



ORGANIZATION AND REGULATIONS MANUAL

FOR

WAVP(311') WPG(327') WPG(255')

CG-260-1

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U.S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D.C.



OGR

• 31 JUL 1961

LETTER OF PROMULGATION

1. Purpose. To promulgate the Standard Ship's Organization and Regulations Manual for WPG and WAVP classes, CG-260-1.
2. Objective. It is intended that all ships of the types concerned have organizations and corresponding manuals which are as nearly standard as practicable, aside from changes necessitated by material, personnel, and local operational differences. Departures from this manual are to be kept to a minimum.
3. Scope.
 - a. This manual, which adheres to applicable portions of NWP 50, presents the Commandant's minimum requirements for shipboard organization. It is expected that each commanding officer will ensure that the organization of his command provides for the minimum administrative and operational functions contained herein.
 - b. This manual has been prepared so that it can be made effective for an individual ship by signing the enclosed sample letter of promulgation. It should be noted that, where feasible, certain pages have been prepared for each class reflecting obvious differences in organization and installed equipment. When this manual is made effective for a particular ship, those pages which pertain to other classes are to be removed. However, one copy of the manual is to be designated as the master copy in which only those changes promulgated by the Commandant are to be entered.
 - c. Sufficient copies will be stocked to meet the requirements of all ships desiring to promulgate the manual as the ship's manual.
4. Cancellation. Standard Organization Book for Coast Guard Cutters (WAVP, WDE, WPG) CG-260, 1 July 1952 is canceled and superseded for WAVP and WPG class vessels.
5. Action. This manual containing the minimum requirements for shipboard organization is effective:
 - a. As a guide for WAGB, WAVP, and WPG classes upon receipt.

Standard Ship's Organization and Regulations Manual for WPG and WAVP classes CG-260-1.

b. As a particular ship's organization and regulations manual for WAVP and WPG classes, when so promulgated by the commanding officer.

A. C. Richmond

A. C. RICHMOND

DIST: (SDL No. 72)

A: aa, c, d(3)

B: b, c, d, e, g(1)

C: None

D: 1(GIMO only)

23816 TREAS. CGHQ. WASH., D.C.

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U.S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D.C.



From: Commanding Officer,
To : Distribution List

Subj: USCGC Organization and Regulations
Manual, promulgation of

1. Purpose. USCGC Organization and Reg-
ulations 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 constitute the formal delegation of responsibility and authority by the commanding officer to subordinate officers of the command. However, the functional guides shall in no way be construed as restricting the initiative or discouraging the resourcefulness of individual officers.

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

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, quarter, and station bills.

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

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

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

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

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INTRODUCTION

(Missions, characteristics, etc., to be prepared by ship when and if promulgated)

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 1 - COMMAND

COMMANDING OFFICER

1101 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.

1102 DUTIES, RESPONSIBILITIES, AND AUTHORITY

1. The duties and responsibilities of the commanding officer are well established by U. S. Coast Guard Regulations, customs and traditions.
2. The authority of the commanding officer is commensurate with his responsibility subject to the limitations prescribed by law and U. S. Coast Guard Regulations.

1103 ORGANIZATIONAL RELATIONSHIPS

1. The relationship of key subordinates to the commanding officer is contained in U. S. Coast Guard Regulations, 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 and of ordnance equipment.
 - e. The engineer officer for the operation of the main propulsion and electrical plants and the control of damage.
 - f. The supply officer for matters concerning disbursing and supply.
 - g. The medical officer, when embarked, on matters concerning the health of the ship's personnel and for reports on individual cases requiring command attention.
 - h. The chief yeoman for the handling of the commanding officer's correspondence.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 1 - COMMAND

EXECUTIVE OFFICER

1104 BASIC FUNCTION

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

1105 DUTIES, RESPONSIBILITIES, AND AUTHORITY

1. In amplification of the provisions of Chapter 8, Part 2, U. S. Coast Guard Regulations, 1955, the executive officer shall:
 - a. Evaluate the performance of officers and enlisted personnel through recommendations to the commanding officer regarding fitness reports and evaluation sheets and through review of periodic marks. When directed, prepare the initial draft of fitness reports of department heads, and executive's assistants, when assigned.
 - b. Exercise general supervision over the organization bills.
 - c. Regulate the liberty and leave of personnel.
 - d. Prosecute a planned program of recreation and athletics, insofar as the commitments of the ship allow.
 - e. Direct the investigation for the commanding officer of alleged violations of the Uniform Code of Military Justice, U. S. Coast Guard Regulations, ship's regulations, and other military and civil laws, and recommend appropriate disciplinary action to the commanding officer when necessary.
 - f. Prosecute a program of economy and conservation, and promote cost consciousness within the command.
 - g. Ensure that the commanding officer is advised of all casualties, deficiencies, and anticipated difficulties which may significantly affect the operational readiness or administrative efficiency of the command.
 - h. Act on personal requests (which may be addressed to the commanding officer) that do not involve the formulation of policy or that will not require action of higher authority.
 - i. Supervise the public information program of the ship for the commanding officer.
 - j. Supervise the reception of ship's visitors.

EXECUTIVE OFFICER

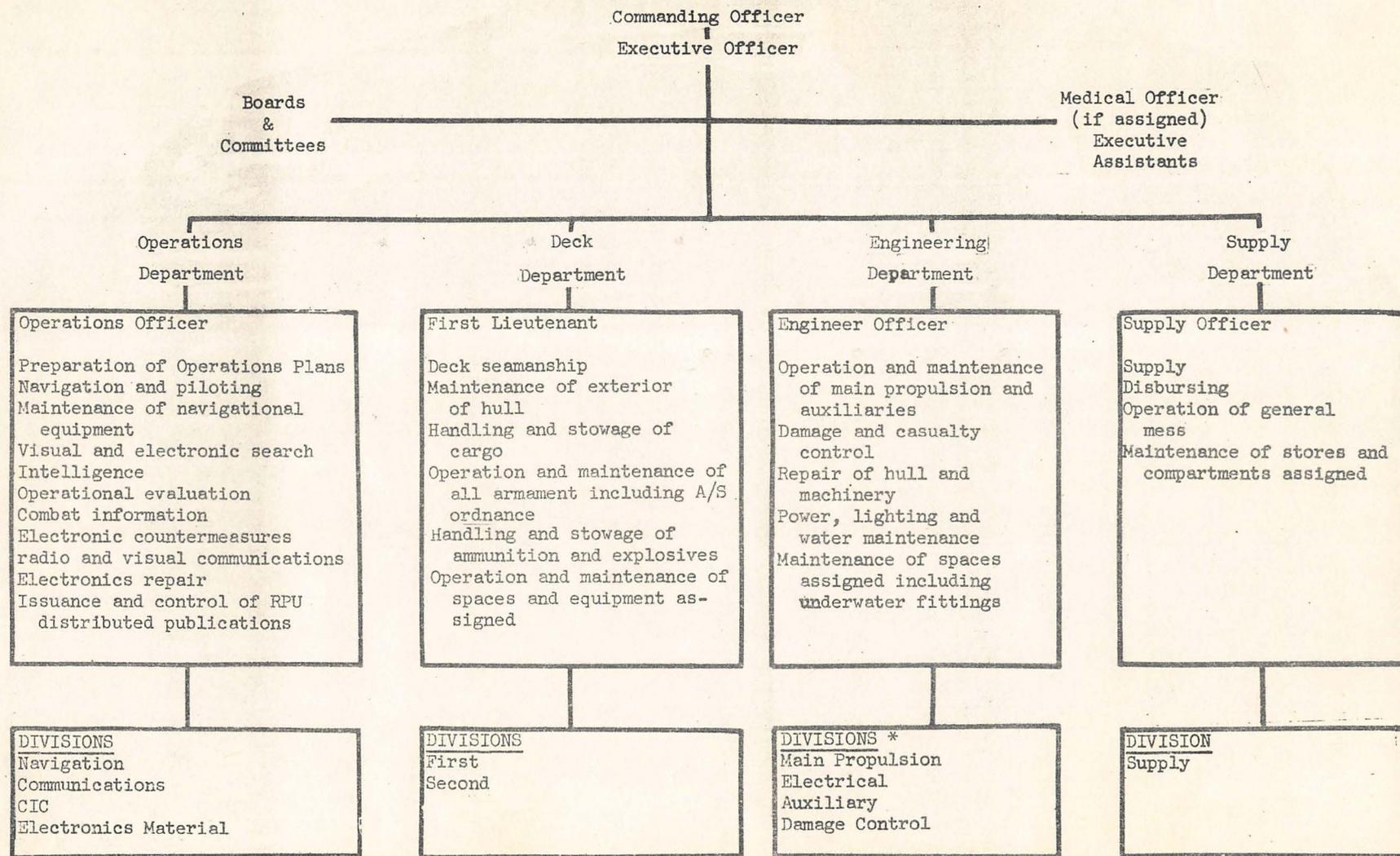
k. Serve as the senior member of the training board.

1106 ORGANIZATIONAL RELATIONSHIPS

1. The executive officer is directly responsible to the commanding officer.

2. All heads of department and executive's assistants report to the executive officer for all matters pertaining to the internal administration of the ship.

STRUCTURAL ORGANIZATION



1-5

* Number of divisions varies with type of propulsion.

Figure 1-1

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 2 - EXECUTIVE'S ASSISTANTS

ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE OFFICER

1201 BASIC FUNCTION

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

1202 DUTIES, RESPONSIBILITIES, AND AUTHORITY

The administrative assistant to the executive officer shall:

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

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

1203 ORGANIZATIONAL RELATIONSHIPS

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

1. The administrative assistant reports to the executive officer.

2. The following report to the administrative assistant:

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

b. Enlisted personnel assigned to his direct supervision.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 2 - EXECUTIVE'S ASSISTANTS

THE TRAINING AND EDUCATION OFFICER

1204 BASIC FUNCTION

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

1205 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of the provisions of Article 8-10-7 of the U. S. Coast Guard Regulations, 1955, the training and education officer shall:

1. Supervise the administration and use of all training aids and material.
2. Serve as a member of the planning board for training.
3. Maintain contact with training activities of the shore establishment in order to advise the planning board and other personnel on the utilization of these facilities for training.
4. Recommend to the executive officer that quotas for shore based schools be obtained as requested by heads of departments.
5. Assist examining board by providing material as requested.
6. Schedule orientation and indoctrination courses for all enlisted personnel newly reported aboard and reorientation courses as the need is indicated.
7. Direct the information and education program embracing: the interviewing and counselling 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; and assistance to personnel in obtaining high school, college, business and military education credits.
8. Interview, screen, and refer to the executive officer, candidates for OCS, military academies or post graduate service schools.
9. Organize and supervise off-duty classes in such subjects as may be appropriate and desirable.
10. Evaluate with the planning board the effectiveness of ship-wide department and division training program by means of reports, graphs and other control devices.

THE TRAINING AND EDUCATION OFFICER

11. Be responsible for preparing and maintaining the long-range and short-range training schedules after the planning board for training has outlined the requirements.

12. Maintain training records and prepare reports for higher authority.

1206 ORGANIZATIONAL RELATIONSHIPS

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

2. Personnel assigned to assist him report to the training and education officer.

3. The training and education officer collaborates with all ship's officers in developing the overall training program of the ship and in the formulation and implementation of special training programs.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 2 - EXECUTIVE'S ASSISTANTS

THE MEDICAL OFFICER

1207 BASIC FUNCTION

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

1208 DUTIES, RESPONSIBILITIES AND AUTHORITY

The duties of the medical officer are set forth in Part 7 of Chapter 8 of the U. S. Coast Guard Regulations, 1955.

1209 ORGANIZATIONAL RELATIONSHIP

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

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 2 - EXECUTIVE'S ASSISTANTS

THE MASTER-AT-ARMS

1210 BASIC FUNCTION

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

1211 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the provisions of Article 10-7-9 of U. S. Coast Guard Regulations, 1955, the master-at-arms shall:

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

THE MASTER-AT-ARMS

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

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

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

1212 ORGANIZATIONAL RELATIONSHIPS

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

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

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - DEPARTMENT ORGANIZATION

HEAD OF DEPARTMENT

1301 BASIC FUNCTION

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

1302 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the general duties and responsibilities prescribed in U. S. Coast Guard Regulations, 1955, Chapter 8, Part 3, a head of department shall:

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

HEAD OF DEPARTMENT

1303 ORGANIZATIONAL RELATIONSHIPS

1. A head of department reports to the commanding officer for:
 - a. Operational readiness of his department.
 - b. General conditions of machinery and other installations, need for and progress on major repairs and circumstances or conditions which may adversely affect operational readiness.
 - c. Any matters relating to his department whenever he believes such action necessary for the good of his department or the Coast Guard.
2. A head of department reports to the executive officer for administrative matters. In addition, he shall keep the executive officer appropriately informed of direct reports he may have made to the commanding officer.
3. The following report directly to the department head:
 - a. Any immediate subordinates assigned by the established plan of organization.
 - b. Division officers.
 - c. Departmental assistants.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - DEPARTMENT ORGANIZATION

DEPARTMENT TRAINING OFFICER

1304 BASIC FUNCTIONS

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

1305 DUTIES, RESPONSIBILITIES AND AUTHORITY

1. The department training officer shall:
 - a. Assist the head of department in developing a department training program in support of the training objectives of the ship.
 - b. Assist the head of department in developing a planned and coordinated program of individual training to provide qualified reliefs for key personnel.
 - c. Implement approved training plans and policies within his department.
 - d. Coordinate and assist in the administration of division training programs within the department including:
 - (1) Supervision of the preparation of the training materials and review of curriculum courses and lesson plans.
 - (2) Assistance in the selection and training of instructors.
 - (3) Observation of instructions given at drills, on watch, on station and in the classroom followed by recommendations to the head of department.
 - (4) Procurement through the ships education and training officer of required training aids and devices including films, projectors, training courses and books.
 - e. Maintain department training records and training reports.
 - f. Assist the head of department in planning and coordinating the training of the junior officers of the department in accordance with the shipboard training policy.

1306 ORGANIZATIONAL RELATIONSHIPS

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

DEPARTMENT TRAINING OFFICER

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

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - DEPARTMENT ORGANIZATION

OPERATIONS OFFICER

1307 BASIC FUNCTIONS

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

1308 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1955, Chapter 8, Part 4 and Article 1302 of this manual, the operations officer shall:

1. 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.
2. Obtain clearances and operating area assignments incident to the movements and operations of the ship.
3. Prepare ship tactical operations plans and orders and supervise the preparation of reports required by operation plans, orders and other operational directives.
4. Provide photographic services.
5. Maintain intelligence files.

1309 ORGANIZATIONAL RELATIONSHIPS

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

OPERATIONS OFFICER

- c. Combat Information Center officer.
- d. Electronics material officer.
- e. Department Training officer.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - DEPARTMENT ORGANIZATION

ENGINEER OFFICER

1310 BASIC FUNCTIONS

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

1311 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1955, Chapter 8, Part 5, and Article 1302 of this manual, the engineer officer shall:

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

1312 ORGANIZATIONAL RELATIONSHIPS

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

ENGINEER OFFICER

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

2. The following report to the engineer officer:

a. All assistants and student engineers.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - DEPARTMENT ORGANIZATION

FIRST LIEUTENANT

1313 BASIC FUNCTIONS

As head of the deck department, the first lieutenant is responsible, under the commanding officer, for the supervision of deck seamanship operations and evolutions, including care and maintenance of associated boats, for the employment and maintenance of the armament and ordnance equipment of the ship, and for the procurement, handling, stowage and issue of ammunition and pyrotechnics.

1314 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1955, Chapter 8, Part 6, and Article 1302 of this manual, the first lieutenant shall:

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

1315 ORGANIZATIONAL RELATIONSHIPS

1. The first lieutenant reports to:
 - a. The commanding officer for employment and readiness of ship's deck and seamanship equipment and for ship's armament and fire control system.
 - b. The executive officer for administration of the deck department.
2. The following report to the first lieutenant:
 - a. Gunnery officer.
 - b. Senior boatswain's mate.
 - c. Department training officer.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - DEPARTMENT ORGANIZATION

SUPPLY OFFICER

1316 BASIC FUNCTIONS

As head of the supply department, the supply officer is responsible, under the commanding officer, for procuring, receiving, storing, using, shipping, transferring, selling, accounting for, and, while in his custody, maintaining all stores and equipment of the command, except as otherwise prescribed in the U. S. Coast Guard Regulations, 1955.

1317 DUTIES, RESPONSIBILITIES AND AUTHORITY

In amplification of the provisions of Part 8 of Chapter 8 of the U. S. Coast Guard Regulations, 1955, and Article 1302 of this manual, the supply officer shall:

1. Supervise and direct the operation of the general mess.
2. Maintain records of accountable property and coordinate the semi-annual inventory thereof, including the property in the custody of the several departments.
3. Administer the ship's operating allotment at the commanding officer's direction.

1318 ORGANIZATIONAL RELATIONSHIPS

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

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - DIVISION ORGANIZATION

DIVISION OFFICER

1401 DEFINITION

For administrative purposes, the organization of this ship consists of four departments, organized according to their general functions. These four departments are administratively broken down into divisions, each under the supervision of the division officer, who is charged with carrying out the administrative functions listed under his functional guide. The number of divisions within a department may be consolidated or increased, as deemed advisable by the commanding officer, to meet his requirements. Determination of this number is dependent upon the type of propulsion and availability of qualified personnel to assume duties of division officers.

1402 BASIC FUNCTIONS

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

1403 DUTIES, RESPONSIBILITIES, AND AUTHORITY

The division officer shall:

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

DIVISION OFFICER

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

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

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

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

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

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

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

1404 ORGANIZATIONAL RELATIONSHIPS

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

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

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GUNNERY OFFICER

1405 BASIC FUNCTIONS

The gunnery officer is responsible for the supervision and direction of the ordnance equipment. He is the Second Division Officer.

1406 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 Article 1403 of this manual.

1407 ORGANIZATIONAL RELATIONSHIPS

1. The gunnery officer reports to:
 - a. The commanding officer for the employment and readiness of the ship's armament, in the absence of the first lieutenant.
 - b. The first lieutenant for the performance of his assigned duties.
2. The following report to the gunnery officer:
 - a. Assistant gunnery officer (when assigned).
 - b. Senior gunner's mate.
 - c. Senior fire control technician.
 - d. The ASW officer for matters pertaining to ASW ordnance.

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ELECTRONICS MATERIAL OFFICER

1408 BASIC FUNCTIONS

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

1409 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1955, Article 8-4-7 and Article 1403 of this manual, the electronics material officer shall:

1. Maintain communications, search, and electronic interior communications on the ship.
2. Control and restore electronic equipment and system casualties.
3. Be thoroughly familiar with the Electronics Maintenance Manual, CG-165, and insure that the applicable provisions thereof, including safety precautions, are complied with in connection with all electronic work aboard ship.

1410 ORGANIZATIONAL RELATIONSHIPS

1. The electronics material officer reports to:
 - a. The commanding officer on all matters affecting the material readiness of electronics equipment, in the absence of the operations officer.
 - b. The operations officer for the performance of his assigned duties.
2. The following report to the electronics material officer:
 - a. The senior electronics technician.

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COMBAT INFORMATION CENTER OFFICER

1411 BASIC FUNCTIONS

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

1412 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of U. S. Coast Guard Regulations, 1955, Article 8-4-5, and Article 1403 of this manual, the CIC officer shall:

1. Prepare CIC and ASW doctrine which is applicable to own ship in accordance with current publications.
2. Advise Conn concerning navigation and safety of the ship during conditions of low visibility.
3. Carry out functions for ocean station vessels as prescribed in SOP 1.

1413 ORGANIZATIONAL RELATIONSHIPS

1. The CIC officer reports to:
 - a. The commanding officer on CIC/ASW matters affecting the operational readiness of the ship, in the absence of the operations officer.
 - b. The operations officer for the performance of his assigned duties.
2. The following, when assigned, report to the CIC officer:
 - a. The ASW officer.
 - b. The lookout and recognition officer.
 - c. The radar officer.
 - e. The RAWIN officer.

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NAVIGATOR

1414 BASIC FUNCTIONS

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

1415 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of the duties prescribed in U. S. Coast Guard Regulations, 1955, Article 8-4-3 and Article 1403 of this manual, the navigator shall:

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

1416 ORGANIZATIONAL RELATIONSHIPS

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

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COMMUNICATIONS OFFICER

1417 BASIC FUNCTIONS

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

1418 DUTIES, RESPONSIBILITIES, AND AUTHORITY

In amplification of U. S. Coast Guard Regulations, 1955, Article 8-4-4 and Article 1403 of this manual, the communications officer shall:

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

1419 ORGANIZATIONAL RELATIONSHIPS

1. The communications officer reports to:

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

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

2. The following report to the communications officer:

- a. The senior radio man.

- b. When assigned, the signal officer, radio officer, and custodian of registered publications.

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DAMAGE CONTROL OFFICER

1420 BASIC FUNCTIONS

The damage control officer is responsible for establishing and maintaining an effective damage control organization. He is the damage control division officer.

1421 DUTIES, RESPONSIBILITIES, AND AUTHORITY

The duties, responsibilities, and authority of the damage control officer are established by U. S. Coast Guard Regulations, 1955, Article 8-5-4 and Article 1403 of this manual.

1422 ORGANIZATIONAL RELATIONSHIPS

1. The damage control officer reports to the engineer officer for the performance of his assigned duties.
2. The following report to the damage control officer:
 - a. The repair party leaders.
 - b. Senior damage controlman.

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MAIN PROPULSION ASSISTANT

1423 BASIC FUNCTIONS

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

1424 DUTIES, RESPONSIBILITIES, AND AUTHORITY.

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

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

1425 ORGANIZATIONAL RELATIONSHIPS

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

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ELECTRICAL ASSISTANT

1426 BASIC FUNCTIONS

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

1427 DUTIES, RESPONSIBILITIES, AND AUTHORITY

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

1. The operation and maintenance of all electrical machinery, equipment, and associated circuits, including switchboards, gyrocompass, dead reckoning analyzer, and dead reckoning tracer.
2. The maintenance of all interior communications systems.
3. The maintenance of all storage batteries.
4. The operation and maintenance of all small boat electrical equipment.
5. The preparation of such operational, maintenance, or other reports as required.

1428 ORGANIZATIONAL RELATIONSHIPS

1. The electrical assistant reports to the engineer officer for the performance of his assigned duties.
2. The senior electrician petty officer reports to the electrical assistant.

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AUXILIARY ASSISTANT

1429 BASIC FUNCTIONS

The auxiliary assistant is responsible for maintenance and operation of the machine shop and all machinery, including small boat machinery, outside the main machinery spaces for which the Engineering Department is responsible. He is the auxiliary division officer.

1430 DUTIES, RESPONSIBILITIES, AND AUTHORITY

Additional duties of the auxiliary officer are established by Article 1403 of this manual.

1431 ORGANIZATIONAL RELATIONSHIPS

1. The auxiliary assistant reports to the engineer officer for the performance of his assigned duties.
2. The senior division petty officer reports to the auxiliary assistant.

CHAPTER 1 - ADMINISTRATIVE ORGANIZATION

SECTION 5 - BOARDS AND COMMITTEES

1501 BOARDS AND COMMITTEE ORGANIZATION

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

1502 MEMBERSHIP OF BOARDS AND COMMITTEES

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

1503 ACTIVATION OF BOARDS AND COMMITTEES

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

1504 FUNCTIONAL GUIDES FOR BOARDS AND COMMITTEES

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

1505 TRAINING BOARD

1. BASIC FUNCTIONS. The training board is responsible for developing the ship's training program with the ultimate goal of producing well trained and qualified personnel both as individuals and as team members.

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

- a. Executive Officer (Chairman).
- b. Heads of Departments.
- c. Division officers.
- d. Training and education officer (Recorder).

3. PROCEDURES. The board shall do the following:

a. Propose policies, methods and procedures for executing the ship's training program.

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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. Shipboard Training Manual (NAVPERS 90110).

1506 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. NWIP 16-1.

1507 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.

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4. CONVENING DATES. This board shall meet at least once a month.
5. REFERENCES. Applicable directives.

1508 FORMAL SURVEY BOARD

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

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

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

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

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

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

1509 WARDROOM MESS AUDIT BOARD

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

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

3. PROCEDURE. This audit board shall:

- a. Examine the accounts and satisfy itself as to their condition.

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- 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.

1510 CASH VERIFICATION BOARD

1. BASIC FUNCTION. The cash verification board is responsible for verifying the cash accounts of the agent cashier.
2. MEMBERSHIP. The board shall consist of two disinterested officers appointed, in writing, by the commanding officer.
3. PROCEDURE. When the verification board arrives to verify the cash account, the agent cashier will immediately total and balance his accounts. The members of the board, who should have familiarized themselves with those parts of the Comptrollers Manual pertaining to verification, shall then carry out the following:
 - a. Verify personally, in the presence of the agent cashier:
 - (1) The cash by actual count and examination.
 - (2) Uncashed advanced checks.
 - (3) Receipts for advances to individuals.
 - (4) Documents representing intransit items.
 - b. In the case of end of month verification, certify, by signature, that the amounts reflected on the report of agent-officer accountability is correct (end of month verification).
 - c. In the case of surprise audit, the procedure shall be similar to the end of month verification, except that the report of verification is to be made on form "Report of Accountability".
4. CONVENING DATES. The cash verification board shall verify the cash accounts of the agent cashier on the last business day of each month and at unannounced intervals not less frequent than once each quarter.
5. REFERENCE. Comptroller Manual, Volume 2.

BOARDS AND COMMITTEES

1511 NARCOTICS AND ALCOHOLIC LIQUOR INVENTORY BOARD

1. **BASIC FUNCTION.** The narcotics and alcoholic liquor board is responsible for inventorying the stores of narcotics and alcoholic liquors maintained on board.
2. **MEMBERSHIP.** The board shall be appointed by the commanding officer and shall consist of two officers; one officer of the board not being directly or by delegated authority accountable for same.
3. **PROCEDURE.** This board shall make a physical inventory of the stores and an audit of the records pertaining to these stores. The board shall also inspect the security of the stowage and shall carefully inspect the original seals on the closures of the containers of bulk stores and unissued items to ascertain that they have not been tampered with.
4. **CONVENING DATES.** This board shall meet once a month or more frequently if necessary under the direction of the senior member.
5. **REFERENCE.** U. S. Coast Guard Medical Manual, Article 1-4-4F(9).

1512 REGISTERED PUBLICATIONS AUDIT BOARD

1. **BASIC FUNCTION.** The registered publications audit board is responsible for auditing the records of the registered publications custodian. The purpose of the audit is to assure the commanding officer that the publications on charge to the command balance with those appearing on the inventory taken on the specific occasions.
2. **MEMBERSHIP.** The auditing board shall be composed of two commissioned officers who shall familiarize themselves with RPS 4. If practicable, one member of the board should be senior in rank to the custodian. The custodian shall be a member of the board only upon occasions of a transfer of command or decommissioning. The relieving custodian shall be a 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.

BOARDS AND COMMITTEES

1513 SPECIAL COURTS MARTIAL

1. **BASIC FUNCTION.** A special court martial is established to carry out proper military jurisdiction as set forth in the Manual for Courts Martial, United States, 1951.

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

3. **PROCEDURES.** Members shall conduct special courts martial as set forth in the Manual for Courts Martial, United States, 1951.

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

5. **REFERENCES.**

a. Manual for Courts Martial, United States, 1951.

b. Coast Guard Supplement to the Manual for Courts Martial, United States, 1951.

c. Uniform Code of Military Justice.

1514 SUMMARY COURTS MARTIAL

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

BOARDS AND COMMITTEES

1515 GENERAL MESS INVENTORY BOARD

1. BASIC FUNCTION. The general mess inventory board is responsible for verifying the stock of the general mess.
2. MEMBERSHIP. The board shall consist of one or more commissioned officers appointed by the commanding officer.
3. PROCEDURES. The board shall familiarize themselves with the instructions contained in the Comptrollers Manual, Vol. III.
4. CONVENING DATES. The inventory shall be taken once each fiscal year on the last day of the month for which the inventory is to be verified. The commanding officer may allow such inventories to be omitted if during the year involved, an inspector's inventory, headquarters internal audit or relieving officers inventory has been made.
5. REFERENCES.
 - a. U. S. Coast Guard Regulations, 1955, Article 7-8-18.
 - b. Comptrollers Manual, Vol. III.

1516 SHIP'S EXCHANGE AUDIT BOARD

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

BOARDS AND COMMITTEES

5. REFERENCES.

- a. U. S. Coast Guard Regulations, 1955, Article 7-1-18.
- b. Coast Guard Exchange Manual.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 1 - INTRODUCTION

2101 IMPORTANCE OF THE WATCH ORGANIZATION

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

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

CHAPTER 2 - WATCH ORGANIZATION

SECTION 2 - UNDERWAY WATCH ORGANIZATION

2201 GENERAL

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

2202 REQUIREMENTS OF CONDITION IV

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

2203 UNDERWAY WATCH TABLE AND FUNCTIONAL GUIDES

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

2204 RESPONSIBILITY FOR WATCH ASSIGNMENTS

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

CHAPTER 2 - WATCH ORGANIZATION

SECTION 2 - UNDERWAY WATCH ORGANIZATION

OFFICER OF THE DECK (UNDERWAY)

2205 BASIC FUNCTIONS

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

2206 DUTIES, RESPONSIBILITIES AND AUTHORITY

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

2207 ORGANIZATIONAL RELATIONSHIPS

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

OFFICER OF THE DECK (UNDERWAY)

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

g. Lookouts

2208 THE DECK AND THE CONN

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

1. Taking and relinquishing the Conn. A definite policy of taking and relinquishing the conn must be followed. The status of the conn must be clearly understood by the officer of the deck, verbally acknowledged by him and, most important, carefully brought to the attention of all personnel on the bridge who manually perform the movements directed by the coming officer. A considerable measure of responsibility for the ship's safety remains with the officer of the deck even when he is relieved of the conn by the commanding officer or other duly qualified officers.

