



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

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DNS
15 May 2017

OPNAV INSTRUCTION 3120.32D CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

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

Encl: (1) Revised page xii
(2) Revised Pages 5-4 and 5-5, and new page 5-5a of Enclosure (1)
(3) Revised Page 5-7 and new page 5-7a of Enclosure (1)

1. Purpose. To transmit revised pages 5-4 and 5-5 and new page 5-5a, Berthing 5.1.7; and page 5-7 and new page 5-7a, Crew's Heads and washrooms 5.1.13, which increases personal privacy requirements in shared spaces out of courtesy to others.
2. Action. Remove page xii and pages 5-4, 5-5, and 5-7 of enclosure (1) of OPNAVINST 3120.32D and replace with enclosures (1) through (3) of this change transmittal respectively.
3. Records Management. Records created as a result of this change transmittal, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.


J. G. FOGGO
Director, Navy Staff

Releasability and Distribution:

This change transmittal is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>



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16 July 2012

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From: Chief of Naval Operations

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

Encl: (1) [Standard Organization and Regulations Manual \(SORM\)](#)

1. Purpose. Reissue regulations and guidance governing the conduct of all members of the U.S. Navy. The regulations and guidance are for the internal operation of the Department of the Navy only and create no right or benefit, substantive or procedural, enforceable at law against the United States, the Department of Defense, or the Department of the Navy. This instruction is a substantial revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 3120.32C.

3. Action

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

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

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

5. Relationship to Other Guidance. This instruction issues relevant Navy regulations and standard organization requirements applicable to the administration of Navy units. Additional

standard requirements Navy-wide for specific types of units, established by the Type Commander (TYCOM) or higher authority, are intended to supplement the Navy-wide guidance provided by this instruction and serve to aid commanding officers and executive officers in administering their units in the best possible manner. Similarly, systems commands establish standard requirements for the maintenance and use of equipment under their cognizance. None of the guidance in this instruction is intended to contravene or supersede any provision of law, or other order, directive, or issuance of competent authority.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.0 of January 2012.



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

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Standard Organization and Regulations Manual (SORM)

Standard Organization and
Regulations of the U.S. Navy

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Chapter 1 UNIT ADMINISTRATION

1.0. INTRODUCTION. To achieve superior readiness and execute effective operations it is imperative that navy personnel understand the command structure. An overview of the command staff and unit administration is provided.

Unit Administration is comprised of the highest echelon of unit command, the duties and responsibilities assigned, higher headquarters' written and verbal directives and Navy history and traditions. Every Sailor must be capable of promptly and correctly interpreting command objectives and executing complex actions in consonance with their responsibilities. Individuals and functional teams must perform rapidly, efficiently, and effectively to contribute to successfully execute tasks and achieve mission objectives. It is incumbent upon leadership to prepare their work force for meeting these responsibilities.

1.1. PRINCIPLES OF UNIT ADMINISTRATION. The principles comprising an effective administration include: hierarchy, unity of command, span of control, specialization and delegation of authority.

1.1.1 HIERARCHY. In order to operate efficiently each member must understand where they fit within the organization and the duties and responsibilities associated with that billet. Therefore, every unit is defined by an organization chart which clearly delineates where each Sailor fits within the organization and establishes the chain of command.

1.1.2 UNITY OF COMMAND. The commanding officer is ultimately responsible for the unit and the personnel assigned.

1.1.3 SPAN OF CONTROL. Span of control refers to the ideal number of people who can be supervised effectively by one person, but also recognizes the scope of the assigned functional responsibilities and the time available to the supervisor. Ordinarily, a supervisor should be immediately responsible for not less than three or more than seven subordinates.

1.1.4 SPECIALIZATION. Each Sailor with the organization that holds a billet within that chain of command should be uniquely qualified to execute the duties and responsibilities required by that position.

1.2. COMMAND AND CONTROL.

1.2.1 COMMAND. Command is the authority which a leader lawfully exercises over subordinates by virtue of rank or assignment. Command includes the authority and responsibility for effectively using available resources and for planning the employment, organizing, directing, coordinating and controlling of military forces for the accomplishment of assigned missions.

a. AUTHORITY. By virtue of their appointment to their unit administration billets, leadership has been assigned positions of command over the crew. The crew, by assignment to the unit has affirmed that they will follow the lawful direction of those appointed over them. Consequently, the command staff assumes authority of the crew while the crew accepts that authority thereby creating the basis for an effective working relationship. Effective leadership is of primary significance in that it provides the motivating force which leads to coordinated action and unity of effort.

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

(2) LIMITATIONS OF AUTHORITY. Authority includes the right to require actions of others by oral or written orders. Orders must be lawful and must not be characterized by abusive language or accompanied by tyrannical or capricious conduct.

b. RESPONSIBILITY. Unit administration is responsible for providing an environment that motivates the crew to effectively and efficiently execute their duties free from harassment and secure in the knowledge that their families are safe. It is a crucial element in setting and attaining goals.

(1) Responsibility to Crew. Motivation can take as many shapes as there are crew members. A crew or its sailors can be inspired through incentives both positive; liberty or presentation of a commander's coin, and negative, extra military

instruction or non-judicial punishment. It is prudent to use the positive and, when necessary, the negative to ensure the crew does not become unmotivated.

(2) Responsibility to Family. OPNAVINST 1754.5 (series) establishes Family Readiness Groups to support the flow of information, provide practical tools for adjusting to Navy deployments and separations, and serve as a link between the command and Sailors' families. Additionally, OPNAVINST 1750.1 (series) establishes the Navy Family Ombudsman Program to improve mission readiness through improved family readiness.

c. REFERENCES:

(1) OPNAVINST 1754.5 (series), Family Readiness Groups

(2) OPNAVINST 1750.1 (series), Navy Family Ombudsman Program

1.2.2 CONTROL. Unit administration constantly measures performance and praises exemplary performance. Conversely, where deficiencies exist, they provide corrective action. Accountability from the commanding officer to the deck seaman is paramount to ensure successful operations.

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

a. Each Sailor, regardless of rank or position, is fully accountable for their actions, or failure to act when required.

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

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

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

1.4. MOTIVATION. Motivation can come through reward or punishment. No motivational tool should be meted out to the point where it becomes meaningless or so delayed that it becomes ineffective.

1.4.1 INDIVIDUAL AWARDS.

a. The individual performance award process requires that the unit commander establish standards, measure performance against these standards, and require correction where deviations from standards exist. This can be as simple as a commander's coin issued on the spot to formal award when a Sailor or small group distinguishes itself through exemplary actions above and beyond the call of duty. Resorting to the withholding of privileges and extra military instruction should occur only when counseling and normal training fail to accomplish the necessary objective.

b. REFERENCES:

(1) SECNAVINST 1650.1 (series), Navy and Marine Corps Awards Manual

(2) OPNAVINST 1700.10 (series), Sailor of the Year Program

1.4.2 UNIT AWARDS. The command staff must identify opportunities, measure unit performance against the standards, and submit the command for awards for which they qualify. The following list is a partial list of unit award instructions which are awarded periodically to recognize unit achievements in various areas:

a. OPNAVINST 1650.28 (series), Chief of Naval Operations Aviation-Related Safety Awards

b. OPNAVINST 3590.24 (series), Chief of Naval Operations Afloat-Related Safety Awards

c. OPNAVINST 5305.8 (series), Admiral Stan Arthur Awards for Logistics Excellence

d. SECNAVINST 1650.1 (series), Navy and Marine Corps Awards Manual

e. SECNAVINST 5305.4 (series), Secretary of the Navy Safety Excellence Awards

1.4.3 PUNISHMENT. Each commander may dispose of offenses (under the Uniform Code of Military Justice (UCMJ) or state law) by members of that command under the Manual for Courts-Martial (MCM). Allegations of offenses should be disposed of in a timely manner.

1.5. COMMUNICATIONS. Effective communication sets the cornerstone for efficient unit administration. Primary communications are exercised through word of mouth and personal contact through the chain of command. Additionally, the Plan of the Day (POD) presents a routinely issued instruction to personnel assigned to the unit, providing a vehicle for timely guidance and current activities of the unit. Finally, the command staff may issue unit instructions and notices to modify unit policies and procedures as required by higher headquarters.

1.6. RECORDS AND INFORMATION MANAGEMENT. Records and Information management is an adjunct to the administration process. All departments and divisions are required to manage their records. Record management is important to all aspects of ships operation and is not limited to any single division. Each department and division aboard ship should be aware of their records management responsibilities.

a. RECORDS MANAGEMENT PROGRAM. Efficient administration requires the development of a records management program within the guidelines established by; National Archives and Records Administration, DoD, and DON. All records follow an identical life-cycle in that they are created, classified by record series (Standard Subject Identification Code (SSIC)), stored and maintained, retrieved when necessary, returned to storage, or destroyed/transferred to the National Archives if required as a permanent record. In order to manage these activities, the command/unit must follow the guidance contained in SECNAV M-5210.2 (series) and OPNAVINST 5210.2 (series).

b. REFERENCES:

- (1) OPNAVINST 5210.20 (series), Navy Records Management Program
- (2) SECNAV M-5210.2 (series), Department of the Navy SSIC Manual

Chapter 2 STANDARD UNIT ORGANIZATION

2.0. INTRODUCTION. This chapter presents the fundamental organization of commands and units. Commands should be generally established using these departments and divisions. Depending on the unit, some of these structures may require slight modification or alteration. Significant departure from these structures may require approval from the Chief of Naval Operations (CNO).

2.1. BASIS FOR ORGANIZATION. The requirements for battle shall be the primary basis for unit organization; therefore this command structure shall be applied to both combatant and non-combatant units afloat or ashore. Organization for battle consists of functional groups headed by key officers who are at specified stations and who control the activities of personnel under their direction. See Figure 2-1 Shipboard Organization.

Leading the battle organization is the commanding officer, who exercises command and whose responsibility it is, during action, to engage the enemy to the best of the unit's ability. Subordinate officers have cognizance over the major control functions which include unit operations, weapons (or combat systems), engineering, damage control and primary flight control. On ships with embarked detachments (Helo, UAV, EOD, etc.) the detachment officer in charge (Det OIC) is responsible to the commanding officer in matters affecting the readiness of the detachment.

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

2.2.1 ORGANIZATIONAL MANNING. Organizational manning requirements are issued in the ship manning document (SMD) or squadron manning document (SQMD) developed from the required operational capabilities and projected operating environment statements. These documents delineate, by individual billets, the required manpower to perform the unit's assigned missions.

2.2.2 MANPOWER AUTHORIZATION. Manpower Authorization is the qualitative and quantitative expression of manpower requirements sanctioned by CNO for a naval activity. It is the single official statement of organizational manning and

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Figure 2-1 Shipboard Organization

2-2

Enclosure (1)

billets/positions authorized. Billets/positions authorized are the billets/positions approved by the CNO for current operating conditions and may, depending on the mission of the activity, represent full organizational manning.

2.3. DEPARTMENTS OF A SHIP. Each ship shall be organized as indicated in Figure 2-1 Shipboard Organization. Each ship class obtains a SMD which delineates in more detail its organization.

2.3.1 DEPARTMENTAL ORGANIZATION. Each department has a Department Head. In small commands, an officer may be head of multiple departments. Deviation should occur only in exceptional circumstances. The CNO will authorize other departments.

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

a. Some classes of submarines and surface ships may have a combat systems department in lieu of a weapons department.

b. On ships assigned a helicopter or Unmanned Aerial Vehicle (UAV) detachment, there shall be an air department when the detachment is embarked. The Det OIC shall be the head of the air department.

c. On aircraft carriers and air capable amphibious class ships, there shall be an air department and safety department.

d. On aircraft carriers and LHA/LHD air capable amphibious class ships, there shall be an aircraft intermediate maintenance department.

e. On ships with a major communications installation or task, the CNO will authorize a communications/information systems department.

f. On ships assigned a dental officer there shall be a dental department.

g. On ships assigned a medical officer there shall be a medical department.

h. On aircraft carriers there shall be an administrative department.

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SHIP TYPE	DEPARTMENTS																	
	EXECUTIVE / ADMINISTRATION	MEDIA	NAVIGATION	OPERATIONS	WEAPONS	DECK	COMBAT SYSTEMS	AIR	AIMD	COMMUNICATIONS / INFO SYSTEMS	ENGINEERING	SAFETY	SUPPLY	MEDICAL	DENTAL	LEGAL	RELIGIOUS PROGRAMS	MAINTENANCE MANAGEMENT
LCC	X		X	X		X				X	X		X	X	X			
LHA/LHD	X	X	X	X		X	X	X	X	X	X	X	X	X	X			
LPD	X		X	X		X		X			X		X	X	X			
LSD	X		X	X		X					X		X	X	X			
LCS	X		X	X			X	X			X		X	X				
CVN	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X
CG	X		X	X			X	X			X		X	X				
DDG	X		X	X	X		X	X			X		X	X				
FFG	X		X	X			X	X			X		X	X				
MCM	X			X		X					X							
PC	X			X		X					X							
SSN	X		X	X			X				X		X	X				
SSBN	X		X	X			X				X		X	X				
SSGN	X		X	X			X				X		X	X				

Figure 2-2 Shipboard Department Organization

i. On ships with an assigned judge advocate there shall be a legal department.

j. On ships with an assigned chaplain there shall be a religious programs department.

k. On hospital ships, the organization shall not include a medical or dental department separate from the hospital. The

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organization of the hospital shall be as prescribed by the Chief Bureau of Medicine and Surgery (BUMED).

l. Submarine Rescue Systems with crews regularly embarked aboard a deep submergence system support ship shall retain their basic organization. The officer-in-charge (OIC) reports to the commanding officer of the support ship for readiness matters and to the executive officer for routine administration. On ships which do not have a deep submergence department, the Detachment OIC assumes the duties of deep submergence Department Head.

m. On aircraft carriers and auxiliary aircraft landing training ships, there shall be a Maintenance Management Department (MMD).

2.4. DIVISIONS OF A SHIP. The departments shall be organized into divisions which establish battle organizations. The divisions shall be organized into watches or sections or both. Figure 2-3 Shipboard Division Organization, lists the standard letter or numeral designations for ship divisions. This establishes uniform designations for all types of ships. When a new division is established or when listed functions are combined, the Type Commander (TYCOM) will assign a designation.

2.5. ORGANIZATION CHARTS. Organization charts show the arrangement of departments and divisions as well as the command and staff relationships of all personnel in the organization. Maximum efficiency of operation is promoted through a clear understanding of the functional relationships within the organization. This requires that the organization be set forth in written form for all echelons of the command.

2.6. FUNCTIONAL GUIDES. The functional guide, consisting of job descriptions, has been adopted to increase efficiency and to improve the use of manpower. The functional guide sets forth the following information for each billet to which it is applied:

- a. The basic objective.
- b. Duties, responsibilities, and authority.
- c. Organizational relationships. Collateral or cooperative relationships are also included.

A functional guide constitutes a formal directive to the Sailor detailed to the particular billet with respect to

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responsibilities, authority, and position within the unit. It is in no way intended to restrict initiative or discourage originality or resourcefulness.

Figure 2-3 Shipboard Division Organization

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
EMBARKED STAFF	C	C-1 C-2 C-3 C-4	ALL ENLISTED WITH AN EMBARKED STAFF ADMINISTRATIVE, OPERATIONS, LOGISTICS AND CLERICAL PERSONNEL BARGE AND BOAT CREWS, AND DRIVERS ORDERLIES, MESSING AND ASSOCIATED SERVICES
EXECUTIVE/ ADMINISTRATION	X	X/I N/X	ADMINISTRATIVE PERSONNEL ASSIGNED TO CAPTAIN'S OFFICE, EXECUTIVE OFFICER'S OFFICE, CHAPLAIN'S OFFICE, HOSPITAL CORPSMEN WHEN NO MEDICAL OFFICER ASSIGNED. NAVIGATION AND ADMINISTRATION (APPLIES TO SHIPS WHERE THERE IS NO NAVIGATION DEPARTMENT)
ADMINISTRATION WHEN DESIGNATED	ADMIN	EXEC PERS PRT ADMIN I	ADMINISTRATION PERSONNEL ASSIGNED TO CAPTAIN'S OFFICE, EXECUTIVE OFFICER'S OFFICE PERSONNEL RECORD KEEPING PRINT SHOP POSTAL AND OTHER ADMINISTRATION INDOCTRINATION (RECRUITS AND NEWLY REPORTING PERSONNEL)
NAVIGATION	N		ASSISTANTS TO NAVIGATOR

Figure 2-3 Shipboard Division Organization (Cont'd)

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
RELIGIOUS PROGRAMS	RP		ADMINISTRATION PERSONNEL ASSIGNED TO ASSIST THE CHAPLAIN
OPERATIONS	OPS	FIRST OA OC OD OE OI OP OS OX OZ	OPERATIONS DECK SEAMANSHIP METEOROLOGICAL/OCEANOGRAPHIC SERVICES/MAPPING, CHARTING AND GEODESY/PHOTOGRAPHY COMMUNICATIONS (AIR TRAFFIC CONTROL ON LHA, LHD, AND CVN) DATA PROCESSING ELECTRONIC REPAIR CIC AND ELECTRONIC REPAIR PHOTOGRAPHY/PHOTO INTELLIGENCE COMMUNICATIONS INTELLIGENCE ELECTRONIC REPAIR Intelligence/Information Warfare/Electronic Warfare Operations
MAINTENANCE MANAGEMENT	MM	QA PC LS	QUALITY ASSURANCE PRODUCTION CONTROL LOGISTIC SUPPORT CENTER/3M
AIR INTERMEDIATE MAINTENANCE DEPARTMENT		IM IM-1 IM-2 IM-3 IM-4	AVIATION ADMINISTRATION, MAINTENANCE/MATERIAL CONTROL, PRODUCTION CONTROL, QUALITY ASSURANCE, AVIATION 3M ANALYSIS GENERAL AIRCRAFT MAINTENANCE (AIRFRAMES/POWER PLANTS) ORGANIZATIONAL MAINTENANCE OF SHIPS ASSIGNED AVIONICS AND AVIATOR'S EQUIPMENT, ARMAMENT SYSTEMS MAINTENANCE QUALIFICATIONS AND REPAIR SUPPORT EQUIPMENT

Figure 2-3 Shipboard Division Organization (Cont'd.)

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
AIR	V	V V-1 V-2 V-3 V-4 V-5	AVIATION PLANE HANDLING (FLIGHT DECK) CATAPULTS AND ARRESTING GEAR, AIR CRAFT CARRIER LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE AND QUALITY ASSURANCE (ALREM-QA) PLANE HANDLING (HANGAR DECK) AVIATION FUEL ADMINISTRATION
WEAPONS	WEPS	F F-1 F-2 F-3 G G-1 G-2 GM MAR MT ST TASS TM W	GUNNERY AND DECK SEAMANSHIP FIRE CONTROL MISSILE FIRE CONTROL ANTI-SUBMARINE WARFARE GUN FIRE CONTROL ORDNANCE/GUNNERY GUNNERY, MAIN BATTERY GUNNERY, SECONDARY BATTERY GUIDED MISSILES MARINE DETACHMENT BALLISTIC MISSILES SONAR PASSIVE ASW SYSTEMS TORPEDOES NUCLEAR WEAPONS ASSEMBLY
DECK	DECK	BG D&SL RAS	DECK SEAMANSHIP, ANTI-SHIP MISSILE DEFENSE BOAT OPERATIONS, MAINTENANCE, AND REPAIR DIVING AND SALVAGE REPLENISHMENT AT SEA EQUIPMENT MAINTENANCE AND OPERATION

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Figure 2-3 Shipboard Division Organization (Cont'd.)

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
COMBAT SYSTEMS	CS		COMBAT SYSTEMS
		CA	ANTI-SUBMARINE WARFARE
		CB	BALLISTIC MISSILES
		CE	ELECTRONICS REPAIR
		CF	FIRE CONTROL
		CG	GUNNERY, FIRE CONTROL, ORDNANCE
		CM	MISSILE SYSTEMS, FIRE CONTROL
	CO	GUNNERY AND GUIDED MISSILES	
ENGINEERING		A	AUXILIARIES
		A/E	AUXILIARIES AND ELECTRICAL
		AER	AUXILIARIES AND ELECTRICAL AND REPAIR
		ASLT	ASSAULT SYSTEM/BOAT MAINTENANCE AND REPAIR (LMA ONLY)
		B	BOILERS
		E	ELECTRICAL AND INTERIOR COMMUNICATIONS
		IC	INTERIOR COMMUNICATIONS
		M	MAIN ENGINES
		MP	MAIN PROPULSION
			R

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Figure 2-3 Shipboard Division Organization (Cont'd.)

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
REACTOR		RA RC RE RL RM RP	REACTOR AUXILIARIES (CVN ONLY) REACTOR CONTROL REACTOR ELECTRICAL (CVN ONLY) REACTOR CHEMISTRY LA (CVN ONLY) REACTOR MACHINERY (CVN ONLY) REACTOR PROPULSION (CVN ONLY)
SUPPLY	SUP	S-1 S-2 S-3 S-4 S-5 S-6 S-7 S-8 S-9 S-10 S-11 S-12 S-13	SUPPLY GENERAL SUPPLY/STOCK CONTROL FOOD SERVICE (includes Wardroom Service and Mess Decks Master at Arms) RETAIL SERVICES DISBURSING Reserved AVIATION SUPPORT Reserved (i.e., RECREATIONAL SERVICES Division - CVN) MATERIAL HAZARDOUS MATERIAL SUPPORT REPAIR OTHER VEHICLES (SS) (AS ONLY) SUPPLY QUALITY ASSURANCE (AS ONLY) SUPPLY QUALITY ASSURANCE (CVN/L-Class) Reserved
MEDICAL	H		MEDICAL
DENTAL	D		DENTAL
DEEP SUBMERGENCE		DV WH	DIVE WEIGHT HANDLING

Figure 2-3 Shipboard Division Organization (Cont'd.)			
DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
REPAIR		D	REPAIR
		R-1	HULL REPAIR
		R-2	MACHINERY REPAIR
		R-3	ELECTRICAL REPAIR
		R-4	ELECTRONIC REPAIR
		R-5	ORDNANCE REPAIR OR RADIOLOGICAL CONTROLS
		R-6	NUCLEAR QUALITY ASSURANCE
WEAPONS REPAIR	WR		REPAIR
		W-1	TORPEDO WEAPONS
		W-2	FIRE CONTROL
		W-3	SUBROC
		W-4	TORPEDO ASSEMBLY, QUALITY ASSURANCE
		W-5	WEAPONS LOGISTICS
SAFETY	AS		SHIP AND AVIATION SAFETY
LEGAL	L		LEGAL AND DISCIPLINE
MEDIA	PA	PA-1	VISUAL MEDIA
		PA-2	MEDIA RELATION
		PA-3	SOCIAL MEDIA
RESEARCH			
AIRCRAFT MAINTENANCE OFFICER			
AVIATION OFFICER			
COMMUNICATIONS	COMM		COMMUNICATIONS
		CR	RADIO COMMUNICATIONS
		CS	VISUAL COMMUNICATIONS

Figure 2-3 Shipboard Division Organization

2.7. AVIATION UNITS. Figure 2-4 Aviation Chain of Command illustrates an aviation unit's organization, based on primary billets authorized by the CNO. Aircraft squadrons are organized into departments and divisions under the Squadron commanding officer, as shown in Figure 2-5 Squadron Organization. The squadron commanding officer administers the activities of the departments through the squadron executive officer. Department heads may be assigned assistants to carry out department duties.

Unless directed otherwise, the squadron commanding officer directs the specific assignments of officers.

2.7.1 DEPARTMENTS AND DIVISIONS OF AVIATION UNITS. Departments of aircraft squadrons are divided into divisions and branches which are organized by the Squadron commanding officer according to the needs and responsibilities of that particular type squadron.

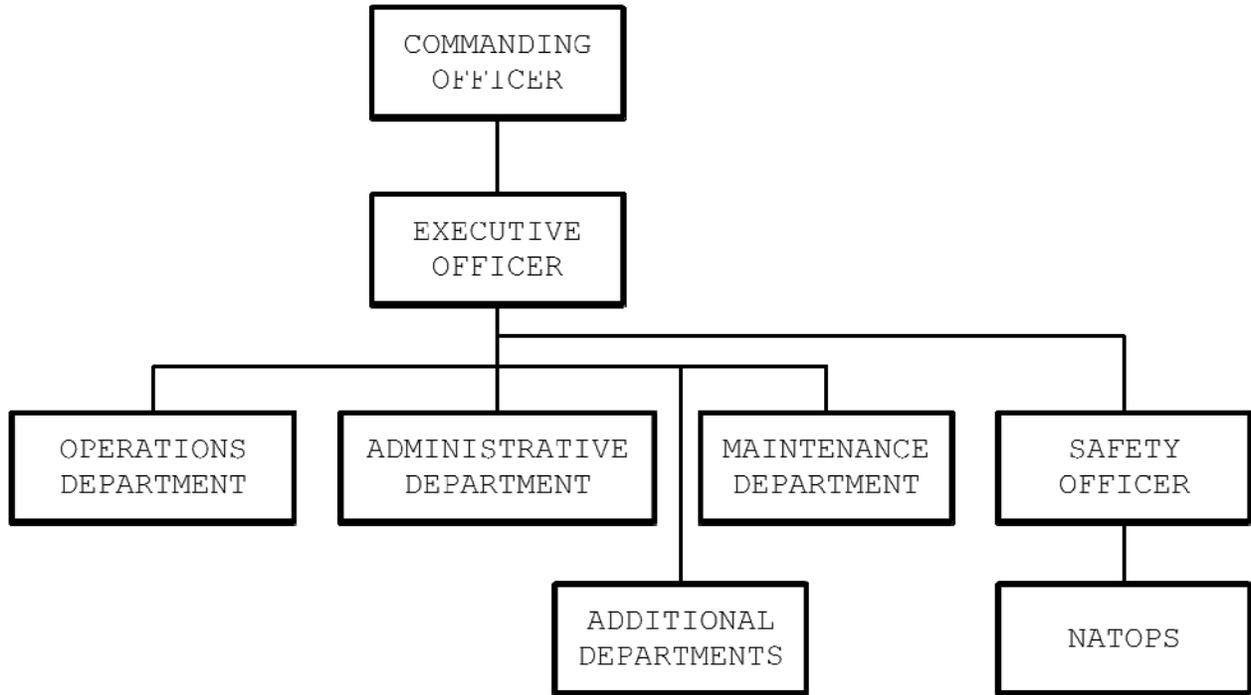


Figure 2-4 Aviation Chain of Command

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SQUADRON TYPE	OPERATIONS	ADMINISTRATION	MAINTENANCE	SAFETY	TRAINING	OTHER
VFA	X	X	X	X	X	
VFA (FRS)	X	X	X	X	X	
VAW	X	X	X	X	X	
VAW (FRS)	X	X	X	X	X	
VAQ	X	X	X	X	X	1
VAQ (FRS)	X	X	X	X	X	1
VFC	X	X	X	X	X	
VP	X	X	X	X	X	
VP (FRS)	X	X	X	X	X	
VPU	X	X	X	X	X	
VQ	X	X	X	X	X	1, 3
VR	X	X	X	X	X	4
VRC	X	X	X	X	X	
VT		X		X	X	
VX	X	X	X	X	X	2
HSC	X	X	X	X	X	
HSC (FRS)	X	X	X	X	X	
HSM	X	X	X	X	X	
HSM (FRS)	X	X	X	X	X	
HM	X	X	X	X	X	5
HT		X		X	X	

Figure 2-5 Squadron Organization

Notes

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

Chapter 3 ROLES AND RESPONSIBILITIES

3.0. INTRODUCTION. Chapter 3 highlights the specific billets within the command structure. Individual units shall prepare their unique organization chart. The duties, requirements and relationships for individual billets are discussed, although unit manning may tailor these descriptions to fit their distinctive needs.

3.1. COMMAND STAFF.

3.1.1 THE COMMANDING OFFICER

a. BASIC FUNCTION. The commanding officer is charged with the absolute responsibility for the safety, well-being, and efficiency of the ship and crew until properly relieved by a competent authority.

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

c. DELEGATION OF AUTHORITY. The commanding officer may issue a formal delegation of authority to the lowest level of competence commensurate with the subordinate's assigned responsibility and capabilities. Refer to NAVREGS articles; 0702, 0802, 0927.

d. REFERENCE. U.S. Navy Regulations 1990

3.1.2 THE EXECUTIVE OFFICER

a. BASIC FUNCTION. The executive officer is the direct representative of the commanding officer and shall be primarily responsible to the commanding officer for the organization, performance of duty, training, maintenance, and good order and discipline of the entire command. Figure 3-1 provides a representation of the special staff that assists the command staff manage the unit.

1. In designated ships this officer heads a department and shall be listed on the ship's organizational chart with the other departments.
2. Assigned to Maintenance Management Department in CVN.
3. The Security Officer Billet onboard designated ships shall be a 649X/749X designator with NOBC 2771.

— Operation Chain of Command

- - - Additional Reporting for Administrative Functions

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

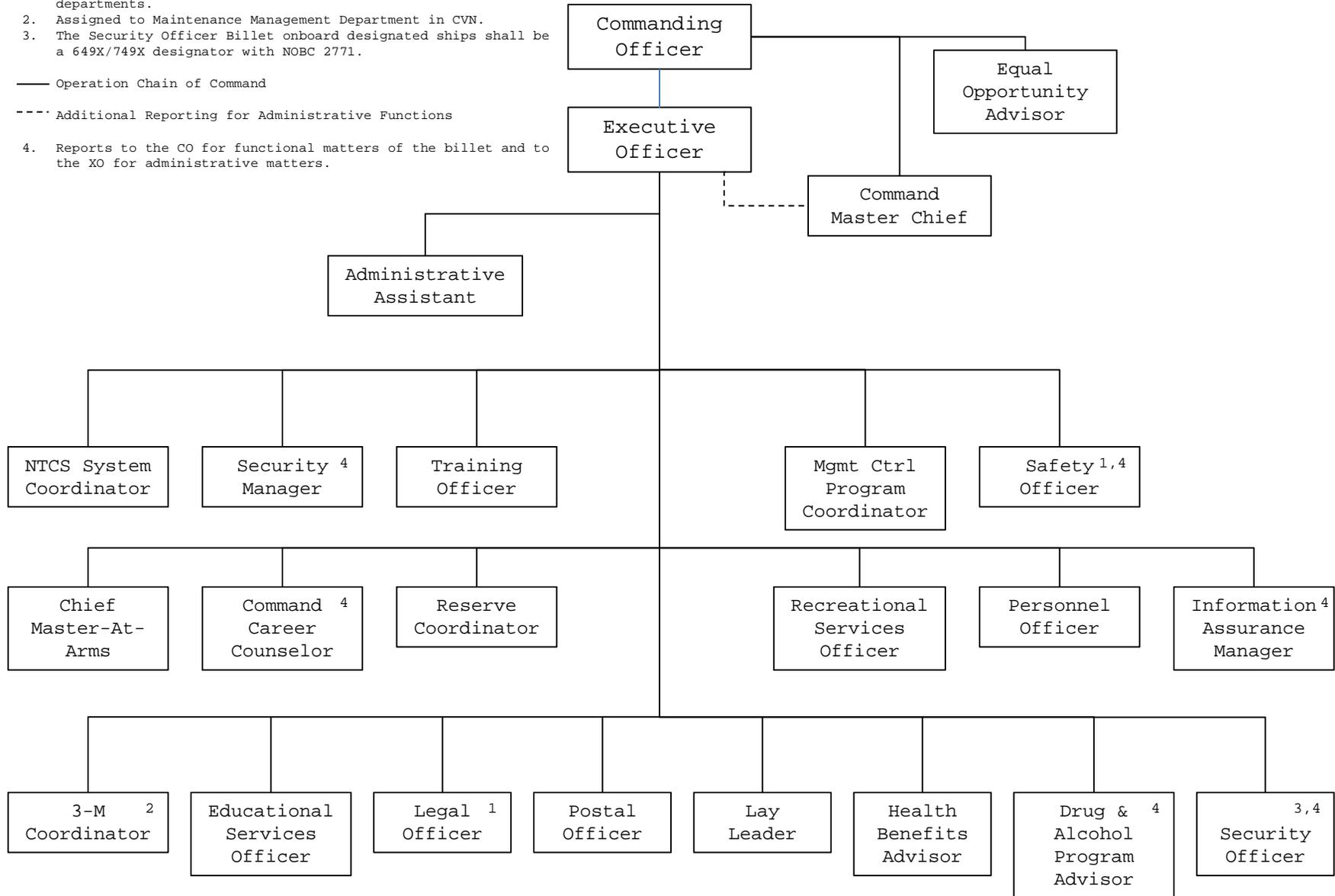


Figure 3-1 Special Assistants

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b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The executive officer executes the policies of the commanding officer assisted by subordinates. His/her orders will have the same force and effect as if issued by the commanding officer. The executive officer assumes command, should the need arise, as defined by NAVREGS. The executive officer subject to the orders of the commanding officer assisted by subordinates will:

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

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

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

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

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

(6). Evaluate the performance of officers and enlisted and personnel and make recommendations to the commanding officer concerning their promotion and advancement.

(7). Regulate liberty and leave.

(8). Oversee all boards and committees unless otherwise identified.

(9). Supervise the organization and operation of the unit's Maintenance and Material Management System (3M) Program.

c. ORGANIZATIONAL RELATIONSHIPS. The executive officer is directly responsible to the commanding officer.

d. RELIEVING PROCEDURES. The detaching executive officer will prepare a comprehensive report for the commanding officer listing any conditions having the potential to adversely affect safety, well-being, readiness, fiscal integrity, or command performance and specify proposed corrective actions. The

relieving executive officer will endorse this report unless the relieving officer does not concur with the report. The relieving executive officer will specify wherein the report is inaccurate or incomplete and will provide the outgoing executive officer an opportunity to explain or resolve the errors. The relieving executive officer will report assumption of duty as executive officer in the endorsement. The original report of detachment and endorsement will be forwarded expeditiously to the commanding officer. Each officer will maintain a copy of the report.

3.1.3 COMMAND MASTER CHIEF

a. BASIC FUNCTIONS. The command master chief (CMC), (chief of the boat, command senior chief, is the enlisted advisor to the command on the formulation and implementation of policies pertinent to morale, welfare, job satisfaction, discipline, utilization and training of all enlisted personnel. The CMC is superior to all other enlisted members.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. CMC reports directly to the commanding officer and works closely with the executive officer. The CMC ensures sailors are effectively led and developed. Specific duties and authorities are identified in OPNAVINST 1306.2 (series).

c. REFERENCE. OPNAVINST 1306.2 (series), Command Master Chief Program

3.2 THE EXECUTIVE ASSISTANTS. The Executive Assistants support specific programs. They report directly to the executive officer in matters of their programs unless otherwise identified. Positions should be well defined in the local organization and regulations manual. Specific duties shall be modified to meet individual command requirements.

3.2.1 ADMINISTRATIVE ASSISTANT

a. BASIC FUNCTIONS. The Administrative Assistant (AA), serves as the X-division officer. The AA is an aide to the executive officer in specific functions of administration and accountability of ship's correspondence and directives and for the maintenance of reports and the forms control program. When the command is of sufficient size, the Ship's Secretary is appointed to supervise the preparation of the commanding officer's personal correspondence and administrative documents.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The AA observes and reports to the executive officer on the effectiveness of administrative policies, procedures, and regulations of the command. Duties include:

(1) Maintaining a reference library of all publications required for ship's administration, a master list of all publications and their location within the command and the command's central directives files.

(2) Screen correspondence prepared for the signature or review by the executive officer, ensuring that it conforms to SECNAVINST M-5216.5 (series), and pertinent command directives. The AA maintains the command's central correspondence files following SECNAVINST 5210.11 (series).

(3) Initiate administrative actions where appropriate, as in the case of senior officer present afloat (SOPA) instructions and other administrative directives.

(4) Schedule visitor interviews with the executive officer and other officers as appropriate.

(5) Coordinate the assignment of enlisted personnel to Executive Assistants. Supervise the professional training and education of enlisted personnel assigned to the administrative and personnel offices.

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

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

(8) Coordinate the indoctrination of newly reported personnel.

c. ORGANIZATIONAL RELATIONSHIPS. The AA is the direct representative of the executive officer and reports to the executive officer. The ship's secretary, when assigned reports to the commanding officer. The ship's secretary reports to the executive officer and to the AA regarding routine administration of personnel assigned to the Captain's office.

d. REFERENCES:

(1) SECNAV M-5216.5 (series), Department of the Navy
(DON) Correspondence Manual

(2) SECNAV M-5210.2 (Series), Department of the Navy
SSIC Manual

3.2.2 INFORMATION ASSURANCE MANAGER

a. BASIC FUNCTION. The ship's information assurance manager (IAM) is responsible for ensuring adequate security for information technology (IT) systems in accordance with SECNAVINST 5239.3 (series). The Information Assurance program protects the availability, integrity, authentication, confidentiality, and non-repudiation of DON IT systems. This includes software and hardware security features as well as administrative, physical, and personnel security controls for providing an adequate degree of security for IT systems.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The IAM shall develop and maintain the activity's Information Assurance Plan to support certification and accreditation responsibility and requirements for Shipboard information, as prescribed by SECNAV M-5239.1. The IAM provides guidance to the command to ensure compliance with security directives and serve as the major proponent of IT system security in discussions concerning Information Assurance and the operation of the IT system. The IAM establishes and maintains Classified Information Processing System document file in accordance with OPNAVINST C5510.93 (series).

c. ORGANIZATIONAL RELATIONSHIPS. The Ship's IAM has direct access to the commanding officer in matters relating to IT systems security. This IAM is expected to work closely with the security manager.

d. REFERENCES:

(1) SECNAVINST 5239.3 (series), Department of the Navy
Information Assurance Policy

(2) SECNAV M-5239.1 (series), Department of the Navy
Information Assurance Manual

(3) OPNAV C5510.93 (series), Navy/Marine Corps
Implementation of National Policy on Control of Compromising
Emanations(U)

3.2.3 INFORMATION ASSURANCE OFFICER

a. BASIC FUNCTION. The ship's information assurance officer (IAO) provides oversight to and is responsible for assisting the IAM.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Coordinate with the IAM to ensure that all users have the requisite security clearances, need-to-know authorization, and awareness of their IA responsibilities for Information Technology systems. The IAO shall execute the duties and responsibilities as defined in SECNAVINST 5239.3 (series) and SECNAV M-5239.1.

c. ORGANIZATIONAL RELATIONSHIPS. The Ship's IAO has direct access to the IAM in matters relating to IT system security.

d. REFERENCES:

(1) SECNAVINST 5239.3 (series), Department of the Navy Information Assurance Policy

(2) SECNAV M-5239.1 (series), Department of the Navy Information Assurance Manual

3.2.4 CHIEF MASTER-AT-ARMS

a. BASIC FUNCTION. A chief master-at-arms (CMAA) is assigned in each unit and is responsible for the supervision, direction, and employment of the assets of the security department/division and assisting the commanding officer in maintaining the security, good order and discipline of the ship. When no security officer is authorized/assigned; the duties, responsibilities, and authority are incorporated here.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CMAA is responsible for the organization and training the Master-at-Arms (MAA) force in force protection (FP). The CMAA conducts antiterrorism (AT), law enforcement and physical security in accordance with OPNAVINST 5530.14 (series).

The CMAA ensures the MAA force is trained in and enforces Navy, unit, and other directives which establish standards of dress, grooming, behavior and performance.

c. ORGANIZATIONAL RELATIONSHIPS. The CMAA reports to the executive officer or to the security officer, on vessels with a

security department. For routine administration and accountability of personnel assigned to CMAA, the CMAA reports to the division officer or administrative officer, as appropriate. Personnel of the MAA force report to the CMAA.

d. REFERENCE. OPNAVINST 5530.14 (series), Navy Physical Security and Law Enforcement Program

3.2.5 COMMAND CAREER COUNSELOR

a. BASIC FUNCTION. The command career counselor (CCC) is the command's career information program manager responsible for providing each Sailor with a sufficient quantity of quality career information, in a timely manner, to allow them to make sound career decisions. The command's career information program shall be under the direction of the commanding officer.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY. The CCC ensures all Sailors are given every opportunity to develop their careers to the fullest potential through effective management, direction, development and training. The CCC will establish a command development program as outlined in OPNAVINST 1040.11 (series). If a career counselor is not assigned, the commanding officer shall appoint a senior enlisted with the counseling NEC 9588 or 9589 or who has the navy counselor rating.

c. ORGANIZATIONAL RELATIONSHIPS. The CCC is directly responsible to the commanding officer and reports to the CMC for all matter related to the Command Development Program.

d. REFERENCE. OPNAVINST 1040.11 (series), Navy Enlisted Retention and Career Development Program

3.2.6 DRUG AND ALCOHOL PROGRAM ADVISOR

a. BASIC FUNCTION. The drug and alcohol program advisor (DAPA) is responsible to the commanding officer for all drug and alcohol abuse Level I programs. In accordance with OPNAVINST 5350.4, all Navy commands are required to have a minimum of one member assigned to the collateral duty of DAPA. Larger commands should assign DAPAs on the ratio of one DAPA per 300 personnel attached and commands greater than 500 shall have at least one full time DAPA. The commanding officer may appoint as many DAPAs as necessary to satisfy command requirements.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY. The DAPA will administer the command's alcohol and drug abuse, prevention, and

education programs. The DAPA is the command's primary advisor for all alcohol and drug matters and reports directly to the commanding officer and executive officer. The DAPA will not be assigned duties as Urinalysis Program Coordinator.

c. COLLABORATION WITH THE MEDICAL OFFICER. In the performance of their duties the DAPA is to inform the medical officer or medical department representative of any condition which may require medical attention and is to consult with the medical officer or medical department representative regarding cases requiring collaborative efforts.

d. ORGANIZATIONAL RELATIONSHIPS. The DAPA reports to the executive officer, regarding assigned duties and all drug and alcohol abuse prevention, control, and enforcement programs. Personnel associated with drug and alcohol abuse education, rehabilitation, identification, and enforcement shall coordinate with the DAPA. Additionally, the DAPA provides inputs to the Planning Board for Training (PBFT) on drug and alcohol education and to the Recreation Committee for development of positive alternatives to alcohol and drug abuse.

e. REFERENCE. OPNAVINST 5350.4 (series), Navy Alcohol and Drug Abuse Prevention and Control

3.2.7 EDUCATIONAL SERVICES OFFICER

a. BASIC FUNCTION. The educational services officer (ESO) assists the executive officer in administering educational and advancement programs. The ESO coordinates officer and enlisted training and on-duty education programs in conjunction with department heads, division officers and the PBFT. The ESO plans for and coordinates command participation in the Navy Campus Voluntary Education Program. The ESO schedules and administers all examinations for advancement in rating.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The ESO directs the command educational program by encouraging and advising personnel on voluntary programs, assisting personnel with processing applications for educational programs, and assisting personnel in obtaining vocational/technical, high school, and college certifications. The ESO is to participate in the PBFT.

The ESO is the command's liaison to the education program and is the point of contact to the Navy Campus Office.

The ESO is the command's advocate for maximum participation in advancement exams and ensure exams convene on dates established as necessary to conduct examinations.

c. ORGANIZATIONAL RELATIONSHIPS. The ESO reports to the executive officer, regarding educational program issues. The ESO provides liaison with Navy Campus educational advisors to obtain professional assistance in using Navy Campus Voluntary Educational Programs. The ESO coordinates with training officers/assistants and CCC as required. OPNAVINST 1560.9 (series) provides additional guidance on the various Navy Campus programs.

d. REFERENCES:

- (1) OPNAVINST 1560.9 (series), Voluntary Education (VOLED) For Navy Sailors
- (2) CNETINST 1560.3 (series), Navy Voluntary Education Programs
- (3) NAVEDTRA 10460, Educational Services Officer Manual
- (4) Naval Military Personnel Manual 15560
- (5) BUPERSINST 1430.16 (series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

3.2.8 EQUAL OPPORTUNITY ADVISOR

a. GENERAL DUTIES. The equal opportunity advisor (EOA) serves as the command's primary advisor and subject matter expert to command managed equal opportunity managers on equal opportunity (EO) issues. An EOA facilitates training for EO matters, formulates and revises pertinent local EO directives based on the command duties and DoD guidelines/Navy Policy and provides assistance to other members in the chain of command on EO issues.

b. SPECIFIC DUTIES. Advise commanders on formulation and implementation of changes to EO and sexual harassment policy and diversity issues. The EOA reviews and monitors all command investigations into EO issues with judge advocates or legal officers and provide assistance as needed. The EOA shall not conduct EO investigations due to possible perceived conflicts of interest. Details are found in OPNAVINST 5354.1.

c. ORGANIZATIONAL RELATIONSHIP. The EOA reports directly to the commander/commanding officer concerning Equal Opportunity issues. The EOA reports to the higher echelon EOA regarding all EO matters.

d. REFERENCE. OPNAVINST 5354.1 (series), Navy Equal Opportunity Policy

3.2.9 HEALTH BENEFITS ADVISOR

a. BASIC FUNCTION. The health benefits advisor (HBA) is responsible to the senior medical department representative (SMDR) for the general awareness of health benefits by assigned personnel and their dependents. At selected medical facilities, the HBA is a full time primary billet. For activities where the HBA is assigned as a collateral duty, the HBA is not expected to be expert in all aspects of health benefits, but refers those requiring health benefits assistance to the appropriate authority.

b. DUTIES AND RESPONSIBILITIES. The HBA maintains a file of appropriate health benefits literature, publishes frequent awareness material in the POD, and assists assigned personnel and their dependents in obtaining benefits, as required.

c. ORGANIZATIONAL RELATIONSHIPS. The HBA reports to the Senior Medical Department Representative.

3.2.10 LEGAL OFFICER

a. BASIC FUNCTION. For units without Judge Advocates assigned, the legal officer, who shall be a commissioned officer, is an advisor and staff assistant to the commanding officer and the executive officer concerning the interpretation and application of the UCMJ, the Manual for Courts-Martial (MCM), JAGINST 5800.7 (series) (JAGMAN), and other military laws and regulations.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY.

(1) Consult a judge advocate, when circumstances permit, when preparing documents or other related activities associated with the administration of Military Justice and JAG Manual investigations

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(2) Draft charge sheets, the orders convening courts-martial, and the appointing orders of those assigned to conduct investigations in accordance with JAGINST 5800.7 (series).

(3) Supervise the technical and clerical preparation of all court-martial documents and administrative documents related to legal matters.

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

(5) Collaborate with the training officer to ensure that all officers and enlisted personnel are fully acquainted with their rights and obligations under the UCMJ.

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

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

(8) Review for accuracy, clarity, consistency, completeness and compliance with applicable directives, investigative reports prepared in accordance with the JAG Manual and prepare command endorsement, as appropriate.

(9) Refer personnel needing assistance with personal legal matters to the attending Region Legal Service Office, Defense Service Office, or nearest Armed Forces legal office, as appropriate. (See JAG Manual, Chapter VII.)

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

(11) Draft the Convening Authority's action on the record of trial and the court-martial issuing order with the assistance of the servicing Region Legal Service Office.

c. ORGANIZATIONAL RELATIONSHIPS. The legal officer reports to the executive officer. When a judge advocate is assigned, the judge advocate shall lead a legal department. Officers and

enlisted personnel assigned to the legal office report to the legal officer.

d. REFERENCES:

- (1) 10 USC Chapter 47 - Uniform Code of Military Justice
- (2) Manual for Courts-Martial
- (3) JAG M-5800.7 (series), Manual of the Judge Advocate General

3.2.11 PERSONNEL OFFICER

a. BASIC FUNCTIONS. The personnel officer is responsible for enlisted personnel placement in accordance with the Personnel Assignment Bill and for the administration and custody of enlisted personnel records. SECNAVINST 5720.42 (series) shall govern all requests for Department of the Navy records that can reasonably be interpreted as Freedom of Information Act requests. Additionally, SECNAVINST 5211.5 (series) shall govern the collection of personal information and safeguarding, maintaining, using, accessing, amending, and disseminating personal information maintained in systems of records. Carefully scrutinize requests for lists of names and duty addresses, home addresses or home phone numbers of crew members, or similar records; release of such records must comply with the Privacy Act. Security concerns may restrict otherwise releasable information for routinely deployable, deployed, and overseas units. Consult a judge advocate if there is any doubt about the propriety of a contemplated release. See paragraph 5.1.64.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY.

- (1) Supervise the administration of the personnel office.
- (2) Maintain the service records of enlisted personnel. Supervise the accounting of enlisted personnel, including the submission of Personnel Diary, maintenance of Enlisted Distribution and Verification Reports, and review Enlisted Manpower Authorization and Ship/Squadron Manning Documents.
- (3) Ensure that all directives and communications relating to transfers, receipts, advancements or reductions in rating, reenlistments, or any other changes in the status of enlisted personnel are executed and recorded.

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

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

(6) Supervise the compilation and forwarding of information from personnel files for the use at legal proceedings in accordance with the UCMJ and JAG Manual, and maintain the appropriate records if a judge advocate is not assigned to the command.

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

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

c. ORGANIZATIONAL RELATIONSHIPS. The personnel officer reports to the executive officer, for the performance of duty and to the appropriate division officer/department head regarding the routine administration of assigned enlisted personnel.

d. REFERENCES:

(1) SECNAVINST 5720.42 (series), Department of the Navy Freedom of Information Act (FOIA) Program

(2) SECNAVINST 5211.5 (series), Department of the Navy (DON) Privacy Act (PA) Program

3.2.12 POSTAL OFFICER

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

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The postal officer organizes and supervises the postal functions of the unit to ensure timely distribution of the mail through mail orderlies appointed from each division.

c. ORGANIZATIONAL RELATIONSHIPS. The postal officer reports to the commanding officer via the executive officer and the supply officer on postal matters. When the supply officer

is acting as postal officer, he or she reports to the commanding officer via the executive officer

d. REFERENCE. OPNAVINST 5112.6 (series), Navy Postal Instruction

3.2.13 RECREATIONAL SERVICES OFFICER

a. BASIC FUNCTION. The recreational services officer (RSO) manages the commands recreational services program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Develop and conduct programs and services designed to maintain and improve the morale of the ship's crew and their dependents utilizing the resources that are available. The RSO maintains custody and control of recreation equipment. The RSO executes the recreation program afloat as defined by the OPNAVSINST 1710.9 (series).

c. ORGANIZATIONAL RELATIONSHIPS. The RSO is responsible to the commanding officer for the proper functioning of recreation programs. Personnel assigned to recreational services shall report to the RSO. The recreation fund custodian shall assist the RSO in administering the recreation program.

d. REFERENCE. OPNAVSINST 1710.9 (series), Administration of the Morale, Welfare, and Afloat Recreation Program

3.2.14 SAFETY OFFICER

a. BASIC FUNCTION. For units without a safety department, primary duty safety officers shall be assigned. The safety officer, when not a department head, will be of department head status and seniority in order to coordinate the safety program effectively. The safety officer is responsible for coordinating the implementation of a comprehensive safety program based on objectives established by the commanding officer, promoting maximum cooperation in safety matters at all levels, ensuring wide distribution of safety information, monitoring the submission of required safety reports to ensure accuracy and timeliness, and maintaining appropriate safety records and statistics.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Principal advisor to the commanding officer on safety and occupational health matters and manages the Navy Safety and Occupational Health (SOH) Program. For a complete description of the safety

officer's functions, duties, responsibilities, authority, and organizational relationships refer to OPNAVINST 5100.19 9 (series). Periodically monitor the Navy's Medical Surveillance Programs. Collaborate with all Department Heads, executive assistants and division safety petty officers in safety matters and safety program management.

c. ORGANIZATIONAL RELATIONSHIPS. The safety officer reports to the commanding officer, for matters regarding safety and to the executive officer for matters relating to the administration of programs and the correction of deficiencies. The safety officer collaborates with all department heads, executive assistants, and division safety petty officers in safety matters and program management. All hands have direct access to the safety officer.

d. REFERENCE. OPNAVINST 5100.19 series, Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat

3.2.15 SECURITY MANAGER

a. BASIC FUNCTION. The officer designated as the command's security manager must be a U.S. citizen and have a satisfactory background investigation. The security manager is responsible to the commanding officer for the management of the command's information and personnel security programs. The security manager remains responsible for coordinating all aspects of the information security program to ensure proper classification management, personnel security, information systems security, physical measures for protecting classified material, industrial security, and security education and training.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The security manager is the principal advisor and representative to the commanding officer in matters pertaining to the classification, safeguarding, transmission, and destruction of classified material personnel security. The security manager develops and monitors personnel and information security procedures, ensures protection of classified information, prepares recommendations for release of classified information to foreign governments and other duties as described by SECNAVINST 5510.36 (series) and 5510.30 (series).

The security manager maintains liaison with the command's public affairs officer to ensure security review of press releases and proposed nonofficial works/speeches for classified information under SECNAVINST 5720.44 (series), and NAVREGS. The security

manager also ensures protection of classified information during all visits to the command and ensures that access to classified information is limited to those with the need to know.

c. ORGANIZATIONAL RELATIONSHIPS. The security manager reports to the commanding officer, on matters of security and to the executive officer for administration of the information and personnel security program. When assigned, the top secret control officer and the information systems security officer report to the security manager. The security manager collaborates with department heads, the security officer, communications security material custodian, nuclear safety officer, IAM and others as necessary to ensure the safeguarding of classified information.

d. REFERENCES:

(1) SECNAVINST 5510.36 (series), Department of the Navy (DON) Information Security Program Instruction

(2) SECNAVINST 5510.30 (series), Department of the Navy (DON) Personnel Security Program (PSP) Instruction

(3) SECNAVINST 5720.44 (series), Department of the Navy Public Affairs Policy and Regulations

(4) U.S. Navy Regulations 1990

(5) SECNAVINST 5239.3 (series), Department of the Navy Information Assurance Policy

(6) SECNAV M-5239.1 (series), Department of the Navy Information Assurance Manual

3.2.16 SECURITY OFFICER

a. BASIC FUNCTION. The security officer is responsible for establishing the command's physical security through the application, employment, and training of the security division personnel. When no security officer is authorized/assigned, the duties, responsibilities, and authority are assumed by the CMAA or an assigned officer assisted by the CMAA.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The security officer plans, manages, implements, and directs the ship's physical security, law enforcement, antiterrorism, and loss prevention programs, including development and maintenance of

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comprehensive physical security instructions and regulations. The security officer develops the command physical security plan and submits the draft plan to the Physical Security Committee for comment prior to implementation.

c. ORGANIZATIONAL RELATIONSHIPS. The security officer reports to the commanding officer, in matters relating to the physical security of the ship and to the executive officer for the administration of the physical security plan. The security officer collaborates with department heads, the security manager, and others as necessary to ensure the physical security of the ship. The CMAA, the brig supervisor, and the physical security petty officer report to the security officer when assigned.

d. REFERENCES:

(1) OPNAVINST 5530.14 (series), Navy Physical Security and Law Enforcement Program

(2) SECNAVINST 5500.29 (Series), Use of deadly force and the Carrying of Firearms by Personnel of the Department of the Navy in Conjunction with Law Enforcement, Security Duties and Personal Protection

(3) SECNAVINST 5239.3 (series), Department of the Navy (DON) Information Security Program Instruction

3.2.17 SENIOR WATCH OFFICER

a. BASIC FUNCTION. The senior watch officer, under the direction of the executive officer, is responsible to the commanding officer for the assignment and general supervision of all deck watch standers, both underway and in port.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Maintain a data file of officer underway and in-port deck watch standers, including watch standing qualifications, assignment to watches, and section assignment. Assist the executive officer by coordinating training of watch standers, preparing watch bills and scheduling of the command's in-port duty rotation.

c. ORGANIZATIONAL RELATIONSHIPS. The senior watch officer reports to the commanding officer, for approval of officer watch bills and to the executive officer for the training of deck watch officers. Department heads recommend qualified enlisted

personnel of their departments for departmental watches to the senior watch officer.

3.2.18 NAVY TACTICAL COMMAND SUPPORT SYSTEM COORDINATOR

a. BASIC FUNCTION. Naval Tactical Command Support System (NTCSS) is a multi-application information system program that provides standard information resource management to afloat and shore-based fleet activities. NTCSS was established by the merger of three key programs: the shipboard non-tactical automated data processing program, the naval aviation logistics command management information system, and maintenance resource management system. The NTCSS Coordinator, normally an officer or chief petty officer, is assigned the primary duty to coordinate the implementation, operation and maintenance of the NTCSS program afloat.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The NTCSS Coordinator acts as the primary point-of-contact between off-ship activities interfacing with the NTCSS. They are responsible for the operation and maintenance of the NTCSS following Navy NTCSS guidelines and responsibilities set forth in NAVSEAINST 4790.8 (series).

c. ORGANIZATIONAL RELATIONSHIPS. The NTCSS Coordinator is a primary billet aboard ships. The NTCSS Coordinator is designated to provide a single point-of-contact and act as a data manager for NTCSS administration and operation. The NTCSS Coordinator is assisted by an IT or an Information Systems Technician Submarine who has completed the NTCSS II Manager Course.

d. REFERENCE. NAVSEAINST 4790.8 (series), Ships' Maintenance and Material Management (3M) Manual

3.2.19 TRAINING OFFICER

a. BASIC FUNCTION. The training officer assists the executive officer in the formulation and administration of the unit training program. This spans indoctrination courses for newly reported personnel, preparing a training program for Midshipmen and reserve personnel to overseeing the implementation of personnel qualification standards (PQS) system within the command.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The training officer serves as a member of the PBFT. The training officer

advises on the availability and use of training facilities, managing formal school quotas, TAD target funds management, and service record entries.

c. ORGANIZATIONAL RELATIONSHIPS. The training officer reports to the executive officer regarding assigned duties. They collaborate with other division/departments to develop the overall training program for the command.

3.2.20 3M SYSTEM COORDINATOR

a. BASIC FUNCTION. The 3M system coordinator is the functional manager of the 3M System. This position will be assigned in writing as the PRIMARY DUTY of an officer, chief petty officer or first class petty officer (who has been assigned a secondary NEC of 9517). The 3M system coordinator shall be assigned the primary duty of coordinating and managing all facets of the 3M program. As an exception to this policy, ships not having an allowance for a 3M system coordinator shall assign these duties, in writing, as the most significant of collateral duties of an appropriately qualified officer, chief petty officer or first class petty officer.

b. DUTIES AND RESPONSIBILITIES. Carry out duties and responsibilities set forth in NAVSEAINST 4790.8 (series). Coordinate efforts as they relate to current ship's maintenance project/maintenance data collection system (CSMP/MDCS) with the ship's maintenance management officer (SMMO).

c. ORGANIZATIONAL RELATIONSHIPS. 3M system coordinator reports to the executive officer for coordination and direct supervision of all facets of the 3M Program. Department heads, division officers, departmental 3M assistants, and work center supervisors collaborate with the 3M system coordinator on matters relating to the 3M system. The ship's 3M system coordinator shall coordinate efforts as they relate to CSMP/MDCS matters with the ship's maintenance management officer (On CVs and CVNs this is the maintenance management department head).

d. REFERENCE. NAVSEAINST 4790.8 (series), Ships' Maintenance and Material Management (3M) Manual

3.2.21 LAY LEADER

a. BASIC FUNCTION. A lay leader may be appointed in writing by the commanding officer to serve for a specified period of time not to exceed one year to accommodate the

identified religious requirements of a specific religious organization (RO). Commanding officers should seek the advice and assistance of the command chaplain or chaplain attached to a higher echelon regarding the selection of an appropriate lay leader. There is no civilian credential or approval implied in the appointment by the commanding officer. In addition, appointment as a lay leader terminates when the particular requirement has ceased such as at the end of a deployment or when the lay leader is transferred. Lay leaders shall be selected on the basis of high moral character, motivation, religious interest and certification by the appointee's RO. In order to facilitate their work with chaplains and lay leaders of all faith groups, religious program specialists (RP) will not be assigned as lay leaders.

MILPERSMAN 1730-010 and NTRP 1-05.1 set the foundation for the Lay Leader program. NAVREGS, establishes lay-led services as an appropriate means of meeting religious-ministry requirements in the absence of chaplains or CRMPs. SECNAVINST 1730.7 (series) establishes lay leaders as part of the religious ministry team. SECNAVINST 1730.9 (series) and SECNAVINST 7010.6 (series) establish limits of the lay leader with respect to confidentiality and the use of religious offering funds. OPNAVINST 1640.8 (series), establishes lay-leader responsibilities for brigs afloat.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY.

(1) Provide lay religious services of their specific RO if authorized and certified to do so by the RO. Lay Leader conducted services are part of the commanding officer's Command Religious Program and are not to be considered a substitute for divine services conducted by chaplains. Additionally, Lay Leader conducted services, by their very nature, are not a substitute for the full range of religious activities of an RO, some of which can only be met by religious ministry professionals.

(2) Offerings shall not be taken at lay-conducted services, except as authorized by the commanding officer. Any monies collected will be part of the command religious offering fund and shall be administered in accordance with SECNAVINST 7010.6A (series).

(3) Commanding officers will ensure that lay leaders are properly trained.

c. ORGANIZATIONAL RELATIONSHIPS. Lay leaders aboard ships without assigned chaplain's report to the executive officer regarding their responsibilities. Coordination and training with a chaplain of the next higher echelon is required unless precluded by military necessity and lay leaders aboard ships without chaplains should request a chaplain-mentor from their RO. Lay leaders aboard ships with chaplains' report directly to the chaplain.

d. REFERENCES:

- (1) Naval Military Personnel Manual 15560
- (2) Navy Tactical Reference Publication 1-05.1, Religious Ministry Lay Leader
- (3) U.S. Navy Regulations 1990
- (4) SECNAVINST 1730.7 (series), Religious Ministry Support within the Department of the Navy
- (5) SECNAVINST 1730.9 (series), Confidential Communications to Chaplains
- (6) OPNAVINST 1640.8 (series), Manual for the Operation and Administration of Afloat Brigs

3.2.22 NAVY RESERVE COORDINATOR

a. BASIC FUNCTION. The Navy Reserve Coordinator assists the executive officer in the proper utilization and administration of assigned Navy Reserve Sailors; both assigned to mobilization billets or at the command for assigned training. The Reserve Coordinator shall liaison with reserve unit representatives to plan and coordinate training for Selected Reserve sailors executing Annual Training (AT), Active Duty Training (ADT), Active Duty for Special Work, Inactive Duty Training (IDT) or Inactive Duty Training with Travel.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY. The reserve coordinator manages the reserve training program by planning for personnel arrival (berthing, messing), monitoring PQS, and evaluating the mobilization training of assigned reserve units/sailors. The reserve coordinator shall assist reserve personnel with school quotas or short courses of instruction available relevant to reserve training. As a member of the

PBFT, coordinate time periods for scheduling of AT and IDT to maximize reserve training.

c. ORGANIZATIONAL RELATIONSHIPS. The reserve coordinator reports to the executive officer regarding assigned duties and interfaces with the Selected Reserve unit representative for input prior to the training period and while the unit is present to ensure training objectives are achieved. The reserve unit representative shares equally in the responsibility to coordinate training with the reserve coordinator. The Navy Reserve Coordinator collaborates with the appropriate division/departments to facilitate the command's reserve training program.

3.2.23 MANAGEMENT INTERNAL CONTROL PROGRAM COORDINATOR

a. BASIC FUNCTION. The management internal control program coordinator (MICPC) is responsible under the executive officer for coordinating a management internal control program (MICP) to fulfill the requirements of the Federal Managers' Financial Integrity Act. Per SECNAVINST 5200.35 (series), it is the Department of the Navy policy that commands establish managers' internal control (MIC) programs to evaluate and report on the effectiveness of ICs throughout their organizations and make corrections when necessary.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. OMB Circular No. A-123 defines management's responsibility for internal control in Federal agencies. Accordingly, the MICPC executes a system of internal controls to provide reasonable assurance that programs achieve their intended results, resources are used consistent with the Department of the Navy mission, and resources are protected from waste, fraud, and mismanagement. OPNAVINST 5200.25 (series) defines the MICP identifying and correcting material weaknesses at all levels of command.

c. ORGANIZATIONAL RELATIONSHIPS. The MICPC reports to the executive officer regarding assigned duties, and coordinates with appropriate department heads and division officers concerning the relationship of departmental/ divisional management controls with the MICP. In commands with an inspection or auditing responsibility over subordinate commands, coordinates appropriately to incorporate Management Control Program into the existing inspection/audit programs.

d. REFERENCES:

(1) Federal Managers' Financial Integrity Act (FMFIA) of 1982 (31 U.S.C. §3512)

(2) Office of Management and Budget (OMB) Circular A-123

(3) SECNAVINST 5200.35 (series), Department of the Navy (DON) Managers' Internal Control (MIC) Program

(4) OPNAVINST 5200.25 (series), Managers' Internal Control Program

3.2.24 TECHNICAL LIBRARIAN

a. BASIC FUNCTION. The technical librarian is responsible for ensuring either digital or paper copies of appropriate Technical Manuals (TM) are maintained current with the Ship's Index of Technical Publications and with current equipment configuration. The Technical Librarian will dispose of superseded, cancelled, or obsolete TMs and requisition paper copies if required.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The technical librarian shall ensure TMs are loaded onto the Navy Information/Application Product Suite (NIAPS) server either using CDs or through synchronization with the shore-based technical data knowledge management broker (electronically pushed). They shall report deficiencies/problems with TMs by submitting a TM deficiency report or Manual Change Request as appropriate. To accomplish assigned duties, the technical librarian shall receive NIAPS, advanced technical information support, and tech data knowledge management training.

c. ORGANIZATIONAL RELATIONSHIPS. The technical librarian is responsible to the executive officer. Department heads shall inform the technical librarian of equipment installation and removal to ensure the library remains up to date. The technical librarian will coordinate with the IAM to ensure server connectivity as required.

3.3. BOARDS AND COMMITTEES

a. PURPOSE. A board or committee is a group tasked with advising the command on issues that are policy in nature and should not be assigned functions requiring supervision or direction.

b. MEMBERSHIP. The commanding officer or executive officer establishes the board or committee and any limits or special conditions governing the assigned duties in a formal letter to members of the board or committee. This instruction identifies recommended membership based on best practice, but the executive officer tailors membership based on specific scenarios, balancing experience development in these duties in as many officers and enlisted personnel as possible while maintaining expertise and continuity of membership.

c. ORGANIZATION. A board or committee is created when required functions cannot be performed within the duties already assigned to an individual. Boards and committees will only meet at a periodicity required to execute the charter under which they were created.

d. ACTIVATION. The guides which follow provide for the activation and functioning of boards and committees. Additional boards and committees may be established as required by the command.

