible for obeying applicable orders contained therein.

4240 PROPERTY PASSES

No person shall:

★ 1. Remove or transport any government property of personal tools from this ship unless he possesses a property pass listing all articles to be removed and signed by his department head or the officer of the deck, or by the executive officer in the case of an officer withdrawal.

2. Refuse to present for inspection by the officer of the deck or his authorized representative any item of baggage or article in his possession or on his person; knowingly conceal in any container or on his person, any article with intent to deceive or evade the lawful inspection of such articles.

4241 QUARTERS AND MUSTER

No person shall:

1. Absent himself from quarters or such other place or muster as may be designated by proper authority, unless such absence has been previously approved by his head of department or unless such person is actually on watch, away from the ship in a duty status, or a patient in sick bay.

2. If his assigned duty is to muster a unit of the ship's company, conceal or fail to report the absence of any person in such unit to his head of department, and, in the case of heads of department, to the executive officer.

SHIP'S REGULATIONS

3. Falsify a muster report or alter a written muster report after it has been duly signed and submitted.

4242 REFUSE DISPOSAL

No person shall:

1. Throw overboard wood, trash, bottles, boxes, unpierced metal containers, or other floatable articles, except as authorized by proper authority;
2. Throw anything overboard at sea, except at the fantail and then only with the permission of the officer of the deck;
3. Dispose of garbage by means other than those approved by the executive officer;
4. When in port alongside a pier, dispose of refuse in any other place except designated trash lighters or receptacles on the pier;
5. Throw any trash chewing gum, or other waste materials in urnals, on deck, or in any place other than designated trash receptacles.
6. Discharge oil into inland or coastal waters except as authorized by law or by regulations issued by competent authority.

4243 REPORTS OF OFFENSES

All persons shall report to proper authority all offenses against the ship's regulations, ship's directives, and other lawful orders and directives which may come under their observation and which it is their duty to report. (U. S. Coast Guard Regulations, Article 15-1-1.)

4244 REQUESTS AND REDRESSES

No person shall:

1. Through intent or neglect, fail to act upon or forward promptly any request or appeal which it is his duty to forward or to act upon;
2. Sign his name to any request, letter, or other paper to which other persons have signed their names, the contents of which seek a redress of grievance, or concern misconduct or oppression of his superior officer, or slander, or libel, or tend to weaken the authority of or the respect due to his superior officer. Request mast is the proper means of presenting grievances.

SHIP'S REGULATIONS

4245 SAFE COMBINATIONS

The registered publications custodian shall maintain a current record of combinations for all safes on board this ship.

1. All persons setting or changing the combination of any safe on board this ship shall place in a sealed envelope, on which has been written the exact location of the safe, and deliver it to the registered publications custodian.

2. No person to whom the sole custody of a safe combination has been entrusted shall be detached from this ship unless he has first turned over the custody of the safe to another person or locked the safe open.

4246 SEARCH AND SEIZURE

1. The commanding officer has the sole authority to order, and delegate authority to order, searches of personnel and property under his command. The executive officer has the delegated authority in accordance herewith. No person other than the aforesaid officers and personnel ordered by either of them to conduct a search is authorized to conduct a search of the person or property of any person within the command except:

a. A search of an individual's person, the clothing he is wearing, and the property in his immediate possession or control, conduct as an incident of lawfully apprehending him.

b. A search under circumstances demanding immediate action to prevent the removal or disposal of property believed on reasonable grounds to be criminal goods.

c. A search with the freely given consent of the owner in possession of the property searched.

d. A search in accordance with the authority granted by a lawful search warrant.

2. Wherever possible, persons and property should be placed under guard and the proper authority contacted.

4247 SECURITY OF CLASSIFIED MATTER

No person shall:

1. Remove any classified matter from its proper place of stowage without permission of proper authority, and then only as necessary for the performance of his assigned duties.

SHIP'S REGULATIONS

2. Having possession, custody, or control of any classified matter, knowingly deliver it or divulge its contents to any person not authorized to receive it or to have knowledge of its contents; or fail to take adequate measures, as prescribed in directives of the commanding officer or higher authority, for safeguarding classified matter.

3. Copy or record any portion of any classified matter without permission of proper authority; and, such matter having been copied fail to handle and safeguard such writing as classified information.

4. Have in his possession any classified matter which is not necessary to the performance of his assigned duties; or, finding any classified matter adrift or unattended, fail to turn in such writing or equipment to the classified material control officer.

5. Remove any classified material from this ship without the specific permission of the commanding officer or his designated representative.

4248 SHIPBOARD TRAFFIC ROUTES

All persons shall use the following routes when proceeding to their quarters or emergency stations; forward and up on the starboard side, aft and down on the port side.

4249 SMALL ARMS

Small arms shall be issued by the gunnery officer to watches, sentries, guard mail, petty officers, and such other persons as may be specifically authorized by the commanding officer to carry side arms. No arms shall be issued for unofficial purposes. Personal small arms brought aboard for transportation purposes shall be turned in to the gunnery officer for custody.

1. No person shall be issued arms until he has demonstrated to the gunnery officer or his designated representative that he has a knowledge of the operation of the piece and all safety precautions incident to its use.

2. No person shall insert a clip or otherwise load any small arms unless he actually suspects that he will shortly be required to fire the piece in the performance of his duty.

3. No person shall clean, repair, or adjust any small arms except those persons specifically designated by the gunnery officer.

4. Persons required to carry small arms on watch in the performance of duty shall be instructed never to discharge the weapon except in emergency and then only in self-defense.

4250 TAMPERING

No person shall tamper with, manipulate, or operate in any manner any hull fittings and equipment, damage control fittings and equipment, valves, electrical equipment and controls, machines, ventilation controls and thermostats, or other equipment which is not his duty to operate, repair, or adjust.

SHIP'S REGULATIONS

★ 4251 TAX FREE TOBACCO PRODUCTS

Except for bulk sales to certain other ships under orders to proceed beyond the three mile limit of the United States, tax-free cigarettes shall not be sold by ship's exchange activities on board this ship within the three-mile limit or international boundary as the case may be, of the United States.

4252 TIPPING

No person shall:

1. Accept any money or other compensation from a person on board this ship in return for a service which it is his duty to perform or render, regardless of the circumstances incident to such service.
2. Give or proffer any money or other compensation to any person on board this ship for a service performed in the line of duty, regardless of the circumstances incident to such service.

4253 UNAUTHORIZED ARTICLES

No person shall:

1. Have in his possession on board this ship the property of another person in the Coast Guard, without permission from proper authority.
2. Purchase any dangerous weapons, including knives, firearms, explosives, fireworks or pyrotechnics, in any port outside the United States, unless authorization has been obtained in writing from the commanding officer.
- ★ 3. Have in his possession on board this ship any lewd, lascivious, or obscene writing, photograph, or drawing; or proffer, sell, or exhibit any lewd, lascivious, or obscene writing, photograph, or drawing.
4. Have in his possession on board this ship any medicine or drugs, or consume or use any medicine or drugs except as may be authorized by a medical officer or hospital corpsman or by a prescription of a civilian doctor.

4254 UNAUTHORIZED ENTRY

No person shall:

- ★ 1. Enter any space on board this ship which is marked EXCLUSION OR LIMITED AREA or which is known by him to be a restricted area, except as may be necessary to performance of his duty.

SHIP'S REGULATIONS

2. If he is an enlisted person, enter or pass through the wardroom, the wardroom galley, officers' staterooms, passageways in the vicinity of officers' staterooms, or any space marked OFFICERS' COUNTRY, or which is known by him to be officers' country, except as may be necessary to the performance of his duty.

3. Enter any office space or shop which it is not his duty to enter.

★ 4255 WATCHES, PATROLS, AND SENTRIES

No person shall, while on watch or on duty as a member of a patrol or as a sentry, fail to report all violations of the ship's regulations, ship's directives, and other breaches of good order and discipline; or observing a violation of regulations or of good order and discipline, fail to exert himself to the utmost to suppress such violations; or fail to report any violation of safety precautions or safety regulations known to him which he may observe; or observing such violations, fail to exert himself to the utmost to suppress such violations and other malpractices which may endanger the safety or security of this ship and its personnel.

CHAPTER 4 - SHIP'S REGULATIONS

SECTION 3 - SAFETY REGULATIONS

The regulations in this section are not safety precautions. They constitute orders of the commanding officer prohibiting certain procedures which would endanger the safety of the ship or its personnel. Violators of these safety regulations shall be subject to punishment in accordance with due process of law.

4301 BOATS

1. The senior officer in a boat has authority over all persons embarked unless this authority has been specifically delegated to another person by an order covering the operation in which the boat is engaged. This authority carries with it responsibility for the safety and management of the boat under all circumstances. (U. S. Coast Guard Regulations, Article 13-2-B).

2. No passenger in a ship's boat shall modify the orders of the officer of the deck to the coxswain of the boat without due cause and, in doing so, such person shall assume full responsibility for the consequence of his orders.

3. The coxswain, or boat officer when assigned, shall be responsible to the commanding officer for the enforcement of these boat regulations.

4. No ship's boat shall be loaded beyond the capacities established by the commanding officer and published in the boat hull, without specific permission of the officer of the deck, and then only in emergencies.

5. No person shall smoke in a ship's boat under any circumstances.

6. No person other than those specifically designated by the engineer officer shall operate or attempt to operate a boat engine; test, remove, or charge a boat's battery, or tamper in any way with the boat's electrical system; or fuel a ship's boat.

7. No person shall be assigned as a member of a boat crew unless he is a qualified swimmer, has demonstrated a practical knowledge of boat seamanship, rules of the road, and boat safety precautions; and has been duly qualified for his particular assignment by the first lieutenant.

★ 8. Every person in a boat being hoisted in or out, or hung in the davits, shall wear a vest or standard type life jacket or wet suit and shall hold fast to man ropes.