2. The commanding officer, at his discretion, will relieve the officer of the deck of the conn. In addition, he may direct the OOD how to proceed at any time without assuming the "conn" but he will rarely, if ever, relieve the "deck". Any direct order to the wheel or engine order telegraph will, however, itself constitute assumption of the responsibility for direction of the ship's movements -- the "conn". Under these conditions, in order to ensure efficient response and eliminate the possibility of conflicting orders, it is considered proper for the OOD to announce to the bridge watch, "The commanding officer (or other) has the conn", and immediately thereafter report to the commanding officer, "Sir, I have relinquished the conn".

3. The commanding officer is responsible for the safe navigation of the ship, under Coast Guard Regulations, whether he has the conn or has delegated it to the officer of the deck or some other officer.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 2 - UNDERWAY WATCH ORGANIZATION

JUNIOR OFFICER OF THE DECK (UNDERWAY)

2209 BASIC FUNCTIONS

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

2210 DUTIES, RESPONSIBILITIES AND AUTHORITY

1. The junior officer of the deck shall:
 - a. Assist the officer of the deck in the performance of his duties.
 - b. Familiarize himself with the duties and responsibilities of the officer of the deck in order that he may become qualified as officer of the deck.

2211 ORGANIZATIONAL RELATIONSHIPS

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

CHAPTER 2 - WATCH ORGANIZATION

SECTION 2 - UNDERWAY WATCH ORGANIZATION

CIC WATCH OFFICER

2212 BASIC FUNCTIONS

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

2213 DUTIES, RESPONSIBILITIES AND AUTHORITY

1. The CIC watch officer shall:
 - a. Supervise personnel on watch in the Combat Information Center ensuring that the operators are detecting and reporting air, surface and submarine contacts within the capabilities of their equipment, and that plotters are obtaining accurate solutions to tracking problems; ensuring that summary and geographical plots and status boards are correct and up to date, that voice radio and sound powered telephone circuits are properly manned and by monitoring these circuits, that correct phraseology and procedures are being used.
 - b. Review and evaluate operational information received in CIC by means of voice, radio, radar, visual lookout, direction finder and messages.
 - c. Disseminate evaluated information to ship control stations as appropriate.
 - d. Recommend procedures to the officer of the deck for maintaining station, avoiding navigational hazards and collisions, and changing speed or course as necessary.
 - e. Report all land-falls and maintain navigational tracks during sorties and port entries, and when operations are being conducted in dangerous or restricted waters, making reports to the officer of the deck when requested or when the ship is standing into danger.
 - f. Control the use of radars and voice radio circuits as designated by the CIC officer.
 - g. Notify the officer of the deck when he fails to acknowledge any transmissions to the ship on primary or secondary tactical circuits. Under no circumstances should the CIC watch officer acknowledge a transmission on these circuits unless he has been specifically authorized to do so by the officer of the deck.
 - h. Maintain a listening watch on the primary and secondary tactical circuits and ensure that all transmissions sent or received by the ship are logged.

CIC WATCH OFFICER

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

j. Maintain CIC log.

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

2214 ORGANIZATIONAL RELATIONSHIPS

1. The CIC watch officer reports to:

a. The officer of the deck for operational information.

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

2. The following report to the CIC watch officer:

a. Personnel on watch in CIC.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 2 - UNDERWAY WATCH ORGANIZATION

THE ENGINEER OFFICER OF THE WATCH

2215 BASIC FUNCTION

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

2216 DUTIES, RESPONSIBILITIES AND AUTHORITY

The duties, responsibilities and authority prescribed in U. S. Coast Guard Regulations, 1955, Chapter 8 are included in the functional guide promulgated by the engineering department instructions.

2217 ORGANIZATIONAL RELATIONSHIPS

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

CHAPTER 2 - WATCH ORGANIZATION

SECTION 2 - UNDERWAY WATCH ORGANIZATION

UNDERWAY WATCH TABLE
(Table 2-1)

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

ENLISTED WATCHES

<u>DETAIL</u>	<u>NO.</u>	<u>RATE</u>	<u>DEPARTMENT</u>	<u>TRAINING & QUALIFICATIONS</u>	<u>DURATION</u>
BM of watch	1	BM	Deck	First Lieutenant	4 hours
QM of watch	1	QM	Operations	Operations Off.	4 hours
Helmsman	1	SN/SA	Deck	Operations Off.	4 hours **
OOD Messenger	1	SN/SA	Deck	First Lieutenant	4 hours **
Lifeboat Crew	*	---	Deck & Engineering	First Lieutenant & Engineer Off.	day's duty
Signal Bridge	*	QM	Operations	Operations Off.	as required
Radio Central	*	RM	Operations	Operations Off.	4 hours
CIC	*	RD & SO	Operations	Operations Off.	4 hours
Surface Lookout	1	SN/SA	Deck	Operations Off.	4 hours **
Foc'stle Fog Lookout	1	SN/SA	Deck	Operations Off.	as required **

UNDERWAY WATCH TABLE
 (Table 2-1)
 (Continued)

<u>DETAIL</u>	<u>NO.</u>	<u>RATE</u>	<u>DEPARTMENT</u>	<u>TRAINING & QUALIFICATION</u>	<u>DURATION</u>
Foc'stle Fog Telephone Talker	1	SN	Deck	Operations Off.	as required **
Engineering	*	PO/FN	Engineering	Engineer Off.	4 hours
Duty ET	1	ET	Operations	Operations Off.	24 hours
Duty EM	1	EM	Engineering	Engineer Off.	24 hours
Duty DC	1	DC	Engineering	Damage Control Assistant	24 hours

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

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

CHAPTER 2 - WATCH ORGANIZATION

SECTION 3 - IN PORT WATCH ORGANIZATION

2301 GENERAL

1. The basic peacetime in port watch organization (Condition V) is presented in this section. Under emergency wartime conditions additional watches for security, antisabotage and weapons 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 of the ship divides the ship's company into three watch sections. The sections are so organized that they stand duties in numerical rotation regardless of interruption from periods at sea. At times, operational commitments or security requirements may require that the ship be organized into two watch sections. At such times, temporary port and starboard sections shall be organized.

2. Officers shall be assigned to a day's duty in rotation either as officer of the deck or engineering watch officer. This assignment shall be in accordance with the officer's duty qualification with the duty day commencing at 0900 and terminating at 0900 the following day.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 3 - IN PORT WATCH ORGANIZATION

OFFICER OF THE DECK (IN PORT)

2303 BASIC FUNCTIONS

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

2304 DUTIES, RESPONSIBILITIES AND AUTHORITY

The detailed duties, responsibilities and authority of the officer of the deck (in port) are thoroughly covered in U. S. Coast Guard Regulations, 1955, Chapter 8, Section 9.

2305 ORGANIZATIONAL RELATIONSHIPS

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

CHAPTER 2 - WATCH ORGANIZATION

SECTION 3 - IN PORT WATCH ORGANIZATION

IN PORT WATCH TABLE
(Table 2-2)

<u>DETAIL</u>	<u>RANK/RATE</u>	<u>DEPARTMENT</u>	<u>TRAINING & QUALIFICATION</u>	<u>DURATION</u>
OOD	Officer	Any	Commanding Officer by formal letter	Day's duty
EWO	Officer/CPO	Engineering	Commanding Officer & Engineer Officer	Day's duty
QM of watch	PO	Operations	Operations Officer	4 hours *
Messenger	SN/SA	Deck	First Lieutenant	4 hours *
Duty BM	BM	Deck	First Lieutenant	Day's duty
Duty GM	GM	Deck	Gunnery Officer	Day's duty
Duty Yeoman	YN	Operations	Executive Officer	Day's duty
Duty cook	CS	Supply	Commissary Officer	Day's duty
Duty RM	RM	Operations	Communications Officer	Day's duty
Duty driver	Any	Any	Executive Officer	Day's duty
Duty Steward	SD/TN	Supply	Mess Treasurer	Day's duty
Duty DC	DC	Engineering	Engineer Officer	Day's duty
Duty EM	EM	Engineering	Engineer Officer	Day's duty
Boat Coxswain	BM	Deck	First Lieutenant	as required
Boat crew	SN/SA	Deck	First Lieutenant	as required
Boat Engineer	EN/FN	Engineering	Engineer Officer	as required
Security watch	SN/SA	Deck	First Lieutenant	as required
Bridge watch	QM/SN	Operations	Operations Officer	as required
Engineering watch	PO/SN	Engineering	Engineer Officer	4 hours *

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

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 1 - ADMINISTRATIVE BILLS

3101 PERSONNEL ASSIGNMENT BILL

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

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

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

4. PROCEDURES AND RESPONSIBILITIES.

a. The executive officer shall:

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

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

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

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

b. Heads of departments shall:

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

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

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

PERSONNEL ASSIGNMENT BILL

c. Division officers shall:

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

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

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

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

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

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

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

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

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

WPG (327')

PERSONNEL ASSIGNMENT BILL

OFFICER'S BILLETS

<u>BILLET TITLE</u>	<u>RANK</u>	<u>ALLOWANCE</u>
<u>COMMAND</u>		
Commanding Officer	CAPT	1
Executive Officer	CDR	1
<u>OPERATIONS DEPARTMENT</u>		
Operations Officer	LT	1
CIC Officer	LTJG	1
Communications Officer	LTJG	1
<u>ENGINEERING DEPARTMENT</u>		
Engineer Officer	LCDR	1
1st Assistant Engineer	LTJG	1
2nd Assistant Engineer	LTJG	1
3rd Assistant Engineer	MACH	1
<u>DECK DEPARTMENT</u>		
First Lieutenant	LTJG	1
Gunnery Officer	LTJG	1
<u>SUPPLY DEPARTMENT</u>		
Supply Officer	SPCK	1

Figure 3-2 (327')

WPG (327')

PERSONNEL ASSIGNMENT BILL

SUMMARY OF RATING ASSIGNMENTS

BILLET	RATINGS						TOTAL
	E7-E9	E6	E5	E4	E3	E2	
DECK DEPT 1st DIV							
BM	1	1	1	3			6
SN-SA					12	9	21
SUB TOTAL							
DECK DEPT 2nd DIV							
FT		1		1			2
GM	1	1		1			3
SN-SA					11	7	18
SUB TOTAL							
OPER DEPT							
QM	1	1	1	1			4
RD	1	1	1	1			4
SO		1	1	1			3
ET	1		2	1			4
RM	1	2	3	4			10
YN	1		1				2
SUB TOTAL							
ENG. DEPT							
MM	3	2	3	4			12
BT	1	1	2	1			5
EM	1	1	1	1			4
DC	1			2			3
SK			1				1
FN-FA					8	7	15
SUB TOTAL							
SUPPLY DEPT							
SK		1		1			2
CS	1	1	2	1			5
SD		1	1	1			3
HM	1						1
TN-TA					2	3	5
SUB TOTAL							
TOTAL	15	15	20	24	33	26	133

Figure 3-1(311')

WAVP (311')

PERSONNEL ASSIGNMENT BILL

OFFICER'S BILLETS

<u>BILLET TITLE</u>	<u>RANK</u>	<u>ALLOWANCE</u>
<u>COMMAND</u>		
Commanding Officer	CAPT/CDR	1
Executive Officer	CDR/LCDR	1
<u>OPERATIONS DEPARTMENT</u>		
Operations Officer	LT	1
CIC Officer	LTJG	1
Communications Officer	LTJG	1
<u>ENGINEERING DEPARTMENT</u>		
Engineer Officer	LCDR	1
1st Assistant Engineer	LTJG	1
2nd Assistant Engineer	LTJG	1
3rd Assistant Engineer	MACH	1
<u>DECK DEPARTMENT</u>		
First Lieutenant	LTJG	1
Gunnery Officer	LTJG	1
<u>SUPPLY DEPARTMENT</u>		
Supply Officer	SPCK	1

Figure 3-2 (311')

WAVP (311')

PERSONNEL ASSIGNMENT BILL

SUMMARY OF RATING ASSIGNMENTS

BILLET	RATINGS						TOTAL
	E7-E9	E6	E5	E4	E3	E2	
DECK DEPT 1st DIV							
BM	1	1	1	3			6
SN-SA					12	9	21
SUB TOTAL							
DECK DEPT 2nd DIV							
FT		1		1			2
GM	1	1		2			4
SN-SA					12	6	18
SUB TOTAL							
OPER. DEPT							
QM	1	1	1	1			4
RD	1	1	1	1			4
SO		1	1	1			3
ET	1		2	1			4
RM	1	2	3	4			10
YN	1		1				2
SUB TOTAL							
ENG. DEPT							
EN	3	3	3	7			16
BT		1		1			2
EM	1		2	2			5
DC	1			2			3
SK			1				1
FN-FA					7	9	16
SUB TOTAL							
SUPPLY DEPT							
SK		1		1			2
CS	1	1	2	1			5
SD		1	1	1			3
HM	1						1
TN-TA					2	3	5
SUB TOTAL							
TOTAL	14	15	19	29	33	27	137

WPG (255')

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
CIC Officer	LTJG	1
Communications Officer	LTJG	1
<u>ENGINEERING DEPARTMENT</u>		
Engineering Officer	LCDR	1
1st Assistant Engineer	LTJG	1
2nd Assistant Engineer	LTJG	1
3rd Assistant Engineer	MACH	1
<u>DECK DEPARTMENT</u>		
First Lieutenant	LTJG	1
Gunnery Officer	LTJG	1
<u>SUPPLY DEPARTMENT</u>		
Supply Officer	SPCK	1

Figure 3-2 (255')

WPG (255')

PERSONNEL ASSIGNMENT BILL

SUMMARY OF RATING ASSIGNMENTS

BILLETS	RATINGS						TOTAL
	E7-E9	E6	E5	E4	E3	E2	
DECK DEPT 1st DIV							
EM	1	1	1	3			6
SN-SA					12	9	21
SUB TOTAL							
DECK DEPT 2nd DIV							
FT		1		1			2
GM	1	1		1			3
SN-SA					12	6	18
SUB TOTAL							
OPER. DEPT							
QM	1	1	1	1			4
RD	1	1	1	1			4
SO		1	1	1			3
ET	1		2	1			4
RM	1	2	1	3			7
YN	1		1				2
SUB TOTAL							
ENG. DEPT							
MM	3	3	3	3			12
BT	1	2	1	1			5
EM	1	1	1	2			5
DC	1			2			3
SK			1				1
FN-FA					5	5	10
SUB TOTAL							
SUPPLY DEPT							
SK		1		1			2
CS	1	1	2	1			5
SD		1	1	1			3
HM	1						1
TN-TA					2	3	5
SUB TOTAL							
TOTAL	15	17	17	23	31	23	126

Figure 3-3 (327')

WPG (327')
PERSONNEL ASSIGNMENT BILL

ASSIGNMENT OF ENLISTED MEN TO SECTIONS

DECK DEPARTMENT - FIRST DIVISION

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
1-101	BMC	1-201	BM2	1-301	BM1
1-102	BM3	1-202	BM3	1-302	BM3
1-103	SN	1-203	SN	1-303	SN
1-104	SN	1-204	SN	1-304	SN
1-105	SN	1-205	SN	1-305	SN
1-106	SN	1-206	SN	1-306	SN
1-107	SA	1-207	SA	1-307	SA
1-108	SA	1-208	SA	1-308	SA
1-109	SA	1-209	SA	1-309	SA

DECK DEPARTMENT - SECOND DIVISION

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
2-101	GML	2-201	GMC	2-301	FT1
2-102	FT3	2-202	GM3	2-302	SN
2-103	SN	2-203	SN	2-303	SN
2-104	SN	2-204	SN	2-304	SN
2-105	SN	2-205	SN	2-305	SN
2-106	SN	2-206	SN	2-306	SA
2-107	SA	2-207	SA	2-307	SA
2-108	SA	2-208	SA		

OPERATIONS DEPARTMENT

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
0-101	QMC	0-301	RDC	0-301	RMC
0-102	YNC	0-202	ETC	0-302	RD1
0-103	RML	0-203	QML	0-303	SO1
0-104	RM2	0-204	RML	0-304	QM2
0-105	RD2	0-205	RM2	0-305	RM2
0-106	SO2	0-206	RM3	0-306	ET2
0-107	ET2	0-207	RD3	0-307	YN2
0-108	QM3	0-308	SO3	0-308	RM3
0-109	RM3	0-209	ET3	0-309	RM3

Figure 3-3 (327')

WPG (327')

PERSONNEL ASSIGNMENT BILL

ASSIGNMENT OF ENLISTED MEN TO SECTIONS

ENGINEERING DEPARTMENT

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
E-101	MMC	E-201	MMC	E-301	MMC
E-102	DCC	E-202	BTC	E-302	EMC
E-103	MM1	E-203	MM1	E-303	BT1
E-104	MM2	E-204	EM1	E-304	MM2
E-105	EM2	E-205	MM2	E-305	MM3
E-106	BT2	E-206	BT2	E-306	MM3
E-107	MM3	E-207	SK2	E-307	DC3
E-108	BT3	E-208	MM3	E-308	EM3
E-109	FN	E-209	DC3	E-309	FN
E-110	FN	E-210	FN	E-310	FN
E-111	FN	E-211	FN	E-311	FA
E-112	FA	E-212	FN	E-312	FA
E-113	FA	E-213	FA	E-313	FA
		E-214	FA		

SUPPLY DEPARTMENT

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
S-101	CSC	S-201	HMC	S-301	SK1
S-102	CS2	S-202	CS2	S-302	CS1
S-103	SK3	S-203	CS3	S-303	SD1
S-104	SD3	S-204	SD2	S-304	TN
S-105	TA	S-205	TN	S-305	TA
S-106	TA				

Figure 3-3 (311')

WAVP (311')

PERSONNEL ASSIGNMENT BILL

ASSIGNMENT OF ENLISTED MEN TO SECTIONS

DECK DEPARTMENT - FIRST DIVISION

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
1-101	BMC	1-201	BM2	1-301	BM1
1-102	BM3	1-202	BM3	1-302	BM3
1-103	SN	1-203	SN	1-303	SN
1-104	SN	1-204	SN	1-304	SN
1-105	SN	1-205	SN	1-305	SN
1-106	SN	1-206	SN	1-306	SN
1-107	SA	1-207	SA	1-307	SA
1-108	SA	1-208	SA	1-308	SA
1-109	SA	1-209	SA	1-309	SA

DECK DEPARTMENT - SECOND DIVISION

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
2-101	GMI	2-201	GMC	2-301	FT1
2-102	FT3	2-202	GM3	2-302	GM3
2-103	SN	2-203	SN	2-303	SN
2-104	SN	2-204	SN	2-304	SN
2-105	SN	2-205	SN	2-305	SN
2-106	SN	2-206	SN	2-306	SN
2-107	SA	2-207	SA	2-307	SA
2-108	SA	2-208	SA	2-308	SA

OPERATIONS DEPARTMENT

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
0-101	QMC	0-201	RDC	0-301	RMC
0-102	YNC	0-202	ETC	0-302	RD1
0-103	RMI	0-203	QMI	0-303	SO1
0-104	RM2	0-204	RMI	0-304	QM2
0-105	RD2	0-205	RM2	0-305	RM2
0-106	SO2	0-206	RM3	0-306	ET2
0-107	ET2	0-207	RD3	0-307	YN2
0-108	QM3	0-208	SO3	0-308	RM3
0-109	RM3	0-209	ET3	0-309	RM3

Figure 3-3 (311')

WAVP (311')

PERSONNEL ASSIGNMENT BILL

ASSIGNMENT OF ENLISTED MEN TO SECTIONS

ENGINEERING DEPARTMENT

FIRST SECTION
BILLET ALLOW.

E-101 ENC
E-102 DCC
E-103 EN1
E-104 BT1
E-105 EN2
E-106 EM2
E-107 EN3
E-108 EN3
E-109 EN3
E-110 EM3
E-111 FN
E-112 FA
E-113 FA
E-114 FA

SECOND SECTION
BILLET ALLOW.

E-201 ENC
E-202 EN1
E-203 EN2
E-204 EM2
E-205 SK2
E-206 EN3
E-207 EN3
E-208 BT3
E-209 DC3
E-210 FN
E-211 FN
E-212 FN
E-213 FA
E-214 FA
E-215 FA

THIRD SECTION
BILLET ALLOW.

E-301 ENC
E-302 EMC
E-303 EN1
E-304 EN2
E-305 EN3
E-306 EN3
E-307 EM3
E-308 DC3
E-309 FN
E-310 FN
E-311 FN
E-312 FA
E-313 FA
E-314 FA

SUPPLY DEPARTMENT

FIRST SECTION
BILLET ALLOW.

S-101 CSC
S-102 CS2
S-103 SK3
S-104 SD3
S-105 TA
S-106 TA

SECOND SECTION
BILLET ALLOW.

S-201 HMC
S-202 CS2
S-203 CS3
S-204 SD2
S-205 TN

THIRD SECTION
BILLET ALLOW.

S-301 SK1
S-302 CS1
S-303 SD1
S-304 TN
S-305 TA

Figure 3-3 (255')

WPG (255')

PERSONNEL ASSIGNMENT BILL

ASSIGNMENT OF ENLISTED MEN TO SECTIONS

DECK DEPARTMENT - FIRST DIVISION

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
1-101	BM2	1-201	BM2	1-301	BM1
1-102	BM3	1-202	BM3	1-302	BM3
1-103	SN	1-203	SN	1-303	SN
1-104	SN	1-204	SN	1-304	SN
1-105	SN	1-205	SN	1-305	SN
1-106	SN	1-206	SN	1-306	SN
1-107	SA	1-207	SA	1-307	SA
1-108	SA	1-208	SA	1-308	SA
1-109	SA	1-209	SA	1-309	SA

DECK DEPARTMENT - SECOND DIVISION

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
2-101	GML	2-201	GMC	2-301	FT1
2-102	FT3	2-202	GM3	2-302	SN
2-103	SA	2-203	SN	2-303	SN
2-104	SN	2-204	SN	2-304	SN
2-105	SN	2-205	SN	2-305	SN
2-106	SN	2-206	SN	2-306	SA
2-107	SA	2-207	SA	2-307	SA
2-108	SA	2-208	SA		

OPERATIONS DEPARTMENT

<u>FIRST SECTION</u>		<u>SECOND SECTION</u>		<u>THIRD SECTION</u>	
<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>	<u>BILLET</u>	<u>ALLOW.</u>
0-101	QMC	0-201	RDC	0-301	RMC
0-102	YNC	0-202	ETC	0-302	RD1
0-103	RML	0-203	QML	0-303	SO1
0-104	RD2	0-204	RML	0-304	QM2
0-105	SO2	0-205	RM3	0-305	RM2
0-106	ET2	0-206	RD3	0-306	ET2
0-107	QM3	0-207	SO3	0-307	YN2
0-108	RM3	0-208	ET3	0-308	RM3

WPG (255')

PERSONNEL ASSIGNMENT BILL

ASSIGNMENT OF ENLISTED MEN TO SECTIONS

ENGINEERING DEPARTMENT

FIRST SECTION
BILLET ALLOW.

E-101 MMC
E-102 DCC
E-103 MM1
E-104 BT1
E-105 MM2
E-106 EM2
E-107 BT2
E-108 MM3
E-109 FN
E-110 FN
E-111 FA
E-112 FA

SECOND SECTION
BILLET ALLOW.

E-201 MMC
~~E-202~~ BTC
E-203 MM1
E-204 EM1
E-205 MM2
E-206 MM3
E-207 BT3
E-208 DC3
E-209 EM3
E-210 FN
E-211 FA
E-212 FA

THIRD SECTION
BILLET ALLOW.

E-301 MMC
~~E-302~~ EMC
E-303 MM1
E-304 BT1
E-305 MM2
E-306 SK2
E-307 MM3
E-308 DC3
E-309 EM3
E-310 FN
E-311 FN
E-312 FA

SUPPLY DEPARTMENT

FIRST SECTION
BILLET ALLOW.

S-101 CSC
S-102 CS2
S-103 SK3
S-104 SD3
S-105 TA
S-106 TA

SECOND SECTION
BILLET ALLOW.

S-201 HMC
S-202 CS2
S-203 CS3
S-204 SD2
S-205 TN

THIRD SECTION
BILLET ALLOW.

S-301 SK1
S-302 CS1
S-303 SD1
S-304 TN
S-305 TA

WPG (327') WAVP (311') WPG (255')

PERSONNEL ASSIGNMENT BILL

SPECIAL DETAILS

	DEPARTMENTS			
	D	E	O	S
Messmen	4	2		
Master-at-Arms	1			
Mail Orderly			1	
Compartment Cleaners	2	1	1	1

COLLATERAL DUTY BILLETS Figure 3-5

1. BOARDS AND COMMITTEES

- Training Board
- Crypto Board
- Safety Board
- Formal Survey Board
- Wardroom Mess Audit Board
- Cash Verification Board
- Narcotics and Alcoholic Liquor Inventory Board
- Registered Publications Audit Board
- Special Courts Martial
- Summary Courts Martial
- General Mess Inventory Board
- Ship's Exchange Audit Board

2. COLLATERAL DUTIES

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 all recreation activities.

Education and Training Officer

The Education and Training Officer shall perform his duties in accordance with U. S. Coast Guard Regulations, Article 8-10-7. In the performance of such duties, he shall adhere to requirements of the U. S. Coast Guard Institute, USAFI and U. S. Naval Correspondence Center. He is responsible for procurement of educational films from Service or commercial film libraries.

Photographic Officer

The Photographic Officer shall perform his duties in accordance

Photographic Officer (cont'd)

with U. S. Coast Guard Regulations, Article 8-10-8 and the Guide to Public Information Services, CG-247, Chapter 10.

Movie Officer

The Movie Officer 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.

Savings Bond Officer

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

Voting Officer

The Voting Officer shall perform his duties in accordance with the Personnel Manual, Chapter 16, Part B.

Wardroom Mess Treasurer

The Wardroom Mess Treasurer shall perform his duties in accordance with U. S. Coast Guard Regulations, Article 10-5-5 and as amplified by procedures contained in Chapter 5 of this manual.

Classified Material Control Officer

The Classified Material Control Officer shall perform his duties in accordance with the Security Manual for Classified Information, Chapter 5.

Top Secret Control Officer

The Top Secret Control Officer shall perform his duties in accordance with the Security Manual for Classified Information, Chapter 5.

Custodian of Registered Publications

The Custodian of Registered Publications shall perform his duties in accordance with RPS 4, paragraphs 301 and 302.

Crypto Security Officer

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

Public Information Officer

The Public Information Officer shall perform his duties in accordance with the Guide for Public Information Services, CG-247, Chapter 2.

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 Uniform Code of Military Justice.

Anti-Submarine Warfare Officer

The Anti-Submarine Warfare Officer is responsible for the effective utilization of all A/S equipment. He shall ensure that the equipment is properly maintained and that appropriate personnel are trained in accordance with the latest anti-submarine warfare doctrine.

ABC Officer

The ABC Officer is responsible under the engineer officer for ensuring that the ship is prepared for effective defense against ABC attack insofar as allowed equipment permits. He shall ensure that all personnel are effectively trained and that all provisions of the General Emergency Bill relating to ABC are in effect. In addition, he shall ensure that all ABC warfare defense equipment is properly maintained, stowed, and utilized.

Boarding Officer

The Boarding Officer shall perform his duties in accordance with the Boarding Manual, Chapter 1.

Fire Prevention Officer

The Fire Prevention Officer shall perform his duties in accordance with the Bureau of Ships Technical Manual, Article 88-763.

Gas Free Officer

The Gas Free Officer shall perform his duties in accordance with the Bureau of Ships Technical Manual, Article 92-372.

Chief Censor

The Chief Censor shall perform his duties in accordance with the Security Manual for Classified Information, Article 912 and in accordance with other instructions prescribed by higher authority.

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.

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 1 - ADMINISTRATIVE BILLS

3102 BERTHING AND LOCKER BILL

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

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

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

a. Division administration.

b. Morale.

c. Dispersal of key personnel.

4. PROCEDURES AND RESPONSIBILITIES.

a. The executive officer shall:

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

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

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

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

(5) Assign berthing to passengers.

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

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

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

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

(3) Inspection for proper stowage of lockers and cleanliness

BERTHING AND LOCKER BILL

of bedding and canvas bunk bottoms.

e. The master-at-arms shall:

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

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

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

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

f. 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) Head-to-foot sleeping shall be standard.

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

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

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

(8) Bunks and lockers shall be numbered consecutively. The number one bunk in a compartment shall be the uppermost forward bunk to starboard, nearest the center line of the compartment. Numbering shall continue down the tier of bunks, thence to the uppermost bunk in the next tier, to starboard, etc., until the tier farthest to starboard is numbered. Following this, a return is made to the center line of the compartment and the next tier of bunks aft. This system is continued until all bunks to starboard are numbered. Bunks and lockers to port of the center line are similarly numbered, commencing with the forward uppermost bunk and working to port.