3.3.1 AWARDS BOARD

a. PURPOSE. The Awards Board is responsible for assisting the commanding officer in evaluating recommendations for awards to personnel (military/civilian) in the command and to ensure compliance with all directives of higher authority. See SECNAVINST 1650.1 (series) regarding personnel awards procedures and OPNAVINST 1650.8 (series) for cash awards.

b. MEMBERSHIP. The board will be composed of two or more officers designated by the commanding officer, one of whom will be designated as the incentive awards officer, and the CMC. A chief warrant officer or chief petty officer may also be assigned.

c. PROCEDURE. Specific requirements and procedures for military/incentive are found in the governing instructions. The Awards Board will review all recommendations for awards and ensure applicable directives are met. The Awards Board will ensure the acts or services described in the recommendation fulfill all requirements for the recommended level of the award and is consistent with the commanding officer's policy. The awards boards do NOT have the authority to approve/disapprove awards, but makes recommendations to the commanding officer.

d. CONVENING DATES. This board will be convened by the senior member when required or as directed by the commanding officer.

e. REFERENCES:

(1) SECNAVINST 1650.1 (series), Navy and Marine Corps Award Manual

(2) OPNAVINST 1650.8 (series), Cash Awards for Military Personnel for Suggestions, Inventions, Scientific Achievements and Disclosures

3.3.2 OPERATIONS SECURITY PLANNING BOARD

a. PURPOSE. The Operations Security (OPSEC) Planning Board is responsible for the principles and practice of OPSEC focused on command involvement, planning, assessments, surveys and training and administers the command OPSEC program as directed by DoD Manual 5205.02-M.

b. MEMBERSHIP. This board will consist of the unit's appointed OPSEC Officer and a sufficient number of qualified officers to support this effort. Recommended board members include, but are not limited to; the executive officer, operations officer, intelligence officer, administration officer, information warfare officer and combat systems officer.

c. PROCEDURE. The procedures for conducting an OPSEC program are outlined in OPNAVINST 3432.1(series).

d. CONVENING DATES. The OPSEC Planning Board should convene periodically as well as meet ad-hoc, especially prior to getting underway, conducting sensitive operations and overseas port visits.

e. REFERENCES:

(1) DoD 5205.02-M, DoD Operations Security (OPSEC) Program Manual

(2) OPNAVINST 3432.1 (series), Operations Security

3.3.3 CONTROLLED MEDICINAL INVENTORY BOARD

a. PURPOSE. The Controlled Medicinal Inventory Board is responsible for conducting quarterly inventories of all

controlled medicinal items, except for bulk stock carried in a stores account.

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

c. PROCEDURES. The board conducts inventory quarterly (more frequently if required) in accordance with NAVMED P-117. The board will submit a written inventory report for approval of the commanding officer.

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

3.3.4 FLIGHT ORDER AUDIT BOARD

a. PURPOSE. To assist commanding officers in ensuring adequate control and recording of flight order funding and ensure personnel meet required administrative requirements.

b. MEMBERSHIP. This board will consist of the appointed officers and senior enlisted to support this effort.

c. PROCEDURE. Flight Order Audit Board meeting requirements are outlined in BUPERSINST 1326.4 series.

d. REFERENCE. BUPERSINST 1326.4 (series), Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight

3.3.5 FORMAL SURVEY BOARD

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

b. MEMBERSHIP. The commanding officer appoints a Formal Survey Board consisting of either one commissioned officer or a board of three officials which includes as many commissioned officers as practicable. The board will be led by the survey officer. Neither the commanding officer, nor the officer who carries the article, nor the officer who had custody of the article shall serve on the Survey Board.

c. PROCEDURES. The survey officer or a survey board thoroughly inspects the articles to determine their condition at time of survey. If articles are missing, the officer or board will thoroughly review the circumstances. A full report will be made to the commanding officer on the survey form including condition, cause, and accountability, together with a recommendation regarding disposition, replacement, or continuance in service as described in Naval Supply (NAVSUP) Publication 485. Missing-lost-stolen-recovered government property reports will be coordinated with the security officer.

d. CONVENING DATES. This board is appointed by the commanding officer and will convene whenever a formal survey is required.

e. REFERENCE. NAVSUP PUB 485, Afloat Supply Procedures

3.3.6 MENU PRODUCTION REVIEW BOARDS

a. PURPOSE. Menu Production Review Boards review the menu within the food service division.

b. MEMBERSHIP. This board is composed of culinary specialists (CS) and is chaired by the leading CS, leading petty officer, or watch captain(s) who provide feedback for menu production.

c. PROCEDURES. Menu Production Review Boards plan and discuss preparation techniques. Feedback results should be submitted to commands regional TYCOM/Regional galley program director for consolidation then sent to NAVSUP navy standard core menu (NSCM) program manager. Emphasis should always be placed on the resources and limitations of the food service operation (storage/manning/equipment), while maintaining quality nutritious meals as described in NAVSUP PUB 486.

d. CONVENING DATE. It is recommended that the menu production review board meet monthly. The menu production

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review boards should periodically survey the command's food preferences.

e. REFERENCES:

(1) NAVSUP NOTICE 7330, Promulgation of Daily Monetary Ration Rates (Allowances) and Fixed Price List

(2) NAVSUP Publication 486, Food Service Management General Messes

3.3.7 MENU REVIEW BOARDS

a. PURPOSE. Menu Review Boards act as advisors on the command's food preferences to the Food Service Division.

b. MEMBERSHIP. Menu Review Boards consists of representatives from as many divisions across the command as possible, but will be tailored to meet the needs of the command. The board will be chaired by the food service officer, and in their absence, by the Leading CS.

c. PROCEDURES. The Menu Review Board will review the menu with the food service management team and provides recommendations for future menu revisions. These comments and recommendations are forwarded to the TYCOM/Regional Galley Program Director for consolidation then sent to NAVSUP NSCM program manager.

d. CONVENING DATE. It is recommended that a menu review board be conducted quarterly. Menu Review Board minutes shall be recorded and routed through the chain of command for signature.

e. REFERENCES:

(1) NAVSUP 7330; Promulgation of Daily Monetary Ration Rates (Allowances) and Fixed Price List

(2) NAVSUP Publication 486, Food Service Management General Messes

3.3.8 HULL BOARD

a. PURPOSE. The Hull Board is established to inspect the hull, tanks, free flood spaces, outboard fittings, valves, and

appendages at time of dry docking and prior to undocking to ensure proper condition for waterborne operations.

b. MEMBERSHIP. The board is composed of the engineer officer, first lieutenant (1LT), damage control assistant (DCA), and operations officer. The senior officer is designated the senior member of the board.

c. PROCEDURES. The board conducts hull inspections at time of docking and undocking in company with the docking officer. The senior member of the board reports the findings of the Hull Board to the commanding officer.

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

3.3.9 MONIES AUDIT BOARD

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

(1) Disbursing cash verification, governed by DoD 7000.14-R, Volume 5.

(2) Post office funds, governed by OPNAVINS 5112.4 (series).

(3) Imprest funds, governed by Navy Marine Corps Acquisition Regulations Supplement (NMCARS).

(4) Recreation fund, governed by OPNAVINST 1710.9 (series).

(5) Mess treasure/wardroom officer accounts, governed by NAVSUP P-486.

b. MEMBERSHIP. This board will consist of three or more commissioned officers appointed by the commanding officer. One of the appointed officers should be a supply corps officer. Any officer that has control over the account being audited is not eligible to participate in that specific audit. Any two or more

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of the audit board members may make audits as outlined in the governing instructions.

c. PROCEDURES. Each board convenes at unannounced and irregular intervals to audit the cash accounts. Each fund has specific audit requirements in their specific reference. The verifying officers will report their findings in writing to the commanding officer immediately upon completion of verification.

d. REFERENCES:

(1) DoD 7000.14-R, DoD Financial Management Regulation, Volume 5: Disbursing Policy and Procedures

(2) OPNAVINST 5112.6 (series), Navy Postal Instruction

(3) NMCARS, Navy Marine Corps Acquisition Regulations Supplement

(4) OPNAVINST 1710.9 (series), Administration of the Morale, Welfare, and Afloat Program

(5) NAVSUP PUB-486, Food Service Management General Messes

3.3.10 NUCLEAR WEAPONS SAFETY COUNCIL

a. PURPOSE. The Nuclear Weapons Safety Council meets to ensure that all facets of the nuclear safety program are in effect.

b. MEMBERSHIP. The Council will consist of the commanding officer, executive officer, weapons or combat systems officer, engineer officer, security officer, nuclear weapons safety officer, nuclear weapons handling supervisor, anti-submarine warfare (ASW) officer and/or missile officer, DCA, 1LT, explosive ordnance disposal (EOD) officer (when assigned), a supply officer, the medical officer, senior hospital corpsman, senior enlisted person from each nuclear weapons system, security manager, and command master chief.

c. PROCEDURES. The council will ensure that nuclear safety procedures are strictly observed by all command personnel. The council will review all aspects of nuclear weapon handling to include personnel reliability, weapon safety, training and qualifications, inspections and documentation.

d. CONVENING DATES. The council will be convened by the executive officer quarterly or as required to maintain an effective nuclear safety program.

3.3.11 ENLISTED CANDIDATE BOARD

a. PURPOSE. The Enlisted Candidate Board will examine applicants for recommendation to special programs within the U.S. Navy. Examples include the United States Naval Academy, LDO program, Medical Enlisted Commissioning Program or other officer candidate programs.

b. MEMBERSHIP. This board will consist of three line officers of the grade of Lieutenant or above and will supplement with additional personnel as required by the situation.

c. PROCEDURES. The board reviews the applicant's application, service record and will personally interview each applicant and members of the applicant's chain of command. The board evaluates each applicant on the basis of education, aptitude for military life, desire to become an officer and other matters concerning character or qualifications to the commanding officer. Only personnel who have outstanding records and are considered exceptional candidates for commissioning shall be recommended.

d. CONVENING DATES. This board convenes when directed by the commanding officer.

e. REFERENCES:

(1) OPNAVINST 1420.1 (series), Enlisted to Officer Commissioning Programs Application Administrative Manual

(2) Naval Military Personnel Manual 15560

(3) BUPERSINST 1430.16 (series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

3.3.12 PHYSICAL SECURITY REVIEW COMMITTEE

a. PURPOSE. The Physical Security Review Committee (PSRC) will be responsible to the commanding officer for advising and assisting in applying standards and implementing the command's physical security and loss prevention program.

b. MEMBERSHIPS. The security officer chairs the PSRC. Membership includes: comptroller/disbursing officer, security manager, public works/facilities manager, supply officer, legal officer, department heads, CMAA, weapons officer, naval criminal investigative Service (NCIS) Official (if available).

c. PROCEDURES. This committee assists in determining requirements for and evaluating effectiveness of the security in place, advises on establishment of restricted areas, reviews draft physical security and loss prevention plans or recommended changes prior to submission to the commanding officer, and reviews reports of significant losses or breaches of security and recommends improvements to the physical security and loss prevention program. Duties of the PSRC are separate from the duties of the antiterrorism/force protection (AT/FP) board.

d. CONVENING DATES. The PSRC convenes as required and at least quarterly.

e. REFERENCE. OPNAVINST 5530.14 (series), Navy Physical Security and Law Enforcement Program

3.3.13 PLANNING BOARD FOR TRAINING (PBFT)

a. PURPOSE. The PBFT is responsible to the commanding officer for developing a comprehensive unit training program with the ultimate goal of well-trained and qualified personnel.

b. MEMBERSHIP. The PBFT is chaired by the executive officer and consists of; CMC, department heads, DCA, ESO, training officer, medical representative, safety officer and reserve coordinator.

c. PROCEDURES. The board considers the operations employment of the unit and establishes immediate and long-range objectives to ensure operational readiness. The board will coordinate formal schools requirements and PQS to ensure adequate qualified personnel. The board coordinates departmental training activities and integrated exercises. In addition, the board functions as a habitability board when required.

d. CONVENING DATES. This board will convene at least monthly.

3.3.14 PRECIOUS METALS AUDIT BOARD

a. PURPOSE. The Precious Metals Audit Board will be responsible to the commanding officer for auditing precious metals in the custody of the dental officer.

b. MEMBERSHIP. The Precious Medals Audit Board will consist of three members. The members will include at least one commissioned officer (a dental officer, whenever possible) and two other members, who may be commissioned officers or master/senior chief petty officers. The dental officer charged with the custody of the precious or special dental metals will not be a member of the audit board.

c. PROCEDURES. The board audits the inventory records, make a physical inventory of the metals, and dates and signs the report.

d. CONVENING DATES. This board will convene monthly.

e. REFERENCE. NAVMED P-117, Manual of the Medical Department

3.3.15 RECREATION COMMITTEE

a. PURPOSE. The Recreation Committee represents all enlisted personnel in matters concerning the recreational services program and makes recommendations regarding the conduct of the program to the commanding officer who will be the fund administrator.

b. MEMBERSHIP. The Recreation Committee size and composition should ensure that the interests of all groups of enlisted personnel are adequately represented. At a minimum each department should have one representative on the Committee.

c. PROCEDURES. The Recreation Committee provides recommendations for the recreation program to the commanding officer via the Recreation Council. Meetings are usually governed by parliamentary procedure with recommendations being made by majority rule. Each member has one vote with the exception of the RSO who serves in an advisory capacity and does not vote. The committee meets prior to each council meeting and reviews the status of recreation funds, equipment and programs. A written report of the meeting with recommendations is submitted to the commanding officer with a copy to the Recreation Council.

d. CONVENING DATES. The Recreation Committee shall be convened not less than quarterly and prior to each meeting of the Recreation Council.

e. REFERENCE. OPNAVINST 1710.9 (series), Administration of the Morale, Welfare, and Recreation Afloat Recreation Programs

3.3.16 RECREATION COUNCIL

a. PURPOSE. The Recreation Council reviews the administration of the Recreational Services Program and makes recommendations to the commanding officer (Fund Administrator) regarding the program.

b. MEMBERSHIP. Recreation Council members shall be designated in writing by the commanding officer. The Recreation Council shall include at least three commissioned and/or warrant officers in addition to the RSO and the Recreation Fund Custodian. The total membership of the Recreation Council should equitably represent all embarked personnel, participating units, and any special interests. The ship's store officer, the athletics officer and representative of the recreation committee should attend meetings in an advisory capacity.

c. PROCEDURES. The Recreation Council shall meet to review recreational services matters including expenditures of recreation funds, reports of advisory groups (where established), and reports of the Recreation Committee to offer recommendations to the commanding officer concerning recreation matters, including recreation fund expenditures. Minutes of each Recreation Council meeting shall be posted in conjunction with the minutes of the Recreation Committee meeting.

d. CONVENING DATES. The Recreation Council shall meet at times designated by the chairperson, but not less than quarterly. In addition, the Recreation Council will meet whenever the custodian of the recreation fund is relieved or at any other time as may be directed by the fund administrator.

e. REFERENCES:

(1) OPNAVSINST 1710.11 (series), Operation of Morale, Welfare and Recreation (MWR) Programs

(2) OPNAVINST 1710.9 (series), Administration of the Morale, Welfare, and Recreation Afloat Recreation Programs

3.3.17 ENLISTED SAFETY COMMITTEE

a. PURPOSE. The Enlisted Safety Committee makes recommendations concerning the unit's safety program to the safety council and enhances interdepartmental communication in mishap prevention at division and work center levels. The Enlisted Safety Committee may be combined into the Safety Council if desired.

b. MEMBERSHIP. At a minimum the Enlisted Safety Committee is comprised of; unit's safety officer (senior member), division safety petty officers, CMAA, representative from each embarked unit, and recorder.

c. PROCEDURE. The Enlisted Safety Committee will convene to review the most recent safety bulletins and messages; exchange information, review mishaps and injuries, suggest improvements, and provide written recommendations to the safety council and commanding officer. The safety officer shall retain minutes of each meeting (electronic or hard copy).

d. CONVENING DATES. The Enlisted Safety Committee shall convene Quarterly or more often as required.

e. REFERENCE. OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat

3.3.18 SAFETY COUNCIL

a. PURPOSE. The Safety Council will develop recommendations for policy in safety matters and analyze progress of the overall safety program.

b. MEMBERSHIP. The council is chaired by the commanding officer with membership including; unit safety officer (advisor-recorder), department heads, medical department representative, CMC, training officer, and representative from each embarked unit (e.g. air wing safety officer).

c. PROCEDURE. The unit's safety officer will prepare an agenda for the chairperson's issuance prior to each meeting. Agenda information should show the extent of any problem(s) and suggested approaches to problem resolution. The Safety Council will review statistics compiled by the safety officer and department heads from the mishap/near mishap reports, inspection reports (including zone inspections), safety related messages and directives from higher authority, and reports from the

medical department representative. The Safety Council will establish mishap prevention goals and plans, as well as, program improvement plans based on mishap experience, program deficiencies and other information. The council will review issues and recommendations submitted by the enlisted safety committee. The Safety Council will review compliance with Operational Risk Management (ORM) implementation in all applicable operations and evolutions. The council will continually review and monitor results of procedures and training. The council will recommend to the commanding officer action to correct an unsafe or unhealthful condition, any safety training required unit wide or in a particular area, and provide an evaluation as to the unit's overall safety status as related to material, personnel, and training. Since many safety council members are also on the PBFT and training is integrated with safety, these boards could meet concurrently or consecutively. The safety officer will keep records of the safety council meetings, and minutes will be issued by the chairperson.

d. CONVENING DATES: The safety council shall convene quarterly or more often if required.

e. REFERENCE. OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat

3.3.19 INFORMATION DOMINANCE PLANNING BOARD

a. PURPOSE. The Information Dominance Planning Board (IDPB) and its sub-elements, as required by unit type, advises the commanding officer on the components of information operations, intelligence integration into ship's movements, ship's acoustic silencing, DoD global information grid operations, and defensive Cyberspace Operations, electronic warfare (EW) spectrum management, OPSEC and MILDEC planning considerations. Sub-elements as required: ship's acoustic silencing board, information operations planning and coordination board, DGO / DCO planning board, IDC-operations synchronization board, and OPSEC planning board.

b. MEMBERSHIP. The full IDPB shall be chaired by the CO with the lead from each sub-element.

(1) Ship's acoustic silencing board consists of the; executive officer (chairperson), engineer officer, weapons officer/deck officer, ASW officer, oceanography officer (if assigned), Intel officer (if assigned), other officers or petty officers as directed by the commanding officer.

(2) IO Planning Board consists of the: Senior IDC member (chairperson), IW officer, Intel officer, operations officer, navigator (as appropriate), handler (CVN/LHA/LHD), engineer officer, EW officer, IP officer or senior IT (if assigned), the assigned or designated Staff Judge Advocate (SJA) and others as required.

(3) DGO/DCO planning board consists of the; senior IDC officer (chairperson), CSO, Intel officer, IW officer, CICO, COMMO, and the assigned or designated SJA.

(4) IDC-operations synchronization board consists of the; Intel officer (chairperson), IW officer, EW officer, IP officer or senior IT (if assigned), operations officer, CSO, CDCO, air operations, navigation officer, and the assigned or designated SJA.

c. PROCEDURES. IDPB advises the commanding officer on requirements and long range planning objectives for the sub-elements. IDC should be fully aware of and informed of ship's schedule, projected operating environment, and anticipated threat.

(1) The Ship Silencing Board advises the commanding officer in developing and executing long range plans for enhancing the acoustic environment of the ship and recommends ship silencing procedures. The board assists the engineer officer in formulating a detailed ship silencing program. It periodically reviews the plans and instructions for currency. The board examines the silencing program and recommends steps necessary for the coordination of all elements in the ship.

(2) IO planning board informs the commanding officer on incorporating the components of IO into the ship's schedule, unit level instructions, and training.

(3) DGO/DCO planning board advises the commanding officer on planning efforts, training, and threats associated with protecting the unit from a cyberspace attack.

(4) IDC operations synchronization board ensures proper synchronization of operations and information efforts throughout the ship's planning and execution phases. With the inherent dependencies between operations and information, synchronization is necessary for deconfliction and unity of effort.

d. REFERENCE. Fleet Intelligence Collection Manual

3.3.20 SPECIAL COURTS-MARTIAL

a. PURPOSE. Special courts-martial exercise military jurisdiction as set forth in the UCMJ and the MCM.

b. MEMBERSHIP. Each special courts-martial is convened in accordance with the provisions of the UCMJ and the MCM and consists of such personnel as are required by law.

c. PROCEDURES. Special courts-martial is conducted in accordance with the UCMJ and the MCM.

d. CONVENING DATES. Courts convene when directed by the Convening Authority.

e. REFERENCES:

(1) 10 USC Chapter 47 - Uniform Code of Military Justice

(2) Manual for Courts-Martial, United States

(3) JAG M-5800.7 (series), Manual of the Judge Advocate General

3.3.21 SUMMARY COURTS-MARTIAL

a. PURPOSE. Summary courts-martial exercise military jurisdiction as set forth in the UCMJ and the MCM.

b. MEMBERSHIP. Each summary courts-martial will consist of one commissioned officer appointed by the Convening Authority in accordance with R.C.M. 1301, MCM.

c. PROCEDURES. Summary Courts-Martial will be conducted in accordance with the UCMJ and the MCM.

d. CONVENING DATES. Courts shall convene when directed by the Convening Authority.

e. REFERENCES:

(1) 10 USC Chapter 47 - Uniform Code of Military Justice

(2) Manual for Courts-Martial, United States

(3) JAG M-5800.7 (series), Manual of the Judge Advocate General

3.3.22 ENVIRONMENTAL COMPLIANCE BOARD

a. PURPOSE. The Environmental Compliance Board assists the commanding officer in executing their responsibilities under environmental laws and regulations.

b. MEMBERSHIP. The board is chaired by the executive officer with membership including; CMC, safety officer, department heads, environmental protection/compliance officer and legal officer.

c. PROCEDURES. The board will monitor the installation's compliance with environmental laws as they affect mission and operations, assess the need for special training, equipment, and support personnel. The board shall ensure compliance by tenant commands.

d. CONVENING DATES. The board meets quarterly or as required.

e. REFERENCE. OPNAVINST 5090.1, Environmental Readiness Program Manual

3.3.23 ANTITERRORISM/FORCE PROTECTION BOARD

a. PURPOSE. The Antiterrorism/Force Protection (AT/FP) Board coordinates development and implementation of AT/FP plans under the direction of the commanding officer.

b. MEMBERSHIP. The working group, whose composition is determined by the commandeering officer, consists of personnel from a variety of departments and activities. Membership is defined in NTTP 3-07.2.1 but typical members include; antiterrorism officer (ATO), intelligence officer, security officer, public affairs officer and operations officer.

c. PROCEDURES. In addition to assisting the ATO in creating and maintaining the standing AT/FP plan, the working group also assists the ATO in drafting required additional plans (e.g., a foreign port visit).

d. REFERENCE. NTP 3-07.2.1, Antiterrorism/Force Protection

3.4. COLLATERAL DUTIES. All collateral are assigned in a ship's notice, signed by the commanding officer.

3.4.1 ATHLETICS OFFICER

a. BASIC FUNCTION. The athletics officer plans, promotes, organizes, and administers the athletic aspects of the recreational services program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The athletics officer organizes athletic activities including intramural and informal athletic activities. They manage the funds, equipment, and encourage participation in the athletic phase of the recreational services program. The athletics officer assists personnel who want to attempt to qualify for national and international competition as outlined in the Afloat Recreation Manual.

The athletics officer is also responsible for the procurement and maintenance of athletic equipment and assigned facilities as approved by the RSO and commanding officer. Equipment shall comply with national safety standards and national sports governing body standards. The athletics officer serves as a member or an advisor to the Recreation Committee and Recreation Council, as appropriate.

c. ORGANIZATIONAL RELATIONSHIPS. The athletics officer reports directly to the RSO regarding the effective management of the athletic program.

d. REFERENCES:

(1) OPNAVSINST 1710.9 (series), Administration of the Morale, Welfare, and Afloat Recreation Programs

(2) OPNAVINST 6110.1 (series), Physical Readiness Program

(3) DoD 7000.14-R, DoD Financial Management Regulation, Volume 5: Disbursing Policy and Procedures

3.4.2 BRIG OFFICER

a. BASIC FUNCTION. The brig officer will exercise positive supervision over the brig and all detainees.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The brig officer is responsible for the humane care, custody, discipline, safety, welfare, and correctional treatment of personnel in confinement facilities; operation of the confinement facility per the requirements of this manual and other applicable instructions; encouraging command-level participation and providing liaison to staff specialists who support and provide guidance for the corrections program; and training and supervision of all staff members assigned to the confinement facility; inspects all incoming and outgoing detainee mail in accordance with the Corrections Manual; responsible for the qualification and training of all personnel assigned to brig duty in accordance with SECNAVINST 1640.8 (series).

c. ORGANIZATIONAL RELATIONSHIPS. The brig officer will report to the executive officer.

d. REFERENCE. SECNAVINST 1640.8 (series), Manual for the Operation and Administration of Afloat Brigs

3.4.3 COMMAND FITNESS LEADER

a. BASIC FUNCTION. The Command Fitness Leader (CFL) plans, organizes, and administers the command's implementation of the Navy's Physical Readiness Program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CFL implements the command Physical Readiness Program including individual and command level Physical Training and the semi-annual Physical Readiness Test in accordance with OPNAVINST 6110.1.

c. ORGANIZATIONAL RELATIONSHIPS. The CFL reports to the commanding officer, for the physical readiness of the command and to the Executive Officer for the administration of the program.

d. REFERENCE. OPNAVINST 6110.1 (series), Physical Readiness Program

3.4.4 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER

a. BASIC FUNCTION. The EKMS manager, under the supervision of the communications officer, will be responsible to the commanding officer for the maintenance of the current allowance of communication security (COMSEC) material. The EKMS manager will exercise control over the receipt, correction, stowage, security, accounting, distribution, and authorized destruction of all COMSEC material. When the EKMS manager is absent, the First Alternate will assume the custodian's duties. The EKMS manager shall not be assigned any collateral duties.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The EKMS manager controls, accounts for, issues, destroys and reports COMSEC material in accordance with EKMS-1. The EKMS manager advises the communications officer and the commanding officer of important communications pertaining to or affecting COMSEC material such as suspected loss or physical compromise of classified information.

c. ORGANIZATIONAL RELATIONSHIPS. The EKMS manager reports to the commanding officer for the performance of duties and to the communications officer for functional direction and administration. All sub-custodians of COMSEC materials will report to the EKMS manager.

d. REFERENCES:

(1) EKMS-1; CMS Policy and Procedures for Navy Electronic Key Management Systems

(2) U.S. Navy Regulations 1990

(3) SECNAVINST 5239.3 (series), Department of the Navy Information Assurance Policy

3.4.5 CONTROLLED SUBSTANCES BULK CUSTODIAN

a. BASIC FUNCTION. The Controlled Substances Bulk Custodian should not be a medical department officer or independent duty corpsman with prescription writing authority or easy, frequent access to medicinals. They are responsible for maintaining custody of all unissued narcotics, alcohol, alcoholic beverages and controlled drugs, including those contained in supply block.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Maintain custody and accountability of all controlled substances. Maintain records to substantiate proper receipt, expenditure and destruction of such items.

c. ORGANIZATIONAL RELATIONSHIPS. The Controlled Substances Bulk Custodian reports directly to the commanding officer.

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

3.4.6 DIVING OFFICER

a. BASIC FUNCTION. The diving officer is responsible for safe diving operations.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Provides overall supervision of diving operations. Ensures strict adherence to procedures and precautions. Establish a diver training program and schedule frequent training dives to ensure that assigned divers maintain full qualification.

c. ORGANIZATIONAL RELATIONSHIPS. The diving officer reports to the commanding officer, on safe diving operations from the ship and to the executive officer on administration and training of personnel. The diving officer keeps the department head and the executive officer informed of technical matters concerning diving operations.

d. REFERENCE. NAVSEA 0994-LT-001-9010, U.S. Navy Diving Manual

3.4.7 ELECTRICAL SAFETY OFFICER

a. BASIC FUNCTION. The electrical safety officer is responsible to the executive officer for the conduct of an effective ship-wide electrical safety program. The duties are assigned to a technically qualified officer or senior petty officer.

b. DUTIES AND RESPONSIBILITIES. The electrical safety officer is responsible for training all personnel on electrical hazard awareness, shock prevention and general electrical safety precautions annually. A detailed list of duties are identified in OPNAVINST 5100.19 (series).

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c. ORGANIZATIONAL RELATIONSHIPS. The electrical safety officer reports to the engineer officer on the electrical safety program.

d. REFERENCE. OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat

3.4.8 LIBRARY OFFICER

a. BASIC FUNCTION. The library officer will organize, plan, and administer a library service for unit personnel. On small ships the position of library officer may be filled by a petty officer.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The library officer is responsible for administration of a general library and management of funds approved by the recreation council and the executive officer for use in the library. The library officer shall account for library materials and initiate requisitions for desired books and periodicals not available through BUPERS to the recreation council.

c. ORGANIZATIONAL RELATIONSHIPS. The library officer reports to the executive officer for matters pertaining to the administration of the library. Personnel assigned to the library report to the library officer.

d. REFERENCE. NAVEDTRA 38021, Naval General Library Manual.

3.4.9 SHIP'S MAINTENANCE MANAGEMENT OFFICER (SMMO)

a. BASIC FUNCTION. The SMMO will be responsible to the commanding officer for coordinating the planning, execution, and documentation of ship maintenance requirements at the depot, intermediate, and organizational levels. On CVNs the head of the maintenance management department will be designated the SMMO.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Act as the ship's single point of contact for external maintenance requirements/actions. The SMMO ensures that CSMP items are entered with proper format to include; all deferred maintenance and all identified maintenance requirements by external organizations (i.e., inspection groups, MTT, INSURV, etc.). He or she maintains required documentation and ensures data processing support as specified by governing Fleet Modernization

Program (FMP) and 3M program for onboard maintenance management systems.

c. ORGANIZATIONAL RELATIONSHIPS. The ship's maintenance management officer reports to the commanding officer for matters pertaining to command policy and performance and to the executive officer on administrative manners.

3.4.10 MESS TREASURER/WARDROOM OFFICER

a. BASIC FUNCTION. Unless detailed, the commanding officer appoints, in writing, a mess treasurer or wardroom officer. The mess treasurer is responsible for keeping an account, collection of mess bills and assuming responsibility of funds.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY. The mess treasurer collects mess bill in accordance with NAVSUP P-486, Vol. II to account and collect funds for meals sold.

c. ORGANIZATIONAL RELATIONSHIPS. The mess treasurer/wardroom officer is responsible to the executive officer regarding assigned duties.

d. REFERENCE. NAVSUP P-486, Vol. II, Messes Afloat and Chief Petty Officer's Mess Afloat

3.4.11 NAVAL WARFARE PUBLICATIONS (NWP) CUSTODIAN

a. BASIC FUNCTION. The NWP custodian is responsible to the executive officer for maintaining the current allowance of NWPs.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. They shall exercise control over the receipt, correction, stowage, security, accounting, distribution, and authorized destruction of all NWPs. The NWP custodian ensures that the authorized NWP allowance is available, completed, updated, and ready for issue.

c. ORGANIZATIONAL RELATIONSHIPS. The NWP custodian reports to the executive officer for performance of assigned duties and is responsible to the security manager for accountability and control of classified NWPs.

3.4.12 NUCLEAR WEAPONS HANDLING SUPERVISOR

a. BASIC FUNCTION. The basic function of the Nuclear Weapons Handling Supervisor is to observe nuclear weapons handling operations. They shall be a technically qualified

officer or senior petty officer designated for each nuclear weapons battery or assembly and maintenance capability. In organizations where contractor personnel conduct nuclear weapons handling operations, technically qualified contractor personnel, of appropriate experience and seniority, may function as the nuclear weapons handling supervisor. The commanding officer will certify the qualifications of all nuclear weapons handling supervisors.

b. DUTIES AND RESPONSIBILITIES. The nuclear weapons handling supervisor observes all handling operations involving the physical movement of a nuclear weapon. They shall not read check sheets or technical publications except for reference and shall not engage in the physical actions of the operation. They shall stop any nuclear weapons handling operation when the safety or security of the weapon involved could be in jeopardy.

c. ORGANIZATIONAL RELATIONSHIPS. The nuclear weapons handling supervisor reports to the weapons officer.

3.4.13 NUCLEAR WEAPONS RADIOLOGICAL CONTROLS OFFICER

a. BASIC FUNCTION. The nuclear weapons radiological controls officer is responsible to the commanding officer for the implementation and management of the command nuclear weapons radiological controls program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Coordinate and direct the command's efforts in reducing personnel radiation exposure from nuclear weapons to as low as reasonably achievable through training, programmatic review and direct supervision. The exposure report from the Navy Dosimetry Center shall be received and reviewed prior to being entered in the individual health records. Inform the Commanding Officer on the status of the command's efforts in man-rem reduction.

c. ORGANIZATIONAL RELATIONSHIPS. The nuclear weapons radiological controls officer reports through the appropriate chain of command to the commanding officer.

d. REFERENCE. NAVSEA TW120-AA-PR0-010, Nuclear Weapons Radiological Controls Program

3.4.14 NUCLEAR WEAPONS SAFETY OFFICER

a. BASIC FUNCTION. The nuclear weapons safety officer (NSO) establishes, conducts, and maintains the nuclear weapons

safety program. The NSO is responsible for ensuring applicable safety rules, ordnance safety requirements, the personnel reliability program (PRP) and security requirements are implemented. The NSO shall be appointed in writing in each nuclear capable ship and on each staff having nuclear capable ships assigned.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The NSO must establish a required nuclear weapons safety plan, which provides for initial reading and periodic review of required publications that ensures PRP is properly implemented. The NSO monitors safety practices and procedures to include weapon handling, safety devices, and accident drills. The results should be critiqued with the personnel concerned.

The NSO may not serve concurrently as the security officer or nuclear weapons handling supervisor.

c. ORGANIZATIONAL RELATIONSHIPS. The NSO reports directly to the commanding officer, on nuclear weapon safety matters.

3.4.15 RADIATION HEALTH OFFICER

a. BASIC FUNCTION. The radiation health officer will plan, direct, and administer programs for protection of personnel from radiation.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY. The radiation health officer provides consultation regarding the health aspects of exposure to radiation sources and supervise the radiation health protection program following NAVMED P5055 (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The radiation health officer reports to the medical officer, for radiation health issues. If no medical officer is assigned, they report to the executive officer.

d. REFERENCE. NAVMED P5055, Radiation Health Protection Manual

3.4.16 PHOTOGRAPHIC OFFICER

a. BASIC FUNCTION. The photographic officer coordinates usage of assigned photographic equipment.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY:

(1) Develop and maintain a capability of taking pictures on short notice. A unit's photographer and alternate photographer shall also be trained to take pictures of reasonable quality under all conditions. The executive officer may also designate other assistants.

(2) Maintain custody of the unit's photographic equipment and ensure that photographic equipment and consumables purchased from Operating Target (OPTAR) funds are used for official purposes.

(3) Lead the Intelligence Collection Team/SNOOPIE teams.

c. ORGANIZATIONAL RELATIONSHIPS. The photographic officer reports to the intelligence and operations officers on items of intelligence interest; to the public affairs officer on publication information and fleet home town news center pictures; and, via the executive officer, on damage casualty photography. Personnel assigned as assistants report to the photographic officer.

d. REFERENCE. FICM; Fleet Intelligence Collection Manual

3.4.17 RECREATION FUND CUSTODIAN

a. BASIC FUNCTION. The RSO is the custodian of the Recreation Fund. The Recreation Fund Custodian shall establish necessary internal controls and records to ensure proper receipt, safe-keeping, deposit, disbursement, and accountability for non-appropriated recreation funds.

b. DUTIES AND RESPONSIBILITIES. The Recreational Fund Custodian is responsible for ensuring recreation funds are accounted for and expended in accordance governing instructions to enhance the unit and improve moral. The Fund Custodian assists in the supervision, custodianship, and accountability of all recreation property and equipment.

c. ORGANIZATIONAL RELATIONSHIPS. The recreation fund custodian reports to the commanding officer, through the RSO for the performance of assigned duties.

d. REFERENCES:

(1) BUPERSINST 1710.11 (series), Operation of Moral, Welfare and Recreation (MWR) Program

(2) DoD 7000.14-R, DoD Financial Management Regulation, Volume 5: Disbursing Policy and Procedures

(3) OPNAVSINST 1710.9 (series), Administration of the Morale, Welfare, and Recreation Afloat Recreation Programs

(4) BUPERSINST 7510.1 (series), Local Fiscal Oversight and Reviews of Nonappropriated Fund Instrumentalities (NAFI)

3.4.18 TOP SECRET CONTROL OFFICER

a. BASIC FUNCTION. The top secret control officer (TSCO) will be responsible, under the security manager, for the receipt, custody, accounting for and distribution of Top Secret information within the command, and its transmission outside the command except material distributed by the communications security material system.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The top secret control officer maintains a system of accountability which ensures accountability of the command's Top Secret information. Duties will be accomplished in accordance with SECNAV M-5510.36.

c. ORGANIZATIONAL RELATIONSHIPS. The TSCO reports to the security manager and assigned personnel report to the TSCO.

d. REFERENCE. SECNAV M-5510.36 (series), Department of the Navy (DON) Information Security Program Instruction

3.4.19 OPERATIONS SECURITY (OPSEC) OFFICER

a. BASIC FUNCTION. The OPSEC officer will be the head of the OPSEC Planning Board and will be responsible to the executive officer when the duties of the OPSEC Officer have been delegated.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Administer the unit's OPSEC program as set forth in applicable directives of higher authority and when directed by the commanding officer. The OPSEC officer shall be properly trained in OPSEC practices and familiar with pertinent directives.

c. ORGANIZATION RELATIONSHIPS. The OPSEC officer reports to the executive officer, regarding performance of duties. members of the OPSEC planning board report to the OPSEC officer.

d. REFERENCE. OPNAVINST 3432.1 (series), Operations Security

3.4.20 FOREIGN DISCLOSURE OFFICER (FDO)

a. BASIC FUNCTION. The FDO is designated in writing by the commanding officer to plan, organize, and administer the Foreign Disclosure program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Plan, schedule, promote, and supervise unit foreign disclosure activities. Ensure all quarterly and annual reports are submitted per relevant SECNAV Foreign Disclosure Instructions. The FDO reviews the Security Manager, Information Assurance Manager and Intelligence Officer, and the Public Affairs Officer as appropriate, requests regarding foreign disclosure activities, including visits and release of information.

c. ORGANIZATIONAL RELATIONSHIPS. The FDO reports directly to the commanding officer, regarding the effective management of the unit Foreign Disclosure program.

d. REFERENCES:

(1) Executive Order 13526, Classification of National Security Information

(2) SECNAVINST 5510.34 (series), Disclosure of Classified Military Information and Controlled Unclassified Information to Foreign Governments, International Organizations, and Foreign Representatives

(3) NDP-1, Department of the Navy Foreign Disclosure Manual, National Policy and Procedures for the Disclosure of Classified Military Information to Foreign Governments and International Organizations

3.4.21 INTELLIGENCE OVERSIGHT OFFICER (IOO)

a. BASIC FUNCTION. The IOO is designated in writing by the commanding officer to plan, organize, and administer the intelligence oversight program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The IOO plans, schedules, supervises, and reports unit intelligence oversight activities in accordance with SECNAVINST 3820.3 (series).

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c. ORGANIZATIONAL RELATIONSHIPS. The intelligence oversight officer reports directly to the executive officer, regarding the effective management of the unit intelligence oversight program.

d. REFERENCES:

(1) Executive Order 12333, United States Intelligence Activities

(2) DTM 08-011, Intelligence Oversight Policy Guidance

(3) DTM 08-052, DoD guidance for Reporting Questionable Intelligence Activities and Significant or Highly Sensitive Matters

(4) DoD 5240.01, DoD Intelligence Activities

(5) DoD Regulation 5240.1-R, Procedures Governing the Activities of DoD Intelligence Components That Affect United States Persons

(6) DoD 5148.11, Assistant to the Secretary of Defense for Intelligence Oversight

(7) SECNAVINST 3820.3 (series), Oversight of Intelligence Activities within the Department of the Navy

(8) SECNAVINST 5000.34 (series), Oversight and Management of Intelligence Activities, Intelligence-Related Activities, Special Access Programs, Covert Action Activities, and Sensitive Activities Within the Department of the Navy

3.4.22 KNOWLEDGE MANAGEMENT OFFICER (KMO)

a. BASIC FUNCTION. The KMO is designated in writing by the commanding officer as the focal point of the integration of people and processes, enabled by technology, to facilitate the exchange of operationally relevant information and expertise to increase organizational performance.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The KMO develops and executes a KM strategy for the unit, leveraging technology, to improve communications, collaboration and information exchange within the command and outside organizations.

c. ORGANIZATIONAL RELATIONSHIPS. The KMO reports directly to the commanding officer, regarding the effective management of the unit knowledge management program. The KMO coordinates with the FDO, security manager, IAM, OPSEC officer and the PAO, regarding information exchanges with internal and external audiences, as well to ensure both proper use of official information and coordination of internet-based capabilities.

d. REFERENCE. DON Knowledge Management Strategy (DON CIO MEMO 20OCT2005)

3.4.23 AFLOAT ENVIRONMENTAL PROTECTION COORDINATOR

a. BASIC FUNCTION. The Afloat Environmental Protection Coordinator (AEPC) is the commanding officer's advisor on the shipboard environmental protection program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The AEPC ensures Navy ships conduct operations, in port and at sea, that minimizes or eliminates any adverse impact on the marine environment. The AEPC shall be trained and implement the environmental compliance program per OPNAVINST 5090.1 (series). The AEPC will obtain guidance for pier-side environmental issues from the Installations Environmental Compliance Board.

c. ORGANIZATIONAL RELATIONSHIPS. The AEPC reports to the commanding officer.

d. REFERENCE. OPNAVINST 5090.1 (series), Environmental Readiness Program Manual

3.4.24 SHIPBOARD ENERGY MANAGER (SEM)

a. BASIC FUNCTION. The SEM is the commanding officer's advisor on underway and in-port energy conservation initiatives.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The SEM promotes energy efficient ship operations during underway missions and in port supporting the Secretary of the Navy's efforts to reduce total energy consumption on naval ships. The SEM shall be trained in accordance with guidance established by TYCOMs and implement an energy conservation training program.

c. ORGANIZATIONAL RELATIONSHIPS. The SEM reports to the commanding officer.

3.5. DEPARTMENT HEADS

a. GENERAL DUTIES. The Head of a Department (Department Head) is the officer detailed as such by competent authority and represents the commanding officer in matters pertaining to the department. All persons assigned to the department are subordinate to the Department Head and all orders issued to assigned personnel shall be followed. In addition to those duties prescribed elsewhere by regulations, they shall conform to the policies and comply with the orders of the commanding officer.

b. DIRECT COMMUNICATIONS WITH COMMANDING OFFICER. The Department Head shall confer directly with the commanding officer concerning departmental matters whenever such action is necessary for the good of the department, command, or the naval service. The commanding officer shall be informed as to the general condition of all machinery and other installations of their department and especially of any circumstance or condition which may affect command safety or operations including the need for and the progress of repairs other than those of a minor nature. Without permission of the commanding officer, the department head will not disable the machinery or equipment for which responsible when such action may adversely affect the safety or operation of the command. The Executive Officer will be kept appropriately informed of all matters described here and will report to the executive officer for all administrative matters.

c. SPECIFIC RESPONSIBILITIES. The department head, subject to the orders of the commanding officer will:

(1) Organize and train the department for battle readiness, including supervising the training of departmental personnel in damage control.

(2) Prepare and maintain the bills and orders for the organization and operation of the department.

(3) Assign personnel to stations and duties within the department.

(4) Coordinate the department safety program with the unit's safety officer and supervise the department's division safety officers. Ensure all security measures and safety precautions are strictly observed by all persons within the department and others concerned with matters under department

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control. Ensure safety precautions are kept conspicuously posted and personnel are frequently and thoroughly instructed and drilled in their observance.

(5) Make frequent inspections of the personnel, material and assigned spaces of the department. Ensure proper cleanliness and upkeep of departmental spaces. Each department head or a representative inspects daily and reports the condition of the department to the executive officer, who then makes a similar report to the commanding officer.

(6) Control the expenditure of allotted funds and operate the department within the limit of such funds. Ensure economy in the use of public money and stores.

(7) Assume responsibility for the proper operation, maintenance, preservation, custody and inventory of equipment, and other material assigned to the department.

(8) Maintain custody of the keys for departmental spaces and storerooms except those assigned by regulation to the custody of another officer. Designate subordinates within the department to have duplicate keys.

(9) Supervise the training and professional development of junior officers assigned to the department. Develop division officers regarding morale matters or discipline within the department and keep the commanding officer informed of any matter adversely affecting the department, command, or the naval service.

(10) Execute the maintenance and material management system or a current unit's maintenance project for the department.

(11) Oversee department administration and record review as required by other regulations and instructions; initiate fitness reports, evaluation sheets, review periodic marks and makes recommendations to the executive officer for meritorious acts and disciplinary matters. Forwards special requests to the executive officer with recommended action and provide justification for special privileges including applicable comments on past conduct and performance.

(12) Supervise the execution of PQS topics applicable to the department. Qualify personnel for watch stations and equipment/system operation and maintenance.

(13) Prepare the department organization manual and directives and ensure dissemination and observance.

(14) Perform other duties as assigned.

d. ORGANIZATIONAL RELATIONSHIPS. A department head reports to the commanding officer for the operational readiness of the department; the general condition of the machinery and other issues affecting operational readiness; and for any matters relating to the department which may affect the department, the command, or the Navy. The department head also reports to the executive officer for all administrative matters and advise the executive officer of direct reports to the commanding officer.

e. TRANSFER OF GOVERNMENT PROPERTY. Neither a department head nor their subordinates will transfer government property from a command or activity without the approval of the commanding officer.

f. DUTIES WHEN FITTING OUT A UNIT. Each department head will, during the fitting-out period, carefully inspect all parts of the unit and all apparatus and equipment assigned to the department. They will keep the commanding officer informed of the deficiencies and the corrective action taken.

g. DUTIES UPON DETACHMENT. When the department head of a unit detaches from duty, the officer and the relief will jointly inspect the material and the records of the department. Upon completion of the inspection, both officers will submit a joint report to the commanding officer which will include:

(1) A statement of any defects, deficiencies, or unsatisfactory conditions within the department having the potential to affect adversely the safety, well-being, readiness, fiscal integrity, or command performance.

(2) A statement of the transfer of the equipage charged to the department or subdivision (not required in activities where equipage is held in the plant account).

(3) If there is disagreement between these officers as to the conditions observed, a statement of the facts in dispute will be submitted to the commanding officer. In the event of a disagreement, the commanding officer will ascertain actual conditions and take appropriate action.

(4) Should circumstances prevent a joint inspection, the incoming department head will make the inspection and the report as soon as possible, and in any event, within 20 days after taking charge.

h. DUTIES OF PROSPECTIVE DEPARTMENT HEAD. An officer ordered to duty as prospective department head performs the duties prescribed in this chapter, subject to the orders of the officer to whom they have reported for duty.

3.6. ASSISTANTS TO DEPARTMENT HEADS. When required for the proper performance of department, assistants to department heads are assigned. Department heads ensure that their assistants efficiently perform their assigned duties.

3.6.1 DEPARTMENT ADMINISTRATIVE ASSISTANT (DAA)

a. GENERAL DUTIES. The DAA functions as an aid to the department head in the details of administration.

b. SPECIFIC DUTIES, RESPONSIBILITIES, AND AUTHORITY. The DAA is the single point of contact for all administrative matters. The DAA screens all incoming correspondence routed to the department, initiates action when appropriate, and screens all outgoing correspondence. Maintains supervision of department records and maintains a tickler file on all required reports.

The DAA assists the department head in implementing directives from higher authority that affects departmental administration, prepares all department directives following release by the department head, exercises control over their issuance, ensuring effective dissemination.

c. ORGANIZATIONAL RELATIONSHIPS. The DAA reports to the department head. Department enlisted personnel assigned to the department office report to the DAA.

3.6.2 DEPARTMENT TRAINING OFFICER

a. BASIC FUNCTION. The department training officer assists the department head in coordinating the department training program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The departments training officer assists the department head in developing a department training program in support of unit

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training objectives. The department training officer will coordinate department training and drills with the unit's training officer. They will implement approved training plans and policies within the department and maintain department training records and reports.

The training officer assists in planning and coordinating the training of all personnel not fully qualified with organizing schools and PQS following unit training program.

c. ORGANIZATIONAL RELATIONSHIPS. The department training officer reports to the department head. They collaborate with the unit's training officer to execute the department's training program within the training objectives of the unit.

3.7. AIRCRAFT INTERMEDIATE MAINTENANCE OFFICER

a. BASIC FUNCTION. When assigned, the aircraft intermediate maintenance officer is responsible under the commanding officer, for the supervision and direction of the intermediate maintenance effort of aircraft embarked or assigned to the ship.

b. SPECIFIC DUTIES. The aircraft intermediate maintenance officer is responsible for the intermediate maintenance support for all embarked/assigned aircraft and ensuring the personnel and equipment necessary for support is trained and available.

They administer a dynamic, aggressive quality assurance (QA) program and provide a qualitative and quantitative analysis of aviation 3M documentation to the commanding officer or to appropriate authority to determine the department's production efficiency and management effectiveness.

The aircraft intermediate maintenance officer reviews the outstanding ship alterations and the submission of recommendations on proposed ship alterations concerning the aircraft maintenance facilities. Review the updating of facility plans to accommodate deck load changes and new weapons systems.

c. ORGANIZATIONAL RELATIONSHIPS. The aircraft intermediate maintenance officer reports to the commanding officer on matters concerning aircraft intermediate maintenance support of the embarked air wing and the assigned aircraft.

3.8. AIRCRAFT MAINTENANCE OFFICER

a. GENERAL DUTIES. In aviation units which have an aircraft maintenance department, the department head assigned is the aircraft maintenance officer.

b. SPECIFIC DUTIES. The aircraft maintenance officer, under the commanding officer, is responsible for operation of the aircraft maintenance department including assignment of responsibilities and management of personnel, facilities, material, and workflow.

The aircraft maintenance officer provides training for permanently and temporarily assigned personnel. Ensure that the production output of the department is of the proper quantity and quality following applicable specifications and directives. Ensure compliance with maintenance, safety, and security procedures. Monitor programs to prevent fuel, hydraulic, and oil contamination as well as foreign object damage and corrosion.

The aircraft maintenance officer maintains liaison with other Department Heads to ensure aircraft can meet operational requirements.

c. ORGANIZATIONAL RELATIONSHIPS. The aircraft maintenance officer reports to the commanding officer for the maintenance effort of the department in support of the unit aircraft.

3.9. AIR OFFICER

a. GENERAL DUTIES. In ships which have an air department, the head of that department will be designated the air officer. They will supervise launch/recovery operations, servicing and handling of aircraft.

b. SPECIFIC DUTIES. The air officer, under the commanding officer, will be responsible for the proper performance of the functions of their department, which include the following:

(1) Aircraft launch, recovery, and handling operations, including visual traffic control related to these functions.

(2) Crash salvage and aircraft fire fighting.

(3) The operation, daily inspection, and care of aircraft handling equipment (including elevators, tractors, tow

bars, and firefighting vehicles), as well as maintenance of catapults, arresting gear, and visual landing aids.

(4) The care, stowage, and issue of aviation fuels, lubricants, and the operation, maintenance and security of the systems pertaining thereto; maintenance of fuel records and the daily submission of the fuel report to the commanding officer.

(5) Control of aircraft (while airborne) in the landing pattern and on launch until control is assumed by the operations officer or other aircraft control authority.

c. SAFETY PRECAUTIONS. In those parts of the ship where aircraft and flammables assigned to the air department are stowed or handled, the Air Officer will ensure that applicable safety precautions are posted conspicuously and that the personnel concerned are instructed and drilled frequently in the safety precautions.

d. ORGANIZATIONAL RELATIONSHIPS. The air officer reports to the commanding officer for the conduct of flight operations. When assigned, the assistant air officer will report to the Air Officer. The following will also report to the air officer, or when assigned, to the assistant air officer; flight deck officer, catapult officer, arresting gear officer, hangar deck officer, aviation fuels officer, aircraft handling officer, training assistant (Air).

3.10. AVIATION OFFICER

a. GENERAL DUTIES. In air-capable ships that have a Navy helicopter detachment embarked, an aviation department shall be organized. The OIC of the helicopter detachment is the department head and is designated the aviation officer. On classes of ships where an aviation officer is permanently assigned, the aviation officer will retain the duties as air department head, e.g. LPD. They are responsible for specific missions of the embarked aircraft.

b. SPECIFIC DUTIES. The aviation officer, under the Commanding Officer is responsible for the proper functions of their department which include supervising helicopter operations, safety of aircraft, aircraft maintenance, training and readiness of aviation department personnel, and required aircraft accounting reports per TYCOM directives.

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c. ORGANIZATIONAL RELATIONSHIPS. The aviation officer is responsible to the commanding officer for the accomplishment of specific missions. They report to the Helicopter Squadron Commanding Officer through the ship's commanding officer. They are also responsible to the parent command to ensure that squadron policies and doctrine are carried out.

3.10.1 HELICOPTER CONTROL OFFICER (HCO)

a. GENERAL DUTIES. In air-capable ships which have an Aviation Department, or have a Navy helicopter detachment embarked, the HCO is responsible, under the Aviation Officer, for the supervision and direction of launch and recovery operations and for servicing and handling of all embarked helicopters. The HCO shall be a graduate of the helicopter indoctrination course unless a designated helicopter pilot.

b. SPECIFIC DUTIES, RESPONSIBILITIES AND AUTHORITY. The HCO supervises all flight deck operations including ensuring flight deck check-off list is complete, mans the helicopter control station during flight Quarters, and originates all transmissions from the helicopter control station to the bridge and helicopter.

The HCO exercises control over the helicopter during launch and recovery and over-deck operations. They receive reports from the landing signalman and crash party, and reports ready for launch and recovery to the bridge. The HCO ensures safe flight deck procedures are observed during flight operations.

c. ORGANIZATIONAL RELATIONSHIPS. The HCO is responsible to the Aviation Officer or to the aviation coordinator/aviation facilities manager when the aviation officer is not embarked.

3.11. COMMUNICATIONS OFFICER

a. GENERAL DUTIES. In units which have a communications department, the department head will be designated the communications officer. They will be responsible, for visual and electronic exterior communications and for the administration of the internal systems pertaining thereto.

b. SPECIFIC DUTIES, RESPONSIBILITIES, AND AUTHORITY. The communications officer, under the commanding officer, is responsible for the receipt, transmission, and internal distribution of all visual and electronic messages. Handling responsibilities begin with the receipt of an incoming message

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or originator's draft outgoing message to the communications department/center. In addition, the communications officer ensures:

(1) Proper handling, control, and accountability of all material issued to the department/division through EKMS system.

(2) The maintenance and direction of a communications security program which includes cryptological security, transmission security, physical security of COMSEC, computer media and automated data, and information.

(3) The operation and preventive maintenance of all visual and electronic exterior communications equipment assigned to the Communication Department.

(4) Observance of the restrictions on transmissions as required by emissions control (EMCON) condition in effect.

(5) Proper separation and control of classified material and information in the radio spaces. Control access to radio spaces and classified material. Enforce ADP security and proper handling procedures and accountability of computer media and automated information systems.

c. ORGANIZATIONAL RELATIONSHIPS. The communication officer reports to the commanding officer for the readiness and employment of all visual and electronic exterior communications equipment and for the proper functioning of all associated internal systems and procedures. The communications officer coordinates with the security manager and IAM, as necessary, regarding security, handling of materials, and reporting spillages or security breaches of ADPs and information systems. When the unit does not have a communications department, the communications officer reports to the operations officer as part of the combat system/weapons department. Assistants to the communications officer may include the radio officer, signal officer, EKMS manager, and message center officer (traffic officer).

3.12. DEEP SUBMERGENCE OFFICER

a. GENERAL DUTIES. In units which have a deep submergence department, the head of the department will be designated the deep submergence officer. They are responsible for the supervision and direction of assigned deep submergence vehicles.

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b. SPECIFIC DUTIES. The deep submergence officer is responsible for vehicle launch, recovery, maintenance and handling operations as well as safe stowage of all equipment, and specialized support vans associated with the deep submergence vehicle.

c. SAFETY PRECAUTIONS. In those parts of the ship where the vehicle and flammables are stowed or handled, the deep submergence officer will ensure that applicable safety precautions are conspicuously posted and that the personnel concerned are instructed and drilled frequently and thoroughly in the safety precautions.

d. ORGANIZATIONAL RELATIONSHIPS. The deep submergence officer will report to the commanding officer for the operational functions of the department.

3.13. DENTAL OFFICER

a. GENERAL DUTIES. The head of the dental department is an officer of the Dental Corps and will be designated the dental officer. They are responsible for preventing and controlling dental diseases, supervising dental hygiene within the command and advising the commanding officer on all dental matters. The dental officer practices within the scope of clinical privileges granted by the commanding officer.

b. SPECIFIC DUTIES. The dental officer ensures dental care and treatment is provided to personnel of the command and when directed by the commanding officer, to other persons in the armed services of the United States, as required by the NAVMED P-117.

Dental personnel are integrated with the medical department during general quarters or other emergencies. The dental officer assists the medical officer in the identification of the dead.

Dental department personnel are assigned only to duties directly or indirectly related to dental care or to the administration of dental facilities. This does not preclude assignment as a member of a courts-martial, audit, JAGMAN investigation, inventory, and interview boards.

c. ADVERSE ENTRIES IN DENTAL RECORDS. The dental officer conforms to U.S. Navy Regulations concerning adverse entries in dental records.

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d. ORGANIZATIONAL RELATIONSHIPS. The dental officer reports any condition to the commanding officer which may endanger the dental health of the command or the community. The dental officer informs the medical officer of any disease or condition discovered in the course of dental treatment or examination, which require medical attention, and consults with the medical officer regarding all cases requiring collaboration in treatment. The assistant dental officers reports to the dental officer.

e. REFERENCE. NAVMED P-117, Manual of the Medical Department

3.14. ENGINEER OFFICER

a. GENERAL DUTIES. The head of the engineering department of a unit is designated the engineer officer. They are responsible for the operation, care, and maintenance of all propulsion and auxiliary machinery, the control of damage, and, upon request of the department head concerned, the accomplishment of repairs beyond their department's capabilities.

(1) Nuclear-powered ships may have a reactor department, headed by a reactor officer, when designated by the CNO.

(2) In nuclear-powered ships not having a reactor department, the engineer officer is also responsible for those duties prescribed for the reactor officer in addition to those prescribed for the engineer officer guided by the provisions of OPNAVINST 9210.2 (series).

b. SPECIFIC DUTIES. The engineer officer is responsible for the proper performance of the functions of their department, which include the operation, care, and maintenance of all machinery, piping systems, and electrical and electronic devices not specifically assigned to another department, damage control, repairs of the hull and its appurtenances, furnishing of power, light, ventilation, heat, refrigeration, compressed air, and water and the operation, care and maintenance of associated equipment. In addition, the engineer officer is responsible for:

(1) The operation, care and maintenance of boat machinery.

(2) The maintenance of the engineering log and the engineer's bell book (except in ships having a reactor department).

(3) The maintenance of interior communications equipment.

(4) The coordination of all shipyard work and correspondence or communications relating to alterations or repairs to the hull and installed equipment. When the ship is in overhaul, this is the duty of the overhaul coordinator who may be assigned from another department.

(5) Safe handling of hazardous materials including proper care, stowage and use of fuels and lubricants not assigned to other departments. Ensure compliance with current safety precautions and environmental protection laws and regulations in the procurement, stowage, usage, and disposal of hazardous material as specified in OPNAVINST 5090.1 (series). This includes ensuring the sole key to the cleaning alcohol locker is maintained by the engineering officer of the watch (EOOW) or engineering duty officer (EDO).

(6) The providing of ship facilities, equipment, and key personnel required for repairs to the hull and underwater fittings and machinery for repairs to material and equipment of other departments within the capacity of the engineering department.

(7) The maintenance and repair of all equipment associated with the degaussing system and act as degaussing officer.

(8) Establish an organization of qualified personnel to monitor progress and inspect work performed on engineering department equipment by ship's force, commercial contractors, intermediate maintenance activities, depot level repair activities, and to witness quality control tests as appropriate to ensure prompt and correct work completion.

(9) Personally inspect boilers, main engine, and generator reduction gears, the main and auxiliary condensers, main engine lube oil sumps, and the main engine internals before closure to ensure proper reassembly. The results of these inspections shall be reported to the commanding officer and entered in the engineering log. In the absence of the engineer

officer, the commanding officer may assign this responsibility to the main propulsion assistant.

c. ORGANIZATIONAL RELATIONSHIPS. The engineer officer reports to the commanding officer, for the operational readiness and operation of the main propulsion and electrical plants and the damage control organization and systems.

d. ASSISTANTS TO THE ENGINEER OFFICER. Assistants to the engineer officer may include a main propulsion assistant (MPA), reactor control assistant, DCA, electrical officer, auxiliaries officer, administration assistant (engineering), and special assistants such as technical assistants for biological, chemical and radiological (CBR) defense, fire marshal, and gas free engineer.

e. REFERENCES:

(1) OPNAVINST 9210.2 (series), Engineering Department Manual for Naval Nuclear Propulsion Plants (U)

(2) OPNAVINST 5090.1 series, Environmental Readiness Program Manual

3.14.1 DAMAGE CONTROL ASSISTANT (DCA)

a. GENERAL DUTIES. The DCA is responsible for establishing and maintaining effective damage control organization and for supervising repairs to the hull and machinery, except as specifically assigned to another department or division.

b. SPECIFIC DUTIES. The DCA oversees:

(1) The prevention and control of damage including control of stability, list, and trim. Supervise placing the ship in the condition of closure ordered by the commanding officer. Ensures the appropriate closure classifications are assigned and conspicuously marked on or adjacent to the objects to which they apply. Supervise the carrying out of prescribed test of compartments and spaces for tightness. Prepare and maintain bills for the control of damage and stability, and ensure that correct compartment check-off lists are posted.

(2) The training of the ship's repair party personnel in damage control, including fire fighting, emergency repairs and non-medical defense against CBR warfare using Personnel Qualification Standards (PQS).

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(3) The operation, care, and maintenance of auxiliary machinery piping and drainage systems not assigned to other departments or divisions, and of the ship repair facilities; and repair of the hull and boats.

(4) The supervision and organization of the ship's division damage control petty officers (DCPO) maintenance work center and training of ship and embarked staff personnel assigned DCPO responsibilities.

c. ORGANIZATIONAL RELATIONSHIPS. The DCA reports to the engineer officer.

3.14.2 ELECTRICAL OFFICER

a. GENERAL DUTIES. The electrical officer is responsible for the proper operation and maintenance of the electrical power generating, storage and distribution systems, and auxiliary electrical systems and equipment.

b. SPECIFIC DUTIES. The electrical officer is responsible for maintaining required records associated with systems and equipment under their cognizance, including operating logs and preventive maintenance.

c. ORGANIZATIONAL RELATIONSHIPS. The electrical officer reports to the engineer officer.

3.14.3 MAIN PROPULSION ASSISTANT (MPA)

a. GENERAL DUTIES. The MPA is responsible for operation, care and maintenance of the ship's propulsion machinery, related auxiliaries and such other auxiliaries as may be assigned. In nuclear-powered ships having a reactor department, certain duties prescribed herein will be the responsibility of the reactor officer and assistants, as prescribed elsewhere herein.

b. SPECIFIC DUTIES:

(1) The effective operation of the main engines and power generation equipment and assigned auxiliaries. The main propulsion assistant makes or causes to make frequent examinations of the machinery and equipment for which they are responsible and ensure that repairs and adjustments are made subject to such authorizations as may be required. On getting underway, coming to anchor, and at other times when unusual care is required, they personally supervise the operation of the main

engines. Except in cases of emergency, they ensure that fires are not lighted or secured in a boiler without permission of the commanding officer and that the main engines are not turned except in obedience to a signal from, or by permission of, the officer of the deck (OOD).

(2) The care, stowage, and use of fuels (except those for aircraft) and the operation, maintenance, and security of systems pertaining thereto; the keeping of fuel records and the daily submission of a Fuel and Water Report to the commanding officer.

(3) The preparation and care of the NAVSEA 3120/2 Engineering Log, and, except in ships having a Reactor Department, the NAVSEA 3120/1 Engineer's Bell Book. They will inspect the logs daily and more often when necessary, to ensure they are kept properly.

c. ORGANIZATIONAL RELATIONSHIPS. The MPA reports to the engineer officer.

3.15. FIRST LIEUTENANT (1LT)

a. GENERAL DUTIES. In ships with a deck department, the head of the department is designated the 1LT. In addition to those duties prescribed elsewhere by regulation for the head of a department, they are responsible under the commanding officer for supervising the employment of equipment associated with deck seamanship and, in ships not having a Weapons or Combat Systems Department, of the ordnance equipment.

b. SPECIFIC DUTIES. The 1LT is responsible for the proper performance of the functions of their department, which include:

(1) Preserve and clean the exterior of the ship except that part of the exterior assigned to another department. Supervise operation of the paint, sail, and boatswains' lockers (stowage, care, accountability, issue, and proper disposal of associated materials and equipment).

(2) The operation, care, and maintenance of the ground tackle, mooring lines, and related equipment. Before entering port, the 1LT ensures that the ground tackle and, when appropriate, the mooring lines are ready. When anchored, they keep informed as to the condition of the ground tackle and promptly inform the commanding officer of any corrective action necessary. When made fast to a dock, they ensure that the lines

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are properly tended to accommodate changes in weather, tides, and currents.

(3) The operation, care, and maintenance of the ship's boats, except boat machinery, of the life rafts and other lifesaving equipment. This includes maintenance of a master life raft and boat. The 1LT ensures that the ship's boats are secured adequately and that the required life jackets and other standard safety equipment are in place and in serviceable condition. When at sea and at other appropriate times, the 1LT ensures that a supply of fresh water, provisions and other necessary articles are in the boats or attached to the life rafts (where appropriate) or similar lifesaving equipment.

(4) The operation, care, and maintenance of ship's booms and winches (except winch machinery) associated with amphibious, replenishment, salvage, and mine sweeping operations.

(5) The operation, care, and maintenance of the towing gear and equipment, rigging, gangways, fueling and provisioning at-sea gear, and other deck appurtenances. At sea the 1LT ensures that all gear about the weather decks is properly secured and as appropriate, ready for use.

(6) Plan and execute all matters related to deck seamanship including anchoring, mooring, fueling, and replenishment at sea, loading, unloading operations and stowage of cargo.

(7) In ships not having an Air Department, the operation, care, and maintenance of the ship's flight deck, hangar, and all other prescribed flight deck equipment.

(8) In ships not having a Weapons or Combat Systems Department, the functions of the Weapons Department.

(9) The personnel assignment list for the ship, including temporarily embarked personnel. Provide the current assignments to each officer and petty officer in charge of abandon ship stations.

(10) Promote traffic safety through vehicular training.

c. ORGANIZATIONAL RELATIONSHIPS. On ships which have a deck department, the 1LT reports to the commanding officer for employment and readiness of deck and seamanship. In ships with a deck department but not a weapons department, the weapons

officer is an assistant to the 1LT and is responsible for those duties relating to ordnance prescribed elsewhere for the weapons officer. On ships which do not have a Deck Department, the 1LT reports to the operations officer. The following report to the 1LT: gunnery officer (in ships whose primary characteristics are related to other than ordnance or aircraft), cargo officer, ship's boatswain, boat group commander, and assistants as prescribed for the weapons officer.

3.16. MEDICAL OFFICER

a. GENERAL DUTIES. The head of the medical department shall be an officer of the Medical Corps and be designated the senior medical officer. They are responsible for maintaining the health of the personnel of the command, making inspections incident thereto and advising the commanding officer on hygiene and sanitation affecting the command. The medical officer will practice within the scope of clinical privileges granted by the Credentialing Authority via the executive committee of the medical staff of the respective TYCOM surgeon.

b. SPECIFIC DUTIES. The medical officer ensures their department provides medical care to the personnel of the command and to other U.S. Armed Forces personnel as required and governed by BUMEDINST 6320.66 (series).

(1) Report to the commanding officer any condition within the command or community which may endanger the health of either and cooperate with local health authorities.

(2) Advise the commanding officer on the medical aspects of all pertinent quarantine regulations, and of the condition of the command in reference thereto and assist health authorities in quarantine inspections.

(3) Conduct physical examinations and advise the commanding officer as to the physical fitness of personnel.

(4) Procure, inspect, store, issue, transfer, and account for medical stores and equipment, except those specifically assigned to the dental officer.

(5) Treat the sick and injured.

(6) Establish policies and procedures for administration of the Medical Department according to current directives and

compliant with the Health Insurance Portability and Accountability Act (HIPAA), Public Law 104-191.