★ 9. No person shall board a boat from an embarkation ladder unless another person is standing by on deck or in the boat.

★ 10. All members of a boat's crew shall wear rubber soled canvas shoes when embarked in a ship's boat engaged in boarding duty.

11. All boats leaving the ship shall have local charts with courses to and from their destination recorded thereon.

4302 CLEANING AGENTS

1. Under no circumstances shall any person use gasoline as a cleaning agent.
2. No person shall use alcohol as a cleaning agent without specific permission of his head of department, and then only in accordance with material maintenance instructions.
3. Paint thinners and similar agents shall be used only in the paint locker by persons specifically assigned to duty there.
4. No person shall use carbon tetrachloride for any purpose whatever on board this ship. No person shall use other chlorinated solvents (trichloroethane) for any purpose whatever without permission of the commanding officer and then only when the space in which they are being used is continuously and adequately ventilated.

4303 CLOSED SPACES

1. A closed space shall be construed to mean any space which is not normally and regularly ventilated; in particular, tanks, voids, double bottoms, and cofferdams. Experience has shown that a great danger of explosion or asphyxiation exists in spaces which have been closed to ventilation for long periods. It shall be assumed that these dangers exist in all closed spaces in this vessel.
2. No person shall open or enter any closed space in this vessel without specific permission of his head of department, and then only when pertinent safety precautions published in "BuShips Technical Manual" and "U. S. Navy Safety Precautions" have been complied with.

4304 ELECTRICAL AND ELECTRONIC EQUIPMENT

For the purpose of this regulation, the term electrical equipment shall include generators, electrically powered machinery and mechanisms, power cables, controllers, transformers, and associated equipment. Electronic equipment shall include radars, radios, power amplifiers, antennas, and associated controls.

- * 1. No person shall operate, repair, adjust, or otherwise tamper with any electrical or electronic equipment (unless assigned by his head of department to perform a specific function on certain equipment). Exception may be authorized in definite emergencies only when no qualified operator is available. The operation of electric light and bulkhead electric fan switches is exempted.
2. No person shall be assigned to operate, repair, or adjust electrical and electronic equipment unless he has demonstrated a practical knowledge of its operation and repair and of all applicable safety precautions, and then only when duly qualified by the head of department having cognizance over such equipment.

SAFETY REGULATIONS

3. No person shall paint over or otherwise destroy or mutilate any markings, name plates, or other identification on any electrical or electronic equipment.

4. No person shall hang anything whatever on, or secure a line to, any power cable, antenna, or other electrical or electronic equipment.

5. No person shall approach closer than two feet to a radar or radio transmitting antenna unless it has been deenergized, and then only to make an authorized repair or adjustment.

★ 4305 LIFE JACKETS

Every person shall wear a life jacket or wet suit when:

1. Working over the side on stages, boatswain's chairs, or in boats or punts.

2. On weather decks during heavy weather, as directed by proper authority.

3. Engaged in work at a station for replenishment or transfer at sea when there exists any possibility of being washed overboard or falling over the side.

4. Embarked in a small boat.

4306 LIFE LINES

No person shall:

1. Lean on, sit on, stand on, or climb over any life line on this ship, either in port or underway. However, personnel working over the side in port may climb over life lines when necessary, but only if they are wearing life jackets.

2. Dismantle or remove any life line on this ship without specific permission of the first lieutenant, and then only if temporary life lines are promptly rigged.

3. Hang or secure any weight or line to any life line on this ship except as authorized by the commanding officer.

4307 OPERATION OF MACHINERY

For the purpose of this regulation, machinery shall include all engines, motors, generators, hydraulic systems, or other apparatus supplying power or motive force.

SHIP'S REGULATIONS

1. Except in definite emergencies, and then only when no qualified operator is present, no person shall operate, repair, adjust, or otherwise tamper with any machinery and associated controls on board this ship unless assigned by his head of department to perform a specific function on such machinery.

2. No person shall be assigned to operate, repair, or adjust any machinery on board this ship unless he has demonstrated a practical knowledge of its operation and repair, and of all applicable safety precautions, and then only when qualified by the head of department having cognizance over such machinery.

4308 SHOES AND HARD HATS

1. All persons shall wear shoes equipped with rubber heels on board this ship and in the ship's boats except that boat crew members may wear rubber soled canvas shoes when embarked in ship's boats.

2. No person shall wear shoes with taps, cleats, or other metal devices on the heels or soles on board this ship or in the ship's boats.

★ 4309 SMOKING

No person shall smoke under the following conditions:

1. In holds, storerooms, food preparation spaces, voids, or trunks; in any shop or space where flammable liquids are being used or handled; in the ship's boats; in bunks or berths; in magazines, handling rooms, ready service rooms, gun mounts; in the vicinity of motion picture film stowage; or such other spaces as "No Smoking" signs are posted.

2. In any area of the ship where ammunition is being handled;

3. When ammunitioning ship, either loading or unloading, nor shall anyone have on his person any matches or cigarette lighters during such work;

4. In any part of the ship when receiving or transferring JP-5 fuel or diesel oil, except in spaces designated as smoking areas by the commanding officer;

5. During general quarters, general drills, or during emergencies except as authorized by the commanding officer during extended periods or stations;

6. Within 50 feet of a helicopter on the flight deck.

SAFETY REGULATIONS

7. At or in the vicinity of church services;
8. When the word "the smoking lamp is out" is passed;

4310 TOOLS

Constant danger from electric shock and the risk of physical injury from flying particles accompany the use of portable pneumatic or electrically powered tools. The rigorous use that electrically powered tools receive, and the metal construction of the ship, increase the possibility of shorts and grounding and present a constant hazard to the safety of personnel using such tools.

1. No person shall be issued or in any way use a portable electric or pneumatic tool unless specifically authorized by his head of department and then only after he has demonstrated knowledge of the tool's operation and of the safety precautions incident to its use.
2. No person shall use a portable electric or pneumatic tool for any purpose other than those specifically authorized by his head of department.
3. No person shall use a portable electric tool unless the tool housing is grounded to the ship's metal structure, either through a ground type receptacle and plug or by direct connection to the hull.
4. All persons using pneumatic or electrically powered wire brushes, chippers, sanders, or grinders shall wear goggles.

4311 WORKING ALOFT

1. All heads of department shall ensure that their personnel are instructed in all applicable safety precautions and are fully qualified before permitting them to go aloft for work on the mast.
2. No person shall go aloft on the mast without first obtaining specific permission from the officer of the deck, and then only to perform necessary work or duty.
3. Before authorizing men to go aloft on a mast the officer of the deck shall:
 - a. Ensure that all power on radar and radio antennas in the vicinity of the men is secured while they are aloft.
 - ★ b. Ensure that controls associated with the antennas are tagged "SECURED, MEN ALOFT."
 - ★ c. Determine that wind and sea conditions or contemplated ship manuevers will not endanger men aloft.
 - d. Ensure that men going aloft are equipped with safety belts and safety lines, and that they will be properly tended and supervised.

SAFETY REGULATIONS

4. All tools, buckets, paint pots, and brushes shall be secured by a lanyard when used in work on masts.

4312 WORKING OVER THE SIDE

1. All heads of department shall ensure that their personnel are instructed in all applicable safety precautions and are fully qualified before permitting them to work over the side of the ship on scaffoldings, stages, or in boatswain's chairs.

2. All heads of department shall ensure that a competent petty officer constantly supervises their personnel working on scaffoldings, stages, and in boatswain's chairs and that qualified personnel are assigned to tend the safety lines.

3. All men working over the side of the ship on stages, in boatswain's chairs, or in boats along the side of the ship, shall wear inherently bouyant life jackets and, with the exception of men in boats, shall be equipped with safety lines tended from the deck above.

4. All tools, buckets, paint pots, and brushes used by men working over the side of the ship shall be secured by lanyards to prevent their loss overboard and injury to personnel below.

5. No person shall work over the side of the ship while underway without permission of the commanding officer.

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) Turn the man and his records over to the chief master-at-arms, who shall escort him to the ship's office. (The office force shall verify the man's orders, records, and accounts for completeness, and make proper distribution. They shall also obtain the necessary data for personnel accounting and take the man up in the ship's records).
- (4) Direct the chief master-at-arms to assign temporary berthing and issue blankets and pillows pending assignment to duties.

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 a 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.

ADMINISTRATIVE PROCEDURES

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 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 hospitalman, for health and dental record.
- (2) Recreation officer, for athletic gear.
- (3) Registered publication custodian, for registered publications.
- (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) Gunnery officer, for small arms and shore patrol gear.

ADMINISTRATIVE PROCEDURES

(6) Education officer, for correspondence courses.

(7) Yeoman in charge of the ship's office, for service record up to date on all entries and for liberty card destroyed.

(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. Articles of Chapter 12, Part 1, U. S. Coast Guard Regulations, 1955, and orders from proper authority are to be observed in regulating leave and liberty.

The commanding officer, subject to orders of higher authority, grants leave and liberty within the ship. The executive officer regulates the scheduling of leave and liberty. An accurate record shall be kept at all times of the number of persons away from the ship.

1. **LIBERTY CARDS.** Liberty will be granted as published in the plan of the day and in accordance with the liberty lists. Liberty cards will be issued by the quartermaster of the watch. Men must show their cards to the officer of the deck as they go over the gangway. They shall be turned in to the quartermaster of the watch immediately upon return from liberty. Liberty cards are issued to personnel in pay grades E1 through E3. For other enlisted personnel, their identification card will normally suffice to cover authorized liberty.

a. No man shall have another man's liberty or identification card in his possession without proper authority. Mere possession of a liberty card does not entitle a man to liberty. Each man, before going ashore on liberty or leave, shall be responsible for determining that he is entitled to leave the ship. Illegal use of a man's own or another's liberty card will be an offense against ship's regulations in addition to the specific offense of absence without leave.