Figure 3-6

WPG (327') WAVE (311') WPG (255')

COMPARTMENT ASSIGNMENTS

DEPARTMENT DIVISION OR RATE	ALLOWANCE	CAPACITY	COMPARTMENT	BERTH NO.	LOCKER NO.
CPO					
P01					
1st					
2nd					
E					
O					
S					

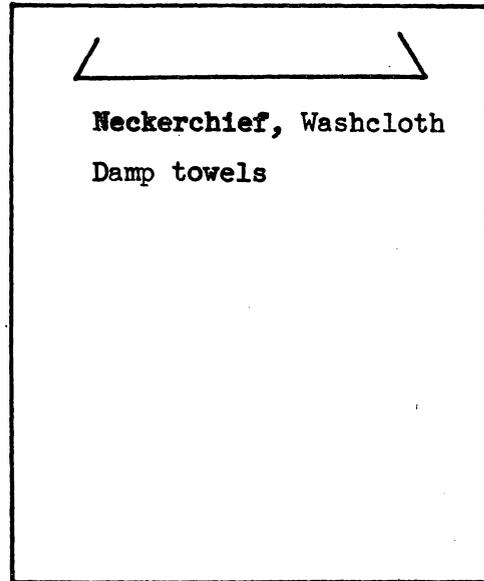
LOCKER STOWAGE AND BUNK MAKEUP

Figure 3-7

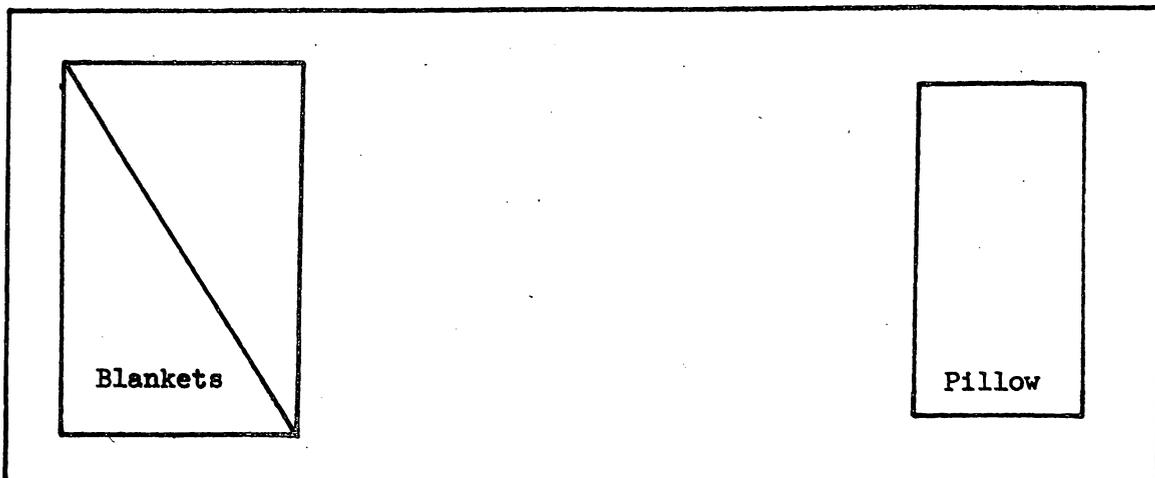
LOCKER STOWAGE

White Hats Clothes Whites Stops	Flat Hat Watch Cap Jersey Blues
Handkerchiefs Mattress Covers Towels Underwear	Shoes: Dress Work Shower Shining Kit
Socks Gloves Belts Sewing Trunks Gear	Dungarees
○ Toilet Articles	

DOOR



BUNK MAKEUP



Bunk lashings - White cotton line

Open end of
Mattress cover
Turn flap down.

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 1 - ADMINISTRATIVE BILLS

3103 CLEANING AND MAINTENANCE BILL

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

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

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

4. PROCEDURES AND RESPONSIBILITIES.

a. The executive officer shall:

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

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

b. Heads of departments shall:

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

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

c. Division officers shall:

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

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

d. The first lieutenant shall:

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

CLEANING AND MAINTENANCE BILL

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

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

e. Detailed assignment of personnel to cleaning, preservation, and maintenance duties shall be made in accordance with Figure 3-8 for exterior parts of the ship, and Figure 3-9 for interior spaces. Special assignments shall be made in accordance with Figure 3-10. The following structures, appurtenances, and equipment located within a space are to be cleaned and preserved by the division responsible for the space:

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

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

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

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

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

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

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

(8) Life rafts and life saving equipment.

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

(10) All light traps.

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

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

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

CLEANING AND MAINTENANCE BILL

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

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

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

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

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

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

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

CLEANING AND MAINTENANCE BILL

HULL EXTERIOR - ASSIGNMENTS

DEPARTMENTAREA

DECK

Mainmast and standing rigging both masts
 02 Deck: Fr 69 to 86 plus stack exterior
 01 Deck: Fr 28 to 48; 86 to 115
 Main Deck: All exterior, stem to stern
 Hull and water line
 Ship's ground tackle, boats, davits and boat
 booms.
 MT51, MT41, Fire control, ready service boxes,
 Hedgehog, K-Guns, and Directors
 Exterior A-0301C

OPERATIONS

Foremast
 03 Deck: Fr 54-69 Flying Bridge
 02 Deck: Fr 51-69 Open Bridge
 01 Deck: Fr 61-86 Radio to Inflation shelter
 Radar antennae with associated insulators,
 equipment
 BT winch

CLEANING AND MAINTENANCE BILL

HULL EXTERIOR - ASSIGNMENTS

DEPARTMENTAREA

DECK

Mainmast and standing rigging both masts
 02 Deck: Stack exterior
 01 Deck: All exterior less balloon shelter
 Main Deck: All exterior, stem to stern
 Hull and waterline
 Ship's ground tackle, boats, davits and boat booms.
 MT51, MT41, MT42, Fire control, ready service boxes, Hedgehog, K-Guns, and Directors
 Exterior A-0301C

OPERATIONS

Foremast
 03 Deck: excluding exterior A-0301C
 02 Deck:
 01 Deck: Balloon shelter
 Radar antennae with associated insulators and equipment
 BT winch

CLEANING AND MAINTENANCE BILL

HULL EXTERIOR - ASSIGNMENTS

DEPARTMENTAREA

DECK

Mainmast and standing rigging both masts
 02 Deck: Stack exterior
 01 Deck: All exterior less balloon shelter
 Main Deck: All exterior, stem to stern
 Hull and waterline
 Ship's ground tackle, boats, davits, and boat
 booms.
 MT51, MT41, Fire Control, ready service boxes,
 Hedgehog, K-Guns, and Directors
 Exterior A-0301C

OPERATIONS

Foremast
 03 Deck: excluding exterior A-0301C
 02 Deck:
 01 Deck: Balloon shelter
 Radar antennae with associated insulators and
 equipment
 BT winch

CLEANING AND MAINTENANCE BILL

HULL INTERIOR - ASSIGNMENTS

Deck Department

<u>COMPARTMENT</u>	<u>NAME</u>
A-0301-C	Fire Control Radar Room
A-101-C	Mount 51
A-101-C	40MM Control Room
A-103-T	Passage
A-105-M	Armory
A-110-A	Deck Gear Locker
A-112-T	Passage
A-113-A	Deck Gear Locker
A-114-T	Passage
A-115-T	Passage
D-103-T	Passage
D-106-AM	20MM Clipping Room
A-201-A	Boatswain Stores
A-202-EL	Windlass Room
A-203 $\frac{1}{2}$ -M	5"/38 Upper Handling Room
D-206-AE	Hawser Storage
A-301-E	Chain Locker
A-302-A	Paint Locker
A-303-A	Canvas & Awning Stowage
A-405-W	Potable Water Tank
A-406-W	Potable Water Tank
A-408-W	Potable Water Tank
A-409-W	Potable Water Tank
A-409 $\frac{1}{2}$ -A	Ultimate Magazine
A-410-M	5"/38 Projectile Magazine
A-411-T	Trunk
A-412-M	5" Powder Magazine
A-413-M	Small Arms Magazine
A-414-M	A/S Projectile Magazine
A-415-M	40MM Magazine
A-415 $\frac{1}{4}$ -M	Handling Room
A-415 $\frac{1}{2}$ -M	Demolition Stowage
A-416-W	Potable Water Tank
A-417-W	Potable Water Tank
D-408-M	Ordnance Stores
D-408 $\frac{1}{2}$ -M	20MM Magazine

Operations Department

A-0201-L	Pilot House
A-0202-C	Chart Room

HULL INTERIOR - ASSIGNMENT

Figure 3-9 (327')

Operations Department(cont'd)

<u>COMPARTMENT</u>	<u>NAME</u>
A-0203-C	Radar Transmitter Room
A-0204-C	CIC
A-0102-CM	Beacon Transmitter Room
A-0108-C	Radio Central
B-0101-L	Aerological Office
B-0102-A	Inflation Shelter
A-107-C	Code Room
C-202-AE	Electronic Shop
D-205-IL	Emergency Radio
A-304-AC	Sonar Equipment Room
A-305-AL	Electronic Stores
D-301-A	Electronic Stores
D-301-A	Navigator's Stores
A-407-C	Underwater Sound Room
D-411-A	Helium Stowage

Engineering Department

A-0101-E	Fan Room
A-102-E	Fan Room
B-101-E	Carpenter Shop
B-102-E	Blower Room
C-101-E	Engineer's Workshop
D-101-E	Blower Room
D-102-E	Electric Shop and Fan Room
D-107-E	Air Conditioning Room
A-203-T	Passage
A-204-EL	Air Conditioning Room
B-202-2T	Passage
B-202-4L	Fireman's WC & WR
B-203-T	Passage
C-201-T	Passage
C-203-T	Passage
C-204-AE	Engineer Storeroom & Workshop
C-205-L	Log Office
A-302 $\frac{1}{2}$ -T	Trunk
A-306-AE	Ice Machine & Refrigerator Room
A-307-EL	Cyro Compass Room
D-302-A	Engineer's Spare Parts
A-401-V	Fore Peak Tank
A-402-V	Peak Tank
A-403-E	Fire Pump Room
A-404-E	Pump Room
A-415 3/4-E or	Pit Log
A-421 $\frac{1}{2}$ -E	
A-418-V	Cofferdam
A-419-V	Cofferdam

WAVP (311')

Figure 3-9 (311')

CLEANING AND MAINTENANCE BILL

HULL INTERIOR - ASSIGNMENTS

Deck Department

<u>COMPARTMENT</u>	<u>NAME</u>
A-0301-C	Fire Control Radar Room
B-0201-A	Rescue Gear Locker
B-0103-A	Deck Gear Locker
B-0104-M	40MM Ready Service
B-0105-M	40MM Ready Service
B-0106-A	Boat Gear Locker
	Mount 51
A-101 $\frac{1}{2}$ -M	Dummy Projectile Stowage
A-103-T	Passage
B-104 $\frac{1}{2}$ -A	Rescue Gear Locker
A-201-A	Boatswain's Stores
A-202-E	Windlass Room
A-203-2M	Upper Handling Room
C-206-A	Hawser Stowage
C-209-A	Hawser Stowage
A-301-E	Chain Locker
A-302-A	Paint Mixing and Flammable Liquids
A-303-T	Trunk
A-303-A	Stores
A-303 $\frac{1}{2}$ -M	Magazine
	Ammunition Hoist
A-306-T	Trunk
A-307-A	Ordnance Stores
A-308-A	Handling Room
A-308 $\frac{1}{2}$ -M	20MM Magazine and Small Arms
A-309-M	40MM Ammunition
A-310-1AE	Armory Ordnance Workshop
A-310-1AE	Ordnance Office
A-310-1AE	Passage
C-308-A	Deck Stores
C-309-A	Stores
C-309 $\frac{1}{2}$ -M	Magazine
C-309-1A	Stores
A-401-A	Paint Stowage
A-402-A	Deck Stores
A-403-M	5" Powder Magazine
A-404-M	5" Projectile and Handling Room
A-405-M	7.2" Projectile Stowage
A-405 $\frac{1}{2}$ -M	7.2" Projectile Stowage
C-419-M	Fuses and Impulse Charges
C-421-W	Potable Water Tank
B-4-W	Potable Water Tank
B-5-W	Potable Water Tank

HULL INTERIOR - ASSIGNMENTS

Figure 3-9 (311')

Operations Department

<u>COMPARTMENT</u>	<u>NAME</u>
A-0201-C	Radar Indicator Room
A-0201-C	Pilot House
A-0201-C	Void Under Pilot House
A-0201-C	Radar Transmitter Room
A-0201-C	CIC
A-0201-C	Chartroom
A-0201-C	Passage
A-0201-C	Publications Locker
A-0202-M	Storeroom
A-0103-C	Radio Central
A-0106-C	Code Room
B-0101-A	Electronic Stores
C-0101-AL	Aerological Office
C-0101-AL	Balloon Shelter
A-101-C	Radio Beacon Room
C-103-CE	Electronics Shop
C-103-CE	Emergency Radio
C-104-A	Helium Bottle Stowage
C-201-1L	Ship's Office
A-305-2C	Sonar Equipment Room
A-310-1AE	Electronic Stores
A-406-C	Lower Sound Room

Engineering Department

A-0104-E	Blowers
B-0102-E	Motor Generator Room
A-101-E	Blower Room
A-103 $\frac{1}{2}$ -E	Portable Pump Stowage
A-106-E	Blowers
A-111-A	Portable Pump Stowage
B-201-2E	Machinery Trunk
B-2	Trunk
C-103-CE	Machine Shop
C-103-CE	Electrical Shop
C-103-CE	Damage Control Shop
C-103-CE	Oil Test Laboratory
C-201-2E	Trunk to Diesel Pump Room
C-201-3E	Trunk to Diesel Pump Room
B-1	Watertight Trunk
B-201-1L	Log Office, Damage Control Central
B-201-1L	Damage Control Locker
B-201-1L	CO ₂ Stowage
B-201-1L	Boiler Test Laboratory
B-201-1E	Blowers

CLEANING AND MAINTENANCE BILL

HULL INTERIOR - ASSIGNMENTS

Deck Department

<u>COMPARTMENT</u>	<u>NAME</u>
A-0301-C	Fire Control Radar Room
	Mount 51
A-101-M	40MM Handling Room
A-2-T	Hoist No. 3
A-104-T	Lobby
A-105-T	Lobby
C-102-A	Deck Gear Locker
C-2-T	Hoist No. 6
C-105-A	Abandon Ship Locker
C-107-T	Lobby
C-108-T	Lobby
A-201-A	Paint Locker
A-202-E	Anchor Windlass Room
A-203-1AM	5"/38 Upper Handling Room
A-203-1AM	Oilskin Locker
A-301-E	Chain Locker
A-302-A	Boatswain's Stores
C-302-A	Armory
C-304-A	Boatswain's Locker
C-305-A	Hawser Stowage
A-402-M	5"/38 Magazine and Lower Handling Room
A-403-M	5"/38 Powder Magazine
A-407-M	40MM Handling Room
A-408-M	40MM Handling Room
A-2-T	Hoist No. 3
A-4-T	Hoist No. 4
A-412-M	Magazine
A-417-W	Potable Water Tank
A-418-W	Potable Water Tank
C-402-AM	Stores & Clipping Room
C-408-M	A/S Projectile Magazine
C-410-M	Small Arms Magazine
C-412-M	Magazine
C-419-W	Potable Water Tank
C-419½-W	Potable Water Tank
C-420-W	Potable Water Tank
C-2-T	Hoist No. 6

Operations Department

A-0201-1C	Pilothouse
A-0201-2C	CIC
A-0201-3T	Lobby

HULL INTERIOR - ASSIGNMENT

Figure 3-9 (255')

Operations Department(cont'd)

<u>COMPARTMENT</u>	<u>NAME</u>
A-0202-C	Chart Room
A-0101-2C	Radio Central
A-0106-C	Radio Transmitter Room
C-0101-L	Aerological Office
C-0102-A	Balloon Shelter
A-107-2C	Code Room
A-107-3E	Motor Generator Room
A-107-4A	Electronics Shop
C-204-L	Beacon Transmitter Room
C-205-1ACE	Emergency Radio Room
A-304-L	Electronics Stores
A-304-L	Sonar Equipment Room
C-302-A	Quartermaster's Storeroom
A-404-C	Lower Sound Room
C-401-1A	Helium Stowage

Engineering Department

A-103-A	Repair Locker
A-414-CT	FC Tube & Escape Trunk
B-1	Engineroom Casing
B-1	Escape Trunks (P & S)
B-101-E	Fan Room
B-102-E	Fan Room
C-103-AL	Repair Locker
C-104-A	ABC Locker
C-414-CT	Escape Trunk
C-201-2L	Log Room
C-416-E	Escape Trunk
C-421-E	Escape Trunk
C-205-2E	Battery Room
C-205-1ACE	Repair Locker
A-1-W	Fore Peak
A-306-1AE	Machine Shop
A-306-2AE	Damage Control Shop
A-306-3AE	Engineer Stores
A-306-4AE	Electrical Shop
B-1	Engine Room
C-303-2A	Engineer Stores
C-303-1T	Lobby
C-303-3A	Engineer Stores
C-306-F	Diesel Oil
C-421-E	Escape Trunk
A-401-E	Pump Room
A-405-F	Fuel Oil
A-406-F	Fuel Oil
A-409-F	Fuel Oil

HULL INTERIOR - ASSIGNMENT

Figure 3-9 (327')

Engineering Department(cont'd)

<u>COMPARTMENT</u>	<u>NAME</u>
A-420-F	Fuel Oil and Ballast
A-421-F	Fuel Oil and Ballast
A-422-F	Fuel Oil Service
A-423-F	Fuel Oil Service
B-1	Boiler Room
B-1-1	Trunk
C-1	Engine Room
C-1-1	Trunk
C-2	Auxiliary Machinery
C-2-1	Escape Trunk
D-401-A	Engineer Stores
D-402-E	Shaft Alley
D-403-E	Shaft Alley
D-404-W	Reserve Feed Water
D-405-W	Reserve Feed Water
D-406-V	Cofferdam
D-407-V	Cofferdam
D-409-F	Fuel Oil and Ballast
D-410-F	Fuel Oil and Ballast
D-412-E	Emergency Diesel Generator Room
D-413-F	Fuel Oil and Ballast
D-414-F	Fuel Oil and Ballast
D-415-F	Diesel Oil
D-416-F	Fuel Oil and Ballast
D-417-F	Fuel Oil and Ballast
D-418-A	Engineer's Stores
D-419-E	Steering Engine Room
D-412-V	After Peak Tank

Supply Department

A-0105-T	Passage
A-104-L	Executive Officer's Office
A-106-L	Ship's Office
A-116-L	Galley
D-104-L	Operating Room
D-104-L	Sick Bay
D-104-L	Passage and WC
D-104-L	Isolation Ward
D-104-L	X-Ray Dark Room
A-304-AC	Dry Provisions
A-304-AC	Issue Room
A-304-AC	Passage
A-305-AL	Medical Stores
A-306-AE	Passage

RULL INTERIOR - ASSIGNMENT

Figure 3-9 (327')

Exchange Officer

<u>COMPARTMENT</u>	<u>NAME</u>
A-109-L	Barber Shop
A-111-A	Exchange Storeroom
D-206-AE	Press Room
D-207-E	Laundry
A-304-AC	Exchange Storeroom

Wardroom Mess Treasurer

A-0103	Captain's Cabin
A-0104-L	Captain's Pantry
A-0107	Fleet Commander's Stateroom, WC & WR
A-106-L	Captain's WC & WR
A-106-L	Captain's Stateroom
D-105-T	Passage
D-202-1L	Officer's Quarters
D-202-2L	Wardroom Pantry
D-203-L	Wardroom
D-205-1L	Officer's Quarters
D-205-2L	Officer's WC & WR
D-205-20L	Wardroom & Cabin Stores

Movie Officer and Morale and Recreation Officer

A-108-A	Film Locker
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Master-at-Arms

A-202-EL	Crew's Shower
A-202-EL	Passage
A-203-L	Crew's WC & WR
A-204-EL	Passage
A-204-EL	Crew's Berthing
A-205-L	Crew's Berthing
A-206-1L	Crew's Mess
A-206-2L	Scullery
D-201-3T	Passage
D-202-2L	Passage
A-307-EL	Crew's Berthing
A-305-AL	Passage
A-305-AL	Sea Bag Locker
A-305-AL	Brig
A-305-AL	Peacoat Locker

HULL INTERIOR - ASSIGNMENT Figure 3-9 (311')

Engineering Department(cont'd)

<u>COMPARTMENT</u>	<u>NAME</u>
B-201-2E	Machinery Trunk
B-201-4A	Engineer's Stores
B-2	Watertight Trunk
C-1V	Cofferdam
C-201-1L	Pump Motors
C-201-2E	Pump Room
C-201-3E	Pump Room
C-205-E	Steering Gear Room
A-1-W	Peak Tank
A-305-1A	Engineer's Stores
A-310-1AE	Engine Stores
A-310-2C	IC Room
B-1	Forward Engine Room
B-301-Lub	Lub Oil Settling Tank
B-301 $\frac{1}{2}$ -F	Boiler Fuel Day Tank
B-302-V	Cofferdam
B-2	After Engine Room
C-301-V	Void
C-302-V	Void
C-303-T	Trunk
C-304-T	Trunk
C-305-V	Void
C-306-V	Void
C-307-LET	Ice Machinery Passage & Ice Machine Room
C-310-A	Electrical Stores
A-407-A	Engineer's Storeroom
A-408-F	Diesel Oil Tank
A-409-F	Diesel Oil Tank
A-410-F	Diesel Oil Tank
A-411-F	Diesel Oil Tank
A-412-F	Diesel Oil Tank
A-413-F	Diesel Oil Tank
A-414-F	Diesel Oil or Ballast Tank
A-415-F	Diesel Oil or Ballast Tank
A-416-V	Cofferdam
A-417-F	Diesel Oil or Ballast Tank
A-418-F	Diesel Oil or Ballast Tank
A-419-F	Lub Oil Tank
A-419 $\frac{1}{2}$ -F	Lub Oil Tank
A-420-A	Stores
A-421-C	Fathometer and Pitometer Log Room
A-422-F	Diesel Oil or Ballast Tank
A-423-F	Diesel Oil or Ballast Tank
A-424-F	Oil and Water Settling, Emergency Diesel or Ballast Tank

HULL INTERIOR - ASSIGNMENT

Figure 3-9 (311')

Engineering Department(cont'd)

<u>COMPARTMENT</u>	<u>NAME</u>
A-426-F	Waste Lub Oil Emergency Diesel Oil or Ballast Tank
C-401-F	Diesel Oil or Ballast Tank
C-402-F	Diesel Oil or Ballast Tank
C-403-E	Shaft Alley Starboard
C-404-E	Shaft Alley Port
C-405-F	Diesel Oil or Ballast Tank
C-406-F	Diesel Oil or Ballast Tank
C-407-F	Diesel Oil or Ballast Tank
C-408-F	Diesel Oil or Ballast Tank
C-409-F	Diesel Oil or Ballast Tank
C-410-F	Diesel Oil or Ballast Tank
C-6-V	Cofferdam
C-411-F	Lub Oil Storage Tank
C-412-F	Lub Oil Storage Tank
C-413-E	Stuffing Box Compartment
C-414-E	Stuffing Box Compartment
C-415-E	Lub Oil Pump Room
C-416-A	Stores
C-417-V	Void
C-418-V	Void
C-420-A	Stores
A-901-V	Void
A-902-V	Void
A-903-V	Void
A-904-V	Void
A-905-V	Void
B-901-F	Diesel Oil Tank
B-902-F	Clean Diesel Oil Service Tank
B-903-Lub	Red. Gear L. O. Sump
B-904	Clean Diesel Oil Service Tank
B-905-V	Cofferdam
B-906-F	Diesel Oil Tank
B-3-W	Reserve Feed Water Tank
B-907-V	Cofferdam
B-908-F	Diesel Oil Tank
B-909-F	Clean Diesel Oil Service Tank
B-910-Lub	Red. Gear L. O. Sump
B-911-F	Clean Diesel Oil Service Tank
B-913-F	Diesel Oil Tank
C-1-V	Void
C-2-V	Void
C-3-V	Void
C-4-V	Void
C-5-V	Void
C-901-V	Void
C-902-V	Void

HULL INTERIOR - ASSIGNMENT

Figure 3-9 (255')

Engineering Department(cont'd)

<u>COMPARTMENT</u>	<u>NAME</u>
A-410-F	Fuel Oil
A-411-F	Fuel Oil
A-413-C	IC Room
A-414-CT	Vestibule
A-415-V	Void
A-416-V	Void
C-403-W	Reserve Feed Water
C-404-W	Reserve Feed Water
C-405-V	Void
C-406-V	Void
C-413-F	Fuel Oil
C-414-F	Fuel Oil
C-415-F	Fuel Oil
C-416-E	Motor Room
C-417-F	Fuel Oil
C-417 $\frac{1}{2}$ -V	Void
C-418-F	Fuel Oil
C-418 $\frac{1}{2}$ -V	Void
C-421-E	Shaft Access
C-422-W	After Peak

Supply Department

A-106-L	Sick Bay
A-108-L	Sick Bay WC
A-110-L	X-Ray Dark Room
B-201-L	Galley
C-201-2L	Ship's Office
C-201-2L	Lobby & Passage
C-301-1A	Dry Provisions
C-301-1A	Lobby
C-301-2A	Thaw Room
C-301-3A	Fruit and Vegetable Box
C-301-4A	Meat Box
C-301-5A	Dairy Box
C-302-A	Clothing & Stationary
C-302-A	Medical Stores
C-401-A	Dry Stores

Exchange Officer

C-101-1ET	Barber Shop
A-203-3E	Laundry
A-203-4E	Laundry
A-304-L	Exchange

HULL INTERIOR - ASSIGNMENT Figure 3-9 (255')

Wardroom Mess Treasurer

<u>COMPARTMENT</u>	<u>NAME</u>
A-0101-L	Captain's Cabin
A-0101-3T	Lobby
A-102-L	Cabin Pantry
A-104-L	Cabin WC & WR
C-101-2A	Linen Locker
C-101-4A	Locker
C-106-L	Officer's WC & WR
C-201-2L	Lobby & Passage
C-201-2L	Officer's SR
C-201-1L	Wardroom Pantry
C-202-L	Wardroom
C-202-L	Officer's SR
C-203-AL	Passage
C-203-AL	Officer's SR
C-203-AL	Cleaning Gear Locker
C-203-AL	Linen Locker
C-204-L	Officer's SR
C-302-A	Wardroom Stores
C-302-A	Passage

Movie Officer and Morale and Recreation Officer

A-112-A File Locker

Master-at-Arms

A-102-EL	Crew's Head and Shower
C-109-L	Head
B-201-L	Lobby
B-201-L	Mess Deck
A-204-L	Crew's Berthing
C-204-L	Crew's Berthing
A-303-A	Sea Bag Locker
A-304-L	Recreation Room
A-305-L	Crew's Berthing

Senior Chief Petty Officer

A-109-L	CPO Head
A-206-L	CPO Berthing
A-206-L	Lobby
A-206-L	CPO Mess
A-206-L	CPO Berthing

HULL INTERIOR - ASSIGNMENT

Figure 3-9 (327')

Senior Chief Petty Officer

D-201-1L
D-202-1L
D-202-1L

CPO Mess
CPO Berthing
CPO WC & WR

HULL INTERIOR - ASSIGNMENT

Figure 3-9 (311')

Supply Department

COMPARTMENT

NAME

B-103-L	Galley
B-103-L	Galley Dumb Waiter
A-207-4L	Sick Bay, Water Closet & Shower
A-207-6L	Sick Bay and Dispensary
B-201-1L	Stationery Locker
B-202-L	Issue Room
C-202-L	Supply Office
C-207-A	Clothing Locker
A-304-A	Provisions
A-304-A	Passage
A-304-A	Medical Stores
C-307-2A	Meat Box
C-307-3A	Vegetable Box
C-307-4A	Butter and Eggs Box
C-309-3A	Provisions

Exchange Officer

B-102-E	Laundry
B-105-L	Barber Shop & Dark Room
B-201-1L	Exchange

Wardroom Mess Treasurer

A-0101-L	Captain's Cabin
A-0101-T	Passage
A-0102-L	Captain's WC & WR
A-0105-L	Captain's Pantry
A-101-L	Officer's Stateroom
A-102-L	Officer's Stateroom WC & Shower
A-103-T	Passage
A-104-L	Wardroom
A-104-L	Passage Officer's Stateroom
A-107-L	Wardroom Pantry
A-109-L	Officer's WC & Shower
A-207-1L	Weathermen's Berthing
A-304-A	Wardroom Stores

Movie Officer and Morale and Recreation Officer

B-201-1L	Film Locker
C-207-A	Athletic Gear Locker

HULL INTERIOR - ASSIGNMENT Figure 3-9(311')

Master-at-Arms

<u>COMPARTMENT</u>	<u>NAME</u>
B-104-L	Crew's WC & Shower
C-101-T	Trunk
C-102-T	Trunk
C-105-T	Trunk
A-203-1L	Crew's WC & Shower
A-204-L	Crew's Berthing
A-206-1L	Crew's Berthing, Passage
A-207-1L	Passage
A-207-2L	Crew's WC & Shower
B-201-1L	Recreation Deck
B-201-1L	Peacoat Lockers
B-201-1L	Passage
B-202-L	Scullery & Mess Deck
C-201-1L	Passage
C-201-1L	Crew's Berthing
C-202-L	Crew's Berthing
C-203-L	Crew's Berthing
C-204-L	Crew's Berthing

Senior Chief Petty Officer

A-205-L	CPO Pantry, Mess & Berthing
A-206-L	CPO Berthing
A-206-2L	CPO WC & Shower
A-207-1L	CPO Berthing

3-25 (255°)

WPG (327') WAVP (311') WPG (255')

CLEANING AND MAINTENANCE BILL Figure 3-10

ITEM	OPER	INSPECT&		CLEAN	REP	LUB
		TEST				
Air conditioning and refrigeration machinery	ENG	ENG		ENG	ENG	ENG
Anchor windlass	DECK	DECK		DECK	ENG	DECK
Boats and boat davits	DECK	DECK		#2	ENG	#2
CO ₂ bottles	COG	ENG		#3	ENG	ENG
Casualty power cable	ENG	ENG		#3	ENG	ENG
Duplex pressure proportioners	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, sonar	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
Fire control radar & system	DECK	DECK		DECK	DECK	DECK
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 - NON-COMBAT OPERATIONAL BILLS

3201 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) Ensure that division officers assign qualified personnel to all ship and engine control stations in accordance with the provisions of this bill.