(7) Conducts routine inspections of the unit's messing, food service, living, berthing, and working spaces to ensure sanitary conditions exist.

(8) Conduct periodic physical examination (the scope of which may be determined by indicating factors) of food service personnel, barbers, and personnel employed in the mess as required by TYCOM directives.

(9) Establish and supervise crew training in personal hygiene, first aid, cardiopulmonary resuscitation and other subjects as directed by the commanding officer.

(10) Prepare drafts of fitness reports for officers assigned to the medical department, including concurrent reports for the flight surgeon of the air wing (when embarked).

(11) Provide designated stations with required medical items for personnel decontamination and advise on medical aspects of personnel decontamination training in CBR warfare defense.

(12) Maintain record of personnel radiation dosages in health records on ships that are nuclear powered and other situations as specified in NAVMED P-5055.

(13) Prepare and submit to Chief, BUMED (with a copy sent directly) any medical intelligence information of general naval medical interest, especially when in foreign waters or ports. Reports shall be made whenever appropriate and not necessarily periodically.

(14) Identify and care for the dead.

(15) Provide training in shipboard pest control for selected medical department personnel and establish a pest control program.

(16) Ensure that personnel of the Medical Department are assigned only to duties related to patient care or to the administration of directly related facilities. This does not preclude assignment as members of courts-martial, audit, inventory, and interview boards.

(17) When appropriate, obtain samples/specimens to detect the possibility of BW attack. Advise and assist the DCA in decontamination of biological agents.

(18) Medical treatment and assignment of HIV(+) personnel shall be in accordance with SECNAVINST 5300.30 (series).

(19) Provide guidance concerning restrictions on tobacco use aboard ships, working spaces and berthing spaces as well as its potential impact on health, as described in SECNAVINST 5100.13 (series).

(20) Report all sick and injured personnel treated to safety officer to facilitate mishap investigation if appropriate.

c. ADVERSE ENTRIES IN MEDICAL RECORDS. The medical officer will conform to U.S. Navy Regulations concerning adverse entries in medical records.

d. ORGANIZATION RELATIONSHIPS. The medical officer reports to the commanding officer in matters related to the health or well being of the ship's company. Assistant medical officers and the Medical administrative officer report to the medical officer. The air wing Flight Surgeon, when embarked, reports to the medical officer on matters pertaining to sanitation, health, medical treatment, and the fitness of air wing personnel to control aircraft.

The medical officer informs the dental officer of any disease or condition discovered in the course of medical treatment or examination which requires dental attention and consults with the dental officer regarding all cases requiring collaboration in treatment.

e. RESPONSIBILITIES ON SHIPS HAVING NO MEDICAL OFFICER. When a medical officer department head is not embarked, enlisted medical personnel represent the surgeon general, through delegated authority, in all medical functions performed. They are directly responsible to the commanding officer for the care of the sick, wounded and dead; the sanitation and hygiene of the command; the shipboard pest control program; the health of personnel; and the preparation of medical reports and records.

(1) The medical department representative shall have direct access to the commanding officer regarding the health of

the personnel of the command. The senior medical department representative and any other medical personnel assigned are attached to the X Division, if established, or to the operations department.

(2) In the routine performance of administrative duties, the medical department representative reports to the executive officer.

(3) Preparation and execution of performance evaluations of the senior enlisted medical department representative will not be delegated below the officer exercising direct supervision of the representative's professional duties.

(4) The medical department representative will perform clinical procedures commensurate with their training and experience, and as directed by instructions to non-physician health care providers.

f. COLLATERAL DUTIES. NAVREGS forbids the assignment of medical personnel to duties unrelated to their specialties while assigned to a combat area during a period of armed conflict.

g. REFERENCES:

(1) BUMEDINST 6320.66 (series), Credentials Review and Privileging Program

(2) Public Law 104-191, Health Insurance Portability and Accountability Act (HIPAA)

(3) NAVMED P-5055, Radiation Health Protection Manual

(4) SECNAVINST 5300.30 (series), Management of Human Immunodeficiency Virus (HIV) Infection in the Navy and Marine Corps

(5) SECNAVINST 5100.13 (series), Navy and Marine Corps Tobacco Policy

(6) U.S. Navy Regulations 1990

3.17. NAVIGATOR

a. GENERAL DUTIES. The head of the Navigation Department is designated the Navigator. The Chief of Naval Personnel orders an officer as Navigator aboard large combatant ships.

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When not designated, the commanding officer will assign such duties to any qualified officer. They will be responsible for the safe navigation and piloting of the ship.

b. SPECIFIC DUTIES. The navigator receives all orders relating to navigational duties directly from the commanding officer and makes all reports in connection therewith directly to the commanding officer.

(1) Advise the commanding officer and OOD as to the ship's movements and, if the ship is running into danger, as to a safe course to be steered. To this end the navigator will:

(a) Maintain an accurate plot of the ship's position by celestial, visual, electronic, or other appropriate means.

(b) Prior to entering piloting waters, study all available sources of information concerning the navigation of the ship therein. Consult with the commanding officer about the advisability of requesting and employing a pilot and tugs, considering such circumstances as changing waterway configurations, experience in these piloting waters, extent of congestion or restriction of the waterway, and size of the ship.

(c) Give careful attention to the course of the ship and depth of water when approaching land or shoals.

(d) Maintain record books of all observations and computations made in navigating the ship, with results and dates involved. Such books shall form a part of the ship's official records.

(e) Procure and maintain all charts, sailing directions, light lists, and other publications and devices for navigation as may be required. Maintain records of corrections affecting such charts and publications. Correct navigational charts and publications as directed by the commanding officer and, in any event, prior to any use for navigational purposes. Corrections shall be made following such reliable information as may be supplied to the ship or as the navigator is able to obtain.

(2) The operation, care, and maintenance of the ship's navigational equipment. To this end they will:

(a) When the ship is underway and weather permits,

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determine daily the error of the master gyro and standard magnetic compasses and report the result to the commanding officer in writing; cause frequent comparisons of the gyro and magnetic compasses to be made and recorded; adjust and compensate the magnetic compasses when necessary, subject to the approval of the commanding officer; prepare tables of deviations and post correct copies at the appropriate compass stations.

(b) Ensure that assigned electronic navigational equipment is kept in adjustment and, if appropriate, that calibration curves or tables are maintained and checked at prescribed intervals.

(3) Advise the engineer officer and the commanding officer of deficiencies in the steering system and monitor the progress of corrective actions.

(4) Inspect daily and more often when necessary, the Deck Log and take any corrective action as may be necessary and within their authority to ensure that it is kept properly.

(5) Prepare reports and records required in connection with navigational duties, including those pertaining to the compasses, hydrography, oceanography, and meteorology.

(6) Conduct navigation training of personnel such as junior officers, boat coxswains, and boat officers; train quarterdeck personnel in procedures for honors and ceremonies and all junior officers in Navy etiquette.

(7) Normally, be assigned as OOD for honors and ceremonies, and other special occasions.

(8) Relieve the OOD as authorized by the commanding officer (in writing).

(9) Compare chart information with observations regarding accuracy of soundings, NAVAIDS, etc. and provide feedback to the National Geospatial-Intelligence Agency via email at navsafety@nga.mil. Provide sounding information as necessary.

c. DUTIES WHEN PILOT IS ON BOARD. The duties prescribed for the Navigator in these regulations will be performed by the Navigator whether or not a pilot is on board.

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d. ORGANIZATION RELATIONSHIPS. The Navigator reports to the commanding officer concerning navigation. The following officers report to the Navigator: The engineer officer, concerning the steering engine and steering motors, the assistant navigator (when assigned), and the oceanography officer (when assigned), for the provision of information on weather and sea conditions affecting navigation.

3.18. OPERATIONS OFFICER

a. GENERAL DUTIES. The head of the operations department of a unit is designated by the operations officer. They are responsible for all operational aspects of the assigned mission, such as maintaining operational readiness in support of battle plans or other instructions as may be directed by higher authority.

b. SPECIFIC DUTIES. The operations officer is responsible for the proper performance of the functions of their department which include:

(1) The conduct of surface and air search.

(2) The execution of anti-air warfare (AAW), anti-surface warfare (ASUW), ASW, EW, strike warfare (STW), and intelligence/cryptologic operations as directed, including the maintenance/dissemination of intelligence data, except on those platforms where any of the above functions and responsibilities are assigned to another officer.

(3) The control of assigned aircraft when airborne, except when this control is assigned to other authority or under the land-launch control of the air officer.

(4) The management and maintenance of battle group command and control systems and associated equipment in support of an embarked flag.

(5) The preparation of operation plans, orders, and other reports and directives.

(6) The maintenance and repair of all electronic equipment except as assigned to another department.

(7) The collection, interpretation, display, and dissemination of meteorological and oceanographic information.

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(8) In units not having a communications department, the functions prescribed in these regulations for the communications department.

(9) In units having a Combat Systems Department and not a Deck Department, the functions prescribed in these regulations for the Deck Department.

(10) The collection and transmission of requests for operational and logistic services required by the command in support of operations.

(11) The obtaining of clearance and operating assignments incident to the movements and operations of the unit.

(12) The preparation and issuing of training schedules.

(13) In units without a Media Department or Media Division, provide photographic and video graphic services, maintain the unit's photographic and video graphic equipment and ensure the professional and/or consumer-grade photographic and video graphic equipment and consumables purchased from OPTAR funds are used for official purposes.

(14) The maintenance and dissemination of the ship or unit's operating schedule.

(15) In units not having an Air Department, the functions prescribed elsewhere in these regulations for that department.

(16) In units not having a Deck Department, the functions prescribed elsewhere in these regulations for that department.

c. ORGANIZATIONAL RELATIONSHIPS. The operations officer reports to the commanding officer concerning operations, intelligence and tactical employment of the unit and assigned aircraft. The following officers report to the operations officer: administrative assistant, training assistant, air operations officer, combat information center officer (CICO), communications officer (when not a department head), information warfare officer, EW officer, intelligence officer, information warfare officer (IWO), oceanography officer, photographic officer, strike operations officer, and 1LT (when the ship has a combat systems department but not a deck department).

3.18.1 COMBAT INFORMATION CENTER OFFICER (CICO)

a. GENERAL DUTIES. The CICO, when assigned, is responsible for the operation and maintenance of the combat information center (CIC) and related spaces.

b. SPECIFIC DUTIES. The CICO oversees the collection, analysis, display, and dissemination of combat and operational information. In addition, the CICO:

(1) Executes AAW, ASUW, ASW, and EW in support of mission requirements.

(2) Command and control support to flag officers when embarked.

(3) Operation of all CIC related equipment, including radar, underwater search equipment (except in those units with ASW armament installed), and all warfare area related equipment used for obtaining and evaluating combat and operational information (unless equipment operation is specifically designated the responsibility of another officer).

(4) Assist the navigator and OOD with the safe navigation of the ship by ensuring CIC maintains complete navigational and surface contact plots.

(5) The maintenance of electronic warfare module related equipment (when the Electronic warfare officer and electronic module personnel are under the CIC officer).

(6) The supervision and training of personnel assigned.

(7) The tactical control of aircraft when airborne, except when this control is assigned to other authority or when under marshal, approach, or departure control (air operations officer) or when under the land-launch control of the air officer.

3.18.2 ELECTRONIC WARFARE OFFICER (EWO)

a. GENERAL DUTIES. The EWO is responsible for the organization, operation, and coordination of EW efforts including preparation and issue of unit EW doctrine, detailed knowledge of EW support, electronic attack, electronic

protection, and cryptologic support in ships equipped for this function.

b. SPECIFIC DUTIES The EWO supervises the training and qualification of all assigned EW equipment operators, combat information center watch officers (CICWO) and other personnel connected with EW operations. Establishes an effective emission control (EMCON) plan within the unit and conducts other aspects of EW as detailed in NTTP 3-51.1

c. ORGANIZATIONAL RELATIONSHIPS. The EWO reports to the operations officer. On CVN class ships the EWO reports to the CICWO or electronics material officer (EMO). Staff EWO reports to the IWC.

d. REFERENCE. NTTP 3-51.1 Navy Electronic Warfare

3.18.3 INTELLIGENCE OFFICER

a. GENERAL DUTIES. The intelligence officer is responsible for collecting and disseminating intelligence information.

b. SPECIFIC DUTIES. The intelligence officer collects and maintains file of incoming information of intelligence value from various national, fleet, force, and unit intelligence collection sources. They provide timely briefings about intelligence information and route items of general interest within the command. Ensure secure stowage for classified intelligence material in accordance with OPNAVINST 5510.1 (series) and other applicable directives.

The intelligence officer supervises the command's intelligence collection team.

c. ORGANIZATIONAL RELATIONSHIPS. The intelligence officer reports to the commanding officer regarding assigned duties and coordinates intelligence matters with the operations officer.

d. REFERENCES:

(1) Executive Order 12333

(2) DTM-08-052, DoD guidance for Reporting Questionable Intelligence Activities and Significant or Highly Sensitive Matters

(3) DoDD 5240.01, DoD Intelligence Activities

(4) DoD 5240.1-R, Procedures Governing the Activities of DoD Intelligence Components that Affect United States Persons

(5) DoDD 5148.11, Assistant to the Secretary of Defense for Intelligence Oversight

(6) SECNAVINST 3820.3 (series), Oversight of Intelligence Activities within the Department of the Navy (DON)

3.18.4 OCEANOGRAPHY OFFICER

a. GENERAL DUTIES. The oceanography officer, when assigned, is responsible for providing information concerning meteorological and oceanographic conditions, operational applications products, and tactical decision aids.

b. SPECIFIC DUTIES. The oceanography officer is responsible for observing, recording, and reporting environmental observations and forecasting weather and sea conditions for surface and air operations. In addition, the oceanography officer:

(1) Provides operational applications products for the optimum employment of naval platforms, weapons, and sensors.

(2) Provides tactical decision aids which integrate the air-ocean environment and the tactical action situation.

(3) Provides warnings and advisories of heavy or cold weather occurrences.

(4) Advises the intelligence and navigation officers on mapping, charting, and geodesy procedures and related matters. Provide feedback to the Oceanographer of the Navy and the Defense Mapping Agency on product adequacy and coverage.

(5) Provides for the operation, care and maintenance of meteorological and oceanographic equipment and instruments.

(6) Is assigned additional duty (ADDU) to support embarked staffs and flags without appropriate personnel.

c. ORGANIZATIONAL RELATIONSHIPS. The oceanography officer reports to the operations officer or the navigator as appropriate and may be ADDU to embarked staffs and flags.

3.18.5 INFORMATION WARFARE OFFICER (IWO)

a. GENERAL DUTIES. The IWO is responsible for operating and maintaining cryptologic systems and related spaces, and providing combat information to CIC.

The IWO conducts full spectrum cyberspace operations including elements of defensive cyberspace operations (DCO) and offensive cyberspace operations (OCO) in the form of operational fires through the electromagnetic spectrum as directed.

b. SPECIFIC DUTIES. Advise and assist the Operations officer in planning for the employment of cryptologic systems. Conduct ship cryptologic intercept operations and when directed, coordinate intercept operations between units. Develop combat information from cryptologic intercept. Provide information to support intelligence requirements and objectives identified by or levied on the command. Operate and maintain special security communications circuits. Establish necessary access and employ cyberspace related cryptologic and electronic warfare systems to conduct DCO and OCO.

c. ORGANIZATIONAL RELATIONSHIPS. The information warfare officer reports to the intelligence officer (CVN) or operations officer (CRUDES).

3.19. REACTOR OFFICER

a. GENERAL DUTIES. In ships with a reactor department, the head of that department will be the reactor officer. They are responsible for the operation, care, maintenance, and safety of the installed reactor plants and their associated auxiliaries. The reactor officer receives all orders relating to the operation, maintenance, and safety of the installed reactor plants and their associated auxiliaries directly from the commanding officer and makes all reports in connection therewith directly to the commanding officer. Further responsibilities are for those duties normally prescribed for the engineer officer under the reactor officer's specific duties.

b. SPECIFIC DUTIES. The reactor officer is responsible for the operation, maintenance, and repair of the reactor plants and their associated auxiliaries; safety of reactors and the disposal of radioactive wastes originated in the reactor plants; is the technical assistant to the commanding officer on reactor safety; maintains reactor plant records including nuclear fuel

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records and submits reports as required; operation of the main engine throttles including the maintenance of the NAVSEA 3120/1.

c. ORGANIZATIONAL RELATIONSHIPS. The Reactor office reports to the commanding officer for the operation, maintenance, safety of the reactor plants and their associated auxiliaries.

d. RELATIONS WITH ENGINEER OFFICER. The special responsibilities of reactor plant operation requires that the reactor officer and engineer officer exercise close coordination and cooperation in the operation and maintenance of the propulsion plant. In this regard, the reactor officer and assistants are responsible, as prescribed in their specific duties, for some duties normally prescribed for the engineer officer and assistants on nuclear-powered ships not having a reactor department.

e. ASSISTANTS TO THE REACTOR OFFICER. Assistants to the reactor officer may include a reactor control assistant, a reactor mechanical assistant, a chemistry/radiological assistant, and a reactor training assistant.

3.19.1 REACTOR CONTROL ASSISTANT (RCA)

a. GENERAL DUTIES. The RCA is responsible for the safe and effective operation, care and maintenance of the reactor electrical, control and instrumentation systems.

b. SPECIFIC DUTIES. The RCA frequently examines equipment and systems for which he/she is responsible, and supervises repairs or adjustments. The RCA reviews and forwards, as required, logs, records and reports relating to reactor control to the reactor officer. He/she maintains nuclear fuel records and submit a nuclear fuel report to the commanding officer weekly.

c. ORGANIZATIONAL RESPONSIBILITIES. The RCA reports to the reactor officer.

3.19.2 REACTOR MECHANICAL ASSISTANT

a. GENERAL DUTIES. The reactor mechanical assistant is responsible for the safe and effective operation and maintenance of the reactor mechanical and assigned main steam systems.

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b. SPECIFIC DUTIES. The reactor mechanical assistant frequently examines machinery and equipment for which he/she is responsible, and supervise repairs or adjustment. Reviews and forward, as required, logs, records and reports relating to reactor mechanical systems. Inspects the NAVSEA 3120/1 daily (more often when necessary) and take such corrective action as may be necessary.

c. ORGANIZATIONAL RELATIONSHIPS. The reactor mechanical assistant reports to the reactor officer.

3.19.3 CHEMISTRY/RADIOLOGICAL ASSISTANT

a. GENERAL DUTIES. The chemistry/radiological assistant is responsible for the reactor plant chemistry and radiological controls.

b. SPECIFIC DUTIES. The chemistry/radiological assistant examines the reactor plant chemistry and radiological controls, supervise required adjustments, review and forward logs, records and reports relating to reactor plant chemistry and radiological controls, and submit a daily report of the reactor and steam plant chemistry and radiological survey to the commanding officer via the reactor officer.

c. ORGANIZATIONAL RELATIONSHIPS. The chemistry/radiological assistant reports to the reactor officer.

3.19.4 REACTOR TRAINING ASSISTANT

a. GENERAL DUTIES. Implements and supervises the propulsion plant training programs. Ensures high standards of training and qualification, vital to the successful operation of naval nuclear propulsion plants, are constantly maintained.

b. SPECIFIC DUTIES. The reactor training assistant is responsible for:

(1) Supervising the propulsion plant training organization and ensuring that the objectives of the training program are met. In doing this, the Reactor Training Assistant shall consult closely with division officers and provide guidance and assistance as necessary.

(2) Keeping the reactor and engineer officers informed of the training progress and deficiencies.

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(3) Monitoring the division officers' program for Sailor advancement in-rate training to ensure it is effective and is in accordance with ship's policy.

c. ORGANIZATIONAL RELATIONSHIPS. The reactor training assistant reports to the reactor officer.

3.20. REPAIR OFFICER

a. GENERAL DUTIES. In ships with a repair department, the head of that department is designated as the repair officer. They are responsible for repairs and alterations on those ships and aircraft made available for such work.

b. SPECIFIC DUTIES. The repair officer is responsible for the proper performance of the functions of his/her department which include:

(1) The timely planning, scheduling, accomplishment, and inspection of work to ensure its satisfactory completion per prescribed methods and standards.

(2) The operation of an adequate job-order system and the maintenance of a record of charges for materials used.

(3) The preparation of budget estimates for work performed by the department.

c. ORGANIZATIONAL RELATIONSHIPS. The repair officer reports to the commanding officer, concerning the performance of the repair department.

3.21. ANTITERRORISM OFFICER (ATO)

a. GENERAL DUTIES. The ATO is primary AT/FP adviser to the commanding officer on anti-terrorism measures and develops and manages the AT/FP program.

b. SPECIFIC DUTIES. The ATO prepares, updates, and implements AT/FP plans, manages resources that may include watch stander gear, security boats, nonlethal weapons, and inspection equipment.

c. ORGANIZATIONAL RELATIONSHIPS. The ATO reports to the commanding officer concerning anti-terrorism program.

d. REFERENCE. NTP 3-07.2.1, Antiterrorism/Force Protection

3.22. SUPPLY OFFICER

a. GENERAL DUTIES. The head of the supply department is designated the supply officer. He/She is responsible for procuring, receiving, storing, issuing, shipping, transferring, selling, accounting for, and, while in their custody, maintaining all stores and equipment of the command, except as otherwise prescribed in these regulations. The commanding officer is the contracting authority for the command. On ships without Supply Corps officers assigned, contracting responsibilities may be delegated to the supply officer per Navy Marine Corps Acquisition Regulations Supplement.

b. SPECIFIC DUTIES. The supply officer is responsible for the proper performance of the functions of their department, which include:

(1) Inspecting material received under orders and contracts requiring inspection on delivery. For material of a technical nature the supply officer may be assisted by qualified inspectors appointed by authorized Department Heads.

(2) The operation of:

(a) The general mess, including preparation and service of food, except at shore activities with separate messing facilities.

(b) The wardroom mess on ships with an established billet for a supply corps officer as wardroom mess officer.

(c) The ship's store and stores for sale and issue of clothing and small stores.

(d) The ship's laundry.

(e) The hazardous materials/hazardous waste program.

(3) Disbursing including the responsibility for procurement, custody, transfer, issue of, and accounting for funds. In cases where an assistant for disbursing is assigned, the supply officer exercises general supervision over and inspection of the accounts of the assistant for disbursing.

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(4) Accounting which, where applicable, will include: allotment accounting, cost accounting, appropriation accounting, property accounting, and preparation of civilian payrolls.

(5) The administration of the ship's supplies and equipage funds so that all essential material requirements are met.

(6) The coordination, preparation and submission of department operating budgets.

(7) Training of selected food service personnel in ship-board pest control and coordinating control procedures with the Medical Department.

(8) Operating the information systems equipment aboard ship. During General emergency/abandon ship, the supply officer is responsible for ensuring destruction/salvage of ADP material.

c. ORGANIZATIONAL RELATIONSHIPS. The supply officer reports to the commanding officer on matters which may adversely affect the operational readiness of the ship. The assistant supply officer and the assistant for disbursing will report to the supply officer as governed by NAVSUP publications.

d. FISCAL DUTIES ASHORE. The Navy supply officer of a shore activity responsible for disbursing and accounting is designated the fiscal officer and will head the fiscal department.

3.23. WEAPONS OFFICER

a. GENERAL DUTIES. In units which have a weapons department, the head of that department is designated the weapons officer. They are responsible for supervising the employment of ordnance equipment and equipment associated with deck seamanship, except for ordnance or deck equipment specifically assigned to another department. On those classes of ships with a combat systems department, the department head is designated the combat systems officer, to whom the weapons officer reports.

b. SPECIFIC DUTIES. The weapons officer is responsible for the proper performance of the functions of their department, which include:

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(1) Supervise the operation care, maintenance and inspection of the unit's armament and fire control equipment, including guns, gun directors, missile batteries, fire control systems, ASW weapons control system, and associated sonar systems.

(2) The procurement, care, handling, testing, stowage, accounting for, issue and use of explosives, including: ammunition, ammunition components, propellants, pyrotechnics, and nuclear weapons.

(3) The operation, maintenance, and repair of electronic equipment, ASW systems and associated sonar systems, and mine warfare systems assigned to the Weapons Department.

(4) Maintaining the physical security and integrity of magazines and ready-service storage spaces. Conducting periodic inspection of magazines and testing of sprinkler systems in accordance with existing directives.

(5) Ensuring the external physical security of the unit, in coordination with the security officer who prepares the command physical security plan. The weapons officer is responsible for executing the plan.

(6) When no full-time security officer is authorized/assigned, the basic functions, duties, responsibilities, and authority and organizational relationships described in paragraph 3.2.16 are assigned as collateral duties to the CMAA. If assignment to the CMAA is not practical, these duties are assigned as a collateral duty overseen by the weapons officer and assisted by the CMAA.

(7) Directing, through the 1LT, the planning and execution of deck seamanship operations and evolutions, including anchoring, mooring, fueling, replenishment at sea, operation of the ship's boats, and care and maintenance of associated equipment.

(8) Directing the operation of the paint, sail and boatswain's lockers; and the stowage, care, accountability, and issue of associated materials and equipment.

(9) Directing through the 1LT the maintenance, inspection, stowage and accountability of life rafts, emergency lifeboats, life jackets, and other survival equipment.

(10) Supervising and coordinating the maintenance and painting of the ship's exterior, except for those areas specifically assigned to other departments.

(11) In ships which have a weapons department but do not have a deck department, the 1LT is an assistant to the weapons officer and is responsible, under the weapons officer, for the performance of those duties, other than those relating to ordnance, prescribed elsewhere in these regulations for a 1LT. In small ships, the duties of the weapons officer and of the 1LT may be assigned to one officer.

(12) In ships requiring additional groups in the weapons department, an ordnance officer may be assigned as an assistant to the weapons officer.

c. SAFETY PRECAUTIONS. The weapons officer ensures that in each part of the ship where ammunition is stowed or handled, or where weapons appliances are operated, applicable safety orders are posted in conspicuous places and that personnel concerned are frequently and thoroughly instructed and drilled in them.

d. ORGANIZATIONAL RELATIONSHIPS. The weapons officer reports to the commanding officer, concerning readiness of the department. The following officers, when assigned, report to the weapons officer: gunnery officer, fire control officer, antisubmarine warfare officer, nuclear weapons officer, and 1LT (On ships without a Deck Department).

3.23.1 ANTISUBMARINE WARFARE (ASW) OFFICER

a. GENERAL DUTIES. The ASW officer is responsible for employment, operation, and maintenance of all ASW equipment, except as otherwise assigned.

b. SPECIFIC DUTIES. The ASW officer is responsible for the conduct of underwater ASW search and attack. The operation, care, and maintenance of all ASW equipment, including active and passive sonar; ASW weapons, launching, and fire control equipment; attack aids; torpedo countermeasures; and underwater communication equipment used in the identification and classification of submarines. The ASW officer supervises the training of assigned personnel and other personnel assigned ASW stations or duties.

Act as the nuclear weapons officer for the ASW battery (if nuclear capable) when no nuclear weapons officer is separately designated.

c. ORGANIZATIONAL RELATIONSHIPS. The ASW officer reports to the weapons officer.

3.23.2 GUNNERY OFFICER

a. GENERAL DUTIES. The gunnery officer is responsible for the employment, operation, and maintenance of gunnery assigned.

b. SPECIFIC DUTIES. The gunnery officer supervises the conduct of naval gunfire and oversees the operation, care, and maintenance of all gun armament; including designation equipment, fire control equipment, naval guns and associated ordnance, and attack aids used in controlling and firing guns.

The gunnery officer supervises the training of assigned personnel and other personnel assigned gunnery stations or duties.

In ships with gun armament installed and which have a weapons department, the gunnery officer is an assistant to the weapons officer for duties relating to the operation, care, and maintenance of the gun armament and the connected appurtenances.

c. ORGANIZATIONAL RELATIONSHIPS. The gunnery officer reports to the weapons officer.

3.23.3 NUCLEAR WEAPONS OFFICER

a. GENERAL DUTIES. The Nuclear Weapons officer is assigned on ships possessing nuclear weapons capability. They are responsible for the safety, preservation, assembly, testing, inspection, surveillance, and preparation of nuclear weapons and associated equipment (less equipment installed in aircraft).

b. SPECIFIC DUTIES. The nuclear weapons officer is responsible for the safety, testing, and handling of nuclear weapons and components assigned. They oversee the cleanliness, preservation and security of assigned nuclear weapons spaces.

The nuclear weapons officer supervises and trains assigned personnel and other personnel assigned to nuclear weapons stations or duties.

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c. ORGANIZATIONAL RELATIONSHIPS. The nuclear weapons officer reports to the weapons officer.

3.24. SAFETY OFFICER

a. GENERAL DUTIES. On ships having a safety department, the head of the safety department is designated as the safety officer. They are responsible for a comprehensive safety program based on objectives established by the commanding officer.

b. SPECIFIC DUTIES. The safety officer acts as the principal advisor to the commanding officer on safety matters and is responsible for the proper performance of the functions of their department. The safety officer oversees the unit-wide elements of the safety program, ensures timely and accurate submission of required mishap reports and conducts training on safety related issues. OPNAVINST 5100.19 (series), Program Organization and Responsibilities Chapter, provides a complete description of the safety officer's basic functions, duties, responsibilities, authority, and organizational relationships.

Safety officers will ensure protection of privileged safety-related information in safety programs and enforce restrictions on handling of mishap investigation reports and related evidence or data. Safety officers must consult with the assigned SJA/legal officer before releasing safety-related reports, testimony, evidence, data or deliberative product of Safety Boards, to non-safety actions such as JAGMAN investigations, administrative boards, litigation requests or grievance/complaint procedures, or to non-DOD entities such as the public under FOIA or to Congress.

c. ORGANIZATIONAL RELATIONSHIPS. The safety officer reports to the commanding officer for safety matters. The safety officer collaborates with other department heads and with departmental and divisional safety officers in matters concerning safety.

d. REFERENCES:

(1) OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat

(2) JAG M-5800.7 (series), Manual of the Judge Advocate General

3.25. COMBAT SYSTEMS OFFICER

a. GENERAL DUTIES. In units with a Combat Systems Department, the head of that department is designated the combat systems officer. He/She are responsible for the supervision and direction of the employment of the unit's combat system, including ordnance equipment.

b. SPECIFIC DUTIES. The combat systems officer is responsible for all of the functions prescribed for the weapons officer. In addition, supervise the maintenance of the unit's combat systems including armament, associated appurtenance, magazine spaces, search and detection equipment, command and control equipment, and fire control equipment.

c. SAFETY PRECAUTIONS. The combat systems officer ensures that where ammunition is stowed or handled aboard ship, or where weapons appliances are operated, applicable safety orders are conspicuously posted and the personnel concerned are thoroughly instructed and drilled in safety.

d. ORGANIZATIONAL RELATIONSHIPS. The combat systems officer reports to the commanding officer concerning readiness of the department. The following officers, when assigned, report to the combat systems officer; administrative assistant, weapons/weapons control officer, fire control officer, ordnance officer, gunnery officer, strike officer, antisubmarine warfare officer, electronic readiness/material officer and systems test officer.

(1) In ships with shipboard ASW armament and a combat systems department, the ASW officer is an assistant to the combat systems officer concerning submarine detection, classification, and attack.

(2) In ships with shipboard missile or gun armament and a Combat Systems Department, the weapons control officer (if assigned) is an assistant to the combat systems officer for the performance of those duties assigned to the fire control officer and the ordnance officer. In some cases, such as aboard CGs, the weapons control officer serves as an assistant department head that may or may not have primary responsibility for select divisions within the department.

(a) In ships with shipboard gun and/or missile armament and a combat systems department, the ordnance officer assists the combat systems officer in the operation and

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maintenance of the gun and missile armament and connected appurtenances except for those missile armaments assigned specifically to the ASW officer. In instances where multipurpose missile armaments are installed, the ordnance officer is responsible for their operation and maintenance.

(b) In ships with shipboard gun and/or missile fire control equipment and a combat systems department, the fire control officer assists the combat systems officer in the operation and maintenance of weapons designation and fire control equipment and attack aids used in firing and controlling guns and/or missiles.

(c) In ships requiring additional groups in the combat systems department, a gunnery officer and/or missile officer may be assigned as assistants to the combat systems officer.

(3) In ships with nuclear weapons and a combat systems department, the weapons officer has the collateral duty of nuclear weapons officer and assists the combat systems officer in safety, preservation, assembly, testing, inspection, surveillance, and processing of nuclear weapons, excluding nuclear missile weapons and their associated equipment (equipment installed in aircraft is the responsibility of the parent squadron).

(4) In ships with a combat systems department, the electronics material officer or electronic readiness officer (if assigned) assists the combat systems officer in those duties relating to the material readiness of all communications (internal and external), non-fire control radars, tactical data link equipment and track management systems that are not assigned to the FCO or other officers, weather measuring, and other electronic equipment not assigned to the fire control officer or ordnance officer.

(5) In ships with a combat systems department, the systems test officer is responsible, under the combat systems officer, for those duties defined elsewhere in these regulations.

(6) In smaller ships with a combat systems department but only one of two types of shipboard armament discussed in this article, any duties prescribed for assistants to the combat systems officer may be assigned to the combat systems officer.

(7) In ships with a combat systems department the strike officer, under the combat systems officer, is responsible for the maintenance of all strike weapons, firing systems, and training on board the ship.

3.25.1 SYSTEM TEST OFFICER (STO)

a. GENERAL DUTIES. The STO is responsible for the integration and management of combat system maintenance efforts, evaluation of combat systems material and operational readiness, and combat system alignment.

b. SPECIFIC DUTIES. The STO is responsible for maintaining maximum combat systems material readiness through management of corrective maintenance efforts of the combat system. Directs and functionally integrates combat systems/sub-systems to achieve the optimum combat system material readiness status.

(1) Keep the combat systems officer and other departmental officers in their areas of responsibility and informed of the material readiness of the combat systems and the results of combat system tests.

(2) Maintain the proficiency of the ship's electronics readiness team through training of team personnel and recommending assignment of specific subsystem technicians to the team. The exact composition of an electronics readiness team (number of personnel, rates, and ratings) and the exact duties will vary with the configuration of the combat system.

(3) Initiate and/or review internal reports on the operation and material readiness of the combat systems and subsystems.

(4) Maintain the combat systems smooth log following ship and TYCOM directives.

(5) Assist the combat systems officer with the configuration management of the combat systems. Execute these duties by ensuring that no modifications (hardware/software) are made without the expressed permission of the combat systems officer. Coordinate all such modifications so as to maintain the documented configuration. All software received shall be controlled by the STO to ensure only the correct version is installed in the combat system.

(6) The STO shall be the primary combat systems officer of the watch (CSOOW) and responsible for ensuring the proper training of the ship's CSOOWs.

(7) The STO is a key member of the ship's combat systems training team (CSTT), ship's electronic readiness team, and total ship's training team; and ensure combat systems operating sequencing system training is given a high priority during all training evolutions.

3.25.2 ELECTRONICS READINESS OFFICER

a. GENERAL DUTIES. The electronics readiness officer is responsible for evaluating the operational readiness and monitoring the maintenance of the combat systems, including the unit's search and detection equipment and command and control equipment.

3.25.3 ELECTRONICS MATERIAL OFFICER (EMO)

a. GENERAL DUTIES. The EMO is responsible for the readiness of all assigned electronic equipment, the administration of the electronic material function, and the repair of all shipboard electronic equipment other than weapons control radars in non-CVN class ships and equipment specifically assigned to another division.

b. SPECIFIC DUTIES. The EMO provides for maximum operational readiness of electronic equipment by directing tests, established maintenance procedures and equipment modifications required by authorized field changes. In addition, the EMO:

(1) Provides for correct use, maintenance, and repair of assigned electronic repair equipment.

(2) Establishes and maintains a reporting and record system following with current instructions on the material status of all electronic equipment under their cognizance, including authorized equipment changes, repairs, and expenditure of repair funds.

(3) Assists and advises operating personnel, as requested by authorized officers, in the proper operational procedures and characteristics of electronic equipment, including performance capabilities and limitations.

(4) Keeps informed of the ship's current electronic equipment allowance and ensures the requisition and procurement of authorized equipment. Supervise the installation or storage of such equipment.

(5) Conducts a training program for assigned personnel.

c. ORGANIZATIONAL RELATIONSHIPS. The EMO reports to the CSO, unless there is no combat systems department, in which case the EMO reports to the operations officer.

3.26. STAFF JUDGE ADVOCATE (SJA)(Units with a SJA Assigned)

a. GENERAL DUTIES. If assigned to the unit, the Judge Advocate shall be the head of the Legal Department and designated the SJA. The SJA functions as the principal advisor and staff assistant to the Commanding Officer concerning the interpretation and application of the UCMJ, the MCM, the JAG Manual, and other laws and regulations relevant to the administration and operation of the command. The SJA is also the principal advisor to the Commanding Officer on operational law matters, to include but not limited to: interpretation of treaties, status of forces agreements, Law of Armed Conflict, air and space law, Law of the Sea, and foreign claims.

b. SPECIFIC DUTIES

(1) Draft orders convening courts-martial, appointing orders of persons assigned to conduct JAG Manual investigations, and other legal documents.

(2) Ensure officers and enlisted personnel assigned to courts-martial, investigations and other legal duties are well versed in the legal aspects of their duties.

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

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

(5) Participate in the proper processing of cases involving non-judicial punishment and recommend that appropriate cases be referred to trial by courts-martial.

(6) Review records of courts-martial for legality of procedure, findings, and sentences.

(7) Provide legal advice related to the conduct of administrative or criminal investigations.

(8) Review for accuracy, clarity, consistency, completeness, and legal sufficiency investigative reports prepared in accordance with the JAG Manual and prepare command endorsement, as appropriate.

(9) Ensure the proper processing of personnel for administrative discharge as required.

(10) Provide legal assistance in accordance with 10 U.S.C. § 1044 and the JAG Manual.

(11) Provide advice and assistance on Standards of Conduct, conflicts of interest, integrity and efficiency, Freedom of Information Act and Privacy Act matters, environmental law matters, congressional inquiries, and fiscal law matters.

(12) Assist in the execution of the Law of Armed Conflict (Law of War) Program.

(13) Evaluate and, when appropriate, pay foreign claims.

(14) Maintain liaison with ISIC SJA and other judge advocates, as appropriate, concerning legal matters requiring coordination outside the command.

(15) Maintain liaison with appropriate local and governmental legal authorities.

(16) Represent the Commanding Officer at legal, disciplinary, and regulatory meetings.

c. ORGANIZATIONAL RELATIONSHIPS. The SJA reports directly to the Commanding Officer. All personnel assigned to the Legal Department shall report to the SJA.

d. UNITS WITHOUT A JUDGE ADVOCATE ASSIGNED. If a unit does not have an assigned judge advocate, a legal officer will be assigned in accordance with paragraph 3.2.10.

e. REFERENCES:

(1) Manual for Courts-Martial, United States, 2008

(2) JAG M-5800.7 (series), Manual of the Judge Advocate General

3.27. COMMAND CHAPLAIN

a. GENERAL DUTIES. On ships having a chaplain department, the head of the chaplain department is the senior officer of the chaplain corps permanently assigned and designated as the command chaplain to supervise the command religious program (CRP). Ships with temporarily assigned chaplains are designated as special assistants under the executive officer. In addition to those duties prescribed elsewhere by regulations for the head of a department, they are responsible, under the commanding officer to provide RO-specific ministry, facilitate the religious requirements for other personnel, care for all, and advise the command on all matters related to religious, morals, morale, ethics, spiritual well-being, and emerging religious requirements.

b. SPECIFIC DUTIES. The command chaplain is responsible for developing a comprehensive CRP to meet identified religious needs. Provides RO-specific divine services and appropriate sacramental ministry to the command. Organizes voluntary programs of religious education for interested member of the command.

The command chaplain serves as liaison between the command and support organizations such as the Navy Relief Society and American Red Cross. Also, they represent the command in contacts with community religious and ecclesiastical bodies or authorities. Refer to references for complete list of assigned duties.

c. COLLATERAL DUTIES. NAVREGS forbids the assignment of chaplains to duties unrelated to their specialties while assigned to a combat area during a period of armed conflict. When assigning collateral duties to the chaplain during other periods and in other areas, the governing factor for commanding officers are the recognition of the primacy of the chaplain's duty of religious ministry. Chaplains are not to be assigned collateral duties which involve:

(1) Actions in violation of the religious practices of the chaplain's RO.

(2) Violation of noncombatant status.

(3) Serving as director or treasurer of fund drives.

(4) Serving in any capacity relating to the solicitation, collection, or disbursing of any monies, except as administrator or custodian of a religious offerings fund.

(5) Standing watches other than that of duty chaplain.

d. ORGANIZATIONAL RELATIONSHIPS. The command chaplain reports to the commanding officer in matters related to the spiritual and moral well-being of those within the command. Other chaplains assigned and appointed lay leaders report to the command chaplain.

e. REFERENCES:

(1) OPNAVINST 1730.1 (series), Religious Ministry in the Navy

(2) U.S. Navy Regulations 1990

(3) SECNAVINST 1730.7 (series), Religious Ministry Support within the Department of the Navy

3.28. MAINTENANCE MANAGEMENT OFFICER

a. General Duties: In CVNs the head of the Maintenance Management Department is designated as the maintenance management officer. They are responsible for coordinating the planning, execution, and documentation of ship maintenance requirements at the depot, intermediate, and organization levels.

b. Specific Duties: The maintenance management officer is responsible for overseeing the ship's 3M program under the direct supervision of the executive officer. They act as the ship's central point of contact for coordinating plans and requirements related to scheduled availabilities. In addition:

(1) Maintain the ship's CSMP.

(2) Maintain required documentation and ensure data processing support specified by governing FMP, 3M, and on board maintenance management systems instructions.

(3) Provide necessary support to TYCOMs, SYSCOMs, and NAVSEA PMS312C, carrier planning activity, in matters relating to FMP, ship's maintenance, and 3M requirements.

(4) Act as the specific point of coordination between the ship and industrial activities; provide other services as directed by TYCOM instructions.

(5) Manage and coordinate the ship's quality assurance program and production control services as established by applicable directives.

(6) Manage the operation of the Maintenance Support Center.

c. ORGANIZATIONAL RELATIONSHIPS. The maintenance management officer reports to the commanding officer, for matters pertaining to command policy and performance. Under the direct supervision of the executive officer, the maintenance management officer oversees and is responsible for the 3M coordinator's management of the ship's 3M program.

3.29. PUBLIC AFFAIRS OFFICER (PAO)

a. GENERAL DUTIES. The PAO is responsible for implementing and maintaining internal information, community outreach and public information programs that are consistent with the guidelines set forth in SECNAVINST 5720.44 (series) and the objectives established by the commanding officer. The PAO advises the commanding officer on all public affairs (PA) and visual information matters. The PAO supports the amphibious readiness group Commander or expeditionary strike group commander and units when embarked.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY. The PAO facilitates open, timely, and uninhibited access to public information, except where restricted by law, security classification, or privacy statutes. The PAO must protect privacy information in accordance with SECNAVINST 5211.5 (series).

The PAO communicates information about Navy and Marine Corps programs, activities, missions, and responsibilities to both

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external and internal U.S. audiences, as well as international and host-nation populations.

c. COLLATERAL AND WATCHSTANDING DUTIES. PAOs are not to be assigned any watch standing duties that conflict with or impede the performance of their PA responsibilities, such as during public visiting, news media embarkations, or incidents requiring rapid preparation of a draft press release or other public information product.

d. ORGANIZATIONAL RELATIONSHIPS. Depending on the platform, there may be a Media Department, Media Division or PAO assigned as a collateral duty. In all cases the PAO reports to the commanding officer concerning all public affairs matters.

(1) In units with a media department, the PAO is a special duty officer, public affairs. The PAO collaborates with all Department Heads and executive assistants in public affairs matters and program management.

(2) In units with a media division, the PAO is either a special duty officer (public affairs), or a senior mass communication specialist. The media division is integrated into the executive department for all administrative functions. Enlisted personnel assigned to duty in public affairs report to the PAO concerning all public affairs matters. The PAO collaborates with all department heads, executive assistants and marine detachment (MARDET) (if embarked) in PA matters.

(3) In units without a media department or media division, the PAO may be an officer or enlisted. The PAO collaborates with all Department Heads and executive assistants in PA matters.

3.30. RESEARCH OFFICER

a. GENERAL DUTIES. In units which have a research operations department, the department head is designated the research officer. The research officer is responsible for the operations, maintenance, and security of specified research, special purpose communications, and associated equipment. They are the technical assistant to the commanding officer on certain research operations.

b. SPECIFIC DUTIES. The research officer conducts specified research operations following tasks levied by the commanding officer and per technical directives and guidance

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issued by competent authority. They supervise the operations, maintenance and repair of research operations and special communications spaces and related equipment.

The research officer is responsible for the security of specific research operations, spaces, equipment, and personnel. Supervises and coordinates, through the security manager, the disposal or destruction of classified equipment and material associated with research operations.

c. ORGANIZATIONAL RELATIONSHIPS. The research officer reports to the commanding officer on specified research operations.

3.31. DEPARTMENT ORGANIZATION

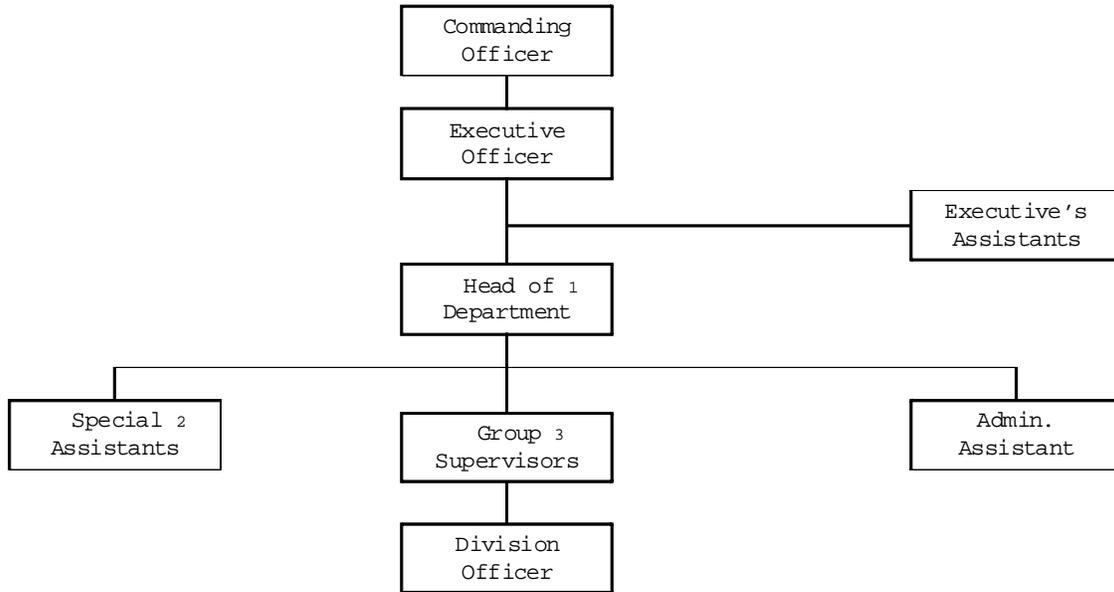
a. Figure 3-2 Department Organization illustrates the standard organization of a department and the lines of authority and relative position of the officers. For the lower echelons of the organization, the structure must be expanded or combined to fit the needs of the unit.

b. Functional guides in this chapter generally apply to all units. However, some units may find the prescribed responsibilities are not carried out as indicated. These general guides may be modified to suit particular needs. TYCOMs may generate guides for specific department heads to supplement the general guides, thus detailing the functions and requirements for specific type commands.

3.32. DEPARTMENT DUTY OFFICER

a. GENERAL DUTIES. The officer or petty officer with the day's duty in port represents the department head and is responsible for the functioning of the department.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Carry out the functions of the head of the department in their absence. Make frequent inspections of departmental spaces to ensure physical security and good order and discipline. Makes required reports to the command duty officer (CDO) or the executive officer, as required.



NOTES:

1. Department head has direct access to the commanding officer on matters specifically related to his/her department. However, he/she shall keep the executive officer appropriately informed.
2. Department training officer, 3-M assistant, warrant officers assigned as technical assistants, and so forth.
3. In charge of the major organizational elements within the department (for example, main propulsion assistant, damage control officer, and so forth).

Figure 3-2 Department Organization

c. ORGANIZATIONAL RELATIONSHIPS. The department duty officer reports to the CDO for the functioning security, good order, and discipline of the department and to the head of the department for functional direction and assignment of watches. Members of the department report to department duty officer as prescribed in the department organization plan.

3.33. DIVISION ORGANIZATION. The functional guides in this section are general and apply to a division officer and any assistants in all types of units. When developing departmental organization manuals, department heads prepare supplementary guides for each division officer, setting forth the responsibilities and relationships for each assignment in the department. In smaller divisions, the functions of the division

junior officer and division training assistant may be assigned to a petty officer or be assumed by the division officer. Figure 3-3 Typical Division Organization illustrates the basic organization of a division. The organization may be modified to meet the needs of particular divisions.

3.34. DIVISION OFFICER

a. BASIC FUNCTION. A division officer is assigned by the commanding officer to lead a division of the unit's organization.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. A division officer is responsible for the duties assigned to the division and for the conduct of subordinates, following regulations and

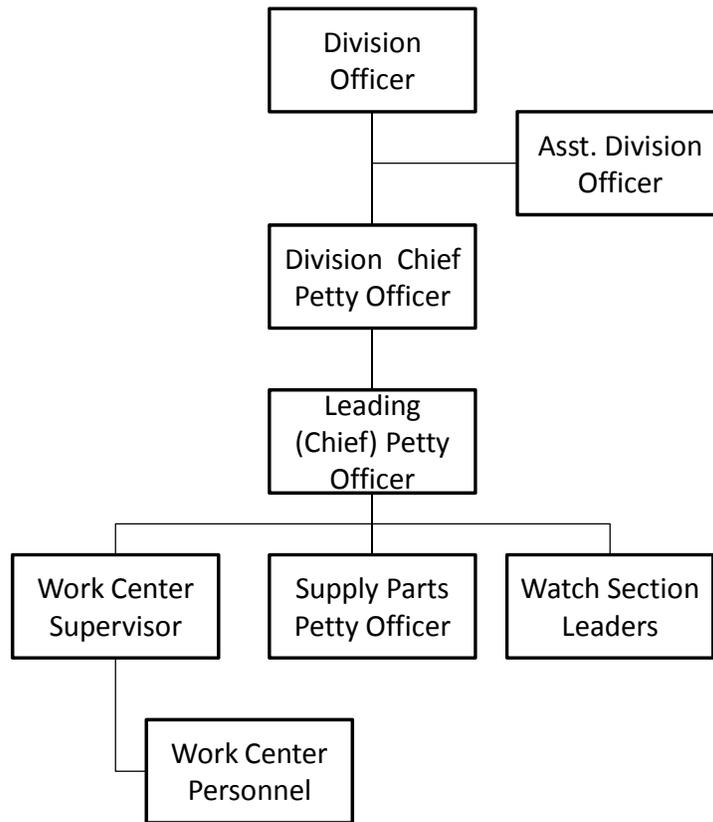


Figure 3-3 Typical Division Organization

orders of the commanding officer and other superiors. The division officer directs the operation of the division through leading (chief) petty officers as prescribed in the division organization. Specific duties of the division officer include:

(1) Supervises the performance of the work centers within the division carrying out the shipboard maintenance and material management system to ensure optimum material readiness; assists in the management and is accountable to the department head for the proper operation of the 3M program for the equipment within his divisional responsibility.

(2) Schedules and conduct training for division personnel. Division training should include indoctrination of new personnel, PQS related training within the division, and preparation for advancement in rating. The division officer designates petty officers qualified to authenticate completion of Sailor PQS qualifications (See Chapter 8).

(3) By personal supervision and frequent inspection, ensure that spaces, equipment, and supplies assigned to the division are satisfactorily maintained. Conduct periodic inspections, exercises, and musters to evaluate performance and discipline in the division. Initiates appropriate corrective measure for identified deficiencies.

(4) Promptly reports to the department head repairs which may be required or other defects which need correction which they are unable to effect.

(5) Assigns personnel to watches and duties within the division and develop rotation programs for battle stations, watches, and general duties to ensure the training and proficiency of assigned personnel.

(6) Maintains a division notebook containing personal data, training data, a space and equipment responsibility log, the watch and battle stations to be manned, and other useful data for the orientation of relieving officer and for ready reference (Standard record forms, division officer's Personnel Record Form (NAVPERS 1070/6) are available through the general supply system). This information enables annual enlisted performance evaluations for personnel of the division.

(7) Responsible for all administration of the division including forms, reports, and correspondence originated or maintained by the division. Forwards requests for leave, liberty, and special privileges with recommendations.

(8) Ensures damage control equipment, fittings, and check-off lists in assigned spaces are in proper working

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condition and properly labeled. Supervises the division damage control (safety) petty officer in safety matters.

c. ORGANIZATIONAL RELATIONSHIPS. The division officer reports to the Department Head regarding assigned duties. The following personnel report to the division officer when assigned; assistant division officers, warrant officers, leading chief petty officer or leading petty officer, for the daily operations in the division.

3.35. ASSISTANT DIVISION OFFICER

a. BASIC FUNCTION. The assistant division officer assists the division officer in coordinating and administering the division and develops a thorough understanding of the functions, directives, and equipment of the division in preparation for division officer duties.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Contingent upon the division organization, the assistant division officer assists the division officer in daily leadership and supervision of the division. The assistant division officer acts as division officer in the absence of the regularly assigned division officer.

c. ORGANIZATIONAL RELATIONSHIPS. The assistant division officer reports to the division officer.

3.36. DIVISION TRAINING ASSISTANT

a. GENERAL DUTIES. The training assistant, normally the assistant division officer assists the division officer in administering training within the division and incorporates the program into departmental and unit-wide training programs.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The assistant division officer develops the division training objectives, reviews departmental and unit training objectives to develop the monthly division training schedules. Once developed and approved, supervises preparation of training materials and reviews curricula, courses, and lesson plans prepared within the division. Obtains and maintains custody of and issues training aids and devices as required to execute the training plan.

Supervises the administration of PQS within the division, and provides guidance for PQS accomplishment. Submits requests for scheduling drills and exercises through the division officer to

support division training requirements and PQS training requirements. Supervises the preparation, administration, and correction of tests in personnel advancement requirements (PARs) within the division and, in conjunction with the unit training officer, arrange for examinations and advancement in rating.

Maintains training records and prepares required reports. Keeps chain of command informed of PQS and training progress.

c. ORGANIZATIONAL RELATIONSHIPS. The division training assistant reports to the division officer.

3.37. DIVISION LEADING (CHIEF) PETTY OFFICER (LCPO/LPO)

a. BASIC FUNCTIONS. The LCPO/LPO designated by the division officer is the senior chief petty officer or petty officer in the division. The LCPO/LPO assists the division officer in administering, supervising, and training division personnel.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The LCPO or LPO assigns division personnel to daily tasks and oversees the accomplishment of division priorities. The LCPO or LPO is responsible for submission of requisitions required to maintain allowances and perform preventative and corrective maintenance. Assists in assigning personnel in cleaning stations, and supervising assigned petty officers in their cleaning duties.

Administratively, the LCPO/LPO assists the division officer with preparation of watch and liberty lists, assists in training and PQS qualification of junior personnel, and ensures divisional administration is forward to division officer for review and forwarding.

The division LCPO/LPO are accountable to the division officer for the proper operation of the 3M System within their division.

c. ORGANIZATIONAL RELATIONSHIPS. The division LCPO/LPO reports to the assistant division officer. The Work Center Supervisor (WCS) reports to the division LCPO/LPO.

3.38. DIVISION DAMAGE CONTROL PETTY OFFICER (DCPO)

a. BASIC FUNCTION. The division DCPO is responsible, under the division leading petty officer, for damage control functions of the division and related matters.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The DCPO is the division's expert on ship's damage control effort. They must know all phases of the ship's damage control organization and procedures. The DCPO is responsible for completion of all required PMS for damage control equipment and ensure all damage control markings and bills are in place and up to date.

The DCPO assists in instructing division personnel in damage control, fire fighting, and CBR defense procedures. The DCPO supervise setting of specified material conditions within division spaces, and make reports as required.

c. ORGANIZATIONAL RELATIONSHIPS. The DCPO reports to the repair officer. Division personnel assigned to damage control duties reports to the DCPO.

3.39. WORK CENTER SUPERVISOR (OTHER THAN AVIATION UNITS)

a. BASIC FUNCTION. The WCS is the senior petty officer in charge of a maintenance group and is responsible to the department head, via the division officer, for 3M system operation within the work center.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The WCS must be trained in the 3M system and be proficient with all instructions pertaining to the 3M system including Chapters 1, 2, and 3 of NAVSEAINST 4790.8 (series).

(1) The WCS ensures personnel in the work center are properly trained, aware of any new developments in the 3M system and are able to comply with requirements of the 3M system and with applicable environmental protection laws.

(2) Prepares the Planned Maintenance System (PMS) weekly work center schedule, ensure appropriate approval, and assign personnel to perform PMS actions.

(3) Screens documents for accuracy and legibility, signs documents prepared by personnel in the work center and submits documentation to the Departmental 3M Assistant in accordance with NAVSEAINST 4790.8 (series).

(4) Advises the department head and division officer concerning inability to complete scheduled maintenance and any other problems involving 3M operation. When equipment requires corrective maintenance, ensures all corrective maintenance actions are properly performed and documented.

(5) The WCS is required to ensure all personnel assigned to the work center are:

(a) Familiar with the weekly work center schedule, Maintenance Requirement Cards, Tag Guide Lists, Equipment Guide Lists and other necessary documentation following OPNAVINST 4790.4 (series).

(b) Assigned maintenance responsibilities under PMS.

(c) Documenting all maintenance actions, both preventative and corrective.

(d) Record any discrepancy noted or identified as deferred maintenance requirement for future accomplishment.

(e) Inform the WCS of inability to complete scheduled maintenance and any other problems in 3M operation.

c. ORGANIZATIONAL RELATIONSHIPS. The WCS reports to the leading petty officer and the Departmental 3M Assistant. All personnel assigned to the work center report to the WCS.

d. AVIATION UNITS. Work center supervisors in aviation units should refer to OPNAVINST 4790.2 (series) for additional duties unique to aviation.

e. REFERENCES:

(1) NAVSEAINST 4790.8 (series), Ship's Maintenance and Material Management (3M) Manual

(2) OPNAVINST 4790.4 (series), Ships' Maintenance and Material Management (3M) System Policy

(3) OPNAVINST 4790.2 (series), The Naval Aviation Maintenance Program (NAMP)

3.40. MARINE ASSIGNMENTS AFLOAT.

a. BASIC FUNCTION. Marines may be detailed to other duties afloat, including but not limited to combat, communications, staff, liaison, guard, aviation, and combat cargo when so ordered by the CNO in coordination with the Commandant of the Marine Corps. When Marines are assigned as a unit, the OIC of

the Marine detachment represents the marines and is the department head in the shipboard organization

b. SPECIFIC DUTIES. The Marine OIC is responsible to the commanding officer of the ship for:

- (1) The efficiency of the detachment.
- (2) Internal administration applicable to the detachment.
- (3) Ensuring personnel conform with administrative instructions and regulations of host platform.

c. ORGANIZATIONAL RELATIONSHIPS. The Marine OIC is responsible to the commanding officer for the accomplishment of specific missions. They are also responsible to the parent command, to ensure that policies and doctrine are carried out.

3.41. SHIP COMBAT CARGO OFFICER

a. BASIC FUNCTION. The member of ship's company corresponding to the embarkation officer is the ship combat cargo officer. Each major ship of the amphibious force normally has aboard a trained Marine officer assigned to this duty. When no Marine combat cargo officer is provided, a Navy officer, normally the 1LT, functions as the ship combat cargo officer.

b. SPECIFIC DUTIES:

- (1) During the Planning Phase:
 - (a) Advise the commanding officer on plans for loading and unloading troop cargo; troop communication requirements; and plan for embarking, billeting, and messing troops.
 - (b) Prepare, correct, maintain, and distribute the Ship's Loading Characteristics Pamphlet.
 - (c) Establish and maintain liaison with the embarkation commander.
 - (d) Advise and assist the embarkation officer in preparing the detailed loading and unloading plans.

(e) Provide embarked commander with current inventory of USMC Landing Force Operational Reserve Material (LFORM) to include inspection dates on all LFORM, dates pallets of class I were loaded and must be rotated, and lot numbers of class V munitions, as appropriate.

(2) During the Embarkation and Rehearsal Phases:

(a) Maintain continuous liaison with the embarkation team commander through the embarkation officer.

(b) Ensure that the loading plan is being followed.

(c) Ensure that a hatch list is maintained at each hatch, as appropriate.

(d) Keep the commanding officer informed of the progress of loading the embarkation.

(e) Advise the commanding officer and embarked commander of problem areas encountered during the rehearsal phase and recommend corrective action.

(f) In conjunction with the 1LT/weapons officer (or combat systems officer), ensure that USMC Landing Force operational reserve material is not inadvertently offloaded with other landing force material during training exercises/operations. Release authority for use of LFORM is normally issued prior to any contingency operation.

(3) During Unloading;

(a) Make frequent inspections to ensure that unloading is proceeding according to plan.

(b) Ensure that all items of cargo requested on a priority basis are expeditiously located and unloaded.

(c) In cooperation with the team embarkation officer, maintain data from which periodic unloading progress reports are made.

(d) Keep a record of boat requirements, by number and type, necessary to complete unloading.

(4) Handling cargo. The ship combat cargo officer is not responsible for handling cargo, operating cargo handling

equipment, or for the cargo's safety and security in the cargo holds. The 1LT, his/her assistant, and deck division officers are responsible to the commanding officer for these details.

c. ORGANIZATIONAL RELATIONSHIPS. The ship's combat cargo officer serves as a special staff officer to the commanding officer. They report directly to the executive officer.

3.42. FLAGSHIPS AND EMBARKED STAFFS. Special arrangements must be made to facilitate working relations between the flagship and an embarked staff. The staff of an embarked commander and enlisted personnel serving with the staff is subject to the internal regulations, orders, and routine of the flagship. Members of the staff are to respect the integrity of command of the flagship.

3.43. PERSONNEL RELATIONSHIPS. Enlisted personnel of the embarked staff is normally administered as a flag division of the flagship. A staff officer is appointed by the embarked commander as flag division officer. Direct liaison with the flagship executive officer must be exercised. The flag division officer, with the approval of the chief of staff and after coordination with the commanding officer of the flagship, assigns enlisted flag division personnel to duties, watches, and battle stations; regulates their leave and liberty; and ensures that they comply with the flagship's routine. Flag division enlisted personnel are responsible to the commanding officer of the flagship for safety, cleanliness, security, and routine maintenance of their assigned spaces. They are to obey flagship orders and other directives for which regularly assigned flagship personnel are responsible.

a. SHIPBOARD. The commanding officer exercises jurisdiction over staff enlisted personnel in matters of discipline. The commanding officer does not discipline staff officers but shall make appropriate reports to the commander embarked for corrective action.

b. LEAVE AND LIBERTY of staff enlisted personnel conform as closely to that of flagship personnel as flag work permits. The flag division officer regulates leave and liberty for staff officers.

c. PERSONNEL RECORDS. The flagship maintains the records of enlisted personnel.

d. TRAINING AND EDUCATION. The commander embarked is responsible for the training and education of staff personnel.

e. SHIPBOARD ASSIGNMENTS. Quarters and stations assigned staff officers and enlisted personnel are shown in the flagship's standard organization book.

f. METEOROLOGY UNIT. Where personnel and facilities permit, personnel of the staff and flagship who are assigned to oceanography duties become a single unit under the supervision and management of the staff oceanographer.

3.44. CIC AND COMMUNICATIONS. Staffs embarked on flagships with no flag plot share flagship CIC facilities. In such cases, the organization of CIC will be as mutually agreed to by the commanding officer of the ship and the embarked commander. The commander of a staff embarked assumes control of flagship communications. This control is to be exercised through the staff communications officer who shall:

a. Coordinate with the flagship communications officer to ensure smooth functioning of communications and to outline policies of the commander.

b. Provide a standard operating procedure for operation of all communications, including cryptographic.

c. Organize officer and enlisted communication watches to meet requirements. Integrate staff and flagship personnel into a single communication facility.

d. Coordinate and supervise training of all communication personnel.

e. Ensure that the organization of the communication unit of the flagship is such that, if the flag is transferred, the ship's organization for communications remains intact.

3.45. LOGISTICS

a. REPAIR REQUESTS AND MAINTENANCE. Staff personnel will be responsible for the routine maintenance of equipment and spaces which they use. Requests for repairs beyond the capacity of staff personnel are submitted on forms in use by the flagship to the staff logistics or material officer, who submit them to the commanding officer of the flagship for final approval. This procedure permits orderly scheduling by the flagship, proper

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maintenance of material records, and centralized control of the workload.

b. BOATS AND VEHICLES. The flag lieutenant regulates the employment of the boats and vehicles assigned to the staff. They are responsible for the appearance, training, and performance of boat crews and drivers. They also ensure that equipment meets the requirements of safety regulations and instructions. Staff enlisted personnel operate the boats assigned to the staff if personnel allowance permits. The staff boat crews is responsible for routine painting, cleanliness, and upkeep. Maintenance and repairs beyond the capacity of the staff boat crews are requested from the flagship. When no boats are assigned to the embarked staff or when the number assigned is insufficient, additional boats shall be assigned to the staff as requested. The number requested, however, must be within flagship capabilities. Requests for special boat trips are made to the flagship's executive officer, or in their absence, to the CDO. Such requests should be made early to allow time for planning maximum usage of each trip. The operation and maintenance of staff vehicles is the responsibility of staff personnel. Repairs beyond the capacity of staff personnel are requested from the flagship.

c. MEDICAL. When the staff is embarked, the staff medical officer and assistants have full access to the flagship's medical facilities and supplies to perform their duties. The flagship's medical officer may be ordered to additional duty with the commander embarked when the ship is designated the flagship. When required, the staff medical officer may be ordered to additional duty with the flagship.

d. PUBLIC AFFAIRS. When the staff is embarked, the staff PAO and mass communication specialists have full access to the flagship's media facilities and supplies to perform their duties. The flagship's PAO may be ordered to additional duty with the embarked commander when the ship is designated the flagship. When required, the staff PAO may be ordered to additional duty with the flagship.

e. SUPPLY. The staff supply officer maintains the staff quarterly sub allotment granted by the TYCOM. If no supply officer is assigned to the staff, the flagship supply officer maintains the quarterly sub allotment and pertinent reports and records. The flagship's supply officer, on request of the staff supply officer or a designated representative, procures all

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staff supplies and equipment, and surveys and replaces labor-saving devices and equipment.

f. DISBURSING FUNCTIONS. The flagship's disbursing officer performs all disbursing functions required by the embarked staff.

g. QUARTERING STAFF PERSONNEL. The flagship shall be notified of the number of officers' quarters required by the staff. Delineation of spaces between staff and flagship depends on circumstances but generally is conform to the ship's booklet of general plans for ships specifically configured as flagships. For ships not configured as flagships, the embarking commander and the commanding officer of the ship should agree to an equitable temporary arrangement. Space available to the staff further allocated to staff divisions by a staff officer designated by the embarked commander.

(1) Flag and commanding officer's quarters. If there is but one cabin available in a flagship or other ship in which a flag officer is embarked, the flag officer, the commanding officer, and the chief of staff will share it jointly, and the choice of accommodation shall be in the order named. If quarters for a flag officer are available in the ship, the commanding officer is not required to share their accommodations, if available; and other officers of the staff above the grade of commander will be assigned to cabin accommodations, if available; and other officers of the staff will be assigned to appropriate quarters. After the executive officer, all assignments of wardroom accommodations to officers of the staff and ship's company will be made according to rank.