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 to the executive officer. It is normally restricted to necessary situations for men of good conduct standings. 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 liberty cards or identification cards are not eligible for liberty until a new card has been issued.

ADMINISTRATIVE PROCEDURES

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 U. S. Coast Guard Regulations, Article 12-1-16. 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 2-1/2 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 in the same fiscal year.
- (3) Leave address and telephone number (latter if known)
- (4) Accrued leave to which entitled.

ADMINISTRATIVE PROCEDURES

(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 when other than the regular working uniform. Personnel breaking out fresh provisions will normally require a certain amount of winter clothing.

ADMINISTRATIVE PROCEDURES

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 have probable cause to believe 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.

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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 a 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 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 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 in a space suitably secure for the purpose, adequate surveillance shall be established, and medical examination shall be secured as expeditiously as practicable.

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2. REASONS FOR IMPOSING RESTRAINTS. The officer authorized to impose restraint may, according to his own 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. It should be noted that restraint may be imposed as punishment for an offense only by the commanding officer or senior authority in accordance with the UCMJ. Authority to restrain herein given to other persons is limited to the purposes of ensuring presence for investigation or trial, and for the purpose of protecting the ship, its company, or the one restrained.

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 2696 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. 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.

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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. He determines whether, in his opinion, 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 non-judicial 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., 1951, 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 executive officer. The executive officer passes on the preliminary investigation, referring the case to mast or dismissing it, as indicated on NAVPERS Form 2696.

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 135b, MCM 1951. The form used for the unit punishment book is NAVPERS 2696. This form includes the data required by paragraph 135b, MCM 1951. 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 2696.

e. Extra duty shall be performed in accordance with Article 0101, Coast Guard Supplement to the Manual for Courts-Martial, 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 1951, 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

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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 the word 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 his 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 current Personnel Instructions.

5106 PERSONNEL PAY AND SAVINGS

Standard procedures are given in this article for disbursement of pay, registering of allotments, and handling of savings and safekeeping deposits of all personnel, both permanent and transitory.

1. PAYMENT DATES. Pay will normally be made by check from the district disbursing officer on the first and sixteenth day of the month or as soon thereafter as possible.

2. RESPONSIBILITIES. The executive officer will be responsible for the place of pay and the pay line. The chief master-at-arms will maintain order. When men are absent from the ship on working parties or for other official reasons, the department head shall notify the executive 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 head of department concerned and the executive officer. Heads of departments shall investigate each request thoroughly before recommending approval. The commanding officer after approvals, will send the request on to the district authorized certifying and disbursing officers for payment of if he deems advisable send the request to the local representative of the Coast Guard Welfare for a short term loan to be paid the following pay day.

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a. Special Money for Personnel Reporting Aboard. Men reporting aboard, who have not been paid, will be paid at the time of the next regular pay day. Men desiring special pay will follow the procedures in paragraph 3 above.

b. Articles for Health and Comfort of Men in Debt. Men in debt to the Government or without funds may be issued clothing and small stores on the written authority of the commanding officer in accordance with the Comptroller Manual. 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 (U. S. Coast Guard Regulations, Article 7-1-15).

c. Pay for Personnel on Leave. Personnel going on leave, who will be absent on pay day, may leave a fully addressed, stamped envelope with the executive officer so that a check may be mailed the following pay day. Otherwise their check will be held by the executive officer until their 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. As a practical matter this means they must be recorded on the pay record before the twenty-fifth day of the month preceding the month of first payment.

5. SAVINGS. The practice of keeping large sums of money aboard ship is discouraged. However, when personnel have substantial sums the money may be left with the executive officer for safekeeping, in accordance with Article 4234 of this manual, for short periods of time.

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 a 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.

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 visitors" signs are placed at each access to exclusion or limited areas in the ship. Ordinarily the spaces restricted to general visitors are the CIC; code room; radio central and emergency radio; 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; officers' 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. 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 nonofficial trade will be permitted on board ship. The ship's company will be protected from undue annoyance by tradesmen 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.

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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 commanding officer, may leave with the executive 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 executive officer, in turn, may post appropriate samples of such material on the bulletin boards.

d. At no time shall any agent be furnished a roster of personnel attached to a ship.

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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 in 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.

(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 instructions 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. 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 hospital corpsman. 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.

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(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 the remnants of meat removed from all parts and from the deck. The modern dishwashing machine, if maintained and operated in accordance with BuShips 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 instructions.

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(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 may be used in the garbage grinder if the connection thereto is by a closed, untapped line into an eductor (see BuShips Technical Manual, Article 36-33). Salt water shall not be used to wash garbage cans.

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 commissary man or hospital corpsman shall inspect all fresh provisions as they come aboard to determine their fitness for consumption. Milk, ice cream, and seafood from local supplies 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 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.

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(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 a 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.

1. 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.

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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

1. Responsibilities

- a. Department heads provide for relief of men on watch.
- b. The officer-of-the-deck and the chief master-at-arms exercise general supervision.
- c. Department petty officers ensure proper airing of bedding in their respective departments and ensure that all bedding is struck below at "Pipe down aired bedding".

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2. Procedures.

a. Bedding will be aired on the life rails and lifelines around the helicopter deck.

b. Place mattress lengthwise on the inboard side of the liferails leaving the bottom edge at least two inches above the deck. Fold blanket to conform to the contour of the mattress and place on the inboard side of the mattress with the mattress cover inboard of the blanket. The bedding is secured by passing bunk straps completely around the liferails and the mattress, blanket, and cover. Pillows with pillow cases removed are secured under the bunk straps on the inboard side.

5203 GENERAL MESS PROCEDURES

This article outlines the standard method for operating a general cafeteria type mess. Petty officers shall be assigned to supervise the mess line in order to maintain order and quiet. The hours of mess are posted in the daily routine. The crew shall eat by watches. No seats assigned. Watches shall be piped to mess in the following order:

1. - Relief Watch
2. - Off Watch
3. - Watch Relieved

1. Requirements for Messmen. Messmen and the mess chief master-at-arms are detailed in the personnel assignment bill. Personnel who have been on board less than three months should not be detailed to duties as messmen. Messmen will not normally be required for watches in port. Messmen will wear clean white uniforms. All messmen will take a daily shower and keep the hands scrupulously clean, with the fingernails neatly trimmed and clean. They shall wash their hands thoroughly after each visit to the head. They shall be inspected daily by the officer-of-the-deck for cleanliness, evidence of sores or infections on the exposed surfaces of the body, and any other readily visible evidence of contagious or infectious disease. The hospital corpsman shall examine all messmen for evidence of contagious disease prior to assignment to messing duties. Messmen shall be inspected weekly by the hospital corpsman for standards of personal hygiene and any evidence of external infection or contagious disease.

2. Mess Inspections. The executive officer will direct a daily inspection of the mess by an officer on the OOD's watch list. The general tone of the mess, the quality and quantity of food, the general cleanliness of spaces and equipment, and the dishwashing procedures -- with special emphasis on correct washing time and temperatures -- will be observed.

5204 INSPECTION OF SHIP AND PERSONNEL

The procedures in this article apply to all the usual forms of shipboard inspection which are essential to maintain the high standards required of an effective ship. U. S. Coast Guard Regulations defines the responsibilities of the commanding officer, executive officer and heads of department in carrying out inspections.

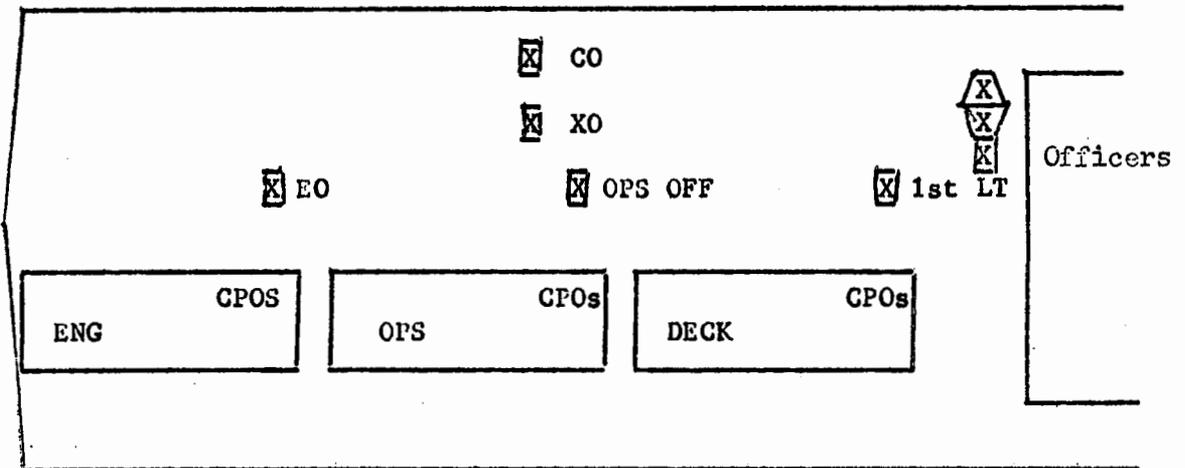
ADMINISTRATIVE PROCEDURES

1. Personel Inspections

a. Daily Inspections. The daily quarters for inspection shall include an informal inspection by each department head of his department personnel. This inspection shall give particular attention to individual cleanliness, haircuts, posture, proper wearing of the uniform, and overall military appearance.

b. Monthly Inspection

(1) For monthly inspection all hands will fall in on the Flight Deck, as indicated below, when officer's call is sounded. Departments will be formed facing inboard in two ranks 6 feet apart with the CPOs and the taller men toward the forward end of the ship.



(2) When the inspecting officer has approached to within six paces of the department, the department head will salute and say, "Good Morning, Captain. Blank department ready for inspection, Sir."

(3) As the inspecting officer and his party inspect, the head of department will fall in just behind the inspecting officer, on the side away from the rank under inspection.