(2) Initiate readiness for getting underway reports for their respective department to the officer of the deck 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 as prescribed and that all navigational and ship or engine control equipment under the responsibility of the department is in commission and ready to function.

b. The officer of the deck shall:

(1) Be responsible for calling away 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 division officer shall assign personnel in accordance with Figure 3-11.

e. Upon entering and leaving port during daylight hours, the entire crew, except special sea detail, shall be paraded at quarters in the uniform of the day. Exceptions may be made in cases of inclement weather in which case all those not required at special sea detail, including line handling personnel, shall be out of sight below, and all hands topside may be uniformly attired in foul weather gear.

SPECIAL SEA DETAIL BILL,
PROCEDURE FOR GETTING UNDERWAY

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

1. At earliest feasible time prior to getting underway
 - a. Ascertain from the executive officer:
 - (1) Any variation in the standard time of setting special sea detail.
 - (2) Time of heaving short.
 - (3) Disposition of boats
 - (4) Instructions concerning mail.
 - (5) Number of passengers and expected time of arrival.
 - b. Start hoisting in boats when no longer required after obtaining permission from the executive officer.
 - c. Rig in boat boom and accommodation ladders and secure them for sea after obtaining permission from the executive officer.
 - d. Have word passed when the ship will get underway.
 - e. Arrange for line handlers.
2. One hour prior to getting underway energize radars.
3. Forty-five minutes prior to getting underway:
 - a. Pass word "all hands shift into uniform of the day".
 - b. Test complete steering system.
 - c. Test engine order telegraph, revolution indicators, and all communications systems used at mooring stations.
 - d. Test anchor windlass.
 - e. Test running lights.
 - f. Test fathometer.
 - g. Insure that sonar transducer is hoisted.
4. Thirty minutes prior to getting underway:
 - a. Set material condition YOKE.

SPECIAL SEA DETAIL BILL

PROCEDURE FOR GETTING UNDERWAY

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 set, to the officer of the deck. The officer of the deck reports ship ready for getting underway to the executive officer who will further report to the commanding officer.

b. Dismiss crew from muster and pass word "station all special sea details".

c. Record draft of ship fore and aft.

d. Heave short or single up lines when directed.

e. Break utility lines to pier.

f. Test whistle.

g. Rig in brow when directed.

6. Ten minutes prior to getting underway:

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

b. Check ship for smart appearance.

SPECIAL SEA DETAIL BILL

PROCEDURE FOR ENTERING RESTRICTED WATERS OR PORT

The following procedure shall normally be observed upon entry in restricted waters or port:

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 (at sea buoy):
 - a. Pass word "make all preparations for entering port".
 - b. Notify all hands of the time of anchoring or mooring.
 - c. Weather permitting, remove such canvas covers as are normally off when in port.
 - d. Obtain information on boats from executive officer and instruct coxswain.
 - e. Layout mooring lines if they will be required.
 - f. When on soundings man fathometer and chains.
3. Thirty minutes prior to entering restricted waters (at sea buoy):
 - a. Pass word "all hands shift into uniform of the day".
 - b. Set all depth charges on SAFE and unload the hedge hog. (See Battle Organization Manual for detailed instructions)
4. Fifteen minutes prior to entering restricted waters (at sea buoy):
 - 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 line handlers and color details to their stations.
 - b. If mooring to a buoy, lower motor boat with buoy detail as directed.
 - c. Standby to receive tugs if required.

SPECIAL SEA DETAIL BILL

PROCEDURE FOR ENTERING RESTRICTED WATERS OR PORT

6. Upon anchoring or mooring:
 - a. Station quarter deck watch.
 - b. Rig out boat boom, lower accommodation ladders and/or brow.
 - c. Record draft of ship for and aft.
 - d. Secure main engines as directed by the commanding officer.
 - e. Set inport watches and secure the special sea detail.

WPG (327') WAVP (311') WPG (255')

SPECIAL SEA DETAIL BILL

Figure 3-11

OFFICERS STATIONS AND DUTIES

<u>OFFICER</u>	<u>STATION</u>	<u>DUTIES</u>
Commanding Officer	Bridge	In command
Executive Officer	Bridge	Conn
Operations Officer	Bridge	Navigation
Officer of the Deck	Bridge	As directed by CO
Engineer Officer	Main Engine Control	Main engine control
First Lieutenant	Forecastle	In charge forward
Gunnery Officer	Fantail	In charge aft
Communications Officer	Bridge	Safety Officer
CIC Officer	CIC	Supervise CIC
Assistant Engineer	Machinery Spaces	As directed
Assistant Engineer	Machinery Spaces	As directed
Assistant Engineer	Machinery Spaces	As directed
Supply Officer	Quarters	

WPG (327')

SPECIAL SEA DETAIL

Figure 3-12 (327')

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>BRIDGE</u>		
QM of watch	O	QM
BM of watch	D	BM
Wheel	O	QM
Engine Order Telegraph	O	SO
Fathometer	O	SO
Radar Repeater	O	RD
Telephone Talker (LJV)	O	YN
Telephone Talker (JA)	O	YN
Messenger	D	SN/SA
<u>FLYING BRIDGE</u>		
Lookout (2)	D	SN/SA
Searchlight	E	EM
<u>SIGNAL BRIDGE</u>		
Signalman (2)	O	QM/RM
<u>CIC</u>		
Surface Radar Operator	O	RD
Navigational Plot	O	RD
Status Board	O	RM
Sonar Stack	O	SO
CIC Recorder	O	Any
CIC Surface Plot	O	RD
Electronics Repair	O	ET
<u>RADIO CENTRAL</u>		
Supervisor	O	RM
Radio Operator (2)	O	RM
Messenger	O	Any
Electronics repair	O	ET
<u>ANCHOR DETAIL</u>		
In charge	E	DC
Controller	E	DC
Brake	E	DC
Talker (1JV) (2JZ*)	D	SN

SPECIAL SEA DETAIL

Figure 3-12 (327')

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>MOORING LINES</u>		
Forecastle (18)	D	ALL
Fantail (18)	D	ALL
Talker (Fantail) (LJV)	D	SN/SA
<u>COLOR DETAIL</u>		
Jack	S	TN/TA
Colors (Gaff)	S	TN/TA
Colors (Aft)	S	TN/TA

ENLISTED PERSONNEL ASSIGNMENTS (327')

ENGINE ROOM

In charge	E	MM
Throttle (2)	E	MM
Electrician	E	EM
Oiler (2)	E	FN/FA
Telephone Talker (LJV)	E	FN/FA
Telephone Talker (2JV)	E	FN/FA

FIRE ROOM

In charge	E	BT
Checkman (2)	E	BT
Burnerman (2)	E	BT
Talker (2JV)	E	FN/FA

AUXILIARY ENGINE ROOM

In charge	E	MM
Talker (2JV)	E	FN/FA

EMERGENCY DIESEL

In charge	E	MM
Electrician (2JV)	E	EM

IC ROOM

Electrician (2JV)	E	EM
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AFTER STEERING

Steersman (LJV)	O	QM
Engineer	E	MM

WAVP (311')

SPECIAL SEA DETAIL

Figure 3-12 (311')

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>BRIDGE</u>		
QM of watch	O	QM
BM of watch	D	BM
Wheel	O	QM
Engine Order Telegraph	O	SO
Fathometer	O	SO
Radar Repeater	O	RD
Telephone Talker (LJV)	O	YN
Telephone Talker (JA)	O	YN
Messenger	D	SN/SA
<u>FLYING BRIDGE</u>		
Lookout (2)	D	SN/SA
Searchlight	E	EM
<u>SIGNAL BRIDGE</u>		
Signalman (2)	O	QM/RM
<u>CIC</u>		
Surface Radar Operator	O	RD
Navigational Plot	O	RD
Status Board	O	RM
Sonar Stack	O	SO
CIC Recorder	O	Any
CIC Surface Plot	O	RD
Electronics Repair	O	ET
<u>RADIO CENTRAL</u>		
Supervisor	O	RM
Radio Operator (2)	O	RM
Messenger	O	Any
Electronics repair	O	ET
<u>ANCHOR DETAIL</u>		
In charge	E	DC
Controller	E	DC
Brake	E	DC
Talker (LJV) (2JZ*)	D	SN

SPECIAL SEA DETAIL

Figure 3-12 (311')

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>MOORING LINES</u>		
Forecastle (18)	D	All
Fantail (18)	D	All
Talker (Fantail) (LJV)	D	SN/SA
<u>COLOR DETAIL</u>		
Jack	S	TN/TA
Colors (Gaff)	S	TN/TA
Colors (Aft)	S	TN/TA

ENLISTED PERSONNEL ASSIGNMENTS (311')ENGINE ROOM B-1

In charge	E	EN
Throttleman	E	EN
Oiler	E	FN/FA
Switchboard (2JV)	E	EM
Talker (LJV)	E	FN/FA

ENGINE ROOM B-2

In charge	E	EN
Throttleman	E	EN
Oiler	E	FN/FA
Switchboard (2JV)	E	EM
Talker (2JV)	E	FN/FA
Talker (LJV)	E	FN/FA
Boilers	E	BT

IC ROOM

Electrician (2JV)	E	EM
-------------------	---	----

AFTER STEERING

Steersman (LJV)	O	QM
Engineer	E	EN

WPG (255')

SPECIAL SEA DETAIL

Figure 3-12 (255')

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>BRIDGE</u>		
QM of watch	O	QM
BM of watch	D	BM
Wheel	O	QM
Engine Order Telegraph	O	SO
Fathometer	O	SO
Radar Repeater	O	RD
Telephone Talker (X3J)	O	YN
Telephone Talker (JA)	O	YN
Telephone Talker (2JZ)	S	SK
Messenger	D	SN/SA
<u>FLYING BRIDGE</u>		
Lookout (2)	D	SN/SA
Searchlight	E	EM
<u>SIGNAL BRIDGE</u>		
Signalman (2)	O	QM/RM
<u>CIC</u>		
Surface Radar Operator	O	RD
Navigational Plot	O	RD
Status Board	O	RM
Sonar Stack	O	SO
CIC Recorder	O	Any
CIC Surface Plot	O	RD
Electronics Repair	O	ET
<u>RADIO CENTRAL</u>		
Supervisor	O	RM
Radio Operator (2)	O	RM
Messenger	O	Any
Electronics Repair	O	ET
<u>ANCHOR DETAIL</u>		
In charge	E	DC
Controller	E	DC
Brake	E	DC
Talker (2JZ)	D	SN

SPECIAL SEA DETAIL

Figure 3-12 (255')

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>MOORING LINES</u>		
Forecastle (18)	D	All
Fantail (18)	D	All
Talker (Fantail)	(2JZ) D	SH/SA
<u>COLOR DETAIL</u>		
Jack	S	TH/TA
Colors (Gaff)	S	TH/TA
Colors (Aft)	S	TH/TA

ENLISTED PERSONNEL ASSIGNMENTS (255')

ENGINE ROOM

In charge	E	MM
Upper Level (2)	E	MM/FN
Lower Level (2)	E	MM/FN
Boilers, in charge	E	BT
Boilers (2)	E	BT
Switchboard	E	EM
Talker (X3J)	E	FN/FA
Talker	E	FN/FA

MOTOR ROOM

In charge	E	MM
Assists	E	MM
Talker (X3J)	E	MM

IC ROOM

Electrician (X3J)	E	EM
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AFTER STEERING

Steersman (X3J)	O	QM
Electrician	E	EM
Engineer (2)	E	MM

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 2 - NON-COMEAT OPERATIONAL BILLS

3202 REPLENISHMENT AT SEA BILL

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

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

3. **INFORMATION.** Replenishment at Sea, NWP 38, provides the necessary doctrine for this evolution. Fueling and transfer of light cargo or personnel often occurs 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 and hoses.
- (4) Select transfer stations to be used based upon characteristics of the other ship.
- (5) Maintain liaison with the other ship via sound powered telephone talker.

b. The officer of the deck shall:

- (1) Notify heads of departments concerned of the impending operation as early as practicable.
- (2) Order information passed on the time of operation and stations to be used over LMC circuit.
- (3) Supervise use of prescribed signals during approach and while alongside another ship.
- (4) Assist the conning officer in relaying orders to the steersman and the operator of the engine order telegraph and revolution indicator.

REPLENISHMENT AT SEA BILL

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

c. The engineer officer shall:

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

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

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

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

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

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

d. The first lieutenant shall:

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

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

(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.

f. Division officers shall assign personnel to stations for all replenishment and transfer operations in accordance with Figure 3-14 and include such assignments in the Watch, Quarter and Station Bill.

WPG (327') WAVP (311') WPG (255')

REPLENISHMENT AT SEA BILL

Figure 3-13

OFFICERS STATIONS AND DUTIES

<u>OFFICER</u>	<u>STATION</u>	<u>DUTIES</u>
Commanding Officer	Bridge	Conn or Supervisor
Executive Officer	Bridge	Coordinate Evolution
Operations Officer	Bridge	Assist conn
Officer of the Deck	Bridge	As directed
Engineer Officer	Fueling	Fueling liaison
First Lieutenant	Fueling Fwd. Transfer	In charge In charge
Gunnery Officer	Aft. Transfer	In charge
Supply Officer	Striking below	In charge
All others		As directed

WPG (327') WAVP (311') WPG (255')
 REPLENISHMENT AT SEA BILL

Figure 3-14

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>BRIDGE</u>		
QM of watch	O	QM
Steersman	O	QM
Engine Order Telegraph	D	SN
Telephone Talker (LJV) (X3J*)	O	YN
Telephone Talker (JA)	O	YN
Telephone Talker (JU)	S	SK
Telephone Talker (bridge to bridge)	S	SK

AFTER STEERING AND MACHINERY SPACES

Same personnel as for Special Sea Detail.

FUELING STATION

PO in charge	D	BM
Visual Signals	Any	Any
Telephone Talker (JU)	O	RM
Telephone Talker (station to station)	O	RM
Distance Line	D	SN
Line Throwing Gun	D	GM
Rigging	D	ALL

REPLENISHMENT STATIONS

FORWARD TRANSFER STATION

PO in charge	D	BM
Visual Signals	Any	Any
Telephone Talker (JU)	O	RM
Telephone Talker (station to station)	O	RM
Line Throwing Gun	D	GM
Rigging	D	ALL
Line Tenders	D	ALL
Striking Below	ALL	ALL

AFTER TRANSFER STATION

PO in charge	D	BM
Visual Signals	Any	Any
Telephone Talker (JU)	O	RM
Telephone Talker (station to station)	O	RM
Line Throwing Gun	2	GM

REPLENISHMENT AT SEA BILL

Figure 3-14

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
AFTER TRANSFER STATION (CONT'D)		
Rigging	D	ALL
Line Tenders	D	ALL
Striking Below	ALL	ALL

All other stations maintain normal watches unless otherwise notified.
 Unassigned personnel will be directed to standby to assist as necessary.

*WPG (255') Class only

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 2 - NON-COMBAT OPERATIONAL BILLS

3203 RESCUE AND ASSISTANCE BILL

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

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

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

4. PROCEDURES AND RESPONSIBILITIES.

a. The executive officer shall:

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

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

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

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

d. The damage control officer shall:

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

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

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

RESCUE AND ASSISTANCE BILL

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

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

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

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

f. Procedures.

(1) Calls. When the assistance detail is to be assembled, the officer of the deck shall sound the following calls over all circuits of the LMC:

(a) Away the assistance detail, section _____ (duty section) muster at _____ (location)".

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

(c) Call away 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. An off-watch section shall be designated to furnish the rescue and assistance party. All unassigned personnel except deck department personnel muster on the quarter deck unless otherwise directed. Unassigned deck department personnel muster in the boat deck and assist the BMC as directed. 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. Unassigned personnel muster in the same locations as when at sea. The executive officer, or in his absence, the officer of the deck, may augment the assistance detail as required and as circumstances permit.

(d) The crews of boats called away 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.

g. Assignment of personnel. Provisions shall be made for the immediate relief of any personnel of the assistance detail who may be on watch when the assistance detail is called away. Personnel assigned shall wear life jackets when embarked in boats.

WPG (327') WAVP (311') WPG (255')

RESCUE AND ASSISTANCE BILL

Figure 3-15

PERSONNEL ASSIGNMENT

<u>DUTIES</u>	<u>PROVIDE</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>Boat(s)</u>			
Officer in charge			
Coxswain(2)	Two hand lanterns	D	BM
Engineer(2)		E	MM/EN
Crew(4)		D	SN/SA
Signalman	Portable radio, very pistol & flags	O	QM
Investigator	OBA	E	DC
Electrician	Electrical repair kit	E	EM
Hospital Corpsman	First aid kit, blankets, litter	S	HM
Repairman	Emergency cutting equipment	E	MM/EN
Repairman	Two cans foam & pickup tube	D	BT
Repairman	Portable pump and hose	E	FN/FA
Repairman	Assist with portable pump	E	FN/FA
Repairman	Two CO ₂ extinguishers	D	SN/SA
Repairman	Flame safety lamp & explosimeter	D	SN/SA
Repairman	Grapple scaling ladder	D	SN/SA
Repairman	Access kit	D	SN/SA
<u>Lowering Detail</u>			
In charge		D	BM
Assist (8)		D	Any

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 2 - NON-COMBAT OPERATIONAL BILLS

3204 LANDING PARTY BILL

1. PURPOSE. To provide a method of organizing a nominal force to perform such functions as limited field operations, policing during an emergency, and participating in parades and ceremonies in support of national and service policy 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 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 require division officers to assign personnel to the landing party in accordance with Figure 3-16 of this bill.

b. The operations officer shall:

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

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

c. The gunnery officer shall:

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

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

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

LANDING PARTY BILL

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

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

e. Division officers shall:

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

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

f. The commanding officer of the landing party shall:

(1) Command the landing party in all operations.

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

ASSIGNMENTS TO THE LANDING PARTY

FIGURE 3-16

<u>DUTIES</u>	<u>NUMBER</u>	<u>RANK OR RATE</u>	<u>DEPARTMENT</u>	<u>ARMS</u>
PLATOON HEADQUARTERS SQUAD				
Commanding Officer	1	LTJG/ENS		Pistol
Squad Leader	1	PO1	D	Pistol
Fire Team Leader	3	PO3	D	Rifle
Riflemen	9	SN/SA	D	Rifle

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 2 - NON-COMBAT OPERATIONAL BILLS

3205 DITCH AND RESCUE BILL

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

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

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

4. GENERAL RESPONSIBILITIES AND PROCEDURES.

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

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

c. Division officers shall:

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

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

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

d. The officer of the deck shall:

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

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

DITCH AND RESCUE BILL

when ordered to do so by the commanding officer.

5. RESPONSIBILITIES AND PROCEDURES FOR PHASE I.

a. The commanding officer will:

- (1) Ensure that distress message is sent and DF stations alerted.
- (2) Make recommendations concerning air search, if required.

b. The officer of the deck shall:

- (1) Ensure that CIC has established communications with the aircraft.
- (2) Determine the position of the aircraft. If unknown, initiate procedures for locating it. Cruise at high speed and make smoke during daylight and illuminate ship during darkness to aid pilot to sight ship.
- (3) Furnish the ship's position and proceed on intercept course at maximum speed to effect rendezvous.
- (4) Ensure that all stations will be ready to render required assistance.

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

- (1) Provide local weather and sea conditions and altimeter settings to the aircraft.
- (2) Determine pilot's desired ditch course. Be prepared to pass one to the aircraft.
- (3) Determine number of persons aboard, type of aircraft, location of escape hatches, how long aircraft can remain airborne, its present speed, altitude, and estimate over ship.

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

d. The CIC officer shall ensure that required information is provided. He shall:

- (1) Utilize all means for locating the aircraft if its position is unknown or in doubt.
- (2) Identify aircraft before providing vectors.

DITCH AND RESCUE BILL

(3) Provide vectors to air controller for plane in degrees magnetic to enable plane to rendezvous with ship.

(4) Be prepared to recommend a ditch heading to air controller.

(5) Maintain plot and pertinent data of distressed plane's track and have available for air controller.

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

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

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

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

(2) Embarkation ladders.

(3) Several inflatable boats ready for launching.

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

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

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

h. The engineer officer shall:

(1) Ensure readiness of machinery for maneuvering and full speed.

(2) Ensure proper operation of all search lights, boats engines, boat winches, and towing winches.

(3) Provide for main pressure.

(4) Provide for emergency power.

i. The supply officer shall initiate action to provide soup and coffee for survivors.

6. RESPONSIBILITIES AND PROCEDURES FOR PHASE II

a. The officer of the deck shall:

DITCH AND RESCUE BILL

(1) Conn ship, with advice from CIC officer during laying of sea lane, and then maintain proper position of the ship in relation to the sea lane.

(2) Keep deck rescue details informed.

(3) Ensure required messages and SITREPS are prepared and sent.

b. The air controller shall:

(1) Determine from pilot type of approach desired.

(2) Direct aircraft through approach pattern utilizing air search, and surface search radars as required.

(3) Keep pilot informed of all developments.

c. The CIC officer shall:

(1) Advise officer of the deck on laying of sea lane after ditch heading has been selected.

(2) Keep officer of the deck advised concerning the proper positioning of the ship in relation to the sea lane and the ditch heading of plane.

(3) Advise when to commence illumination.

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

7. RESPONSIBILITIES AND PROCEDURES FOR PHASE III

a. The officer of the deck shall:

(1) Maneuver ship to effect recovery of survivors as expeditiously as possible.

(2) Order inflatable boats and motor boats launched as required.

(3) Station lookouts to keep track of rescue boats, rafts, and individuals in water.

(4) Ensure quartermaster keeps accurate records of events.

b. The assistant engineering officer and damage control assistant shall be boat officers, and upon lowering, shall proceed with a rubber boat to the aircraft.

DITCH AND RESCUE BILL

c. The deck rescue details in charge of first lieutenant shall:

(1) Lower embarkation ladders and rig flood lights. A rubber boat placed outboard of each net may be required to facilitate unloading of rescue boats.

(2) Utilize floatable lines, and swimmers to bring survivors alongside embarkation ladders.

(3) Assist survivors aboard by use of swimmers. Ensure that a padded line is passed about each survivor attempting to climb embarkation ladders.

(4) Use rescue baskets and litters hung by block and tackle to bring injured or exhausted survivors aboard.

8. RESPONSIBILITIES AND PROCEDURES FOR PHASE IV

a. As survivors come aboard vessel, they will have a numbered tag pinned to their clothing--the other half of the tag with the same number will be sent to the bridge.

b. After being tagged, survivors will be routed to sick-bay if seriously injured or to check-in station.

c. At check-in station, the following services will be provided:

(1) Obtain name, address, NOK, etc., for record purposes.

(2) Check by hospital corpsman for injuries.

(3) Issue dry clothing.

(4) Provision for safeguarding valuables.

(5) Furnish hot coffee, food, etc.

d. From check-in station, survivors may be routed to quarters for changing clothing, berthing, showers, etc. Generally, female survivors will be berthed in wardroom country and male survivors in CPO or crews quarters.

e. Information obtained from each survivor at check-in station will be identified with tag number pinned on survivor. The information and number will then be sent to bridge as soon as possible for preparation of SITREPS.

DITCH AND RESCUE BILL

WPG (327') WAVE (311') WPG (255') Figure 3-17

OFFICERS STATIONS AND DUTIES

<u>OFFICER</u>	<u>STATION/DUTIES</u>	
	<u>PHASES I & II</u>	<u>PHASES III & IV</u>
Commanding officer	Bridge	Same
Executive officer	General supervision or as directed by CO	Same
Operations officer	CIC - air controller	Same
Engineer officer	Main engine control	Same
First lieutenant	In charge deck rescue details	Same
Gunnery officer	FC - illumination or assist 1st LT	Same
Communications officer	OOD - communication	Same
CIC officer	CIC - plot	Same
Damage control officer	In charge sea lane detail	Boat officer 1st Boat
Supply officer	In charge care of survivor detail	Same
Assistant engineer officer	As directed by engineer officer	Boat officer 2nd Boat

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

DITCH AND RESCUE BILL

WPG (327') WAVP (311') WPG (255')

Figure 3-18

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>BRIDGE</u>		
QM of watch	O	QM
Steersman	O	QM
Engine Order Telegraph	D	SN
Search light Control	O	QM
Telephone Talker (LJV) (X3J)	O	YN
Telephone Talker (JA)	O	YN
Messenger	O	RM
Recorder	O	SO
Lookouts (2)	D	SN/SA
RDF	O	RM
<u>FLYING BRIDGE</u>		
Lookouts (2)	D	SN/SA
<u>CIC</u>		
Air Search Radar oper. (2LJS)	O	RD
Surface Search Radar oper. (22JS)	O	RD
DRT Plotter (22JS)	O	RD
Air Plotter (2LJS)	O	RD
Telephone Talker (JA)	O	SO
Telephone Talker (JU)	O	SO
Electronics Repair	O	ET
Status Board and Recorder	O	SO
<u>RADIO CENTRAL</u>		
Supervisor	O	RM
Operators (2)	O	RM
Electronics Repair	O	ET
Messenger	O	RM
<u>EMERGENCY RADIO</u>		
Operator	O	RM
<u>BOAT DETAIL (2 Boats)</u>		
In charge of lowering	D	BM
Lowering detail (8)	D	SN/SA
Engineer (2)	E	MM/EN
Crew (4)	D	SN/SA
At least one member of crew in each boat to be a swimmer.		

DITCH AND RESCUE BILL

Figure 3-18

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>SEA LANE DETAIL</u>		
In charge	E	DC
Rig Sea Lane lights/flood lights if needed	E	EM
Provide foam, hose, & pickup tube if needed (2)	E	Any
Talker (JU)	E	SK

After sea lane is laid, proceed to Deck Rescue Detail and assist as directed.

DECK RESCUE DETAIL

In charge	D	BM
Assist	D	GM
Rig embarkation ladders	D	SN/SA
Rig tackle for rescue baskets	Any	Any
Inflate rubber boats	E	FN
Swimmers (4) *	Any	Any
Tend Swimmers (2)	D	SN/SA
Provide rescue equipment (6)	D	SN/SA

* One swimmer with harness and tending lines is to be embarked in each boat as part of assigned boat crew.

CARE OF SURVIVOR DETAIL

In charge	S	CS
Check-in recorder (2)	S	SK
Tag survivors on deck (2)	O	YN
Food and coffee preparation(2)	S	CS
Berthing, clothing, and food services (2)	S	SD, TN/TA
Medical	S	HM
Litter detail (4)	D	SN/SA

MACHINERY SPACES

Same personnel as for special sea detail.

ENLISTED PERSONNEL ASSIGNMENTS

STATION/DUTIESDEPARTMENTRATEILLUMINATION

Gun crew for MT 51, fire control stations, and ammunition handling crew will be same as for General Quarters. Flare projector crew will be made up from General Quarters 40mm gun crew.

NOTE 1: For night illumination, indicated personnel proceed to night illumination stations (MT 51, flare projectors, fire control, and UHR). After illumination has been completed, personnel are to proceed to assignments as indicated or muster on main deck.

NOTE 2: Personnel not assigned specific duties muster on main deck and standby for assignment.