(2) Assignment of officers' quarters afloat. All commissioned officers, not in command, of the grade of commissioned warrant officer and above are, insofar as practical, be wardroom officers and occupy wardroom quarters. The assignment of officers' quarters on board ship shall be per the plans of the ship insofar as practical, as issued by the Naval Sea Systems Command and approved by the CNO.

(a) Rooms and bunk rooms not specifically designated on the plans are assigned by the commanding officer who will exercise due regard for the relative rank of the officers concerned and desirability of permanence of quarters assigned to watch standing officers.

(b) Each commissioned warrant officer and warrant officer have a room when such is available, per the plans of the ship. When necessary, however, two or more of them shall occupy one room jointly. The rooms need not be assigned in the order of seniority.

(c) Officers of any Government service (military or civilian) taking passage, with or without organized units, in a ship of the Navy not fitted for transportation of passengers will be provided quarters under their rank and seniority relative to the officers regularly attached to the ship when conditions permit.

(d) In a ship of the Navy which has passenger quarters, officers of any Government service (military or civilian) taking passage with or without organized units are assigned to quarters with due regard for their relative seniority. No officer regularly attached to such a ship is displaced from quarters because of a passenger, although they may, when passenger accommodations aboard are insufficient, be required to share the quarters. However, their performance of duty will not be impaired thereby; shifting of berthing assignments because of changes in relative seniority of passengers, as a result of the embarkation or debarkation of passengers at intermediate ports, will be held to a minimum.

(3) Quarters Afloat for Enlisted Personnel. When enlisted persons of the armed services of the United States are embarked in a ship of the Navy as organized units, they are, when practical, to be quartered and messed apart from the crew of the ship.

h. CLEANLINESS AND UPKEEP. Staff personnel maintain a satisfactory standard of cleanliness and material upkeep of spaces assigned. This includes officer and working spaces, living quarters, washrooms, and storerooms. This does not in any way relieve the commanding officer of the flagship of the continuing responsibility for the material condition of the ship. The commanding officer of the flagship shall be notified of those spaces for which the staff has assumed responsibility for cleanliness and upkeep when embarked.

3.46. REPORTING REQUIRED FOR LIAISON

a. *COMMAND. A COMMANDER SHALL KEEP THEIR IMMEDIATE SUPERIOR INFORMED OF:*

(1) THE ORGANIZATION OF THE COMMAND, THE PROSPECTIVE AND ACTUAL MOVEMENTS OF THE UNITS OF THE COMMAND, AND THE LOCATION OF THEIR HEADQUARTERS.

(2) THE PLANS FOR EMPLOYMENT OF THEIR FORCES.

(3) THE CONDITION OF THE COMMAND AND OF ANY REQUIRED ACTION PERTAINING THERETO WHICH IS BEYOND THEIR CAPACITY OR AUTHORITY.

(4) INTELLIGENCE INFORMATION WHICH MAY BE OF VALUE.

(5) ANY BATTLE OR ACTION INVOLVING UNITS OF THE COMMAND.

(6) ANY IMPORTANT SERVICE OR DUTY PERFORMED BY PERSONS OR UNITS OF THE COMMAND.

(7) ANY UNEXECUTED ORDERS AND MATTERS OF INTEREST UPON BEING RELIEVED OF COMMAND.

b. FLEET COMMANDER. A FLEET COMMANDER AND, WHEN DIRECTED, OTHER COMMANDERS SHALL SUBMIT TO THE CHIEF OF NAVAL OPERATIONS AS SOON AS PRACTICABLE AFTER THE END OF THE FISCAL YEAR OR UPON BEING RELIEVED A REPORT WITH THE INFORMATION NECESSARY TO PERMIT A COMPREHENSIVE REVIEW OF THE OPERATIONS AND CONDITIONS OF THE COMMAND FOR THE PERIOD INVOLVED.

c. UNDERWAY. WHEN UNDERWAY, THE COMMANDING OFFICER OF THE FLAGSHIP SHALL MAKE REPORTS TO THE FLAG OFFICER EMBARKED, SUBJECT TO THEIR ORDERS. In addition, certain reports are required from the ship's officers to ensure staff officers are informed of the ship's movements.

(1) The commanding officer is responsible for all movements of the flagship. Movements shall be relayed to the commander.

(2) The staff watch officer, the flagship OOD, and the tactical action officer (TAO) exchange information to keep one another adequately informed on matters of which each has cognizance. When in company, the staff watch officer is informed of prospective maneuvers of the flagship. Maneuvering signals should be brief but specific, giving the new course, speed, and any other pertinent information.

(3) THE SIGNAL BRIDGE SUPERVISOR SHALL REPORT TO THE OOD, STAFF WATCH OFFICER, AND TAO THE SIGHTING OF NAVIGATIONAL

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AIDS OR HAZARDS; THE SIGHTING OF SHIPS OR AIRCRAFT: THE IDENTITY OF UNITS WHEN CALLS ARE EXCHANGED; AND THE SIGHTING, RECEIVING, OR TRANSMISSION OF SIGNALS.

d. MOORED OR AT ANCHOR. When the flagship is moored or at anchor, the signal bridge supervisor reports to the OOD all movements of ships getting underway or coming to anchor, movements of small craft toward the flagship, movements of Navy or merchant ships which will pass and required salutes or dips, shifting of personal flags, and any other occurrences worthy of notice. The OOD notifies the staff duty officer of occurrences worthy of note. The signal bridge supervisor then reports to the flag lieutenant or the staff duty officer, prior to 0800, any movements of ships during the preceding night. The staff duty officer screens these reports and relay to the force commander and chief of staff those currently required by those officers.

3.47. TACTICAL RELATIONSHIPS

a. The commanding officer is always responsible for the navigation of the flagship. When information, the flagship will maneuver in obedience to the signals of the officer in tactical command (OTC) in the same manner as other ships in the formation, and its commanding officer is responsible for station keeping, course, and speed as circumstances may dictate.

b. When the commander is the OTC, they may orally direct the flagship to change course, speed, or station. In such cases *THE FLAGSHIP SHALL NOTIFY OTHER SHIPS IN THE FORMATION BY SIGNAL HOIST THAT IT IS MANEUVERING INDEPENDENTLY AND NOT TO FOLLOW FLAGSHIP MOVEMENTS; IT SHALL ALSO INDICATE THE NEW STATION ASSIGNED AS APPROPRIATE.*

c. *WHEN THE MOVEMENTS OF THE FLAGSHIP ARE NO LONGER TO BE DIRECTED BY THE FLAG, THE COMMANDING OFFICER OF THE FLAGSHIP SHALL BE INFORMED. IF PRACTICAL, THE COMMANDING OFFICER OF THE FLAGSHIP SHALL BE FURTHER INFORMED OF THE INTERVAL DURING WHICH THEY SHALL ACT INDEPENDENTLY.*

Chapter 4 WATCH ORGANIZATION

4.0. INTRODUCTION. Due to the demanding array of operations unique to naval warfare, a constant vigilance and attention to operations must be maintained. Consequently, a system of continuous watch has been employed and is a fundamental tradition of the Navy. This chapter highlights composition of the watch organization, including discussions of specific positions, duties and associated records and logs. Submarine watches are stood IAW the Submarine Organization and Regulations Manual, COMSUBLANT/COMSUBPACINST 5400.49 (series).

4.1. ESTABLISHMENT OF WATCHES

a. A watch is defined as any period of time during which a Sailor is assigned specific, detailed responsibilities on a recurring basis. Watches on board ships are set both in port and underway. The commanding officer establishes the watches necessary for the safety, security, and proper operation of the command.

b. On board ships, the watch of the OOD and the EOOW are regular and continuous, except as provided herein.

c. In units not underway, the commanding officer may authorize, subject to restrictions imposed by a senior in the chain of command, the standing of a day's duty in lieu of regular and continuous watches.

4.2. ASSIGNMENT OF WATCH OFFICERS

a. Within these regulations, a watch officer is one regularly assigned to duty in charge of a watch or portion of a watch. Subject to restrictions imposed by a senior in the chain of command or by regulation, a commanding officer may assign to duty in charge of a watch or to a day's duty, any commissioned or warrant officer under their authority whom they deem qualified. Medical, medical service, nurse, dental, and chaplain corps personnel may not be assigned watches or duties not related to medical, dental, or religious functions respectively. Normally, officer watch assignments are proposed by the senior watch officer (SWO) and approved by the commanding officer.

b. Marine officers below the grade of major may be assigned as OOD (in port). Marine officers on the junior watch list may stand junior officer of the deck (JOOD) at sea.

c. At times when the number of commissioned or warrant officers qualified for watch standing is reduced to an extent which may interfere with proper operation of the command or cause undue hardship, the commanding officer may assign to duty-in charge of watch, or to stand a day's duty, any petty officer or non commissioned officer who is subject to their authority and is, in the opinion of the commanding officer, qualified for such duty. On board ship, unless otherwise authorized by the CNO, the assignment of enlisted personnel to a day's command duty are limited as described in NAVREGS.

4.3. STATION OF WATCH OFFICERS

a. The watch officer's station shall be located where the watch officer can best perform the duties assigned and supervise those on watch.

b. When authorized and not at the above station, the watch officer shall be ready to appear when summoned.

c. Conduct the watch in a smart and military manner.

4.4. GENERAL DUTIES OF WATCH OFFICERS AND WATCH STANDERS. The following provides general guidance for all watch officers and watch standers. Each person on watch will:

a. *BE RESPONSIBLE FOR ENSURING THE PROPER PERFORMANCE OF ALL DUTIES OF THE WATCH.*

b. *BE SUBJECT TO ORDERS OF THE WATCH OFFICER OR A WATCHSTANDER IN CHARGE OF SPECIFIC DUTIES OR PERSONNEL.*

c. *REMAIN RESPONSIBLE FOR THE WATCH AND REMAIN AT THE STATION UNTIL PROPERLY RELIEVED OR SECURED BY PROPER AUTHORITY.*

d. *OBEY ALL ORDERS AND REGULATIONS AND WILL REQUIRE THE SAME OF ALL SUBORDINATES ON WATCH. THE WATCHSTANDER WILL INSTRUCT SUBORDINATES ON THE PERFORMANCE OF THEIR DUTIES AND SHALL ENSURE THAT THEY ARE AT THEIR STATIONS, ALERT AND READY FOR DUTY.*

e. *TRAIN THEMSELVES AND SUBORDINATES TO FORESEE SITUATIONS WHICH MAY ARISE AND TO TAKE TIMELY, REMEDIAL ACTION.*

f. CONDUCT ONESELF IN A SMART AND MILITARY MANNER BEFITTING THE STATURE OF A PERSON ON WATCH.

g. USE PHRASEOLOGY CUSTOMARY TO THE SERVICE WHEN ISSUING ORDERS AND MAKING REPORTS.

h. DEMAND FORMALITY IN ALL RELATIONSHIPS.

i. PROMPTLY INFORM THE APPROPRIATE PERSONS OF MATTERS PERTAINING TO THE WATCH WHICH ARE NECESSARY TO THEIR DUTIES.

j. CONDUCT REQUIRED INSPECTIONS OF THE WATCH TO ENSURE THEIR PROPER PERFORMANCE, AS DIRECTED HEREIN AND AS AMPLIFIED BY THE COMMANDING OFFICER.

k. PRIOR TO RELIEVING THE WATCH, THE ONCOMING WATCH SHALL BECOME THOROUGHLY ACQUAINTED WITH ALL MATTERS REQUIRED FOR THE PROPER PERFORMANCE OF THEIR DUTIES. THEY SHALL DECLINE TO RELIEVE THE PRECEDING WATCH OFFICER SHOULD ANY SITUATION EXIST WHICH JUSTIFIES SUCH ACTION UNTIL THE COMMANDING OFFICER OR OTHER COMPETENT AUTHORITY HAS BEEN ADVISED AND HAS PROVIDED GUIDANCE.

4.5. WATCHSTANDING PRINCIPLES. WATCH STANDERS WILL:

a. RECEIVE SUFFICIENT TRAINING TO PERFORM THE DUTIES OF THE WATCH STATION PRIOR TO ASSIGNMENT.

b. BE FULLY ATTENTIVE TO THE DUTIES AND RESPONSIBILITIES OF THE ASSIGNED WATCH STATION.

c. FREQUENTLY REVIEW ALL OF THE EMERGENCY PROCEDURES OF THEIR WATCH STATION IN ORDER TO BE READY TO EXECUTE EMERGENCY PROCEDURES WITHOUT DELAY.

d. NOT LEAVE THEIR WATCH STATION UNLESS PROPERLY RELIEVED OR SO ORDERED BY THE OFFICER IN CHARGE OF THE WATCH STATION.

e. KNOW WHOM TO REPORT TO IN THE WATCH ORGANIZATION AND ALL WATCH STANDERS WHO SHALL REPORT TO THEM.

f. NOT BE ASSIGNED OR ASSUME ANY OTHER DUTIES WHICH MAY DISTRACT THEM FROM THEIR WATCH FUNCTION.

g. SHALL REPORT ALL VIOLATIONS OF THE UNIT'S REGULATIONS, DIRECTIVES, AND OTHER BREACHES OF GOOD ORDER AND DISCIPLINE;

SHALL TRY TO THE UTMOST TO SUPPRESS SUCH VIOLATIONS; SHALL REPORT ANY KNOWN OR PROBABLE VIOLATION OF SAFETY PRECAUTIONS OR SAFETY REGULATIONS; SHALL TRY TO THE UTMOST TO SUPPRESS SUCH VIOLATIONS AND OTHER MALPRACTICE WHICH MAY ENDANGER THE SAFETY OR SECURITY OF A NAVAL UNIT AND ITS PERSONNEL.

h. IF AUTHORIZED TO CARRY ARMS, SHALL BE INSTRUCTED ON THE FOLLOWING ORDERS TO SENTRIES AND THE CIRCUMSTANCES UNDER WHICH A WEAPON MAY BE FIRED. WATCHES REQUIRING THE CARRYING OF ARMS WILL BE ASSIGNED ONLY TO PERSONS WHO HAVE BEEN TRAINED IN THE FIRING OF THE WEAPON ASSIGNED.

4.6. ORDERS OF THE SENTRIES

a. Take charge of this post and all government property in view.

b. Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.

c. Report all violations of orders I am instructed to enforce.

d. Repeat all calls from any post more distant from the guard house (quarterdeck) than my own.

e. Quit my post only when properly relieved.

f. Receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch only.

g. Talk to no one except in the line of duty.

h. Give the alarm in case of fire or disorder.

i. Call the OOD in any case not covered by instructions.

j. Salute all officers and all colors and standards not cased.

k. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.

4.7. USE OF DEADLY FORCE

a. CONDITIONS UNDER WHICH SECURITY FORCE PERSONNEL MAY USE DEADLY FORCE. Deadly force is that force which a person uses with the purpose of causing, or which they know, or should know, would create a substantial risk of causing death or serious bodily harm. General guidance on the use of deadly force is contained in SECNAVINST 5500.29 (series).

Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

(1) SELF-DEFENSE. Deadly force is authorized when circumstances realistically appear to be necessary to protect law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.

(2) PROPERTY INVOLVING NATIONAL SECURITY. When deadly force reasonably appears to be necessary to prevent the threatened theft of, damage to, or espionage aimed at property or information specifically designated in writing by a commander or other competent authority as vital to the national security; to prevent the actual theft of, damage to, or espionage aimed at property or information which, though not vital to the national security, is of substantial importance to the national security; or to apprehend or prevent the escape of an individual whose unauthorized presence in the vicinity of property or information vital to the national security reasonably appears to present a threat of theft, sabotage or espionage. Property is specifically designated as vital to the national security only when its loss, damage, or compromise would seriously prejudice national security or jeopardize the fulfillment of an essential national defense function.

(3) PROPERTY NOT INVOLVING NATIONAL SECURITY BUT INHERENTLY DANGEROUS TO OTHERS. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property, such as operable weapons or ammunition, which in the hands of an unauthorized individual presents a substantial potential danger of death or serious bodily harm to others.

(4) SERIOUS OFFENSES AGAINST PERSONS. When deadly force reasonably appears to be necessary, to prevent the commission of a serious offense involving violence and threatening death or

serious bodily harm (such as murder, armed robbery, aggravated assault or rape).

(5) DETENTION, APPREHENSION, AND ESCAPE. When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to affect the detention, apprehension, or prevent the escape of a person likely to cause death or serious bodily harm to another.

(6) LAWFUL ORDER. When directed by the lawful order of a superior authority that shall be governed by the provisions set forth herein and by SECNAVINST 5500.29 (series). Use of force shall be consistent with Standing Rules of Engagement/Standing Rules for the Use of Force for US Forces, CJCSI 3121.01 series.

b. LOCAL LIMITS. In order to comply with local law, a commanding officer may impose further restrictions on the use of deadly force if in their judgment such restrictions would not unduly compromise important security interests of the United States.

c. ADDITIONAL CONSIDERATIONS INVOLVING FIREARMS. If, in any of the circumstances set forth above it becomes necessary to use a firearm, the following precautions are observed, provided it is possible to do so consistent with the prevention of death or serious bodily harm:

(1) An order to halt is given before a shot is fired. Firing a warning shot is a safety hazard and is prohibited.

(2) Shots are not fired if they are likely to endanger the safety of innocent bystanders.

(3) Shots are not normally fired from a moving vehicle.

d. REFERENCE. SECNAVINST 5500.29 (series) Use of Deadly Force and the Carrying of Firearms by Personnel of the Department of the Navy in Conjunction with Law Enforcement, Security Duties and Personal Protection

4.8. LENGTH OF WATCH AND ROTATION. The length of time for continuous watches is normally four hours. However, the length of assignment to a watch should be based on the conditions under which the watch is stood. The OIC of the watch station shall ensure that watch standers are rotated frequently enough to stand an effective watch.

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- a. The standard watches in Navy units are:
- | | |
|-----------|------------------|
| 0000-0400 | Mid Watch |
| 0400-0800 | Morning Watch |
| 0800-1200 | Forenoon Watch |
| 1200-1600 | Afternoon Watch |
| 1600-1800 | First dog Watch |
| 1800-2000 | Second dog Watch |
| 2000-0000 | Evening Watch |

b. In-Port duty personnel are normally assigned a day's duty from 0800 to 0800 the following day. Duty personnel may also be assigned specific four-hour watches during the duty day.

4.9. DEVELOPING A WATCH ORGANIZATION. Operational requirements are considered first in developing a watch organization. Based on these requirements, functions and responsibilities of personnel are delineated in writing. The watch organization must also be based on capabilities of personnel and the wishes of commanding officers and department heads. While no firm guidance for individual units can be presented, the unit watch organization should be charted and explained in writing to ensure that personnel know their responsibilities and relationships while on watch. SMDs and NWP provide significant input to the watch organization.

4.10. ASSIGNMENTS TO WATCHES

a. Departments aboard ship are responsible for specified watches, and department heads are responsible for the supervisory duties. When one department has insufficient personnel to staff all stations in a specified condition of readiness, the executive officer may require other departments to supplement some stations. Personnel should be assigned during Condition III watches to stations that they will man during Condition I.

b. For watches which are not the responsibility of a single department (quarterdeck, and so forth), department heads will assign the required number of personnel and the senior watch officer is responsible for that watch bill. These types of watches are not included in the Watch, Quarter, and Station Bill but are published periodically in an approved and signed watch bill and in the POD.

c. On nuclear-powered ships, the assignment of engineering department key watches shall be as defined in the OPNAVINST 9210.2 (series).

d. REFERENCE. OPNAVINST 9210.2 (series), Engineering Department Manual for Naval Nuclear Propulsion Plants (U)

4.11. SETTING THE WATCH. Setting the watch occurs upon a change of watch condition within the ship such as getting underway, mooring, and changing the condition of readiness. Personnel responsible for setting the watch must make the watch station ready to function as rapidly as possible and ensure that necessary equipment, material, and subordinate personnel are on station.

4.12. RELIEVING THE WATCH

a. ROLES FOR RELIEVING THE WATCH. Relieving the watch shall be controlled and precise. The ability to handle casualties and tactical decisions is significantly reduced during the transition period between watches. Accordingly, the following rules apply:

(1) The relieving watch is to be on station in sufficient time to become familiar with equipment conditions and the overall situation and still relieve on time.

(2) The relieving watch inspects all spaces and equipment as required by the commanding officer before relieving the watch.

(3) If practical, the relieving watch examines all applicable equipment log readings on the station since they last had the watch, noting any unusual variations such as voltages, pressures, and temperatures. Such variations shall be discussed and resolved prior to watch relief. (Check that the preceding watch has completed the log sheets as required.)

(4) The relieving watch reads the remarks sections of applicable logs from the last time that they were on watch (or from the time of getting underway, plant start-up, equipment light-off; or for the preceding three watches if continuity of watches has been interrupted), carefully noting and discussing unusual conditions, deviations, or other matters of importance.

(5) Both the relieved watch and the relieving watch are responsible for ensuring that the relieving watch is completely aware of all unusual conditions. These include tactical situations, equipment out of commission or in repair, personnel working aloft, outstanding orders, deviations from normal plant

or equipment line-up, forthcoming evolutions (if known), and any other matters pertinent to the watch.

(6) The relief is executed smartly under the following guidelines:

(a) Permission is obtained from the appropriate watch supervisor to relieve the watch.

(b) Relief reports, "Ready to relieve."

(c) Person being relieved gives a status report of the watch section.

(d) Relief tours the watch station.

(e) Person being relieved completes briefing of relief (including unexecuted orders and anticipated evolutions) and answers any questions.

(f) When the relief is fully satisfied that they are completely informed regarding the watch, they relieve the watch by saying, "I relieve you."

(g) Responsibility for the watch station then shifts to the oncoming watch stander, and the person being relieved states, "I stand relieved."

(h) The person assuming the watch reports their relief to the same person from whom permission was requested to relieve.

(i) On stations where a log is maintained, the log is completed and signed by the off going watch stander before leaving the watch station.

(7) On nuclear-powered ships, the relief of the EOOW shall be conducted following the procedures listed in the OPNAVINST 9210.2 (series).

b. CONTINUITY OF CONTROL AND KNOWLEDGE. At no time are two senior (key) people of a watch area be in the process of transferring the watch at the same time. This helps provide for continuity of control and knowledge in case of a casualty during the transition period.

c. PATTERN OF RELIEF. The specific lead times for ensuring proper relief of members of the watch is flexible and may be reduced during quiet periods, but the sequence of relief is firm. The general pattern of relief is as followed:

(1) One-half hour before the hour oncoming-watch is on station to make inspection, read logs and turn-over sheets, and obtain information from relief.

(2) Fifteen minutes before hour, watch members are relieved.

(3) On the hour, supervisors relieve (OOD, EOOW, etc.).

d. REFERENCE. OPNAVINST 9210.2 (series), Engineering Department Manual for Naval Nuclear Propulsion Plants (U)

4.13. LOGS

4.13.1 THE DECK AND ENGINEERING LOGS. No erasures shall be made in the OPNAV 3100/98 & 3100/99 Ships Deck Log, NAVSEA 3120/4 Magnetic Compass Table, NAVSEA 3120/1 Engineer's Bell Log, or NAVSEA 3120/2A through 3120/2d Engineer's Log. OPNAVINST 3100.7 (series) specifies making corrections and late entries into Naval Logs. Should the commanding officer direct a change to one of the foregoing records, the person concerned shall comply, unless the proposed change is believed to be incorrect. In such event the commanding officer shall enter such remarks on the record over their own signature.

4.13.2 THE SHIPS DECK LOG

a. THE DECK LOG, SHALL BE PREPARED IN THE MANNER AND FORM PRESCRIBED BY THE CNO, OPNAVINST 3100.7 (series). The deck log shall be a complete daily record, by watches, which shall describe every occurrence of importance concerning the crew and the operation and safety of the ship or items of historical value.

b. SHIPS MAY BE EXEMPT FROM RECORDING DAILY ENTRIES BY WATCHES IN THE DECK LOG ONLY UNDER THE FOLLOWING CIRCUMSTANCES:

(1) The CNO, through the fleet or force commander, may direct that the deck log for ships engaged in special operations, whose operations are recorded through means other than the deck log, be limited to the nonoperational data required by the preceding paragraph. Entries shall be made when

noteworthy events occur rather than daily by watches. The operational data for such ships shall be recorded in the manner prescribed by the CNO.

(2) While undergoing a scheduled period of regular overhaul, conversion, or inactivation, ships may make log entries when noteworthy events occur rather than daily by watches.

4.13.3 THE MAGNETIC COMPASS RECORD. The magnetic compass table shall be a log of gyro and magnetic compass courses, adjustments, and tests. Gyro and magnetic steering courses shall be recorded for every course change over 10-degrees or at least half hourly. During frequent and rapid maneuvering, entries need only be made hourly. Gyro and standard magnetic compass courses shall be recorded at least daily and before entering restricted waters. Position entries shall be made at 0800, 1200, and 2000 at a minimum. The navigator shall sign and submit the record to the commanding officer for approval quarterly.

4.13.4 THE ENGINEERING LOG. The engineering log shall be a complete daily record by watches of important information about the engineering department and the operation of the propulsion plant. Naval Ships' Technical Manual (NSTM) Chapter 090 provides specific guidance on required entries.

4.13.5 THE ENGINEER'S BELL BOOK

a. The NAVSEA 3210/1 shall be a chronological record of orders pertaining to the speed of the propulsion engines or motors. It shall show for the shaft to which it pertains, each time a propeller speed is ordered, the meaning of such order, and the corresponding revolutions per minute. Ships and craft equipped with controllable pitch propellers shall, in addition to signaled speed and revolutions per minute, record propeller pitch for each signaled change in speed. NSTM Chapter 090 provides specific guidance on required entries.

b. When propulsion engines or motors are controlled directly by the bridge through electro/mechanical/electronic means, the bell book need not include engine orders provided the deck log records such orders. The bell book and deck log shall show the time the control of engines or motors is assumed and relinquished by the bridge.

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c. For ships not equipped with automatic bell loggers, two persons shall be stationed at the throttle control station, during maneuvering operations in restricted waters, to execute and record engine orders separately.

d. On ships where bell book entries are recorded through use of electronic bell/data logger, equipment being placed out of commission does not alleviate the ship of the responsibility to maintain a bell book as described above. Should such a casualty occur, a bell book is established on the bridge, propulsion central control station, or main engine rooms as prescribed by the commanding officer.

4.13.6 REFERENCES:

a. OPNAVINST 3100.7 (series), Preparing, Maintaining and Submitting the Ship's Deck Log

b. Naval Ships' Technical Manual Chapter 090 - Propulsion Shafting

4.14. THE UNDERWAY WATCH ORGANIZATION. The underway shipboard watch organization is based on the condition of readiness and the tactical environment. Although a tactical commander's organization is normally transparent to shipboard watch structures, the composite warfare commander doctrine may be the doctrine under which individual ships will operate when assigned to tactical organizations such as a carrier strike group, surface action group, expeditionary strike group or amphibious readiness group. It is therefore necessary tactical knowledge for all non-engineering watch standers underway. Specific details can be found in NWP 3-56.

4.14.1 SHIPBOARD CONDITIONS OF READINESS. Underway watch conditions depend on the readiness level required to meet the ship's current or expected situation. Condition IV is the condition of readiness for optimum peacetime cruising, condition III is the condition of readiness for combating single warfare area threats for extended periods. Condition I is the highest degree of readiness and is intended primarily to combat the ship's primary mission area threat or multiple threats. Certain types of ships modify condition I to accomplish specific missions (condition II). Depending on the condition of readiness, various watch stations are manned. Manning requirements vary with individual ship types, and specific condition watches are contained in applicable type Ship's Manning Document and/or Combat Systems Doctrine.

a. CONDITION IV (Peacetime Readiness). Condition IV watches require an adequate number of qualified personnel for the safe and efficient operation of the ship and permits the best economy of personnel assignment to watches. Requirements for Condition IV are:

(1) No weapon batteries are manned.

(2) The engineering plant is ready for speeds as ordered.

(3) Material condition Yoke is modified for access during daylight.

(4) Complete surface lookout coverage is provided. Air lookouts are on duty when flight operations are in progress in the vicinity.

(5) CIC is manned sufficiently. Exterior/interior communications are manned sufficiently to cover the circuits in use.

(6) Aircraft are in the condition of readiness required by the flight schedule. Specific watches and their responsibilities are found in the Ship's Manning Document and/or the Combat Systems Doctrine for individual ship types.

b. CONDITION III (Wartime/Heightened/Tension Readiness). Condition III watches require sufficient number of personnel to man a limited number of weapons systems for prolonged periods. Condition III must provide the capability to conduct or repel an urgent attack while the ship is called to General Quarters. The non-weapon related requirements of Condition IV also apply to Condition III. Actual watches manned during Condition III vary depending on the ship's combat systems configuration. Specific watches and their responsibilities are found in the Ship's Manning Document and/or the Combat Systems Doctrine for individual ship types.

c. CONDITION I (General Quarters). Condition I requires the manning of all weapons systems, sensors, damage control, and engineering stations. Material condition Zebra is set throughout the ship and engineering systems are configured for maximum flexibility and survivability. With all hands at General Quarter's stations, the ship is prepared to fight at its maximum capability. As with Condition III, the individual

stations manned during Condition I are ship specific. Specific watches and their responsibilities are found in the Ship's Manning Document and/or the Combat Systems Doctrine for individual ship types.

4.14.2 REFERENCE. NWP 3-56, Composite Warfare Doctrine

4.15. SHIP CONTROL WATCHES

4.15.1 COMMAND DUTY OFFICER (CDO) UNDERWAY

a. BASIC FUNCTION. If assigned, the CDO Underway is the officer, eligible for command at sea, empowered by the commanding officer for a specified watch to supervise and direct the OOD in matters concerning the general operation and safety of the ship.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. When assigned, the CDO Underway shall:

(1) Keep informed of the tactical situation and of factors affecting the safe navigation of the ship, such as steaming formations, ship's position, other ships movements, land, and shallow water areas.

(2) Keep informed concerning effective operation plans and orders, signals, intentions of OTC and the commanding officer, and other matters concerning the ship or force operations.

(3) Be familiar with tactical publications, voice radio communication procedures, recognition and authentication procedures, and the U.S. Coast Guard Navigation Rules of the Road.

(4) Keep informed of the operating procedures of the ship.

(5) Keep informed of the status of the bridge watch; ensure that the OOD maintains an alert and efficient watch.

(6) Advise or direct the OOD as required in the ship's operation. In time of danger or emergency take command action until the commanding officer or the executive officer relieves the CDO of their responsibilities on the bridge.

(7) Ensure that the OOD makes all required reports to the commanding officer and to the flag officer (when embarked).

(8) If authorized by the commanding officer in writing, relieve the OOD when necessary to ensure the safety of the ship and inform the commanding officer immediately.

(9) Coordinate the man aloft program in port and underway following ship's directives. Allow no one to go aloft unless they meet qualifications required by ship's directives. Be familiar with the ship's particular hazards of electronic radiation to personnel/ordnance (HERP/HERO) restrictions before permitting anyone to go aloft.

(10) Perform other duties as required.

c. ORGANIZATIONAL RELATIONSHIPS. While on watch, the CDO Underway, if so empowered by the commanding officer, has the same relationship with the OOD as that prescribed for the executive officer. The CDO Underway reports to the commanding officer for all matters affecting the watch and to the executive officer concerning the internal administration of the ship. The OOD shall make routine reports to the commanding officer and the CDO Underway.

4.15.2 TACTICAL ACTION OFFICER (TAO)

a. BASIC FUNCTION. When assigned, the TAO is the commanding officer's representative concerning the tactical employment and the defense of the unit.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The TAO is responsible for the safe and effective operation of the combat systems of the unit (including aircraft under the unit's tactical control) and for any other duties prescribed by the commanding officer. The TAO is responsible for the smooth and efficient operation of the CIC including collection, display, and dissemination of tactical and other operationally significant data. Circumstances permitting, the TAO shall carry out promptly and precisely special orders and shall report any deviations to the commanding officer. The TAO shall keep the commanding officer fully informed of the current tactical picture and immediately inform the commanding officer on any and all matters which pose a potential combat threat to the unit. The TAO, when authorized by the commanding officer directs the employment of weapons and direct the OOD to maneuver, as

required, to fight or defend the unit. The TAO stands watch in CIC.

c. ORGANIZATIONAL RELATIONSHIPS. The TAO reports directly to the commanding officer concerning the tactical employment and defense of the unit; to the appropriate department heads for any actual or potential problems in the combat system which may affect the unit's offensive or defensive capability; and to the OOD for ship maneuvering and to inform the OOD of the status of combat systems and the tactical situation. The executive officer may direct the TAO in the general duties and safety of the unit. When the commanding officer is not present, the executive officer may direct the TAO in time of danger or emergency. They may relieve the TAO and shall do so shall it, in their judgment, be necessary. The commanding officer will be promptly informed of such action.

(1) RELATIONS WITH THE OOD. When so authorized by the commanding officer, the TAO may direct the OOD to take tactical actions required to fight or defend the unit. When, in the opinion of the OOD, such direction can cause immediate danger to the unit, the OOD shall decline such direction and immediately advise the commanding officer. In all cases the commanding officer shall be advised of any action outside of standard procedures.

(2) RELATIONS WITH THE CIC AND WARFARE WATCH OFFICERS/COORDINATORS. The CIC and warfare watch officers/coordinators (when assigned) report to the TAO for all matters concerning the tactical employment and defense of the ship.

(3) REPORTS TO SENIORS. The TAO informs the commanding officer and appropriate department heads of any actual or potential problem with combat systems which may affect the unit's offensive or defensive capabilities and inform superiors in the tactical chain-of-command (i.e., warfare commander, OTC) of such combat system status.

(4) REPORTS REQUIRED BY TAO. The TAO is to be informed promptly of any combat system change that may affect the fighting capabilities of the unit.

4.15.3 OFFICER OF THE DECK (OOD) UNDERWAY

a. BASIC FUNCTION. The OOD underway is designated by the commanding officer to be in charge of the ship including its safe and proper operation.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The OOD Underway shall:

(1) Be aware of the tactical situation and geographic factors which may affect safe navigation and take action to avoid the danger of grounding or collision following tactical doctrine, the U.S. Coast Guard Navigation Rules of the Road, and the orders of the commanding officer or other proper authority.

(2) Be informed of current operation plans and orders, intentions of the OTC and the commanding officer, and other matters of ship or force operations.

(3) Issue necessary orders to the helm and main engine control to avoid danger, to take or keep an assigned station, and to change course and speed following orders of proper authority.

(4) Make all required reports to the commanding officer. When a CDO is specified for the watch, make the same reports to the CDO.

(5) Ensure that required reports to the OOD concerning tests and inspections and the routine reports of patrols, watches, and lifeboat crews are made promptly and that the bridge watch and lookouts are posted and alert.

(6) Supervise the personnel on watch on the bridge, ensure that all required deck log entries are made, and sign the log at the end of the watch.

(7) Issue orders for rendering honors to passing ships as required by regulations and custom.

(8) Ensure that the executive officer, CDO (In-Port) (when assigned), and department heads concerned remain informed of changes in the tactical situation, operations schedule, approach of heavy weather, and other circumstances which may require a change in the ship's routine or other actions.

(9) Be aware of the status of the engineering plant and keep the EOOW advised of power requirements and the operational situation so they may operate the engineering plant effectively.

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(10) Carry out the routine of the ship as published in the POD and other ship directives. Keep the executive officer advised of any changes in routine.

(11) Supervise usage of the general announcing system; the general, chemical, collision, sonar, and steering casualty alarms; and the ships whistle.

(12) Permit no person to go aloft on the masts or stacks or to work over the side except when wind and sea conditions permit and then only when all applicable safety precautions are observed.

(13) Supervise transmissions and acknowledgements on the primary and secondary tactical voice radio circuits, and ensure that proper phraseology and procedures are used in all transmissions.

(14) Supervise and conduct on-the-job training (OJT) for the junior officer of the watch (JOOW), the JOOD, and enlisted personnel of the bridge watch.

(15) Assume other responsibilities as assigned by the commanding officer.

(16) Supervise the striking of the ship's bell to denote the hours and the half-hours from reveille to taps. Request permission of the commanding officer to strike eight bells at the hours of 0800, 1200, and 2000.

(17) Permit no person on weather decks during heavy weather conditions without permission of the OOD and then only when all applicable safety precautions are observed.

c. ORGANIZATIONAL RELATIONSHIPS. The OOD reports directly to the commanding officer for the safe navigation and general operation of the ship; to the executive officer and CDO (In-Port) if appointed, for carrying out the ship's routine; and to the navigator on sighting navigational landmarks, and on making course/speed changes. The following personnel report to the OOD:

(1) The TAO for directing ship maneuvering if authorized by the commanding officer and informing the OOD of the status of combat systems and tactical situation.

(2) The JOOD and the JOOW concerning their duties and on-watch training.

(3) The CICWO (when a TAO is not assigned) concerning air and surface radar search and tracking, combat and tactical information affecting maneuvering and safe navigation, and sonar search on ships provided with sonar equipment but not an ASW weapon battery.

(4) The EOW for the prompt and proper execution of all engine orders.

(5) The communication watch officer for transmission and receipt of visual signals and other communications affecting the operations or maneuvering of the ship.

(6) The quartermaster of the watch (QMOW) for the supervision of the Helmsman (when senior to the boatswain's mate of the watch), for the proper maintenance of the deck log, and for navigational matters.

(7) The damage control watch for reporting and controlling hull damage and casualties and for setting and maintaining prescribed material conditions.

(8) The boatswain's mate of the watch (BMOW) for supervision of the lifeboat and life buoy watches; for supervision of the Helmsman when senior to the QMOW; for supervision of the air and surface lookouts; for the operation of the engine order telegraph, engine revolution indicator, and general announcing system; for supervision of the LJV phone talkers; and for supervision of low visibility and other special watches.

(9) The bridge talkers for relay and display of information received from various control stations.

(10) The Duty Master at Arms (DMAA) for the discipline and good order of the crew.

(11) The Duty Brig Watch for performance of brig personnel and detainees.

(12) The oceanography officer for the provision of forecasts, warnings, and advisories of weather and sea conditions affecting the operations and maneuvering of the ship.

4.15.4 JUNIOR OFFICER OF THE DECK (JOOD) UNDERWAY

a. BASIC FUNCTION. The JOOD, when assigned, is the principal assistant to the OOD. During Condition IV the JOOD should be an "as required" watch.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The JOOD shall:

(1) Assist the OOD in their duties as the OOD may direct.

(2) Become familiar with the duties of the OOD.

(3) Perform other duties as the OOD may direct.

c. ORGANIZATIONAL RELATIONSHIPS. The JOOD reports to the OOD while on watch. The following report to the JOOD:

(1) All persons making routine reports to the OOD report via the JOOD.

(2) Members of the watch as the OOD may direct.

4.15.5 JUNIOR OFFICER OF THE WATCH (JOOW) UNDERWAY

a. BASIC FUNCTION. The JOOW, when assigned, is an additional line officer on watch under instruction for qualification as OOD. The JOOW stands the watch in the pilot house but may be stationed on the open bridge during complex tactical operations or when directed by the OOD for training.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The JOOW shall:

(1) Assist the OOD with duties as the OOD may direct.

(2) Be familiar with the duties of the OOD.

(3) Ensure that the ship's routine is conducted according to the POD and supervise the use of the general announcing system.

(4) Ensure required routine reports are accurate and promptly submitted to the OOD.

(5) Ensure that the watch is posted, alert and provides watch supervision as the OOD may direct.

(6) Perform other duties as the OOD may direct.

c. ORGANIZATIONAL RELATIONSHIPS. The JOOW reports to the OOD and to the navigator through the senior watch officer for training and assignment to watches. Routine reports to the OOD are made through the JOOW when the JOOD is unavailable. Members of the watch may report to the JOOW, if so directed by the OOD.

4.15.6 COMBAT INFORMATION CENTER WATCH OFFICER (CICWO)

a. BASIC FUNCTION. The CICWO is a representative of the CICO and supervises the operation of the CIC during the watch period.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY. The CICWO shall:

(1) Supervise personnel on watch in the combat information center, ensuring that air, surface, and submarine contacts are detected and reported within the capabilities of the equipment; that summary and geographic plots and status boards are correct and current; that voice radio and phone circuits are manned; and that correct procedures and terminology are used.

(2) Evaluate operational information received in the Combat Information center by voice, radio, radar, sonar, electronic warfare support measures, visual lookouts, direction finders, intelligence, and dispatches.

(3) Disseminate evaluated information to appropriate control stations including the bridge, flag plot, war room, strike operations, air operations, air intelligence, secondary conn, and weapons control stations.

(4) Keep the OOD advised of recommended procedures for maintaining station, avoiding navigational hazards and collisions, and speed or course changes necessary to change or regain station.

(5) Control the use of radar, sonar, electronic warfare support measures/countermeasure equipment, and voice circuits (other than primary and secondary tactical circuits) as designated by the CICO or the flag CICO, if embarked.

(6) Alert the OOD when the OOD fails to acknowledge any transmission to the ship over the primary or secondary tactical circuits. Under no circumstances shall the CICWO acknowledge a transmission on these circuits unless specifically authorized to do so by the OOD.

(7) Keep the OOD informed concerning all radars in operation and those under repair, and allow no radar to be intentionally disabled without permission of the commanding officer.

(8) Ensure that the CIC logs are properly maintained for the duration of the watch.

(9) Be familiar with the operation plans, orders, tactical publications, directives, and regulations of higher authority which affect the watch or the operation of the CIC.

(10) Supervise air controllers and strike controllers on watch in the control of aircraft during flight operations.

(11) Supervise and evaluate the OJT of enlisted CIC personnel on watch, including the ship's lookouts.

(12) Be prepared to initiate search and rescue (SAR) procedures.

(13) When the ship is part of a task organization underway, be prepared to assume duties as the warfare commander, warfare coordinator, or TAO if necessary.

(14) Control the combat direction system, if no combat systems officer of the watch is assigned, including selection of the proper operational program, to provide a capability consistent with expected tactical environment.

(15) Report all landfalls, maintain navigation track, and position when within radar range of land, when operations are conducted in dangerous or restricted waters and during sorties and entries; report to the OOD when the unit is standing into danger and as the OOD directs.

(16) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. Report directly to the TAO, when assigned, for matters pertaining to the tactical

situation or the operation of combat systems. Otherwise the CICWO reports to:

(1) The OOD for:

(a) The conduct of radar, air, surface search and sonar search and tracking.

(b) Supplying combat and tactical information and making recommendations concerning the maneuvering and safe navigation of the ship.

(2) The operations officer, strike operations officer and if a flag officer is embarked, to the appropriate flag duty officer for:

(a) AAW, ASW, ASUW, and STW information including strike reports, reports of battle damage sustained by friendly forces, and SAR incidents.

(b) Directions from higher authority and reports from friendly forces received on CIC controlled tactical circuits.

(3) The oceanography officer, when assigned, for the provision of environmental data and tactical decision aids.

(4) The CICO concerning the duties of watch.

d. The following report to the CICWO:

(1) Modular CIC - All module watch officers/supervisors.

(2) Conventional CIC - All personnel of the CIC watch team; air and surface lookouts may report contacts directly to CIC but under the supervision of the BMOW.

(3) Sonar Supervisor - while conducting sonar search on ASW weapons system configured ships.

4.15.7 COMMUNICATIONS WATCH OFFICER (CWO)

a. BASIC FUNCTION. The CWO is an on watch representative of the communications officer. The CWO is responsible for reliable, rapid, and secure radio communications. Although not responsible for the operation of tactical and air control voice radio, the CWO administers all communications hardware under

their cognizance in support of tactical, air control, data and administrative (non-operational) communication requirements. Additionally, the CWO is responsible for the efficient administration of internal routing and related communications systems.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CWO shall:

(1) Direct main communications center personnel on watch in handling communications traffic and exercise general supervision over assigned spaces through their respective supervisors.

(2) Ensure proper reproduction, internal routing and expedite the delivery of all incoming radio communications (with the exception of tactical signals) addressed to, or of interest to, the unit, the embarked flag officer, or other attached units.

(3) Ensure the release, by proper authority, all outgoing traffic and direct transmission of messages.

(4) Ensure that all outgoing traffic is free of communications security violations. Should an error be noted after transmission of a message, the communications officer and EKMS manager should be notified immediately.

(5) Ensure the maintenance of communications files and logs.

(6) Ensure the application of all communications related directives and regulations.

(7) Know radio frequencies and transmitter setups in use by the radio officer or communications watch supervisor. Maintain discipline in the radio spaces and ensure effective operation of the unit's radio equipment.

(8) Be proficient in all assigned crypto devices. Know the duties of the EKMS manager. In his or her absence, assume responsibility for the EKMS Vault as follows:

(a) Maintain the security and readiness of the EKMS vault, including equipment and publications.

(b) Observe EMCON condition in effect.

(9) At the beginning of each watch, conduct a sight inventory and accept custody of all publications assigned to the main communications center. Assume responsibility for classified material following security regulations. Inventory and account for communications security material as required.

(10) Be prepared to execute the emergency destruction of classified matter.

(11) Immediately inform the communications officer or EKMS manager of any significant incidents, violation of communications security or failure of communications equipment. For equipment failure, consult with the communications officer to effect immediate repairs.

(12) Ensure that current watch bills are maintained in main radio, main communications center and the signal bridge.

(13) Supervise OJT of communications watch standers during the watch. Ensure that training is maximized and progress is recorded.

(14) Make "readiness for getting underway" and "manned and ready for GQ" reports for the Communications Department/Division.

(15) Determine the routing and precedence of message traffic and transmitter and receiver setup, subject to the approval of the communications officer and radio officer.

(16) Ensure proper separation and control of classified material and information in the radio spaces. Control access to radio spaces and classified material. Enforce ADP security, proper handling procedures and accountability of computer media and automated information.

(17) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS:

(1) The CWO reports to the OOD for expeditious transmission and receipt of message traffic and general watch administration. The CWO coordinates directly with the CICWO and/or TAO for communications circuit requirements.

(2) The following report to the CWO:

- (a) Radio watch supervisor.
- (b) Message center supervisor.
- (c) Message center and EKMS local elements.

4.15.8 ENGINEERING OFFICER OF THE WATCH (EOOW)

a. BASIC FUNCTION. The EOOW is the officer or petty officer on watch designated by the engineer officer to be in charge of an engineering department watch section. They are responsible for safe and proper performance of engineering department watches following the orders of the engineer officer, the commanding officer and higher authority.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The EOOW shall:

(1) Supervise personnel on watch in the engineering department (except damage control), ensuring that machinery is operated according to instructions, required logs are maintained, machinery and controls are properly manned and all applicable inspections and safety precautions are carried out.

(2) Ensure that interior communication circuits are properly manned, that circuit discipline is maintained and correct procedures and terminology are followed.

(3) Ensure that all orders from the OOD concerning the speed and direction of rotation of the main engines are executed promptly and properly.

(4) Immediately execute all emergency orders concerning the speed and direction of rotation of the screws.

(5) Immediately inform the OOD and the engineer officer of any casualty which would prevent the execution of engine speed orders or would affect the operational capability of the ship.

(6) Ensure that directives and procedures issued by higher authority concerning the operation of machinery in the engineering department are followed.

(7) Keep informed of the power requirements for operations. Ensure that the propulsion and auxiliary machinery combination effectively meets operational requirements. Advise

the ODD and engineering officer when any modification of the propulsion plant or major auxiliaries is required.

(8) Supervise and coordinate OJT for engineering personnel on watch.

(9) Assume such other responsibilities as the engineering officer may direct.

(10) In addition, on nuclear-powered ships, the EOW is also governed by the requirements of the OPNAVINST 9210.2 (series).

(11) On ships that do not station a damage control watch officer, supervise the maintenance of a log of all fittings which are in violation of the material condition of readiness prescribed. Entries shall show the name and rate of the person requesting permission to open a fitting, approximate length of time to be open, and time closed. Anyone, without permission, who violates the material condition of readiness, in effect shall be the subject of an official report.

c. ORGANIZATIONAL RELATIONSHIPS. The engineering officer or, if not present, the main propulsion assistant (MPA) may direct the EOW concerning the watch duties or relieve the EOW if necessary. The EOW reports to the OOD for the speed and direction of rotation of the main engines and for standby power requirements and other services. They report to the engineer officer for technical control and matters affecting the watch administration. The following personnel report to the EOW:

(1) Watch supervisor of the engineering department watches.

(2) Personnel in after steering for technical control.

4.15.9 DAMAGE CONTROL SUPERVISOR/CONSOLE OPERATOR

a. BASIC FUNCTION. The Damage Control Supervisor/Console Operator (when assigned) is responsible for supervising the maintenance of any material condition of readiness in effect on the ship and for checking, repairing, and keeping in full operating condition the various hull systems.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The damage control supervisor/damage control console operator shall:

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(1) Maintain a written damage control log, which shall include hourly entries of the fire main pressure and the number of pumps on the fire main and other entries such as getting underway, anchoring and mooring, general quarters, emergency drills, and setting of material conditions with discrepancies reported and corrective actions taken.

(2) Supervise maintenance of a log of all fittings which are in violation of the set material condition of readiness prescribed. Entries will show the name and rate of the person requesting permission to open a fitting, time the request is made, type of fitting, approximate length of time to be open, and time closed. Anyone who, without permission, violates the material condition of readiness in effect shall be made the subject of an official report.

(3) At the end of each watch, obtain a report from the Oil King on fuel tanks emptied during the watch; note the numbers of tanks in the damage control log and whether or not they have been ballasted.

(4) Report the status of watertight integrity, security of the ship and fire main pressure hourly to the EOOW who will inform the OOD.

(5) Supervise the conduct and performance of the sounding and security watch. Review the sounding sheets, logs and check off sheets of the sounding and security watch hourly. In addition, have these patrols check the material readiness in their areas and report corrective action taken.

(6) Direct the draft be taken or computed if at sea, and logged daily on the 04-08 watch, prior to entering or leaving port, and before and after fueling, provisioning, or rearming.

(7) Notify the OOD, DCA, and Weapons Department duty officer when the fire alarm board shows the temperature of any magazine is above 105 degrees Fahrenheit.

(8) Ensure that the master key to repair lockers is issued only to authorized personnel.

(9) Twice daily, request the OOD to pass the word, "All divisions check the setting of material condition Yoke. Make reports to Damage Control Central." After a half-hour, ensure action by any division failing to report. Advise the OOD of any

discrepancies between this report and the status reflected by the log maintained under paragraph (2) above.

c. ORGANIZATIONAL RELATIONSHIPS. The damage control supervisor/console operator reports directly to the OOD on all matters affecting watertight integrity, stability, or other conditions affecting the safety of the ship and reports to the DCA for technical control and matters affecting administration of the watch. Damage control patrols or the petty officers in charge of repair parties report to the damage control supervisor/console operator.

4.15.10 COMBAT SYSTEMS COORDINATOR (CSC)

a. BASIC FUNCTION. If assigned, the CSC is responsible for assisting the TAO in managing combat systems and ensuring combat systems are operating at the highest degree of availability and effectiveness possible. The title of this watch station may vary between units depending upon hardware and software configurations.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CSC shall:

(1) Control combat systems configuration. Initialize systems and enter appropriate weapons and system doctrine. Monitor system status, system operation, and allocate system resources to the warfare coordinators. Monitor the tactical situation and evaluate system performance in a tactical context. Under direction of the TAO, the CSC changes doctrine and system configuration. He acts as principal agent between the TAO and warfare coordinators for combat systems and weapon resource control.

(2) Be the primary interface between the combat system and the CSOOW. As relayed through the CSC, the CSOOW responds to the TAO's orders regarding system configuration and also generates information concerning system faults.

(3) Assume duties of warfare coordinators as directed.

4.15.11. COMBAT SYSTEMS WARFARE COORDINATORS. Depending upon the complexity of onboard combat systems, the mission areas assigned, and the relationships with the Composite Warfare Commanders (CWC) and subordinate warfare commanders (Anti-Air Warfare Commander (AAWC), Anti-Surface Warfare Commander (ASUWC), and Anti-Submarine Warfare Commander (ASWC)), a unit

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may need to assign onboard Warfare Coordinators to assist the TAO/CICWO.

4.15.12 COMBAT SYSTEMS OFFICER OF THE WATCH (CSOOW)

a. BASIC FUNCTION. If assigned, the CSOOW is the officer or petty officer on watch who has been designated by the combat systems officer to be in charge of the combat systems department equipment and those watches not concerned with tactical operations. They are primarily responsible for the safe and proper performance of the combat systems department equipment following the orders of the combat systems officer and the commanding officer.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CSOOW shall:

(1) Supervise the personnel on watch not concerned with tactical operations in the combat systems department, making certain that equipment is operating within specified tolerances and limits, that required operating logs are maintained, that applicable inspections are being made and that safety precautions are being observed.

(2) Ensure interior communication devices in combat system department spaces under their purview are properly manned and that proper procedures and terminology are being used by combat system department personnel.

(3) Ensure all orders received from the TAO regarding the use and configuration of combat systems are promptly and properly executed.

(4) Ensure all orders received from the OOD concerning personnel safety and ship safety are promptly and properly executed. Comply with all ships bills concerning safety precautions and Navy safety precautions in general.

(5) Ensure the EOW is advised of all anticipated support requirements.

(6) Immediately execute all emergency combat systems operating sequences when required.

(7) Immediately inform the TAO and the combat systems officer and, as time permits, the EOW of any casualty which

would prevent the execution of an order that would in any way affect the capability of the ship.

(8) Be familiar with and ensure application of all directives and procedures promulgated by higher authority which concern the operation of a combat system and the equipment which comprise it.

(9) Keep informed of the requirements placed upon the combat system by present and future operations and ensure that the availability of the combat system effectively meets operational requirements, advising the TAO, CICWO during Conditional IV, the combat systems officer, and the EOOW when any modification is required.

(10) Supervise and coordinate OJT for combat systems department personnel on watch not concerned with tactical operations.

(11) Assume such other responsibilities as the combat systems officer may direct.

c. ORGANIZATIONAL RELATIONSHIPS. The combat systems officer or, in their absence, the system test officer may direct the CSOOW concerning the duties of their watch or relieve the CSOOW when such action is believed necessary. The CSOOW reports to the TAO via the CSC for the configuration of the combat system, present and anticipated. They report to the OOD for all matters concerning personnel safety and the safety of the ship. The OOD reports to the combat system officer for technical control and matters affecting the administration of his watch. The following personnel report to the CSOOW:

(1) All watch supervisors in combat systems central and personnel in the combat systems rooms who are not concerned with tactical operations.

(2) Personnel called to maintain equipment in any of the combat systems equipment rooms.

4.15.13 WEATHER WATCH OFFICER

a. BASIC FUNCTION. On those ships with aerographer's mates assigned, the weather watch officer is an officer or senior petty officer who is a qualified forecaster.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The weather watch officer shall:

(1) Supervise the AGs on watch in the collection of environmental data.

(2) Prepare forecasts and warnings.

(3) Produce operational environmental products.

(4) Disseminate information as needed.

c. ORGANIZATIONAL RELATIONSHIPS. The weather watch officer reports to the oceanography officer who in turn briefs the commanding officer and embarked flag. The weather watch officer will disseminate emergency information as necessary to such persons as flight deck control, 1LT, and OOD, etc.

4.15.14 REFERENCE. OPNAVINST 9210.2 (series), Engineering Department Manual for Naval Nuclear Propulsion Plants (U)

4.16. DECK WATCHES

4.16.1 BOATSWAIN'S MATE OF THE WATCH (BMOW). The BMOW (when assigned) shall stand their watch on the bridge. The BMOW should be assigned during Condition IV steaming. Their primary duty shall be to assist the OOD in carrying out the ship's routine and ensuring the efficient functioning of the watch. They shall ensure by inspection that all members of the underway watch are posted, alert and are in the prescribed watch standing uniform. They shall assist the OOD in supervising and instructing members of the watch, except the helmsman if the BMOW is junior to the QMOW, and shall report to the OOD when the watch has been properly relieved. They shall normally be under the direct supervision of the JOOW (when assigned) in the performance of assigned duties. This watch is normally stood by a boatswain's mate from the weapons/deck department who has been designated as qualified and assigned by the ship's boatswain, subject to the approval of the senior watch officer.

4.16.2 LOOKOUTS, SKY AND SURFACE. A proper lookout will be maintained at all times. This lookout watch mans assigned lookout stations and perform duties in accordance with ship's lookout directions. The posting and training of lookouts conform to the U.S. Coast Guard Navigation Rules of the Road and the protective measures assessment protocol. When prevailing conditions and circumstances permit, forward lookout

responsibilities may be assigned to other qualified bridge watch standers.

4.16.3 MESSENGER. The Messenger stands watch on the bridge and delivers messages, answers telephones, and carries out such duties as the OOD and BMOW may direct. The messenger is normally assigned from the weapons/deck department.

4.16.4 BRIDGE SOUND-POWERED TELEPHONE TALKERS

a. JV TALKER. The JV Talker mans the JV phones on the bridge. They shall know all other stations on the circuit and relay orders from the OOD to these stations including paralleling the orders of the engine order telegraph. In addition, they shall relay all information from these stations to the OOD. The JV Talker is normally a Helmsman under instruction assigned from the weapons/deck department.

b. JL/JS TALKER. The JL/JS Talker mans the JL/JS phones on the bridge. They shall know all other stations on the circuit and relay orders from the OOD to these stations. In addition, the JL/JS Talker advises the OOD of all information coming over the circuit. The JL/JS Talker is normally assigned from the operations department.

4.16.5 LIFEBOAT WATCHES. Lifeboat watches are set to ensure that each ship is capable of rapidly recovering personnel from the sea. The maneuvering and sea keeping characteristics of the ship, sea conditions, availability of rescue helicopters, and nature of ship's operations are factors in the readiness posture of lifeboat watches. Although lifeboat watches are not required on station at the lifeboat, crews should always be designated when at sea.

4.16.6 LIFE BUOY/AFTER LOOKOUT. The Life Buoy/After Lookout Watch is stationed at a designated location in the aftermost portion of the ship. The watch shall have a life ring affixed with a strobe light and shall remain alert for persons overboard. In addition, they man sound powered phones and check communications with the bridge at least every half-hour. During low visibility, this watch is augmented by one person who is the phone talker.

4.16.7 LOW VISIBILITY LOOKOUTS (WHEN REQUIRED). The watch is stationed during fog or reduced visibility to detect (either by hearing fog signals or actually sighting) approaching ships or craft. The watch is stood where approaching ships can best be

seen or heard. The lookout must be in communication with the OOD and is normally assisted by a phone talker in order that the lookout's hearing is not impaired by the telephone. Although under the direct supervision of the OOD, lookouts are trained by the CICO. Posting and training of lookouts meet requirements of the U.S. Coast Guard Rules of the Road.

4.17. ENGINEERING WATCHES. Due to the various engineering configurations, the engineering watches vary by ship type. Specific engineering watches and their responsibilities can be found in ship's manning documents.

4.18. COMBAT SYSTEMS WATCHES. Specific combat systems watches and their responsibilities can be found in NWPs, SMDs, TYCOM and ship's combat systems doctrines, department organization and regulations manuals.

4.19. NAVIGATION WATCHES

4.19.1 QUARTERMASTER OF THE WATCH (QMOW). The QMOW is stationed on the bridge. The watch stander shall be assigned from the navigation department/division and shall:

- a. Report to the OOD changes of weather, temperature and barometer readings (except on ships with a meteorology division).
- b. Be a qualified helmsman and supervise the helmsman on watch if senior to the BMOW.
- c. Execute sunset and sunrise procedures and instruct the messenger in calling officers and enlisted personnel at specified times.
- d. Enter in the Ship's Log all data required by current instructions or as directed by the OOD.
- e. Assist the OOD in navigational matters.
- f. When a BMOW is not assigned, assume the responsibilities of BMOW.
- g. Perform other duties as assigned.

4.19.2 HELMSMAN. A qualified helmsman, as recorded in the service record, steers courses ordered by the conning officer.

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They alternate with other members of the deck watch as directed by the BMOW and approved by the conning officer.

4.19.3 MASTER HELMSMAN. The master helmsman holds a higher qualification than the helmsman and is utilized during all restricted maneuvering evolutions. Their relationship with the conning officer shall be the same as for a helmsman. They shall additionally be under the supervision of the helm safety officer.

4.19.4 LEE HELMSMAN. The lee helmsman stands watch at the engine order telegraph on the bridge and rings up the conning officer's orders to the engines ensuring that all bells are correctly answered. They must be a qualified helmsman. They alternate with the other members of the deck watch as directed by the BMOW and approved by the conning officer.

4.19.5 AFTER STEERING. This watch is stationed in after steering to line up, monitor and operate the steering engines as directed by the OOD and take over steering control in the event of a steering casualty. An electrician's mate and machinist's mate (when assigned) shall be qualified to shift steering units and handle steering equipment emergencies. The After Steering Helmsman shall be a qualified helmsman.

4.19.6 HELM/AFT STEERING HELM SAFETY OFFICER. Whenever feasible, the helm and after steering helm safety officers shall be a commissioned line officer. If not a regularly assigned OOD/JOOD, they must have demonstrated proficiency to the commanding officer or their designated representative prior to designation. This officer ensures that steering control station personnel acknowledge and comply with all orders of the conning officer. They shall assist as necessary in the event of a steering casualty and have no other duties while assigned.

4.20. SERGEANT OF THE GUARD.

a. The Sergeant of the Guard is assigned from the MARDET (when embarked) and works in conjunction with the DMAA. The sergeant of the guard shall have knowledge of OPNAVINST 5530.14 (series), SECNAVINST 5500.29 (series), and SECNAVINST 5530.4 (series).

b. REFERENCES:

(1) OPNAVINST 5530.14 (series), Navy Physical Security and Law Enforcement Program

(2) SECNAVINST 5500.29 (series) Use of Deadly Force and the Carrying of Firearms by Personnel of the Department of the Navy in Conjunction with Law Enforcement, Security Duties and Personal Protection

(3) SECNAVINST 5530.4 (series), Naval Security Force Employment and Operations

4.21. THE IN-PORT WATCH ORGANIZATION. For basic peacetime in-port watch organization, the commanding officer should maintain the maximum feasible number of duty sections. To reduce the total number of hours personnel are required to be on board for work and duty, each duty section shall be the minimum size necessary to ensure safety and security while providing proper performance of required functions. When in defense condition (DEFCON) five, ships moored pier side in U.S. ports should maintain six duty sections, or, if less, as many sections as the commanding officer determines can be qualified in duty section responsibilities for safety and security. It is not intended that ships in DEFCON five in U.S. ports maintain a capability to conduct operational missions using duty sections or that this article imply any degree of steaming notice. Steaming notice requirements are established by fleet commanders.

4.22. SHIP OPERATION WATCHES

4.22.1 COMMAND DUTY OFFICER IN-PORT

a. BASIC FUNCTION. The CDO (In-Port) is the officer or authorized petty officer designated by the commanding officer to carry out the routine of the unit in port and to supervise the OOD (In-Port) in the safety and general duties of the unit. In the temporary absence of the executive officer, the duties of the executive officer are carried out by the CDO (In-Port).

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CDO (In Port) shall:

(1) Advise and, if necessary, direct the OOD (In-Port) in the general duties and safety of the unit.

(2) Keep informed of the unit's position, mooring lines or ground tackle in use, status of the engineering plant, and all other matters which affect the safety and security of the unit.

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(3) In times of danger or emergency, take appropriate action until a more senior officer assumes command.

(4) Relieve the OOD (In-Port) when necessary for the safety of the unit and inform the commanding officer when such action is taken.

(5) Conduct frequent security inspections. Give particular attention to the security of the unit's boats and to the safety of personnel embarked therein.

(6) In the absence of the executive officer, receive eight o'clock reports from department duty officers and report the condition of the unit to the commanding officer.

(7) Keep advised of internal administrative matters and direct the OOD (In-Port) in matters affecting the unit's routine.

(8) Assume other responsibilities as directed by the commanding officer.

(9) Muster, drill, and inspect duty emergency parties.

c. ORGANIZATIONAL RELATIONSHIPS. Report to the executive officer or in their absence, the commanding officer. The OOD's (In-Port) routine reports to the commanding officer is also made to the CDO (In-Port). If the executive officer is temporarily absent, the Department Heads or the department duty officers report to the CDO (In-Port) concerning the operation and administration of their departments.

4.22.2 NEST DUTY OFFICER. When ships of one type are nested together, the detail of the nest duty officers follows regulations established by the TYCOM. Under other circumstances, the designation of the nest duty officer is regulated by the senior in the nest. The nest duty officer is responsible to the senior officer in the nest for the control, safety, and security of the nest as a whole in the same manner that the CDO (In-Port) is responsible to the commanding officer for an individual ship.

4.22.3 ANTITERRORISM TACTICAL WATCH OFFICER (ATTWO)

a. BASIC FUNCTION. The ATTWO tactically employs command assets to defend the unit against terrorist attack when in port,

similar in function to the tactical action officer when underway.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. When in port at a U.S. Navy installation, the ATTWO coordinates integration of waterborne and shoreside AT/FP assets into installation security forces. This integration is accomplished leveraging the plans developed by the AT/FP Board.

c. ORGANIZATIONAL RELATIONSHIPS. The ATTWO reports to the CDO for the defense of the unit against terrorist attack. Antiterrorism watch standers as defined by the AT/FP Board's plan (such as an entry control point watch standers, topside rovers, manned crew served weapons) report to the ATTWO.

4.22.4 OFFICER OF THE DECK IN-PORT

a. BASIC FUNCTION. The OOD (In-Port) is that officer or petty officer on watch designated by the commanding officer to be in charge of the unit. They are primarily responsible for the safety, security, and proper operation of the unit.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The OOD (In Port) shall:

(1) Keep continually informed of the unit's position, mooring lines or ground tackle in use, tide and weather information, the status of the engineering plant, the status of the unit's boats, and all other matters affecting the safety and security of the unit; and take appropriate action to prevent grounding, collision, dragging, or other danger following with the U.S. Coast Guard Navigation Rules of the Road and the orders of the commanding officer and other proper authority.

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

(3) Ensure all required entries are made in the deck log, and sign the log at the conclusion of the watch.

(4) Carry out the routine as published in the POD, ensuring the executive officer, CDO (In-Port), and Department Heads are informed of circumstances which require changes in routine or other action on their part.

(5) Initiate and supervise unit's evolutions or operations as necessary.

(6) Attend one of the unit's gangways and supervise watch personnel assigned to attend other gangways.

(7) Supervise the operations of the unit's boats, following the boat schedule published by the executive officer and the orders of the commanding officer.

(8) Ensure that boats are operated safely and all boat safety regulations are observed. Give particular attention to changes in wind or sea conditions and notify the CDO (In-Port) when the suspension of boating is advisable. Ensure that boats are not overloaded and reduce the allowed loading capacity when weather conditions require caution. Recommend use of boat officers to the CDO when weather or other conditions warrant. Require boat passengers to wear life jackets when conditions are hazardous; ensure that all boats assigned trips are fully equipped, manned, fueled, and in working order; provide harbor charts to boat coxswains; give boat coxswains trip orders and orders to shove off.

(9) Supervise the general announcing system, the general and chemical alarms, the whistle, gong, and bell following the orders of the commanding officer and U.S. Coast Guard Navigation Rules of the Road.

(10) Permit no person to go aloft on masts or stacks or to work over the side of the ship except when wind and sea conditions permit and then, only when all safety precautions are observed.

(11) Display required absentee pennants, colors, and general information signals and supervise the rendering of honors.

(12) Make all required reports to the CDO (In-Port), executive officer and commanding officer as directed by standing orders to the OOD.

(13) Supervise and conduct OJT for the JOOD and enlisted personnel of the quarterdeck watch.