(4) Upon completion of the inspection, the department will stand at parade rest until all departments are inspected and then return to "attention" until directed other-wise by the Executive Officer.

2. Inspection of Ship.

a. Daily Inspection. Coast Guard Regulations requires the executive officer, heads of departments, and other officers to make frequent inspections of spaces and equipment. This shall be constructed to mean daily inspection of all such spaces and equipment during the normal working hours of the crew, 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 security.

b. Weekly Inspection.

(1) The Commanding officer will normally inspect the lower decks, holds, storerooms, machinery spaces, the crew at quarters, when prescribed, the topside, and all living spaces weekly.

CHAPTER 5-ADMINISTRATIVE PROCEDURES

SECTION 3-ACCOUNTS AND INVENTORIES

5301 MESS ACCOUNTS

This procedure applies to vessels with a wardroom mess established. The regulations governing the election and general duties of the mess treasurer are contained in U. S. Coast Guard Regulations, 1955 (paragraph 10-55).

1. Responsibilities of the Treasurer. The mess treasurer is responsible for the following specific duties:

- a. Handling of all mess funds.
- b. Monthly inventory of mess stores and equipment.
- c. Submission of a properly prepared mess statement to the auditing board.
- d. Submission of a list of members of the mess, properly initialed, to indicate payment of mess bill.
- e. Procurement of receipts for all expenditures.

2. Indebtedness. Mess shares will be kept as constant as practicable. No indebtedness will be incurred which cannot be discharged by funds currently available to the mess.

3. Accounting Records. Three accounting records are required to be kept each month -- the cash book, the record book, and a folder of accounting vouchers.

a. The Cash Book is a record of the receipts and expenditures of the mess funds. The various columns in the cash book will be captioned as follows:

Receipts (debits)

- (1) Mess Bills paid by members.
- (2) Mess shares paid by members joining this month.
- (3) Other:
- (4) Total.

Expenditures (credits)

- (5) Mess shares refunded for current month.
- (6) Dealers' bills paid for current month.
- (7) Other.
- (8) Total.

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Transactions shall be entered in the cash book as occurring, and shall show the date of the transaction, the name of the person or company from whom the funds have been received or to whom the funds will be paid, and the amount of the transaction, which is entered first in the column descriptive of the transactions and then in the total column.

b. The Record Book is used as a ledger in which are entered the assets and the liabilities of the mess together with other matters of a miscellaneous nature, as follows:

(1) The assets -- property owned by the mess -- shall be listed individually in the record book at the cost price less depreciation as charged. The value of the assets, less depreciation, shall be entered in the appropriate space on the balance sheet each month.

(2) The liabilities of the mess -- items for which the mess owes money and which remain unpaid at the end of the month -- shall be listed individually in the record book in appropriate categories, such as unpaid dealers' bills, and so forth. The totals of the various liabilities at the end of the month shall be entered in the appropriate spaces on the mess statement, form CG 4146.

(3) The cash received by the mess from members paying mess bills shall be entered in the record book as paid. The entries should include the name of the member, date, the amount paid, and the initials of each member. The summary entry of these receipts shall be made monthly in the cash book when payment has been made by all members except those on detached duty, in hospital, or on leave. Individual or summary entries may be made on return of members of the mess who were absent at the time the mess bills were being paid.

(4) The purchase of a mess share, or the payment of a rebate, shall be entered in the record book. The name, date, amount, and the signature of the member shall be recorded. The entry recording receipt of the cash payment for this transaction shall be made in the cash book as occurring

c. The Folder of Vouchers, appropriately marked, will contain all of the vouchers pertaining to the financial transactions for the current month, as follows:

(1) To support the mess statement Section 1, the folder will contain the original of the last month's statement to support the cash brought forward; the ration voucher and statement of sales to messes, furnished and signed by the disbursing officer when the mess treasurer collects for commuted rations and pays for the provisions purchased; the dealers' bills which have been dated and signed by the dealer as having been paid, or the canceled checks evidencing payment; the mess steward's list of outside sundry purchases (signed by the steward and approved by the mess treasurer) showing items and prices paid; and a certificate signed by one member of the auditing board certifying the amount of cash on hand at the end of the month.

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(2) To support the Mess Statement Section 3, the folder will contain a priced inventory of stores on hand, signed by the mess treasurer and by one member of the auditing board; the dealers' bills unpaid at the end of the month; and a memorandum from the executive office listing officers on leave or officers who have joined or been detached from the ship.

4. Preparation of Reports

a. The Mess Statement shall be prepared on form CG-4146. Entries shall be made in Section 1 of this form from the appropriate cash book data. All cash account entries must be substantiated by entries in the record book or by individual vouchers.

b. The first entry in Section 3 of form CG-4146, that of cash on hand, is taken from Section 1 of the form. The assets and liabilities appearing in the record book are then entered in the appropriate spaces. The value of the inventory of provisions, obtained from the inventory prepared and signed by the mess treasurer and a member of the auditing board, is regarded as an asset.

c. The Net Worth of the mess is the difference between the assets and the liabilities. The net worth is computed and is entered opposite the proper caption in the liability column. The liability column is then totaled and must balance with the total of the assets column.

d. The Individual Mess Share shall be computed as follows:

(1) Add to the number of members of the mess at the end of the previous month, the number of members who have joined the mess during the current month and who have paid the mess share.

(2) Add the number of officers who have joined the ship during the current month and are listed on Section 3 of CG-4146 as not having paid the mess share.

(3) Subtract the number of officers who were detached from the ship during the month and are shown in the cash account as having been refunded the value of the mess share.

(4) Divide the net worth of the mess by the number of members of the mess at the end of the month.

The result is the value of the mess share.

e. The Cost of Ration is computed by adding to the mess bill any decrease in the mess share and subtracting from the mess bill any increase in the mess share.

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f. The Monthly Financial Statement of the mess shall be prepared on form CG4146 in duplicate by the mess treasurer and shall be presented to the Audit Board, with all vouchers, not later than the eighth day of the month. The board shall audit the accounts and transmit them to the commanding officer not later than the tenth day of the month. After approval by the commanding officer, the original of this form, with all substantiating vouchers, shall be retained in the files of the mess treasurer and the copy shall be posted on the bulletin board of the mess concerned. If the statement cannot be submitted to the commanding officer by the tenth day of the month, the mess treasurer shall so report in writing to the commanding officer, stating reasons for the delay and giving the date the statement will be furnished. By placing their signatures on this balance sheet and operating statement, the Audit Board certifies that it has:

(1) Checked cash brought forward from previous statement against cash on hand in previous statement.

(2) Verified mess bills paid, mess shares paid, mess bill rebates, and guest charges and assessments.

(3) Verified expenditures by comparison of sales slips, vouchers, statements from creditors, and receipts for cash payments.

(4) Checked provisions from supply officer and commuted rations against ration voucher and statement of sales to messes (CG-2581).

(5) Verified cash on hand by counting cash and attaching as a voucher a statement of cash on hand, dated to indicate count was made as of end of business on the last day of the month.

(6) Witnessed taking and evaluating of inventory of stores on hand as evidence by inventory attached as a voucher signed by the mess treasurer and a member of the auditing board and dated to indicate that inventory was made as of the last day of the month.

(7) Checked the foregoing points against entries on the statement.

5302 INVENTORY AND SURVEY OF EQUIPAGE

Standard procedures may be used as a guide for the inventory and survey of equipage. To supplement the following information, directives in the Comptroller Manual may be consulted.

1. Inventory Procedures.

a. Inventory of equipage is carried out to sight and inspect for serviceability all equipment under the custody of all departments in order to determine what items are missing or unserviceable and to prepare requisitions and surveys as necessary. Heads of departments are responsible for the inventory of all equipage under their technical custody.

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b. Inventory of equipage will be made when the ship is commissioned, inactivated, or reactivated; on relief of the head of department (inventory should be made jointly by the relieved and relieving department heads); and when the head of department or commanding officer considers an inventory necessary.

c. For equipage requiring custody signatures, the head of department's file of duplicate copies of the equipage stock cards and custody records provides a basis for conducting inventory. Each article will be sighted and inspected for serviceability by the officer taking inventory. Serial numbers, when listed, will be checked. Final steps in the inventory procedure are the transfer of the inventory record on the back of the duplicate card to the original held by the supply officer, and signature on the back of the original by the officers taking inventory.

d. For equipage which does not require custody signatures, any records may be used by the department heads for conducting the inventory. Serial numbers, when listed, will be checked.

e. All shortages of equipage requiring custodial signatures will be surveyed, using the procedures prescribed in paragraph 2 below. Items of equipage not requiring custodial signature will be surveyed only when the commanding officer or department head considers a formal survey necessary; or when an augmentation of allotment is required for replacement of the material. Overages of equipage or items not on record will be reported to the supply officer.

f. A joint letter report from the department head being relieved and the relieving officer will be submitted to the commanding officer with copy to the supply officer indicating completion of the inventory.

2. Survey Procedures.

a. There are two types of surveys. Formal surveys are required for classes of material or articles designated by the bureau or office concerned, or when specifically directed by the commanding officer in view of circumstances which he considers warrant such action. Informal surveys are made in all other cases.

b. The initial request for a survey will be made in rough on a survey request, report and expenditure form (NavSandA 154) by the department head having custody of material to be surveyed. Attached to the rough survey request will be a statement of the opinion of the originator relative to:

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- (1) The condition of the material.
- (2) The cause or condition surrounding the loss, damage, deterioration, or obsolescence of the material.
- (3) The responsibility for the cause or condition if such can be determined, or the reason it cannot be determined.
- (4) A recommended disposition of the material and of action to be taken.

c. The department head will then forward the rough survey request to the supply officer, who from the facts of the case, will make a preliminary determination as to whether a formal or informal survey is required.

(1) Processing an Informal Survey.

(a) The head of department having custody of the material to be surveyed will be responsible for making an informal survey.