DITCH AND RESCUE BILL

WPG (327') WAVP (311') WPG (255') Figure 3-19

EQUIPMENT LIST

Embarkation Station

Embarkation ladder
One rubber boat with painters, if necessary
Two swimmers outfits, harness, and floatable tending lines
Two Jacobs ladders
One rescue basket
Floatable heaving lines with kapok covered monkey fists
Padded lines for assisting survivors up embarkation ladders
Ring buoys on a line
Life jackets
Fish davit and tackle
Blankets
Sand
Diesel oil and rags
Litter
Boat fenders

Boats

One handie talkie
Harness and tending line for swimmer
Two battle lanterns or flashlights
Access kit and fire ax
One 7-man rubber boat with painter, if necessary
Extra life jackets
Boat boarding ladder
Four blankets
Emergency first aid kit (tourniquets)

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 2 - NON-COMBAT OPERATIONAL BILLS

3206 VISIT AND SEARCH, BOARDING AND SALVAGE, 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 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 Law Instructions for Naval Warfare (NWIP 10-2), and 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) Designate a prize captain to organize, train, and lead the prize crew, subject to the approval of the commanding officer.

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

(5) Maintain a list of personnel having a foreign language qualification.

b. The gunnery officer shall train and qualify personnel in the use of small arms.

c. Heads of departments shall require division officers to assign qualified personnel to stations and duties in accordance with this bill.

d. Division officers shall:

(1) Assign qualified personnel to duties listed in Figure 3-21.

VISIT AND SEARCH, BOARDING AND SALVAGE, PRIZE CREW BILL

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

(3) Require personnel to equip themselves in accordance with the basic equipment list in Figure 3-22.

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

a. Belligerent right of visit and search. Subject to certain exemptions, this right, which should be exercised with tact and in strict conformity with existing treaty provisions, may be exercised outside neutral jurisdiction after the beginning of war. The purpose of visit and search in such circumstances is to determine the nationality of ships, the character of their cargo and nature of their employment, and other facts having a bearing on their relationship to the war.

b. Duties of examining officer. The examining officer shall wear side arms and shall normally be accompanied on board by two unarmed men. The boat which is sent by the ship of war may carry arms. The examining officer must examine the ship's papers to ascertain nationality, character of cargo, ports of departure and destination, and other pertinent data. He should recommend to his commanding officer one of the following actions:

(1) The ship be released (when papers or detailed search and inspection prove the innocent character of ship, cargo, and voyage).

(2) The ship be captured and sent in for adjudication (if papers, questioning of personnel, and searches do not result in satisfactory proof of ship's innocence).

c. 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.

VISIT AND SEARCH, BOARDING AND SALVAGE, PRIZE CREW BILL

(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).

d. Record of action taken.

(1) After results of the examination are conveyed to the commanding officer of the visiting ship by visual signals, the following entry is made 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 reason _____ (state reason, whether one of those noted immediately above, or any other, such as breach of blockade, or unneutral service, or great deviation from direct course, or any reason justifying detention). (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"

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

VISIT AND SEARCH, BOARDING AND SALVAGE, PRIZE CREW BILL

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

e. 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 number.
- (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.

a. If the results of the inspections by the examining officer or other circumstances indicate the necessity for further detention or seizure, the boarding and salvage party shall be dispatched as directed by the commanding officer to board and take command of the ship, restrain the crew and conduct salvage operation as necessary.

b. The duties of the boarding and salvage officer consist of training and leading the boarding and salvage party incident to visit and search.

c. The boarding and salvage party shall be alert for such probable attempts at sabotage as scuttling, fire, explosions, damage to powerplant and equipment, contamination of fuel oil, water and provisions.

d. The composition of the boarding and salvage party shall conform as nearly as practicable to the rescue and assistance detail organized and trained for assisting ships in distress as outlined in the rescue and assistance bill of this manual.

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.

VISIT AND SEARCH, BOARDING AND SALVAGE, PRIZE CREW BILL

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
WPG (327') WAVP (311') WPG (255') Figure 3-20

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 furnishes 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 final 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.

WPG (327') WAVP (311') WPG (255') Figure 3-21
 VISIT AND SEARCH, BOARDING AND SALVAGE, PRIZE CREW BILL

PERSONNEL ASSIGNMENT

<u>TITLE/RANK</u>	<u>PHASE I **** VISIT & SEARCH</u>	<u>PHASE II BOARDING & SALVAGE</u>	<u>PHASE III PRIZE CREW</u>	<u>*** ARMS</u>
Examining officer	Operations Officer			P
Boarding and salvage officer		Damage control officer		P
Assistant boarding and salvage officer		First lieutenant		P
Prize master			*Operations officer	P
Prize executive officer and first lieutenant			*First Lieutenant	P
Prize navigator			Communications officer	P
Prize engineer officer			*Damage control assist	P
<u>(RATE)</u>	<u>(NO. DEPT.)</u>	<u>(NO. DEPT.)</u>	<u>(NO. DEPT.)</u>	
Coxswain	1 EM D	Same as Ph.I if	Same as Ph.I	
Engineer	1 FN/FA E	visit and search	if visit and	
Crew	2 SN/SA D	party has not pre-	search or	R
Gunner's mate	1 GM D	ceded.	boarding and	R
Interpreter **	1 Any		salvage has	R
Signalman **	1 QM O		not preceded.	R
DC	1 E		Same as PH.II	P
EM	1 E		if boarding	
HM	1 S		and salvage	
MM/EN	1 E		party has not	P
BT	1 E		preceded	
BM	1 D			P
RM	1 O			P
FN/FA	2 E			
SN/SA	4 D			
ET		1 O		
CS		1 S		
QM		1 O		P
RD		1 O		R
FN/FA (in addition to above)		4 E		
SN/SA (in addition to above)		2 D		(6)R

Legend:

- * Prize crew officers with responsibilities in preceding phases
- ** Accompany examining officer aboard unarmed
- *** P- pistol R-rifle
- **** To facilitate boating and augment armed protection additional personnel from Phase II and III may be sent in Phase I boat trip.

VISIT AND SEARCH, BOARDING AND SALVAGE, PRIZE CREW BILL

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 equipment	Same	Same
Rifle	4	4	11
Pistol	X	6	7
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		2	X
Emergency cutting equipment		X	X
Foam		2	X
Portable pump		X	X
CO ₂ extinguishers		2	2
Flame safety lamp		X	X
Explosimeter		X	X
Grapnel, scaling ladder		X	X
Access kit		X	X
Sextant			X
Charts			X
Signal books			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

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, ABC contamination, earthquake, storm or battle damage.

2. **RESPONSIBILITY.** The engineer officer is responsible for maintaining 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. The duty damage control party is utilized for handling emergencies whenever a partial crew is on board.

a. **Flexibility.** The circumstances that will be encountered in any particular emergency are unpredictable. Therefore, no detailed plans can be formulated to meet all emergency situations. This bill is both basic and flexible and is intended to serve as a guide for action by key personnel in emergency situations. Since an emergency may require the utilization of large portions of the crew, either directly or indirectly, all hands must be indoctrinated to carry out all orders from persons in authority with utmost dispatch.

b. **Areas of control.** The responsibilities enumerated in paragraph 5 below are not all-inclusive, but establish areas of control for carrying out the action prescribed elsewhere in this bill. Officers and petty officers must exercise initiative and judgment in discharging these responsibilities effectively to meet and control an emergency situation.

c. **On the scene designation of responsibilities.** In the event that the personnel designated to carry out certain responsibilities become casualties, unassigned officers and petty officers shall be designated by senior officer on the scene to assume these responsibilities and complete the action outlined in this bill.

4. **WHEN EFFECTIVE.** The provisions of this bill shall be effective when underway or in port, during peace as well as during war. The provisions 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.

GENERAL EMERGENCY BILL

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 radioactive clouds and fall-out areas and recommend course changes to the commanding officer to avoid contaminated areas.

(2) Ensure the proper dissemination of aerological data.

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

c. The engineer officer shall:

(1) Keep the commanding officer informed on the state of damage in the engineering department pertaining to main propulsion machinery, boilers, and ship's speed available. Make preparations for maximum speed when underway.

(2) Coordinate all action designed to control, minimize and repair damage incurred in machinery spaces.

(3) Act as technical assistant to the executive officer on matters pertaining to corrective procedures in event of an emergency.

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

(5) Blow tubes on all boilers prior to topside decontamination.

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

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

d. The damage control assistant shall:

(1) Exercise direct supervision over all damage control party action from damage control central.

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

(3) Assist the engineer officer and executive officer in the organization of personnel for controlling the effects of any emergency.

(4) Act as the ship's ABC officer (or adviser to the officer specifically designated ABC officer) and advise the commanding officer

GENERAL EMERGENCY BILL

in matters concerning ABC defense. Identify CW agents and collect BW samples, assisted by the medical officer.

(5) 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.

(6) Establish areas of contamination, time that personnel can remain in these areas, and the time when areas will be safe for re-entry.

(7) If advance warning of ABC attack is received, ensure material closure is accomplished. Actuate washdown system for atomic or radiological attack when ordered by Command Control.

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

(9) Read and develop casualty dosimeters and/or film badges and record personnel dosages.

(10) Make available to division officers the dosage records of their men, and advise the medical officer of all dosages exceeding prescribed tolerances.

e. 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.

f. The supply officer shall:

(1) Make emergency issues of materials as required.

(2) Be prepared to feed personnel in accordance with the battle messing procedures.

(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.

GENERAL EMERGENCY BILL

g. The medical officer shall:

(1) Supervise the formulation of plans and the assignment and direction of medical department personnel to effect the safe and expeditious treatment of patients.

(2) Report personnel casualties immediately including any disease symptoms or increase in infection following an emergency.

(3) Be responsible for the identification of biological warfare agents and aid the damage control assistant in obtaining samples.

(4) Inspect the food and water supply as soon as practicable following an emergency and notify supply officer of results.

h. The officer of the deck shall:

(1) Maneuver the ship as ordered by the commanding officer.

(2) Order the general (collision, chemical) alarm sounded.

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

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

(5) Order the washdown system to be operated and the "gas tight envelope" established when atomic, BW, or CW attack is considered imminent or has occurred, or when ordered by the commanding officer.

(6) Order exposed topside evacuation when directed by the commanding officer.

i. Repair party officers shall:

(1) Take all practicable measures before damage occurs such as maintenance of watertight and fumetight integrity, removal of fire hazards, and upkeep and distribution of emergency equipment.

(2) Minimize and localize such damage as does occur by the control of flooding, preservation of stability and buoyancy, combating fire, and first-aid treatment of personnel.

(3) Accomplish emergency repairs or restorations after damage by supplying of casualty power, regaining of a safe margin of stability and buoyancy, replacement of essential structure, and manning of essential equipment.

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(4) Keep the Damage Control Assistant informed of all damage and the progress of repairs.

(5) Proceed to scene of fire, collision, or disaster and take active charge of repair operations, keeping repair station and Damage Control Central informed.

(6) Control traffic within their areas so as to minimize the spread of contamination.

(7) Establish and supervise personnel decontamination facilities, as directed by the Damage Control Assistant.

j. Heads of departments shall:

(1) Ensure the assignment of personnel within their departments in accordance with the provisions of this bill.

(2) Ensure that such assignments are posted on division watch, quarter, and station bills.

(3) Ensure that personnel of their departments are instructed and carry out procedures prescribed in this bill.

(4) Ensure that all lifesaving equipment under their cognizance is properly maintained and ready for immediate use.

(5) Carry out preparatory measures applicable to their departments, detailing personnel to remove publications, records, or salvageable equipment from the vicinity of damage as practical.

(6) Order personnel to augment repair parties as directed by the commanding officer.

(7) Order personnel away from battle stations in areas where they may be injured by the effects of the emergency as directed by commanding officer.

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

k. Division officers shall:

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

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

(3) Instruct the personnel of their divisions in the procedures prescribed in this bill.

GENERAL EMERGENCY BILL

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

(5) Take all practicable measures before damage, such as maintenance of watertight and fumetight integrity, removal of fire hazards, and upkeep of emergency equipment.

6. INITIAL ACTION IN A MAJOR EMERGENCY

a. Full Crew on Board.

(1) In the event a situation (including probability of fire, explosion, 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 (collision, chemical) alarm sounded and the word, "General quarters (collision, ABC attack), all hands man your battle stations," passed over all circuits of the IMC announcing system. In the event of an ABC 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, "Atomic (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 stations because of damage or fire remain in vicinity of their stations and assist repair parties as directed.

(4) Individuals carry out appropriate duties consistent with responsibilities assigned herein.

b. Partial crew on board. Major emergencies, or the threat of same, that occur when part of the crew is not on board, shall be met by the special organization within the duty section. This organization shall be substantially the same structure as that required for a fire when a partial crew is aboard.

(1) If damage has been received, the commanding officer or OOD shall order the word passed "Collision (explosion, atomic attack), starboard (port) side, forward (amidships, aft). Away the damage control party _____ section". If information is available as to the threat of damage, order any precautionary or preventive measures possible; prepare to get underway if ordered. Also, in the event of an ABC attack the above word should include "Set the gas-tight envelope" and, if directed by the commanding officer, "Evacuate all topside stations."

GENERAL EMERGENCY BILL

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 atomic, BW or CW 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, shall:

- (1) Take charge of the duty damage control party at the scene of the emergency and direct the control of damage.
- (2) Establish communications as required.
- (3) Direct the operation of detection, monitoring, and de-contamination.
- (4) Determine areas of contamination, time that personnel can remain in these areas, and the time when areas will be safe for re-entry.
- (5) Collect samples of BW contamination for delivery to the medical department for identification.
- (6) Identify CW agents.

d. Department/Division duty petty officers shall:

- (1) Detail personnel to remove publications, currency, records, or salvageable equipment from the vicinity of the emergency, as practicable.
- (2) Clear unemployed personnel from danger areas.
- (3) Order personnel to augment damage control party as directed by the executive officer; or, in his absence, the officer of the deck.

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(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 the damage control assistant.

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

f. The duty gunner's mate shall:

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

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

g. Personnel of the duty damage control party shall:

(1) Upon sound of the alarm, proceed either to the area of the emergency to close off the ship, working away from the scene, or to the damage control locker to equip as indicated in Figure 3-23, and thence to the scene. Commence setting condition Zebra.

(2) Take all necessary steps, as directed by the officer in charge at the scene, to isolate the damaged area, evacuate injured personnel, and control fire and flooding.

h. Personnel not in the duty damage control party or on watch shall:

(1) Fall-in at fair weather parade to be mustered by duty petty officers except during an ABC attack.

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

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

(4) Take cover promptly for protection against contamination when ordered.

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

8. ATOMIC DEFENSE. The primary purpose of this paragraph is to prescribe procedures for the avoidance of and recovery from radiological involvement. The standard damage control principles of control of fire and flooding and repair of structural damage apply after atomic attacks.

GENERAL EMERGENCY BILL

Although specifically written for this ship at sea, these measures apply to ships in port as well.

a. Atomic detonation in near vicinity.

Order

Action to be taken

All Hands

"All hands take cover"

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

Command Control

"General Quarters"

Order general quarters if not already set. Set condition Zebra. 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 tactical 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.

b. Distant atomic detonations.

Operations Control

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

GENERAL EMERGENCY BILL

b. Distant atomic detonations. (cont'd)

Action to be taken

Damage Control

Place low range radiacs under surveillance. Provide estimate of potential dose to Command Control.

Command Control

Maneuver as required to avoid radiological involvement. Order crew to shelter stations consistent with radiological involvement expected and the tactical situation. Activate washdown system if tactical situation permits.
Set the gas-tight envelope if necessary.

9. BIOLOGICAL AND CHEMICAL DEFENSE. The use of biological or chemical weapons against ships at sea is highly unlikely. The possibility does exist, however, that the ship could be subjected to such an attack while in port. Attacks delivered covertly or by sabotage will probably not be detected until the resulting biological damage becomes evident.

a. BC attack probable.

Order

Action to be taken

Ship Control

Pass word over LMC, "Biological or chemical attack probable."

Maintain material condition Yoke. Reduce topside personnel to a minimum with vertical dispersion of key personnel to the greatest extent consistent with efficient performance of battle duties. Ensure that gas masks and protective clothing are on hand at appropriate battle stations. Check distribution of gas detection kits and panels.

b. BC attack imminent

Ship Control

"General Quarters"

Sound general alarm. All hands man battle stations.

Pass word over LMC, "Biological or chemical attack imminent."

GENERAL EMERGENCY BILL

b. BC attack imminent. (cont'd)

Pass word over available circuits to gunnery, "Take cover (stand fast)."

Depending on tactical situation, and as directed by commanding officer, gunnery personnel stand fast or take cover.

Aircraft Control

Pass word over 5MC, "All topside personnel, except bridge and gunnery personnel, take cover."

Personnel concerned take cover.

Gunnery Control

Pass word over available circuits, "Mount and director personnel take cover as directed."

Gunnery personnel take cover as directed.

c. BC attack.

Ship Control

Sound chemical alarm (15 seconds).
Pass word over 1MC, "Biological (chemical) attack."

d. After BC attack.

Pass word over 1MC, "Attack completed. Due to possible internal injury there shall be no eating, drinking, or smoking until otherwise notified."

Damage Control

When ordered by commanding officer, pass word over 1MC, "Man personnel decontamination stations. Personnel exposed during attack proceed to decontamination stations. Repair parties commence decontamination."

Man personnel decontamination stations. Exposed personnel proceed to nearest decontamination station. When directed by DC central, repair party personnel commence decontamination of assigned areas.

e. Decontamination.

(1) Tactical ship decontamination procedures. Tactical ship decontamination is a series of emergency procedures executed to reduce,

GENERAL EMERGENCY BILL

partially or completely, contamination levels (depending upon the type of agents encountered) to permit the ship to continue its tactical employment without subjecting personnel to cumulative exposure in excess of tolerances established by competent authority. Execution of decontamination procedures shall be ordered by the commanding officer.

(2) Further details on effects of decontamination and monitoring for BC warfare are contained in Chapter 11, NWIP 50-1 and Chapter 89, BUSHIPS Manual.

GENERAL EMERGENCY BILL

Figure 3-23

DUTY DAMAGE CONTROL PARTY

1. Proceed to repair locker, equip as follows, and then to scene.

<u>DUTY</u>	<u>DEPARTMENT</u>	<u>RATE</u>
Scene leader	E	PO
Investigator, FWD. OBA, gloves, cannister, helmet, and lamp	E	PO
Investigator, AFT. OBA, gloves, cannister, helmet, and lamp	E	PO
Electrician - electrical repair kit	E	EM
Repairmen (2) 4 CO ₂ extinguishers	E	FN/FA
Repairmen (4) 2 hoses, nozzles, and applicators connected to plugs nearest scene.	D	SN/SA
Repairmen (2) Access kit & flood lights	D	SN/SA
Repairman Flame safety lamp and explosimeter	E	PO

2. Proceed to repair locker, equip as follows and then proceed to area adjacent to scene. Equipment is to be ready for immediate use.

Repairmen (2) Shoring material	E	FN/FA
Repairmen (2) Submersible pump & section hose	E	FN/FA
Repairmen (2) Portable pump & section hose	E	FN/FA
Repairmen (2) Pickup tube & foam	D	SN/SA

3. Proceed to scene and isolate damage by closures.

Repairmen (4)	Any	Any
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4. Miscellaneous Details

Standby magazine sprinkler systems	D	GM
Safeguard pay & personnel records	O S	YN SK

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 3 - EMERGENCY BILLS

3302 ABANDON SHIP BILL

1. **PURPOSE.** The purpose of this bill is to establish the procedures, organization, and stations for abandoning ship.

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

3. INFORMATION.

a. The procedures for this evolution are based on the assumption that the crew will be at general quarters in most cases when it will be necessary to abandon ship. Personnel shall be assigned to life boats nearest their battle stations.

b. If time permits, phased procedures shall be initiated. If time does not allow orderly preparation to abandon ship, abbreviated procedures shall be carried out. The use of abbreviated procedures will require all personnel to exercise individual initiative in abandoning ship without delay. Orderly abandonment consists of three phases: first, preparation; second, abandonment by all but the securing details; and third, abandonment by the securing details.

c. No prearranged set of procedures will always fit the situation at hand. For general guidance, the following responsibilities and procedures are outlined.

4. PROCEDURES AND RESPONSIBILITIES.

a. The commanding officer shall issue the orders for abandoning ship.

b. The executive officer shall:

(1) Supervise preparation to abandon ship.

(2) Initiate special procedures dictated by existing conditions, such as, redistributing personnel to life boats when necessary or advisable due to loss of lifesaving equipment by damage or loss of personnel through casualties.

(3) Ensure that all personnel receive the orders of the commanding officer with regard to abandoning ship.

c. Heads of departments/division officers shall:

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

ABANDON SHIP BILL

(2) Assign personnel to securing and salvage details as prescribed herein.

(3) Ensure that destruction procedures are carried out.

d. The operations officer shall:

(1) Coordinate the destruction of classified matter in accordance with the Emergency Destruction Procedure.

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

e. The first lieutenant shall:

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

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

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

f. The gunnery officer shall:

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

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

(3) Ensure that all depth charges are set on "SAFE".

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

h. The communications officer shall carry out destruction procedures when directed and ensure that portable radios are furnished as required.

i. The navigator shall:

(1) Send the following equipment to the ship's boat(s): sextant; charts; Nautical or Air Almanac; parallel rulers; chronometers; Bowditch; HO-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.

ABANDON SHIP BILL

j. The supply officer shall save records, accounts and cash if practicable.

k. The medical officer/senior hospital corpsman shall prepare patients to abandon ship.

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

m. The Officer (CPO) in charge of 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 station direct the rigging of lines and ladders over ship's sides.

ABANDON SHIP BILL

b. "All hands abandon ship", or "all hands abandon ship, except securing and salvage details". When this order is given, officer or CPO in charge direct the release and lowering of boats, rafts or nets. Personnel proceed over the sides in an orderly fashion.

c. "Securing and salvage details abandon ship".

d. As abbreviated procedure, the word may be passed: "All hands abandon ship without delay". No preparatory order is given in this procedure.

e. The ship's boat(s) and rubber life boats will be equipped at all times underway in accordance with the equipment listed herein.

f. If time permits, all hands should throw anything over the side that will float, i. e., lumber, chairs, furniture. Empty powder cans are very effective floatation gear. Empty powder cans can be used also for additional rations and preserving records without losing much of their buoyancy.

WPG (327') WAVP (311') WPG (255')
SECURING AND/OR SALVAGING DETAIL Figure 3-24

<u>DUTY</u>	<u>DEPARTMENT</u>	<u>RANK/RATE</u>
In charge		Commanding officer
In charge outside engineering spaces		Executive officer
In charge engineering spaces		Engineer officer
Assist executive officer		First lieutenant
Assist engineer officer		Damage control officer
Topside detail	D	BMC
Topside detail	D	GMC
Radio Watch	O	RMC
Bridge signals	O	QMC
Engineering detail	E	MMC/ENC
Engineering detail	E	DCC
Engineering detail*	E	BTC/BT
Engineering detail	E	EMC
Engineering detail (2)	E	FN
Engineering detail (4)	E	MM/EN
Steersman	O	QM
Messenger for CO	D	SN
Topside detail (4)	D	PO/SN

* Number of BT's to be increased to a total of 3 on steam powered ships.

NOTE: The securing and salvage detail is to be assigned to two inflatable life boats.

WPG (327') WAVP (311') WPG (255')
 ABANDON SHIP EQUIPMENT LISTS (Installed and Provided)
 Figure 3-25

Boats Capacities	25' 10" M. S. B. 16 man	26' Monomoy 14 man	CO ₂ Inflatable Boats 15 man 7 man	
EQUIPMENT	BOATS	CO ₂ INFLATABLE BOATS		
Flashlight	2	1	1	
Batteries	8	2	2	
Dye, sea marker	1	1	1	
First aid kit	1	1	1	
Food Packet *	5	5	3	
Fishing kit	1	1	1	
Desalting kit	2	5	2	
Lantern, floating, & lanyard	1	-	-	
Mirror, emergency signaling	1	1	1	
Paulins, (81" x 132")	2	-	1	
Water, cartons of 25 cans **	4	2	1	
Pyrotechnics				
Very Reserve Box	1	-	-	
Life raft signaling kit	-	1	1	
Signal, distress MK13	12	12	12	
Jack knife	1	1	1	
Painter, length to suit free- board (1 $\frac{1}{4}$ manila rope)	-	1	1	
Sponges	-	2	2	
Whistles, signaling	1	1	1	
Semaphore flags	1	-	-	
Navigation kit	1	-	-	
Nautical Almanac H.O. 211				
Sextant Chronometer				
Charts Plot. gear				
Portable radio	1	-	-	
Blankets	8	8	4	
Rifle and Ammunition	1	1	1	
Boat outfit/CO ₂ inflatable boat equipment	1	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.

CHAPTER 3 - ORGANIZATIONAL BILLS

SECTION 3 - EMERGENCY BILLS

3303 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 deck rescue procedures.

(2) Require a muster 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) Ensure that division officers assign qualified personnel to stations and duties prescribed herein.

(2) Make department muster reports to the officer of the deck when a muster is ordered.

c. Division officers shall:

(1) Post all assignments to duties on the watch, quarter, and station bill.

(2) Effect muster of the division and report to the head of department when a muster is required.

d. 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 lifering as near the man as possible.

(3) Keep the man in sight.

e. The officer of the deck shall:

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

MAN OVERBOARD BILL

(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.

(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.

f. The CIC watch officer shall:

(1) Shift DRT to 200 yard scale and plot position of ship and estimated position of man overboard.

(2) Keep the officer of the deck informed of bearing and distance to the man in the water.

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

h. 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).

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

MAN OVERBOARD BILL

j. The relief officer of the deck or other designated officer shall assume command of the boat.

k. 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.

l. 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.

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

- (1) IMC if the boat is not too distant.
- (2) Portable radio equipment.
- (3) Flashing light or semaphore.
- (4) Flags.
- (5) Pyrotechnics.

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

(1) All hands should stay clear of forecastle during rescue operations. They should work in areas where heavy seas are not breaking on the ship. Close coordination between bridge and rescue details is required.

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

MAN OVERBOARD BILL

(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.

o. Rescue procedures in a harbor shall be initiated by the officer of the deck, who shall order the word pass "Man overboard _____ side". All available boats shall be called away on the double. Any available line officer shall be dispatched to 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.

WPG (327') WAVP (311') WPG (255')

MAN OVERBOARD BILL

Figure 3-26

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
Gunnery Officer	Boat	Boat Officer
All others	Quarters	Muster personnel

WPG (327') WAVP (311') WPG (255')

MAN OVERBOARD BILL

Figure 3-27

ENLISTED PERSONNEL ASSIGNMENTS

<u>STATION/DUTIES</u>	<u>DEPARTMENT</u>	<u>RATE</u>
<u>BRIDGE</u>		
QM of watch	O	QM
Steersman	O	QM
Engine Order Telegraph	D	SN
Lookouts (2)	D	SN/SA
Searchlight	O	QM
<u>FLYING BRIDGE</u>		
Lookouts (4)	D	SN/SA
<u>BOAT DETAIL</u>		
Coxswain	D	BM
Crew (10)	D	SN/SA
In charge lowering (8)	D	SN/SA
Engineer	E	MM/EN
<u>DECK RESCUE DETAIL</u>		
In charge	D	BM
Assist	D	GM
Rig Debarkation Ladders(6)	D	SN/SA
Swimmers (2)	Any	Any
Tend Swimmers (2)	D	SN/SA
Rifleman	D	GM

All unassigned personnel muster at foul weather parade. Senior men make reports to the bridge.

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 vessel.

4103 PERSONS SUBJECT TO THE SHIP'S REGULATIONS

All persons embarked in or attached to this vessel who are subject to the Uniform Code of Military Justice 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

1. 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.
2. All persons embarked in or attached to this vessel shall familiarize themselves with the regulations herein, and shall so certify by signing an appropriate statement of acknowledgement.

CHAPTER 4 - SHIP'S REGULATIONS

SECTION 2 - GENERAL REGULATIONS

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CHAPTER 4 - SHIP'S REGULATIONS

SECTION 2 - GENERAL 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 (LMC) 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 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, other than alcoholic beverages in transit as cargo, and all narcotics on board this vessel shall be in the custody of the executive officer. Small quantities necessary for immediate or emergency use may be issued to responsible petty officers, but those quantities remain in the technical custody of the executive officer.

2. All alcoholic beverages on board in transit as cargo shall be in the custody of the cargo officer designated pursuant to the current ship's directive on the subject whenever such cargo is permitted on board.

3. Except when essential to aid the injured during action or emergencies, no person shall prescribe, administer, issue, take or consume any alcoholic beverages or narcotics on board this vessel without specific permission of the commanding officer.

4. Requests for the issue of alcohol must be signed by the department head. The alcohol shall be drawn only in limited quantities sufficient for immediate use, and shall be issued only to petty officers responsible for the operation requiring its use. 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.

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- c. It is protected from theft.
 - d. Any unused portion is returned immediately.
5. No person shall introduce, use, possess, take, administer, or consume on board this vessel any narcotic substance or alcoholic beverage, including wine and beer, except as provided herein.

4204 ARMED FORCES LIBERTY PASSES AND IDENTIFICATION CARDS

1. While absent from the ship, all persons shall retain in their possession their liberty cards, identification card, leave papers, or travel orders, as appropriate, except that they shall be surrendered or shown to any properly identified Armed Forces Policeman or Shore Patrol or Military Authority, who, in the performance of his duty, required them to be surrendered or shown.

2. Loss of liberty pass, identification card, leave papers, or travel orders shall be reported immediately to appropriate local authorities and as soon as possible to the officer of the deck.