(14) Assume other responsibilities as the commanding officer may assign.

(15) Supervise striking of the ship's bell to denote the hours and half-hours from reveille to taps, requesting permission of the commanding officer to strike eight bells at 0800, 1200, and 2000.

c. ORGANIZATIONAL RELATIONSHIPS. The CDO (In-Port) may relieve the OOD (In-Port) when necessary for the safety of the ship. The OOD (In-Port) reports directly to the commanding officer for the safety and general duties of the ship and to either the CDO (In-Port), or executive officer when CDO (In-Port) is not assigned, for carrying out the ship's routine. The following personnel report to the OOD (In-Port):

(1) The communications watch officer for the expeditious transmission and receipt of operational and general messages.

(2) The QMOW for assigned duties.

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

(4) The officer, petty officer, or JOOD (In-Port) in charge of the gangway watch for the maintenance of a properly posted and alert watch on the crew's brow or accommodation ladder.

(5) The petty officer of the watch for supervising the quarterdeck watch, the anchor watch, fog lookouts, brow and dock sentries when there is no MARDET assigned, and security watches and patrols under the control of the OOD (In Port).

(6) The DMAA for maintenance of good order and discipline and security and processing of prisoners.

(7) The sergeant of the guard for direction of the guard in performing their duties (in ships having a MARDET).

4.22.5 JUNIOR OFFICER OF THE DECK (IN-PORT)

a. BASIC FUNCTION. When assigned, the JOOD (In-Port) is the officer or petty officer assigned as the principal assistant to the OOD (In-Port). The JOOD (In-Port) is generally assigned to the crew's brow or gangway.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The JOOD (In Port) shall:

(1) Be in charge of the crew's brow or gangway.

(2) Maintain a properly posted and alert watch at the brow or gangway.

(3) Ensure that all personnel leaving the unit have the authority to leave and are properly attired.

(4) Maintain a record of all personnel departing or returning from leave.

(5) Keep the OOD (In-Port) informed of any actions and decisions.

(6) Perform other duties as the OOD (In-Port) directs.

c. ORGANIZATIONAL RELATIONSHIPS:

(1) The JOOD (In-Port) reports to:

(a) The OOD (In-Port) for the performance of the watch.

(b) The navigator, through the senior watch officer, for training and assignment to watches.

(2) The following report to the JOOD (In-Port):

(a) Members of the brow or gangway watch regarding their duties.

(b) Other members of the watch as the OOD (In-Port) directs.

4.22.6 BOAT OFFICER/COXSWAINS

a. BASIC FUNCTION. The boat officer (when assigned) is responsible to the OOD (In-Port) for the safe and proper operation of their boat and the conduct of personnel embarked. Boat officers shall be qualified and assigned in accordance with current directives.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The boat officer (when assigned) shall:

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(1) Have completed small boat officer PQS and be certified by the commanding officer. Be designated in writing as boat officer.

(2) Man the boat when called away.

(3) Ensure the boat coxswain has received and understands their orders.

(4) Ensure the boat has a chart of the prescribed route and that the Rules of the Road and proper boat etiquette are observed.

(5) Ascertain if they are the senior line officer eligible for command at sea embarked in the boat. If not the senior line officer embarked, advise the senior line officer embarked, eligible for command at sea, of this fact.

(6) In time of danger or emergency, give any orders necessary to the coxswain to avoid danger. If they are not the senior line officer eligible for command at sea, ensure that such embarked senior line officer is advised of the danger or emergency.

(7) Require the crew and passengers to wear life jackets when operating under adverse weather conditions.

(8) Ensure that the capacity of the boat is not exceeded and that the number of passengers is reduced as sea conditions dictate.

(9) Be thoroughly familiar with Rules of the Road in fog. The boat officer shall not begin a boat run if reduced visibility endangers the boat, crew, or passengers.

(10) Maintain proper conduct among all embarked personnel.

c. ORGANIZATIONAL RELATIONSHIPS. The boat officer reports to the OOD (In-Port) and/or embarked senior line officer eligible for command at sea, for orders and special instructions while underway. The boat officer reports to the 1LT issues regarding for training and qualifications. Coxswains report to the boat officer.

4.22.7 DEPARTMENT DUTY OFFICER

a. BASIC FUNCTION. The department duty officer is the officer or petty officer representing the department head and as such is responsible for the functioning of the department.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The department duty officer shall:

(1) Fulfill the functions of the department head in their absence.

(2) Frequently inspect department spaces to ensure physical security and good order and discipline.

(3) Make Eight O'clock Reports to the CDO (In-Port) or the executive officer, as applicable.

(4) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The department duty officer reports to the CDO (In-Port) for the functioning, security, and good order and discipline of the department and to the department head for functional direction and assignment to watches. Department members report to the department duty officer as prescribed in the departmental organization plan.

4.22.8 COMMUNICATIONS WATCH OFFICER

a. BASIC FUNCTION. The CWO is a representative on watch of the communications officer. The CWO is responsible for the reliable, rapid, and secure conduct radio communications. Although not responsible for the operation of tactical and air control voice radio, the CWO administers all communications hardware under their cognizance in support of tactical, air control, data and administrative (non-operational) communication requirements. Additionally, the CWO is responsible for the efficient administration of internal routing and related communications systems.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The CWO shall:

(1) Direct main Communications Center personnel on watch in handling communications traffic, and exercise general supervision over assigned spaces through their respective supervisors.

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(2) Ensure proper reproduction and internal routing, and expedite the delivery of all incoming radio communications (with the exception of tactical signals) addressed to or of interest to the unit, the embarked Flag, or other attached units.

(3) Ensure the release by proper authority of all outgoing traffic and direct transmission of messages.

(4) Ensure all outgoing traffic is free of Communications Security violations. Should an error be noted after transmission of a message, the communications officer and EKMS Manager should be notified immediately.

(5) Ensure the maintenance of the communications files and logs.

(6) Ensure the application of all communications-related directives and regulations.

(7) Know radio/frequencies and transmitter setups in use by the radio officer or communications watch supervisor. Maintain discipline in the radio spaces, and ensure effective operation of the unit's radio equipment.

(8) Be proficient in all assigned crypto devices and know the duties of the EKMS manager. In their absence assume responsibility for the EKMS Vault as follows:

(a) Maintain the security and readiness of the EKMS Vault, including equipment and publications.

(b) Observe EMCON condition in effect.

(9) At the beginning of each watch, conduct a sight inventory and accept custody of all publications assigned to main communications center. Assume responsibility for classified material following security regulations. Inventory and account for communications security material as required.

(10) Be prepared to execute the emergency destruction of classified matter.

(11) Immediately inform the communications officer or the EKMS manager of any significant incidents, violation of communications security, or failure of communications equipment. For equipment failure, consult with the communications officer to effect immediate repairs.

(12) Ensure that current watch bills are maintained in main radio, main Communications Center, and the signal bridge.

(13) Supervise OJT of communications watch standers during the watch. Ensure that training is maximized and progress is recorded.

(14) Make "readiness for getting underway" and "manned and ready for GO" reports for the Communications Department/Division.

(15) Determine the routing and precedence of traffic and transmitter and receiver setup, subject to the approval of the communications officer and radio officer.

(16) Ensure proper separation and control of classified material and information in the radio spaces. Control access to radio spaces and classified material. Enforce ADP security, proper handling procedures and accountability of computer media and automated information.

(17) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS:

(1) The CWO reports to the OOD (In-Port) for expeditious transmission and receipt of visual signals and to the communications officer for all other traffic and general watch administration.

(2) The following report to the CWO:

(a) Radio watch supervisor.

(b) Main communications and message center supervisor.

(c) Message center and EKMS Local elements.

4.22.9 DAMAGE CONTROL WATCH OFFICER

a. BASIC FUNCTION. The damage control watch officer (when assigned) is responsible for supervising the maintenance of any material condition of readiness in effect on the ship and for checking, repairing, and keeping in full operating condition the various hull systems.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The damage control watch officer shall perform those same duties and responsibilities and have the same authorities as defined in section 4.15.9 (with the exception of those duties specified as "underway").

c. ORGANIZATIONAL RELATIONSHIPS. Organizational relationships are the same as defined in section 4.31.9

4.23. QUARTERDECK WATCHES

4.23.1 PETTY OFFICER OF THE WATCH (POOW)

a. BASIC FUNCTION. The POOW is the primary enlisted assistant to the OOD (In-Port) of large ships.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The POOW shall:

(1) Assist the OOD or JOOD and supervise and instruct sentries and messengers.

(2) Wear the uniform prescribed by type regulations or SOPA instructions. Ensure smartness of quarterdeck accoutrements during each morning watch.

(3) Carry out the daily routine and orders as the OOD (In-Port) directs.

(4) Notify the OOD (In-Port) or JOOD of changes in weather or change in barometric pressure readings of .04 inches or more in any one-hour period (29.92 inches is a standard atmospheric pressure at sea level). When assigned, the QMOW shall assume this responsibility.

(5) Enter in the deck log all events of interest as directed by the OOD (In-Port). When assigned, the QMOW shall assume this responsibility.

(6) Require the messenger to obtain the bridge instrument readings from the bridge. When assigned, the QMOW shall assume this responsibility.

(7) Require the messenger to make the calls listed in the call book kept on the quarterdeck. When assigned, the QMOW shall assume this responsibility.

(8) Return salutes and carry out routine for the OOD or JOOD when neither is at the gangway.

(9) Call away boats in time to ensure they are ready to leave the ship as prescribed in the boat schedule.

(10) Keep lists of personnel who may be absent on duty from the ship during meals and notify the duty ship's cook of the approximate number and time of return.

(11) Assemble liberty parties in time for inspection by the OOD (In-Port) prior to embarking on scheduled liberty boats.

(12) Perform other duties as the OOD (In-Port) may direct.

c. ORGANIZATIONAL RELATIONSHIPS. The POOW reports to the OOD (In-Port). Enlisted personnel standing watches have routine reports to make to the OOD (In-Port) and report to the POOW.

4.23.2 MESSENGER OF THE WATCH. The messenger of the watch (MOOW) stands a four-hour watch with the OOD (In-Port) and JOOD (In-Port) and perform duties as assigned. Messengers are not assigned by division officers until they have a comprehensive knowledge of the ship and its organization. The OOD (In-Port) may request additional messengers as needed.

4.23.3 SIDE BOYS. When required, the prescribed number of side boys shall be on deck and in the uniform of the day. They are mustered, inspected, and instructed on their duties by the POOW. They perform such duties as the OOD (In-Port) directs.

4.24. SECURITY WATCHES

4.24.1 DUTY MASTER-AT-ARMS. The DMAA perform their duties in accordance with OPNAVINST 5530.14 (series). This watch is stood by personnel of the MAA force following additional instructions of the executive officer.

4.24.2 GANGWAY WATCH. When requested, the gangway watch is posted at the foot of the brow or gangway. They perform duties as directed by the OOD (In-Port) including security of the brow and ceremonial duties.

4.24.3 SERGEANT OF THE GUARD. This watch is stood by personnel of the Marine Security Force. These duties are performed per

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the orders of the commanding officer of the Marine Security Force and the instructions of the executive officer.

4.24.4 SECURITY WATCHES AND PATROLS. Additional security watches and patrols may be assigned at the discretion of the commanding officer to increase physical security. Accordingly, watch personnel must keep the commanding officer informed through at least hourly reports to the OOD (In-Port). Personnel assigned to security watches and patrols shall be qualified by the security officer, if assigned, or the department head is responsible for specific watch and patrol areas. Duties of security watches and patrols include but are not limited to:

- a. Maintain continuous patrols above and below decks.
- b. Check classified stowage including spaces containing classified equipment.
- c. Be alert for evidence of sabotage, theft, and hazards.
- d. Check security of weapons magazines.
- e. Obtain periodic soundings of designated tanks and spaces.
- f. Periodically inspect damage control closures;
- g. Check the disbursing office and other spaces containing public funds;
- h. Check ship store outlets and storerooms.
- i. Knowledge of SECNAVINST 5530.4 (series), SECNAVINST 5500.29 (series), and OPNAVINST 5530.14 (series) concerning security forces, physical security, loss prevention, and the use of deadly force.

j. REFERENCES:

(1) SECNAVINST 5530.4 (series), Naval Security Force Employment and Operations

(2) SECNAVINST 5500.29 (series) Use of Deadly Force and the Carrying of Firearms by Personnel of the Department of the Navy in Conjunction with Law Enforcement, Security Duties and Personal Protection

(3) OPNAVINST 5530.14 (series), Navy Physical Security and Law Enforcement Program

4.25. ADDITIONAL WATCHES

4.25.1 QUARTERMASTER OF THE WATCH. When assigned, the QMOW performs duties assigned by the OOD (In-Port) and in accordance with the instructions of the navigator. They are responsible for making entries in the deck log. They also execute sunrise and sunset; ensure the proper handling of absentee pennants, anchor and riding lights, and hail boats; and assist the OOD (In-Port) in rendering honors. They take bearings (when at anchor) and temperature and barometer readings, and advise the OOD. They maintain a call book and instruct the messenger in calling officers and enlisted personnel at specified times. When a QMOW is not assigned, the duties of this watch are carried out by the Duty Quartermaster, the POOW, or a Messenger.

4.25.2 BRIG STAFF. This watch is stood by personnel who have been properly trained and qualified using the Brig Job Qualification Requirement (JQR) in accordance with the Department of the Navy Corrections Manual, SECNAVINST 1640.8 (series). Brig staff perform their duties following the orders of the brig officer and applicable directives.

4.25.3 ANCHOR WATCH. When at anchor, this watch (when assigned) is stationed as directed by the commanding officer. The instruction of this watch is the responsibility of the 1LT assisted by the ship's boatswain. Watch duties are under the direction of the OOD (In-Port). The watch is posted in the immediate vicinity of the ground tackle and maintains a continuous watch on the anchor chain to observe the strain, and the direction the chain is tending. Conditions shall be reported to the OOD (In-Port) every 30 minutes or more often if the OOD (In-Port) so directs. The anchor watch has means for rapid and continuous communication with the OOD (In Port) via sound powered phone if available. The anchor detail shall be ready for instant call while at anchor.

4.25.4 LOW VISIBILITY LOOKOUTS (WHEN REQUIRED). The watch shall be stationed during fog or reduced visibility to detect (either by hearing fog signals or actually sighting) approaching ships or craft. The watch is stood where approaching ships can best be seen or heard. The low visibility lookout must be in communication with the OOD and is normally assisted by a phone talker. Although under the direct supervision of the OOD, Low Visibility Lookouts will be trained by the CICO. Low visibility

lookouts will meet requirements of the U.S. Coast Guard Rules of the Road.

4.25.5 SOUNDING AND SECURITY PATROL. The Sounding and Security Patrol shall be regular and continuous. Only well-indoctrinated, experienced personnel shall be assigned. The patrol follows an irregular route in conducting a continuous inspection of all spaces (except those where a watch is posted or designated limited or exclusion areas) to detect and prevent fire, flooding, theft, sabotage and impacts to physical security. Soundings and results of the inspection shall be reported hourly to the OOD (In-Port) and logged in the ship's deck log. Unusual conditions are reported to the OOD (In-Port).

4.25.6 ADDITIONAL DEPARTMENTAL WATCHES AND DUTIES. The following additional watches may be required, which are typical of the departmental watches established. Type and unit commanders establish these and other departmental watches as required and issue necessary guidance.

- a. EXECUTIVE STAFF
 - (1) Duty driver
 - (2) Duty Yeoman
- b. NAVIGATION DEPARTMENT
 - (1) Duty Quartermaster
 - (2) Low Visibility watch
 - (3) Signal watch
- c. OPERATIONS/COMMUNICATIONS DEPARTMENT
 - (1) Guard mail petty officer
 - (2) Radio watch
- d. WEAPONS (COMBAT SYSTEM)/DECK DEPARTMENT
 - (1) Combat systems officer of the watch
 - (2) Deck, forecastle, fantail sentries *
 - (3) Duty boat crew(s) *

- (4) Duty boatswain's mate *
 - (5) Duty electronics technician
 - (6) Duty fire control technician
 - (7) Duty gunner's mate
 - (8) Duty sonar technician
- e. ENGINEERING DEPARTMENT
- (1) Auxiliary engineering watch
 - (2) Boat engineers
 - (3) Cold iron watch
 - (4) Duty auxiliary watch
 - (5) Duty boiler/gas turbine technician
 - (6) Duty electrician's mate
 - (7) Duty hull technician
 - (8) Duty I/C [technician] [electrician's mate]
 - (9) Duty machinist's mate
 - (10) Duty oil king
- f. MEDICAL/DENTAL DEPARTMENT
- (1) Duty dental technician
 - (2) Duty hospital corpsman
- g. SUPPLY DEPARTMENT
- (1) Duty mess specialist
 - (2) Duty ship's serviceman
 - (3) Duty storekeeper

(4) Jack of the dust

* In ships with a combat systems department these watches are the responsibility of the operations department.

Chapter 5 GENERAL GUIDANCE AND REGULATIONS

5.0. INTRODUCTION. Policy is presented in this chapter to ensure good order and discipline. This chapter includes specific guidelines for naval activities ashore and afloat.

5.1. REGULATIONS

5.1.1 ADDRESS AND TELEPHONE NUMBER REQUIREMENT. All officers shall keep the ship's secretary informed of their current local address and contact phone number, mobile and home (ashore).

5.1.2 ALARM BELLS AND THE GENERAL ANNOUNCING SYSTEM. These communications devices serve important purposes within naval units. The following guidance pertains to their proper use:

a. *NO PERSON WILL, WITHOUT PROPER AUTHORITY AND DUE CAUSE, TAMPER WITH, OPERATE, OR OTHERWISE DISTURB THE CONTACT MAKER USED TO SOUND THE GENERAL OR SPECIAL PURPOSE ALARMS.*

b. The general announcing system (LMC) shall not be used without permission of the OOD except in emergencies. The use of this system is for matters of general importance. The system shall not be used to relay messages for officers or enlisted personnel except in emergencies or when their immediate presence is necessary for the operation of the ship or equipment.

c. No person shall strike the Ship's bell or gong without permission of the OOD, and then only to indicate the time, or (when at anchor) a fire alarm or fog signal.

d. Boat gongs shall be sounded only by direction of the OOD to indicate the prospective departure of officers' boats and in advance of the arrival and departure of the commanding officer and other senior officials.

5.1.3 ALCOHOL. All alcohol designated for treatment of medical or dental patients shall be in the custody of the medical or dental officer.

a. PROCEDURES FOR STORAGE AND ISSUE:

(1) No one shall have access to alcohol except as prescribed by these officers. NAVREGS article 1162 discusses the prohibition of alcoholic liquors for beverage purposes on board any ship, craft, aircraft, or in, any vehicle of the

Department of the Navy, except as modified by OPNAVINST 1700.16 (series).

(2) Alcohol used for other purposes and alcoholic beverages in transit as cargo shall be in the custody of the supply officer or other officer designated by the commanding officer. These officers shall:

(a) Supervise in person all receipts and issues of alcohol and alcoholic beverages in their custody.

(b) Keep proper records of all transactions to ensure strict responsibility and detect losses promptly.

(3) In ships to which no medical officer is attached, all alcohol and alcoholic beverages shall be in the custody of the controlled substances custodian, except for small quantities, which may be issued to the leading petty officer in the medical department.

(4) If possible, bulk alcohol shall be kept in a three combination safe or, if not possible, under lock and key.

(5) All transactions between the bulk custodian and medical department representative shall be receipted.

(6) Issues from the working stock in the sick bay shall be covered by prescription.

(7) Alcohol shall be inventoried monthly by a special inventory board appointed by the commanding officer for this purpose.

(8) Only Department Heads are authorized to sign requests for the issuance of alcohol.

(a) Drawn only in limited quantities sufficient for immediate use.

(b) Issued only to responsible petty officers.

b. THE PERSON TO WHOM ALCOHOL IS ISSUED FOR USE SHALL BE RESPONSIBLE FOR ENSURING THAT:

(1) IT IS USED ONLY FOR THE PURPOSE FOR WHICH ISSUED.

(2) IT IS WITHHELD FROM UNAUTHORIZED PERSONS.

(3) *IT IS PROTECTED FROM THEFT.*

(4) *THE UNUSED PORTION IS RETURNED IMMEDIATELY TO THE OFFICER FROM WHOM IT WAS DRAWN.*

c. REFERENCES:

(1) U.S. Navy Regulations 1990

(2) OPNAVINST 1700.16 (series), Alcoholic Beverage Control

5.1.4 ANCHORING. *THE COMMANDING OFFICER SHALL:*

a. *SELECT A SAFE PLACE TO ANCHOR.*

b. *AFTER ANCHORING, HAVE SUCH GLOBAL POSITIONING SYSTEM (GPS) LOCATION AS WELL AS RANGES AND LINES OF BEARINGS PLOTTED AND ENTERED IN THE DECK LOG AS WILL ENABLE THE EXACT POSITION OF THE SHIP TO BE LOCATED ON THE CHART.*

c. If practicable, when the ship is anchored at a place which has not been surveyed, have the depth of water and character of the bottom examined to a distance from the anchor of at least one and one-half times the radius of the ship's swinging circle and have the results entered in the Deck log.

5.1.5 ARMED FORCES IDENTIFICATION CARDS. Armed forces identification cards, (DoD Common Access Card (CAC)), are property of the U.S. Government and shall be kept in the Sailor's immediate possession at all times, except when surrendered to proper authority for identification or investigation, or while in disciplinary confinement. *NO PERSON WITHOUT PROPER AUTHORITY SHALL:*

a. *HAVE IN THEIR POSSESSION MORE THAN ONE ARMED FORCES IDENTIFICATION CARD.*

b. *DEPART ON LIBERTY WITHOUT THEIR OWN IDENTIFICATION CARD.* A valid armed forces identification card (CAC) under normal circumstances shall suffice to identify a member while on liberty.

c. *HAVE IN THEIR POSSESSION A FALSE OR UNAUTHORIZED IDENTIFICATION CARD; OR A MUTILATED, ERASED, ALTERED, OR IMPROPERLY VALIDATED IDENTIFICATION CARD; OR AN IDENTIFICATION*

CARD BEARING FALSE OR INACCURATE INFORMATION CONCERNING A NAME, GRADE, SERVICE NUMBER, OR DATE OF BIRTH.

d. ANY PERSON RETURNING WITHOUT AN IDENTIFICATION CARD MUST REPORT THE LOSS TO THE OOD IN PERSON.

e. Reference. DoD Instruction 1000.01, Identification (ID) Cards Required by the Geneva Conventions

5.1.6 NOTIFICATION. ANY PERSON ARRESTED OR CRIMINALLY CHARGED BY CIVIL AUTHORITIES WILL IMMEDIATELY ADVISE THEIR IMMEDIATE COMMANDER OF THE FACT THAT THEY WERE ARRESTED OR CHARGED. THE TERM ARREST INCLUDES AN ARREST OR DETENTION, AND THE TERM CHARGED INCLUDES THE FILING OF CRIMINAL CHARGES. PERSONS ARE ONLY REQUIRED TO DISCLOSE THE DATE OF ARREST OR CRIMINAL CHARGES, THE ARRESTING OR CHARGING AUTHORITY, AND THE OFFENSE FOR WHICH THEY WERE ARRESTED OR CHARGED. NO PERSON IS UNDER A DUTY TO DISCLOSE ANY OF THE UNDERLYING FACTS CONCERNING THE BASIS FOR THEIR ARREST OR CRIMINAL CHARGES. DISCLOSURE OF THE ARREST IS REQUIRED TO MONITOR AND MAINTAIN THE PERSONNEL READINESS, WELFARE, SAFETY, AND DEPLOYABILITY OF THE FORCE. DISCLOSURE OF ARREST OR CRIMINAL CHARGES IS NOT AN ADMISSION OF GUILT AND MAY NOT BE USED AS SUCH, NOR IS IT INTENDED TO ELICIT AN ADMISSION FROM THE PERSON SELF-REPORTING. NO PERSON SUBJECT TO THE UCMJ MAY QUESTION A PERSON SELF-REPORTING AN ARREST OR CRIMINAL CHARGES REGARDING ANY ASPECT OF THE SELF-REPORT, UNLESS THEY FIRST ADVISE THE PERSON OF THEIR RIGHTS UNDER UCMJ ARTICLE 31(B).

5.1.7 BERTHING

a. COMMANDING OFFICERS ARE EXPECTED TO IMPLEMENT APPROPRIATE POLICIES THAT ENSURE PRIVACY PROTECTION OF INDIVIDUAL SAILORS OUT OF COURTESY TO ALL AS THE TACTICAL SITUATION ALLOWS IN ORDER TO MAINTAIN GOOD ORDER AND DISCIPLINE.

b. NO PERSON WILL SLEEP IN ANY SPACES OR USE ANY BUNK OR BERTH OTHER THAN THAT TO WHICH THEY ARE ASSIGNED, EXCEPT AS AUTHORIZED BY PROPER AUTHORITY.

c. NO PERSON WILL SLEEP IN OR LIE ON ANY BUNK OR BERTH WHILE CLOTHED IN NAVY WORKING UNIFORM, WORKING CLOTHES OR WHILE WEARING SHOES.

d. *NO PERSON WILL SLEEP FULLY UNCLOTHED. CLOTHING ITEMS CONSIDERED TO BE APPROPRIATE SLEEPWEAR INCLUDE: UNDERGARMENTS, PHYSICAL TRAINING OR GYM SHORTS AND SHIRT, PAJAMAS AND SWEAT SUITS.*

e. *NO PERSON WILL TRANSIT THROUGH SPACES UNCLOTHED. SAILORS WILL MAINTAIN A MINIMUM STANDARD OF COVERAGE OUT OF COURTESY TO ALL, FOR PERSONAL PRIVACY AND TO FOSTER GOOD ORDER AND DISCIPLINE.*

f. *NO PERSON WILL SMOKE IN ANY BERTHING AREAS.*

g. *NO PERSON WILL 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.*

h. *NO PERSON WILL CREATE A DISTURBANCE OR TURN ON ANY WHITE LIGHT IN ANY BERTHING OR LIVING SPACE DURING HOURS AUTHORIZED LIGHTS OUT, EXCEPT AS REQUIRED TO PERFORM OFFICIAL DUTIES.*

i. *NO PERSON WILL FAIL TO TURN OUT OF THEIR BUNK AT REVEILLE, EXCEPT WHEN ON THE SICK LIST OR IS AUTHORIZED TO LATE BUNK.*

5.1.8 BULLETIN BOARDS. For the purposes of this article, the term “bulletin board” refers to a physical bulletin board or organizational intranet site used to share information. The term “division officer” will include all unit division officers and all other officers in charge of personnel embarked in a naval unit but not regularly assigned to a division of the unit.

a. All division officers will maintain a bulletin board in an accessible space in their division which will display all immediately applicable directives and orders (including the POD) affecting personnel of the division.

b. Each Department Head will maintain a bulletin board in the departmental office or other accessible space which is used to display all immediately applicable directives and orders (including the POD) affecting officer and enlisted personnel of the department.

c. Unit personnel are responsible for knowledge of all orders and directives (including the POD) posted on division and department bulletin boards.

5.1.9 CARD GAMES AND GAMBLING. *NO PERSON WILL:*

a. *GAMBLE, AS DEFINED AT 41 C.F.R. 102, WITH PLAYING CARDS, DICE, INTERNET WEB SITES, OR OTHER APPARATUS OR METHODS ON BOARD NAVAL UNITS.*

b. *UTILIZE AUTHORIZED ENTERTAINMENT; NON-GAMBLING CARD GAMES, VIDEO AND INTERNET GAMES, ETC., OUTSIDE OF COMMAND AUTHORIZED SPACES DURING PRESCRIBED WORKING HOURS* or during the hours between taps and reveille in berthing, or spaces holding divine services.

5.1.10 CIVILIAN CLOTHING. Unless the Secretary of the Navy directs that uniforms be worn at all times and except as noted in U.S. Navy Uniform Regulations, civilian clothing may be worn by all officers and enlisted personnel under the following regulations. Area commanders and the senior officer present may suspend this privilege to meet local conditions, advising the Chief of Naval Personnel when such action is taken, when onboard a deployed vessel or an installation OCONUS.

a. Officers and enlisted personnel are permitted civilian clothing aboard naval units. Such clothing may be worn while leaving or returning to the naval unit, awaiting transportation to leave the unit, while on authorized leave of absence, liberty, or in any off-duty status on shore.

b. When civilian clothing is worn, naval personnel will not bring discredit on the naval service. The wearing of uniform items with civilian attire is unauthorized except as provided in U.S. Navy Uniform Regulations.

c. REFERENCE. NAVPERS 15665, U.S. Navy Uniform Regulations

5.1.11 CONCESSIONS. Particular attention is directed to those sections of NAVREGS and NAVSUP P-487 concerning concessions or dealing with trade persons. *NO CONCESSIONS WILL BE GRANTED NOR ANY ARRANGEMENT MADE WITH DEALERS OR TRADESPERSONS BY WHICH THEY AGREE TO PAY A PORTION OF THEIR SALES PROFIT TO THE SHIP'S STORE.*

a. SHIP'S STORE. All items sold aboard naval units for profit (i.e. popcorn, canned beverages, and so forth) must be handled through the ship's store.

b. REFERENCES:

(1) NAVSUP Publication 487, Ship's Store Afloat

(2) U.S. Navy Regulations 1990

5.1.12 CONTAGIOUS AND COMMUNICABLE DISEASES. The following provisions should be observed to minimize the potential impact of communicable diseases:

a. *REPORT PROMPTLY TO THE MEDICAL OFFICER THE EXISTENCE OR SUSPICION OF ANY COMMUNICABLE DISEASES IN THEM OR IN PERSONS WITH WHOM THEY ARE LIVING OR OTHERWISE COMES IN CONTACT.*

b. Any person contracting a communicable disease shall be isolated immediately upon detection. Incoming personnel shall be examined and appropriate action taken to prevent the spread of communicable diseases. To minimize the spread of contagious diseases, all mess gear and food containers shall be sterilized and sanitary precautions shall be affected in washrooms, laundries, and barber shops.

c. *ENSURE THAT ANY PERSON SUFFERING FROM INFECTIONS OR FROM A CONTAGIOUS DISEASE IS NOT ASSIGNED TO DUTY SUCH AS ON THE MESS DECKS, IN STORES AREAS, OR ON WORKING PARTIES ENGAGED IN HANDLING PROVISIONS OR OTHER ASSIGNMENTS WHICH MIGHT CONTRIBUTE TO THE SPREAD OF CONTAGIOUS DISEASES.*

d. *QUARANTINE DISEASE WILL BE REPORTED TO HIGHER AUTHORITY FOLLOWING CURRENT DIRECTIVES.*

e. *THE MEDICAL OFFICER MUST SUBMIT A MEDICAL QUARANTINE LIST UPON ENTERING PORT AND PRIOR TO GRANTING LIBERTY. A NEW LIST WILL BE SUBMITTED WHENEVER CHANGES OCCUR. THE MEDICAL QUARANTINE LIST WILL BE FORWARDED TO THE COMMANDING OFFICER VIA THE EXECUTIVE OFFICER WITH COPIES TO ALL DEPARTMENT LEADS AND THE COMMAND DUTY OFFICER AND OFFICER OF THE DECK.*

f. *DIVISION OFFICERS WILL CHECK THE MEDICAL QUARANTINE LIST AND DENY LIBERTY AND LEAVE TO ALL PERSONNEL ON THE MEDICAL QUARANTINE LIST.*

g. Medical treatment and assignment of HIV (+) personnel will be per SECNAVINST 5300.30E.

h. REFERENCE. SECNAVINST 5300.30E, Management of Human Immunodeficiency Virus, Hepatitis B Virus and Hepatitis C Virus Infection in the Navy and Marine Corps.

5.1.13 CREW'S HEADS AND WASHROOMS. Crew's heads and washrooms are open at all times except when closed for cleaning during the prescribed daily cleaning schedule.

a. *NO PERSON WILL LOITER OR DRY CLOTHING IN ANY CREW'S HEAD OR WASHROOM.*

b. *NO PERSON WILL TRANSIT THROUGH SPACES UNCLOTHED. SAILORS WILL MAINTAIN A MINIMUM STANDARD OF COVERAGE OUT OF COURTESY TO ALL, FOR PERSONAL PRIVACY AND TO FOSTER GOOD ORDER AND DISCIPLINE. CLOTHING ITEMS CONSIDERED TO BE APPROPRIATE INCLUDE: SHIRT, SHORTS, ROBE OR PHYSICAL TRAINING GEAR. IF A ROBE IS WORN, APPROPRIATE GARMENTS WILL BE WORN UNDERNEATH.*

c. *NO PERSON WILL THROW RUBBISH OR OTHER SOLID MATTER INTO BOWLS OR URINALS.*

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

a. On such occasions, customs declarations will be distributed to all hands in sufficient time to be filled out and returned before arrival in port.

b. *IT WILL BE THE DUTY OF ALL PERSONNEL TO ACCURATELY COMPLETE CUSTOMS DECLARATIONS PRIOR TO ARRIVAL IN PORT.*

c. *NO PERSON, WITHOUT PERMISSION FROM THE COMMANDING OFFICER, SHALL BRING ON BOARD ANY ARTICLE, ANY ANIMAL, OR ANY OTHER ITEM OF WHICH THE INTRODUCTION INTO U.S. TERRITORY IS FORBIDDEN OR RESTRICTED UNDER CURRENT REGULATIONS.*

5.1.15 DISCLOSURE OF DRUG AND ALCOHOL ABUSE INFORMATION. The rules on usage of disclosures of drug or alcohol abuse information have been carefully defined and precisely limited in OPNAVINST 5350.4 (series).

a. INFORMATION USE. Privileged communications, confidentiality, and the permissible uses of drug and alcohol abuse information provided or obtained from members under various circumstances are discussed in depth in OPNAVINST 5350.4 (series).

b. REFERENCE. OPNAVINST 5350.4 (series), Navy Alcohol and Drug Abuse Prevention and Control

5.1.16 DIVINE SERVICES. Accessible and appropriate space shall be provided for divine services. *NO PERSON SHALL ENGAGE IN CONDUCT IN A MANNER WHICH WOULD INTERFERE WITH PROPERLY AUTHORIZED DIVINE SERVICES.*

5.1.17 ELECTRICAL AND ELECTRONIC EQUIPMENT. Electrical or electronic equipment improperly designed for shipboard use can represent a safety, operational, or fire hazard. Hazards include the potential compromise of unit location, loss of radio security and hazards to personnel through operation of electronic equipment which have not been properly inspected or have unknown or undesired emission properties.

a. *ONLY AUTHORIZED PERSONNEL SHALL OPERATE ELECTRICALLY POWERED MACHINERY OR EQUIPMENT.*

b. *NO PERSON SHALL OPERATE AN ELECTRICALLY POWERED PORTABLE TOOL/EQUIPMENT UNLESS IT BEARS A SHIPS IDENTIFICATION MARKING/TAG INDICATING IT HAS BEEN INSPECTED AND IS ELECTRICALLY SAFE FOR USE ON BOARD NAVAL SHIPS.*

c. *NO PERSONAL ELECTRICAL APPLIANCES ARE AUTHORIZED ON BOARD A NAVAL SHIP UNLESS IT HAS BEEN INSPECTED AND PROVEN SAFE FOR USE ON BOARD NAVAL SHIPS BY THE ELECTRICAL SAFETY OFFICER OR ELECTRONIC MATERIAL OFFICER. WHEN AUTHORIZED, SUCH ELECTRICAL EQUIPMENT SHALL NOT BE USED IN ANY SPACE OR IN ANY MANNER OTHER THAN THAT FOR WHICH IT WAS AUTHORIZED.* Prohibited personally

owned electric/electronic equipment is listed in NSTM, Chapter 300, and paragraphs 300-2.7.3.6.

d. REFERENCE. Navy Ships' Technical Manual, Electric Plant - General

5.1.18 EMERGENCY EQUIPMENT. *NO PERSON SHALL USE EMERGENCY EQUIPMENT FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT IS INTENDED. EMERGENCY EQUIPMENT INCLUDES ITEMS SUCH AS BATTLE LANTERNS, EMERGENCY FIRST AID BOXES, SHORING, WRENCHES, LIFE RINGS, EQUIPMENT IN LIFE RAFTS AND BOATS, PORTABLE FIRE PUMPS, FIRE HOSES, AND FUEL FOR EMERGENCY MACHINERY.*

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

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

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

c. *NO PERSON WILL WILLFULLY WASTE, LOSE, OR CAUSE THE LOSS OF ANY FRESH WATER ON BOARD SHIPS.*

5.1.20 GOVERNMENT PROPERTY. *NO PERSON SHALL:*

a. *CONCEAL OR FAIL TO REPORT TO PROPER AUTHORITY THE LOSS, REMOVAL, DESTRUCTION, OR DAMAGE OF GOVERNMENT PROPERTY ENTRUSTED TO THEIR CARE OR CUSTODY.*

b. *REMOVE WITHOUT PROPER AUTHORITY FROM ITS REGULAR PLACE OF STOWAGE OR LOCATION, FOR ANY PURPOSE WHATEVER, ANY ARTICLE OF GOVERNMENT PROPERTY, INCLUDING HULL AND DAMAGE CONTROL FITTINGS, FIRST AID EQUIPMENT, LIFE SAVING AND EMERGENCY EQUIPMENT, AND STORES AND FOODSTUFFS.*

c. *HAVE IN THEIR POSSESSION ANY ARTICLE OF GOVERNMENT PROPERTY EXCEPT AS MAY BE NECESSARY FOR THE PERFORMANCE OF THEIR DUTY OR AS MAY BE AUTHORIZED BY PROPER AUTHORITY.*

5.1.21 GROOMING AND PERSONAL APPEARANCE. It is imperative that sailors maintain the highest standards of grooming and personal appearance as representatives of the United States military in uniform, on installations, and on liberty OCONUS.

a. It is the responsibility of officers in the command to ensure their personnel are neat and well groomed at all times in accordance with NAVPERS 15665.

b. REFERENCE. NAVPERS 15665, U.S. Navy Uniform Regulations

5.1.22 HITCHHIKING. *NO NAVAL PERSONNEL SHALL ENDEAVOR BY WORDS, GESTURES, OR OTHER MEANS SOLICIT A RIDE IN OR ON ANY MOTOR VEHICLE.* Accepting rides from public transportation at established authorized stations is not considered in violation of the regulation.

5.1.23 INDEBTEDNESS. Since indebtedness brings discredit to the naval service, debts shall not be incurred when there is no reasonable expectation of repaying them. The commanding officer's interest in the matter of indebtedness of personnel attached to a naval unit shall be directed principally to the establishment of facts so that corrective or disciplinary measures may be taken.

5.1.24 INSPECTION OF PROPERTY. *NO PERSON SHALL REFUSE TO PRESENT FOR INSPECTION BY THE OOD OR AUTHORIZED REPRESENTATIVE ANY ITEM OF BAGGAGE OR ARTICLE IN THEIR POSSESSION OR ON THEIR PERSON OR KNOWINGLY CONCEAL IN ANY CONTAINER OR ON THEIR PERSON ANY ARTICLE WITH INTENT TO DECEIVE OR EVADE THE LAWFUL INSPECTION OF SUCH ARTICLES.* This provision applies to inspections conducted for a lawful military purpose, it does not apply to searches conducted under the Uniform Code of Military Justice or otherwise authorize searches for law enforcement purposes.

5.1.25 INTOXICATED PERSONS. All sailors intoxicated to such an extent as to create a disturbance within the unit or to make their being at large dangerous to their personal safety or to the safety of the unit shall be placed under protective restraint upon direction of the commanding officer, the CDO, or the OOD.

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a. The OOD or CDO shall ensure that all persons who return on board in an intoxicated condition, or found on board intoxicated, shall be promptly examined by the medical officer or a qualified representative.

b. When restraint is imposed on a Sailor, it should be in such a manner as to accomplish the desired degree of restraint with a minimum of force. Attachment of a Sailor to a fixed or immovable object should only be authorized when all else fails, and then a continuous guard should be posted with specific instructions to care for the welfare of the person under restraint in the event of an emergency.

5.1.26 LEAVE AND LIBERTY

a. The Armed Forces liberty pass (DD Form 345) may be used to control the authorized absence (other than leave) of members when, in the judgment of the commanding officer or a senior officer in the chain of command, it is necessary for security, operations, or other special circumstances. When required, a liberty pass is issued following the guidance established in NAVMILPERSMAN 1050-300.

b. No person will:

(1) Proceed from the confines of a naval unit without permission of proper authority.

(2) Proceed from the confines of a naval unit while knowingly in a restricted status without permission of the commanding officer, the executive officer, or in emergencies, the CDO.

(3) Proceed from the confines of a naval unit while knowingly on the sick list or the medical quarantine list.

(4) Fail to report their departure from or return to a naval unit to the OOD or an authorized representative.

(5) Depart on leave without their own properly validated leave/e-leave papers and CAC.

c. REFERENCE. Naval Military Personnel Manual 15560

5.1.27 LIGHTS. NO PERSON SHALL:

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a. *TURN ON ANY WHITE LIGHTS, OTHER THAN STANDING LIGHTS, DURING THE HOURS BETWEEN TAPS AND REVEILLE, IN ANY LIVING SPACE, PASSAGEWAY, OFFICE, MESS DECK, LOUNGE OR RECREATION AREA, CONTROL ROOM, SHOP, MACHINERY SPACE, OR OTHER WORKING SPACE, UNLESS SUCH LIGHT IS INCIDENT TO THE PERFORMANCE OF DUTY OR AUTHORIZED BY PROPER AUTHORITY.*

b. *EMPLOY ANY LIGHTING DEVICE, OTHER THAN FLASHLIGHTS OR HAND LANTERNS THAT HAVE BEEN ALTERED TO PRODUCE A DIM RED LIGHT, ON ANY WEATHER DECK OR IN ANY SPACE VISIBLE FROM WITHOUT DURING PERIODS WHEN THE UNIT IS DARKENED. FURTHER, SUCH LIGHTS WILL BE USED ONLY WHEN NECESSARY FOR THE PERFORMANCE OF DUTY.*

5.1.28 SHIP'S KEY CUSTODY, ADMINISTRATION AND LOCKED SPACES. Keys for spaces requiring control over access (such as magazine, reduction gear casings, supply department, special weapons spaces) shall be administered in accordance with the governing instruction and the following provisions:

a. Each Department Head shall maintain a key control log and a key locker which shall contain all the required keys to their spaces. Keys to key lockers shall be available to the OOD at all times for use in any emergency. Duplicate keys may be kept, under proper security arrangements, in secured positions.

b. LOCKED SPACES. NO PERSON WILL:

(1) *HAVE THE KEY TO ANY SPACE ON BOARD A NAVAL SHIP OTHER THAN THE LOCKER TO WHICH ASSIGNED FOR THE STOWAGE OF PERSONAL PROPERTY, UNLESS SUCH KEY IS USED IN THE PERFORMANCE OF REGULARLY ASSIGNED DUTIES.*

(2) *LOCK FROM THE INSIDE ANY OFFICE, SHOP, OR OTHER SPACE ON BOARD A NAVAL UNIT TO PREVENT ACCESS TO SUCH SPACE FROM WITHOUT, EXCEPT AS MAY BE AUTHORIZED BY PROPER AUTHORITY.*

5.1.29 MAIL AND POSTAL MATTERS.

a. In accordance with OPNAVINST 5112.6 (series), no facilities of the Armed Forces Postal Service shall be used by unauthorized persons. The major overseas commander of the military service concerned may authorize certain personnel to send or receive mail in the event of a national emergency, hostilities, or occupation.

b. REFERENCE. OPNAVINST 5112.6 (series), Navy Postal Instruction

5.1.30 MESS GEAR. The removal of mess gear from the mess decks is prohibited. The senior petty officer in charge of the compartment in which mess gear is found ensures its immediate return to the mess decks.

5.1.31 ENTERTAINMENT EVENTS. Certain courtesies are to be observed in order to ensure proper decorum at this unit privilege.

a. At the completion of an entertainment event, all persons come to attention and remain at attention until the commanding officer and the flag officers have departed. All enlisted persons remain in their places until all officers are clear of the entertainment area.

b. No person shall create a disturbance or conduct oneself in an inappropriate manner while attending unit entertainment events.

5.1.32 MOTOR VEHICLES. The following provisions relate to personnel operating motor vehicles assigned to Navy units:

a. *NO PERSON SHALL OPERATE A GOVERNMENT-OWNED/LEASED MOTOR VEHICLE WITHOUT A VALID HOST NATION, INTERNATIONAL, OR STATE DRIVERS LICENSE.*

b. *NO PERSON SHALL OPERATE A GOVERNMENT-OWNED/LEASED MOTOR VEHICLE UNLESS SPECIFICALLY DESIGNATED BY THE COMMANDING OFFICER, AND THEN ONLY FOR OFFICIAL BUSINESS.*

c. Military personnel operating government-owned/leased motor vehicles shall comply with all installation, host nation, state, local, and federal laws and regulations. U.S. Government Motor Vehicle Operator's Identification Card (OF-346) is not required for non-emergency type vehicles up to 10,000 pounds GVW. All personnel operating government-owned emergency vehicles (i.e. police, ambulance, fire, rescue, etc.) are required to have an OF-346 with an emergency vehicle endorsement.

d. *ALL PERSONS OPERATING GOVERNMENT-OWNED/LEASED MOTOR VEHICLES ASSIGNED TO A NAVAL UNIT SHALL OBTAIN THE PERMISSION OF THE OOD BEFORE DRIVING AWAY FROM THE UNIT AND SHALL REPORT TO THE OOD UPON RETURN.* Arrival and departure reports of vehicles assigned to naval vessels may be made to the beach guard.

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5.1.33 WORKING STOCKS OF NARCOTICS. All narcotics and other controlled substances authorized for medical purposes shall be in the custody of the medical or dental officer. No one shall have access to this material except as prescribed by these officers or the commanding officer.

a. The medical and dental officers shall supervise, in person, all receipts and issues of narcotics and other controlled substances in their custody and shall keep proper records of all transactions to ensure strict accountability and detect losses promptly.

b. *WITH THE EXCEPTION OF MEDICAL AND DENTAL OFFICERS, NO PERSON SHALL PRESCRIBE OR ADMINISTER ANY NARCOTICS OR OTHER CONTROLLED SUBSTANCES, EITHER TO ONESELF OR TO ANOTHER PERSON, EXCEPT TO AID THE INJURED DURING ACTION OR EMERGENCIES.* The medical and dental officers may authorize certain hospital corpsmen and dental technicians to administer narcotics and controlled drugs to patients in sick bay per the medical and dental officers' prescription.

c. In units to which no medical officer is attached. All narcotics and dangerous drugs shall be in the custody of the controlled substances custodian, except small quantities of necessary narcotics and dangerous drugs which may be issued to the leading petty officer in the medical department. The narcotics and dangerous drugs shall be kept in a three-combination safe or, if this is not possible, under lock and key. All transactions between the bulk custodian and medical department representative shall be receipted for. Issues from the working stock in the sick bay shall be covered by prescription. Narcotics and dangerous drugs shall be inventoried monthly by a special inventory board appointed for this purpose.

5.1.34 NAVAL CUSTOMS, CEREMONIES, AND TRADITIONAL EVENTS. Many time-honored naval customs, ceremonies, and traditional events celebrate unique mission accomplishments, areas of operation, special qualifications, personal and command milestones, and professional achievements. These events are part of our naval heritage and include various initiations, hail and farewells, promotion and advancement ceremonies, dining in/out parties and other well-established traditional events. When conducted under command sponsorship and within reasonable constraints, these activities serve to enhance morale, esprit de corps, pride, professionalism, and unit cohesiveness.

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a. To ensure human dignity and uphold the highest professional standards, these events must be able to withstand close public scrutiny and both reflect and reinforce our Navy core values of honor, commitment, and courage. All current Navy directives and policies, especially those regarding EO, hazing, and sexual harassment, will be followed. The following guidelines shall be incorporated into the planning and conducting of all ceremonies and events:

(1) *THE COMMANDING OFFICER OR THEIR DIRECT REPRESENTATIVE SHALL PERSONALLY BE INVOLVED IN THE PLANNING AND EXECUTING OF ALL EVENTS.*

(2) *GLAMORIZATION OF ALCOHOL AND ALCOHOL ABUSE BY EVENT PARTICIPANTS AND GUESTS SHALL NOT BE TOLERATED.*

(3) *PERSONNEL IN ATTENDANCE SHALL BE RESPECTED AT ALL TIMES. SEXUALLY SUGGESTIVE ACTIVITIES, PROPS, COSTUMES, SKITS, GAGS, GIFTS, OR MUSIC WITH OFFENSIVE LANGUAGE/LYRICS ARE PROHIBITED. ACTIVITIES THAT DEMEAN RACE, RELIGION AND SEXUAL ORIENTATION ARE PROHIBITED.*

(4) *COERCION OF NAVY MEMBERS TO PARTICIPATE SHALL NOT BE TOLERATED. ANY PARTICIPATION BY PRINCIPLES OR GUESTS SHALL BE VOLUNTARY.*

(5) Proper medical screening of participants (when appropriate) and compliance with applicable health, safety, and environmental regulations (specified in OPNAVINST 5090.1 (series)) shall be part of event planning.

b. REFERENCE. OPNAVINST 5090.1 series, Environmental Readiness Program Manual

5.1.35 OFFICIAL FORMS, RECORDS, AND CORRESPONDENCE. NO PERSON SHALL:

a. *HAVE POSSESSION, CUSTODY, OR CONTROL OF OFFICIAL CORRESPONDENCE, FORMS, OR RECORDS, KNOWINGLY DELIVERED TO THEM OR DIVULGE THEIR CONTENTS TO ANY PERSON NOT AUTHORIZED TO RECEIVE THEM.*

b. *SELL, BARTER, OR TRADE OFFICIAL CORRESPONDENCE, RECORDS, OR FORMS FOR MONETARY GAIN OR OTHER CONSIDERATIONS.*

5.1.36 SMARTNESS AND UNIFORMS. The wearing of the naval uniform should be a matter of personal pride to all personnel. Each

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member of the naval service is a representative of the U.S. Government and their dress and conduct should reflect credit upon oneself, the naval service, and the country. NO PERSON SHALL:

a. *WEAR FRAYED, TORN, DIRTY, OR OTHERWISE MUTILATED CLOTHING.*

b. *WEAR ANY ARTICLE OF CLOTHING WHICH IS NOT PRESCRIBED AS PART OF THE UNIFORM OF THE DAY.*

5.1.37 PAINTING. Painting will conform to the instructions contained in NSTM Chapter 631 and ship concealment camouflage instructions, where applicable.

a. Color schemes for painting interior surfaces incident to habitability improvement shall be in accordance with instructions issued by COMNAVSEASYSKOM and the TYCOM. Compartment labels, damage control markings, name plates and instruction plates shall not be painted.

b. *NO PERSON SHALL, UNDER ANY CIRCUMSTANCES STOW PAINT IN ANY SPACE OTHER THAN IN PROPERLY DESIGNATED FLAMMABLE LIQUID STOREROOMS OR PAINT LOCKERS. NO PERSON SHALL, UNDER ANY CIRCUMSTANCES, DISPOSE OF PAINT OR OTHER HAZARDOUS MATERIALS OVER THE SIDE, IN REGULAR TRASH RECEPTACLES, OR BY ANY OTHER UNAUTHORIZED MEANS as specified in OPNAVINST 5090.1 (series).*

c. Supervision of the paint locker and the control and issue of paint, paint pots, and brushes is the responsibility of the 1LT. All paint, paint pots and brushes shall be checked in to the paint locker daily at the end of working hours unless authorized for after working hours use by the 1LT. Such material shall be returned to the paint locker upon completion of the work, however, not later than the time designated by the 1LT.

d. REFERENCES:

(1) Navy Ships' Technical Manual, Chapter 631 - Preservation of Ships in Service - General

(2) OPNAVINST 5090.1 series, Environmental Readiness Program Manual

5.1.38 PERMISSION TO LEAVE THE SHIP OR LIMITS OF THE COMMAND. When directed by the commanding officer, the executive officer may grant junior officers permission to leave the ship.

a. When approved by the commanding officer, this authority may be delegated to the Department Heads with respect to the officers of their departments.

b. When officers senior in rank to the executive officer desire to leave the ship, they shall obtain the required permission directly from the commanding officer.

c. All officers shall report to the OOD their permission to leave and the fact of their return to the ship. The departure and return of officers senior to the executive officer shall be reported to the latter by the OOD.

d. Within commands other than ships, the provisions of this article shall apply insofar as practicable but may be modified by the commanding officer to meet local conditions.

5.1.39 PERSONAL EFFECTS. The command and sailors have a shared responsibility to safeguard the personal property of members of the unit.

a. *NO PERSON WILL MAINTAIN PERSONAL BELONGINGS OR OTHER ARTICLES IN ANY LOCKER, CLOSET OR SPACE OTHER THAN THAT REGULARLY ASSIGNED TO THEM OR AUTHORIZED BY PROPER AUTHORITY TO USE.*

b. Each person is responsible for obtaining a lock and keeping their locker locked at all times. Any evidence of tampering with locks or unauthorized entry into a personal locker shall be reported to the CMAA immediately.

c. When any enlisted person on board a naval unit is declared a deserter or becomes mentally or physically incapacitated to the extent that they can no longer care for their personal effects, they shall be collected, inventoried and sealed by a division petty officer in the presence of the division officer and a MAA and delivered to the CMAA for safekeeping and proper disposition.

d. The personal effects of an absent or incapacitated officer shall be inventoried and packed by two officers designated by the executive officer and delivered to the supply office for safekeeping and proper disposition.

5.1.40 PERSONALLY OWNED TOOLS AND MATERIALS. The division officer maintains a permanent file of itemized, descriptive inventory sheets for any personally owned tools, materials or equipment authorized to be brought on board. Each inventory sheet is signed by both property owner and division officer.

a. *NO PERSON SHALL TAKE ASHORE ANY TOOLS, MATERIALS, OR EQUIPMENT, WHETHER THEY ARE GOVERNMENT OR PERSONAL PROPERTY, UNLESS THEY ARE SPECIFICALLY LISTED ON A DULY AUTHENTICATED PROPERTY PASS.*

b. Approval of personally owned tools, outside of a multi-tool, should be considered an exceptional situation. Personnel desiring to bring personally owned tools, materials or equipment on board shall first obtain permission to do so from their Department Head.

5.1.41 PETITIONS, PROTEST, DISSIDENT AND RELATED ACTIVITIES. The right of expression of any person in naval service should be preserved to the maximum extent possible, consistent with good order and discipline and national security. See NAVREGS articles 1150-1156.

a. The commanding officer must carefully balance the service members' right of expression, to the maximum extent possible, with the preservation of good order and discipline. No commander should be indifferent to conduct that, if allowed to proceed unchecked, could negatively affect national security or would destroy the effectiveness of their unit. For related guidance refer to OPNAVINST 1620.1 (series).

b. A commander or commanding officer may control or prohibit any activities when, in his or her judgment, the activity:

(1) Materially interferes with the safety, operation, command, or control of the ship or the assigned duties of particular members or of the command.

(2) Presents a clear and present danger to discipline, morale, or safety of personnel of the command.

(3) Involves distribution of material or the rendering of advice or counsel that causes, attempts to cause, or advocates insubordination, disloyalty, mutiny, or refusal of duty; solicits desertion; discloses classified information;

encourages or urges violence; or otherwise involves the planning or execution of unlawful conduct or acts.

c. Military Personnel cannot participate in any extremist organization, defined as: an organization that espouses supremacist causes; attempts to create illegal discrimination based on race, creed, color, ethnicity, national origin, sex, religion, sexual orientation; advocates using unlawful force or violence; or otherwise engages in efforts to deprive individuals of their civil rights. OPNAVINST 5354.1 (series) and the MILPERSMAN provide specific definitions of extremist organizations and authorized administrative actions to be taken in response to participation in an extremist organization.

d. Control or prohibition of service members' expression raises significant Constitutional legal concerns. A judge advocate should be consulted before taking action to control or prohibit speech or other forms of expression.

e. REFERENCES:

(1) U.S. Navy Regulations 1990

(2) OPNAVINST 1620.1 (series), Guidelines for Handling Dissident and Protest Activities among Members of the Armed Forces

(3) OPNAVINST 5354.1 (series), Navy Equal Opportunity Policy

(4) Naval Military Personnel Manual 15560

(5) DoDI 1354.01 (series), DOD Policy on Organizations that Seek to Represent or Organize Members of the Armed Forces in Negotiation or Collective Bargaining

5.1.42 PETS. *NO PERSON SHALL HAVE IN THEIR POSSESSION OR BRING ABOARD A NAVAL UNIT ANY ANIMALS FOR ANY PURPOSE WHATEVER, WITHOUT PERMISSION OF THE COMMANDING OFFICER.*

5.1.43 PHOTOGRAPHIC EQUIPMENT. NO PERSON SHALL:

a. *MAKE PHOTOGRAPHS OF A NAVAL UNIT OR ITS EQUIPMENT OR OF OBJECTS FROM THE UNIT WITHOUT PERMISSION OF THE COMMANDING OFFICER, AND THEN ONLY OF THE OBJECTS FOR WHICH PERMISSION WAS SPECIFICALLY GIVEN.* This directive pertains to a camera;

whether digital or film, still or motion, cell phones or other devices capable of creating a visual image.

b. *WHILE ON WATCH OR DUTY AS A SENTRY OR MEMBER OF A PATROL, KNOWINGLY PERMIT THE CREATION OF IMAGES OF A NAVAL UNIT UNLESS AUTHORIZED BY THE COMMANDING OFFICER OR AUTHORIZED REPRESENTATIVE.*

5.1.44 PLAN OF THE DAY (POD). A POD shall be published daily by the executive officer or an authorized representative and issue such orders and directives as the executive officer may issue. When the executive officer is absent from the unit it is issued by the CDO. The executive officer may adjust the periodicity to meet the operational tempo, but may not exceed a monthly distribution.

The POD must be readily available to all. All persons shall read the POD each day. They are responsible for obeying applicable orders contained therein. In port, the POD shall be read at quarters.

5.1.45 WASTE DISPOSAL. Incinerators, compactors, garbage grinders, or water separators, plastic waste processors and oily waste systems shall be used to the maximum extent possible with the objective of maximum reduction of visible waste discharge overboard.

a. Except where an emergency situation exists and failure to do so would endanger the health or safety of shipboard personnel and only by approval of the commanding officer.

b. REFERENCES:

(1) Naval Ships' Technical Manuals Chapter 593 - Pollution Control

(2) OPNAVINST 5090.1 series, Environmental Readiness Program Manual

(3) U.S. Navy Regulations 1990

5.1.46 REMOVAL OF EQUIPMENT FROM SHIP. The commanding officer must grant permission before any unit's equipment or spare parts are removed permanently (over one week). This applies to items removed to the unit's storeroom ashore as follows:

<u>Item</u>	<u>Grants Permission</u>
Correspondence and unit publications	executive officer
Equipage and department publications	cognizant officer
Spare parts	supply officer and cognizant officer

5.1.47 REQUIRED READING BY OFFICERS. Within a reasonable period of time after reporting for duty in a unit (as determined by the executive officer), officers shall read the following publications and report orally to the executive officer (via chain of command) that such has been completed. Further, they shall read semi-annually the publications preceded by an asterisk (*) and refer frequently to the other publications listed, plus any/all available publications relative to outstanding performance as a naval officer.

- a. U.S. Navy Regulations 1990.
- b. OPNAVINST 3120.32 (series), Standard Organization and Regulations of the U.S. Navy.
- *c. Department Organization and Instructions (for department to which assigned).
- *d. Effective executive officer's memoranda.
- e. Officer of the Deck Order Book.
- f. SECNAVINST 5510.36 (series), Department of the Navy (DON) Information Security Program Instruction.
- g. SECNAV M-5510.30 (series), Department of the Navy (DON) Personnel Security Program (PSP) Instruction.
- h. 10 USC Chapter 47 - Uniform Code of Military Justice.
- *i. DoD 5500.07-R, Joint Ethics Regulations.

5.1.48 RESTRICTED SPACES. *NO PERSON SHALL ENTER ANY RESTRICTED SPACE UNLESS PROPERLY AUTHORIZED AND IN THE PERFORMANCE OF OFFICIAL DUTY.*

5.1.49 SABOTAGE OR WILLFUL DAMAGE. Any person who has reason to believe that the ship is in danger of sabotage or willful damage shall immediately notify the OOD or CDO.

5.1.50 SAFE COMBINATIONS. The security manager maintains a current record of combinations for all safes on board a naval unit except the safe assigned to the paymaster for safeguarding public funds.

a. The security manager maintains and changes safe combinations in accordance with SECNAVINST 5510.36 (series).

b. *THE DISBURSING OFFICER SHALL NEITHER DIVULGE NOR IN ANY MANNER ENTRUST TO ANY OTHER PERSON THE COMBINATION OF ANY SAFE WHICH CONTAINS OFFICIAL FUNDS; EXCEPT THAT WHEN PHYSICALLY INCAPACITATED AND UNABLE TO OPEN SUCH SAFE, THEY MAY, UPON THE ORDERS OF THE COMMANDING OFFICER, DIVULGE THE COMBINATION TO A DESIGNATED BOARD OF OFFICERS.*

5.1.51 SAFE NAVIGATION. *THE COMMANDING OFFICER OF A SHIP, SUBMARINE AND, AS APPROPRIATE, OF AN AIRCRAFT SHALL BE THOROUGHLY FAMILIAR WITH NAVIGATION GUIDANCE SET FORTH IN TYCOM REFERENCES, SUCH AS BUT NOT LIMITED TO NAVDORM, NODORM AND NATOPS. THE COMMANDING OFFICER SHALL ALSO:*

a. *PRESERVE ALL INFORMATION RECEIVED OR PROCURED CONCERNING SAFE NAVIGATION.*

b. *ENSURE THAT THE CURRENT AUTHORIZED ALLOWANCE OF NAUTICAL AND AERONAUTICAL CHARTS AND PUBLICATIONS ARE ON BOARD AND ARE CORRECTED TO DATE PRIOR TO ANY USE FOR NAVIGATIONAL PURPOSES.*

c. *MAKE EVERY EFFORT TO OBTAIN FROM RELIABLE SOURCES (FOREIGN OR OTHERWISE) ALL INFORMATION THAT SHALL AID IN ANY CASE OF DOUBT ABOUT SAFE NAVIGATION OVER PROPOSED ROUTES OR PORTS TO BE VISITED.*

d. *KEEP INFORMED OF THE ERROR OF ALL COMPASSES AND OTHER DEVICES AVAILABLE AS AIDS TO NAVIGATION.*

e. *IMMEDIATELY BEFORE LEAVING AND AS SOON AS PRACTICABLE AFTER ENTERING PORT, REQUIRE THE NAVIGATION OFFICER TO ASCERTAIN THE DRAFT OF THE SHIP, FORWARD AND AFT, AND ENTER IT IN THE LOG.*

f. *HAVE THE ANCHORS READY FOR LETTING GO WHEN THE PROXIMITY OF LAND OR THE DEPTH OF WATER IS SUCH THAT THERE IS DANGER OF GROUNDING.*

g. *ENSURE THAT LOOKOUTS ARE PROFICIENT IN THEIR DUTIES AND ARE STATIONED IN ACCORDANCE WITH THE BEST PRACTICE OF SEAMANSHIP, HAVING IN MIND ANY SPECIAL CONDITIONS, THE RESULTS*

TO BE ACCOMPLISHED AND THE PHYSICAL LIMITATIONS OF PERSONNEL. WHEN UNDERWAY DURING LOW VISIBILITY OR WHEN APPROACHING OR TRAVERSING CONGESTED TRAFFIC LANES OR AREAS, AT LEAST ONE LOOKOUT SHALL BE STATIONED ON THE BOW AS FAR FORWARD AND AS NEAR THE WATER AS FEASIBLE.

h. REQUIRE THAT AVAILABLE ELECTRONIC AND OTHER AIDS TO SAFE NAVIGATION BE EMPLOYED DURING PERIODS OF LOW VISIBILITY AND OTHER TIMES WHEN NEEDED.

i. ENSURE THAT DEVICES FOR FIXING THE SHIP'S POSITION AND FOR ASCERTAINING THE DEPTH OF WATER ARE EMPLOYED WHEN UNDERWAY ON SOUNDINGS; ENTERING OR LEAVING PORT; OR UPON APPROACHING AN ANCHORAGE, SHOAL, OR ROCK, WHETHER OR NOT A PILOT IS ON BOARD. IF CIRCUMSTANCES WARRANT, SPEED SHALL BE REDUCED TO THE EXTENT NECESSARY TO PERMIT THESE DEVICES TO BE OPERATED EFFICIENTLY AND ACCURATELY.

j. OBSERVE EVERY PRECAUTION PRESCRIBED BY LAW TO PREVENT COLLISIONS AND OTHER ACCIDENTS ON THE HIGH SEAS, INLAND WATERS OR IN THE AIR.

k. WHEN UNDERWAY IN RESTRICTED WATERS OR CLOSE INSHORE AND UNLESS UNUSUAL CIRCUMSTANCES PREVENT, STEAM AT A SPEED WHICH SHALL NOT ENDANGER OTHER SHIPS OR CRAFT OR PROPERTY CLOSE TO THE SHORE.

l. WHEN DOCKING A SHIP WITH TUG ASSISTANCE, ENSURE THAT CONTROL OF THE SHIP AND CONTROL OF THE TUG(S) REMAIN VESTED IN ONE PERSON.

m. TAKE SPECIAL CARE THAT THE LIGHTS REQUIRED BY LAW TO PREVENT COLLISIONS AT SEA, IN PORT, OR IN THE AIR ARE KEPT IN ORDER AND BURNING IN ALL WEATHER FROM SUNSET TO SUNRISE AND REQUIRE THAT MEANS FOR PROMPTLY RELIGHTING OR REPLACING SUCH LIGHTS ARE AVAILABLE.

n. KEEP A NIGHT ORDER BOOK, WHICH SHALL BE PRESERVED AS PART OF THE SHIP'S OFFICIAL RECORDS, IN WHICH SHALL BE ENTERED THEIR ORDERS WITH RESPECT TO COURSES, ANY SPECIAL PRECAUTIONS CONCERNING THE SPEED AND NAVIGATION OF THE SHIP AND ALL OTHER ORDERS FOR THE NIGHT FOR THE OOD.

o. WHEN UNDER THE TACTICAL COMMAND OF A SENIOR, PROMPTLY GIVE NOTICE TO SUCH SENIOR AND TO THE SHIP OR AIRCRAFT ENDANGERED IF THE DIRECTED COURSE IS LEADING THE SHIP OR AIRCRAFT OR ANY OTHER SHIP OR AIRCRAFT INTO DANGER.

p. *WHEN UNDER THE TACTICAL COMMAND OF A SENIOR, PERFORM NO INDEPENDENT EVOLUTION WITHOUT ORDERS FROM SUCH SENIOR EXCEPT AS NECESSARY TO AVOID COLLISION OR IMMINENT DANGER.*

5.1.52 SEARCH AND SEIZURE. Search, seizure, and inspection are complex topics and are treated in detail in the MCM and JAG Manual.

a. Specific guidance can be found in Military Rules of Evidence 311 through 317, MCM.

b. REFERENCES:

(1) Manual for Courts-Martial, United States, 2008

(2) JAG M-5800.7 (series), Manual of the Judge Advocate General

(3) SECNAVINST 5510.36 (series), Department of the Navy (DON) Information Security Program Instruction

5.1.53 SHIPBOARD TRAFFIC ROUTES. All persons shall use the following routes when proceeding to their general quarters or emergency stations; up and forward on the starboard side; down and aft on the port side.

5.1.54 SHIP HANDLING. The commanding officer of a ship shall afford frequent opportunities to the executive officer (and to other officers of the ship as practicable) to improve his or her skill in ship handling.