(b) If it is determined that an informal survey is required, the supply officer will prepare a smooth survey request, report and expenditure form (NavSandA 154) in the following manner:

1. Complete request and report sections of survey form for signature by the head of department concerned.
2. Complete action of commandant or commanding officer section by preparing first line for signature by the commanding officer or his designated representative (see the Comptroller Manual).
3. Complete action by reviewing officer after survey section by preparing form for commanding officer's signature.
4. Complete final expenditure section by preparing for signature of supply officer.

(c) The supply officer will route all copies of the report to the head of department concerned via the commanding officer or his designated representative. The commanding officer or his designated representative will then review the supply officer's preliminary recommendation for an informal survey, sign in the section prepared for his signature if he concurs, and forward the survey to the head of department concerned. The head of department will survey the material, sign the request and report sections prepared for his signature, and forward the survey to the commanding officer. The commanding officer will review the action taken. If he approves it he will sign the action by reviewing officer after survey section. If he does not approve, he will explain the reason therefor by endorsement on the reverse of NavSandA 154 and provide instructions with regard to the property. On approval, the survey form will be returned to the supply officer.

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(d) On receipt of the approved survey form the supply officer will sign the expenditure section. Distribution will be effected as directed by the Comptroller Manual. Surveys will be forwarded to the district commander or Commandant for review and approval only when directed by the Comptroller Manual, Vol III or IV or by such other instructions as may be issued.

(2) Processing a Formal Survey

(a) A survey board designated by the commanding officer will be responsible for a formal survey. The commanding officer, the officer on whose records the material being surveyed is carried, and the officer charged with custody of the material being surveyed may not serve on this board.

(b) If it is determined that a formal survey is required, the supply officer will prepare a smooth survey request, report and expenditure form (NavSanda 154). He will first complete the request section of the survey form for signature of the head of department concerned. He will then select a commissioned officer, or a board of three officers (from the panel appointed by the commanding officer), enter the names of the survey officers on line 2 and 3 of action of commandant or commanding officer section, and prepare for the signature of the commanding officer or his designated representative. He completes action by reviewing officer after survey for signature of the commanding officer and forwards all copies to the head of department concerned.

(c) The head of department concerned will sign the request section of the smooth survey form and forward it to the commanding officer or his designated representative. The commanding officer or his representative will then designate surveying officer(s) by signing the section labeled action by commandant or commanding officer and will forward all copies to the surveying officer or board.

(d) The surveying officer or board will survey material, complete and sign the report section of the survey form, and return it to the commanding officer. If the commanding officer approves of the survey he will indicate concurrence with the survey officer's (or board's) report and recommendation by signing the survey form in the section labeled action by reviewing officer after survey and forward it to the supply officer. If he does not approve, he will explain the reason therefor by endorsement on the reverse of NavSanda 154 and provide instructions with regard to the property.

CHAPTER 5 - ADMINISTRATIVE PROCEDURES

SECTION 4 - HONORS AND CEREMONIES

5400 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:

5401 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 -- two short whistles

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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).

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- 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.

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(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.

ADMINISTRATIVE PROCEDURES

5402 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 a 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"

ADMINISTRATIVE PROCEDURES

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. This article outlines the standard procedure to be followed in jettisoning high, heavy, topside material when ship's stability is endangered. Jettisoning is a difficult and time-consuming task which should be resorted to only when one or more of the following conditions makes such action necessary:

- a. Heavy localized damage dangerously reduces hull strength.
- b. List or trim impairs efficiency of the ship as a gun platform.
- c. List or trim impedes progress of the ship through the water.
- d. It is imperative that range of stability be increased.

2. The damage control officer is responsible for maintaining a list of topside material which can be jettisoned. He is also responsible for instructing repair parties in jettison procedures and for carrying out those procedures when directed. Personnel not actually employed in fighting the ship or immediately required for ship or damage control augment the designed repair parties in disposing of material.

3. The height in feet of the center of gravity and the resulting increase of GM can be determined by referring to Chapter 88, Section I, Part 7 of the Bu Ships Technical Manual. Items listed in Figure 5-1 should be jettisoned first if possible.

JETTISON LIST

(WPC-210^o)

<u>Item</u>	<u>Location</u>	<u>Est. Wt.</u> <u>Lbs.</u>	<u>Height Abv.</u> <u>Base Line</u>	<u>Approx.</u> <u>GM Gain</u>	<u>Approx. Accum.</u> <u>GM Gain</u>
24' Motor Surf Boat	01 Port	4,500	34.5'	.05'	.05'
24' Motor Surf Boat	01 Stbd.	4,500	34.5'	.05'	.10'
4 Inflatable Boats	02 Deck	1,120	38'	.01'	.11'
Port Anchor & 1st Shot	01 Port	2,905	27'	.03'	.14'
Stbd. Anchor & 1st Shot	01 Stbd.	2,905	27'	.03'	.17'
Misc. Gear*	Pilot Hse. Top	550	54'	.01'	.18'
Misc. Gear	Bridge Deck	600	48'	.01'	.19'
Misc. Gear	02 Deck	1,800	39.5'	.02'	.21'
Misc. Gear	01 Deck	4,800	31.5'	.06'	.27'
Misc. Gear	Main Deck	29,000	24'	.18'	.45'
Misc. Stores**	2nd Deck	24,000	16.7'	.06'	.51'

* Misc. Gear

- Pilot House Top - searchlights, canvas covers, flares, signals, etc.
- Bridge Deck - searchlights, canvas covers, chart table, navigational equipment, furnishings
- 02 Deck - furnishings, electrical and navigational stores
- 01 Deck - furnishings, bedding, aero. stores, av. lube oil, canvas covers
- Main Deck - furnishings, bedding, galley, pantry, mess, office, dispensary equipment, Bos'n 1, paint, laundry, ship store stores, laundry equipment

** Misc. Stores

- Dry, freezer, Bos'n 2

Table 5-1

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AMENDMENT NO. 1

5502 STRIP SHIP PROCEDURE

This articles provides a guide for removing from the ship, when directed by the commanding officer, items designated as nonessential or as fire and splinter hazards.

1. Responsibilities. The damage control officer, under supervision of the engineer officer, maintains a list of all equipment which will be landed on receipt of orders to carry out strip ship procedures. Heads of departments submit lists of strip ship items of material under their cognizance. The lists shall contain items in the two basic categories described in paragraph 2 below. They shall indicate normal stowage. The lists shall include applicable shipalts, items listed in department allowance lists, and other items which by their nature should be removed.

2. Items to be Stripped. Items to be stripped from the ship fall into two basic categories -- the shipalt items which have been used to complete alteration and improvements, and miscellaneous items which constitute fire and splinter hazards and which are not essential for fighting the ship, for sustaining her at sea, or for reasonable comfort of personnel. The following subparagraphs provide a guide for items listed in this category.

a. Wooden Articles. These include racks for brooms and swabs, excess portable tables and benches, gratings, chests, lockers, saw-horses, stepladders, bulletin boards, boxes and cartons, lumber not suitable for shoring, boat booms (with ladders and rigging), gangways and brows (one metal brow authorized for retention by certain types of ships), and wooden and wicker furniture (except that necessary for the crew's mess).

b. Staging and Rigging Gear. All staging and rigging gear except two stages and two boatswain's chairs should be stripped.

c. Fabrics, Paper, Luggage, and Upholstered Furniture. These include bulk canvas, awnings, hose covers, smoke generator covers, side curtains, below deck covers, decorative flags, dressing lines, curtains, rugs, chair and transom covers, officers' dress uniforms and accoutrements, trunks, suitcases, and other nonessential personal effects, old and surplus charts, files not required for current administration, canvas ladder screens, upholstered lounge chairs, and paper and office supplies in excess of three months' supply. If retained aboard ship, all canvas covers for fire control and other topside instruments, kapok life jackets, canvas movie screens, laundry bags, and other flammable equipment must be treated with flame resistant compound. Curtains for staterooms and other areas must be made of fiberglas cloth.

d. Flammable Fluids. These include gasoline, kerosene, alcohol, ordnance oils, cleaning and lighter fluids, paints, varnish, paint remover, furniture polish, linoleum cement, and boat lubricating oils. The following material in limited quantities may be retained but must be stowed in the paint and flammable liquids storeroom and issued in small quantities:

- (1) Five-gallon drums of gasoline (the handy-billies and P-250's

may be kept full in their usual stowage location. At least one tank holding seven and one-half gallons should be retained for the P-500. It should be kept full and stowed in racks adjacent to the P-500. If more than two P-500 pumps are stowed in the same locality, additional containers in the ratio of one for each two additional pumps may also be stowed nearby).

(2) Five-gallon cans of hydraulic oil (O.S. 2943 or 1113).

(3) Five-gallon cans of 2110 or 2135 oil.

(4) Three months' supply of oil and grease used in operation and overhaul of machinery.

e. Decorative Equipment. Decorative equipment includes pictures, athletic trophies with cabinets, plaques, and decorative silverware.

f. Convenience Items. Convenience items are items which do not contribute to military efficiency. They include glass or other breakable doors and panels in metal bulletin boards, surveyed material, stores in excess of allowance and for which no use is likely to be found, awning fittings, life jacket lockers, cameras (except official), excess air scoops and airport screens, excess reels, surplus whips.

g. Flammable Food, Oils, Matches, and Medical Supplies. These items should normally be stowed in compartments below the waterline and issued in small quantities. Quantities of alcohol and ether, except small amounts currently required in sick bay, must be stowed in the paint and flammable liquids locker.

h. Paintwork. Explicit compliance with Coast Guard Paint and Color Manual and Chapter 19 of the Bureau of Ships Technical Manual is required.

i. Deck Coverings. All linoleum except that on top of chart desks, tables, and other furniture shall be removed. Rubber matting shall be laid in way of all switchboards. Fireproofed woven cotton matting may be used on decks of magazines, navigating bridges, and pilot houses, but not in magazines containing warheads, mine charges, depth charges, or bombs. Deck covering such as Ferrox and R-Mir-Deck shall be applied only in accordance with latest directives.