3. No enlisted person without proper authority shall:

a. Have in his possession more than one properly validated liberty pass or more than one identification card.

b. Depart from the ship on liberty without his own properly validated liberty card and identification card, or in the case of leave, depart from the ship without his own properly validated leave papers and identification card.

c. Have in his possession a false or unauthorized, or mutilated, erased, altered, or not properly validated liberty card or identification card, or a liberty pass or identification card bearing a name or service number other than his own name and number.

4205 ARREST BY CIVIL AUTHORITIES

If arrested by civil authorities, all persons shall communicate expeditiously with the officer of the deck and state the facts concerning such arrest or detention. The officer of the deck shall relay all such reports received to the commanding officer at the earliest practicable moment.

4206 BERTHING

1. No person shall:

a. Sleep in any spaces or use any bunk or berth other than that to which he has been assigned, except as may be authorized by proper authority.

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

c. 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.

d. Create a disturbance or turn on any white light 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.

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

f. 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 1000, or earlier, as directed.

4207 BULLETIN BOARDS

For the purpose of this article, the term division officer shall include all ship's division officers and all other officers in charge of personnel embarked in this vessel, but not regularly assigned to a division or the ship.

1. All division officers shall maintain a bulletin board prominently located in a readily accessible space assigned to their division; and they shall cause to be posted thereon, all immediately applicable directives and orders; including the plan of the day, which affect the personnel of their divisions. These bulletin boards will serve also as departmental bulletin boards.

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

4208 CREW'S HEADS AND WASHROOMS

Crew's heads and washrooms will be open at all times except when closed for cleaning in accordance with the prescribed daily cleaning schedule.

1. No person shall:

a. Loiter, read, or dry clothing in any crew's head or washroom.

b. Throw rubbish or other solid matter into troughs, bowls, or urinals.

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4209 CREW'S RECREATION SPACE

1. No person shall:

a. Enter the crew's recreation space 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.

b. Enter the crew's recreation space unless he is in the uniform of the day.

c. Create a disturbance in the crew's recreation space.

4210 CUSTOMS

Upon arrival of this vessel in United States territory after visiting a foreign port, it is subject to customs and other inspections by Federal authorities.

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

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

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

4. No person shall knowingly fail to report to custom officials articles obtained overseas, or falsely execute the official custom declaration.

4211 DISRESPECTFUL OR PROFANE LANGUAGE

1. No person shall:

a. Use contemptuous, disrespectful, insolent language or gesture directed toward his superior officer or toward a person in authority.

b. Use profane, obscene, or vulgar words or gestures on board this vessel.

4212 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 church.

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2. While underway, divine services shall be conducted each Sunday on board this vessel, 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. In port, liberty hours will be adjusted as practicable to permit all men an opportunity to attend divine services ashore.

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 motions that would interfere with the services.

4213 ELECTRICAL EQUIPMENT

The use of privately owned electrical equipment on board this vessel 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 vessel except that specifically authorized by the executive officer, after its having been inspected and approved for use by the engineer officer or his designated representative. The electronic material officer will make a similar inspection of electronic equipment.

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 vessel, 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.

4214 FALSE STATEMENTS

1. No person shall:

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

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

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4215 FRESH WATER

The demands placed upon the ship's evaporators for make-up feed water and water for washing, cooking, and drinking, make it mandatory that every person on board this vessel 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.
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 wilfully waste, or lose, or cause the loss of any fresh water on board this vessel.

4216 GOVERNMENT PROPERTY

1. No person shall:
 - a. Conceal or fail to report to proper authority the loss, removal, destruction, or damage of government property entrusted to his care or custody.
 - b. 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.
 - c. Have in his possession on board this vessel, or take from this vessel, any article of government property except as may be necessary for the performance of his duty or as may be authorized by proper authority.
 - d. Mark, paint, mutilate, or disfigure any government property except as may be authorized by competent authority.

4217 HAIRCUTS AND BEARDS

1. 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. Unusual style haircuts will not be permitted. Mustaches must be neatly trimmed.

2. When in port, beards are not permitted and all persons will be

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clean shaven. At sea, beards may be allowed to grow as directed by the executive officer.

4218 HARBOR POLLUTION

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 of or by the 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.

4219 HEALTH AND SANITATION

1. All persons shall:

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

b. Report immediately for medical treatment if they have any discharge, inflammation, or sores about their private parts; or if they have displayed other symptoms of a venereal disease; or if they are aware 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 ship's store activities, or on working parties engaged in handling provisions.

3. No person shall place his mouth directly on the spigot of scuttle-butts 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 in authorized coffee messes.

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

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

GENERAL REGULATIONS

4220 INDEBTEDNESS

1. The commanding officer's interest in the matter of indebtedness of personnel attached to this vessel shall be directed principally to the establishment of facts so that corrective or disciplinary measures 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 repay them. Persons who fail to discharge their just indebtedness by every reasonable means shall be held to have brought discredit to the Coast Guard.

4221 INTOXICATED PERSONS

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

2. All persons who are intoxicated to such an extent as to create a disturbance or to make their being at large dangerous to their 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 persons may be admitted to the sick bay in a misconduct status and placed under guard, if necessary.

4222 LEAVE AND LIBERTY

1. No person shall:

a. Proceed from the confines of this vessel for any reason whatever without permission of proper authority.

b. Proceed from the confines of this vessel 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.

c. Proceed from the confines of this vessel 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.

d. Fail to report his departure from or return on board this vessel 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.

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4223 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. Authorized standing lights below decks shall be lighted at all times.

4224 LOCKED SPACES

1. No person shall:

a. Have in his possession the key to any space on board this vessel 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.

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

4225 MAIL AND POSTAL MATTERS

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

4226 MOTOR VEHICLES

1. No person shall operate a government owned motor 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.

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

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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 their return.

4. The uniform for drivers will normally be undress blues or whites as appropriate. For trips on which the vehicle does not travel on or enter any public street, highway, or thoroughfare, the officer of the deck may in his discretion authorize the driver to wear clean dungarees.

5. No person shall take or drive the automobile of another without permission or lawful authority.

4227 OFFICIAL FORMS, RECORDS, AND CORRESPONDENCE

1. No person shall:

a. Remove official records, forms, or correspondence from their proper files, or destroy them, or withhold them from their proper files or from persons authorized to have access to them.

b. Having possession, custody, or control of official correspondence forms, knowingly deliver them or divulge their contents to any person not authorized to receive them.

c. Use penalty indicia envelopes, tags, or labels 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.

d. Sell, barter, or trade official correspondence, records, or forms for monetary gain or other considerations.

4228 OUTFITS, UNIFORMS, AND CLOTHING

1.. No person shall:

a. If he is an enlisted man, below the grade of Chief Petty Officer, have in his possession on board this vessel, without proper authority, any article of clothing which is not an authorized part of a naval uniform appropriate to his rate, as prescribed in U. S. Navy Uniform Regulations, as amended for Coast Guard use.

b. Wear on board this vessel any article of clothing which is frayed, torn, dirty, or otherwise mutilated.

c. Wear on board this vessel any article of clothing which is not prescribed as part of the uniform of the day without permission of proper authority.

d. Wear or otherwise display on his person on board this vessel any article of a naval uniform in a manner that would bring discredit to the naval service, or in a manner other than, by the nature of its design, it was intended to be worn.

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e. If he is an enlisted man, have in his possession on board this vessel without permission from proper authority, any article of clothing which is not legibly marked with his name and/or service number; or any article of clothing or bedding marked with the name and/or service number of another person which has not been marked "DC" by the chief master-at-arms and recorded in the DC clothing record book.

f. Sell, pledge, exchange, give, barter, or transfer ownership of government furnished outfits, uniforms, or clothing without permission of the commanding officer.

4229 PECUNIARY DEALINGS

1. No officer in the Coast Guard shall borrow money or accept deposits from or have any pecuniary 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.

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 such 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.

4230 PERSONAL EFFECTS

1. No man shall sell, pledge, exchange, give, barter, or transfer ownership of government furnished effects without the permission of the commanding officer.

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

3. Each man is responsible for obtaining a lock and keeping his personal locker locked at all times. Any evidence of tampering with locks or unauthorized entry into a personal locker shall be reported to the head of the deck department.

4. Men finding effects not their own shall immediately turn them over to the head of the deck department, who will stow non-government owned effects in the lucky bag and deliver all other effects to the cognizant department head. Whenever the accumulation in the lucky bag warrants, all unclaimed articles shall be considered as deserters' effects and disposed of by sale.

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4231 PETS

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

4232 PHOTOGRAPHIC EQUIPMENT

1. No person shall photograph any object, the revelation of which is detrimental to National security. All photographs taken on board this vessel are subject to screening for security purposes by the commanding officer.

2. Persons possessing cameras shall conform with local port or shipyard regulations concerning the introduction or use of cameras within the jurisdiction of the locality.

3. Any photographs taken on board this vessel are subject to screening by the commanding officer, and if found to have official value, may be declared the property of the Coast Guard.

4233 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 and divisional bulletin boards.

2. All persons shall read the plan of the day each day. They are responsible for obeying applicable orders contained therein.

4234 PROPERTY PASSES

1. No person shall:

a. Remove or transport any article of private property from this vessel unless he possesses a property pass listing all articles to be removed and signed by his division officer or the officer of the deck.

b. 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.

c. Knowingly conceal in any container or on his person, any article with intent to deceive or evade the lawful inspection of such articles.

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4235 QUARTERS AND MUSTER

1. No person shall:

a. 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.

b. 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 division officer and, in the case of division officers, to the executive officer.

c. Falsify a muster report or alter a written muster report after it has been duly signed and submitted.

4236 REFUSE DISPOSAL (See also 4218, Harbor Pollution)

1. No person shall:

a. Throw anything overboard at sea, except at the fantail or the slop chute and then only with permission of the officer of the deck.

b. Throw overboard wood, trash, bottles, boxes, unpierced metal containers, or other floatable articles, except as authorized by proper authority.

c. Dispose of garbage by means other than those approved by the executive officer.

d. When in port alongside a pier, dispose of refuse in any other place except designated trash lighters or receptacles on the pier.

e. Throw any trash, chewing gum, or other waste materials in urinals, on deck, or in any place other than designated trash receptacles.

f. Discharge oil into inland or coastal waters except as authorized by law or by regulations issued by competent authority.

4237 REPORTS OF OFFENSES

All persons shall report to proper authority all offenses which may come under their observation and which it is their duty to report, against the ship's regulations, ship's directives, and other lawful orders and directives.

4238 REQUESTS AND REDRESSES

1. No person shall:

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a. 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.

b. 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 must be the proper means of presenting grievances.

c. Make a frivolous or idle request or complaint.

2. Any person who believes himself wronged by a superior officer shall:

a. Make due application to that officer, and if refused redress, complain directly to the executive officer, or, if appropriate, to the commanding officer.

b. If approved by the commanding officer and due application as provided for above has been made and redress refused, then complain directly to the district commander or other superior officer.

4239 SAFE COMBINATIONS

The registered publications custodian shall maintain a current record of combinations for all safes on board this vessel except the safe assigned to the paymaster for safeguarding public funds.

1. All persons setting or changing the combination of any safe on board this vessel except the agent cashier's safe shall place such combination in a sealed envelope, on which has been written the exact location of the safe, and deliver it to the registered publications custodian.

2. The combination of the agent cashier's safe shall not be disclosed to any person except as provided for by instructions in the Comptroller's Manual.

3. No person to whom the sole custody of a safe combination has been entrusted shall depart from this vessel on detachment without first turning over the custody of the safe to another person or locking the safe open.

4240 SECURITY OF CLASSIFIED MATTER

1. No person shall:

a. Remove any classified matter from its proper place of stowage

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without permission of proper authority, and then only as necessary for the performance of his assigned duties.

b. 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.

c. 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.

d. 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 registered publications custodian.

4241 SHIPBOARD TRAFFIC ROUTES

Insofar as practicable 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, but when the movement of others will not be excessively impeded, use the shortest and most direct route.

4242 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. 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. There shall be no "skylarking", "practicing fast-draws", or other unsafe practices with weapons at any time.

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4243 TAMPERING

Except in an emergency, 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 it is not his duty to operate, repair, or adjust.

4244 TAX-FREE TOBACCO PRODUCTS

1. Tax-free tobacco products shall be considered to include any cigarettes, cigars, cut tobacco, chewing tobacco, or other tobacco product on which has been placed a sea stores stamp in lieu of a U. S. Government tobacco tax stamp.

2. Tax-free tobacco products shall not be sold by the ship's stores activities on board this vessel when: in port in the United States or its territorial possessions; within three(3) miles of the continental United States.

3. No person shall:

a. Have on his person, or in his possession, while ashore, or otherwise land ashore, any sea store tobacco products.

b. While in a foreign port, sell, exchange, barter, or give away sea store tobacco products.

4245 TIPPING

1. No person shall:

a. Accept any money or other compensation from a person on board this vessel in return for a service which it is his duty to perform or render, regardless of the circumstances incident to such service.

b. Give or proffer any money or other compensation to any person on board this vessel for a service performed in the line of duty, regardless of the circumstances incident to such service.

4246 UNAUTHORIZED ARTICLES

1. No person shall:

a. Have in his possession on board this vessel the property of another person, without permission from proper authority.

b. 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.

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c. Have in his possession on board this vessel any lewd, lascivious, or obscene writing, photograph, or drawing; or proffer, sell, or exhibit any lewd, lascivious, or obscene writing or drawing.

d. Have in his possession on board this vessel any medicine or drugs, or consume or use any medicine or drugs except as may be authorized by the medical officer or hospital corpsman or by a prescription of a civilian doctor.

4247 UNAUTHORIZED ENTRY

1. No person shall:

a. Enter any space on board this vessel which is marked RESTRICTED AREA or which is known by him to be a restricted area, except as may be necessary to performance of his duty.

b. 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.

c. Enter any office space or shop which it is not his duty to enter.

4248 WATCHES, PATROLS, AND SENTRIES

1. No person shall, while on duty as a member of a patrol or as a sentry:

a. Fail to report all violations of the ship's regulations, ship's directives, and other breaches of good order and discipline.

b. Observing a violation of regulations or of good order and discipline, fail to exert himself to the utmost to suppress such violations.

c. Fail to report any violation of safety precautions or safety regulations known to him which he may observe.

d. 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 vessel and its personnel.

4249 CARD GAMES AND GAMBLING

1. No person shall:

a. Gamble with money, with playing cards, dice, or other apparatus on board this vessel.

GENERAL REGULATIONS

b. 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.

4250 SEARCH AND SEIZURE

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 any of them to conduct a search is authorized to conduct a search of the person or property of any person within the command except:

1. A search of an individual's person, the clothing he is wearing, and the property in his immediate possession or control, conducted as an incident of lawfully apprehending him.
2. A search under circumstances demanding immediate action to prevent the removal or disposal of property believed on reasonable grounds to be criminal goods.
3. A search with the freely given consent of the owner in possession of the property searched.
4. A search in accordance with the authority granted by a lawful search warrant.

Wherever possible, persons and property should be placed under guard and the proper authority contacted.

4251 MESS GEAR

The removal of mess gear from the mess hall is prohibited. The senior petty officer in charge of the compartment in which mess gear is found will be responsible for its immediate return to the mess hall.

4252 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, shores, wrenches, life rings, equipment in life boats, handybillys, fire hoses, and fuel for emergency machinery.

CHAPTER 4 - SHIP'S REGULATIONS

SECTION 3 - SAFETY REGULATIONS

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CHAPTER 4 - SHIP'S REGULATIONS

SECTION 3 - SAFETY REGULATIONS

4301 GENERAL

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.

4302 BOATS

1. When embarked in a boat, the senior line officer eligible for command at sea, has authority over all persons therein, and is responsible under all circumstances for the safety and management of the boat.
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 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; 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; has been duly qualified for his particular assignment by the first lieutenant.
8. All persons in boats being hoisted in or out, or hung in the davits, shall wear vest-type kapok or spun glass life jackets and shall hold fast, to man ropes.
9. No person shall board a boat from a boat boom unless another person is standing by on deck or in the boat at the same boom.
10. All boats leaving the ship shall have local charts with courses to and from their destination recorded thereon.

SAFETY REGULATIONS

4303 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 chlorinated solvents (carbon tetrachloride and trichloroethylene) 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.

4304 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 Manual" and other safety precautions have been complied with.

4305 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. Except in definite emergencies, and then only when no qualified operator is present, 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. The operation of light and bulkhead 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 qualified by the head of department having cognizance over such equipment.

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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.

4306 LIFE JACKETS

1. All persons shall wear life jackets when:

a. Working over the side on stages, boatswain's chairs, or in boats or punts.

b. On weather decks during heavy weather, as directed by proper authority.

c. 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.

d. Embarked in the lifeboat at sea.

4307 LIFE LINES

1. No person shall:

a. Lean on, sit on, stand on, or climb over any life line on this vessel, 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.

b. Dismantle or remove any life line on this vessel without specific permission of the first lieutenant, and then only if temporary life lines are promptly rigged.

c. Hang or secure any weight or line to any life line on this vessel except as authorized by the commanding officer.

4308 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.

SAFETY REGULATIONS

1. Except in definite emergencies, and then only when no qualified operator is present, no person shall operate, repair, adjust, or otherwise tapper with any machinery and associated controls on board this vessel 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 vessel 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.

4309 SMOKING

1. No person shall smoke under the following conditions:

- a. When the word "the smoking lamp is out" is passed.
- b. When ammunitioning ship, either loading or unloading, nor shall anyone have on his person any matches or cigarette lighters during such work.
- c. In any part of the vessel when receiving or transferring fuel oil.
- d. In any space on the vessel where flammable liquids are being handled.
- e. During general quarters, general drills, inspections, or during emergencies except as authorized by the commanding officer during extended periods on stations.
- f. In bunks or berths.
- g. In any space which is prominently posted "No Smoking."

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 groundings 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 division officer, and then only after he has demonstrated a knowledge of the tool's operation and of the safety precautions incident to its use.

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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 division officers 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 masts or stacks.

2. No person shall go aloft on the masts or stacks 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 or stack 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. That controls associated with the antennas are tagged "SECURED, MEN ALOFT."

c. Notify main engine control to refrain from lifting safety valves while men are aloft on or near the stack.

d. Determine that wind and sea conditions will not endanger men aloft.

e. Ensure that men going aloft are equipped with safety belts and safety lines, and that they will be properly tended and supervised.

4. All tools, buckets, paint pots, and brushes shall be secured by a lanyard when used in work on masts and stacks.

4312 WORKING OVER THE SIDE

1. All division officers 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 division officers shall ensure that competent petty officers constantly supervise their personnel working on scaffoldings, stages, and

SAFETY REGULATIONS

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 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

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5101 RECEPTION AND DETACHMENT PROCEDURES

1. **PURPOSE.** The purpose of this procedure is to outline methods for receiving personnel aboard, and detaching personnel from the command. The first impression of the ship received by personnel reporting aboard for duty frequently has lasting effects.

2. **RESPONSIBILITIES.**

a. The Officer of the Deck is responsible for identification and initial processing of personnel received, and for final processing of personnel detached.

b. The Executive Officer is responsible for introduction of personnel into the ship's company, for assignments to departments and billet numbers, and for orientation of personnel to the ship.

3. **PROCEDURES.**

a. Procedures for personnel reporting on board for duty or further transfer:

(1) An officer shall report to the Officer of the Deck, who shall carry out the following procedures:

(a) Establish the officer's identity and examine his orders.

(b) Make appropriate arrangement for baggage.

(c) Have officer escorted to the Executive Officer or, if senior to the Executive Officer escort him to the Commanding Officer, and inform the Executive Officer.

(d) Log the Officer on board.

(2) An enlisted man reports to the Officer of the Deck who shall:

(a) Establish the man's identity and examine his orders, and log him aboard.

(b) Make appropriate arrangements for baggage.

(c) Turn the man and his records over to the Master-at-arms, who shall escort him to the ship's office. There the senior yeoman shall verify the man's orders, records, and accounts for completeness; obtain the necessary data for personnel accounting and take the man up in the ship's records; schedule the man for interview by the Executive Officer and for reading the ship's regulations.

RECEPTION AND DETACHMENT PROCEDURES

(d) Direct the Master-at-arms to assign berthing and lockers, and issue bedding.

4. PROCEDURES FOR PERSONNEL BEING DETACHED

a. An officer being detached shall, prior to detachment accomplish the following:

- (1) Fill out and sign fitness report.
- (2) Turn in registered publications.
- (3) Turn in equipment and obtain custody clearance.
- (4) Execute change in address card.
- (5) Obtain service record, pay record, and health record.
- (6) Settle accounts with mess treasurer and ship's exchange

Officer.

(7) Ensure that all logs and reports for which responsible have been written and signed.

(8) Turn in all keys.

(9) If being relieved, report to the Executive Officer and Commanding Officer upon relief.

(10) On departure, present orders for logging and report detachment to the Officer of the Deck.

b. Enlisted personnel being transferred shall draw from the ship's office and complete the check-out slip by obtaining the initials of the following officers and petty officers:

- | | |
|---|---|
| (1) Senior hospitalman | Health Record |
| (2) Supply Officer | Pay Record, foul weather gear |
| (3) Recreation Officer | Athletic gear |
| (4) Communications Officer | Registered Publications change of address card. |
| (5) Department head or Division Officer | |

Other publications, keys, muster and watch lists corrected. Sub-custody clearance for all equipment and special clothing, custody of current form CG-3303 for next advancement in rating.

RECEPTION AND DETACHMENT PROCEDURES

- | | |
|--------------------------|--|
| (6) Education Officer | Correspondence Courses |
| (7) Senior Yeoman | Service record up to date, liberty card destroyed; possession of valid I. D. Card and identification tags. |
| (8) Master-at-arms | Collect bedding, mattress and pillows. |
| (9) Executive Officer | Orders; record of disciplinary status; detachment. |
| (10) Officer of the Deck | Check orders; appearance, and log out. |

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5102 DISCIPLINARY MEASURES PROCEDURES

1. **PURPOSE.** The purpose of this procedure is to provide guidance in matters of conduct, discipline, and mast.

2. **GENERAL.** Every commissioned Coast Guard ship is self-sufficient for all forms of discipline except the holding of 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.

3. **LEGAL RESTRAINTS.** When an offense has been committed and the supposed offender is in the Armed Forces, it is of major importance to ensure his presence pending disposition of charges. All officers, warrant officers, and petty officers of the ship's company are authorized to apprehend and to take into custody all persons in the military service whom they reasonably suspect of having committed an offense. Other enlisted men have such authority only when they are regularly assigned to shore patrol or sentry duty. (WARNING - Army and Air Force 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. A soldier, sailor 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. These terms are defined and discussed in the Manual for Courts Martial.

4. **PROCEDURES FOR ENLISTED MISCONDUCT REPORT.** It is expected that officers and petty officers will, by leadership, example, 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 following procedures shall be observed:

a. The person making the misconduct report shall do so in writing, recording names of any witnesses and, where possible, informing the offender that he is being placed on report.

b. 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.

c. 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 executive officer.

DISCIPLINARY MEASURES PROCEDURES

d. 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 acknowledgement by signing in the appropriate space on the misconduct report. For confinement, if assigned, he shall be turned over to the master-at-arms. When restraint of any nature is assigned, the name, offense charged, if any, the restraint assigned, and by whom imposed shall be logged.

e. The executive officer will direct that preliminary inquiry of misconduct reports be conducted. No person shall interrogate or request any information from an accused without first warning him in accordance with Article 31 of the Manual for Courts Martial. In connection with this preliminary inquiry, the investigating officers should check the accuracy and completeness of the allegations and date in the misconduct report. He should see to it that the service record of the alleged offender is available at mast, and that the witnesses and the person who signed the misconduct report are present at mast if their presence can be arranged without undue inconvenience, expense, or delay. If the officer designated to conduct an inquiry into the offense has reason to believe that a serious offense has been committed and that the accused has committed it and that the offense should be referred to court martial, he shall:

(1) Prepare on a charge sheet (DD Form 458), a correct specification of the offense using the Manual for Courts Martial as a guide.

(2) Sign and swear to the charge as accuser, or;

(3) Have the person who knows the facts and believes them to be true to sign and swear to the charges as accuser.

(4) Deliver the signed charge sheet to the commanding officer for use at mast.

4. MAST. The commanding officer will ordinarily consider the above reports at mast in accordance with U. S. Coast Guard Regulations entering in the unit punishment book the date of investigation, and date and place of commission of each offense, the findings, and the punishment or disposition; initials of accused indicating rights understood; remarks; and authentication by his signature for each report. All entries in the unit punishment book are to be typewritten or written legibly in ink, without erasures. Errors are to be lined out and initialed by the commanding officer.

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5103 LEAVE AND LIBERTY PROCEDURE

1. **PURPOSE.** The purpose of this procedure is to provide an outline of standard practices normally used in administering leave and liberty.

2. **GENERAL.** 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.

3. **RESPONSIBILITY.** The Commanding Officer, subject to orders of higher authority, grants leave and liberty within the ship. The Executive Officer regulates the granting of leave and liberty.

4. PROCEDURES.

a. 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, under the supervision of the Officer of the Deck. They shall be turned in to the quartermaster of the watch immediately upon return from liberty. Chief Petty Officers normally will retain custody of their own liberty cards.

b. 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.

c. 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.

d. Men losing their liberty cards or identification cards are not eligible for liberty until a new card has been issued.

e. Exchanges of liberty will not be granted except by the Executive Officer. Men desiring to exchange liberty with another person must first submit a request slip (available in the ship's office), filled in and signed by 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, division 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. Request slips shall be turned in to the ship's office not later than 1000 on the day prior to the exchange. Exchange of duty between officers in different watches may be

LEAVE AND LIBERTY PROCEDURES

made with the approval of the Senior Watch Officer and the Commanding Officer.

f. 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. Liberty and identification cards will be exhibited during this inspection.

g. Leave is authorized absence from the ship for a period in excess of 48 hours. The different types of leave are defined in the Coast Guard Personnel Manual, Articles 7-A-17 through 7-A-26. 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 2½ 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. Up-to-date leave records for officers and men shall be maintained. Leave requests for officers shall be submitted to the Executive Officer via the head of department. Leave requests for enlisted personnel shall be submitted to the Executive Officer via their leading petty officer, division officer and/or head of department, and shall be completely and accurately filled in. Data as to leave accrued, earned, and taken during the fiscal year will be filled in prior to approval by the head of the department.

h. General policies concerning leave. Normally, no more than ten percent of the ship's company shall be absent at the same time. This percentage includes men absent on leave, in the hospital, on temporary additional duty, or for other reasons. However, leave for the purpose of emergency may be granted by the Commanding Officer at any time the situation so warrants.

i. Illness on leave or liberty. In case of illness on leave or liberty, the individual should contact the nearest Coast Guard activity, or, if none is available, the nearest activity of any military service; or contact his Commanding Officer, if practicable, for permission to obtain civilian medical aid.

j. Liberty for personnel not assigned to regular sections shall be subject to the approval of the Executive Officer.

k. Special liberty may be recommended by heads of departments or division officers to the Executive Officer. It is normally restricted to necessary and urgent situations for men of good conduct standings. A man requesting special liberty shall have a standby of the same specialty and of the same or higher rating. The requirements for exchange of duty apply.

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l. 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.

m. Record of personnel ashore. It is important to have available at all times an accurate record of the number of personnel away from the ship.

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5104 INSPECTION PROCEDURES

1. **PURPOSE.** The purpose of this procedure is to outline standard inspection practices. It applies to all the usual forms of shipboard inspection.

2. **GENERAL.** Inspections are for the purpose of ensuring maintenance of the high standards required of an inspected ship.

3. **RESPONSIBILITIES.** U. S. Coast Guard Regulations defines the responsibilities of the commanding officer, executive officer, heads of departments, and division officers in conducting inspections.

4. PROCEDURES.

a. Daily inspection (except Saturday, Sunday and holidays).

(1) The daily quarters for inspection shall include an informal inspection by each division officer of his division personnel. This inspection shall give particular attention to individual cleanliness, haircuts, posture, proper wearing of the uniform and overall military appearance.

(2) U. S. Coast Guard Regulations requires the executive officer, heads of departments, division officers, and other officers to make frequent inspections of spaces and equipment. This shall be construed to mean a daily inspection of all such spaces and equipment during the normal working hours except when prevented by special circumstances. This is in addition to such other complete or partial inspections as are necessary for supervision of work and for the preservation of good order, discipline and security.

b. Weekly inspection.

(1) The commanding officer will normally inspect the entire ship weekly.

(2) All spaces, lockers, drawers and cabinets will be opened except for lockers assigned to personnel.

(3) Weather permitting, all canvas will be off, all gun tampions will be out, breeches open, and 40 MM loader covers off during inspection.

(4) The enlisted man responsible for the cleanliness and preservation of each space will present himself to the inspector by saluting, giving his name, rate, division, and saying "Compartment _____ ready for inspection".

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c. Personnel inspection.

(1) When "officer's call" is sounded, all hands will fall in at their respective foul or fair weather parade as designated.

(2) On completion of muster, and upon command, division officers will prepare their division for inspection. Divisions will be formed in either two or four ranks, according to seniority, with the CPO's at the right end of the division.

(3) The division will be called to attention and given the command to open ranks. The front rank (or first and third ranks) then will be given a command to about face. The division will be dressed in the direction of the approaching inspection party.