5.1.55 SMALL ARMS. Authority to arm security and watch standing personnel is vested in the commanding officer by NAVREGS, SECNAVINST 5500.29 (series) and 10 U.S.C. 1585. Small arms are issued by appropriate authority to watches, sentries and other person specified in writing by the commanding officer.

a. No person shall be issued arms until they have qualified with assigned weapon(s) under OPNAVINST 3591.1 (series). Initial qualification standards outlined in above instructions is not to be waived. Annual qualification while underway can be accomplished using ranges detailed in NSWC MP 83-280.

b. *PRIOR TO FIREARMS QUALIFICATION AND ANNUALLY THEREAFTER, ALL PERSONNEL SHALL RECEIVE TRAINING IN THE USE OF DEADLY FORCE*

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AND SIGN A STATEMENT TO BE ENTERED IN THEIR TRAINING RECORD THAT SUCH TRAINING WAS RECEIVED UNDER SECNAVINST 5500.29 (SERIES).

c. When properly trained and qualified, personnel are authorized to carry firearms when performing law enforcement of security duties.

d. NO PERSON SHALL DRAW A FIREARM UNLESS ITS ACTUAL USE IN THE SITUATION WOULD BE PROPER UNDER GUIDELINES GOVERNING THE USE OF DEADLY FORCE. Firearms may be drawn and readied for use in situations where it is anticipated that they may be actually required.

e. PERSONNEL AUTHORIZED TO CARRY A WEAPON IN THE PERFORMANCE OF THEIR DUTIES SHALL CARRY THE WEAPON AS FOLLOWS:

(1) SHOTGUN WITH MAGAZINE TUBES FULLY LOADED BUT NO ROUND CHAMBERED.

(2) SERVICE RIFLE WITH FULLY LOADED MAGAZINE INSERTED BUT NO ROUND CHAMBERED.

(3) 9mm SERVICE PISTOL AND REVOLVERS SHALL BE CARRIED FULLY LOADED (INCLUDES ROUND CHAMBERED IN 9mm DOUBLE ACTION PISTOL).

f. No person shall clean, repair, or adjust any small arms except those persons specifically designated by appropriate authority, i.e. commanding officer, executive officer, or weapons officer. Personnel firing small arms shall be taught and supervised in the cleaning of weapons fired so that individuals clean the weapon they fired.

g. Personal small arms brought aboard a naval unit for transportation purposes shall be turned in to the weapons officer or 1LT.

h. REFERENCES:

(1) U.S. Navy Regulations 1990

(2) SECNAVINST 5500.29 (series), Use of Deadly Force and the Carrying of Firearms by Personnel of the Department of the Navy in Conjunction with Law Enforcement, Security Duties and Personal Protection

(3) OPNAVINST 3591.1 (series), Small Arms Training and Qualification

(4) Naval Surface Warfare Center Publication MP 83-280

5.1.56 SOLICITORS, TRADESPERSONS, AND AGENTS. *NO PERSON WILL FURNISH A COMMAND ROSTER OR THE NAMES OF ANY MEMBERS OF THE COMMAND TO ANY SOLICITOR, TRADESPERSON, OR AGENT WITHOUT PERMISSION OF THE COMMANDING OFFICER.* All releases of personnel rosters, recall bills, and similar records must comply with the Privacy Act. Consult a judge advocate if there is any doubt about the propriety of a contemplated release.

5.1.57 SPECIAL REQUESTS AND REQUEST MAST. The right of any person to make a special request of their organizational superiors or to communicate with the commanding officer through a request mast at a proper time and place may not be denied or restricted.

a. Requests shall be forwarded promptly through the chain of command to the appropriate level for decision. The reason should be stated when a request is not approved or recommended.

b. No person shall, through intent or neglect, fail to act on or forward promptly any request or appeal which is their duty to act on or forward.

c. Requests for exchange of duty shall be made only between people fully qualified to stand each other's watches. Exchanges of duty are for only a full day. Exchanges for portions of a day shall not be approved.

5.1.58 SWIMMING. *NO PERSON SHALL SWIM OVER THE SIDE WITHOUT EXPRESS PERMISSION OF THE COMMANDING OFFICER.* Swimming over the side is expressly prohibited when in harbor or other fleet concentrations without approval of the SOPA; or when in waters known or suspected to be contaminated. Whenever swimming parties are authorized, the following measure shall be affected:

a. At least two swimmers, qualified as life guards; will be posted.

b. One boat and boat crew will be in the water in the vicinity of the swimming area.

c. All swimmers will remain within the designated boundaries of the swimming area.

5.1.59 TAX-FREE TOBACCO PRODUCTS. Except for bulk sales to certain units under orders to proceed beyond the three-mile limit of the United States, tax-free cigarettes shall not be sold by unit stores or activities within the three-mile limit or international boundary, of the United States.

5.1.60 TIPPING. *NO PERSON SHALL ACCEPT ANY MONEY OR OTHER COMPENSATION FROM OR OFFER THE SAME TO A PERSON ON BOARD A NAVAL UNIT IN RETURN FOR A SERVICE PERFORMED IN THE LINE OF DUTY, WHICH IS THEIR DUTY TO PERFORM ON BOARD A NAVAL UNIT, REGARDLESS OF THE CIRCUMSTANCES INCIDENT TO SUCH SERVICE.*

5.1.61 UNAUTHORIZED ALTERATIONS AND TAMPERING. No change or alteration will be made to any system or component without the approval of the commanding officer. All changes, regardless of scope, shall be entered in prints, instruction books, and material histories by the responsible petty officer. Nothing in this article is intended to waive the requirement for approval of configuration changes and ships' alterations by the Naval Sea Systems Command. *NO PERSON SHALL TAMPER WITH, MANIPULATE, OR OPERATE IN ANY MANNER ANY HULL FITTINGS AND EQUIPMENT, DAMAGE CONTROL FITTINGS AND EQUIPMENT, VALVES, ELECTRICAL EQUIPMENT AND CONTROLS, MACHINERY, VENTILATION CONTROLS AND THERMOSTATS, SAFETY INTERLOCKS OR OTHER EQUIPMENT WHICH IS NOT THEIR DUTY TO OPERATE, REPAIR, OR ADJUST.*

5.1.62 UNAUTHORIZED ARTICLES. *NO PERSON WILL:*

a. *POSSESS THE PROPERTY OF ANOTHER PERSON IN THE NAVAL SERVICE WITHOUT PERMISSION FROM PROPER AUTHORITY.*

b. *PURCHASE ANY DANGEROUS WEAPONS PROHIBITED BY NAVREGS IN ANY PORT OUTSIDE THE UNITED STATES, UNLESS AUTHORIZED IN WRITING FROM THE COMMANDING OFFICER.*

c. *PROFFER, SELL, DISPLAY OR DISTRIBUTE ANY LEWD, LASCIVIOUS OR OBSCENE WRITING, DRAWING, RECORDING OR PHOTOGRAPH, AS PER SECNAVINST 5300.26 (series).*

d. *HAVE IN THEIR POSSESSION ON BOARD A NAVAL UNIT ANY MEDICINE OR DRUGS EXCEPT AS MAY BE AUTHORIZED BY THE MEDICAL OFFICER OR BY THE PRESCRIPTION OF A CIVILIAN DOCTOR.*

e. REFERENCES:

(1) U.S. Navy Regulations 1990

(2) SECNAVINST 5300.26 (series), Department of the Navy Policy on Sexual Harassment

5.1.63 UNAUTHORIZED ENTRY. No person shall:

a. *ENTER ANY SPACE ON BOARD A NAVAL UNIT WHICH IS MARKED EXCLUSION, LIMITED, CONTROLLED, OR RESTRICTED OR WHICH IS KNOWN TO BE RESTRICTED, EXCEPT AS NECESSARY TO PERFORM THEIR DUTY.*

b. Enter or pass through the wardroom, the wardroom galley, officers' staterooms, passageways in the vicinity of officer's staterooms, or any space marked OFFICER'S COUNTRY, or known to be officers' country, except as necessary to perform their duty, if they are enlisted.

c. Enter any space which is not their duty to enter.

5.1.64 OPERATIONS SECURITY (OPSEC) PROGRAM. All commands shall implement and practice an OPSEC program that prevents the inadvertent compromise of sensitive or classified activities, capabilities, or intentions at the tactical, operational, and strategic levels.

a. GUIDANCE. This program shall be implemented in accordance with OPNAVINST 3432.1 (series). All personnel in the command must be aware that all forms of communication originating on a Navy ship or installation are subject to monitoring.

Commands shall require all personnel to acknowledge and sign authorized System Access Request (SAR) forms for each unclassified and classified information System the member will be authorized to use as required under DOD/DON Information Assurance programs and policies. Signed SAR Acknowledgment Forms ensure adequate notice and individual consent to monitoring on DOD/DON information and communication systems, as supplemented by computer-based "Consent Banners" in software and on websites, as well as other postings, identifying the rules and parameters for use of DOD/DON information and communication systems.

b. REFERENCE. OPNAVINST 3432.1 (series), Operations Security

5.1.65 ASSAULT AND DISCRIMINATION. COMMANDING OFFICER SHALL ESTABLISH A CULTURE THAT ACCEPTS ALL SAILORS AND MARINES

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REGARDLESS OF RACE, RELIGION, COLOR, GENDER, SEXUAL ORIENTATION OR NATIONAL ORIGIN. LEADERSHIP SHALL BE INTOLERANT OF BEHAVIOR AND PRACTICES THAT Demean SAILORS OR MARINES. CULTURE THAT DOES NOT TOLERATE DISCRIMINATION, BIGOTRY, HAZING AND ASSAULT (SEXUAL OR OTHERWISE) SHALL BE PROMOTED.

Chapter 6 UNIT BILLS

6.0. INTRODUCTION. Bill refers to specific written Command procedures promulgated to safely complete an operation or respond to various contingencies. Individual bills assign personnel to required positions and provide a framework of duties and responsibilities.

6.1. ELEMENTS OF A UNIT BILL

a. POLICY. A unit bill sets forth policy for assigning personnel to duties or stations for executing specific evolutions or accomplishing certain functions. It consists of:

(1) A PREFACE, stating the purpose of the bill, the assigned responsibility for maintaining the bill, and background or guidance.

(2) A PROCEDURE, containing information and policies necessary to interpret the tabulated material and all special responsibilities of individuals with regard to planning, organizing, directing or controlling the function or evolution to which the bill relates.

b. GENERAL INFORMATION. The unit bills in this chapter may be used as written or as a guide for Type Commanders (TYCOMs)/unit commanders in formulating administrative, operational, and emergency bills. The applicability of this guidance will vary with the differences in ship manning, configuration, missions, and so forth. Each TYCOM will furnish information and direction for insertion into this publication as appropriate to ensure unit bills are viable and current. The format of each unit bill should be consistent with guidance provided in this chapter. Each unit's bill must provide sufficient guidance to permit assignment of personnel by name.

6.1.1 WATCH, QUARTER, AND STATION BILL. The Watch, Quarter and Station Bill is a composite of other bills and is the commanding officer's summary of assignments of personnel to duties and stations specified within each of the unit's bills. Its primary purpose is to inform division personnel of those assignments. For units under SMD or SQMD, that publication also serves as a Battle Bill. In it, personnel are assigned by name.

6.2. ADMINISTRATIVE BILLS

6.2.1 BERTHING AND LOCKER BILL

a. PURPOSE. Establish uniform policies for assignment of berthing and locker facilities.

b. RESPONSIBILITY FOR THE BILL. The personnel officer is responsible to the executive officer for maintaining the Berthing and Locker Bill.

c. INFORMATION. Berthing and locker assignments shall be made on the basis of this bill. Changes based on conditions within the ship are authorized. The following considerations govern allocation of berthing spaces to divisions and assignment of berths to individuals:

- (1) Proximity to battle stations
- (2) Division administration
- (3) Morale
- (4) Dispersal of key personnel

d. PROCEDURES AND RESPONSIBILITIES:

(1) THE EXECUTIVE OFFICER shall control berthing assignments through the personnel officer and the wardroom officer shall approve requests for modification of berthing areas.

(2) THE WARDROOM OFFICER shall assign officers to staterooms according to grade and billet assignments.

(3) THE PERSONNEL OFFICER shall maintain, as assisted by the CMAA, a numbering plan of all bunks and lockers in the living compartments.

(4) DEPARTMENT HEADS shall supervise berthing for all divisions within the department and require compliance with assignments.

(5) THE DIVISION OFFICER shall supervise berthing within the division and shall ensure that:

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(a) Bunks and lockers are numbered following personnel officer instructions.

(b) All division personnel are assigned to bunks and lockers and a list of those assignments is maintained.

(c) Inspections are held for proper storage of lockers and cleanliness of bedding material.

(d) Inventories of bunks and lockers are maintained and the personnel officer is notified of changes in availability.

(e) Bedding for personnel who are absent for prolonged periods is properly maintained and stowed.

(f) Any insect or rodent infestations in berthing spaces and lockers are reported to the medical officer/senior medical department representative.

(6) THE CMAA shall assume custody of bedding and temporary berthing facilities not assigned to a division.

(7) OFFICERS shall be assigned to living quarters following grade and billet assignment, with consideration for individual preference where practical. No ship's officer shall be moved from their stateroom to accommodate another officer except as directed by the executive officer.

(8) ENLISTED PERSONNEL (including passengers, survivors or evacuees) shall be assigned berthing by their division officer.

(9) CHANGES IN ASSIGNMENTS shall be authorized by the officer who made the original assignment.

(10) REQUESTS FOR CHANGES in allocations of division berthing facilities shall be initiated by the division officer and forwarded to the personnel officer via the department head.

(11) THE FOLLOWING GENERAL BERTHING POLICIES shall be observed except as modified by the executive officer:

(a) Bedding shall not be removed from berths for sleeping about the decks.

(b) Folding cots shall not be used.

(c) Passageways or routes to emergency gear shall not be blocked.

(d) Head-to-foot sleeping shall prevail.

(e) Luggage and trunks belonging to officers and enlisted personnel shall be stored as directed by the wardroom officer and CMAA, respectively.

(f) Bunks and lockers in each compartment shall be numbered consecutively starting with the uppermost forward bunk, nearest the centerline of the compartment. Starting with the number one, numbering shall continue down the bunks, returning to the uppermost bunk in the next tier outboard, and so forth, until the tier farthest outboard is numbered before returning to the next unnumbered row of bunks aft in the compartment.

6.2.2 CLEANING, PRESERVATION AND MAINTENANCE BILL

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

b. RESPONSIBILITY FOR THE BILL. The executive officer is responsible for maintaining this bill.

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

d. PROCEDURES AND RESPONSIBILITIES.

(1) EXECUTIVE OFFICER SHALL:

(a) Assign departmental responsibility for hull cleanliness and preservation and ensure that assignments do not overlap or leave areas for which no department is responsible.

(b) Convene a space assignment review board periodically to recommend changes in assignments.

(c) When making required inspections, ensure that the provisions of this bill are being followed.

(2) DEPARTMENT HEADS shall:

(a) Assign responsibilities for cleaning and maintenance to division officers following the provisions of this bill.

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

(3) DIVISION OFFICERS shall:

(a) Assign sailors to cleaning, preservation and maintenance duties in those stations indicated by the department head.

(b) Ensure, by personal inspections, that painting and cleaning procedures outlined in this bill and other governing directives, instructions or regulations are followed by personnel of the division.

(c) Ensure that the following are properly cleaned and maintained per applicable Maintenance Requirement Cards (MRC) of the Planned Maintenance Subsystem:

1. Doors, hatches, air and battle ports that swing into the space and their fittings, knife edging, and comings.

2. Ladders resting on the deck of the space.

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

4. Escape or access trunks leading into the space.

5. Mechanical devices and equipment, including fan blades, exterior casings of electrical and darken ship switches, and external surfaces of scuttlebutts.

6. Exteriors of first aid boxes and lockers, except for the lockers of personnel not assigned to the division.

7. Interior of all lockers in which division gear is stored.

8. Life rafts and lifesaving equipment.

9. All canvas.

10. All light traps.

11. The exterior of all fire hoses, fog nozzles, fog applicators, and other firefighting equipment.

(4) FIRST LIEUTENANT shall:

(a) Supervise the side cleaners, through the Ship's Boatswain or other designated subordinate, in maintaining the cleanliness and preservation of the ship's exterior following all environmental protection regulations and laws except for those parts assigned to other divisions.

(b) Control the issue and stowage of cleaning gear, paints, primers and brushes.

(5) DEPARTMENT HEADS/DIVISION OFFICERS assigned alternate responsibility for air/troop spaces shall:

(a) Assign sailors to cleaning and maintenance duties in air/troop unit living spaces when these spaces are vacant.

(b) Ensure that spaces are in a good state of preservation, clean, and ready for occupancy prior to embarkation of the air/troop unit.

(c) Inspect living spaces of the air/troop unit prior to debarkation to ensure that spaces are left in a good state of preservation and cleanliness.

(6) DCA shall prepare and maintain, subject to approval of the executive officer, a detailed chart listing all spaces and equipment with assigned division responsibilities. On ships having a separate 3M office, this responsibility may be performed by the 3M office.

(7) COMPARTMENT RESPONSIBILITY MARKING:

(a) On a bulkhead in each space or compartment shall be a sign identifying the space, setting forth the frames which bound the space and the division (or squadron) responsible for cleaning and maintenance, such as:

B-214-L
FR 85-92
S-2

(b) The above markings shall have a photo luminescent background, (12" x 15" in size) with stenciled 2-inch black letters centered in this background. When practicable this sign shall be placed at eye level and easily seen upon entering the space.

(c) Division officers may post a placard showing the name and location of the person assigned to the space.

e. GENERAL PROCEDURES. General procedures for cleaning and preservation include:

(1) Cleaning gear will be issued to divisions periodically under the supervision of the 1LT.

(2) Deck swabs shall be thoroughly cleaned before stowage in racks. Cleaning gear and swabs shall not be stowed near switchboards or other apparatus. Blower intakes and exhausts shall not be used for drying or stowage.

(3) Only approved cleaners shall be used to clean engraved or stamped label plates, aluminum, brass, cold-rolled steel, corrosion-resistant steel, stainless steel or porcelain insulators. Chipping hammers and steel wool shall be used only as specifically authorized by a department head. Steel wool shall never be used on electrical equipment.

(4) Issue of paints, brushes, primers and personal protective equipment (PPE) shall be regulated by the 1LT, who shall exercise close supervision of paint locker activities to prevent waste. Paint shall be issued only on request-for-paint chits signed by the Division CPO/LPO and approved by the 1LT or their designated representative.

(5) The Division CPO/LPO signature on the request for paint certifies that they have inspected the area to be painted

and that the area is properly prepared for primer application or painting.

(6) All paint, paint pots and brushes shall be returned to the paint locker at the end of working hours unless authorized by the 1LT for after working hours use. Such material shall be returned to the paint locker upon completion of the work, however, not later than the time designated by the 1LT. Paint shall be stored in sealed containers and brushes thoroughly cleaned after use. Paint and other hazardous substances must be properly disposed of following all environmental protection regulations and laws and as specified in OPNAVINST 5090.1 (series).

(7) Application of paint shall be regulated by division officers per NAVSHIPS Technical Manual, Chapter 631 (Preservation of Ships in Service).

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

f. REFERENCES:

(1) OPNAVINST 5090.1 (series), Environmental Readiness Program Manual

(2) Naval Ships' Technical Manual, Chapter 631, Preservation of Ships in Service

6.2.3 FORMATION AND PARADE BILL

a. PURPOSE. Establish policies for functions requiring divisional or departmental formations.

b. RESPONSIBILITY FOR THE BILL. The executive officer is responsible for the Formation and Parade Bill.

c. INFORMATION. Required quarters and formations shall be held in accordance with this bill. Changes to this bill for special circumstances will be authorized by the executive officer. This bill prescribes for evolutions and functions as follows:

(1) Regular divisional quarters for:

(a) Personnel inspections.

(b) Mustering on station.

(c) Fair weather parade.

(d) Foul weather parade.

(2) Officers' call.

(3) Quarters for entering and leaving port.

(4) Manning the rail.

d. RESPONSIBILITIES:

(1) THE EXECUTIVE OFFICER shall allocate formation areas.

(2) DEPARTMENT HEADS shall supervise the overall arrangement of their respective departments as prescribed in this bill.

(3) DIVISION OFFICERS shall ensure that divisions carry out procedures as prescribed in this bill.

e. PROCEDURES:

(1) REGULAR DIVISIONAL QUARTERS

(a) Fair/Foul Weather Parade. At the sounding of quarters for muster, all personnel shall fall in ranks at attention. The Division CPO/LPO will conduct an immediate muster and report muster to the division officer. At the sounding of officers' call, all officers shall fall in at the designated location, report to the executive officer and receive the orders of the day. While the division officer is attending officers' call, the LCPO/LPO will read pertinent extracts from the POD and provide additional instruction. On the division officer's return, the division is called to attention for instruction and inspection. On completion of quarters, the division officer will command "Division, dismissed" or "Post, quarters" and all hands will salute.

(a) Personnel Inspections. Division sailors will fall into ranks at attention in assigned location. The inspecting officer will be accompanied by the division officer and CPO/LPO. Divisions shall be regularly inspected by the Division Officer, Department Head, or Executive Officer.

(b) Mustering On Station. When called away, division officers will ensure that a sight muster is made of all sailors assigned and that signed muster reports are submitted to the executive officer's office. The muster will normally be taken in assigned working spaces.

(2) OFFICERS' QUARTERS:

(a) When officers' call is sounded, all officers will proceed smartly to their quarters' area. In units where the number of officers assigned permits, all officers will attend quarters with the executive officer. When dismissed, the officers will return to their division/departments and disseminate information, instructions or orders as appropriate.

(3) QUARTERS FOR ENTERING AND LEAVING PORT

(a) The crew shall be paraded at quarters on those special or ceremonial occasions specified in NAVREGS.

(b) Sailors shall be formed into ranks parallel to the centerline on the side of the ship from which honors will be rendered and, if making a pier on the inboard side, they shall be sized off according to height, normally in two ranks. Both ranks shall face the same direction. Division officers and chief petty officers shall stand outboard of the division rank and shall be prepared to render passing honors.

(c) Personnel shall be properly attired in the prescribed uniform. Ranks shall be carefully formed and maintained in a military manner. Personnel in ranks will remain at parade rest. However, when approaching or leaving a pier, buoy or anchorage, personnel in ranks shall be called to attention. If the ship is delayed appreciably in reaching or leaving its moorings, permission will be granted to stand easy.

(d) Special details such as personnel assigned to ground tackle, colors, and halyards shall conform to orders issued to the crew at quarters until signaled to execute their particular evolution. Colors shall be bent on and ready. They shall be raised smartly upon signal that the ship is moored or anchored. When appropriate, the bridge shall order details to stand by their lines, boats, booms and/or gangway and only at this time shall ranks be broken. Sailors shall not lean on lifelines or bulwarks.

(e) A police whistle or bugle shall signal when contact with the ground is broken or made. At this signal, as appropriate, the anchor ball shall be hoisted or lowered, colors shifted, calls hoisted or hauled down, boat booms swung out or in, and accommodation ladders raised or lowered. Upon leaving a nest or pier, lines shall be taken in as ordered. Sailors shall return immediately to quarters when lines are on board. Lines shall not be stowed, however, until retreat from quarters is sounded.

(f) When entering or leaving a foreign port the guard of the day, when appropriate, shall be paraded on the quarterdeck or other location as set forth in NAVREGS.

(4) MANNING THE RAIL. When the word is passed, "Quarters for manning the rail," all divisions shall fall in at fair weather parade. "All hands man the rail" will be the order for division officers to file their divisions to areas designated. The side to be manned will be announced. When in place, division officers will dress their divisions at normal interval. After equalizing spacing, division officers shall order excess personnel to report to the CMAA for assignment to other areas. Division officers and CPO/LPO shall fall in behind their respective divisions. Department heads and staff officers shall take designated stations. The Honor Guard will parade on the quarterdeck.

6.2.4 GENERAL VISITING BILL

a. PURPOSE. Specify procedures and restrictions for the control of visitors to naval units. Ensure physical security of the unit, integrity of classified information, and reasonable privacy of unit personnel.

b. RESPONSIBILITY FOR THE BILL. The executive officer is responsible for overall arrangements for visitors and for augmentation or deviation from this bill.

c. INFORMATION:

(1) When general visiting is permitted, all unit personnel are encouraged to entertain visitors with general unclassified and non official information about the unit and the Navy and may not disclose classified matters or classified areas without proper authorization from the commanding officer, security manager or duly appointed designee.

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(2) General visiting normally occurs between 1300 and 1600 when scheduled by the executive officer. Navy Information and Personnel Security Program Regulations (OPNAVINST 5510.1H) are applicable.

d. PROCEDURES AND RESPONSIBILITIES. When large numbers of visitors are expected, the following organization shall be established for the safety of the visitors and security of the unit:

(1) OFFICER IN CHARGE. The officer assigned is normally the rank of lieutenant or above. Assume responsibility of the command preparations and control of all details incidental to the general visiting program, reporting to the CDO as necessary.

(2) BOAT OFFICERS AND BEACH GUARD. When use of boats is necessary, the OIC shall arrange for boat officers and beach guard to ensure the safety of all visitors while embarking in boats and en route to the unit.

(3) GUIDES. Personnel from each department shall be detailed to conduct tours of the unit. One person shall be assigned to a readily manageable group of visitors (ordinarily 15 people).

(4) THE SECURITY OFFICER. If assigned, (or the CMAA):

(a) Shall ensure that cameras or firearms are not brought on board by visitors. Instruct quarterdeck personnel to collect cameras and firearms, tag them, and prepare a receipt for the owner. Upon leaving the unit and upon presentation of the proper receipt, owners may retrieve cameras or firearms.

(b) Ensure the unit is rigged for visitors.

1. Rope barriers shall be rigged at restricted places, and rope lanes and stanchions shall be rigged along channels of transit.

2. Placards and signs shall be posted to guide visitors and provide information.

3. The specific route to be rigged shall be as directed by the executive officer.

(c) Arrange for visitor parking and post sufficient personnel to direct traffic and parking during general visiting.

(5) THE CMAA shall:

(a) Be responsible for posting and instructing sentries and guides, and for general policing of visitor areas, and ensuring observance of safety precautions, uniform regulations, general good order, and "No smoking" restrictions.

(b) Supervise a thorough search of the unit by the MAA force immediately following debarkation of the last visitor. Ensure that all visitors have cleared the unit. Report the results to the OOD.

(c) Detail personnel to maintain a count of general visitors coming aboard and leaving the unit.

(6) THE AIR OFFICER (if assigned) shall:

(a) Be responsible for the operation and safety of the elevators and the electric stairways.

1. A sufficient number of personnel shall man the elevators during general visiting hours. The elevator shall be operated only with the safety rails engaged.

2. Two persons shall be stationed on the hangar deck to ensure that visitors are well clear of the elevator before it is operated.

3. Four safety persons shall ride the elevator (one for each edge) to see that visitors are escorted on the elevators and remain well clear of the edges at all times. Only the number of guests that can be safely handled in accordance with existing circumstances shall be allowed on the elevator.

4. The elevator shall not be raised until each edge guard has notified the elevator operator that their edge is clear.

5. Two persons shall be stationed at the flight deck level to ensure that all visitors are well clear of the flight deck guardrail before the elevator is lowered.

(b) Be responsible for arranging aircraft and automotive equipment so that routes are clear. They shall also ensure that there are enough personnel present to ensure visitors do not climb on or inside aircraft except those

specifically designated for static display purposes. Under these conditions, adequately trained personnel from the activity having custody of the display must be present during hours of general visiting.

(7) THE ENGINEER OFFICER (aircraft carriers) shall ensure the elevator pump room is manned during general visiting hours.

(8) THE MEDICAL OFFICER (if assigned) or Senior Medical Representative shall provide first aid personnel. Visitors requiring first aid shall be escorted to sick bay. The CDO will be notified when a visitor is injured or requires first aid.

(9) THE DENTAL OFFICER (if assigned) shall have one dental officer available during general visiting hours in case of emergency. Emergency Dental Treatment Record, NAVMED 6620/2 shall be available.

(10) THE PAO shall have a sufficient number of welcome aboard pamphlets available at the point of embarkation for issue to each visitor. The guides shall ensure each visitor in their tour group has received a pamphlet prior to the tour.

e. DEFINITIONS

(1) CASUAL VISITING. Casual visiting refers to visits on board by individuals or specific groups, as differentiated from general public.

(2) GENERAL VISITING. General visiting refers to specifically authorized occasions when the unit hosts the general public and is on an unclassified basis only.

(3) CLASSIFIED VISIT. Visitors who will have access to classified information at the unit. Control of classified visits is covered in SECNAV M-5510.30 (series).

(4) VISITOR. For security purposes, a visitor is anyone who is not in the unit or a member of an embarked staff.

f. VISIT APPROVAL. Casual visits must be approved in advance by the commanding officer. Under conditions described in SECNAV M-5510.30 (series), unclassified visits may be authorized. Persons included in such visits may be specifically invited guests, members of the U.S. Armed Forces, close relatives of unit personnel, and other persons on legitimate

business. No person shall have access to the unit until properly identified and the visit is authorized per this bill. The following general categories of visitors will be admitted to a unit as indicated:

(1) VISITORS WITH VISIT APPROVAL

(a) Visit approval for individuals who require access to classified information must be approved by the commanding officer prior to the visit and in accordance with SECNAV M-5510.30 (series).

(b) Identification must be presented at each visit.

(c) Shipyard personnel are allowed on board during assigned availabilities without receiving duty officer approval. However, an authorized access list must be available and appropriate identification presented and checked against the access list. At all other times, visit clearance procedures must be followed.

(2) VISITORS WITHOUT VISIT APPROVAL. The number of un-cleared visitors allowed on board must be held to a minimum. The following un-clear visitors are authorized to visit after approval by the duty officer, and, when on board, guests will be constantly escorted by a member of the unit:

(a) Service personnel of the U.S. Armed Forces may be permitted on board on a not-to-interfere basis.

(b) Visitors that would serve the best interest of the Navy or unit, the duty officer may grant approval and shall notify the commanding officer of the circumstances as soon as practicable. Unclear visitors may not enter nuclear engineering spaces or any other limited or exclusion area.

(3) FOREIGN NATIONALS AND REPRESENTATIVES OF FOREIGN GOVERNMENTS OR FOREIGN PRIVATE INTERESTS. Unclassified controlled visits of foreign nationals may be authorized by the commanding officer, subject to local restrictions established by higher authority. Classified visits must be authorized in accordance with the SECNAV Foreign Disclosure Manual with the approval of the commanding officer. For visits by distinguished persons, such as foreign dignitaries and federal officials, the executive officer shall appoint one or more officer guides to escort the visitors. Visits to various areas of the unit shall be as directed by the executive officer. All foreign nationals

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shall be escorted at all times by a member of the unit and shall be allowed to visit only those parts of the unit specifically authorized and cleared by the FDO.

g. GUESTS. Officers and crew shall be permitted to have personal guests, escorted at all times, aboard during visiting hours (between the hours of 1600 and 2200 daily) and at other times with the approval of the executive officer.

(1) OFFICERS. It shall be the individual officer's responsibility to ensure that the guests are not shown spaces which might embarrass Navy personnel attached to the unit or contain classified material.

(2) CHIEF PETTY OFFICERS. Guests shall not be permitted in any part of the chief petty officer quarters other than the mess room and lounge.

(3) ENLISTED GUESTS. Enlisted guests are permitted in common area such as the mess decks.

h. RECORDS AND REPORTS. A visitor's log, maintained by the security manager (SM), shall show the following data: name, signature, nationality, title, office, sponsor, clearing authority, date, and duration of visit. Records of classified visits by foreign nationals shall be reported to CNO as required by SECNAVINST 5510.34. In the event any visitor expresses undue interest in information that he/she is not authorized to receive or expresses feelings hostile to the best interests of the United States, a report shall be submitted immediately to CNO via chain of command.

i. REFERENCES:

(1) SECNAV M-5510.30 (series), Department of the Navy (DON) Personnel Security Program (PSP) Instruction

(2) SECNAV Foreign Disclosure Manual

6.2.5 OFFICIAL CORRESPONDENCE

a. PURPOSE. To establish procedures and to assign responsibilities for receiving, sending, marking, accounting for, inventorying, controlling, and destroying official correspondence. Control of classified material is detailed in SECNAV M-5510.36.

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b. RESPONSIBILITY FOR THE BILL. The executive officer, assisted by the Security Manager, is responsible for establishing the unit's Official Correspondence bill.

c. GENERAL PRINCIPLES

(1) SCOPE. For the purpose of this bill, the term "Official Correspondence" means all written material, documents, publications, charts, messages, and so forth addressed to or sent from the command. It includes delivery by U.S. mail, guard mail, mail, electronic mail courier, supply shipment, naval message, hand carried, or any other means. This bill applies generally to unclassified matter but does not treat the subjects of clearance, access authorization, briefing and debriefing, COMSEC, nor standard unclassified forms and records. Security measures are covered in the SECURITY BILL.

(2) ACCOUNTABILITY CONTROL. Accountability for incoming material shall be maintained by the use of sequentially assigned activity control numbers (ACNs) (commonly known as route slip numbers) to appear on material control forms (OPNAV 5216/10, Correspondence/Material Control and OPNAV 5211/7, Correspondence/Document Card) and on the document itself in the case of classified material. Once a classified document is labeled it is turned over to the appropriate control officer. The ACN series is assigned in accordance with SECNAV M-5510.36.

d. CORRESPONDENCE PROCEDURES. The executive officer shall control all incoming and outgoing correspondence routing. The security manager is responsible for ensuring that correct procedures for handling classified correspondence are followed. Handling of official mail shall be conducted in accordance with OPNAVINST 5218.7 (series). Officers to whom correspondence is routed shall read, handle, and respond in accordance with SECNAV M-5216.5. Records of action taken on Official Correspondence shall be maintained in accordance with SECNAV M-5210.1 and SECNAVINST 5510.36 (series).

e. THE SHIP'S SEAL. The executive officer shall have custody of the ship's seal for permissible use only as directed by the commanding officer. Examples of permissible use include the authentication of reenlistment contracts, honorable discharges, commendations and citations, and oaths of office. In accordance with SECNAVINST 5870.7, the Navy trademark and licensing program office within the Office of Naval Research shall review requests by all activities outside of the

Department of the Navy (i.e. non-federal entities) for use of the ship's seal.

f. REFERENCES:

- (1) SECNAV M-5510.36 (series), Department of the Navy (DON) Information Security Program Instruction
- (2) OPNAVINST 5218.7 (series), Navy Official Mail Management Program
- (3) SECNAV M-5216.5, Correspondence Manual
- (4) SECNAVINST 5510.36 (series), Department of the Navy (DON) Information Security Program Instruction
- (5) SECNAV M-5210.1, SECNAV Department of the Navy Records Management Program Records Management Manual
- (6) SECNAVINST 5870.7 (series), Department of the Navy Trademark and Licensing Program

6.2.6 ORIENTATION BILL

- a. PURPOSE. This bill sets forth the procedures for indoctrination of newly reported enlisted personnel.
- b. RESPONSIBILITY FOR THE BILL. The I-Division Officer, under the direction of the Executive Officer, is responsible for this bill.
- c. INFORMATION. Personnel in pay grades E-1 through E-4 reporting aboard shall be assigned to the I-Division for initial indoctrination and training. The mission of the I-Division is twofold:
 - (1) To orient newly reported personnel to their individual responsibilities, duties, and opportunities.
 - (2) To acquaint newly reported personnel with departmental and special office facilities and functions and the relationship of each individual to the overall unit operations.
- d. Indoctrination shall include:
 - (1) Review and verification of service, pay, and health records jointly by the individual and the I-Division Officer

(2) Briefings and counseling on the following:

- (a) Command's history, mission, organization, regulations, routine, and current operating schedule;
- (b) Total Quality Leadership (TQL);
- (c) Career benefits, advancement, educational opportunities, and educational services;
- (d) Personnel procedures and legal services;
- (e) Security, crime prevention, loss prevention, anti-terrorism, and local threat conditions;
- (f) Morale and religious services;
- (g) Equal Opportunity/Human Resources Management;
- (h) Drug and alcohol abuse;
- (i) Medical and dental services;
- (j) Safety;
- (k) Vehicle regulations;
- (l) Energy awareness/environmental control rules;
- (m) Standards of conduct;
- (o) Ombudsman program.

Supervised indoctrination of newly reported personnel will provide a well-informed crew with a minimum disruption of daily routine. Since the number of new personnel fluctuates at any given time, it may be necessary to disband I-Division when, periodically, there are too few new personnel. The executive officer shall determine when I-Division training is in effect.

e. RESPONSIBILITIES

(1) THE I-DIVISION OFFICER will be appointed by the Executive Officer and shall be responsible for the administration of I-Division and coordination of training. He/she shall be aware of all personnel reporting aboard and

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activate I-Division when there are sufficient new personnel to justify the expenditure of time and effort on the part of personnel concerned. He/she will publish a list of personnel assigned to the I-Division at least five working days prior to orientation lectures. Lecturers will be notified via the plan of the day five days in advance and personally by the I-Division Officer at least one day in advance of the lectures.

(2) DIVISION OFFICERS shall ensure that newly reported personnel in their division are present at the appointed time and place for all I-Division meetings and that their personnel have no conflicting requirements. Division officers shall be responsible for the indoctrination of new personnel in their specific duties within the division and department. They shall review the service record of each newly assigned person as they report to the division.

(3) DEPARTMENTAL TRAINING OFFICERS AND PERSONNEL IN CHARGE OF SPECIAL OFFICES shall assign instructors. The names of the instructors so assigned shall be submitted to the I-Division Officer. Instructors shall prepare a lecture/tour outline for submission to the I-Division Officer for filing and future reference. The plan should list all training aids and include sketches of charts to be used. These plans will be reviewed continually and updated.

f. INSTRUCTOR DUTIES. When notified by the cognizant departmental training officer or cognizant special officer, instructors shall report to the I-Division Officer for a briefing on their duties as I-Division instructors. Each instructor shall become familiar with the prepared lecture outline in the I-Division training syllabus. He/she shall report to the CMAA 10 minutes prior to his/her period of instruction shown in the indoctrination schedule and shall be responsible for the indoctrination and accounting for I-Division personnel during his/her period of instruction. If the instruction period ends prior to the scheduled completion time, he/she shall turn over I-Division personnel to the CMAA for the next scheduled event. Instructors shall make every effort to acquaint I-Division personnel with the task of each rating assigned to his/her department and, insofar as practical, spaces occupied and the relation of the department to the overall operation of the unit. Instructors should endeavor to stress the importance of each person to the overall effectiveness of the unit and make each person realize his/her own importance.

6.2.7 PERSONNEL ASSIGNMENT BILL

a. PURPOSE. To establish responsibilities and procedures for assigning and reassigning officer and enlisted personnel to billets within the unit's organization, including collateral and special duties.

b. RESPONSIBILITY FOR THE BILL. The executive officer is responsible for this bill.

c. INFORMATION.

(1) The CNO has developed a series of manning documents for all classes of ships. These documents, developed in accordance with OPNAVINST 1000.16 (series), are called SMDs or SQMDs. These documents detail the rationale for manning of ship classes and squadrons based on configuration, compound workload, specified operating profile and required operational capabilities.

(2) Organizational manning provides the minimum quantitative and qualitative personnel needs of a ship class for effective performance of prescribed mission and combat operations. SMD will be implemented by revising the individual unit's manpower authorizations, OPNAVINST 1000.16H (series), to reflect organizational manning. With a view toward attainment of organizational manning, authorizations will be written commensurate with current end-strength and will be increased, where required, as additional billets become available.

(3) Where sufficient manpower will not be available in the foreseeable future to permit organizational manning, conditional manning may be required. This will generally occur as outlined in OPNAVINST 1000.16H (series).

(4) The SMD is advisory in nature. The commanding officer is responsible for the actual organization and assignment of personnel. The commanding officer should submit recommended changes to the SMD/SQMD document as dictated by changes in ship configuration, functional requirements, or modifications to quantitative manning criteria.

d. PROCEDURES AND RESPONSIBILITIES.

(1) THE EXECUTIVE OFFICER shall:

(a) Assign officers to departments and review/approve Department Head assignments within departments.

(b) Assign officers as required to collateral duties outside of the department to which assigned.

(c) Formulate policies and direct the personnel officer in assigning enlisted personnel to departments and special details.

(d) Establish a rotation schedule for junior officers to ensure proper indoctrination.

(e) Authorize interdepartmental transfer of enlisted personnel which shall be processed in accordance with procedures prescribed by the personnel officer.

(2) DEPARTMENT HEADS shall:

(a) Assign officers to established billets, battle stations and watches within their respective departmental organization, subject to the approval of the executive officer.

(b) Assign enlisted personnel to divisions or specific billets within the departmental organization.

(c) Review personnel requirements, and initiate recommendations to the personnel officer or the Ship's Secretary, as applicable, for revision of personnel allowances.

(d) Keep the executive officer informed as to mission-degrading shortages of personnel and critical NECs within their departments.

(3) DIVISION OFFICERS shall:

(a) Assign enlisted personnel to sections and duties within the divisional organization.

(b) Assign enlisted personnel to watches and duties following the watch organization and various unit's bills.

(c) Assign enlisted personnel to special details as required.

(d) Assign enlisted personnel to battle stations and battle watches in accordance with the Battle Bill.

(4) THE PERSONNEL OFFICER shall:

(a) Assign enlisted personnel received on board for duty to unit's departments per departmental allowances prescribed by the executive officer and higher authority.

(b) Establish quotas for the assignment of enlisted personnel to special details subject to the approval of the executive officer.

(c) Advise the executive officer concerning proposed revisions to unit and departmental personnel allowances.

e. TEMPORARY ASSIGNMENT OF PERSONNEL. The temporary assignment of enlisted personnel to duties listed in this paragraph shall be coordinated and administered by the personnel officer per the following procedures and the instructions of the executive officer. Requests for the replacement of personnel temporarily assigned to such duties shall be forwarded to the personnel officer for action:

(1) MASTER-AT-ARMS FORCE:

(a) The executive officer shall select a chief petty officer to serve as CMAA. The CMAA shall be permanently assigned to the executive staff.

(b) The CMAA shall forward requests to the personnel officer for the replacement of MAA force personnel at the expiration of their tour of duty or at other times as necessary.

(2) MESS DECKS MASTER-AT-ARMS FORCE. When a Mess Decks Master-At-Arms is not assigned by the SMD, a Sailor is assigned and transferred to the supply department for temporary duty. A rated Master-At-Arms shall not be assigned as a Mess Decks Master-At-Arms following SECNAVINST 5530.4 (series).

(3) FOOD SERVICE ATTENDANTS, WARDROOM ROTATIONAL POOL MEMBERS, AND CPO MESS ATTENDANTS.

(a) All departments, plus embarked units, shall transfer personnel to the Supply Department for temporary duty as food service attendants, wardroom rotational pool members, and CPO mess attendants. Medical/dental personnel are prohibited from performing these duties per NAVREGS Article 1063. The total command allowance for ship's company personnel

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to perform these functions displayed under the S-2 and/or S-5 Division Food Servicemen section of the applicable SMDs or Fleet Manpower Documents (FMD). Absent an approved SMD/FMD, it is recommended that FSAs be provided at a ratio of 1 to 25 from ship's enlisted company and 1 to 18 from the enlisted complements of embarked commands, the number of CPO mess attendants furnished will be on a 1 to 15 ratio, and that the number of wardroom rotational pool members assigned will equal 12 percent of its officer population.

(b) For accounting purposes a "tour of duty" as used hereinafter refers to the aggregate service a sailor performs as a food service attendant, wardroom rotational pool member or CPO mess attendant. The normal tour of duty shall be 90 days. A Sailor who completed a normal tour in one, or in a combination, of these areas, shall not be required to serve a second tour, unless the tenets of subparagraphs (c) or (d) are met. However, a Sailor may be transferred from one functional area to another during the tour.

(c) Personnel shall not be assigned two consecutive tours as a food service attendant.

(d) Personnel shall be assigned involuntarily to a second tour only with approval of the executive officer, and only when all non-rated personnel of the command have performed at least one tour. If involuntary assignment of a second tour is required, appropriate entries (including justification for the assignment) shall be made in the Sailor's enlisted service record.

(e) Petty officers will not be assigned as FSAs, wardroom rotational pool members, or CPO mess attendants except when personnel of the lower pay grades are not available. Exceptions may be made afloat for commanding officers' and unit commanders' messes where Culinary Specialists may serve in the rotational pool when requirements of NAVSUP Pub 486 are met.

(f) Personnel may be assigned to food service duties immediately upon reporting onboard. However, if the personnel situation allows, it is preferable for a Sailor to work in their rate prior to such assignment, and to have attended shipboard indoctrination.

(4) AIR WING/DETACHMENT PERSONNEL. In addition to supplying FSAs, wardroom rotational pool members, MA and CPO

mess attendants, an embarked air wing/detachment shall detail certain ratings to specific departments.

(a) All LS, PS, CS, and strikers listed in the Integrated Services section of each SQMD will be assigned to the Supply Department.

(b) All MC and strikers (except those required to perform organizational maintenance and those listed in Work Center 240 of appropriate squadrons' SQMD) will be assigned to the ship's Media Department.

(c) All HM ratings and strikers will be assigned to the Medical Department.

(d) Required personnel will be assigned to the Air Department for watches and details as directed by the executive officer.

(e) Air wing/detachment personnel designated for intermediate level aircraft maintenance functions shall be made available to unit AIMD as specified by separate directive.

f. REFERENCES:

(1) OPNAVINST 1000.16 (series), Navy Total Force Manpower Policies and Procedures

(2) SECNAVINST 5530.4 (series), Navy Security Force Employment and Operations

(3) NAVSUP Publication 486, Food Service Management General Messes

(4) U.S. Navy Regulations 1990

6.2.8 PERSONNEL RECALL BILL

a. PURPOSE. To establish uniform procedures for the rapid recall of all or selected personnel on liberty or shore leave.

b. PROCEDURES AND RESPONSIBILITIES.

(1) THE PERSONNEL OFFICER shall:

(a) Maintain a complete, up-to-date listing of the local addresses and phone numbers of all unit personnel.

(b) Keep all command duty officers informed of the location of the listing.

(2) THE COMMANDING OFFICER, EXECUTIVE OFFICER, OR CDO shall:

(a) Initiate personnel recall when required or directed by higher authority.

(b) Notify the commanding officer, executive officer, senior watch officer, and navigator of the recall order.

(3) ALL DEPARTMENT HEADS (DUTY DEPARTMENT HEADS) shall initiate recall of departmental personnel as directed by type and/or unit commanders.

6.2.9 SECURITY BILL

a. PURPOSE. Prescribe procedures and assign responsibilities for handling and safeguarding of classified (except nuclear weapons) material and information.

b. RESPONSIBILITY. The security manager is responsible for this bill. The security manager shall ensure that this bill is coordinated with the security officer, if assigned, and integrated into the ship's security plan.

c. INFORMATION. Much of the unit's equipment and details of its operations and capabilities are classified. One responsibility of naval personnel is ensuring that classified information is not revealed to personnel without proper clearance, access authorization, and a need to know. Regulations which govern security of classified information do not guarantee protection nor do they meet every conceivable situation.

(1) SAFEGUARDING CLASSIFIED INFORMATION. Three basic techniques are used to safeguard classified information:

(a) Control access to the unit and specific areas within is restricted by rules, alarm systems, locks and/or guards.

(b) Classified correspondence and objects are clearly marked, strictly accounted for, used only by authorized personnel and securely stowed.

(c) Unit personnel are screened, instructed and monitored to ensure their integrity, reliability and understanding of the need and techniques for safeguarding classified information.

(2) SOURCES OF ADDITIONAL INFORMATION.

(a) SECNAV M-5510.36 provides detailed regulations, guidance, and procedures for classifying, marking, handling, and safeguarding classified information and for access to and disclosure of this information.

(b) DoD 5210.41 contains information pertinent to the security of safeguarding of nuclear weapons, established requirements for selection of the most reliable people to perform duties associated with nuclear weapons.

(c) SECNAVINST 5510.34 (series) provides additional guidance in the case of foreign nationals visiting nuclear-powered ships.

d. PROCEDURES. Preventing of unauthorized disclosure of classified information is achieved through implementing Physical Security, Control of Classified Material and Screening of Personnel.

(1) PHYSICAL SECURITY. Shall be enacted in accordance with OPNAVINST 5530.14 (series):

(a) Access Restrictions:

1. Naval units are Level One areas and internal entry shall be restricted and controlled as prescribed in the General Visiting Bill and the Security from Unauthorized Visitors Bill.

2. Commanding officers may designate Level Three Areas. Level Three Areas require, at a minimum:

a. A clearly defined perimeter barrier.

b. All entry and exit points shall be protected by locks and approved alarm systems or shall be continuously guarded by a qualified member of the unit.

c. All personnel shall be identified by the guard and verified on an entry list approved by the commanding officer or other persons individually authorized in writing by the commanding officer.

(b) Enforcement. The Self Defense Force (SDF) shall be prepared to enforce access restrictions and physical entry.

(2) SECURITY OF CLASSIFIED MATTER. NOTE: Disclosure of classified information to foreign nationals will be in accordance with SECNAV Foreign Disclosure Manual. Foreign nationals are not permitted access to Restricted Data or Formerly Restricted Data under any circumstances. *NO PERSON SHALL:*

(a) REMOVE CLASSIFIED MATTER FROM ITS PROPER PLACE OF STOWAGE WITHOUT PERMISSION OF PROPER AUTHORITY, AND THEN ONLY AS NECESSARY FOR PERFORMING THEIR ASSIGNED DUTIES.

(b) KNOWINGLY DELIVER OR DIVULGE CONTENTS OF ANY CLASSIFIED MATTER TO ANYONE NOT AUTHORIZED TO RECEIVE IT OR HAVE A NEED TO KNOW.

(c) COPY OR RECORD ANY PORTION OF CLASSIFIED MATTER WITHOUT PERMISSION OF PROPER AUTHORITY; AND, IF COPIED, FAIL TO MARK, HANDLE, AND SAFEGUARD SUCH MATERIAL AS CLASSIFIED INFORMATION.

(d) POSSESS ANY CLASSIFIED MATTER NOT NECESSARY TO THE PERFORMANCE OF ASSIGNED DUTIES; OR FAIL TO REPORT THE CIRCUMSTANCES OF ANY CLASSIFIED MATTER FOUND ADrift AND TURN IT IN TO THE OOD OR THE SECURITY MANAGER.

(e) Classified Subjects. The following classified subjects may be divulged only to properly cleared persons who have a clearly established need to know:

1. Information about nuclear weapons or the use of nuclear energy for the generation of useful power or other technical information concerning atomic energy.

2. The presence of nuclear weapons on board.

3. Offensive weapons and equipment.
4. ASW equipment and measures.
5. Electronic warfare deception measures.
6. Unrevealed war plans.
7. Codes, ciphers, and communication procedures.
8. Interception and use of enemy communication traffic.
9. Intelligence procedures and information.
10. Hitherto undisclosed devices or weapons.
11. Details of the performance capabilities of ships and their equipment.
12. Details of the unit's movements.
13. Details of operations, operational techniques, state of training, and specified exercises.
14. Details of construction, arrangement, operational characteristics, or capabilities of any part of nuclear propulsion plants.

(3) PERSONNEL CLEARANCE, RELIABILITY, AND PERSONAL CENSORSHIP

(a) Action shall be initiated to establish a security clearance for each person who reports to the unit for permanent duty requiring access to classified material.

(b) All personnel assigned shall be thoroughly instructed in the requirements and procedures for safeguarding classified information.

e. REFERENCES:

(1) SECNAV M-5510.36 (series), Department of the Navy (DON) Information Security Program Instruction

(2) DoD S-5210.41-M, Nuclear Weapon Security Manual

(3) SECNAVINST 5510.34 (series), Disclosure of Classified Military Information and Controlled Unclassified Information to Foreign Governments, International Organizations, and Foreign Representatives

(4) SECNAV Foreign Disclosure Manual

(5) OPNAVINST 5530.14 (series), Navy Physical Security and Law Enforcement Program

6.2.10 SECURITY FROM UNAUTHORIZED VISITORS BILL

a. PURPOSE. To establish policies and promulgate instructions for security from unauthorized visitors when "repel boarders" action is not appropriate.

b. RESPONSIBILITY FOR THE BILL. The executive officer is responsible for maintaining this bill.

c. INFORMATION. Occasionally, an unauthorized person may attempt to board the unit for various reasons. These unauthorized boarding attempts do not require "repel boarders" action, but must be prevented pursuant to Section 21 of the Internal Security Act of 1950 (50 U.S.C. 797). The primary DoD guidance for handling unauthorized visitors are DoDI 5200.08, DoD Physical Security Review Board (PSRB), and OPNAVINST 5530.14 (series).

d. PROCEDURES.

(1) THE EXECUTIVE OFFICER shall:

(a) Ensure that signed security orders and regulations are prepared as shown in Sample Format for Security Orders and Regulations and are made available for posting at the gangway or other appropriate place.

(b) Ensure that duty officers are familiar with the procedures of local law enforcement agencies when in a foreign port.

(2) THE DUTY OFFICER shall:

(a) Inform unauthorized persons who approach of the posted orders and the possible penalty for violating the orders.

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(b) When necessary, station additional personnel to prevent unauthorized persons from boarding the unit.

(c) If the attempted violation occurs in a foreign port, obtain the aid of local law enforcement agency for external assistance if possible. Obtain the commanding officer's permission prior to allowing local law enforcement personnel on board.

(3) THE PETTY OFFICER OF THE WATCH/TOPSIDE SENTRY shall:

(a) Require that all persons identify themselves before coming aboard.

(b) Inform the OOD immediately if unauthorized persons attempt to board.

(c) Using minimum force and prevent unauthorized persons from boarding.

(d) Unauthorized persons who board, despite all efforts, will be taken into custody using a minimum of force. They shall be detained topside and treated courteously.

e. PROSECUTION. In effecting the provisions of this bill, the commanding officer shall ensure compliance with NAVREGS.

(1) IN THE UNITED STATES, ITS TERRITORIES, AND POSSESSIONS. Willful violators of security orders and regulations must be taken into custody and delivered immediately to the custody of a United States Marshal. This action should be coordinated with NCIS Resident Agent. Depending on the circumstances of the violation and local conditions, Federal law enforcement officers may arrest or take custody of the violator at the unit; otherwise, the Navy must complete the transfer. City, County, or State police should be requested to transport the violator(s) to the United States Marshal, accompanied by a unit officer (preferably one who witnessed the violation if available). If the police are unable to assist, members of the Marine Corps or shore patrol using a Navy vehicle may affect the transfer. The location of the nearest United States Marshal may be obtained from the local legal assistance office.

(2) IN A FOREIGN PORT. In the event of willful violation or attempted violation of the unit's security orders and regulations in a foreign port, the local law enforcement agencies should be notified immediately. Violators should not

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be taken into custody unless absolutely necessary to maintain the unit's safety and security. Paragraph 2 of the example security orders Figure 6-1 Sample Format for Security Orders and Regulations should be deleted when the unit is deployed in a foreign country.

DEPARTMENT OF THE NAVY	
	IN REPLY REFER TO
	(Date)
 From: Commanding Officer To: All Concerned Subj: SECURITY ORDERS AND REGULATIONS FOR THE PROTECTION OF USS Ref: (a) OPNAVINST 5530.14E; NAVY PHYSICAL SECURITY AND LAW ENFORCEMENT PROGRAM (b) Section 21, Internal Security Act of 1950, (50 U.S.C. 797 (2006))	
<p>1. In accordance with the provisions of reference (a), no person, other than members of this unit's company and other than employees of the United States or contractors who are authorized to perform services on board this unit, shall come on board, come in contact with, or cause an object to touch the unit without my advance consent or that of my duly authorized representative.</p> <p>2. Any person who willfully violates any defense property security regulation shall be fined under title 18 or imprisoned not more than one year, or both, as provided in reference (b).</p> <p>3. This regulation does not cancel or abrogate any other regulation or order of this command.</p>	
(Commanding Officer)	

Figure 6-1 Sample Format for Security Orders and Regulations

f. REFERENCES:

- (1) 50 USC Chapter 23 - Internal Security Act
- (2) DODI 5200.08, Security of DOD Installations and Resources
- (3) OPNAVINST 5530.14 (series), Navy Physical Security and Law Enforcement Program
- (4) U.S. Navy Regulations 1990

6.2.11 SECURITY WATCH AND ANTITERRORISM BILL

a. PURPOSE. The security watch and antiterrorism bill is established to provide safety for the crew and to utilize tactics, techniques and procedures (TTP) to deter, detect, defend against, mitigate, and recover from terrorist attacks. A well designed Security and Antiterrorism bill establishes a baseline of security and event driven AT/FP measures that can be rapidly enacted and preplanned responses executed in response to threats or events. The duty of the security watches is to safeguard the ship and ship's company from sabotage, civil disturbance, or compromise. When required, the security watches are augmented by the AT/FP forces with emphasis directed toward antiterrorism measures designed to protect the unit and personnel.

b. RESPONSIBILITY.

(1) Commanding officers of all U.S. Navy commissioned ships develop the physical security standards particular to their ship to ensure continuity of purpose while providing maximum effective antiterrorism defense during each FPCON level.

(2) The security officer is responsible for the maintenance and accuracy of a security bill. The security officer ensures ship's company is trained in security and establishes, under the supervision of the commanding officer, a formal qualification program.

(3) The antiterrorism officer is responsible for developing and managing the AT/FP plans and working with the security officer to ensure the resources and training are in place to execute the plan.

(4) All watch standers requiring weapons shall be qualified following OPNAVINST 3591.1 (series) and weapons will be loaded per OPNAVINST 5530.14 (series). Watch standers shall be familiar with and understand when the use of deadly force is authorized as defined in SECNAVINST 5500.29 (series). Additionally, annual refresher training shall be given to all personnel assigned to those duties to ensure that they continue to be thoroughly familiar with all restrictions on the use of deadly force. For contract security forces, use of deadly force criteria shall be established consistent with this Directive and local law.

(5) In order to comply with local law, a commander may impose further restrictions on the use of deadly force if, in their judgment, such restrictions would not unduly compromise important security interests of the United States.

c. GENERAL.

(1) Anyone with reason to believe the ship is in danger of sabotage or terrorist attack, shall immediately notify the OOD.

(2) All hands shall be alert to attempts to board the unit from anywhere except at the brows, sea ladders or normal access areas.

(3) Where hostile or subversive elements exist, all hands shall be alert for floating mines or attempts to attach limpet mines to the ship.

(4) Material brought on board, shall be thoroughly inspected by watch standers, designated members of the MAA Force, or other petty officers trained in proper search procedures. These inspections shall be conducted prior to bringing material aboard the ship when practical. Contractor tools/materials or ship's stores/equipment and like items are to be inspected as soon as practical on weather decks, sponsors, or hangar decks before being struck below.

d. IN-PORT WATCH ORGANIZATIONS. Baseline security personnel are identified as part of the in-port watch rotation. Each installation or ship has unique security requirements. The security officer shall post enough personnel to counter the threat present and prevent unauthorized access by approaching persons, vehicles, or boats and prevent causing harm, destruction, or theft of property (government or personal).

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Examples of baseline security watches include: Brow Watch Pier Entrance Sentry, Pier Security Sentry Fantail Sentry, Forecastle Sentry, and Topside Sentry

The security watches are augmented by AT/FP forces based on FPCON condition and by specific AT/FP plan. The following are the types of security measures, in response to potential security violations:

(1) Navy Security Force - The Navy Security Force (NSF), ashore and afloat, consists of all armed Navy personnel assigned to law enforcement and security duties involving the use of deadly force to protect personnel and resources.

(2) Auxiliary Security Force - The Auxiliary Security (ASF) is an ashore armed force composed of local, non-deploying personnel derived from host and tenant organizations, under the operational control of the host command's security department. The ASF augments the installation's permanent security force during increased FPCONs, or when directed by the host installation commander.

(3) Reaction Force - The reaction force, ashore and afloat (formerly the ship self-defense force), is a task-organized force of armed personnel designed to quickly respond to threats and incidents on installations and ships. Organized and trained by the security officer, the reaction force augments the NSF, ASF, and on-watch personnel when responding to events such as bomb threats, demonstrators, intruders, and small boat attacks. Chapter 8 provides detailed guidance on skills and responsibilities of reaction forces.

(4) Nuclear Weapons Response Force - The nuclear weapons response force consisting of a Security Alert Team (two people), Backup Alert Force (three people), and Reserve Force (10 people) will be armed and deployed during increased FPCONs. Members of the reserve force may also serve as elements of the SDF provided they are not assigned duties which would take them off the ship.

(5) Nuclear Reactor Security Team - Each nuclear capable ship shall prepare a detailed Security Bill in accordance with directive(s) of its TYCOM. This bill shall include a nuclear reactor security team that responds to any attempt to sabotage or damage the reactor plant aboard nuclear powered ships. Section 6.4.9 provides requirements and standards for members of the Nuclear Reactor Security Team.

e. RESPONSIBILITY FOR POSTING WATCHES. The OOD is directly responsible to the CDO for posting all security watches and sentries and shall ascertain that personnel on watch are familiar with and proficient in their duties.

f. SECURITY ORDERS. The CDO shall be updated on current threat condition, security orders, and instructions. All sentries and security patrols shall receive written instructions.

g. ISSUE OF ARMS TO WATCHES. Arms, ammunition, and law enforcement equipment required by this bill shall be issued to the first watch 15 minutes before posting the watch. Watch personnel shall sign a receipt for gear issued and a receipt book will be kept with each set of equipment. Subsequent watch standers shall be required to sign for the equipment upon relieving the watch. Shortages or violations will be reported immediately to the CDO and the 1LT.

h. SHIPBOARD FPCON LEVELS. The shipboard FPCON levels are for use aboard U.S. Navy vessels. These measures serve two purposes. First, the crew is alerted and additional watches are created establishing greater security. Second, these measures display the ship's resolve to prepare for and counter the terrorist threat. These actions will convey to anyone observing the ship's activities that the ship is prepared and the ship is an undesirable target. As FPCON levels change, the ship must be prepared to take action to counter the threat. When necessary, additional measures must be taken immediately. Individual Shipboard FPCON levels are outlined in DoDI 2000.16 (series).

(1) FPCON NORMAL: Applies when a general threat of possible terrorist activity exists and warrants a routine security posture. At a minimum, access control will be conducted at all DoD installations and facilities.

(2) FPCON ALPHA: Applies when there is an increased general threat of possible terrorist activity against personnel or facilities, and the nature and extent of the threat are unpredictable. Alpha measures must be capable of being maintained indefinitely.

(3) FPCON BRAVO: Applies when an increased or more predictable threat of terrorist activity exists. Sustaining BRAVO measures for a prolonged period may affect operational capability and military-civil relationships with local authorities.

(4) FPCON CHARLIE: Applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel or facilities is likely. Prolonged implementation of CHARLIE measures may create hardship and affect the activities of the unit and its personnel.

(5) FPCON DELTA: Applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is imminent. This FPCON is usually declared as a localized condition. FPCON DELTA measures are not intended to be sustained for an extended duration.

i. PRE-PORT ARRIVAL PROCEDURES. When a vessel arrives in port, increased activity aboard ship and on the pier must not be allowed to degrade security. Security must be integrated into pre-arrival procedures and should include the following actions:

(1) Obtain a current threat assessment from the appropriate local NCIS office. The local NCIS Office serving as the designated producing agency will be dependent on the area of operation. If any doubt exists as to where to obtain threat assessment information, commands shall contact the appropriate Fleet Commanders command or the Navy multiple threat alert center Washington, DC, by SIPR e-mail:

mtacwatch@ncis.navy.smil.mil

or Secure Telephone Enterprise (STE) III (571) 305-4777 or DSN: (312) 240-4813.

(2) Establish SOPA for security of all ships.

(3) Brief crew on threat, security precautions, recall procedures, and ship's SDF duties.

(4) Muster security force, brief threat specifics, review rules of engagement and use-of-force policies, security assignments, and responsibilities.

(5) Brief beach guards and shore patrol on threats and review special procedures applicable to the specific port visit including pier and/or fleet landing security and access control procedures.

(6) Review list of emergency points of contact: port services, American Embassy/Consulate, local security, and other U.S. ships. Whenever possible prior to port visits, establish liaison with local authorities to coordinate physical security procedures and determine physical security interaction particular to the port being visited.

(7) If the port is operating under FPCON BRAVO or a threat to a specific ship is received, use a Military Working Dog and divers to conduct a search of the pier prior to the ship's arrival. If a suspicious item is found, notify the appropriate EOD Unit. Once cleared, shore security elements will maintain security until relieved by ship's crew.

j. REFERENCES:

(1) OPNAVINST 3591.1 (series), Small Arms Training and Qualification.

(2) OPNAVINST 5530.14 (series), Navy Physical Security and Law Enforcement Program

(3) SECNAVINST 5500.29 (series) Use of Deadly Force and the Carrying of Firearms by Personnel of the Department of the Navy in Conjunction with Law Enforcement, Security Duties and Personal Protection

(4) DoDI 2000.16, DoD Antiterrorism (AT) Standards

(5) NTPP 3-07.2.1, Antiterrorism/Force Protection

(6) CJCSINST S3121.01 (series), Standing Rules of Engagement

6.2.12 ZONE INSPECTION BILL

a. PURPOSE. To set forth responsibilities and procedures for zone inspections.

b. RESPONSIBILITY. The executive officer is responsible for this bill.

c. INFORMATION. Periodic zone inspections ensure that proper measures are taken to keep machinery, spaces and equipment operational, clean, and in a satisfactory state of preservation. All spaces of a unit should be visually inspected at least quarterly. Inspecting officers should be selected from

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the most experienced officers, and they should rotate the zones inspected. Inexperienced officers may be assigned as assistant inspectors to gain experience.

d. RESPONSIBILITIES.

(1) THE COMMANDING OFFICER should inspect a different zone during each inspection to ensure that they inspect the whole unit within a reasonable period of time. He should assure him/herself that zone inspections are being conducted and that correction of deficiencies is being satisfactorily pursued.

(2) THE EXECUTIVE OFFICER shall:

(a) Publish the date and time of zone inspections.

(b) Assign inspecting officers and assistant inspecting officers or chief petty officers to inspect the several zones in such a manner that the entire unit is visually inspected at least quarterly. The inspecting officers shall be Department Heads and other senior officers of the command.

(c) Review reports of discrepancies and corrective action and make appropriate reports to the commanding officer.

(d) Maintain an auditable record indicating that all spaces in the unit have been inspected at least once a quarter. This record should be maintained to show all inspections since last ship's zone inspection.

(3) THE DCA shall:

(a) Investigate and assist in correcting unsatisfactory conditions noted on inspection reports, particularly serious, and/or long standing conditions.

(b) Report serious or long-standing repair and fire fighting discrepancies to the engineer officer and to the executive officer.

(4) The 3M Coordinator shall:

(a) Maintain inspection report files.

(b) Furnish the inspecting party with a list of discrepancies noted during the previous inspection of that zone.

(c) Assemble inspection reports and, after approval by the executive officer, distribute them to Department Heads and division officers.

(5) DEPARTMENT HEADS shall:

(a) Require division officers to prepare and report spaces ready for inspection prior to the time published for zone inspection.

(b) Review inspection reports, and ensure that discrepancies noted within the department are corrected. Material deficiencies not immediately correctable should be recorded in a formal document (e.g., equipment status log or work request). These documents will be monitored until the deficiencies are corrected.

(c) Submit to the executive officer (via the DCA and engineer officer) a report of corrective action taken within the department.