STEERING CASUALTIES

1. Purpose. The purpose of this article is to outline procedures to be followed during a steering casualty.

2. Responsibilities. The OOD is responsible for initiating steering casualty procedures. The Engineer Officer is responsible for the restoration of steering control.

3. Procedures. In the event of a steering casualty, the following procedures shall be followed:

a. The helmsman shall:

(1) Switch mode to "non-follow up." If on "non-follow up" when casualty occurs, switch to "hand" mode.

(2) Switch cable to port or starboard.

(3) If helm still does not respond, sound off, "STEERING CASUALTY," and set steering mode on non-follow up, then man 1JV phone in Pilot House.

b. The QMOW shall:

(1) Activate other steering motor if alarm circuit indicates motor overload or power failure.

(2) Announce "STEERING CASUALTY," over LMC circuit.

(3) Proceed to After Steering Room and man 1JV phone thereat.

c. The OOD shall:

(1) Maintain heading by using engines or stop the movement of the ship if necessary.

(2) If in piloting waters, set the Anchor Detail immediately.

(3) If unable to maintain heading, the following signals should be displayed as soon as practicable:

(a) During daylight hours, display two anchor balls in a vertical line not less than six feet apart and hoist DELTA flag. If in a naval formation, break out the FIVE flag.

(b) At night in International Waters, turn off the mast-head and range lights and turn on the breakdown lights.

(c) At night in Inland Waters, display usual underway lights.

d. When announced, the Anchor Detail shall proceed to the forecastle and prepare the anchor for letting go.

e. A Steering Engine Room Detail shall proceed to the After Steering Room when "STEERING CASUALTY" is announced. This group will consist of the EMC, EOW, QMOW, and BMOW. A Quartermaster not on watch shall report to the bridge.

4. Restoration of Control. Restoration of control shall be accomplished in the following manner as appropriate:

a. After communications are established over LJV, switch to the trick wheel control in After Steering.

b. If control cannot be established utilizing the trick wheel, chain falls should be rigged to the tiller arms for rudder positioning.

c. The OOD shall be kept informed of casualty details and corrective action being taken in the Steering Engine Room.

d. After casualty has been repaired and when directed by the OOD, steering control shall be shifted to the Pilot House. Prior to shifting, the rudders shall be amidships and the rudder indicator shall be set on amidships.

5. Special Sea Detail. If a steering casualty occurs while the crew is at Special Sea Detail, the QMOW shall remain on the bridge. All others shall proceed as indicated in paragraph 3., above.

6. General Quarters. During Condition I, repairs will be made by Repair V. Procedures in paragraph 3., above shall apply during Condition III watches.

5504 FOG NAVIGATION

1. This article is designed to present a uniform technique for navigating in restricted waters under conditions of low visibility. The basic organization prescribed for executing the procedure is shown in Figure 5-2.

2. Officers' responsibilities for safe navigation of the ship are set forth in U. S. Coast Guard Regulations. Nothing in this procedure may be construed as relieving any officer of these responsibilities. Pertinent sections of Rules of the Nautical Road are also applicable for fog navigation.

3. Special measures are as follows:

a. Regular special sea detail stations will be augmented as listed in the functional table, Figure 5-2.

b. Special fog navigation details will be exercised frequently in clear weather, simulating fog conditions.

c. Condition Zebra Modified will be set. The engineering plant should be operated split plant.

FIGURE 5-2

FOG NAVIGATION DETAIL

<u>STATION AND DUTY</u>	<u>ASSIGNED BILLET</u>	<u>STATION AND DUTY</u>	<u>ASSIGNED BILLET</u>
<u>Flying Bridge:</u>		<u>CIC:</u>	
Lookout	SN	(JA) Piloting Officer	Comm. Off.
Lookout	SA	(JL) Shipping Officer	X.O.
(JL) Talker	CS2	(JL) Talker	RM2
		Plot	RD2
<u>Bridge:</u>		Assist Plot	QM3
In Command	C.O.	Radar Operator	ET3
Conn	Ops	Status Board	SN
(JL) Navigation & Fathometer	QMCS	<u>Focal:</u>	
QM of Watch	QM1	Bow Lookout	BM1
Prop. Console	YN1	(JL) Talker	SN
(LJV) Talker	SK2	Anchor Detail - In Chg.	BMC
(JA) Talker	RM3	Anchor Detail	DC2
Helmsman	QM2	Anchor Detail	SN
		Anchor Detail	FN
<u>Aft Steering:</u>		(LJV) Talker	SN
Steering Engines	EN3	Leadsman	SN
(LJV) Steersman	SN		

Remainder of crew at regular Special Sea Detail Stations.

5505 SECURITY AND CLEARANCES. To be furnished later.

5506 EMERGENCY DESTRUCTION OF CLASSIFIED MATTER

This article promulgates emergency destruction procedures for ships in accordance with the Security Manual for Classified Information, OPNAVINST 5510.1B. The procedure will normally be executed by order of the commanding officer, who will indicate either shallow or deep water destruction. In emergencies, and whentime does not permit waiting for executive order, personnel responsible for classified matter will initiate necessary destruction without awaiting specific orders. For further information, the KAG-1/TSEC series, the RPS 4 series, and the ACP 122 series, in addition to the Security Manual, may be consulted.

1. Shallow Water Destruction.

a. 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.

b. When executing emergency destruction in shallow water all combustible classified matter shall be burned, using any available highly flammable substances such as gasoline or duplicating fluid to aid burning. Only when it is impracticable to burn should resort be made to jettisoning classified publications in shallow water. Destruction of all copies of one document is more important than destruction of portions of several documents.

2. Deep Water Destruction.

a. When executing emergency destruction in deep water, mechanical cryptodevices may be thrown overboard and documents and publications jettisoned in weighted perforated bags. Alternatively, they may be permitted to go down with the ship. Combustible classified material should be burned if time permits.

b. Priority of destruction, destruction responsibility, and alternates for both shallow and deep water destruction are shown in Figure 5-4.

3. Reports. On completion of destruction, the following message shall be sent:

"PRIORITY

UNCLAS

From: USCGC RELIANCE

To : CNO

Info: COMDT COGARD
DISTRICT COMMANDER

EMERGENCY DESTRUCTION CLASSIFIED MATTER

BT

UNCLAS

ALL CLASSIFIED PUBS AND MATERIAL BURNED CMM MUTILATED AND JETTISONED"

The radio operator sending this message shall, when directed, smash the remaining transmitter.

EMERGENCY DESTRUCTION PRIORITY AND PROCEDURES

PRIORITY	LOCATION	DESTRUCTION RESPONSIBILITY	ALTERNATE	PRIORITY	LOCATION	DESTRUCTION RESPONSIBILITY	ALTERNATE
1	Cryptocenter	Custodian	Top Secret Control Officer	5	Radio	Communication Officer	Radio Supervisor
	Burn contents of cryptosafe in this order: (1) Emergency and Top Secret cryptomaterial, plain text copies of emergency keying data; (2) superseded cryptomaterial; (3) reserve cryptomaterial; (4) effective cryptomaterial. Smash beyond repair or recognition all cryptodevices. Dismantle rotors and cut wiring before jettisoning. Jettison small component parts over as wide an area as possible.				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 CNO.		
2	Custodian's Safe	Top Secret Control Officer	Custodian	6	CIC, Sonar Room	Electronics Officer	Operators
	Burn contents of Top Secret and Secret safes.				Smash all classified electronic equipment. Smash electronic tubes before jettisoning. Jettison small parts over a wide area.		
3	Bridge Signal Bridge	OOD Signal Officer	JOOD Signal Supervisor	7	Various	Department Heads	Officers in Charge of Stations
	Burn all signal and tactical publications, OPORDERS, OPLANS, recognition codes.				Smash, burn, and jettison all classified material under cognizance of various departments.		
4	CIC	Operations Officer	CIC Officer	8	Staterooms, Officers, Tech. Pubs.Library, Dept. Files	Custodians as Designated	Alternates as Designated
	Burn all copies and extracts of IFF recognition codes; signal and tactical publications; technical, descriptive, and operating instructions; OPORDERS and OPLANS.				Burn all remaining classified correspondence, publications, and bulletins.		

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Figure 5-4

AMENDMENT NO. 1

5507 SCUTTLING THE SHIP

The following procedure shall be used in scuttling ship to prevent the ship from falling in the hands of the enemy or for other special reasons. The Commanding Officer makes the decision to scuttle or to make the ship useless.

1. Responsibilities. Demolition parties are organized, as shown in Figure 5-5, to carry out the necessary destruction to ensure opening the ship to the sea. The Gunnery Officer is responsible for organizing and instructing these teams. Heads of departments carry out the details of the destruction bill and direct the destruction of vital equipment under the cognizance of their departments. Actual destruction of the equipment is carried out by general quarters teams assigned to this duty. The custodian of registered publications and the Operations Officer carry out the details of the destruction of publications.