(4) The division officer will take his post one pace in front of the first rank and in line with the first file. When the inspecting officer has approached to within six paces of his division, the division officer will give the command, "Hands salute". He will greet the inspecting officer with, "Good morning, Captain" (Admiral or other). After the inspecting officer returns the salute, the division officer will give his division the command, "Two".

(5) The division officer then will address the inspecting officer as follows: "_____ division, sir; _____ men, no unauthorized absentees" (or the number of unauthorized absentees, if any). The division officer shall be prepared to provide the inspecting officer with an exact breakdown of his personnel, stating the number of men and their disposition, if requested.

(6) As the inspecting officer and his party inspect, the division officer will fall in just behind the inspecting officer, on the side away from the rank under inspection.

(7) At the request of the inspecting officer, the division officer will give his division the command to about face and will "uncover" his division.

(8) Upon completion of the inspection, he shall give his division the command to "cover", about face to the rear rank, (or first and third ranks), and order "close ranks".

(9) The division will stand at "parade rest" until the inspecting party is clear of the next division being inspected, when the division may be allowed to stand at ease.

(10) Divisions will remain at division parade until the entire personnel inspection has been completed, unless otherwise directed by the executive officer.

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d. **Clothing inspection.** A clothing inspection will be made of clothing belonging to all enlisted personnel below chief petty officer. Personnel shall display on their bunks the required items of clothing, which shall be properly stenciled. The plan of the day will specify inspection teams.

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5105 GENERAL MESS PROCEDURE

1. **PURPOSE.** The purpose of this procedure is to outline standard methods for operating a general mess.

2. **GENERAL.** Cafeteria type of messing will be employed on this vessel with no seats being assigned. The crew shall be piped to mess in the following order:

a. Relief watch - regular mess.

3. **RESPONSIBILITIES.** The commissary officer is responsible for the service of food, cleanliness of galley and messing spaces, and the administration of the galley personnel and messmen. He shall be assisted in these duties by the leading commissaryman and the master-at-arms. The general responsibilities of the commissary officer, in regard to the general mess are outlined in U. S. Coast Guard Regulations and Comptroller Manual (Vol. III).

4. PROCEDURES,

a. The hours of messing will be in accordance with the daily routine or as modified by the plan of the day.

b. The master-at-arms will supervise the mess line to maintain order and quiet.

c. Messmen shall be detailed in accordance with the personnel assignment bill. Only that number of messmen necessary for the proper performance of mess duties shall be detailed, and in no case shall the number detailed exceed one for each 20 men or fraction thereof subsisted in the mess. Messmen normally will not be required to stand watches. While on duty, messmen shall wear clean white uniforms. All messmen will take a daily shower and will keep their hands scrupulously cleaned with fingernails neatly trimmed and cleaned.

d. Inspections.

(1) The medical officer or senior hospital corpsman shall inspect all messmen prior to assignment to messmen duty for evidence of contagious disease and weekly, for standards of personal hygiene and any evidence of external infection or contagious disease.

(2) The commissary officer shall inspect daily for overall cleanliness, the food preparation and serving spaces and galley personnel.

(3) The officer of the deck shall inspect daily, prior to the

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noon meal, all messmen for cleanliness, evidence of sores or infections on exposed surfaces of the body and any other readily visible evidence of contagious or infectious disease. He shall also inspect daily, the noon meal for proper preparation, quantity, and compliance with the approved menu.

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5106 HYGIENE AND SANITATION PROCEDURES

1. **PURPOSE.** The purpose of this procedure is to provide a standard of requirements for hygiene and sanitary measures on board ship.

2. **GENERAL.** 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 .

3. RESPONSIBILITIES.

a. The medical officer (when attached) is responsible for:

(1) The early restoration of health to physically incapacitated personnel.

(2) The promotion of health and the prevention of disease by instruction of personnel in hygiene and sanitation.

(3) The institution of sanitation measures.

b. Department heads and division officers shall assist the medical officer or hospital corpsman in maintaining hygiene and sanitation standards.

4. PROCEDURES.

a. Personal hygiene.

(1) Beards shall be discouraged in "action areas" as a beard makes the treatment of face wounds time consuming and difficult.

(2) Sunbathing will be carefully supervised to avoid over-exposure of personnel.

(3) Men exposed to infections or contagious diseases shall report immediately to the medical department for examination and treatment. The contracting of such diseases (including those of venereal nature) shall not constitute an offense; however, the concealment of it shall be an offense punishable by appropriate disciplinary action.

(4) Personnel suffering from infections or contagious diseases shall not be assigned duties as food handlers or ship's exchange activities. Men having venereal diseases will not be allowed to leave the ship, while in an infectious stage, other than to receive medical treatment.

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(5) All personnel shall be instructed periodically in the fundamentals of personal hygiene by the medical officer or by the senior medical representative aboard.

b. Living spaces.

(1) The ventilation and temperature of living spaces, and their lighting facilities shall be inspected once weekly by the medical officer and proper corrective measures shall be recommended to assure that such facilities are adequate.

(2) Bunks, mattresses, and personal gear shall be checked daily. All mattress covers, pillow slips, and sheets in use shall be changed at least once weekly.

(3) Absolutely no food will be stowed in lockers, bunks or living spaces.

c. Heads and showers.

(1) All heads and showers shall be inspected daily for cleanliness and sanitation. Urinals, toilet bowls, shower stalls and decks shall be scrubbed with soap and then disinfectant shall be applied. The disinfectant shall be supplied to personnel assigned to clean these spaces by the medical department.

d. Barber shop and barbers.

(1) The barber shop shall be inspected weekly by the medical department. Every applicant for the position of barber shall be first examined by the medical officer for infectious or contagious diseases.

(2) Regulations pertaining to the cleanliness and sanitation of the barber shop and its equipment will be those prescribed by the Coast Guard Exchange Manual, CG-309.

e. Telephones.

(1) Head phones used by men suffering from fungus infections of the ear will be sterilized after each period of use by the medical department. This applies particularly when operating in tropic areas.

f. Soft drink dispensers.

(1) Shall be inspected periodically by the medical department for sanitary conditions.

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g. Laundry.

(1) The laundry facilities shall be inspected at least once weekly by the medical department for proper sanitary methods of operations. Laundry from contagious cases shall be treated in sick bay before being sent to the laundry.

h. Drinking facilities.

(1) All scuttlebutts shall be inspected daily by the medical officer or hospital corpsman.

(2) Use of a common drinking cup is prohibited.

(3) Drinking water shall be supplied only through scuttlebutts, or closed containers.

(4) Drinking directly from a spigot is prohibited.

i. Storerooms, cold rooms and reefer spaces.

(1) Regulations governing the cleanliness and sanitation of these spaces will be those prescribed in Volume IV, Comptroller Manual.

j. Insect, vermin and rat control.

(1) The medical officer or hospital corpsman will question personnel of all ship's spaces periodically to ascertain the presence of insects, rats, cockroaches, and any other vermin.

(2) All personnel shall make every effort to prevent the introduction of insects and vermin on board, including the inspection of incoming stores, and fresh provisions, etc.

(3) Whenever the possibility of rats exists, ratproofing shall be accomplished by rat guards on all mooring lines.

(4) In the event of infestation by rats or vermin, proper methods of control shall be taken.

k. Food areas.

(1) Regulations pertaining to the cleanliness and sanitation of the food areas will be those prescribed in Comptroller Manual, Volume IV.

(2) These areas will be inspected daily by medical personnel.

HYGIENE AND SANITATION PROCEDURES

1. Inspections and examinations.

(1) The medical officer is responsible for frequent inspections of all activities concerned with the storage of fresh, tinned, and dry provisions, the preparation and serving of meals, personal hygiene of all members of the crew, and the week's menu for the general mess. The menu of general mess will be observed for balance and sufficiency of the ration.

(2) Regulations pertaining to cleanliness, sanitation, and procedures of the cooks, bakers, and mess cooks will be those prescribed in Comptroller Manual, Volume IV.

m. Food service workers.

(1) All food handlers, before assignment to duty will be examined by the medical officer for infectious or contagious diseases.

(2) Food handlers will be inspected daily by medical personnel for general cleanliness and sanitation, and once weekly for infectious or contagious diseases.

(3) Instructions governing the food service workers and food sanitation training are set forth in the Comptroller Manual, Volume IV.

(4) If a food service worker is found to be suffering from an infectious or contagious disease, he shall be removed from such food handling duties until such time as he may not spread such disease any longer.

n. Messing spaces and coffee messes.

(1) All messing spaces shall be thoroughly cleaned following every meal and shall be sprayed as often as necessary with the proper insecticides.

o. Care of mess gear and utensils.

(1) Silverware, dishes, cups, and trays shall be inspected daily by the medical department. Broken or badly worn equipment will be surveyed immediately.

(2) All galley equipment shall be kept scrupulously clean at all times with brushing and scrubbing with soap and water followed by a rinse of hot water at 180° or more.

(3) Ranges shall be thoroughly cleaned once a week, in addition to their usual daily cleaning.

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5107 ENLISTED PERFORMANCE PROCEDURE

1. **PURPOSE.** The purpose of this procedure is to provide for evaluating the performance of enlisted men attached to this ship.

2. **GENERAL.** The performance of all enlisted personnel is evaluated periodically in accordance with instructions contained in current Personnel Instructions and in the Personnel Manual, CG-207, Chapter 10. In order that just evaluations are assigned, supervisory personnel should continually note the performance of their men during the entire marking period.

3. RESPONSIBILITIES.

a. The commanding officer is responsible for the final evaluation of all personnel assigned to the command.

b. The executive officer shall ensure that grades are promptly obtained and recorded for all enlisted men in accordance with the existing instructions.

4. **PROCEDURES.** Upon receipt of instructions from the executive officer, marks are to be submitted after review by all persons in the chain of command. The leading division petty officers shall initiate grades for all petty officers and non-rated personnel under their supervision. These grades are to be submitted via the division officer, department head, and executive officer to the commanding officer. Division officers shall initiate evaluations on their leading petty officers. All reviewing personnel shall carefully study the evaluations to ensure that accurate grades are assigned. In the event of disagreement, recommended changes are to be forwarded with the original evaluations. In all cases, evaluating personnel should be able to substantiate the assigned grades.

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5108 HONORS AND CEREMONIES PROCEDURE

1. **PURPOSE.** The purpose of this procedure is to provide standards of guidance in observing the honors and ceremonies required of the forces afloat.

2. **GENERAL.**

a. Honors and ceremonies shall be rendered in accordance with U. S. Coast Guard Regulations, Chapter 20, insofar as facilities permit. Responsible officers shall be meticulous in rendering all honors.

b. This ship is not equipped as a saluting ship.

3. **RESPONSIBILITIES.**

a. The executive officer is responsible for organizing personnel for the purpose of conducting honors and ceremonies.

b. The officer of the deck is responsible for directing quarter-deck and passing honors.

c. The operations officer is responsible for preparations for "dressing" and "full dressing ship" as prescribed in U. S. Coast Guard Regulations and in DNC 27.

4. **PROCEDURES.** In preparing for rendering of honors, careful reference is to be made to detailed instructions in U. S. Coast Guard Regulations. The numerous details associated with honors and ceremonies preclude including complete procedures. Therefore, amplifying instructions only are included herein.

a. **Passing honors.** The following police whistle signals will be utilized in rendering honors:

- | | |
|------------------------------|----------------------|
| (1) "Attention to starboard" | one prolonged blast |
| "Attention to port" | two prolonged blasts |
| (2) "Hand salute" | one short blast |
| (3) "Two" | two short blasts |
| (4) "Carry on" | three short blasts |

b. **Official visit honors.** Normally, advance notice of official visits will be received by the ship. Ample advance planning is required to insure rendering of proper honors.

HONORS AND CEREMONIES PROCEDURE

c. Dressing ship. When the ship is "dressed" or "full dressed", particular attention shall be given to see that the ship presents a neat appearance. Insofar as practicable, all booms, searchlights and guns should be maintained in the "secure" position. Weather permitting, all canvas should be removed from gun mounts, directors, and deck machinery. Movie screens should not be rigged.

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5109 WORKING PARTY PROCEDURE

1. **PURPOSE.** The purpose of this procedure is to provide standard methods in regulating working parties.

2. **GENERAL.** 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.

3. RESPONSIBILITIES.

a. 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.

b. The officer of the deck will assign working parties when advance arrangements have not been possible.

c. The officer requesting the working party will make the request to the executive officer one day in advance when possible; and will be responsible for directing the task of the working party.

4. PROCEDURE.

a. Working parties will be composed of personnel from all departments on a ratio basis established by the executive officer.

b. Regular meal hours will be observed by working parties 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 arrangements to be made the previous evening.

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5110 / AIR BEDDING PROCEDURE

1. ~~PURPOSE~~. The purpose of this procedure is to provide a tabulation of spaces to be used by officer and enlisted personnel when airing bedding.

2. RESPONSIBILITIES.

a. Division officers provide for relief of men on watch.

b. Officer of the deck and master-at-arms exercise general supervision.

c. Division petty officers ensure proper airing of bedding in their respective divisions; and that all bedding is struck below at "Pipe down aired bedding".

3. PROCEDURES.

a. Place bedding on lifelines from forward aft, in each designated area leaving no holidays.

b. Fold the mattress over the lifeline, leaving the inboard end of the mattress about two inches above the deck. Fold mattress covers and blankets from end to end twice and place over the mattress with mattress cover uppermost. The bedding is secured by passing lashings immediately under the lifeline around the mattress, blankets, and cover. Pillows with pillow cases removed are secured under the lashings on the inboard side.

AIR BEDDING ASSIGNMENTS

FIGURE 5-1

Division	Frame to Frame	Deck/Level	Side	No. of Men
1st				
2nd				
0				
E				
S				
Officers & CPO's				

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5111 MAIL HANDLING PROCEDURE.

1. PURPOSE. The purpose of this procedure is to establish responsibilities and procedures for the handling of incoming and outgoing mail.

2. RESPONSIBILITIES.

a. The communications officer is responsible for the proper distribution and collection of all incoming and outgoing mail. He shall ensure that this procedure is maintained in accordance with instructions in Communication Manual, CG-233, Chapter 10, mail orderlies are familiar with their duties, and are designated in writing.

b. Mail orderlies collect and distribute all incoming and outgoing ship's mail. They are responsible for safeguarding all mail in their custody.

3. PROCEDURES. (to be prepared by individual ships in accordance with CG-233)

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5112 GENERAL AND LIMITED VISITING PROCEDURE

1. **PURPOSE.** The purpose of this procedure is to provide standard guides in regulating general visitors aboard ship.

2. **GENERAL.** General visiting will be permitted 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.

3. RESPONSIBILITIES.

a. Operations Officer.

(1) Prepare suitable literature for distribution to visitors as approved by the commanding officer. Such matters as the history of the ship, stories behind plaques displayed, general duties and missions, and a brief on the origin of the ship's name may be included.

(2) Prepare and distribute boat schedules, if indicated.

b. Gunnery Officer.

(1) Organize and instruct guides for the visitors.

(2) Designate heads for the use of visitors.

c. Damage Control Officer.

(1) Prepare "no smoking" and "no visitors" signs for all departments as required.

d. Heads of Departments.

(1) Place "no visitors" signs at each access to restricted areas in their parts of the ship.

(2) Place "no smoking" signs in the vicinity of appropriate places within their parts of the ship.

(3) Provide sentries as necessary at access to restricted areas and for surveillance of traffic routes.

(4) Insure readiness of the ship to receive visitors, and during visiting observe progress and conduct of events.

(5) Insure security of restricted matters and spaces, such as classified publications and correspondence, equipment, and ammunition,

GENERAL AND LIMITED VISITING PROCEDURE

prior to the commencement of visiting.

4. PROCEDURES.

a. As visitors arrive, the officer of the deck will assign guides to groups of approximately ten visitors, have the literature distributed and direct the guides to commence the tour following the routes specified.

b. Visitors cameras shall be checked with the officer of the deck who will insure that they are tagged with the owner's name and properly stowed.

c. The guides will assist the visitors by:

- (1) Pointing out and explaining items of interest.
- (2) Requesting visitors to remain together.
- (3) Being alert for the safety of the visitors.

d. In the event of injury to visitors, the following procedure shall be followed by the executive officer and/or the officer of the deck:

(1) Insure that all possible medical treatment is rendered to the injured person(s), including transfer, if necessary, to the nearest hospital.

(2) Obtain statements from witnesses and the injured party.

(3) Execute accident report forms.

(4) Forward accident report, statements, and report of treatment and physical examination to Commander _____ Coast Guard District.

e. The following spaces shall be restricted to general visitors:

- (1) Combat information center .
- (2) Radio Central and emergency radio.
- (3) Gunnery directors and gun mounts.
- (4) All ready service ammunition spaces .
- (5) All magazines .
- (6) After steering room .
- (7) All engineering spaces.

GENERAL AND LIMITED VISITING PROCEDURE

- (8) Officers country.
- (9) Crew's berthing spaces.
- (10) CPO's quarters and mess.
- (11) Code room.

CHAPTER 5 - ADMINISTRATIVE PROCEDURES

SECTION 1 - PERSONNEL PROCEDURES

5113 VENDORS AND AGENTS PROCEDURE

1. **PURPOSE.** The purpose of this procedure is to provide standard instructions for the general regulation of vendors and agents aboard ship.

2. **GENERAL.** Insofar as practicable, officers and men shall schedule appointments for conducting personal business on board ships outside of working hours. 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. No general solicitation of non-official trade will be permitted on board. The ship's company will be protected from undue annoyance by tradesmen and agents and, at the same time, afforded reasonable opportunity to conduct necessary personal business on board.

3. PROCEDURE.

a. The officer of the deck will determine the nature of the business which any civilian visitor desires to conduct on board. Except in unusual circumstances, which shall be referred to the executive officer, civilian business agents will be expected to have appointments or reasonable, legitimate business with specific individuals in the ship's company.

b. The officer of the deck will determine the official status of the business agent and the name of the individual whom he desires to see. He will then call, or send the business card of the visitor to the officer or man and determine whether the latter desires to see the visitor. Business agents will be received by officers in their rooms, by chief petty officers in the CPO's mess, and by other enlisted personnel on the quarter deck. The officer of the deck will provide an escort for the agent, or require the officer or enlisted man to meet the visitor at the quarter deck. It is the responsibility of the officer or man being visited to see that the agent, upon completion of his business, is escorted back to the quarter deck.

4. INSURANCE REPRESENTATIVES

a. Insurance representatives, accredited by the Commander, Coast Guard District, may leave with the executive officer explanatory literature or return address postal cards for officers and men of the ship's company, or mail such material to the executive officer. The executive officer, in turn, will see that appropriate samples of such material are placed on the bulletin boards.

VENDORS AND AGENTS PROCEDURE

b. Members of the ship's company may make appointments, with the approval of the executive officer, to see insurance representatives outside of working hours.

c. At no time shall any agent be furnished a roster of personnel attached to the ship, nor a "captive" audience.

d. The officer of the deck will insure that the agent sees only the man or officer with whom he has authorized appointment(s).

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5201 JETTISON PROCEDURE.

1. PURPOSE. The purpose of this procedure is to provide an organization that will, effectively, and in the minimum amount of time, jettison or strike down portable and semi-portable weights when the ship is in danger of foundering. This procedure lists the heavy topside weights which can be cast loose and dropped over the side, showing in each case the effect on the initial "GM". The order of jettisoning is dependent upon the location and the nature of the damage sustained.

2. RESPONSIBILITY. The damage control officer, under the supervision of the engineer officer, is responsible for this procedure.

3. INFORMATION.

a. Jettisoning is a difficult and time-consuming task which should be resorted to only when one or more of the following conditions make such action necessary.

(1) Heavy localized damage reduces hull strength dangerously.

(2) List or trim impairs efficiency of ship as a "gun platform".

(3) List or trim impedes progress of ship through water.

(4) In extreme cases, when it is important that range of stability be increased.

b. Effect of jettisoning on overall stability:

(1) Ship with negative initial stability after damage.

(a) Jettison center line weights.

(b) Jettison off-center weights symmetrically.

(c) The effect of this action will be a lowering of the center of gravity; thereby increasing "GM" and improving freeboard and buoyancy.

(2) Ship with permanent list but with positive initial stability after damage.

(a) Jettisoning in this condition can be accomplished unsymmetrically from the low side first.

(b) The effect of this action will be a decrease in list, an increase in "GM", increase in freeboard and reserve buoyancy.

JETTISON PROCEDURE

(3) If the ship has sustained severe underwater damage and acquired negative initial stability due to free surface effect, measures must be taken to correct this free surface effect before jettisoning takes place. Jettisoning of topside weights should be done only as a last resort to save ship. WITH THE SHIP IN A CONDITION OF NEGATIVE INITIAL STABILITY, IMPROPER JETTISONING OF WEIGHTS WILL FURTHER ENDANGER THE SHIP.

4. PROCEDURES AND RESPONSIBILITIES.

a. The commanding officer shall give the order to execute the jettison procedure. The engineer officer shall be responsible for the carrying out of the jettison procedure and shall have men detailed to dispose of each item listed. Before jettisoning any gear vital to ship's armament, the commanding officer's permission must be obtained. The damage control assistant shall be in immediate supervision of the jettisoning.

b. All men not actually engaged in fighting the ship or required for ship or damage control shall be employed under the direction of the damage control assistant to dispose of material. Depending upon the tactical situation, the men in Repairs II and III, crews of guns 51 and 41, and the depth charge party would be available for designated assignment by the commanding officer.

c. Figure 5-2 lists the information necessary for determining the items to be jettisoned and the resulting effects. A primary consideration is that in jettisoning articles which are not symmetrical with the keel line, care must be taken to avoid imposing a list. Coordination is essential.

FIGURE 5-2

<u>ITEM</u>	<u>NAME</u>	<u>SIDE & FRAME</u>	<u>HT above</u>	<u>TONS</u>	<u>MBL</u>	<u>INCREASE</u>	<u>REMARKS</u>
						<u>in GM</u>	

CHAPTER 5 - ADMINISTRATIVE PROCEDURES

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5202 STRIP SHIP PROCEDURE.

1. **PURPOSE.** The purpose of this procedure is to provide a guide in removing from the ship, when directed by the commanding officer, such items as may be designated as non-essential, or splinter-, missile-, or fire-hazards.

2. **RESPONSIBILITY.** The damage control officer, under the supervision of the engineer officer, is to maintain a list of equipment which will be landed or dropped over the side upon receipt of the orders to carry out strip ship procedure.

3. **INFORMATION.** Items to be stripped from the ship are those which are not necessary for the reasonable comfort of personnel at sea, sustaining the vessel, or fighting it. Other items to be stripped include those which are by nature fire-hazards or can be broken to cause splinters or missiles. Figure 5-3 gives general information.

4. **PROCEDURES AND RESPONSIBILITIES.** The commanding officer will specify when this bill is to be put in effect.

a. Division and department officers shall submit lists of material falling within the purview of this procedure. After initial submission to the damage control assistant, they shall ensure that he is kept informed of any changes in the status of material on his lists. The lists shall also indicate normal stowage and what must be done to dispose of each item (drop overboard, land, replace with unbreakable, etc.).

b. The damage control officer shall list the materials under disposition headings, (items to land, items to replace, etc.).

c. The actual accomplishment of the procedure shall be on a divisional basis under the general cognizance of the damage control officer. Division officers will assign the personnel from among their own men and request repairs and assistance beyond the capability of their own men from the cognizant department via a work request.

STRIP SHIP PROCEDURE

ITEM	DISPOSITION AND/OR REMARKS
<p>1. <u>Wooden Articles</u>, including the following; racks for brooms and swabs, excess portable tables and benches, gratings, chests, lockers, sawhorses, stepladders, bulletin boards, boxes and cartons, lumber not suitable for shoring, wooden and wicker furniture, boats, boat booms with ladders and rigging gangways and houses (one metal gangway authorized), accommodation ladders, all boatswain's chairs (except two) and all stages (except two).</p>	<p>Land</p>
<p>2. Insulation</p>	<p>1. Glass fiber and block insulating material has replaced cork. Glass cloth has replaced canvas for covering insulation.</p>
<p>3. <u>Non-Fireproof Fabrics and paper</u>, including the following: bulk canvas baled rags, hose covers, depth charge track and smoke screen generator covers, side curtains, below deck covers, decorating flags and dressing lines, curtains, rugs, carpets, coca and rubber matting, chair and transom covers, civilian clothes, excess military clothing, trunks, suitcases, and unnecessary personal effects, old and surplus charts, files (not required for current administration) correspondence over one year old, awnings, canvas ladder screens, upholstered lounge chairs (except standard Navy issue), paper and office supplies in excess of three months supply, excess bunting and flags, excess toilet paper, excess manila line and cordage, newspapers, magazines, books, motion picture film (Navy Training Film now relatively safe).</p>	<p>Land</p> <p>1. Fire control and topside instrument covers to be retained.</p> <p>2. All covers retained aboard shall be treated with flame resistant compound.</p> <p>3. Fiber glass curtains and covers may be retained.</p> <p>4. Kapok life jackets shall be treated with flame resistant compound.</p>

STRIP SHIP PROCEDURE

ITEM	DISPOSITION AND/OR REMARKS
<p>4. Flammable Fluids and Acids, including the following: gasoline, kerosene, alcohol, ordnance oils, cleaning and lighter fluids, paint, varnish, paint remover, furniture polish, linoleum cement, boat lubricating oils, oil and grease in excess of three months supply, shellac, lacquer, paint thinner, turpentine, linseed oil, hair oil, shaving lotion.</p>	<p>1. Only the standard allowance of gasoline, alcohol, oil, and grease may be retained and stowed in Paint and Flammable Liquids Locker and issued in small quantities. 2. Stow two 7½-gallon tank for P-500 pump near each. The rest shall be kept in Paint and Flammable Liquids Locker when full. 3. Handybilly may be kept full in its usual stowage location. 4. Amounts of flammables listed above and retained aboard shall not exceed a normal three months supply. 5. All drums of gasoline, kerosene and lube oil stored on main deck are to be landed except that two drums of gasoline allowed if gas engined boats remain aboard. The limited amount specified shall be stowed in P&Fl Locker.</p>
<p>5. Flammable Foods, Oils, Matches and Medical Supplies.</p>	<p>1. In general, these should be stowed in compartments below the waterline and issued in small quantities. 2. Quantities of alcohol and other except small amounts currently required in sick bay, must be stowed in P & Fl Locker.</p>
<p>6. Paintwork.</p>	<p>1. The key idea lies in the reduction of fire hazards resulting from use of flammable paint. Comply explicitly with current directives concerning the use of flame-resistant paint. 2. No paint shall be carried on board while at sea. 3. Topside lightwork shall be painted to avoid reflecting light.</p>
<p>7. Deck Coverings.</p>	<p>1. All inflammable deck coverings shall be removed. 2. Rubber matting shall be laid in way of all switchboards.</p>
<p>8. Impregnated Bedding Bags.</p>	<p>1. Provide for all bedding including officers.</p>

FIGURE 5- 3

STRIP SHIP PROCEDURE

ITEM	DISPOSITION AND/OR REMARKS
<p>9. Decorative Equipment, including the following: pictures, athletic trophies with cabinets, decorative silver, plaques, etc.</p>	<p>Land</p>
<p>10. Articles which are useful in time of peace but which do not contribute to the fighting efficiency, including the following: glass in bulletin boards, glass or other breakable doors and panels, surveyed material, titles B and C stores in excess of allowance, awning fittings, deck life jacket lockers except metal types, cameras (except official), airscoops and air port screens, excess reels for mooring lines and wire cables, all except one electric shore cable and reel, surplus whips, blocks, tackles and pendant, joiner doors to officers' rooms and in passages where watertight or gas tight doors are provided, sounding machine and booms (for ships equipped with fathometer), wardroom and division commanders' bookcases except builtin types, excess blankets, metal ladder, screens, garbage racks and chutes, oil-burning running lights, kerosene lanterns and blowtorches (except for damage control), leadsmen chains and excess flasks of compressed gas.</p>	<p>Land</p>
<p>11. Semi-fixed equipment, including wrenches for doors, ports, hatches deck pads, spanners, battle lanterns electric heaters, chain falls.</p>	<p>1. Stow or lash in place.</p>
<p>12. Shores, wedges, gear stoppers, plugs, etc.</p>	<p>1. Provide adequate allowance and stow in accordance with Damage Control Instructions. 2. Should be impregnated with fire-retardant compound. If this is not possible, shores may be painted with fire-retardant paint.</p>

STRIP SHIP PROCEDURE

ITEM	DISPOSITION AND/OR REMARKS
13. Flashlights.	Issue to personnel and stow spares in clips throughout the ship.
14. Chemicals for decontamination.	Provide and stow.
15. Gas masks.	Stow in sealed containers. Issue when directed by competent authority.
16. Protective clothing.	Send to impregnation centers for impregnation. Then issue or stow in vicinity of battle stations. This clothing shall be used for CW purposes only.

CHAPTER 5 - ADMINISTRATIVE PROCEDURES

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5203 SCUTTLE SHIP AND DEMOLITION PROCEDURE.

1. **PURPOSE.** This purpose of this procedure is to provide a procedure to guide the scuttling or destruction of the vessel and its equipment to prevent its falling into enemy hands.

2. **RESPONSIBILITY.** The executive officer is responsible for the contents of this procedure. The commanding officer makes the decision to scuttle the ship or render it useless.