(6) INSPECTING OFFICERS shall inspect assigned zones and submit a report of discrepancies noted to the DCA and 3M Coordinator.

e. PROCEDURES. At the designated time for zone inspection, the word shall be passed over all circuits.

(1) Inspecting parties shall immediately assemble at the location designated by the executive officer. Special instructions may then be provided to the inspecting parties.

(2) Upon dismissal each party shall thoroughly and expeditiously inspect its assigned zone.

(3) As the inspection officer approaches: The space will be presented by the responsible Sailor, by saluting and saying, "Good morning/afternoon Sir/Ma'am. (Rank), (Last name), compartment (number), (number) Division, standing by for inspection."

(4) Inspecting officers shall report completion of the inspection to the 3M System Coordinator.

(5) When all have reported, the 3M System Coordinator shall request the OOD to pass the word "Secure from zone inspection."

f. INSPECTION CRITERIA. Zone inspection parties shall particularly note condition of previously reported discrepancies, fire hazards, faulty safety devices, and damage control equipment discrepancies, deterioration of the hull and fittings, the state of cleanliness, material condition, and preservation of each compartment. Each space shall be assigned a grade as follows:

(1) Outstanding - no discrepancies.

(2) Excellent - minor discrepancies; no damage control discrepancies.

(3) Satisfactory - no major discrepancies which have not had corrective action initiated.

(4) Unsatisfactory - major discrepancies noted in any inspection area.

g. REPORTS OF INSPECTION. Each inspecting officer shall compile a list of discrepancies noted in the zone on COMNAVSURFORINST 3120.1 or similar.

(1) This list shall contain, at a minimum:

(a) Inspecting officer.

(b) Date.

(c) Time.

(d) Description of discrepancy.

(e) Reference for location.

(f) Corrective action(s) taken.

(2) This list shall be submitted to the 3M System Coordinator who will consolidate these reports into a composite report.

(3) After approval by the executive officer, the reports shall be distributed to Department Heads and division officers within a timely interval for appropriate corrective action.

h. REPORT OF CORRECTIVE ACTION TAKEN. Once the inspection report has been received and action taken to correct the discrepancies noted, division officers shall report completion to the executive officer via the Department Head.

i. REFERENCE: COMNAVSURFORINST 3120.1, Zone Inspections

6.3. OPERATIONAL BILLS

6.3.1 BOAT BILL

a. PURPOSE. To set forth policies and procedures concerning the ship's boats and to define the responsibilities of ship's personnel in regard to boat operations.

b. RESPONSIBILITY. The 1LT, under direction of the executive officer, is responsible for maintaining this bill.

c. PROCEDURES AND RESPONSIBILITIES.

(1) THE TRAINING OFFICER shall institute, as directed by the commanding officer, indoctrination courses for all line officers on their responsibilities regarding boat safety and management. PQS qualification packages should be used where applicable.

(2) THE EXECUTIVE OFFICER shall:

(a) Designate the proper uniform for boat crews and promulgate boat schedules in the POD.

(b) Exercise overall supervision of boating. In the absence of the executive officer, the CDO shall perform this function.

(3) THE NAVIGATOR shall:

(a) Provide the boat officers, OOD, and boat coxswains with appropriate chart/navigation information showing the ship's berth, other occupied anchorages, all commonly used landings and compass courses thereto, and a copy of local traffic rules and navigational dangers and aids.

(b) Ensure calibration or repair of boat compasses and GPS equipment, keep a calibration table in each boat, and inspect frequently for accuracy.

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(c) When weather conditions dictate, augment the boat crew with a qualified quartermaster with required signal equipment.

(d) In conjunction with the 1LT, brief all boat officers before entry into a port where boats will be required. The Navigator or Senior QM, if the Navigator is not available, accompanies the first boat run.

(4) THE FIRST LIEUTENANT shall:

(a) Ensure crewmembers for all boats assigned are at least second class swimmers and qualified in accordance with this bill.

(b) Coxswains are qualified to NAVEDTRA 43152 and are familiar with responsibilities therein.

(c) Require coxswains to check and record compass courses, en route times and GPS figure of merit when available during boat trips in both fair and foul weather and under various conditions of tide.

(d) Supervise the daily inspection of the ship's boats and equipment. Ensure the report of inspection is entered in the ship's log. This shall include inspection of the engine, hull, lights, boat gear, and emergency equipment; and a test of the fog signal.

(e) Train all boat officers and certify their qualifications.

(5) THE OOD shall:

(a) Directly supervise the ship's boats, and comply with the boat schedules published by the executive officer and other proper authority.

(b) Ensure that boats are operated safely and that all boat safety regulations are observed.

(c) Ensure that boats are not overloaded, and that loading capacity is reduced to a safe margin when weather conditions require.

(d) Use boat officers under such conditions as:

1. Foul weather or reduced visibility (existing or expected) and on long trips.

2. First boat trips in foreign or unfamiliar harbors and when required by local regulations.

3. Returning large liberty parties after sunset, especially prior to sailing.

(e) Notify the CDO when weather conditions make the suspension or resumption of boating advisable.

(f) Inspect boats secured alongside hourly. If weather or sea conditions hinder safety, hoist boats in or send them to a safe haven.

(g) Ensure the coxswain, or qualified boat crew designated by cognizant department head, inspects and reports readiness of the lifeboat(s):

1. Daily at sunset while in port.

2. At the beginning of each watch while underway.

(6) THE BOAT OFFICER shall:

(a) Man the assigned boat when called away.

(b) Ensure that the boat coxswains have received and understand their orders.

(c) Ascertain who is the senior commissioned line officer in the boat when passengers are embarked. Ensure that the senior commissioned line officer embarked is cognizant that they have authority over all persons embarked and is responsible for the safety and management of the boat.

(d) In time of danger or emergency, give orders to the coxswain necessary to avoid the danger. If not the senior embarked, ensure that the senior commissioned line officer is aware of the danger or emergency.

(e) Require the boat crew and all personnel embarked in the boat to comply with regulations concerning safety and conduct. All boat passengers and crew must wear life jackets when weather or sea conditions are hazardous.

(7) COXSWAINS are responsible for operating their boats in accordance with NAVEDTRA 43152, the Rules of the Road, and local instructions.

d. HOISTING AND LOWERING. When anchored in a roadstead, boats not to be used during the night should be hoisted. If hoisting is impractical, they should be secured and frequently inspected. Ship's personnel must be trained in lowering and picking up boats at anchor and underway. Care should be taken not to lower boats in a sea trough or in waters too rough for recovery. Create a lee when practicable on the side to which boats are to be hoisted or lowered.

(1) SHIP'S SPEED. The ship shall not exceed reasonable safe speed when recovering or lowering boats underway. Five knots is the maximum safe speed under calmest conditions. A slight amount of way on the ship is helpful to the boat crew in hooking the boat to the falls.

(2) STERNWAY ON THE SHIP. Boats must not be picked up or lowered when the ship has sternway. If necessary to do so, the falls should be hooked or unhooked in reverse of normal order.

(3) RECOVERING A BOAT. When recovering a boat at sea, a course should be selected which gives the ship a minimum roll and provides a lee on the side where recovery is in progress. Screws should not be backed in such manner as to throw a wash forward on the recovery side. All hands in the boat should keep firm grip on the knotted lifelines while being hoisted or lowered. All persons in boats being hoisted in or out by the davits shall wear kapok life preservers and safety helmets.

(4) OVERLOADED BOATS. Boats should not be lowered or hoisted when overloaded. When human life is in jeopardy and depending upon conditions, however, the rigid hull inflatable boat (RHIB) loading limit, stated in NSTM Chapter 583 (NOTAL), may be exceeded for brief life saving evolutions. The boat and boat davit safety factors are sufficient to permit the hoisting of the rigid hull inflatable boat (RHIB) to the tail or deck edge when carrying its full capacity. However, under no condition shall the boat be swung in or out when overloaded. If practical, personnel outside the regular crew should enter the boat at the rail or after it is waterborne and disembark prior to hoisting or at the rail.

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(5) WHALE BOATS AS LIFEBOATS. Whale boats used as lifeboats should not have rigged canopies. Boats so rigged cannot be lowered or hoisted without danger to the bow hook.

e. EQUIPMENT IN BOATS

(1) Two 18-inch life rings must be secured, one forward and one aft, in each boat in such manner that they can be easily broken out.

(2) Kapok life jackets shall be readily accessible for all crew members and passengers. The number of personnel allowed in a boat shall never exceed the number of life jackets.

(3) Lights prescribed by law must be displayed by all boats underway between sunset and sunrise or in reduced visibility.

(4) All boats must carry fog signaling equipment. This shall include a bell and foghorn or other sound-producing mechanical appliance.

(5) Fueling instructions must be posted in all power boats.

(6) Maximum operating speed must be posted prominently and permanently in all boats.

(7) A boat compass or GPS must be in all boats while away from the ship.

(8) Portable hull parts listed in NSTM Chapter 583, and the boat outfits listed in the Hull Allowance will be carried in boats at all times when waterborne.

(9) Harbor charts must be in the boats when waterborne.

(10) Recall and lifeboat signals must be posted in the boats where they may be easily read by the coxswains.

(11) A set of "Standing Orders to Boat Coxswains" shall be kept in each boat.

(12) A DoD approved precise positioning system must be used in all boats that will operate in conditions beyond sight of their parent ship to include over the horizon operations and low visibility conditions.

f. REFERENCES:

(1) Naval Ships' Technical Manual Chapter 583 - Boats and Small Craft

(2) NAVEDTRA 43152, PQS for Forces Afloat Small Boat Operations

6.3.2 CIVIL DISASTER BILL

a. PURPOSE. Provide an effective, organized force capable of civil disaster relief work.

b. RESPONSIBILITY FOR THE BILL. The executive officer is responsible for maintaining this bill in a correct and current status.

c. INFORMATION. Units may be tasked to perform humanitarian assistance/disaster response (HADR) operations as an individual unit or as part of a larger Task Force. Utilizing guidance in the bill, orders from higher headquarters and Joint Pub 5-0 the unit shall plan to aid civilian populations affected by: mass destruction of homes and other buildings, widespread fires, and absence of public utilities. Joint publications provide authoritative doctrine for humanitarian assistance, both foreign (Joint Pub 2-29) and domestic (Joint Pub 3-28).

d. PROCEDURES AND RESPONSIBILITIES. The civil disaster detail shall be a combination of the assistance detail and the SDF. If security permits, the entire landing party and all three sections of the assistance detail may be used for large disasters. The responsibilities for the civil disaster detail are identical to those in the Rescue and Assistance Bill and the Self-Defense Force Bill, with the following elaborations:

(1) The executive officer shall be OIC of the disaster detail. In the executive officer's absence, the operations officer or other designated officer shall take charge.

(2) A platoon headquarters shall be established by the landing party. Interpreters, if available and required, will be added to the platoon headquarters.

(3) The Self-Defense Force shall not carry arms unless so directed by the commanding officer.

e. GENERAL PLANNING PHASES.

(1) PHASE I, PLANNING PHASE. This period begins with the ordering of a unit to a disaster area and extends until the unit's arrival. During this phase, detailed planning is conducted and supplies and equipment are gathered and pre-staged. The aid most urgently needed shall be determined from reports received. Maps and/or charts of the area are assembled. Unit personnel are brief on their responsibilities and authorities.

(2) PHASE II, INVESTIGATION OF EXTENT OF DISASTER. Upon arrival in the disaster area, a survey team should be dispatched to validate needs of the survivors and identify key mission requirement, location of shore based command center and desired ingress/egress points. Following a large scale disaster, many confusing and inaccurate reports are received from survivors. No supplies or assistance should be provided until the investigating team reports.

(3) PHASE III, INITIAL DISASTER RELIEF. Initial effort shall be rescue persons requiring immediate attention, fire fighting, and medical aid. The senior officer present or a representative shall set up headquarters in the disaster area to direct and coordinate relief and rescue work, and shall establish liaison with the local government, Red Cross, and any other recognized relief agencies on the scene. Every effort shall be made to cooperate and coordinate with the rescue work by local government and other governments. All personnel shall be equipped to support themselves with food and water while in the disaster area.

(4) PHASE IV, AID AND ASSISTANCE. During this phase, medical aid and rescue work shall be continued. Food and water supplies shall be distributed as directed by the senior officer present. If within unit's capability, assistance shall be provided in restoring disrupted public utilities. In large, sustained humanitarian relief efforts, this is the point where the unit will likely become a supporting commander assisting a U.S. Government/interagency organization.

(5) PHASE V, WITHDRAWAL. Following the relief efforts, and when directed, units shall withdraw from the disaster area. Equipment used in the rescue work shall be recovered prior to leaving unless otherwise directed.

f. REFERENCES:

- (1) Joint Pub 5-0, Joint Operation Planning
- (2) Joint Pub 3-28, Civil Support
- (3) Joint Pub 3-29, Foreign Humanitarian Assistance

6.3.3 COLD WEATHER BILL

a. PURPOSE. To set forth procedures for preparing the ship for cold weather operations.

b. RESPONSIBILITY FOR THE BILL. The executive officer is responsible for this bill.

c. INFORMATION. The cold weather bill will be effective prior to deployment to areas of extremely cold weather. ATP 17 provides information on the environment and challenges of the Arctic. Personnel should execute the measures of this bill as soon as orders for deployment are received.

d. PROCEDURES AND RESPONSIBILITIES. All department heads are responsible for reviewing ATP 17 when orders for operations in extreme cold are received. Consideration must be paid to the operating environment of equipment and protection from the elements for topside personnel. In addition to the preparations identified in ATP 17:

(1) THE SUPPLY OFFICER shall ensure that material and repair parts are at full allowance and submit requisitions as far in advance as possible. Requisitions must clearly indicate special purpose of operation requiring full allowance.

(2) THE 1LT shall designate stowage for additional heavy weather and bulk clothing as well as temporary shelters or windscreens for exposed personnel and topside watch standers.

(3) THE ENGINEER OFFICER shall conduct cold weather PMS material readiness cards; i.e. test heating coils in cargo and fuel oil tanks (when appropriate), test operation of preheaters, reheaters, temperature controls, and condensate traps of heating systems, replace grease in topside electric motors, and drain, flush, and refill hydraulic winch systems with cold weather fluid.

e. REFERENCE. ATP 17, Naval Arctic Manual

6.3.4 DARKEN SHIP BILL

a. PURPOSE. To prescribe responsibilities and procedures for darkening ship.

b. RESPONSIBILITY FOR THE BILL. The DCA, under the executive officer, is responsible for this bill.

c. INFORMATION. The darken ship bill establishes a material condition where no white lights shall be visible from outside the ship.

(1) SMOKING LAMP. The smoking lamp is out on all weather decks and in any other place visible from outside the ship during darken ship.

(2) WEATHER DECK ACCESS. Weather deck access shall be doors and hatches equipped with either light locks or cut-out switches. All precautions necessary to prevent showing any light shall be taken. Flash light are permitted in darkened spaces only when fitted to produce a dim red light.

(3) LIGHT LOCK SCREENS:

(a) Light lock screens shall be rigged at all times. The screens may be tied back when the ship is not darkened.

(b) The DCA may approve removal of specific light lock screens. Unrigged screens shall be stowed as directed by the DCA in a location convenient to the opening.

(4) HANGAR DECKS:

(a) All hangar deck lighting shall be set up for automatic operation when darken ship is ordered.

(b) Hangar bay roller curtains may be open when turning up aircraft provided all white lights are out and fire doors are closed.

(c) All lifelines around elevator pits shall be rigged when preparing to darken ship. Unless operations require, they shall remain up at all times when the hangar bays are darkened.

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(5) NAVIGATION LIGHTS. Navigation lights shall be extinguished on orders of the OOD under the prescribed lighting measure.

d. RESPONSIBILITIES.

(1) DCA. The DCA shall assign responsibilities to divisions for maintaining and closing DOG-ZEBRA fittings and shall supervise the darkening of the ship.

(2) DIVISION OFFICERS. Division officers of divisions assigned DOG-ZEBRA closure responsibilities shall:

(a) Ensure closure of all DOG-ZEBRA fittings assigned to their divisions when darken ship is ordered.

(b) Supervise the maintenance and promulgation of a division Darken Ship Bill listing the DOG-ZEBRA fittings that the division is responsible for and the names of personnel assigned to close them.

(c) Ensure that the DCPO periodically inspects the closure of all DOG-ZEBRA fittings within division responsibility, and reports their initial closure to damage control central when darken ship is ordered.

(d) Ensure that all light traps under their cognizance are painted dull black and all light trap screens and automatic cut-out switches are in place and in good repair.

(e) Ensure that all DOG-ZEBRA fittings within division responsibility are stenciled on both sides with a red "Z" encircled with a black "D".

e. PROCEDURE. When darken ship is ordered, the following action shall be initiated by designated personnel:

(1) OOD:

(a) Order the following word passed over all circuits of the LMC announcing system: "DARKEN SHIP; DIVISIONS CONCERNED MAKE DARKEN SHIP REPORTS TO THE OFFICER OF THE DECK (damage control central, when manned)."

(b) Illuminate navigation lights in accordance with the prescribed lighting measure.

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(2) Division damage control petty officers. Supervise the closure of all DOG-ZEBRA fittings assigned to their division.

(3) Security Patrols. Check the ship for lights continually throughout the night and report all exposed lights to damage control central (if manned) or the OOD.

6.3.5 DRY DOCKING BILL

a. PURPOSE. To specify procedures and assign responsibilities for preparing the ship for entering dry dock, and for establishing required services for the ship while in dock.

b. RESPONSIBILITY FOR THE BILL. The engineer officer, under the supervision of the executive officer, is responsible for this bill.

c. INFORMATION:

(1) The responsibilities set forth in Chapter 7, NAVREGS, govern the scope of this bill.

(2) Docking and undocking are all hands evolutions and require coordination with the docking facility, adequate preparations, smart seamanship, and adherence to sound procedures.

(3) On nuclear ships, the reactor must be shut down before the water level in the dock is permitted to fall below the ship's minimum draft.

d. PROCEDURES AND RESPONSIBILITIES.

(1) THE OPERATIONS OFFICER shall:

(a) Obtain necessary authorization for docking and undocking at the time required by tide and other circumstances.

(b) Consult with the navigator, DCA, and engineer officer to ensure that sufficient water exists to enter dock under anticipated conditions of list and trim, draft loading, and tide.

(c) Make arrangements for tugs as required.

(2) THE FIRST LIEUTENANT shall:

(a) Ensure that personnel working over the side comply with OPNAVINST 5100.19 (series).

(b) Ensure that all staging is adequately constructed and supported and that personnel are instructed in safe practices while working on staging.

(c) Ensure that all ship's personnel in the dock have "hard hats" and that ship's watches are instructed to ensure that these are worn.

(3) THE DCA shall:

(a) Prior to Docking

1. Provide ship's docking plan, last docking report, and any special circumstances to the docking officer following current instructions.

2. Ensure that ship has zero list and specified trim. Maximum allowable draft will depend on the dock and will be specified by the docking officer.

3. Ensure that all retractable equipment extending beyond the hull has been housed.

4. Ensure that all tanks are either full or empty, if possible, on docking. Main circulating water valves will be open during pumping or flooding of dock.

5. Deliver ship's "dry dock fittings" to docking officer.

6. Ensure all shore services have equipment ready for connection.

7. On nuclear ships, consult the engineer officer to ensure that decay heat for the estimated docking time has been calculated and that adequate cooling facilities, including the required backup, are available.

(b) In Dock. After landing on the blocks but before reducing depth of water over the keel, ensure that the shore power connections are made and are in proper operation.

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1. While ship is in the dock, ensure that no weights are shifted without permission of the docking officer. If permission is granted, the DCA shall keep adequate records of the weight shifts and give them to the docking officer prior to undocking.

2. After the shaft is secured by orders from the commanding officer on entering the dock, ensure it remains secured until ordered otherwise by the commanding officer on leaving the dock.

3. Secure all openings to the dock from inside the ship with valves or blanks when work is not actually being performed on the system.

4. Discharge no liquids into the dock except into the containers provided and with the permission of the docking officer.

5. In freezing weather, drain all water lines subject to freezing.

6. Ensure that the ship is adequately grounded at all times.

7. Ensure that adequate facilities for disposal or retention of primary coolant discharge are maintained ready and intact after use.

8. Provide signs for sanitary tank blows to prevent them from being blown with over five psig while in dock.

9. Ensure that adequate fire precautions are observed and that fire extinguishers and fire watches are available during burning and welding operations.

(c) On Undocking

1. Ensure that ship is compensated for zero list and specified trim angle.

2. Ensure that all equipment extending beyond the hull has been housed.

3. Ensure that all connections to sea are observed carefully as dock is flooded prior to undocking and

that all leaks are reported immediately to the commanding officer and docking officer.

4. Ensure that circulating water systems are vented when the ship is clear of the blocks but before operating applicable machinery.

(4) THE SENIOR MEMBER OF THE HULL BOARD shall:

(a) Immediately after Docking. NOTE FOR NUCLEAR SHIPS: Prior to normal access to the dock, the engineer officer shall require the proper radiation survey to be conducted and ensure that radiation area signs are properly installed.

1. Ensure that the Hull Board (in company with the docking officer) inspects the ship being careful to observe:

a. The position of the ship on the blocks. If the ship is not properly placed for required work or the ship is not adequately centered on the keel blocks or properly shored, notify the commanding officer and engineer officer immediately.

b. The condition of hull fittings, propeller, and all appendages.

c. The condition of the hull.

d. The condition of zincs.

e. Details of any known or observed damage.

2. Submit the report of the Hull Board to the commanding officer with a copy to the engineer officer.

(b) Just Prior to Undocking.

1. Ensure that the Hull Board inspects in detail all tanks and free flooding spaces opened or worked on during the dock period.

2. Inspect all outboard valves to ensure that they are properly secured. Report the results to the commanding officer and engineer officer, who shall enter the results in the smooth engineering log.

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3. Inspect the external hull, hull fittings, and appendages to ensure proper condition for waterborne operations.

4. Inspect the dock itself to ensure no debris or flotsam will enter ship's tanks or sea chests or foul operating equipment or fittings.

(5) THE MEDICAL OFFICER (nuclear ships) shall ensure that all personnel working on the ship wear appropriate radiation exposure measurement equipment.

(6) THE DUTY OFFICERS shall:

(a) In connection with this bill, carry out the duties of all department heads in their absence, working through the EDO.

(b) Ensure that the duty section is properly instructed and strictly follows the safety precautions for dry dock.

(7) THE ENGINEER OFFICER shall:

(a) Ensure compliance with publications and directives from higher authority.

(b) Advise the commanding officer and docking officer of results of required radiation surveys.

(c) Ensure strict adherence to all instructions on hull integrity.

(d) Ensure that the CDO and the EDO are fully informed of plant conditions, safety measures, and special precautions required.

(e) Ensure that adequate topside lighting is provided either by installed dock lights or temporary lighting, particularly in areas where normal passage is obstructed or disrupted by service lines or work in progress.

(8) ALL HANDS shall:

(a) Follow safety guideline of OPNAVINST 5100.19 (series) whenever working aloft or working over the side.

(b) Wear hard hats while in the dock.

(c) Request permission from DCA prior to shifting any weights while in dock.

(d) Ensure that they do not operate any equipment which projects through the hull except with the permission of the commanding officer and with a safety observer outside the hull.

(9) THE EXECUTIVE OFFICER shall ensure that the provisions of paragraph (8) are published at quarters and in the POD, prior to entering dock and at least weekly while in dock.

e. REFERENCES:

(1) U.S. Navy Regulations 1990

(2) OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat

6.3.6 EMISSION CONTROL (EMCON) BILL

a. PURPOSE. To prescribe procedures for expeditiously setting EMCON conditions, to ensure the maintenance of EMCON conditions when set, and to designate an emission control center (EMCC or EMCON Center).

b. RESPONSIBILITY FOR THE BILL. The electronic warfare officer is responsible for this bill.

c. GENERAL INFORMATION. EMCON plans and orders aid in controlling emissions to avoid detection and/or for successful mission accomplishment. EMCON plans can vary considerably with the requirement of assigned mission. OTCs are responsible for controlling emissions for fleet and task organization commanders. Therefore a positive control system must be established and used to set and maintain the conditions ordered. EMCON orders may be received by directives, Operations Orders (OPORD), voice/CW radio, flag hoist, flashing light, and by internal communications when the OTC is embarked. Individual commands are responsible for setting and maintaining ordered EMCON conditions until modified or canceled.

d. PROCEDURES AND RESPONSIBILITIES. Prior to operations, an EMCON plan should be established to manage electromagnetic transmissions in such a way that the command receives essential

information, while controlling the probability of detection, identification, positioning, and homing by enemy forces. Implicit in this goal is minimum degradation by self-interference through manipulation of the electromagnetic spectrum.

When an EMCON order is received, equipment affected will be placed in "standby" (unless complete shutdown is necessary to prevent emission, as determined for specific equipment by the CIC or EW officer):

(1) CICWO. CIC is normally designated the EMCC. The CICWO or the EW officer will disseminate EMCON conditions to departments concerned and aircraft under CIC control. The CICWO will notify the bridge and the flag bridge (flag embarked) when the specified EMCON condition is set.

(2) WEAPONS CONTROL. Weapons control will coordinate HERO EMCON among the embarked air wing/detachments, weapons department, CIC, air department, and communications.

6.3.7 FLIGHT OPERATIONS BILL

a. PURPOSE. The purpose of this bill is to set forth departmental responsibilities for manning stations during flight operations.

b. RESPONSIBILITY FOR THE BILL. The air officer is responsible for this bill.

c. INFORMATION

(1) Flight quarters stations for air department and air wing/detachment personnel are the same as the general quarters stations, except that hangar deck repair parties and the aviation fuels repair party shall not be fully manned during flight quarters, unless specifically ordered by the air officer.

(2) CV NATOPS Manual and air department instructions provide procedures for landing, launching, and handling aircraft.

(3) When flight quarters is sounded for re-spot or helicopter operations, a reduced number of designated air department and air wing/detachment personnel will man their stations.

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d. RESPONSIBILITIES. When flight quarters are sounded, department heads concerned shall follow the current CV NATOPS Manual; and, in addition:

(1) THE AIR WING/DETACHMENT COMMANDER shall ensure that squadron ready rooms and aircraft are manned.

(2) THE ENGINEER OFFICER shall:

(a) Make sure that the prescribed fire main pressure is available and that electric fire main pumps not in use are lined on the fire main for remote starting.

(b) Make sure that a high pressure air compressor is started and placed on the line.

(c) Make sure that the following stations are manned:

1. Aircraft elevator machinery rooms.
2. 5MC amplifier room.
3. Light control stations, forward and aft (night operations).
4. Bomb elevator control panels (when required).
5. Torpedo elevator control panels (when required).
6. AFFF stations, if not set up for automatic operation and HCCFF stations, if installed.

(3) THE COMMUNICATIONS OFFICER shall:

(a) Make sure that all communication equipment necessary for control of aircraft is in operation.

(b) Make sure that all circuits required by the current communication plan are set up and these circuits are patched appropriately throughout the ship.

(4) THE MEDICAL OFFICER shall:

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(a) Make sure that adequately trained medical department personnel and equipment are stationed on or near the flight deck.

(b) Make sure that a medical officer is readily available during launching and landing of aircraft, or when taxi operations are in progress, not necessarily require on the flight deck.

(5) THE OPERATIONS OFFICER shall:

(a) Make sure that all control equipment, except that equipment assigned to other departments, is in operation for control of aircraft.

(b) Make sure that adequately trained air control personnel have manned flight quarters stations.

(6) ALL HANDS whose presence is not required on the flight deck, in the catwalks or on the flight deck level of the island structure will stand clear of those areas during flight operations.

e. CALLS. The OOD shall order the following calls sounded over all circuits of the LMC announcing system:

(1) When all flight quarters stations must be manned:

(a) "Boots and Saddles" on the bugle (when available).

(b) The BMOW shall pass the word "Man all flight quarters stations."

(c) The BMOW shall pass the word "The fantail is secured," prior to launch or recovery of aircraft.

(2) When flight quarters are scheduled only for re-spot, helicopter operations, and so forth:

(a) "Boots and Saddles," followed by two short blasts on the bugle (when available).

(b) The BMOW shall pass the word "Flight quarters for re-spot, (or launching or recovering helicopter, as appropriate)".

(3) Special situation (pilots not required):

(a) "Boots and Saddles" sounded on the bugle (when available).

(b) The BMOW shall pass the word "Man all flight quarters stations, pilots not required".

f. REFERENCE. NAVAIR 00-80T-105, CV Naval Air Training and Operating Procedures Standardization (NATOPS) Manual.

6.3.8 HEAVY WEATHER BILL

a. PURPOSE. To set forth procedures for preparing the ship for heavy weather.

b. RESPONSIBILITY FOR THE BILL. The 1LT, under the executive officer, is responsible for this bill.

c. INFORMATION. The heavy weather bill is placed in effect during periods of high winds and heavy seas.

d. PROCEDURES AND RESPONSIBILITIES.

(1) THE EXECUTIVE OFFICER shall prescribe setting of material and heavy weather conditions. Publish the following in the POD when heavy weather is occurring or expected:

HEAVY WEATHER PROCEDURES

When heavy weather procedures are in effect, no personnel are permitted on the weather decks without permission of the OOD. Personnel working or standing watch on weather decks during heavy weather, even when proceeding briefly from one station to another, shall wear life jackets. Additionally, personnel working in the weather shall wear a standard Navy safety harness attached to the life line by means of the harness "D" rings. A life jacket shall be worn over the safety harness.

(2) THE NAVIGATOR shall:

(a) Maintain a continuous plot of the destructive wind and high sea warnings and of ships in the vicinity.

(b) Provide anchorage chart on the bridge, if in port, designating bearing points; and commence logging bearings at prescribed intervals.

(3) THE OPERATIONS OFFICER shall:

(a) Sketch harbor outline on reflection plotter. Plot adjacent shipping so that anchor dragging may be detected.

(b) Light off surface search radar. These functions shall be assigned to the combat systems officer if the unit has a Combat Systems Department.

(c) Secure power to prescribed radio antennas.

(d) Set up sortie communications and organization prior to getting underway.

(4) THE ENGINEER OFFICER shall:

(a) Supervise setting of material and heavy weather conditions.

(b) Secure unnecessary ventilation, power and lighting systems.

(c) Coordinate security patrols.

(d) Regulate trim and list of the ship. Make recommendations to the commanding officer for ballasting.

(e) Consolidate liquid cargo as feasible to reduce free-surface effects.

(f) Keep all bilges and voids as dry as possible.

(g) Establish and report watertight integrity. Keep the commanding officer and OOD informed of changes to watertight integrity.

(h) Ensure frequent inspections of the steering gear are made.

(i) Maintain every precaution against fire.

(5) THE FIRST LIEUTENANT shall:

(a) In Port:

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1. Hoist boats aboard or send them to a safe berth.

2. Rig in all boat booms and accommodation ladders.

3. Run additional mooring lines as necessary.

4. At anchor, prepare to veer, slip the moor, and/or drop another anchor as directed.

5. If moored to a buoy, prepare to veer, slip the moor or drop an anchor.

6. If possible, clear any ships from alongside or rig fenders between the ships.

(b) At Sea:

1. Put preventers on the anchors.

2. Secure all boats and equipment, striking below all movable equipment.

3. Ensure deck cargo is secure.

(c) At Sea or in Port:

1. Lower and lash fueling rigs to the deck.

2. Run the span wire to pad eyes on the deck.

3. Double lashings on equipment stowed on the main deck and weather decks and on all vehicles.

4. Check stowage of all storerooms, workshops and living spaces.

5. Make sure all life boats and inflatable life rafts are secured.

6. Check closure of all hatches and doors.

7. Rig heavy weather life lines.

(6) THE GUNNERY OFFICER shall:

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(a) Ensure all equipment is secure, train centering pins are engaged, and gun and director covers are lashed down.

(b) Inspect magazines for proper stowage and securing of magazine battens.

(c) Strike down ammunition from ready service boxes.

(d) Check closure of all doors and hatches.

(7) THE SUPPLY OFFICER shall:

(a) Secure and inspect all cargo and storerooms.

(b) Revise menu as necessary.

(c) Secure mess furniture and equipment.

(8) THE MEDICAL DEPARTMENT shall:

(a) Secure all movable medical equipment.

(b) Station corpsmen in vicinity of forward and after battle dressing stations.

(c) Ensure all necessary supplies are at each dressing station to handle casualties for several hours or days.

(d) Prepare empty staterooms in near proximity for serious casualties if it is not possible to move the injured to sick bay.

(9) THE OOD shall:

(a) In Port:

1. Keep informed of the condition in effect and ensure proper preparations are taken.

2. Station personnel to tend lines as appropriate.

3. Request tugs to clear any ships from alongside.

4. Make sure all service lines not actually required are removed from the ship.

5. Keep the commanding officer, executive officer, and CDO informed of the status of preparations to get underway or cope with the storm when remaining in port.

6. If expecting a seismic sea wave (tsunami) or storm surge, have additional mooring lines run out leaving considerable slack in regular mooring lines. If necessary, place fenders between the ship and the pier.

(b) At Sea:

1. Keep advised of the location and movement of the destructive wind and high sea areas, location of other shipping in the vicinity, and location and distance from land.

2. Advise the commanding officer of any change of the sea, wind and barometer.

3. Make sure that personnel on watch are adequately protected and if advisable, move watches to sheltered areas while maintaining the safety of the ship.

4. Minimize the number of personnel on weather decks and, if necessary, restrict movements on weather decks except by direct permission of the OOD.

5. Make sure personnel on weather decks wear life jackets with Man Overboard Indicator installed. Rig safety lines if personnel are working where they may be swept over the side.

6. Be alert for impending material damage to the ship and take appropriate steps to prevent or minimize it.

7. Make sure that lookouts report to the OOD if personnel are sighted on the weather decks.

8. When expecting heavy weather, pass the word "All departments prepare for heavy weather. Make completion reports to the OOD."

9. When heavy weather conditions are set, pass the following word frequently: "Heavy weather. All hands stand clear of weather decks. No personnel shall go on the weather decks without permission of the OOD. All hands authorized to be

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on the weather deck shall wear life jackets with Man Overboard Indicator installed."

(10) The oceanography officer, when assigned, shall:

(a) Provide timely warnings of high winds and seas, severe thunderstorms, hurricanes/typhoons, and the accumulation of ice on the ship.

(b) Interpret the local effects of warnings of tsunamis (seismic sea waves).

(c) Brief command authorities and recommend the setting and cancellation of adverse and severe weather warnings and conditions of readiness IAW OPNAVINST 3140.24 (series).

e. WEATHER CONDITIONS OF READINESS AND ACTIONS TO BE TAKEN.

(1) CONDITION FOUR - Trend indicates a possible threat of destructive wind of the force indicated within 72 hours.

(a) The CDO shall notify the Commanding and executive officers of condition changes whether aboard or ashore.

(b) The CDO shall make plans to place a higher condition of readiness in effect.

(2) CONDITION THREE - Destructive wind of the force indicated are possible within 48 hours.

(a) In Port (CDO):

1. Notify the commanding and executive officers of condition changes.

2. If capable, take on fuel and make preliminary preparations to get underway for sea or a protected anchorage.

(b) At Sea (OOD):

1. Rig ship for heavy weather.

2. Take action to minimize damage effects of the weather.

(3) CONDITION TWO - Destructive wind of the force indicated are anticipated within 24 hours.

(a) In Port (CDO):

1. Notify the commanding and executive officers of condition changes.

2. Terminate liberty or grant only on basis of return within four hours.

3. Prepare to get underway on four hours' notice.

4. Secure ship for heavy weather.

(b) At Sea (OOD): Continue action to prevent damage.

(4) CONDITION ONE - Destructive wind of the force indicated are occurring or anticipated within 12 hours.

(a) In Port (CDO):

1. Notify the commanding and executive officers of condition changes.

2. Recall liberty party.

3. If capable of getting underway, sortie (when directed by SOPA).

4. If remaining in port, run extra lines; ready ground tackle; ballast; set bridge, steaming, and anchor watches as appropriate.

(b) At Sea (OOD): Continue action to prevent damage to ship.

f. SEISMIC SEA WAVE (TSUNAMI) AND STORM SURGE WARNINGS. The seismic sea wave or tsunami (often mistakenly called a tidal wave) generates from a submarine earthquake or volcanic eruption and moves out from the generation area at speeds up to 500 miles per hour (435 knots). Because of this high speed of advance, tsunami warnings are promulgated only a few hours before arrival. The amount of time will vary with location, course, distance and intervening sea bottom. A storm surge (also mistakenly called tidal wave) is an abnormal rise of the sea

along a shore as the result, primarily, of the winds of a storm. The storm surge is frequently the most dangerous aspect of a coastal storm as heights may reach 20 feet or more. Storm surge warnings can be made well in advance of their occurrence.

(1) AT SEA:

(a) If in shoal waters, attempt to reach deeper water before the arrival of the wave.

(b) In deep water, there should be no danger from this phenomenon.

(2) IN PORT (CDO):

(a) Notify the commanding and executive officers of the warning.

(b) Cancel liberty. If possible, recall the liberty party.

(c) Set bridge and steaming watches.

(d) If possible to get underway and into deep water, do so as soon as possible.

(e) Hoist all boats and accommodation ladders.

(f) If unable to get underway, veer additional chain and drop another anchor.

(g) If alongside, run additional slack mooring lines and wires to take the strain if the normal mooring lines part, slack normal mooring lines.

(h) Attempt to clear all ships alongside.

g. ROGUE WAVES. A dangerous phenomenon during periods of high seas is the occasional appearance of a giant wave, which may be nearly twice the height of the significant wave height being experienced at the time. These waves cannot be forecast precisely. Therefore, they may occur without warning, although advisories may be issued describing general areas where these waves are likely to occur. Ships should be rigged for heavy weather when traversing these potential giant wave areas if avoidance is not operationally feasible.

h. REFERENCE. OPNAVINST 3140.24 (series), Warnings and Conditions of Readiness Concerning Hazardous or Destructive Weather Phenomena

6.3.9 AMPHIBIOUS AVIATION AND AIR CAPABLE SHIPS AVIATION OPERATIONS PROCEDURES BILL

a. To ensure safe aviation operations, the standard operating procedures in NWP 3-04.1M and the LHA/LPH/LHD NATOPS manual will be used unless modified by appropriate authority in unusual situations.

b. REFERENCES:

(1) NWP 3-04.11M Helicopter Operating Procedures for Air-Capable Ships,

(2) NAVAIR 00-80T-106, LHA/LPH/LHD Naval Air Training and Operating Procedures Standardization (NATOPS) Manual

6.3.10 INTELLIGENCE COLLECTION BILL

a. PURPOSE. Establish responsibilities, procedures and guidance for collecting and reporting intelligence information (both at sea and in port).

b. RESPONSIBILITY FOR THE BILL. The intelligence officer, under the supervision of the operations officer, is responsible for maintaining this bill. The OOD is responsible for its execution.

c. INFORMATION. The routine collection of intelligence shall not interfere with operations and training. All collection activities are strictly overt unless specifically directed by higher authority.

d. PROCEDURES AND RESPONSIBILITIES (AT SEA)

(1) THE OOD shall:

(a) Notify the commanding officer and call away the Intelligence Collection (SNOOPIE) Team upon sighting a target of intelligence interest.

(b) If directed by the commanding officer, maneuver the ship around the target to obtain full photographic coverage.

Ensure that such maneuvering is not construed as hostile, threatening, or provocative.

(c) Record the following data:

1. Location. Name and geographic coordinates of specific area shown.

2. Date. YYYYMMDD.

3. Camera Type. Use manufacturer's nomenclature.

4. Lens Type. Specify lens type by its fixed focal length and maximum lens aperture.

5. Camera Position. Note whether image is ground or aerial photography. Include approximate elevation or altimeter reading if appropriate.

6. Photograph or Image Number. In most cases this will correspond to file name.

7. Bearing. Indicate bearing to photograph subject relative to true north.

8. Subject Matter. Name or descriptor of the photograph subject. If the photograph is of a group of people or items of equipment, identify specific elements of the photo from left to right or clockwise from 12 o'clock, if applicable.

9. Distance to Subject. Express in meters, indicate if distance provided is approximate or known.

10. Time. ZULU time when the image is taken. Include the following additional information for videos: Type of recording system (VHS, 8-mm, digital, etc.).

11. Type of broadcast system (phase alternating line, sequential color with memory, etc.).

12. Length of recording in minutes or hours.

(d) The following aspects are photographed and submitted whenever possible: broadside (port and starboard), bow quarter (port and starboard), head, stern, close-up of

superstructure (port and starboard), close up of electronics, and overhead (fore and aft).

(2) THE PHOTOGRAPHIC OFFICER, as part of the SNOOPIE team, will assign mass communication specialists (MC) to conduct photographic or video surveillance onboard afloat and airborne platforms. Digital photography shall be the primary tool for photographing a contact of interest (COI). All units must carry digital SLR and video cameras to conduct photography and surveillance against COIs. Collection activities are conducted in accordance with the Fleet Intelligence Collection Manual. If digital SLR camera or video are not available, the film negatives and prints of target photography will be provided by the intelligence officer for annotation and disposition as required by current instructions on handling intelligence photography.

(3) THE CICWO, as a member of the Intelligence Collection Team shall:

(a) Maintain a Dead Reckoning Tracer (DRT) plot of the target and provide target course and speed information to the OOD.

(b) Conduct an electronic intelligence search, identifying, logging, and reporting intercepted signals associated with the target.

(c) Recommend any desirable own ship EMCON plan to the OOD.

(4) THE SONAR WATCH OFFICER/PETTY OFFICER shall tape record and log any acoustic signals associated with the target and provide the data to the intelligence officer for disposition as required by current instructions for handling acoustic intelligence.

(5) THE INTELLIGENCE OFFICER, as leader of the Intelligence Collection Team shall:

(a) Report to the bridge and coordinate collection activities when the Intelligence Collection Team is called away.

(b) Collect data recorded by various team members, and prepare messages and reports required by current instructions.

e. PROCEDURES AND RESPONSIBILITIES (IN-PORT). Intelligence collection activity in port will be as directed by the commanding officer in response to specific intelligence collection requirements or as conditions indicate. The intelligence officer coordinates in-port collection activities and reports information obtaining following pertinent directives.

f. REFERENCE. FICM, Fleet Intelligence Collection Manual

6.3.11 SELF DEFENSE FORCE (SDF) BILL

a. PURPOSE. Establish the organization of the SDF and promulgate responsibilities for its operation, training and logistics support.

b. RESPONSIBILITY FOR THE BILL. When no security officer is assigned, the weapons officer or combat systems officer is responsible for this bill. The Marine Detachment (MARDET)/Fleet Antiterrorism Support Team (FAST) OIC (if assigned) and CMAA shall assist as required.

c. INFORMATION

(1) Units will form, train and equip a SDF to augment the normal watch and/or other on-board security organizations.

(a) The force will immediately react to protect the ship, its sensitive equipment and its sailors, in emergency security situations or against acts of terrorism aboard ship, at pier side, or in water surrounding the ship whether in port or underway.

(b) A concept of defense in depth will be used, wherever possible, to provide the earliest advance warning of impending threat.

(c) Training and preparedness are vital to the success of the defense force.

(2) SDF personnel must be mature, reliable sailors, skilled in the safe and effective use of small arms, and knowledgeable in interior guard, riot control procedures, and the establishment of a perimeter defense on board ship and at a pier side.

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(a) Marine security detachments, when embarked in sufficient numbers, will fulfill this function.

(b) The size of the SDF shall be based on the size of the ship's complement. One 3 man squad (squad leader plus three four-man teams) per 200 crew members, with a minimum of one squad and a maximum of three squads per ship is a sound ratio.

(c) On ships with less than 100 crew members and on submarines, the size of the security force will be determined by the commanding officer/TYCOM.

(d) Squads and teams should be commanded by a qualified junior officer.

(3) The commander of the SDF shall direct the unit in accordance with the orders of the commanding officer or such other authority as the commanding officer may direct.

(4) SDF personnel shall be relieved from afloat watches and special duties whenever the defense force is activated or on a standby status.

(5) Because of the variety of possible threats, numerous bills could be key to activating the SDF Bill. Members of the following Bills should be trained in those procedures:

(a) Security Bill (section 6.2.9)

(b) Security from Unauthorized Visitors Bill
(section 6.2.10)

(c) Security Watch and Antiterrorism Bill (section.
6.2.11)

(d) Nuclear Reactor Security Bill (section 6.4.9)

(e) Anti-Sneak/Anti-Swimmer Attack Bill (section
6.5.1)

d. RESPONSIBILITIES

(1) The COMMANDING OFFICER shall:

(a) Ensure that all possible measures are taken for the self defense of the command.

(b) Ensure that a trained SDF exists within the command.

(2) DEPARTMENT HEADS shall:

(a) Assign qualified personnel to the SDF.

(b) Ensure that assignments to the SDF are made in a manner which ensures maximum stability in defense force composition.

(3) The COMMUNICATIONS OFFICER shall prepare a SDF communications plan and provide the necessary communications equipment.

(4) The security officer, or, when no security officer is assigned, the weapons officer, assisted by the CMAA or the MARDET OIC, if one is assigned, shall:

(a) Maintain a current master list of all personnel assigned to the defense force.

(b) Coordinate the training of the SDF, exercising the force at least monthly. Ensure realistic training is provided on a regular basis to exercise the defense force in countering all threats, particularly terrorism.

(c) Assign an officer or senior petty officer, subject to the approval of the commanding officer, to command the SDF.

(d) Integrate the SDF into the command's physical security plan.

(e) Implement anti-terrorism security measures.

(5) The weapons officer (or combat systems officer, if unit has a combat systems department) shall:

(a) Ensure that defense force arms and equipment are ready and in good repair.

(b) Maintain and issue arms, equipment and ammunition to the SDF as required.

(6) The 1LT shall provide boats, crews and gear for transportation of personnel and supplies.

(7) The COMMANDER OF THE SDF shall:

(a) Command the SDF in all operations.

(b) Coordinate the issue of equipment and rations to SDF personnel.

(c) Assist the security/weapons officer in the training and operations of the defense force.

(8) The INTELLIGENCE OFFICER shall:

(a) Exploit all sources of intelligence, including local and government officials to determine the possibility and nature of an expected threat.

(b) Keep the commanding officer apprised at any potential threatening situations.

6.3.12 NAVIGATION BILL

a. PURPOSE. The purpose of this bill is to identify procedures for safely navigating the ship, including navigating in restricted waters in low visibility.

b. RESPONSIBILITY FOR THE BILL. The Navigator is responsible for this bill.

c. INFORMATION. The commanding officer is responsible for the safe navigation of their ship or aircraft, except as prescribed otherwise for ships at naval shipyards or stations, in dry dock, or in the Panama Canal.

(1) In time of war or during exercises simulating war, the provisions of this bill pertaining to use of lights and electronic devices may be modified by competent authority. See also Chapter 7 of NAVREGS and U.S. Coast Guard Rules of the Road.

(2) Details for execution of this bill are discussed in COMNAVSURFPAC/COMNAVAIRPAC/COMNAVAIRLANT/COMNAVSURFLANTINST 3530.4 (series); for ships and aircraft and COMSUBFORINST 5400.29 (series); for submarines.

d. PROCEDURES AND RESPONSIBILITIES

(1) In all situations, commanding officers retain the responsibility of safe navigation of their vessel. The presence of a pilot on board shall not relieve the commanding officer or any subordinate from their responsibility for the proper performance of the duties with which he or she may be charged concerning the navigation and handling of the ship. The commanding officer is ultimately responsible for the training and performance of the navigation team.

(2) NAVIGATOR is responsible for training and upholding standards within the navigation team. They ensure corrections to charts (paper/Digital Nautical Charts (DNCs)) and publications are made prior to use. The Navigator shall personally supervise the navigation of the ship when the ship is in restricted waters or at battle stations, unless specifically designated by the commanding officer to stand another watch.

e. SPECIAL MEASURES. The Navigator prepares a Navigation Bill addressing times when special measures are required to ensure safe navigation of the unit. During these times, the Navigator or another navigator qualified supervisor, designated by the commanding officer, will oversee the safe navigation of the unit. Times when special measures are required are in:

- (1) Low Visibility
- (2) Sea and Anchor Detail
- (3) Restricted Maneuvering Watch

f. REFERENCES:

- (1) U.S. Navy Regulations 1990
- (2) COMNAVSURFPAC/COMNAVAIRPAC/COMNAVAIRLANT/
COMNAVSURFLANTINST 3530.4 (series); Surface Ship Navigation
Department Organization and Regulations Manual
- (3) COMSUBFORINST 5400.29 (series), Standard Submarine
Navigation/Operation Department Organization and Regulation
Manual (NODORM)

6.3.13 REPLENISHMENT BILL

a. PURPOSE

(1) Establish policies for assigning personnel to duties and stations.

(2) Establish procedures for replenishing the ship at sea, including transferring passengers and light freight, fueling, defueling, and the internal transfer of fuel, using either connected replenishment or vertical replenishment (VERTREP) as appropriate.

(3) Institute detailed casualty control procedures tailored to the specific unit, issued and regularly rehearsed by the ship control team, conning officer, helmsman, helm safety officer, after steering helmsman, aftersteering helm safety officer, EOOW and rig captains to ensure proficiency in the event of an emergency during replenishment at sea.

b. RESPONSIBILITY FOR THE BILL. The 1LT shall be responsible for this bill under the supervision of the executive officer.

c. INFORMATION. NTTP 4-01.4 provides the necessary doctrine for this evolution. Although the rigging and stations differ with the type of replenishment operation, the personnel involved and the communications used are practically the same. Planning is necessary in order to anticipate problems of the varying characteristics of replenishment ships and by sea and weather conditions. For underway replenishment (UNREP) with allied units, refer to ATP 16, Replenishment at Sea. OPNAVINST 5090.1 (series) provides additional environmental safeguards for fueling, defueling, internally transferring fuel, or handling other hazardous substances, as well as procedures to be followed should discharge of oil or other hazardous substance occur.

d. RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall:

(a) Coordinate the operation within guidance provided by the commanding officer.

(b) Ensure emergency breakaway procedures are reviewed with the other ship.

(c) Ensure the spill control detail is in a high state of readiness supported by exercises, drills and inspections of the equipment.

(d) Establish time for replenishment detail to be set.

(2) THE OOD shall:

(a) Ascertain the time of the operation and the station(s) to be used.

(b) Inform the Department Heads as early as possible and order the detail over all circuits of the announcing system.

(c) Before going alongside, ensure that steering control in the pilot house and after steering is checked in accordance with the appropriate PMS MRC in all modes of operation (except manual/hand crank). Check for gyro error and determine the operational status of the standby gyros and associated alarms.

(d) Ensure personnel assigned ship control functions are knowledgeable in the operation of equipment unique to their watch stations and that they are thoroughly familiar with casualty control procedures. Watch station personnel substitutions shall be kept to a minimum consistent with operational requirements, available resources and the elimination of fatigue. Training shall be conducted with qualified supervision only.

(e) Ensure that correct visual signals are displayed during the approach and while alongside another ship.

(f) Assist the conning officer in relaying helm/engine orders.

(g) Ensure that the smoking lamp is controlled.

(h) Do not allow aircraft engines to be turned up while approaching or alongside another ship unless directed to do so by the commanding officer.

(i) Upon receipt of a report of a discharge of oil or other hazardous substance:

1. Call away the Spill Response Detail.
2. Notify the commanding officer, executive officer, OTC, and ships in company or alongside.

3. Establish communications with the Spill Response Detail.

(j) Upon receipt of a line throwing announcement from the firing ship, such as, "On the (name of ship), standby for shot lines, all hands topside take cover," pass the word over the LMC, "On the (name of ship), standby for shot lines (port/ starboard side, forward/aft/amidships, all stations). All hands topside take cover."

(3) HELM/AFT STEERING HELM SAFETY OFFICER may be assigned and shall:

(a) Be stationed so that the helmsman and lee helmsman may be observed in the performance of their duties.

(b) Ensure they are knowledgeable in the operation of equipment associated with the helm and lee helm and thoroughly familiar with casualty control procedures.

(c) Ensure that after steering is kept continually informed of the progress of the evolution with particular attention to course and speed changes.

(d) Make sure that the helmsman is advised when the approach ship crosses the control ship's wake and prior to tensioning and de-tensioning rigs in order to anticipate rudder requirements.

(4) THE FIRST LIEUTENANT shall:

(a) Recommend which replenishment stations should be used.

(b) Exercise general supervision over all rigging evolutions.

(c) Keep the executive officer informed via OOD on the status of the rigging.

(d) Make sure that designated emergency breakaway equipment is provided and that all personnel are trained in emergency breakaway procedures.

(e) Make sure that spill response equipment is available to all transfer and fueling stations should a spill occur.

(f) Make sure that a lifebuoy watch is stationed on each engaged side. The lifebuoy watch shall be in direct communications with the bridge, and have a 24-inch life ring with light.

(g) Make sure the ready lifeboat and crew are standing by when there is no ship or helicopter in life guard station for rescue operations.

(5) THE ENGINEER OFFICER shall:

(a) Provide the fuel oil connections to be used.

(b) Provide a representative to supervise the connecting and disconnecting of fuel oil hoses as necessary.

(c) Provide a representative to supervise the internal handling and transfer of fuel oil.

(d) Provide a representative to supervise the pumping of fuel oil.

(e) Inform the commanding officer, executive officer, 1LT, OOD and supply officer of the amount of fuel oil to be transferred.

(f) Steam in the most reliable plant configuration whenever possible.

(g) Make sure that engineering department watch station personnel are familiar with casualty control procedures that may be in effect while in a restricted maneuvering condition.

(h) Provide a representative to supervise the proper operation and line-up of applicable fuel systems including:

1. Use fuel system line-up and operating check off lists.

2. Double check fuel system valves to ensure proper system alignment.

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3. Conduct continuous sounding of all fuel system tanks.
4. Isolate service suction tanks from the tanks being fueled or defueled.
5. Secure all overboard fuel discharge points.
6. Set topside watches at possible spill locations with direct communications to applicable fuel transfer control stations.
 - (i) Publish procedures for terminating and cleaning up the spillage, as appropriate.
 - (j) Ensure that equipment, fittings and hoses have been tested and are working properly.
 - (k) Before fueling, defueling, or transfer evolutions, report to the commanding officer that the ship is ready in all respects for fueling, defueling, or fuel transfer operations and that all equipment, hoses, and fittings have been tested and are properly working as required by applicable NAVSEA and NAVSUP directives.
 - (l) Ensure that a draft before and after fueling is taken and reported to the OOD.
 - (m) Keep the commanding officer and executive officer informed, via the OOD, of the progress and estimated time of completion of fueling, defueling, or internal fuel transfer operations.
 - (n) Upon completion of the evolution, report to the commanding officer, executive officer, OOD, and the supply officer the amount of fuel oil received or transferred; the pumping rate, and the amount of fuel aboard.
 - (o) During rearming or VERTREP operations, make ensure that fire hoses, charged to the nozzle, are laid out to the replenishment station.
 - (p) Perform all refueling functions normally assigned to the air officer when directed or ships with no permanent air department.

(q) Ensure that personnel are assigned to repair sound-powered phones or any other voice circuits critical to the evolution.

(6) THE AIR OFFICER shall:

(a) Be responsible for handling and stowing aviation fuel hoses.

(b) Provide a representative to supervise connecting and disconnecting aviation fuel hoses.

(c) Provide a representative to supervise internal handling, fueling, defueling and transferring of aviation fuels including:

1. Aviation fuel system line-up and operating check-off lists.

2. Double checking all aviation fueling system valves for proper system alignment.

3. Continuous sounding of aviation fuel system tanks.

4. Securing all overboard aviation fuel discharge points.

5. Setting topside watches at possible aviation fuel spill locations with direct communications to applicable aviation fuel transfer control stations.

(d) Issue procedures for terminating and cleaning up the spillage.

(e) Before refueling, ensure hoses and fittings are properly working and have been tested in accordance with applicable directives and instructions.

(f) Before such operations, report to the commanding officer, via the OOD, that the ship is ready to begin aviation fueling, defueling, or transfer and that all equipment hoses and fittings are properly working and have been tested as required by applicable directives and instructions.

(g) Control flight deck evolutions incident to maneuvers of the helicopter during VERTREP.

(h) Supervise the pumping of aviation fuel to another ship.

(7) THE OFFICER IN CHARGE OF A FUELING OR TRANSFER STATION shall:

(a) Direct the personnel in their respective stations following instructions of the 1LT.

(b) Ensure that phones to the bridge are manned and that accurate information from each station is transmitted to the bridge.

(c) Ensure that station personnel understand their emergency breakaway assignments.

(d) Ensure that safety precautions are observed and personnel wear required life jackets and personal protective clothing equipment.

(e) Discuss emergency breakaway procedures with the other ship.

(8) THE MEDICAL DEPARTMENT REPRESENTATIVE shall station qualified medical department personnel to provide first aid.

(9) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER IF THE UNIT HAS A COMBAT SYSTEMS DEPARTMENT) shall:

(a) Exercise general supervision over the handling of line-throwing guns.

(b) Supervise transferring, handling, and stowing of ammunition items.

(c) Enforce all safety precautions for handling ammunition.

(d) Properly and expeditiously stow or strike down ammunition.

(10) THE SUPPLY OFFICER shall be responsible for organizing, stationing, and supervising personnel employed in receipt, handling, and disposition of supplies, provisions, equipment, and material under their cognizance; and make sure that provisions are properly stowed.

(11) DIVISION OFFICERS shall:

(a) Assign personnel who have been trained in safety precautions and emergency procedures to duty stations.

(b) Assign personnel to the ship's maneuvering and clocking circuit and ship-to-ship sound-powered phones.

(12) THE OPERATIONS OFFICER shall ensure that oil and hazardous pollution spill reports required by OPNAVINST 5090.1 (series) are submitted (OPNAV 5090-2 and OPNAV 5090-3 apply).

(13) The METEOROLOGICAL OFFICER, when assigned, shall:

(a) Provide a thorough briefing of forecasted weather and sea conditions for the planning of UNREP operations.

(b) Ensure that adequately trained weather observation personnel are stationed during UNREP operations.

e. COMMUNICATIONS

(1) The primary internal and ship-to-ship communications during fueling or transfer operations are:

(a) 1JV - Bridge to all transfer and fueling stations.

(b) X1JV - Bridge to engineering control, steering aft, switchboard, and forward and after gyros.

(c) 4JV - Fuel oil and JP fuel transfer stations to associated engineering control stations.

(d) 3JG - Gasoline transfer station to associated gasoline control stations (air department).

(e) Bridge-to-bridge circuit.

(f) Station-to-station circuit between transfer or fueling stations of the two ships.

(2) Available circuits will vary among ship types because of the number of outlets involved and the dissimilar information passed over the circuits. On ships equipped with an

integrated voice communication system, use equivalent nets in lieu of sound powered circuits listed above.

f. REFERENCES:

(1) OPNAVINST 5090.1 (series), Environmental Readiness Program Manual

(2) NTTP 4-01.4, Underway Replenishment

(3) ATP 16, Replenishment at Sea

6.3.14 RESCUE AND ASSISTANCE BILL

a. PURPOSE. Organize qualified personnel within each duty section or the entire unit to render emergency assistance to persons or activities outside the unit without lowering the unit's security below acceptable standards.

b. RESPONSIBILITY FOR THE BILL. The engineer officer shall be responsible for this bill under the supervision of the executive officer. Aviation units shall establish bill that complements this section and meets the requirements of NTTP 3-50.1.

c. INFORMATION. The nucleus of personnel assigned to duties within this bill shall consist of those ratings that are best qualified for rescuing personnel from the water, assisting another unit in distress, and assisting persons or activities in distress ashore. The security of the unit shall be the paramount consideration when dispatching rescue and assistance details away from the unit. Search and rescue doctrine is in NTTP 3-50.1. The water rescue portion of this bill contains the general procedures and responsibilities of shipboard personnel in recovering one or more persons from the water.

d. PROCEDURES AND RESPONSIBILITIES

(1) The DCA shall maintain custody of the rescue and assistance chests and ensure that they are ready and accessible.

(2) THE OFFICER IN CHARGE OF THE RESCUE AND ASSISTANCE DETAIL shall direct the assistance detail in their duties while cooperating with the responsible authority in units or activities being assisted.

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(a) The OIC shall muster all personnel assigned to the detail with prescribed equipment.

(b) The OIC shall select personnel and equipment to meet the particular emergency and communicate rescue method to the OOD.

(c) Boat crews shall man their boats and prepare them for lowering. Upon request of the OIC and direction from the OOD, boats shall be lowered and designated accommodation ladders lowered and made ready for loading.

(d) Communications with the parent unit shall be maintained per the Boat bill.

e. ORGANIZATION AND EQUIPMENT.

(1) PERSONNEL. The organization of the rescue and assistance details shall be as required by the TYCOM.

(2) BOATS. If available, a RHIB shall be ready for lowering at all times, both at sea and in port. Motor RHIB or other boats shall be used by the rescue and assistance details, as appropriate.

(a) There shall be at least one complete boat crew, designated by the 1LT, available at all times when underway to support the assistance detail.

(b) In-port, available boats and crews shall be used.

(3) RESCUE AND ASSISTANCE CHESTS. Rescue and assistance chests shall contain equipment designated in NTTP 3-50.1 and the contents of the chest shall be listed on the outside. Table 6-1 Boat Rescue Equipment, contains a listing of rescue equipment required to be in a boat for a rescue. NTTP 3-50.1 shall be consulted for a listing of required equipment and equipment required at other stations.

f. THE RESCUE AND ASSISTANCE DETAIL. The rescue and assistance detail shall be employed within the following general guides:

(1) PLANE CRASHES IN THE VICINITY OF THE SHIP shall be treated as a man overboard at sea or in port. The following considerations shall be included:

(a) A ship engaged in duties as lifeguard/plane guard or safety shall maintain the rescue detail on deck during flight operations and be prepared to rescue personnel either by boat or ship pickup.

QUANTITY	DESCRIPTION
1	BOAT HOOK, MIN 6 FEET
1	LIFE RING (20 INCH IN RHIB, 24 INCH IN MWB)
2	BATTLE LANTERNS
1	MEDICAL KIT, LEVEL A
1	9MM PISTOL OR LONG RIFEL
1	LITTER, SEA AIR RESCUE (MEDEVAC)
1	SWIMMER TENDING LINE, 300 YARDS (PLASTIC POLYPROPYLENE)
1	RESCUE ROPE REEL
1	STAINLESS STEEL SNAP HOOK, 2-3/8 INCH
1	RADIO, BRIDGE TO BRIDGE
1	RADIO, SET (HAND HELD)
2	FLASHLIGHTS
1	V-BLADED RESCUE KNIFE
2	HEAVING LINES, 100 FEET W/ORANGE BALLS
2	GRAPNEL HOOK 4 LB

Table 6-1 Boat Rescue Equipment

(b) Rescue Swimmer Equipment listed in NTPP 3-50.1 shall be included in the boat equipment used for rescuing aircraft personnel.

(c) When ship pickup is made, the detail shall be augmented by personnel from designated repair stations.

(d) Rescue and assistance procedures for plane crash shall be initiated by passing the word: "PLANE CRASH. STARBOARD (PORT) SIDE. SECTION (1) (2) (3)."

(2) IN CASES OF DISTRESS in another ship or distress ashore, the following considerations apply:

(a) In port, the rescue and assistance detail may be augmented by personnel on board as circumstances require and security permits. The executive officer, or in their absence the CDO, shall effect such augmentation.

(b) At sea the rescue and assistance detail shall be augmented by the personnel of one designated damage control repair station as circumstances require and fighting conditions permit.

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(c) Rescue and assistance procedures shall be initiated by passing the word: "AWAY THE RESCUE AND ASSISTANCE DETAIL. SHIP IN DISTRESS (DISTRESS ASHORE). SECTION (1) (2) (3)."

(3) RESCUE OF A LARGE NUMBER OF SURVIVORS shall be carried out as stated in the Rescue of Survivors bill.

(4) IN CASES OF REQUESTS FOR ASYLUM OR TEMPORARY REFUGE, the following procedures apply:

(a) In international waters or in territories under exclusive U.S. jurisdiction, at their request, an applicant for asylum or temporary refuge will be received on board. Under no circumstances shall the applicant be surrendered to foreign jurisdiction or control, unless at the direction of the Secretary of the Navy or higher authority.

(b) In territories under foreign jurisdiction, temporary refuge shall be granted for humanitarian reasons and only in extreme or exceptional circumstances wherein life or safety of the applicant is put in imminent danger. A request by foreign authorities for return of custody of the applicant under protection of the temporary refuge will be reported to the CNO or the Commandant of the Marine Corps. The requesting foreign authorities will be informed that the case has been referred to higher authorities for instructions. When temporary refuge has been granted, it will be terminated only when directed by the Secretary of the Navy or higher authority. While temporary refuge can be granted in these circumstances, permanent asylum will not be granted.

(c) Foreign nationals who request assistance in forwarding requests for political asylum in the United States shall not be received on board, but will be advised to apply in person at the nearest American Embassy or Consulate. If a foreign national is already onboard, however, such person will not be surrendered to foreign jurisdiction or control unless at the personal direction of the Secretary of the Navy or higher authority.

g. REFERENCES:

(1) NTPP 3-50.1, Navy Search and Rescue (SAR)

(2) Naval Ships' Technical Manual Chapter 583 - Boats and Small Craft

(3) SECNAVINST 5710.22 (series), Political Asylum and Temporary Refuge

6.3.15 RESCUE OF SURVIVORS BILL

a. PURPOSE. Organize qualified ship's personnel for rescuing large numbers of survivors from the water.

b. RESPONSIBILITY FOR THE BILL. The weapons officer, under the supervision of the executive officer, is responsible for this bill.

c. INFORMATION. Rescue of a large number of survivors shall be accomplished by the rescue of survivors detail augmented as necessary by personnel from all repair parties.

d. RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall:

(a) Coordinate rescue operations.

(b) Ensure a high state of readiness of the rescue of survivors detail through frequent exercises and drills.

(2) Department Heads shall ensure that qualified personnel are assigned from each watch section to stations and duties.

(3) DIVISION OFFICERS shall:

(a) Assign qualified personnel from each watch section to duties and responsibilities for equipment. In assigning personnel, they shall consider the possibility that the rescue of survivors detail may be called away while the ship is at general quarters.

(b) Post assignments to duty on the Watch, Quarter, and Station Bill.

(4) THE FIRST LIEUTENANT shall:

(a) Train personnel assigned to the rescue of survivors detail.

(b) Take charge of rescue operations on deck.

(c) Ensure the availability and maintenance of deck equipment.

(5) THE DCA shall:

(a) Assist the 1LT in rescue operations on deck.

(b) Ensure the availability and maintenance of engineering equipment.

(6) THE SUPPLY OFFICER shall:

(a) Feed survivors as directed.

(b) Receive valuables and personal possessions from survivors for safe keeping.

(7) THE SECURITY OFFICER/CMAA shall coordinate special security requirements.

e. PROCEDURES

(1) Survivors shall be brought on board by J-bar davits, cargo nets, knotted lines, Jacob's ladders, or any other method available. Swimmers shall be equipped in accordance with current Navy Standards.

(2) As survivors are recovered from the water, they shall be identified, cleansed of oil, bathed and examined by the medical staff, the sequence being dictated by the physical condition of each survivor.

(3) The executive officer shall coordinate with designated department heads to ensure berthing assignments are made in such a manner that as far as possible, all survivors remain in a group.

(4) Valuables or other personal possessions shall be tagged and placed in the custody of the supply officer. Oil-soaked clothing shall be weighted and thrown overboard.

(5) Rescue of survivors procedure shall be initiated by passing the word "AWAY THE RESCUE OF SURVIVORS DETAIL. RESCUE SURVIVORS. SECTION (1) (2) (3)."

(6) When the rescue of survivors detail is called away and the ship is at general quarters, personnel shall not leave their battle stations until released by control officers.