2. Destruction prior to Scuttling. Certain items should be completely destroyed prior to scuttling to prevent salvage by enemy forces. Among the more important items are the following:

- a. Fire Control equipment _____ telescopes
- b. Ordnance _____ 3" gun
- c. Electronic equipment _____ radar, IFF, RCM equipment, radio
- d. Electrical equipment _____ switchboards, main generators, gyro-compass
- e. Boilers _____ tubes

3. Procedures for Destruction Prior to Scuttling.

- a. Evaporator: Smash end bells on all tube nests and heat exchanger.
- b. Boiler: Smash fuel, water, and steam controls, remove front panel on control board and cut all pilot circuitry, light off without feeding water to burn out tubes, smash gauges.
- c. Switchboards: Smash main rheostat, gauges, bus transfer switches and voltage regulating equipment, cut all circuitry.
- d. Pumps and Piping: Cut with torch.
- e. After Steering: Smash gauges and control levels, cut circuitry on emergency switchboard and smash all possible parts with sledge hammer.
- f. IC Room: Cut all circuitry, smash all electrical equipment and gauges, smash gyro compass thoroughly with sledge hammer.
- g. Anchor and Anchor Windlass: Let go both anchors and let anchor chain run free, smash anchor windlass control on 01 deck and control panel in compartment 2-75-0-A, cut all circuitry, throw spare parts overboard.
- h. 3"/50 Gun: Remove tompin and open breech, remove firing pin, strip gun and throw disassembled and spare parts overboard, smash sights.

i. Firearms and Ammunition: All firearms and ammunition not taken in life rafts or lifeboats shall be disassembled and thrown overboard.

j. Bridge: Smash all electrical equipment and oscilloscopes, cut all electrical circuitry and smash switchboards. If possible, remove electrical equipment from the chassis and throw overboard, smash helm and control consoles.

k. CIC: Radio Central Electronic Spare Parts: Carry out destruction of classified material in accordance with destruction bill. Cut circuitry on all electronic equipment and smash oscilloscopes and chassis. If possible remove electronic equipment from chassis and throw overboard. Smash all spare parts.

l. Main Engines, Generators and Turbines: Secure lubrication supply, bypass emergency cutouts and run at full speed until the machinery freezes.

m. Open all hatches and doors, particularly watertight doors. Open all ventilators.

4. Scuttling. To ensure opening the ship, demolition parties will place demolition charges throughout the ship. When such charges are not available, compartment shall be set fire and sea water will be let in to destroy the ship by breaking the raw water flexible coupling to the main engines located in the engine room, and by removing strainers and baskets and opening sea valves. On the #2 fire pump located in compartment 3-156-0-L (Refrigeration Machinery Room) remove strainer, and baskets, and open sea valves. Demolition Party No. 1 will ensure completeness of destruction by General Quarters teams. Demolition Party No. 2 will not commence scuttling until all hands, with the exception of the Abandon Ship Salvage Detail have abandoned ship. Member of Demolition Parties shall be members of the Abandon Ship Salvage Detail insofar as possible.

Figure 5-5

DEMOLITION PARTY NO. 1

Gunnery Officer	Supervise Demolition Party No. 1
GMI	Supervise destruction of gunnery publications and records, opening of magazines and small arms locker and disposal of arms and ammunition overboard.
EM2	Supervise destruction of IC Room.
DC2	Supervise destruction of After Steering.
ENC	Supervise destruction of Evaporators and boilers.
ET1	Supervise destruction of electronic equipment and spare parts.
RMI	Supervise destruction of Radio Central.
QMC	Supervise destruction of equipment and material on Bridge and Signal Bridge.
RD2	Supervise destruction of CIC.
BMC	Supervise destruction of 3"/50 Gun.
ENC	Supervise destruction of main engine generators & Turbines.

DEMOLITION PARTY NO. 2

Engineering Officer
EN1

Supervise Demolition Party No. 2.
Break raw water coupling and open sea
valves on no. 2 fire pump.

* In charge of placing demolition charges after insuring that destruction has been completed. If the ship must readily be abandoned, only the men designated as supervisors will scuttle their assigned areas and set fire to compartments.

5508 HEAVY WEATHER PROCEDURE

1. Purpose. The purpose of this procedure is to provide a routine to be followed when the vessel is at anchor, moored or underway and is determined to be 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 vessel 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 first notify the captain and executive officer and if neither is available, the senior officer aboard, of the impending situation. Unless specifically ordered not to, he shall:

(2) Keep material condition YOKE set.

(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, wire 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 clear decks of all loose material both topsides and below.

(8) Notify all department heads or their representatives of the situation, and have them report on the security of each department.

(9) If indicated, recall all ship's officers and crew.

b. Under the circumstances mentioned in paragraph a above, heads of departments or their representatives aboard shall personally assure that their departments are checked out according to the department heavy weather bill and notify the officer of the deck immediately of any discrepancies.

c. Under the circumstances mentioned in paragraph a above, the engineer officer of the watch will, upon being informed by the officer

of the deck to set in effect the heavy weather procedure, warm up the idle generator and if on shore tie, make preparations to secure it and go on ship's power using the quickest available generator. He will check out the main propulsion plant with a view towards making the ship self-sufficient and possibly getting underway and he will 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. He will follow the instructions received as to warming up any main units. In addition, he will check out 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 with a full crew aboard, 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. In addition, he shall, when so ordered, set the heavy weather procedure hereafter outlined.

(1) Notify all department heads of the situation and instruct them to secure for the expected weather.

(2) String lifelines.

(3) Pipe over IMC 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 lifelines.

(4) Set condition YOKE immediately and, if so indicated, condition ZEBRA.

(5) Notify engineer officer of the watch of the situation and have him make the necessary preparations indicated.

e. Department heads shall:

(1) Put into effect the departmental heavy weather bill.

(2) Check all material under their cognizance for proper protection and stowage.

(3) Ensure that the specified material condition is set and maintained.

(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 Officer 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.

5509 TOWING PROCEDURE

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, and to be towed.

2. Responsibility. The First Lieutenant is responsible for the adequacy of this procedure and the maintenance of all towing equipment.

3. General. The information provided in the towing bill is of general nature and applies to most towing circumstances. Deviation from those procedures may be required in specific instances. The officer and enlisted assignments apply to stations taken while passing the towline and beginning the tow. After the towing operation is underway, normal watch condition will apply.

4. Officer Assignments:

Commanding Officer	In Command
Executive Officer	Conn
Operations Officer	OOD
CIC Officer	Provide voice radio or visual communications on the Bridge
First Lieutenant	In Charge towing operation
Engineer Officer	Main engine control, provide power for capstan.
Machinist	Assist Engineer Officer

5. Enlisted Assignments:

Pilot House:

QMCS	Navigator (JL)
QM1	QM of Watch
YN1	Prop. Console
SK2	Talker (LJV)
QM3	Helmsman

Flying Bridge:

SN	Lookout (JL)
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Signal Bridge:

QM2	Signalman
SN	Assist Signalman (JL)

Prop. Control and Engine Room

EEC	(2JV) Console
EIC	Generator control
EN1	(2JV) Local Board
EN1	(2JV) Local Board
FN	(1JV) Talker

After Steering

ER3	Steering Engines
SN	Steersman (1JV)

Galley

CS1	Duty Cook
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Fantail

BMC	Prepare towing rig
CS2	(1JV) Talker
GE1	Line throwing gun
SN	Line throwing gun
EM2	Capstain
BM1	Heaving Line
BM2	Heaving Line
SN	Heaving Line
SN	Heaving Line
SA	Chafing Gear
SN	Fender Aft
SA	Fender Aft
SA	Fender Aft
SN	Fender Aft

Forcastle

SA	Lookout (JL)
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All other personnel will carry out the daily routine and remain clear of the fantail.

a. Upon receipt of information from the Commanding Officer as to the type of towing hawser to be employed, the First Lieutenant shall commence preparation for the tow.

b. The First Lieutenant shall inform the bridge when the ship is ready to pass the tow line.

6. Procedure.

a. The vessel to be towed is in most cases 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 yards ahead and 100 feet abeam the towed vessel's stern. This position allows a clear view from the bridge and insures safety in case either vessel surges toward the other.

b. The hawser is faked down on the quarterdeck in the vicinity of the towing bitts. 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 lead through the towing bitts and thence aft to the towing rail. The messengers are faked down on the quarterdeck 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 or secures the bridle to appropriate cleets on each side. The hawser is paid out by the towing vessel keeping it under control by cutting stops as tension comes on the hawser while the towed vessel goes ahead slowly. When sufficient hawser is paid out, turns are taken on the towing bitt. The towed vessel veers out chain to provide weight to the catenary. (If a bridle is employed, no chain can be veered out.)

d. As soon as the hawser has been run and the other vessel's chain veered, the delicate operation of taking the strain commences. Operate 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 bitts. It may be necessary to change courses until the two vessels are in step. 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 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.

7. 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.

8. Bridle. Wire and nylon bridles of various lengths will be available to assist in towing small boats.

9. Provide:

- a. Towing hawser, faked down and required messenger secured to hawser.
- b. Bridle, if it is to be employed.
- c. Two line throwing guns with line, projectiles, and ammunition.
- d. Four heaving lines plus two bolo lines.
- e. Chafing gear (burlap, canvas, soap, etc.)
- f. Preventers to prevent whip of hawser on deck if towline is suddenly parted.
- g. Small stuff to stop off bights of faked down hawser.
- h. sharp axe to cut hawser in case of emergency.

10. 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
f. 2 short 1 long blasts	Haul away
g. 2 long 5 short blasts	Let go
h. 1 short 2 long blasts	Pay out more line
i. 3 short blasts	Avast hauling
j. 3 groups of 5 short blasts	I am letting go (emergency)

A short blast must not exceed 2 seconds in length. A long blast must not be less than 6 seconds in length. Flag signals are in the General Signal Book; HO-103 (for Merchantmen).

H. Being Towed.

a. Towed by anchor chain. An anchor is unshackled and stopped off with the chain stopper. The chain is then veered and brought back on deck. When the hawser is received, it is shackled to the chain. When all is ready, the hawser is eased out with a lizard and the chain veered until the desired length of tow is reached. Use of the anchor chain allows veering of the chain, and if there is power to the capstan, to be hauled in.

b. Towed from bitts. The towing vessel's hawser or wire pendant is led through either the port or starboard bow chock to the bitts and belayed. In this method, the towing vessel must tend the hawser. The windlass capstan is not designed to take the strain of being towed.

5510 DRYDOCKING AND UNDOCKING PROCEDURE

1. Purpose. The purpose of this procedure is to provide a routine for operations incident to drydocking and undocking the vessel in a Coast Guard, Naval, or civilian yard.