3. **INFORMATION.** When conditions so warrant, a decision by the commanding officer to destroy the ship to prevent its use as a unit by the enemy or the removal of material for intelligence purposes, will place this procedure in effect. All machinery and material which might be useful shall be destroyed or damaged so as to be of no further use. If insufficient time or water prevents the scuttling in deep water so as to render salvage impossible, destruction by explosion of depth charges and small TNT blocks will be effected in connection with abandoning ship.

4. RESPONSIBILITIES FOR DEMOLITION AND DESTRUCTION.

a. The commanding officer will place the procedure in effect and specify the methods to be employed based on the tactical situation and possibility of salvage by enemy forces after scuttling.

b. The gunnery officer will train the demolition party and set up procedures for demolition by TNT blocks and depth charges.

c. Heads of departments and division officers will set up instructions for the destruction, demolition, and scuttling procedures in their respective groups and direct destruction of vital equipment under cognizance of the department.

d. The custodian of registered publications and the operations officer carry out the details of destruction of publications.

5. ITEMS TO BE DESTROYED.

a. Fire control equipment.

b. Ordnance.

c. Electronic equipment, radio and radar sets.

d. Electrical and I. C. equipment, including gyro.

e. Main propulsion and auxiliary equipment.

SCUTTLE SHIP AND DEMOLITION PROCEDURE

- f. Boilers and auxiliaries.
- g. Precision tools.
- h. Classified material and material of use to the enemy.

6. METHOD OF DESTRUCTION. Preliminary destruction efforts are to be accomplished at general quarters by the personnel manning their general quarters stations. If time permits, destruction is to be continued in accordance with instructions promulgated by heads of departments and division officers. Scuttling of the ship is to be accomplished by opening of all sea valves and by the use of demolition charges. The demolition party which is part of the securing detail shall ensure proper setting and detonation of charges.

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5204. PUBLICATION DESTRUCTION PROCEDURE.

1. PURPOSE. The purpose of this procedure is to provide for emergency destruction of classified equipment and publications.

2. RESPONSIBILITIES AND PROCEDURES.

a. The commanding officer will normally order the execution of this procedure. He will indicate either shallow or deep water destruction. However, in emergencies and when time does not permit, personnel responsible for classified matter will initiate necessary destruction under this procedure without awaiting specific orders.

b. The custodian of registered publications will prepare and post in all spaces where classified material is stowed, an emergency destruction bill, which will show the location of the classified material, personnel responsible for the destruction, and recommended method of destruction. (See paragraph 2.e).

c. Destruction.

(1) Shallow water destruction. "Shallow water" is water of such depth that, with due regard to its location, it is feasible for the enemy or other unauthorized persons to conduct salvage operations. When executing emergency destruction in shallow water, burn all combustible classified matter, using highly flammable substances (gasoline, duplicating fluid, etc.) if available, to aid burning. Only when it is impracticable to burn, should resort be made to jettisoning classified material in shallow water. Destruction of all copies of one document is more important than destruction of portions of several documents.

(2) Deep water destruction. When executing emergency destruction in deep water, mechanical crypto devices may be thrown overboard and documents and publications jettisoned in weighted perforated bags; otherwise, they may be permitted to go down with the ship. Burn combustible classified material as for shallow water destruction if time permits.

d. Reports. Report to the Commandant and the operational commander via the most expeditious means the extent of destruction of classified equipment and publications.

e. Priority of destruction and assignments of responsibilities.

RESPONSIBILITY FOR EMERGENCY DESTRUCTION

PRIORITY

LOCATION

**DESTRUCTION
RESPONSIBILITY**

ALTERNATE

Priority 1

Burn contents of large safe in order listed:

- a. Top Secret crypto-material, plain text copies of emergency keying data.
- b. Superseded crypto-material.
- c. Reserve crypto-material.
- d. Effective crypto-material - Smash beyond repair or recognition all crypto-devices. Dismantle rotors and cut wiring before jettisoning. Jettison small component parts over as wide an area as possible.

CODE ROOM

Priority 2

Burn contents of Top Secret and Secret safe.

Priority 3

Burn all signal and tactical OPORDERS, OPLANS, recognition codes.

**BRIDGE &
CORR ROOM**

Priority 4

Burn all copies and extracts of IFF recognition codes; signal and tactical publications; technical, descriptive, and operation instructions, OPORDERS, OPLANS.

CIC

RESPONSIBILITY FOR EMERGENCY DESTRUCTION

<u>PRIORITY</u>	<u>LOCATION</u>	<u>DESTRUCTION RESPONSIBILITY</u>	<u>ALTERNATE</u>
<u>Priority 5</u> Burn all classified messages in order of classification, starting with Top Secret. Burn all authentication codes and extracts. Smash beyond repair all communications equipment except one transmitter to be used for report of destruction to Commandant.	RADIO CENTRAL		
<u>Priority 6</u> Smash all classified electronic equipment. Smash electronic tubes before jettisoning. Jettison small parts over a wide area.	CIC		
<u>Priority 7</u> Smash, burn, and jettison all classified material under cognizance of various departments.			
<u>Priority 8</u> Burn all remaining classified correspondence, publications, and bulletins.			

CHAPTER 5 - ADMINISTRATIVE PROCEDURES

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5205 STEERING CASUALTY PROCEDURE

1. PURPOSE. The purpose of this procedure is to outline the procedures to be followed during a steering casualty.

2. GENERAL. In event of a steering casualty during general quarters, the personnel manning after steering and ship control will carry out the procedures contained herein.

3. RESPONSIBILITIES AND PROCEDURES.

a. The steersman shall, upon loss of steering control:

(1) Notify the officer of the deck.

(2) Put the wheel amidships.

(3) Sound the steering alarm.

(4) Man the LJV*phone circuit.

b. The officer of the deck shall:

(1) Pass the word "steering casualty" over all manned circuits and the public address system.

(2) Maintain heading with engines and stop ship if necessary.

(3) Signal loss of steering control to ships in the vicinity.

(4) Ensure that the commanding officer is informed.

c. The quartermaster of the watch shall proceed to after steering, man the LJV* phone circuit, and standby for orders.

d. The engineer officer of the watch shall order a petty officer to report to after steering immediately upon hearing "steering casualty".

e. The anchor detail shall report to the forecastle and prepare to let go the anchors. If the ship is not in piloting waters, the anchor detail will be secured.

4. Restoration of steering control shall be accomplished by the following steps as appropriate:

a. If the steering motor is running, attempt to restore bridge control by shifting to the opposite control cable. If this is unus-

STEERING CASUALTY PROCEDURE

cessful, shift the cable selector to "off" and use the trick wheel.

b. If the motor is not running, shift to the other steering motor and/or utilize alternate sources of power, if available. If these efforts are unsuccessful, utilize the hand cranks.

c. Bring rudder amidships and standby for orders from the bridge.

d. Keep ship control informed of casualty details and corrective action being taken. In the event that casualty power is required, Repair III will assist as directed by ship control.

e. Upon repair of the casualty and upon orders from ship control, steering control is to be returned to the bridge.

* X3J - WPG 255' class

CHAPTER 5 - ADMINISTRATIVE PROCEDURES

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5206 DARKEN SHIP PROCEDURE.

1. PURPOSE. The purpose of this procedure is to provide a basic guide for darkening ship.

2. RESPONSIBILITY. The damage control assistant is responsible for this procedure.

3. INFORMATION. This procedure contains the general information outlined in NWP-50. Darken ship closures will be shown on compartment check-off lists and in the Damage Control Book.

4. RESPONSIBILITIES AND PROCEDURES.

a. Heads of departments shall:

(1) Ensure that all spaces for which they are responsible are effectively darkened.

b. The engineer officer shall:

(1) Maintain all darken ship switches in proper operation.

(2) Supervise the damage control officer's maintenance of the procedure.

c. The damage control officer shall:

(1) Maintain a list of all applicable fittings and assign divisional responsibilities.

(2) Keep compartment check-off lists current.

d. The division officer shall:

(1) Ensure the proper closure of all prescribed fittings assigned to their division.

(2) Supervise the maintenance and promulgation of the division darken ship procedure, listing all fittings that their divisions are responsible for closing, and the names of personnel assigned.

(3) Ensure the assignment of petty officers to inspect the closure of all darken ship fittings during darken ship, and to make reports of their closure to the damage control assistant when the ship is ordered darkened.

DARKEN SHIP PROCEDURE

(4) Ensure that all light traps under their cognizance are painted dull black and that all light trap screens and automatic cut-out switches are in place and in good repair. Ensure that malfunctioning switches are immediately reported to the engineer officer.

(5) Ensure that all fittings which their divisions are responsible for closing during darken ship are stenciled on both sides with proper markings.

e. Procedure.

(1) Thirty minutes prior to time for darkening ship OOD pass word, "Prepare to darken ship". At that time all divisions make their closures.

(2) When darken ship is ordered OOD pass word, "Darken ship, the smoking lamp is out on all weather decks".

(3) Extinguish navigation lights in accordance with prescribed lighting measures.

(4) Designated personnel make inspection of assigned parts of ship to ensure that no lights are showing out of the ship, and report inspection to damage control officer.

(5) Damage control officer report to the OOD that the ship is darkened.

(6) The boatswain's mate of the watch will make inspections for light leaks, correcting discrepancies and reporting them to the OOD.

NOTE: Smoking, portable lights, or matches will not be permitted in any area where the light will shine out from the ship.

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SECTION 2 - INTERNAL OPERATING PROCEDURES

5207 OPERATION WITH HELICOPTER PROCEDURE.

1. PURPOSE. The purpose of this procedure is to provide for transfer of material or personnel between this ship and a helicopter.

2. RESPONSIBILITIES AND PROCEDURES.

a. The executive officer supervises all transfer operations.

b. The officer of the deck shall ensure that a bridge talker is in communication with the fantail.

(1) Place relative wind from 30° to 90° on either bow at a minimum of 10 knots. Maintain a steady course.

(2) Ensure that the stacks are smokeless.

c. The CIC officer shall maintain communications with the helicopter ensuring that appropriate operational information is furnished.

d. The first lieutenant is in charge of operations on the fantail and shall:

(1) Unrig lifelines and antennae on fantail and flagstaff.

(2) Display a red flag on fantail until ready to receive helicopter. When ship is in all respects ready for receiving helicopter, and upon receipt of approval from the officer of the deck, display a green flag in lieu of the red flag.

(3) Have material or personnel to be transferred ready on the fantail.

(4) Keep all unnecessary personnel clear of fantail.

e. Transfer of material and personnel. The pilot determines the quantity of material to be loaded. Items weighing less than 30 pounds will be picked up and delivered by means of a hand line with bag attached to be lowered from the helicopter. Objects weighing more than 30 pounds will be picked up using the hoist. In the event any single hoist load exceeds 30 pounds, the pilot shall be informed and his approval obtained before attaching it to the hoist. Care must be taken that lines from the helicopter do not foul the ship. NEVER ATTACH A LINE FROM HELICOPTER TO ANY PART OF SHIP'S STRUCTURE

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5208 FOG NAVIGATION PROCEDURE.

1. **PURPOSE.** The purpose of this procedure is to provide the optimum organization for navigating under conditions of low visibility in restricted waters.

2. RESPONSIBILITIES AND PROCEDURES

a. The officers' responsibilities with regard to safe navigation of the ship are set forth in U. S. Coast Guard Regulations. Nothing in this procedure may be construed to relieve any officer of these responsibilities.

b. For training purposes, the entire fog navigation detail or portions of it may be set. For example, when entering port during extremely cold weather it might be desirable to "Set the fog navigation detail, except for look-outs". The simulated conditions of visibility shall be announced over both LMC and SP phones. The fog navigation detail shall normally be exercised each time the vessel leaves and enters port.

c. The evaluator shall supervise in CIC and shall ensure that conn is advised of prudent action to be taken. He shall ensure that both navigational and shipping plots are maintained in CIC based on the following sources of information:

(1) The bridge radar operator shall pass information to the shipping officer concerning all surface targets excluding land.

(2) The navigational plotter in CIC shall plot the position of the ship every three minutes and shall maintain a three minute DR. He shall ensure that the radar operator is using the proper points for navigation. The navigator and navigational plotter in CIC are to use the same charts.

(3) The lookouts shall report all visual sighting and sounds over sound powered telephone to both conn and CIC.

(4) The shipping officer is to maintain a plot of all shipping which might affect movements of the ship utilizing information from both radar and lookouts.

The conning officer shall utilize incoming reports and take such action required to ensure safety of the ship. He shall keep the evaluator informed of all action taken by conn.

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The fog navigation detail shall consist of the special sea details with the following augmentations. Personnel assigned to line handling details will normally be assigned to augmented lookout/talker stations.

CIC

Shipping officer (22JS)
Lookout telephone talker

BRIDGE

Radar operator (22JS)
Lookout telephone talker

LOOKOUTS/TALKERS

Flying bridge lookout talker (P & S)
Bow lookout
Bow lookout talker
Stern lookout
Stern lookout talker

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5209 COLD WEATHER PROCEDURE.

1. PURPOSE. The purpose of this procedure is to set forth general guidelines for preparation for cold weather operations.

2. GENERAL. This ship must be capable of operating with temperatures ranging from moderate ones to temperatures well below freezing. The following publications are excellent references for determining cold weather techniques:

NWP 35
ATP 17
Naval Arctic Operations Handbook
Manual of Ice Seamanship
Appropriate operation plan

It is to be noted that cold weather procedures are applicable during winter in home port.

3. RESPONSIBILITIES.

a. The executive officer is responsible for coordinating the efforts of all departments in preparations for cold weather operations.

b. The heads of departments and division officers are responsible for implementing adequate preparative and maintenance procedures. This is to include timely preparation of check-off lists for the operation. They shall give the supply officer timely notice of specific cold weather logistics requirements.

4. PROCEDURES. The procedures required in preparing for and participating in cold weather operations vary greatly. Preparations necessarily depend upon the mission, area of operation, and the time available for preparation. The items contained herein are, therefore, of a very general nature.

a. Extensive listings of special clothing, measures to be taken prior to cold weather operations, and maintenance procedures to be followed are included in Cold Weather Operating Procedures, NWP 35. Close attention is to be given to NWP 35 in the preparation for and the participation in any cold weather operation.

b. All personnel are to be instructed in polar safety precautions, life and personal hygiene in frigid climates, survival, etc. If the operation is to include Arctic areas, personnel are to be indoctrinated concerning contacts with Eskimoes and compliance with game laws.

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5210 AMMUNITION HANDLING PROCEDURE.

1. PURPOSE. The purpose of this procedure is to provide for the safe and efficient handling and stowage of ammunition.

2. GENERAL. The handling of ammunition is normally an all hands evolution.

3. RESPONSIBILITIES AND PROCEDURES.

a. The gunnery officer is responsible for accomplishing the following prior to handling of ammunition:

(1) Ensure that magazines are ready for ammunition including proper operation of sprinkling system, cleanliness, adequacy of battens, and installation of sufficient magazine thermometers.

(2) Post on all bulletin boards, the basic safety precautions in handling ammunition.

(3) On sketches of magazines and ammunition stowage spaces, lay out plan of stowage of all ammunition. Mark on plan the amount of each type of powder or projectiles to be stowed in each space.

(4) Assign magazine stowage crews (general quarters crew, if possible) and checkers several days in advance. Magazine crews and hoistmen should be instructed in the following:

(a) The stowage plan.

(b) Hoist operation, starting, stopping, safety precautions, and how to clear a jam.

(c) Proper technique in which to stow powder and projectiles in bins.

(d) Identification and indexes - they should be instructed in color codes.

(5) Lay out general routine for the ammunition lines to follow and acquaint officers and petty officers with the plan. Put plan on crew's bulletin boards.

(6) Most ammunition lighters do not carry their own brows or walkways. Obtain heavy planks and have them available to make up walkways if it be necessary. Obtain safety nets for use under walkways.

b. On arrival of the ammunition the gunnery officer shall take action as follows:

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(1) Spot different types of ammunition. Separate service ammunition from the other. Plainly mark all target, dummy drill, blind loaded and plugged, structural test and short cartridge ammunition.

(2) Inventory and verify invoices.

(3) Provide for safe handling and stowage of powder samples.

(4) Provide for safe separate handling of detonators.

(5) Have safety nets and walkways rigged.

(6) Start moving largest caliber, one index at a time. Start moving smaller calibers with excess men.

(7) The GMC or leading GML shall be free to circulate as a trouble shooter and stowage inspector.

(8) Do not allow handling lines to become overloaded or careless through haste.

(9) Do not allow ammunition to accumulate on deck. Ammunition should not be brought on deck at a faster rate than it can be stowed or discharged.

(10) Observe operations and enforce all safety precautions.

c. The OOD shall perform the following:

(1) Prepare to receive all lighters or other conveyances.

(2) Notify the commanding officer and gunnery officer of their arrival.

(3) Put out the smoking lamp and hoist "BRAVO" when lighter or conveyance is alongside.

(4) Have fire hoses led out, and charged.

(5) Have anchor lights rigged and sentries posted on lighters during darkness.

(6) Observe operations and enforce all safety precautions.

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5211 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 rig in boats and 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 mention 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

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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) Rig in the boats and string lifelines.

(3) Pipe over LMC 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.

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(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 and isolate the boilers and engines.

g. The damage control assistant shall have all movable gear such as fire hose, nozzles, applicators and strainers removed from the weather decks if so ordered. He shall also post security and sounding details for watertight integrity.

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5212 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 CG 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 deadship. 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.

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f. The operations officer will obtain the name of the docking pilot, depth of water over the sill, state of tide and current, time of docking, draft of the vessel and the tugs or other assistance to be used.

5. PROCEDURE AND RESPONSIBILITIES, VESSEL IN DRYDOCK.

a. The cognizant district commander or Commanding Officer of the YARD will convene an Underwater Body Hull Inspection Board consisting of at least (1) his designated 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 quarter-deck. They will also ensure that no drains without catchers are used. Further, they will ensure that ship's personnel going below into the drydock are equipped with hardhats and goggles.

6. PROCEDURE AND RESPONSIBILITIES, VESSEL READY TO LEAVE DRYDOCK.

a. All department heads will, prior to flooding time, check their spaces and ensure that men are stationed in each underwater compartment 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. 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 dockmaster, or ship's superintendent.

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5213 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. PROCEDURE.

a. The vessel to be towed is in most cases lying dead in the water. The towing vessel will take station astern of the vessel to be towed to judge relative drift, then the towing vessel passes close and sends over the messenger. The towing vessel then stops and maintains position with its stern approximately 100 yards ahead and 100 feet abeam the towed vessel's stem. 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 bits. Each bight is stopped off to prevent the line taking charge should it commence to feed out too fast. The end of the hawser with the eyesplice is led through the towing bits and thence aft to the towing rail. The messengers are faked down on the quarter deck and secured to the eyesplice of the hawser. Using a line-throwing gun or heaving line, as appropriate, the messengers are passed to the vessel to be towed.

c. The towed vessel hauls the towing hawser aboard and shackles it to their anchor chain. The hawser is paid out by the towing vessel keeping it under control by cutting stops as tension comes on the hawser while the towing vessel goes ahead slowly. Turns are taken on the towing bitt when sufficient hawser is out. The towed vessel veers out chain to provide weight to the towing catenary.

d. As soon as the hawser has been run and the other vessel's chain veered, the delicate operation of taking the strain commences. Open slowly until the hawser begins to tend aft instead of up and down. As the hawser begins to straighten out, the towed vessel will begin to move until a state of equilibrium is reached with the hawser taking a steady strain. The speed can now be increased in small increments until the tow is proceeding at optimum speed for the existing conditions. It is important that catenary is maintained to prevent excessive stresses on the hawser. The chain is veered or hauled to keep both vessels in step, i. e. both vessels taking wave crests together. If the towed vessel is unable to adjust the scope of chain out, the towing vessel must veer the hawser at the bits. It may be necessary to change course until the two vessels are in step.

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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.

4. TOWING HAWSERS. The following towing hawsers are available depending upon the size of the tow:

- a. Twelve inch manila or eight inch nylon.
- b. Eight inch manila or five and one half inch nylon.

A two inch nylon line may be used to tow small boats. It is to be noted that a nylon hawser does not float and, therefore, presents a greater hazard of fouling the screws.

5. PROVIDE.

- a. Fake down hawser and required messengers.
- b. Two line throwing guns.
- c. Six heaving lines plus two bolo lines.
- d. Chafing gears (burlap, canvas, soap, etc.).
- e. Preventers to prevent whip of hawser on deck if towline is suddenly parted.
- f. Small stuff to stop off bights of faked down hawser.

6. SOUND SIGNALS FOR TOWING.

<u>SIGNAL</u>	<u>MEANING</u>
a. 1 short blast	I am putting my rudder right.
b. 2 short blasts	" " " " left.
c. 2 long blasts	Go ahead.
d. 1 long 2 short blasts	Stop.
e. 2 long 1 short blasts	All fast.

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<u>SIGNAL</u>	<u>MEANING</u>
f. 2 short 1 long blasts	Haul away.
g. 2 long 5 short blasts	Let go.
h. 1 long 2 short blasts	Pay out more line.
i. 3 short blasts	Avast hauling.
j. 3 groups of 5 blasts	I am letting go.

Flag signals are in the General Signal Book; HO-103 (for merchantmen).

7. 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 lizzard 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.

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5301 ACCOUNTS AND FUNDS - WARDROOM MESS PROCEDURE.

1. PURPOSE. The purpose of this procedure is to outline standard methods of handling the wardroom mess.

2. GENERAL. The regulations governing the election and general duties of the wardroom mess treasurer are contained in U. S. Coast Guard Regulations, 1955, Article 10-5-5.

3. RESPONSIBILITIES AND PROCEDURES.

a. The executive officer as president of the wardroom mess shall ensure observation of proper wardroom procedures and shall supervise the administration of the wardroom mess.

b. The wardroom mess treasurer is responsible for the following specific duties:

(1) Handling of all mess funds.

(2) Inventory of all equipment and property upon assuming duties and upon relief.

(3) Preparation and submission of a weekly menu to the president of the mess on Friday of the preceeding week. The approved menu may not be changed without specific authorization from the president of the mess.

(4) Proper administration of the mess, stewards, and stewardsmen. Written instructions concerning the routine and duties are to be prepared and adhered to.

(5) Submit audited financial statements via the president of the mess to the commanding officer.

(6) Procurement of receipts for all expenditures.

c. The members of the wardroom mess are required to pay their mess bills upon presentation of same and mess shares upon joining the mess.

4. INDEBTEDNESS. The mess treasurer will not incur debts which cannot be discharged by funds currently available to the mess.

5. ACCOUNTING RECORDS. The mess treasurer shall maintain the following accounting record to support the monthly financial statement and mess bills:

a. The cash book. The cash book shall have at least three columns; receipts (debits), expenditures, credits, and totals. Each

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transaction involving cash received or expended shall be recorded in the cash book at the time the transaction takes place indicating date of transaction and name of person or firm involved.

b. Record of meals.

c. Voucher folder. The voucher folder will contain all the vouchers pertaining to the financial transaction for the current month as follows:

(1) The original of last month's statement to support cash brought forward.

(2) The ration voucher and statement of sales to mess furnished and signed by the supply officer when the mess treasurer collects for commuted rations and pays for the provisions purchased.

(3) Receipted dealers' bills covering supplies procured from commercial sources.

(4) Copy of all issue/sales slips showing all provisions purchased from the general mess during the current month.

(5) The dealers' bills unpayed at the end of the month.

(6) A priced inventory of stores on hand.

d. Mess bills shall be computed in one of the following manners:

(1) When all members have eaten the same number of meals, such as during a period at sea, their mess bills shall be equal.

(2) During inport periods, the members shall be billed in proportion to the number of meals eaten.

e. Monthly financial report. This report shall be prepared on a form similar to that illustrated in Chapter 9 of NWP 50. It shall be prepared in duplicate by the mess treasurer and presented to the board of audit with all vouchers not later than the eighth of the month. The board shall audit the accounts and transmit them to the commanding officer not later than the tenth of the month. After approval by the commanding officer, the original list 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 in the wardroom. If the statement cannot be submitted to the commanding officer on time, the mess treasurer shall so report to the commanding officer.

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5302 EQUIPAGE - INVENTORY PROCEDURE.

1. **PURPOSE.** The purpose of this procedure is to provide standards for regulating the inventory of and accountability for plant property (Title B) in accordance with the detailed instructions contained in Volume 3 of Comptroller Manual.

2. **GENERAL.** The objectives of inventory of plant property are to sight, account for, and inspect for serviceability, all plant property in the custody of all departments, to determine what items of plant property are missing or unserviceable, and to prepare covering surveys and/or requisitions as necessary.

3. RESPONSIBILITIES.

a. The property officer is responsible for the plant property records, form CG-2571F, the original "Custody Receipt Cards", forms CG-2572 or 2572A, and for coordinating inventories of plant property.

b. Heads of departments, or other authorized persons, are responsible for the inventory of all plant property in their custody, and for the duplicate "Custody Receipt Cards".

4. PROCEDURES.

a. **Semi-Annual Inventories.** Inventory of all plant property shall be made semi-annually, the exact dates of which may vary according to work load and current operations. The commanding officer will inform the property officer when the inventory is to be taken.

b. **Relief of Commanding Officer.** Upon the relief of the commanding officer, the officer being relieved shall furnish his successor with a statement as to the completeness of the plant property record and the date of the last inventory, together with a list of any missing items.

c. **Relief of Property Officer.** Upon relief of the property officer, a joint inventory shall be taken by him and his successor. Where unusual circumstances prevent the taking of a joint inventory, the relieving property officer shall conduct the inventory as soon as possible (and not later than 30 days) after assignment. Acceptance of responsibility by the relieving officer shall be acknowledged by letter addressed to the commanding officer. Any missing items shall be listed in the letter. A copy of this letter shall be delivered to the officer being relieved.

d. **Relief of Department Head or Other Authorized Persons.** Upon relief of a department head or other authorized person having custody

EQUIPAGE - INVENTORY PROCEDURE

of plant property, a joint inventory shall be taken by him and his successor. Where unusual circumstances prevent the taking of the joint inventory, the relieving officer shall conduct the inventory as soon as possible (and not later than 30 days) after assignment. Acceptance of responsibility by the relieving officer shall be acknowledged by letter addressed to the commanding officer. A copy of this letter shall be delivered to the officer being relieved and to the property officer. The relieving officer shall acknowledge receipt by signature on both the original and duplicate "Custody Receipt Cards".

e. **Transfer of Custody Receipt Cards.** The relieving officer will insure that all custody receipt cards are in his possession prior to final acceptance of responsibility from the officer being relieved.

f. **Custody Receipt Card Entry Required.** After the semi-annual inventory cited above has been completed, the officer conducting the inventory will annotate that information on the reverse side of the duplicate copy of the "Custody Receipt Card" in his possession and will promptly advise the property officer in writing that the semi-annual inventory has been completed. Further, they will list all items over, short, or damaged, and the recommended action to correct discrepancies.

g. **Reporting to the Commanding Officer.** The property officer will report the completion of the semi-annual inventory, in writing, to the commanding officer, via the executive officer.

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5303 EQUIPAGE - SURVEY PROCEDURE.

1. **PURPOSE.** The purpose of this procedure is to provide a standardized guidance entailing the request for, preparation, submission and approval of surveys.

2. **GENERAL.** A formal survey, prepared on form CG-2582, "Report of Proceedings of Board", is required when the material to be surveyed falls under any of the categories enumerated in Comptroller Manual, Volume 3.

3. PROCEDURE.

a. **Request for Survey Action.** The initial request for survey action will be made in writing to the commanding officer via the property officer and executive officer by the department head or responsible officer having custody of the plant property to be surveyed. The written request will contain a statement of the opinion of the originator relative to:

- (1) The condition of the material.
- (2) The cause or condition surrounding the loss, damage, deterioration, or reason for obsolescence of the material.
- (3) The responsibility for the cause or condition if such can be determined, or the reason why it cannot be determined.
- (4) A recommended action to be taken and disposition of the material.

b. **Property Officer's Determination.** After receipt of the written request for survey action, the property officer shall determine whether the material to be surveyed required a formal board of survey or if it can be disposed of by other action prescribed in Comptroller Manual, Volume 3. After making this determination, the property officer will forward the written request, together with his recommendation as to the survey action required, to the commanding officer via the executive officer, requesting that the material be considered for survey.

c. Processing a Survey.

(1) If the material requires survey action, the commanding officer, as convening authority, will appoint a board of three officers to conduct the survey in accordance with the instructions contained in Chapter 3, Volume 3 of the Comptroller Manual.

(2) After the board reaches a decision relative to the condition and recommendations on the item(s) to be surveyed, they will

EQUIPAGE - SURVEY PROCEDURE

sign all copies of the "Proceedings of a Board of Survey" (CG-2582) and submit it to the property officer who will then forward it, via the executive officer, to the commanding officer for his approval as convening authority. In the event the commanding officer does not approve the condition and recommendations found by the board, he will cause a second survey to be held on the material.

(3) After approval of the "Proceedings of a Board of Survey" by the commanding officer, it shall be forwarded to the appropriate district commander for review and appropriate action.

(4) Survey actions on missing items of material and/or equipment, except Title "C", must be held on form CG-2582, "Proceedings of a Board of Survey" and shall contain the board's "Findings", "Pro-
"Opinions", and "Recommendations" in full detail.