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 for any reason. These include a conference with the docking officer to establish date and hour. A copy of the ship's latest docking plan together with an estimate of the vessel's trim and list, if any, as of the date and hour 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. Procedure and Responsibilities, Prior to Entering Drydock.

a. The commanding officer, under Coast Guard Regulations, 1955, Article 7-2-13, is responsible not only for the vessel but also is inspector for 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, when so ordered, 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 no sound gear or similar projections are 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 with no power as a dead ship. He will lock the propeller shafts if needed. 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.

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. Prior to entering the dock, condition ZEBRA will be set to ensure the ship has the maximum water-tight envelope. Condition ZEBRA will be maintained until the bilge blocks have been secured against the hull and the ship is high and dry.

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 representative; (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 as are not the province of the engineer officer.

d. All department heads will ensure that all below waterline openings are secured at night or, if not, are logged at the quarterdeck. 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. All department heads will, prior to flooding time, check their spaces and ensure that men are stationed in each underwater compart-

ment to check for possible flooding. They will notify the executive officer when this has been done.

b. When ordered to do so, the officer of the deck will set the special sea detail. The ship will leave dead ship with no power. Normally, the engineer officer will furnish auxiliary or emergency power as long as practicable during docking and as soon as practicable during undocking.

c. Condition ZEBRA will be set prior to flooding. After flooding and before the vessel leaves the dock, all spaces shall be checked for leaks and any found reported to the commanding officer, executive officer, engineer officer, and the dock master, or ship's superintendent.

WATCH, QUARTER AND STATION BILL

OFFICERS	ALLOWED	DUTY					OPERATIONS					
		CONDITION I (General Emergency & General Quarters)		CONDITION III	RUC	HAR OVERBOARD	ABANDON SHIP	SPECIAL SEA DETAIL	OTHER AND BRIGADE		RESCUE AND ASSISTANCE	RELIQUISHED OPERATIONS
		CONDITION I	CONDITION I						PHASE I AND II	PHASE III AND IV		
CO	COM	Command Control	Command	Command	Command	Sec. and Salv. RS-5	Command	Command	Command	Command	Command	Command
PO	ICB	CIC Dept. (2A)	OOD(S)	Asst's C.O.	MS-2	MS-2	Ship Control	CIC Dept. (2P)	Deck, in Charge	Asst's C. O.	MS-2	MS-2
PO	ICB	Control Booth	Control Booth (P)	Control Booth	Sec. and Salv. RS-5	MS-2	Control Booth					
PO	ICB	OOD	OOD(P)	OOD	MS-1 Issue Nav. Info.	OOD	OOD	OOD	OOD	OOD	OOD	OOD
1. ST	1. ST/DR	Deck in Charge	OOD (S)	Deck in Charge	MS-4 Issue Small Arms & Ammo	MS-4	Deck in Charge	Deck Reserve in Charge	Deck # 1 in Charge	Lowering Detail in Charge	MS-2	MS-2
COMM OFF	1. ST/DR	CIC A'sess Dept. (1.2P)	OOD (P)	CIC Dept.	MS-4 Issue Small Arms & Ammo	MS-4	CIC Radiator					
MS	CHANCE	Sec. and Salv. in Charge	Control Booth (S)	Master Pts. Dept.	MS-1 Issue Mail & S.C. Charge	MS-1	Control Booth	See Lane in Charge	Radio Support in Charge	Party II in Charge	MS-2	MS-2
0-1019	QMS	OOD (2L)	Day Worker	OOD	Sec. and Salv. (2L) MS-5	OOD	OOD	OOD	OOD	OOD	OOD	OOD
0-1020	MS	Sec. and Salv. Cont.	Day Worker	Bridge Lookout (2L)	Sec. and Salv. (2L) MS-5	OOD	Bridge, Boatage (2L)	Sec. and Salv. Cont.				
0-1021	MS	Repair II	Day Worker	Deck Rescue First Aid	First Aid Kit and Blankets MS-4	MS-4	Deck Rescue First Aid	Deck Reserve First Aid	Deck Reserve First Aid	Party II - 1st Aid Kit	MS-4	MS-4
0-1022	MS	CIC Com. Plot	Day Worker	Beltsman	Sec. and Salv. Detail MS-1	Beltsman	CIC Asst	CIC Asst	CIC Asst	Beltsman	Beltsman	Beltsman
0-1023	MS	Radio Operator	Radio Op. (P)	Bridge Lookout (2L)	MS-1 - Misc-A	MS-1	Bridge Lookout (2L)					
0-1024	MS	MS 31 - Passer	MS 31 (P)	Deck Rescue - Litter	MS-1 - Nations & Water	MS-1	Deck Rescue - Litter	Deck Rescue - Litter	Deck Rescue - Litter	Flight Deck - Litter	MS-1	MS-1
0-1025	MS	MS 31 Passer	MS 31 (P)	Post-hole - Seawing Line	Blankets & MS-1 Lanterns	MS-1	MS 31, Ammo	Post-hole Seawing Line	Master Flight Deck	Day Worker	MS-1	MS-1
0-1026	MS	MS 31	MS 31 (P)	MS 31	MS-4 - Navigation Kit	MS-4	MS 31					
0-1027	MS	MS 31 Control (1.2P)	Day Worker	"M" Master	MS-4 - Nations and Water	MS-4	Duty Cook	Duty Cook	Duty Cook	Duty Cook	MS-4	MS-4
0-1028	MS	CIC Dept. Sig. (2L)	Radio Op. (S)	CIC (2L)	MS-4 - MS-1A, MS-5	CIC Dept. Sig. (2L)	CIC Dept. Sig. (2L)	CIC Dept. Sig. (2L)	CIC Dept. Sig. (2L)	CIC	CIC	CIC
0-1029	MS	CIC Com. Plot	CIC (P)	CIC Plot	Sec. and Salv. MS-5	CIC Com. Plot	CIC Com. Plot	CIC Com. Plot	CIC Com. Plot	CIC Plot	CIC Plot	CIC Plot
0-1030	MS	Bridge Talker (LVP)	Day Worker	Bridge Talker (LVP)	MS-2	Bridge Talker (LVP)	Bridge Talker (LVP)	Bridge Talker (LVP)	Bridge Talker (LVP)	Bridge Talker (LVP)	Bridge Talker (LVP)	Bridge Talker (LVP)
0-1031	MS	MS 31 Passer	MS 31 (S)	Post-hole - Life Ring	MS-2 - Rifle & Ammo	MS-2	MS 31	Post-hole Life Ring	Master Flight Deck	First Aid Detail	MS-2	MS-2
0-1032	MS	Radio Operator	Radio Operator	Radio Operator	Sec. and Salv. MS-5	Radio Operator	Radio Operator	Radio Operator	Radio Operator	Radio Operator	Radio Operator	Radio Operator
0-1033	MS	Bridge Talker (2A)	Day Worker	Provisioning Console	MS-1 PRC-77	Provisioning Console (2A)	Bridge Talker (2P)	Bridge Talker (2P)	Provisioning Console	Flight Deck Talker (LVP)	MS-1	MS-1
0-1034	MS	Signal Bridge	MS 31 (S)	Signal Bridge	MS-1 - Sec. Kit	Signal Bridge	Bridge Lookout (2L)	Signal Bridge				
0-1035	MS	Deck Rescue Talker (LVP)	Day Worker	Deck Rescue Talker (LVP)	MS-1 - Nations and Water	Signal Bridge	Deck Rescue Talker (LVP)	Deck Rescue Talker (LVP)	Deck Rescue Talker (LVP)	Signal Bridge Talker (LVP)	MS-1	MS-1
0-1036	MS	Mag. Detail	Day Worker	Deck Rescue - Blankets	MS-1 - Rifle and Ammo	MS-1	Mag. Detail	Deck Rescue - Blankets	Flight Deck - Blankets	First Aid Detail	MS-1	MS-1
0-1037	MS	CIC Radiator Op	CIC (S)	CIC Radiator Op.	MS-2 - CMP-1	CIC Radiator Op.	CIC Radiator Op.	CIC Radiator Op.	CIC Radiator Op.	CIC Radiator Op.	CIC Radiator Op.	CIC Radiator Op.
0-1038	MS	MS 31, Capt. LVP	Deck, in Charge	Deck Rescue Asst. 1st Lt	Sec. and Salv. - MS-5	MS-5	Post-hole in Charge	Deck Deck in Charge	Deck # 2 in Charge	Party II in Charge	MS-5	MS-5
0-1039	MS	Repair II	MS 31 (P)	MS 31	MS-1	MS-1	Line Handler Pwd	Deck Deck - "M-77"	Deck # 2 Command	Party II Command	MS-1	MS-1
0-1040	MS	MS 31, Trainer	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1 Pyrotechnics	MS-1	Line Handler Pwd	MS 31				
0-1041	MS	Flying Bridge Lookout	Flying Bridge Lookout (2L)	Flying Bridge Lookout (2L)	MS-2	MS-2	Flying Bridge Lookout (2L)					
0-1042	MS	MS 31 1st Loader	MS 31 (P)	MS 31	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1043	MS	MS 31 Control (2P)	Day Worker	MS 31	MS-2 - Rifle & Ammo	MS-2	MS 31					
0-1044	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1045	MS	Repair II	MS 31 Capt. (S)	MS 31	MS-1	MS-1	MS 31					
0-1046	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1047	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1048	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1049	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1050	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1051	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1052	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1053	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1054	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1055	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1056	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1057	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1058	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1059	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
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0-1062	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1063	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1064	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1065	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
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0-1078	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
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0-1081	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1082	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
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0-1089	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
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0-1093	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1094	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1095	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
0-1096	MS	MS 31, 2nd Loader	MS 31 (P)	Deck Rescue - Sig Ladders	MS-1	MS-1	Line Handler Pwd	MS 31				
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