6.3.16 EQUIPMENT TAG-OUT BILL

a. PURPOSE. Establish fundamental requirements for a standardized and disciplined method of equipment isolation and de-energization. NAVSEA S0400-AD-URM-010/TUM is the primary reference for establishing, maintaining, enforcing and training of the tag-out program and processes used in all naval ships and craft. The TUM provides:

(1) A procedure, using standard tags and forms, to provide for personnel and ship safety and prevent damage to equipment when a system or portion of a system is in an abnormal lineup or abnormal condition.

(2) A procedure, using standard tags and forms, to provide temporary special instructions or to indicate that unusual action must be exercised to operate equipment.

(3) A procedure, using standard labels, to identify installed instruments or gages that are unreliable or not in normal operating condition.

b. RESPONSIBILITIES

(1) The commanding officer/officer in charge is required to ensure that all persons within the command know applicable safety precautions and procedures and to ensure that all persons performing work or testing, do so in compliance with this bill. Department Heads are responsible for ensuring that personnel assigned understand and comply with the procedures of this bill. The ship is responsible for ensuring the adequacy and accuracy of all tag-outs of ship's systems and components, and will control the tagged-out systems and/or components being isolated, unless the system or component is formally transferred to the repair activity.

(2) A repair activity is responsible for ensuring the establishment of safe conditions under which repair activity personnel perform all work. The repair activity is responsible to ensure that all persons concerned know applicable safety precautions and procedures.

c. APPLICABILITY. This tag-out bill and the associated TUM are applicable to all activities performing work aboard naval ships and craft, including new construction and decommissioned ships.

d. STANDARD TAG-OUT REQUIREMENTS. Tag-out procedures should be conducted in accordance with NAVSEA S0400-AD-URM-010/TUM.

e. ENFORCEMENT. The tag-out program shall be audited to ensure compliance with all TUM requirements. At a minimum, audits will validate that:

(1) Tags and labels are correctly installed.

(2) Component position agrees with the position specified on the tag.

(3) Identified deficiencies are corrected in a timely manner to ensure personnel, ship and equipment safety.

f. TRAINING. Personnel assigned to prepare tag-outs, review tag-outs, attach tags, remove tags, check tags, position components or perform tag-out program audits shall be qualified for these duties, and knowledgeable of the involved systems/components. All newly reported personnel, not previously qualified, shall receive indoctrination training on the tag-out program.

g. REFERENCE. NAVSEA S0400-AD-URM-010/TUM, Tag-out Users Manual (TUM)

6.3.17 DIVING BILL

a. PURPOSE. Establish procedures and precautions for U.S. Navy diving operations provided by organic ship's divers, provided by an outside diving activity, or conducted on ships adjacent in a nest or on a pier. See Figure 6-2 Sample Safety Precautions for Navy Diving.

b. RESPONSIBILITY FOR THE BILL. The diving officer is responsible for this bill, and in addition, shall develop, incorporate into this bill, and employ a Diving Safety Check-off List, tailored to the individual unit.

c. INFORMATION.

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(1) This regulation is intended for self contained underwater breathing apparatus (SCUBA) diving, but these guidelines also apply to dives made with lightweight diving equipment.

(2) All diving operations will be conducted following the NAVSHIPS 0994-LP-001-9010.

(3) The commanding officer may designate as ships divers, personnel from any department who are graduates of U.S. Navy diving courses, have had a current diving physical examination per article 15-102 of the Manual of the Medical Department (NAVMED P-117), and are currently qualified as Navy divers.

(4) EOD Teams, when embarked, are capable of performing most routine ships diving services. Shipboard EOD Teams, composed of one officer and five enlisted technicians, have diving equipment organic to team equipment allowances. The EOD officer may be designated the ships diving officer during periods of team embarkation.

From: Commanding Officer, Consolidated Divers Unit
To: Command Duty Officer, USS _____

Subj: PREPARATION FOR AND SAFETY PRECAUTIONS DURING DIVING
OPERATIONS

Ref: (a) OPNAVINST 3120.32 series, Standard Organization and
Regulations of U.S. Navy
(b) NAVSEA 0994-LP-001-9110, U.S. Navy Diving Manual Vol 1
(c) OPNAVINST 5100.23 (series), Navy Safety and Occupational Health Program Manual

Encl: (1) Diving Safety Checklist
(2) Passing the Word
(3) Receipt of Diving Operations Check-off Sheet

1. Diving operations are scheduled to commence on _____
From: _____ To: _____

2. Nature of diving operations: JSN _____

3. Diving operations will be conducted on your vessel commencing approximately
_____ on _____, you are requested to assign a responsible contact
person, who is knowledgeable of the ship and work to be performed, to be available to the
Diving Supervisor until diving operations are completed. Diving operations will be
conducted following references (a) through (c) which require a diving safety checklist be
completed prior to commencement of diving operations. The applicable portions of enclosure
(1) are to be completed and returned to the Diving Supervisor upon arrival.
IF THE CHECKLIST IS NOT COMPLETED WITHIN 30 MINUTES FOLLOWING THE DIVE TEAM'S ARRIVAL,
DIVING SERVICES WILL BE CANCELED. THE DIVE CAN BE RESCHEDULED THROUGH YOUR MAINTENANCE
COORDINATOR AT NAVSURFPAC/LANT READINESS SUPPORT GROUP.
CDP SIGNATURE _____

4. All suction and discharges within 50 feet of the work area must be red tagged out.

5. A ship's force representative will escort CDU on board diver representative while
personally sighting all applicable tags prior to signing the Diving Safety Checklist to
authorize diving operations on the ship (reference (a), paragraph 6.3.17).

6. The CDU on board diver representative shall initial the Tag-Out Record Sheet indicating
repair activity satisfaction with the completeness of the tag-out. When verified, the tags
serve to alert personnel removing tags that repair activity concurrence is required
(reference (a) paragraph 6.3.17).

7. Sound powered phone communications are required from the weather deck to the below deck
space where the work is to be accomplished. THE SOUND POWERED PHONES SHALL BE MANNED BY
SHIPS FORCE PERSONNEL KNOWLEDGEABLE OF THE WORK BEING CONDUCTED.

8. If you have any questions concerning this check-off sheet, contact Consolidated Divers
Unit (CDU) at _____ or _____ (_____ after normal working hours). Request to
talk to the Repair Officer, Scheduling Officer, or the Command Duty Officer after hours.

/s/

Figure 6-2 Sample Safety Precautions for Navy Diving

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(5) Increased vigilance must be maintained, when at anchor or in port, for diving operations that may be conducted by foreign national ships, contractors, and foreign contractors. Foreign and commercial dive procedures vary and may not correspond with U.S. Navy dive and dive notification procedures. Figure 6-3 Diving Operations Memorandum.

Figure 6-3 Diving Operations Memorandum

d. RESPONSIBILITIES

(1) The commanding officer, or in their absence the CDO, shall ensure, by use of own ship's diving bill and the diving safety check-off list designating appropriate equipment to be secured and tagged-out and the diving safety check-off list employed by the diving officer/diving supervisor, that diving operations may be safely conducted on or near their ship. See Figure 6-4 Sample Diving Safety Checklist.

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(2) The Diving Officer shall be responsible for the safe conduct of diving operations under the U.S. Navy Diving Manual.

(3) The engineer officer shall furnish the Diving Officer or Supervisor information on the physical condition and status of any ship's equipment that might affect divers. They shall not operate or energize any equipment that may affect diving operations without first notifying the diving supervisor.

(4) The reactor officer (nuclear powered ships) shall provide the diving officer information on the status of the reactor plant system and required radiological controls.

(5) The OOD shall keep informed of the status of the diving operation and be alert to changes in sea or weather conditions which might affect the diving operation. In addition, the OOD shall be aware of diving operations conducted on adjacent ships and ensure that the diving officer/diving supervisor of the unit conducting the dive is aware of the ship's engineering and SONAR status.

(6) The medical officer shall ensure that annual physical examinations of divers are conducted under Chapter 15, NAVMED P-117.

e. GENERAL DIVING PROCEDURES AND PRECAUTIONS

(1) When divers are working over the side, the location and status of all ship's machinery within the diving area must be determined prior to operations. The status of this equipment must not be altered without prior notification of the EDO and concurrence of the Diving Supervisor.

(2) The diving officer shall notify the reactor officer and the radiation control officer before diving operations commence near a nuclear-powered ship.

(3) Divers working near a nuclear-powered ship shall wear dosimeters as required by the NAVSHIPS 389-0153.

(4) Prior to a diving operation, the diving officer/diving supervisor will ascertain the location of the nearest medical facilities and recompression chamber.

(5) Divers shall not enter the water until permission is granted by the OOD and the international signal "CODE ALPHA" is flying from the ship and the diving boat.

(6) Without specific prior knowledge and concurrence in each instance by the diving officer:

- (a) Main ballast tanks will not be flooded or blown.
- (b) Sanitary tanks will not be blown.
- (c) The stern planes will not be moved.*
- (d) The rudder will not be moved.*
- (e) The screw will not be turned. With concurrence of the diving officer, screws may be turned at minimum jacking speed. In this case, the OOD, via the EDO, shall ensure that screws are turning no faster than minimum jacking speed.
- (f) The mooring lines will not be adjusted.
- (g) The secondary propulsion motors will not be rigged out or trained nor will the screw be turned.*
- (h) The main seawater system will not be operated.
- (i) The anchor and anchor chain will not be manipulated in any way.*
- (j) The torpedo tubes will not be exercised.*
- (k) Radioactive effluents will not be discharged.
- (l) Sonar will not be energized.*

NOTE: Systems marked with an asterisk '*' in item (6) will be tagged out under the Equipment Tag-out Bill, paragraph 6.3.16, and will be verified by both the safety officer and the diving check off technician.

(7) Diving equipment shall be checked prior to the dive and periodically throughout the operation to ensure proper functioning.

(8) All boats shall stay outside a 50-yard radius of diving operations.

(9) Except in extreme emergencies, no diving operation shall commence unless four qualified divers are present.

Figure 6-4 Sample Diving Safety Checklist

Figure 6-4 Sample Diving Safety Checklist (cont'd)

(10) Divers shall always dive with one standby diver in a ready condition.

(11) Under no circumstances shall a diver enter the water if unable to meet all the requirements of the dive.

(12) Under low-visibility water conditions, divers will use a buddy line. If a surface tender is also necessary, standard line-pull signals shall be used.

(13) Divers will be checked for sickness and injury immediately upon leaving the water.

(14) If in a nest, all ships in the nest shall be informed.

(15) When divers are working over the side, the word will be passed every 15 minutes as shown in Figure 6-5 Passing the Word for Diving Operations.

PASSING THE WORD

"THERE ARE DIVERS WORKING OVER THE SIDE ON BOARD USS _____ . DO NOT OPERATE ANY UNDERWATER EQUIPMENT, ROTATE SCREWS, CYCLE RUDDERS, TAKE SUCTION FROM OR DISCHARGE TO THE SEA, RUN DRILLS OR THROW ANYTHING OVER THE SIDE, BEFORE CHECKING WITH THE DIVING SUPERVISOR."

Figure 6-5 Passing the Word for Diving Operations

(16) The active sonar shall not be operated if divers are in the water anywhere in the nest.

(17) When divers are working near adjacent ships the provisions of this bill apply. The duty officer shall clear with the duty officer of the ship from which divers are working before undertaking any evolution prohibited by this bill.

f. REFERENCES:

(1) NAVMED P-117, Manual of the Medical Department
(MANMED)

(2) NAVSHIPS 0994-LP-001-9010, U.S. Navy Diving Manual

(3) NAVSHIPS 389-0153, Radiological Manual for Nuclear Powered Ships

6.3.18 SHIP'S SILENCING BILL

a. PURPOSE. To provide guidance to reduce own ship's noise to enhance the performance of installed acoustic sonar's and to decrease the acoustic detectability of own ship.

b. RESPONSIBILITY FOR THE BILL. The engineer officer is responsible for this bill and shall work with and through the Ship Silencing Board to accomplish the objectives of this bill.

c. INFORMATION. Noise is simply defined as unwanted sound. Shipboard noise is usually an undesirable by-product of some useful activity, such as running propulsion machinery auxiliaries or tools. It can also be generated by careless activity such as dropping tools or slamming hatches. While shipboard noise may adversely impact the crew physically and/or psychologically and indicate poor equipment maintenance, this bill is primarily concerned with "tactical" noise. The noise generated by one's own ship directly influences the performance of installed acoustic sonar's and can aid the enemy in detection for an attack on the ship. There are four general areas or methods of reducing own ship's noise.

(1) EQUIPMENT MAINTENANCE. Proper maintenance is vital to noise reduction. Installed devices for acoustically monitoring equipment must be used properly to produce increased reliability and reduced noise. Detailed procedures are in appropriate directives and manuals. If special equipment is not installed, the human ear and other tests can be used.

(2) EQUIPMENT MODIFICATION. Effective noise reduction may involve major equipment alterations, replacement or sound isolation of the equipment using special mountings. Material histories should contain information to support such activities.

(3) PERSONNEL INDOCTRINATION. All hands must be indoctrinated continually in the proper steps for noise reduction and, in particular, in those personnel actions which can degrade or enhance noise reduction efforts.

(4) OPERATIONAL MEASURES. There are several actions that can be taken to reduce shipboard noise based on the tactical situation. They consist of reduction or elimination of certain specified activity, restriction on the operation of certain equipment, speed limitations and plant configuration.

d. PROCEDURES. The following procedures require detailed supplemental instructions for each particular class or type of ship.

(1) THE EXECUTIVE OFFICER shall:

(a) Chair the Ship Silencing Board.

(b) Ensure an effective all-hands training program on quiet ship procedures including the indoctrination of new personnel.

(c) Supervise overall implementation of the quiet ship program.

(d) Ensure quiet ship conditions are defined and that implementing instructions are posted.

(2) THE ENGINEER OFFICER shall:

(a) Supervise the preparation and maintenance of detailed instructions for quiet ship conditions.

(b) Maintain the ship's acoustic monitoring program.

(3) THE ASW OFFICER (operations officer if no ASW officer is assigned) shall:

(a) Advise the commanding officer on the appropriate quiet ship condition for current and projected operations.

(b) Notify the engineer officer or other appropriate officer of any unusual acoustic noises in installed acoustic sensors which may be generated by shipboard equipment.

(4) ALL DEPARTMENT HEADS shall ensure that their departments are secured (acoustically) for sea.

(5) THE OOD shall:

(a) Set the quiet ship condition as directed by the commanding officer.

(b) Keep the EOOW informed of any anticipated changes in the quiet ship condition.

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(c) Keep rudder use, rate of rudder changes and rapid speed changes to a minimum.

6.3.19 SPECIAL SEA AND ANCHOR DETAIL BILL

a. PURPOSE. To establish policies for assigning personnel to stations and duties when the ship is in restricted waters and preparing to get underway or return to port.

b. RESPONSIBILITY FOR THE BILL. The weapons officer (or combat systems officer) or deck officer is responsible for this bill.

c. INFORMATION. The special sea and anchor detail supplements the regular steaming watch. In some instances, special sea and anchor detail personnel will relieve the regular watch.

d. RESPONSIBILITIES.

(1) DEPARTMENT HEADS shall:

(a) Ensure division officers assign qualified personnel to ship and engine control stations as provided by this bill.

(b) Initiate readiness for getting underway or for entering restricted waters reports to the OOD 30 minutes before the ship is to get underway or enter restricted waters. A report of "Ready to get underway" means the department is secured for sea and all navigational and ship control equipment of the department is functional.

(c) A report of readiness to enter restricted waters means a department is ready to enter restricted waters. If doubt exists concerning a department's ability to get underway or to enter restricted waters, notify the OOD immediately.

(2) THE OOD shall:

(a) Call away the special sea and anchor detail as directed.

(b) Supervise the procedures in this bill unless otherwise indicated herein.

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e. PROCEDURE FOR GETTING UNDERWAY. The OOD shall ensure that the events in TYCOM ship check-off sheets for getting underway occur within the time sequence given. Table 6-2 Time Schedule for Getting Underway is a sample check-off sheet.

f. PROCEDURE FOR ENTERING PORT OR RESTRICTED WATERS. When preparing to enter restricted waters and/or to anchor or moor, the OOD shall follow the Restricted Maneuvering Doctrine IAW CO's Standing Orders. Table 6-3 Time Schedule for Entering Port or Restricted Waters is an example of such a timeline.

g. ORGANIZATION. This bill will have detailed information concerning stations, personnel assignments, and duties of the special sea and anchor detail organization.

h. COMMUNICATIONS. Where the primary maneuvering circuit (1JV) is overcrowded when special sea and anchor details are set, consider using the auxiliary maneuvering circuit (X1JV). Use portable, two-way radios as back up. When entering or leaving port, activate and test the appropriate bridge to bridge circuit with another unit at the earliest opportunity.

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TIME PRIOR TO GETTING UNDERWAY	EVENT
8 HOURS	START GRYOS, ENERGIZE AND CALIBRATE RADAR REPEATERS, Verify GPS RECEIVERS ARE OPERATING SATISFACTORILY
6 HOURS	VERIFY SCHEDULE OF LIGHTING OFF BOILERS (STEAM PLANTS)
3 HOURS	VERIFY ARRANGEMENTS FOR DISCONTINING SERVICES FROM THE PEIR SUCH AS PHONE SHORE POWER, CRANE SERVICE, ETC
2 HOURS	ASCERTAIN FROM THE EXECUTIVE OFFICER: IF ANY VARIATION IN STANDARD SEQUENCE OF SETTING SPECIAL SEA AND ANCHOR DETAILS EXISTS. TIME OF SHORT OR "SINGLING UP" LINES DISPOSITION OF BOATS INSTRUCTION CONCERNING U.S. AND GUARD MAIL NUMBER OF PASSENGERS AND TIME OF ARRIVAL. AFTER OBTAINING PERMISSION FROM THE EXECUTIVE OFFICER, START HOISTING BOATS AND VEHICLES AS SOON AS LONGER REQUIRED. AFTER OBTAINING PERMISSION FROM THE EXECUTIVE OFFICER, RIG IN BOOMS AND ACCOMODATION LATTERS NOT INUSE AND SECURE THEM FOR SEA. HAVE THE WORD PASSED AS TO THE TIME THE SHIP WILL BE UNDERWAY. ENERGISE ALL RADARS EXCEPT THOSE PROHIBITED BY LOCAL ELECTROMAGNETIC EMISSION RESTRICTIONS. CONDUCT FORMAL GETTING UNDERWAY BRIEF, (MINIMUM 2 HOURS IF POSSIBLE)
1 1/2 HOURS	MUSTER THE CREW
1 HOUR	SET CONDITION YOKE TUNE THE PEAK RADRS CONDUCT RADIO CHECKS ON ALL REQUIRED CIRCUITS ENSURE THAT PIT SWORD IS IN RAISED POSITION
45 MINUTES	UNDERWAY OOD, JOOD, AND JOOW TAKE STATIONS ON THE BRIDGE. N,A, AND E DIVISIONS MAN AFTER STERRING AND PIOLT HOUSE AND TEST STEERING ENGINE, CONTROLS, COMMUNICATIONS, AND EMERGENCY STEERING ALARM. CLEAR THE SHIP OF VISITORS
30 MINUTES	SET SPECIAL SEA AND ANGOR DETAIL. PREPARE BOTH ANCHORS FOR LETTING-GO. OOD SHIFT WATCH TO BRIDGE. TEST SOUND-POWERED PHONE CIRCUITS IN USE. RECEIVE DEPARTMETAL REPORTS OF READINESS TO GET UNDERWAY. MAA MAKE A REPORT OF INSPECTION FOR STOWAWAYS. RECORD DRAFT OF SHIP FORE AND AFT. RAISE DECK EDGE ANTENNAS IF REQUIRED. START MAIN GTMs (GAS TURBINE PLANTs)
15 MINUTES	OBTAIN THE COMMANDING OFFICERS PERMISSION TO TEST MAIN ENGINES AND DIRECT ENGINEERING CONTROL ACCORDINGLY AFTER ENSURING THAT THE SCREWS ARE CLEAR. REPORT READY FOR GETTING UNDERWAY TO THE EXECUTIVE OFFICER TEST WHISTLE. "HAVE SHORT" OR "SINGLE UP" LINES WHEN ORDERED TO DO SO. STAND BY TO RECEIVE TUGS AND PILOTS. IF ALONG SIDE A PIER, ENSURE THAT ALL SHORE CONNECTIONS ARE BROKEN AND THAT BROWS ARE READY TO BE REMOVED. WHEN REQUIRED, SOUND "QUARTERS FOR LEAVING PORT". ACTIVATE AND TEST MOBI
10 MINUTES	ORDER "MANEUVERING BELLS" BY SETTING THE ENGINE REVOLUTION INDICTOR SYSTEM ON A CERTAIN REPETITIVE NUMBER COMBINATION BEYOND THE RANGE OF THE ENGINES SUCH AS 999 (IF APPLICABLE). WARN ENGINEERING CONTROL TO STAND BY TO ANSWER ALL BELLS. IF A FLAG OFFICER IS EMBARKED, REQUEST PERMISSION TO GET UNDERWAY AS SCHEDULED.
ZERO TIME	UNDERWAY

Table 6-2 Time Schedule for Getting Underway

PRIOR TO ENTERING PORT OR RESTRICTED WATERS	EVENT
WHEN DIRECTED	<p>DEBALLAST AS FAR IN ADVANCE AS POSSIBLE AND AS LONG AS REGULATIONS PERMIT. PASS THE WORD "GO TO YOUR STATIONS, ALL THE SPECIAL SEA AND ANGOR DETAIL." HAVE BOTH ANGORS READY FOR LETTING-GO PRIOR TO ARRIVAL AT CHANNEL ENTRANCE. BLOW TUBES. DUMP AL TRASH AND GARBAGE OVERBOARD.* PUMP BILGES WHEN CONDITIONS PERMIT.* SUBJECT TO THE CONCURRENCE OF THE NAVIGATOR RAISE THE PIT SWORD. ENSURE SMART APPEARANCE OF THE SHIP.</p>
1 HOURS	<p>CONDUCT ENTERING PORT OR RESTRICTED WATERS BRIEF WHEN DIRECTED. ASCERTAIN EXSPECTED TIME OF ANCHORING OR MOORING FROM THE NAVIGATOR, ANDNOTIFY ENGINEERING OFFICER, WEAPONS OFFICER, FIRST LIEUTENANT, AND ENGINEERING CONTROL. PASS THE WORD, "MAKE ALL PREPARATIONS FOR ENTERING PORT. SHIP WILL ANCHOR (MOOR SIDE) AT ABOUT XXXX, ALL HANDS SHIFT INTO THE UNIFORM OF THE DAY. MAN DEPTH DETERMINING DEVICES. WEATHER PERMITTING REMOVE SUCH DEVICES AS ARE NORMALLY OFF WHEN IN PORT. OBTAIN INFORMATION CONCERNING BOATING FROM THE EXCECTIVE OFFICER AND INFORM FIRST LIEYTENANT. LAY OUT MOORING LINES IF REQUIRED. SET UP AND CHECK ALL HARBOR AND TUG RADIO FREQUENCIES.</p>
30 MINUTES	<p>SOUND "MAN ALL BOATS" AS SIGNAL OF EXECUTION FOR BOAT CREWS, WINCH CREWS, BOAT HANDLERS, BOAT AND GANGWAYRIGGING DETAILS TO TAKE STATIONS. OBTAIN INFORMATION FROM NAVAGATOR ON DEPTH OF WATER AT ANCHORAGE, ANCHOR AND SCOPE OF CHAIN TO BE USED AND INFORM FIRST LIEUTENANT. WHE,MOORING TO A PIER, INFORM FIRST LIEUTENANT AS TO RANGE OF TIDE AND TIME OF HIGH WATER.</p>
20 MINUTES	<p>WHEN REQUIRED, DESIGNATED PERSONNEL FALL IN AT QUARTERS FOR ENTERING PORT. DIRECT CMAA TO INSPECT UPPER DECKS TO THAT CREW IS IN PROPER UNIFORM.</p>
15 MINUTES	<p>STATION IN-PORT DECK WATCHES INSTRUCT GUARD MAIL PETTY OFFICER, MAIL CLERK, MOVIE OPERATOR, SHORE PATROL, AND ANY OTHER DETAILS LEAVING THE SHIP IN THE FIRST BOAT TO STAND BY ON THE QUARTERDECK. IF MOORING TO A BOUY, LOWER RIGID HULL INFLATABLE BOAT (RHIB) WITH BOUY DETAIL AS DIRECTED. STAND BY TO RECEIVE TUGS AND PILOTS.</p>
UPON ANCHORING OR MOORING	<p>SET THE IN-PORT WATCH. SECURE MAIN ENGINES, GYROS, AND NAVIGATIONAL RADARS AS DIRECTED. RCORD DRAFT OF SHIP FORE AND AFT</p>

Table 6-3 Time Schedule for Entering Port or Restricted Waters

6.3.20 EMERGENCY TOWING BILL

a. PURPOSE. To establish policies for assigning personnel to stations and duties to ensure a basic organization which will function when the ship is either towing or being towed.

b. RESPONSIBILITY FOR THE BILL. The weapons officer/1LT is responsible for this bill.

c. INFORMATION:

(1) The special sea detail will be set for towing operations.

(2) Effective communications between the 1LT on the forecastle or fantail and the OOD on the bridge are particularly important.

(a) When the ship is towing, the conning officer will be informed continually of the progress in getting the towing cable to the towed ship.

(b) Whenever towing or being towed, a towing watch will be maintained to observe towing conditions, keep the OOD informed, and cast off if so ordered.

(c) When the ship is being towed, the watch will be prepared to veer or heave in chain as ordered by the OOD.

(d) A cutting torch and unshackling kits will be on the forecastle when the ship is being towed (on the fantail when the ship is towing) to part the chain or hawser quickly in an emergency.

(3) The circumstances under which a ship may take another in tow or be towed are so varied that no definite rules can be set. In view of this, officers and deck petty officers must be well indoctrinated in this important phase of seamanship. The U.S. Navy Towing Manual is the pertinent reference for towing.

d. PROCEDURES AND RESPONSIBILITIES:

(1) THE EXECUTIVE OFFICER shall assist the commanding officer in the general supervision of a towing operation.

(2) THE FIRST LIEUTENANT is:

(a) Responsible for the organization and training of the deck division for towing operations.

(b) Responsible for the maintenance and availability of deck equipment to be employed.

(c) In charge of the fantail if towing or the forecastle if being towed.

(3) THE ENGINEER OFFICER shall:

(a) Make qualified personnel available to the 1LT for specialized duties and for operating equipment under the cognizance of the Engineering Department.

(b) Be responsible for the condition, maintenance, and availability of engineering department equipment.

e. COMMUNICATIONS BETWEEN SHIPS DURING TOWING OPERATIONS.

(1) Normally, communications will be by radio or visual means. Use international signals from ATP 1, Volume II (for naval ships) or Pub 102 (for merchantmen).

(2) Additionally, the following are the SOUND SIGNALS for night towing:

(a) I am putting my rudder right - 1 short blast.

(b) I am putting my rudder left - 2 short blasts.

(c) Go ahead - 2 long blasts.

(d) Stop - 1 long, 2 short blasts.

(e) All fast - 2 long, 1 short blast.

(f) Haul away - 2 short, 1 long blast.

(g) Let go - 2 long, 5 short blasts.

(h) Pay out more line - 1 short, 2 long blasts.

(i) Avast hauling - 3 short blasts.

(j) I am letting go - 3 groups of 5 short blasts each.

f. REFERENCES:

- (1) SL740-AA-MAN-010, U.S. Navy Towing Manual
- (2) ATP 1, Volume II Allied Maritime Tactical Signal and Maneuvering Book
- (3) International Code of Signals, Pub 102

6.3.21 VISIT AND SEARCH, BOARDING AND SALVAGE, AND PRIZE CREW BILL

a. PURPOSE. To set forth an organization to which personnel shall be assigned for visiting and searching, boarding and salvaging, and placing a prize crew on board ship on the high seas; and to prescribe appropriate responsibilities and procedures.

b. RESPONSIBILITY FOR THE BILL. The operations officer is responsible for this bill and shall advise the executive officer of required changes or other matters affecting the bill.

c. GENERAL. Under certain circumstances, U.S. Navy ships are authorized to approach and visit ships encountered inside the territorial waters of the U.S. or in international waters. In addition, there are limited circumstances in which U.S. Navy ships may become involved in salvage operations or the taking of a prize. This bill describes generally the circumstances under which these situations may occur and prescribes responsibilities of officers and crew assigned to carry out such operations.

d. INFORMATION.

(1) APPROACH AND VISIT. As a general rule, vessels in international waters are immune from the jurisdiction of any nation other than the flag nation. However, under international law, a warship may approach any vessel in international waters to verify its nationality. In addition, unless the vessel encountered is itself a warship or non-commercial government vessel of another nation, it may be stopped, boarded and the ship's documents examined, provided there is reasonable ground for suspecting that it is:

- (a) Engaged in piracy.

(b) Engaged in the slave trade.

(c) Engaged in unauthorized broadcasting.

(d) Without nationality.

(e) Through flying a foreign flag, or refusing to show its flag, in reality, of the same nationality as the warship.

(2) VISIT AND SEARCH. Under the law of armed conflict, belligerent warships or aircraft may visit and search a merchant vessel for the purpose of determining its true character, i.e., enemy or neutral, nature of cargo, manner of employment and other facts bearing on its relation to the conflict. Such visits occur outside neutral territorial seas. This right does not extend to visiting or searching warships or vessels engaged in government non-commercial service. In addition, neutral merchant vessels in convoy of neutral warships are exempt from visit and search, although the convoy commander may be required to certify the neutral character of merchant vessels' cargo.

(3) SUPPORT FOR LAW ENFORCEMENT. U.S. naval units provide support to the United States Coast Guard (USCG) and other U.S. law enforcement agencies, primarily in the area of drug interdiction. When a naval unit is operating under USCG tactical control with a Law Enforcement Detachment (LEDET) embarked, the support may include providing a platform for approach, visit, and arrest/seizure of suspect vessels pursuant to the law enforcement authority of the USCG. Detailed guidance is found in applicable OPORDs governing the affected naval units.

(4) Additional information pertaining to the above is found in NWP 1-14M, chapters 3 and 7.

e. RESPONSIBILITIES AND PROCEDURES.

(1) THE EXECUTIVE OFFICER shall:

(a) Designate, subject to the approval of the commanding officer, an examining officer to train and direct the visit and search party in accordance with the rules and procedures prescribed in NWP 1-14M and appropriate provisions of applicable OPORDs.

(b) Designate, subject to the approval of the commanding officer, a boarding officer to train and direct the boarding and salvage party.

(c) Designate, subject to the approval of the commanding officer, a Prize Master to organize, train, and direct the prize crew.

(d) Coordinate all departments in organizing, training, and equipping personnel necessary for the various parties and crews required by this bill.

(2) DEPARTMENT HEADS shall require division officers to assign and equip qualified personnel for the parties and crews prescribed by this bill.

(3) DIVISION OFFICERS shall:

(a) Assign qualified personnel.

(b) Post all assignments required by this bill on division watch, quarter, and station bills.

(c) Ensure that designated division personnel are properly trained and equipped with basic equipment.

f. APPROACH AND VISIT.

(1) DUTIES OF THE EXAMINING OFFICER. Personnel in the boat sent by U.S. naval vessels may carry arms. The examining officer shall inquire of the master and, if necessary, the crew regarding the nature of the vessel and its activity, relative to the circumstances which gave rise to the approach and visit; i.e., piracy, slave trade, etc. The examining officer shall recommend to the commanding officer one of these actions:

(a) That the ship be released (if ownership of the ship has been recently transferred).

(b) That the ship be detained or seized and sent in for adjudication (if papers, questioning of personnel, search, and inspections do not result in satisfactory proof of ship's innocence).

(2) PAPERS TO BE EXAMINED. The ship's papers to be examined are:

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(a) A certificate of registry or bill of sale (if the ship has been transferred recently from enemy to neutral ownership).

(b) The crew list.

(c) The passenger list.

(d) The ship's log (to determine whether the ship has deviated from her direct course).

(e) The bill of health.

(f) The ship's clearance papers.

(g) The certificate of charter.

(h) The invoices or manifests of cargo.

(i) The bills of lading.

(j) A consular declaration certifying the innocence of the cargo may be included but is not considered conclusive evidence of innocence.

(3) REPORTS. The examining officer's report to the commanding officer of the visiting warship shall include the following information:

(a) Name and nationality of visited ship.

(b) Registry Number.

(c) Gross tonnage.

(d) Port and date of departure and destination.

(e) Number of passengers.

(f) General character of cargo.

(g) Any additional remarks and recommendations.

(4) RECORD OF ACTION TAKEN. After the commanding officer of the visiting ship is advised of the findings, appropriate entries shall be written in the visited ship's log.

(5) BOARDING AND SALVAGE.

(a) General. Should the inspections by the examining officer or other circumstances reveal a need for further detention or seizure, the boarding and salvage party shall be directed by the commanding officer to board and take command of the ship, detain the crew, and conduct salvage operation as necessary.

1. The composition of the boarding and salvage party shall be dictated by the size and mission of the visited ship.

2. A portion of the boarding and salvage party shall consist of the rescue and assistance party.

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

(b) Duties of the boarding officer. The boarding officer shall organize, train and equip the boarding and salvage party and direct boarding and salvage operations on board ships to be taken as prizes or the salvage of any abandoned ship.

(6) PRIZE CREW AND THEIR DUTIES. The prize crew is organized and trained to navigate, operate and administer a seized, captured, or abandoned ship with or without the cooperation of the crew; to bring it safely into port; and to deliver it to the appropriate authorities for examination or adjudication.

(a) The Prize Master shall, when ordered by the commanding officer, command the prize or abandoned ship and prize crew in all operations, subject to the orders of the commanding officer of this ship or other higher authority. They shall discharge the responsibilities prescribed in NAVREGS for a commanding officer.

(b) The Prize Crew executive officer shall organize and train prize crew personnel. They shall act as Prize Crew Master when the prize crew is mustered or drilled. When on board a prize or abandoned ship, they shall discharge the responsibilities prescribed for an executive officer.

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(c) The Prize Crew 1LT shall organize, train, and command the deck force, Marine detachment and supply personnel of the prize crew during drills on board a prize or abandoned ship. They shall have the responsibilities and authority prescribed for a head of detachment.

(d) The prize crew operations officer shall organize, train and command the communications and navigation personnel of the prize crew during drills on board a prize or abandoned ship. They shall have the responsibilities and authority prescribed for the operations officer and navigator.

(e) The prize crew engineer officer shall organize, train and command the engineering and damage control personnel of the prize crew during drills on board a prize or abandoned ship. They shall have the responsibilities and authority prescribed for the engineer officer.

(f) The prize crew medical officer shall organize, train, and command the medical personnel of the prize crew during drills on board a prize or abandoned ship. They shall have responsibilities and authority prescribed for the medical officer. In the event that a hospital corpsman must be assigned to direct the medical personnel of the prize crew, the ship's medical officer shall be responsible for functions of organization and training, and the assigned hospital corpsman shall be responsible, under the prize crew executive officer, for providing medical treatment for personnel of the seized ship and the prize crew.

g. SUPPORT FOR LAW ENFORCEMENT.

(1) GENERAL. The USCG is the primary U.S. maritime agency charged with the enforcement of all federal laws on the high seas and in waters subject to the jurisdiction of the United States. When USCG LEDETs are embarked on U.S. Navy platforms, the U.S. Navy supports the USCG in its law enforcement responsibilities (primarily drug interdiction) on a not-to-interfere basis with fleet operations and readiness. Similar support is also provided to other U.S. law enforcement agencies when authorized by DOD. When operating from U.S. Navy ships, the OIC of the LEDET is responsible for directing and executing searches, arrests or seizures of suspect vessels. Such actions are based on USCG directives and policy. The commanding officer, however, remains responsible for their ship and retains the authority to allow, disallow, suspend, or

terminate any law enforcement activity involving his command when circumstances require.

(2) BOARDING SUSPECT VESSELS. Consistent with applicable USCG directives, LEDETs may board vessels of United States Registry when directed by the senior embarked USCG boarding officer. LEDETs may board foreign flag vessels in international waters only after appropriate interagency coordination required by Presidential Directive (PD)/NSC-27. Transport to vessels being boarded is provided by U.S. Navy small boats operated by Navy personnel. The U.S. naval unit also provides backup support to the LEDET, including the use of deadly force, if necessary for self-defense or the protection of the boarding party. U.S. naval personnel may board seized and detained vessels for non-law enforcement purposes (such as damage control, rigging of the tow, etc.) when directed by their commanding officer.

(3) TACTICAL CONTROL OF U.S. NAVAL UNITS IN SUPPORT OF LAW ENFORCEMENT OPERATIONS. U.S. Naval Units must shift tactical control to the appropriate Coast Guard authority prior to USCG LEDETs boarding suspect vessels, and establish communications on the designated law enforcement command and control net. Tactical control remains with the USCG during boardings and any subsequent towing or escort operations. The U.S. Naval Unit will fly the USCG ensign from the yard during all such operations.

(4) USE-OF-FORCE IN SUPPORT OF USCG LEDET OPERATIONS. USCG use-of-force policy governs boarding operations. However, consistent with CJCSI 3121.01 (series), this does not limit the authority or responsibility of the commanding officer to use such force as is necessary for the protection of his ship and personnel.

(5) CUSTODY OF SEIZED VESSEL/PROPERTY/PRISONERS. Custody of and responsibility for seized vessels, other property and prisoners is retained by the USCG. The commanding officer may provide U.S. naval personnel to augment the LEDET to guard and control prisoners if required for security of the naval unit.

h. VISIT AND SEARCH. This section provides procedures incident to the U.S. Government's exercise of its right as a belligerent to visit and search neutral merchant vessels suspect-ed of carrying contraband. Visit and search shall be in strict conformity with International Law, existing treaty

provisions, NWP 1-14M, appropriate provisions of applicable OPORDs, and Rules of Engagement.

i. DUTIES AND PROCEDURES. Duties of the examining officer, commanding officer of capturing vessel, prize master, and prize crew for visit and search are the same as delineated in paragraph 6.3.21.f. Procedures for visit and search papers to be examined, reports, record of action taken, and boarding and salvage are the same as delineated in paragraph 6.3.21.f.

j. REFERENCES:

- (1) U.S. Navy Regulations 1990
- (2) USCG Maritime Law Enforcement Manual
- (3) Presidential Directive (PD)/NSC-27, Procedures for Dealing with Non-Military Incidents
- (4) NWP 1-14M, The Commander's Handbook on the Law of Naval Operations
- (5) CJCSINST S3121.01 (series), Standing Rules of Engagement

6.4. EMERGENCY BILLS

6.4.1 GENERAL EMERGENCY BILL

a. PURPOSE. To provide an organization, prescribe procedures and assign responsibilities for controlling the effects of a major emergency or disaster suffered by the ship (such as collision, grounding, internal and external explosion, CBR contamination, earthquake, storm, or battle damage). It further provides for the orderly and controlled exit of personnel if abandoning ship is required and for salvage of the ship if feasible. The damage control organization is necessarily an integral part of the Engineering Department organization. However, each department aboard ship has major administrative responsibilities in damage control. Every officer and enlisted person must be familiar with damage control organization and their part in the common responsibility of all hands in it. More detailed procedures are contained in NTTP 3-20.31, NSTM Chapter 470, and COMNAVSURFORCEINST 3541.1 (series) consistent with CJCSI S3121.01 (series). These publications should be used when conducting training to ensure that all personnel are well versed in handling emergencies.

b. RESPONSIBILITY FOR THE BILL. The engineer officer is responsible for ensuring that this bill is current and ready for execution.

c. TRAINING. The training program to prepare for emergencies must be a long-range continuing program for the entire ship's company.

(1) Formal shore-based schools shall train personnel in fire fighting, basic damage control procedure and CBR defense.

(2) All officers and leading petty officers will train their personnel in the fundamentals of controlling the effects of any emergency.

(3) In major catastrophes, personnel trained in first-aid procedures will drastically reduce the number of serious casualties and fatalities. The medical officer (or the senior hospital corpsman when no medical officer is assigned) will provide training for all hands in first-aid procedures, including measures necessary in CBR defense.

(4) Division officers shall train their personnel in the use of individual protective equipment and the performance of their duties while wearing the gas mask and protective clothing.

(5) General emergency drills shall be held as ordered by the executive officer (but generally not less than once each month). During drills, the actions and duties prescribed in this and supplemental bills shall be fully carried out except as modified by the commanding officer. Efforts by all hands to provide maximum realism to each drill will significantly increase the training value of drills and must be encouraged.

d. INFORMATION. This bill uses the established battle organization to provide optimum damage control and personnel discipline before, during, and after an emergency situation.

(1) Since the circumstances of any particular emergency are unpredictable, detailed plans cannot provide for all emergency situations.

(2) This bill is intended to guide the action by key personnel in emergency situations.

(3) The responsibilities described are not all-inclusive but do establish areas of control within the bill.

(4) Officers and petty officers must exercise initiative and judgment in their responsibilities to effectively meet and control an emergency situation.

(5) Should personnel designated for certain responsibilities become casualties, unassigned officers shall be designated by the senior officer on the scene to assume these responsibilities and complete the action outlined in this bill.

(6) The general provisions of this bill are effective whether underway or in port.

(7) This bill shall be placed in effect in the event of fire or other emergency which may present a danger to the ship.

(8) Because of the diversity of emergency situations, more detailed procedures and responsibilities are described under the following categories:

- (a) Emergency with full crew on board.
- (b) In port general with partial crew on board.
- (c) CBR attack.
- (d) Abandon ship, securing and/or salvage.

e. PROCEDURES AND RESPONSIBILITIES DURING EMERGENCY WITH FULL CREW ON BOARD. When the full or nearly full crew is on board and a situation develops which suddenly causes or which may cause damage to the ship, the general alarm shall be sounded. This applies whether the ship is underway or in port. The general alarm may be ordered by the commanding officer or the OOD, and the word "General Quarters, all hands man your battle stations" shall be passed over all circuits of the general announcing system. Additional information on the emergency shall be passed on the general announcing system as soon as possible. Individual responsibilities for specific action in time of emergency apply. In the absence of key personnel, their functions will be performed by their reliefs or assistants. The following procedures apply when the general alarm is sounded:

(1) All hands will man assigned battle stations expeditiously. Repair parties will set condition ZEBRA and, if directed, close the gas-tight envelope.

(2) Personnel who cannot man their battle stations because of damage or fire shall remain near assigned stations and assist the repair parties as directed.

(a) THE EXECUTIVE OFFICER shall, under the direction of the commanding officer, coordinate all orders.

(b) THE OPERATIONS OFFICER shall:

1. Plot radioactive clouds and fall-out areas, and recommend course changes to avoid contaminated sea areas.

2. Ensure the proper dissemination of meteorological data.

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

4. Coordinate the destruction of classified material as ordered by the commanding officer.

(c) THE ENGINEER OFFICER shall:

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

2. Coordinate all action to control, minimize, and repair damage in the machinery spaces.

3. Direct salvage operations.

4. Be responsible for training, securing, and salvage details.

5. In the event of possible CBR contamination or sudden shock, secure the evaporators.

6. Direct the operation of all machinery (such as fire and bilge pumps) that provides support to the DCA.

7. Control electrical circuit usage to prevent further damage.

(d) THE DCA shall:

1. Directly supervise all damage control parties from Damage Control Central.

2. Take action to minimize the damage and maintain the seaworthiness of the ship.

3. Assist the engineer officer in salvage operations.

4. Assist the executive officer and the engineer officer in organizing and training personnel for controlling emergencies.

5. Be the ship's CBR officer.

6. Be responsible for identifying the biological warfare/chemical warfare (BW/CW) agents and samples.

7. Be responsible for identifying and isolating contaminated and other hazardous areas.

8. Establish exposure times for personnel manning stations in contaminated areas, and determine when areas are, or will be safe for reentry.

9. Ensure setting of proper material condition, and activate the wash down system when ordered.

10. Read and develop casualty dosimeters and film badges and record personnel dosages.

11. Make available to division officers the dosage records of their personnel and advise the medical officer/ representative of all dosages exceeding tolerances.

(e) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER) shall:

1. Provide for sprinkling of magazines upon orders from the commanding officer.

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2. Safeguard explosives and weapons not in magazines.

3. Be prepared for salvage, rescue and towing operations.

(f) THE FIRST LIEUTENANT shall:

1. Prepare for salvage, rescue, and towing operations.

2. Supervise the formulation and execution of plans for the rigging of lines and cargo nets when "Prepare to abandon ship" is ordered.

SURVIVAL GEAR ITEM	QUANTITY
BAILER, PLASTIC 2 QUART CAPACITY	1
BATTERY, DRY, FLASHLIGHT, ALKALINE (SIZE D)	4
DESALTER KITS, TYPE II	5
FISHING KITS, SURVIVAL	1
FLASHLIGHT, TYPE II, STYLE I	1
FLASHLIGHT BULBS	1
FOOD PACKETS	125
KIT, FIRST AID	1
KIT, SIGNALING	1 CARTON/12 UNITS
KNIFE, POCKET	1
MEASURING CUP, PLASTIC, 8 OUNCH	2
MIRROR SIGNALING EMERGENCY, TYPE II	1
MOTION SICKNESS TABLETS, DIMENHYDRINATE, 50 MILLIGRAMS	200
OPENERS, BEER-CAN TYPE	6
PAINTER 2-INCH CIRC, MANILA OR NYLON, LENGTH 20 FATHOMS	2
PLIERS, PAIR	1
SEA MARKER, FLUORESCENT, CANISTER TYPE	1
SPONGE, CELLULOSE, TYPE 1, SIZE 10	2
STORAGE BAG, DRINKING WATER, SIZE A	2
WATER, CANNED, 10-OUNCE CANS	75
WHSTLE, SIGNALING, PLASTIC TYPE II	1
EQUIPMENT TO BE STOWED WITH EACH LIFEBOAT	
PADDLES	4
BOAT COVER (RESCUE ORANGE) WITH RIGGING (FOR BOATS NOT HAVING A FIXED CANOPY)	1
SCISSORS	1
<p>1. SURVIVAL GEAR CARRIED BY ABANDON SHIP BOATS SHALL BE STOWED IN A WATERTIGHT SURVIVAL GEAR BAG AND PLACED IN A WEATHERTIGHT BOX. THE BOX WITH PADDLES AND BOAT COVER SHALL BE PLACED ON A BULKHEAD OR DEACK ADJACENT TO THE BOAT. A PLASTIC LABEL PLATE WITH THE WORDS "ABANDON SHIP EQUIPMENT - LOAD INTO BOAT UPON ABANDON SHIP SIGNAL" SHALL BE POSTED ON THE BOX.</p> <p>2. ITEMS OF EQUIPMENT DESIGNATED HEREIN SHALL BE PACKAGED IN ACCORDANCE WITH NAVSEA PUBLICATION N.S. 0902-137-7010.</p> <p>3. STANDARD D-CELL FLASHLIGHT BATTERIES MAY BE RETAINED IF THE DATED STAMPED ON THE BOTTOM DOES NOT INDICATE AGE IN EXCESS OF ONE YEAR.</p>	

Table 6-4 Abandon Ship Boats

3. Ensure that boats and life rafts are properly equipped. See Table 6-4 Abandon Ship Boats and Table 6-5 Mark 5 (15-Person Capacity) and Mark 6 (25-Person Capacity) Inflatable Lifeboats for a listing of this equipment. Equipment is listed on an AEL in the COSAL.

SURVIVAL GEAR ITEM	QUANTITY
BAILER, PLASTIC 2 QUART CAPACITY	1
BATTERY, DRY, FLASHLIGHT, ALKALINE (SIZE D)	4
DESALTER KITS, TYPE II	5
FISHING KITS, SURVIVAL	1
FLASHLIGHT, TYPE II, STYLE 1	1
FLASHLIGHT BULBS (PR6)	1
FOOD PACKETS	75 (MK 5) 125 (MK 6)
KIT, FIRST AID	1
KIT, SIGNALING	1 CARTON OF 12 UNITS
KNIFE, POCKET	1
MEASURING CUP, PLASTIC, 8 OUNCH	2
MIRROR SIGNALING EMERGENCY, TYPE II	1
MOTION SICKNESS TABLETS, DIMENHYDRINATE, 50 MILLIGRAMS	200 (MK 5)
OPENERS, BEER-CAN TYPE	24 (MK 5) 6 (MK 6)
SEA MARKER, FLUORESCENE, CANISTER TYPE	1
SPONGE, CELLULOSE, TYPE 1, SIZE 10	2
STORAGE BAG, DRINKING WATER, SIZE A	2
WATER, CANNED, 10-OUNCE CANS	50 (MK 5) 75 (MK 6)
WHSTLE, SIGNALING, PLASTIC TYPE II	1
EQUIPMENT TO BE STOWED WITH EACH LIFEBOAT	
FLOATABLE KNIFE	1
HAND PUMPS	2
OARS	4
OPERATION AND MAINTENANCE MANUAL	2
RESUE LINE	1
PLIERS, PAIR	1
SCISSORS	1
SEA ANCHOR AND LINE	2
SEALING CLAMP, 3 INCHES	2
SEALING CLAMP, 5 INCHES	2
SEALING CLAMP, 7 1/2 INCHES	2
SURVIVAL GEAR BAG	1
VALVE ADAPTER	2
INFLATABLE LIFEBOATS IN RIGID CONTAINERS WILL HAVE THE SURVIVAL GEAR PACKED IN A WATERTIGHT SURVIVAL GEAR BAG PRIOR TO INSTALLATION ABOARD THE SHIP. INFLATABLE LIFEBOATS IN FABRIC CONTAINERS WILL HAVE THE SURVIVAL GEAR PACKED IN WATERTIGHT BAGS THAT ARE STOWED IN APPROPRIATE POCKETS OF THE LIFEBOAT CONTAINER. STANDARD D-CELL FLASHLIGHT BATTERIES MAY BE RETAINED IF THE DATED STAMPED ON THE BOTTOM DOES NOT INDICATE AGE IN EXCESS OF ONE YEAR.	

Table 6-5 Mark 5 (15-Person Capacity) and Mark 6 (25-Person Capacity) Inflatable Lifeboats

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4. Prepare for launching boats, life rafts, floats, nets, and other floatable equipment.

5. Supervise distribution of life jackets.

6. Be responsible for maintaining a master life raft and boat personnel assignment list.

7. Provide a diagram to this bill listing capacities and locations of life rafts, boats and abandon ship stations.

8. Provide methods for releasing life rafts.

(g) THE SUPPLY OFFICER shall:

1. Make emergency issues of materials.

2. Be prepared to feed personnel in accordance with the battle messing procedure.

3. Take all possible precautions to prevent contamination of food supplies and messing equipment.

4. Serve no food or drink following a major emergency, unless approved by the medical officer or medical representative.

(h) THE NAVIGATOR shall:

1. Provide the bearing and distance to the nearest land when abandoning ship.

2. Provide boats with pyrotechnic and other signaling equipment.

3. Ensure that necessary navigational equipment, such as a GPS receiver, compasses, sextants, navigation tables and charts, are provided in one boat prior to abandoning ship. Additional navigational equipment, as available, should be provided in other boats used for abandoning ship.

(i) THE MEDICAL OFFICER/REPRESENTATIVE shall:

1. Supervise planning and direct medical department personnel in the safe and expeditious treatment of patients.

2. Direct the evacuation of the sick and wounded during the abandon ship evolution.

3. Report personnel casualties immediately, including disease symptoms or increase in infection following an emergency.

4. Be responsible for identifying BW agents and aid the DCA in obtaining samples.

5. Inspect the food and water supply as soon as practicable following an emergency, and notify the supply officer of the results.

6. Direct the radiation health program and train assigned personnel.

(j) THE OOD shall:

1. Immediately notify the commanding officer or CDO.

2. Maneuver the ship as ordered by the commanding officer.

3. Pass the word twice concerning the nature of the emergency and sound other appropriate internal alarms (including the general alarm or collision alarm).

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

5. Order exposed topside evacuation when directed by the commanding officer.

6. Order the operation of the wash down system and the establishment of the gas-tight envelope when CBR attack is imminent or has occurred or when ordered by the commanding officer.

(k) THE REPAIR PARTY LEADERS shall:

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1. Take all practical measures before damage occurs, such as maintaining watertight and fume tight integrity, removing fire hazards, and maintaining and distributing emergency equipment.

2. Minimize any damage by controlling flooding, preserving stability and buoyancy, combating fire, and providing first-aid treatment of personnel.

3. Accomplish emergency repair or restorations by supplying casualty power, regaining a safe margin of stability and buoyancy, replacing essential structure, and manning essential equipment.

4. Keep the DCA informed of all damage and the progress of repairs.

5. Control traffic within their areas to minimize the spread of contamination.

6. Establish and supervise personnel decontamination facilities as directed by the DCA.

(1) DEPARTMENT HEADS shall:

1. Assign qualified personnel within their departments to appropriate emergency stations.

2. Post such assignments on the division watch, quarter and station bill.

3. Ensure that their departmental personnel are able to carry out the procedures prescribed in this bill.

4. Ensure that all lifesaving equipment under their cognizance is ready for use.

5. Carry out measures applicable to the department, detailing personnel to remove publications, records, or salvageable equipment from the vicinity of damage.

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

7. Order personnel away from battle stations where they may be injured, as directed by the commanding officer.

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

(m) DIVISION OFFICERS shall:

1. Assign qualified personnel to duties and stations as required by ship's bills.

2. Ensure that such assignments are posted on the divisional watch, quarter, and station bills.

3. Instruct their division personnel in the procedures prescribed in this bill including survival techniques.

4. Minimize missile hazards by stowing equipment, tools, and supplies.

5. Take all practical measures before damage, such as maintaining of watertight and fume tight integrity, removing of fire hazards, and providing upkeep of emergency equipment.

f. PROCEDURES AND RESPONSIBILITIES DURING IN-PORT GENERAL EMERGENCY WITH PARTIAL CREW ON BOARD. When a partial crew is on board and a situation develops which suddenly causes or which may cause damage to the ship, the appropriate word shall be passed to ensure that the duty section and special casualty teams report to assigned stations. The alarm may be ordered by the commanding officer, CDO, or the OOD. Additional information on the emergency shall be passed on the general announcing system as soon as possible. In the event of a power loss, the OOD shall send the messenger to pass the word at key locations throughout the ship. The following procedures apply when the general alarm is sounded:

(1) All hands in the duty section will man their assigned emergency stations, passing the word in route.

(2) The primary purpose of initial actions shall be to establish the security of the ship. Individual responsibilities in time of emergency follow. In the absence of key personnel, their functions will be performed by designated reliefs or assistants.

(a) PERSONNEL ON BOARD BUT NOT IN THE DUTY SECTION shall:

1. When the emergency is within their vicinity, use available equipment to control the emergency pending the arrival of damage control personnel.

2. Set material condition ZEBRA in their respective immediate vicinities and thereafter, report to the nearest manned emergency station.

3. When ordered, muster with the DMAA in assigned location.

4. When ordered, take cover promptly for protection against contamination.

5. Rigidly observe the boundaries of damaged and contaminated areas established by damage control personnel.

6 Carry out duties as may be assigned.

(b) THE OOD shall:

1. Pass the word as set forth in this article.

2. Direct all personnel returning from liberty to the mess deck for assignment.

(c) THE EXECUTIVE OFFICER (or in his absence the CDO) shall assume station in DCC or CCS and shall:

1. Direct the function of the ship's company.

2. Redistribute personnel as necessary.

3. Notify ships in the immediate vicinity (adjacent berths or nests), SOPA and port authority about the nature of the emergency.

4. Report to the commanding officer when emergency stations are manned and material condition ZEBRA is set.

5. Report to the commanding officer when material condition ZEBRA is rechecked and the security search is completed.

6. Order the operation of the wash down system and the establishment of the gas-tight envelope when CBR attack is imminent or has occurred or when ordered by the commanding officer.

7. When nested, establish electronic communications with other ships of the nest.

8. Evaluate the nature of the emergency and direct action to be taken if time is critical. Otherwise, recommend action to be taken to the commanding officer.

9. Keep accurate muster of personnel on board. As the liberty party returns on board and the total number of personnel on board approaches full ship's company, order general quarters and secure personnel from emergency stations.

10. Request outside assistance as directed by the commanding officer.

(d) THE FIRE MARSHALL shall proceed directly to the scene of the emergency to direct efforts of the Rapid Response Team. If the emergency is beyond the Rapid Response Team capabilities, the fire Marshall will turn over his duties to the scene leader and assume other duties as directed. These duties may include:

1. Repair Party Leader.
2. Supervision and establishment of communications.
3. Posting boundaries.
4. Direct logistic support.

(e) DEPARTMENT DUTY OFFICER shall:

1. Man assigned control stations.
2. Receive the routine "manned and ready" and other required reports from assigned stations.
3. Make required reports to the OOD for the department.

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4. Muster those personnel not in the duty station. Detail these personnel to duties as directed by the OOD.

5. Detail personnel to remove publications, records, and so forth from the vicinity of the emergency.

6. Clear unassigned personnel from danger areas.

7. Prepare for getting underway if ordered.

(f) THE DUTY ENGINEER shall:

1. Direct engineering plant operations, including fire and bilge pumps and other auxiliaries to support the DCA.

2. Control electrical circuit usage in the damaged areas to prevent further damage.

3. Provide for damage control within engine spaces by special equipment manned by engineering personnel.

4. Control ventilation in affected parts of the ship.

(g) THE DUTY WEAPONS OFFICER (OR DUTY COMBAT SYSTEMS OFFICER) shall:

1. Provide for sprinkling of magazines upon the order from the CDO.

2. Safeguard gunnery explosives that are not in magazines.

3. Relieve the OOD, and station an armed guard.

(h) THE MEDICAL OFFICER/REPRESENTATIVE shall:

1. Provide for treatment of injured personnel.

2. Assist the DCA in collecting and identifying BW samples.

(i) THE IN-PORT EMERGENCY DETAIL shall:

1. Upon hearing the alarm or receipt of word, proceed either to the area of the emergency to close off the ship, working away from the scene or to the damage control locker to equip themselves as required and then to the scene.

2. Isolate the damage area, evacuate injured personnel, and control fire and flooding, as directed by the OOD.

g. PROCEDURES AND RESPONSIBILITIES IN THE EVENT OF CBR ATTACK. Paragraphs 6.4.1.e and 6.4.1.f apply when the emergency is primarily CBR. The instructions in this article are in addition to those previously described duties and responsibilities.

(1) THE COMMANDING OFFICER shall:

(a) Maneuver the ship to avoid contaminating aerosol, spray, mist or fallout.

(b) Adjust Mission Oriented Protection Posture (MOPP) levels based on threat assessment.

(c) Direct starting and securing of Circle WILLIAM vent systems.

(d) Order topside evacuation if tactically permissible.

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

(2) THE DCA shall:

(a) Advise the commanding officer concerning BW/CW defense, including management of ventilation systems.

(b) Following a BW/CW attack, the DCA is responsible for:

1. Locating residual hazards (BW/CW contamination) by monitoring detection or sampling procedures, and maintaining a contamination plot in Damage Control Central.

2. Evaluating the residual hazard as to location, extent, duration of personnel dangers, and so forth and thereby

manned.

- a. Restricting areas not required to be
- b. Posting personnel hazard warnings.
- c. Informing the commanding officer and control stations of hazards and measures required for personnel safety.

- 3. Initial decontamination.
- 4. Coordinating departmental decontamination.
- 5. Instituting other procedures to prevent contamination spread.

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

(d) Nothing in this article shall be construed as requiring the damage control officer/assistant to divert attention, equipment, or personnel from the urgent hazards of damage, fire, or flooding which may have occurred during the attack. Efforts to minimize residual effects of BW/CW attack may be carried out in conjunction with, but not impair efforts to control the immediate hazards of fire, damage, or flooding. This policy, likewise, should not deter sailors from taking immediate self-aid measures following exposure.

(3) INITIAL OR PRECAUTIONARY PROCEDURES APPLICABLE TO ALL TYPES OF BW/CW ATTACK:

- (a) Assume appropriate MOPP levels as ordered.
- (b) Set condition Circle WILLIAM.
- (c) Eliminate contamination hazards.
- (d) Exposed personnel - Carry out preliminary adjustments of protective clothing.
- (e) Man personnel decontamination stations.
- (f) Exposed personnel - Carry out final adjustment of protective clothing.

(g) Wet down topside with wash down or fire hose.

(h) Sound alarm and pass word specifying type of attack.

(i) Carry out procedures for particular type of attack which is based on the commanding officer's evaluation of the tactical situation and the necessity for controlling structural damage, fire, and flooding.

(4) PROCEDURES IMMEDIATELY FOLLOWING THE ATTACK
(applicable to all types of CBR attack):

(a) Evasive maneuvering.

(b) Prompt evacuation and remaining of exposed stations, as ordered.

(c) Decontamination of personnel.

(d) Prompt and accurate detection of contaminated areas.

(e) Start of vital ventilation with intake in clean atmosphere.

(f) Decontamination of material.

(g) Instruct personnel not to eat, drink, smoke, or put hands near face and to wash frequently until given further instructions.

(5) TACTICAL CBR DECONTAMINATION PROCEDURES. Tactical CBR decontamination permits a ship to continue its tactical mission without subjecting personnel to unacceptable exposures. Tactical CBR contamination consists of:

(a) Primary gross decontamination (a salt-water wash down of the entire ship's weather surfaces) is required to protect personnel if the ship is caught in contamination aerosol or cloud. This is done by activating the ship's water wash down system or by hosing down all weather surfaces with the following precautions:

1. Work from the highest weather deck down and from the windward to the leeward.

2. Cover entire area with water.

3. Upon completion of wash down, require that squads go through personnel decontamination stations unless urgently required for additional duties topside. Clean interior may be entered only by way of a personnel decontamination station.

(b) Conduct a detection survey (carried out by detection teams) to locate contaminated areas.

(c) A secondary gross decontamination (by repair party and departmental decontamination squads) follows the detection survey. Exact locations of contaminated areas are decontaminated by detailed methods such as scrubbing, steaming, neutralizing, and so forth concentrating on areas essential for ship's operation. Nonessential areas should be secured until decontaminated.

(6) CBR PERSONNEL DECONTAMINATION PROCEDURES. Since topside personnel are likely to become contaminated during a CW or BW attack, contaminated personnel should pass through decontamination stations as soon as the tactical situation permits. Personnel decontamination is executed in the following sequence:

(a) By functional groups.

(b) Contaminated uninjured.

(c) Contaminated injured (by medical department).

h. PROCEDURES AND RESPONSIBILITIES DURING ABANDON SHIP-SECURING AND SALVAGE. Abandon ship procedures shall be initiated only by the commanding officer or senior line officer in command. These procedures are based on the assumption that the crew will be at general quarters under most conditions when the need to abandon ship may arise. The following responsibilities and procedures apply; however, the commanding officer shall issue orders for abandon ship according to circumstances. If time permits, phased procedures are initiated. If time does not allow orderly preparation, abbreviated procedures are carried out. For drill purposes, personnel shall be assigned to life rafts and boats nearest their battle stations and shall be mustered periodically at

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these stations to ensure proper condition of all lifesaving equipment and familiarization with abandon ship procedures.

(1) THE EXECUTIVE OFFICER shall:

(a) Control preparations to abandon ship.

(b) Identify special procedures dictated by conditions such as the side of ship from which to abandon, redistribution of personnel to rafts and boats as a result of damage or loss of lifesaving equipment, and casualties to personnel.

(c) Ensure that all personnel receive the orders to abandon ship.

(d) Receive muster reports from all stations.

(2) OFFICERS IN CHARGE OF DEBARKATION AREAS shall:

(a) Supervise abandon ship preparations in assigned areas, to include taking a muster report of all stations within area of responsibility. Report musters to the executive officer.

(b) Control life raft drops and boat lowering in own areas.

(c) Upon orders from the commanding officer to prepare to abandon ship, supervise the rigging of nets, ladders, fire hoses, knotted lines and all other equipment available for leaving the ship.

(d) Ensure that personnel in assigned areas are properly dressed and equipped for abandoning ship.

(e) Adjust numbers of personnel at stations on deck to reduce overcrowding of boats and life rafts.

(3) OFFICER (PETTY OFFICER) IN CHARGE OF ABANDON SHIP STATION shall:

(a) Control the lowering of life boats or release of life rafts at assigned stations to prevent such action prior to the commanding officer's order to abandon ship and to prevent injury to the personnel in the water.

(b) Muster personnel assigned to the station, and report muster to the OIC of the debarkation area.

(c) Ensure that personnel at assigned stations are properly dressed and equipped for abandoning ship.

(d) Advise the OIC of the debarkation area of the need to shift personnel to reduce overcrowding of life boats and life rafts.

(e) Supervise the removal of injured personnel.

(4) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER) shall ensure that ordnance ammunition components are set on safe.

(5) THE SUPPLY OFFICER shall save records, accounts and cash if practical.

(6) THE SENIOR YEOMAN shall save the latest personnel roster and ship's logs as practical.

(7) PERSONNEL REGULARLY ASSIGNED TO BOAT CREWS shall:

(a) Man their respective boats when "prepare to abandon ship" is sounded.

(b) Prepare boats for lowering.

(8) ABBREVIATED PROCEDURES. All personnel are required to exercise individual initiative in abandoning ship as quickly as possible upon receipt of the order. The word may be passed "All hands abandon ship without delay." No preparatory order is given.

(9) ORDERLY PROCEDURES. Orderly abandonment consists of three phases:

(a) Preparation.

(b) Abandonment of all but securing details.

(c) Abandonment by securing details.

(10) The commanding officer shall issue orders to abandon ship according to circumstances.

(a) Phase I. "All hands prepare to abandon ship." When this order is given, all personnel below decks who are not engaged in securing or salvage duties precede topside. All personnel put on life jackets. OICs of debarkation stations order rigging of nets, lines, and ladders over ship's sides.

(b) Phase II. "All hands abandon ship, except securing and salvage details," or "All hands abandon ship." When this order is given, officers in charge of debarkation stations direct release of life rafts and lowering of boats. Personnel proceed over the sides in an orderly fashion.

(c) Phase III. "Securing and salvage detail abandon ship."

(11) SHIP'S SALVAGE CREW. The ship's salvage crew is a skeleton crew remaining on board to continue salvage operations. This detail shall take action to save the ship, including pre-parations for towing, restricted steaming, or any other action necessary to ensure that ship's return to port. The engineer officer is responsible for training the securing and salvage detail.

i. REFERENCES.

(1) NTPP 3-20.31, Surface Ship Survivability

(2) Navy Ships' Technical Manual, CH 470, Shipboard Biological Warfare (BW)/Chemical Warfare (CW) Defense and Countermeasure

(3) COMNAVSURFORCEINST 3541.1 (series), Repair Party Manual for Naval Surface Force

(4) CJCSINST S3121.01 (series), Standing Rules of Engagement

6.4.2 AIRCRAFT CRASH AND RESCUE BILL

a. PURPOSE. To set forth procedures for developing and implementing aircraft crash and rescue bills.

b. RESPONSIBILITY FOR THE BILL. The executive officer shall appoint an officer to maintain this bill.

c. INFORMATION. Each ship must be prepared to rapidly implement its Aircraft Crash and Rescue Bill. Wide variances in

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ship characteristics, organization, and capabilities preclude the establishment of a general bill applicable to all units. A copy of NAVAIR 00-80R-14-1 should be in the custody of the officer appointed to maintain the Aircraft Crash and Rescue Bill.

d. PROCEDURES. TYCOMs promulgate bills which are generally applicable to ships of their forces. Within the guidelines issued by higher authority, individual ships modify TYCOM bills to meet specific requirements.

e. REFERENCE. NAVAIR 00-80R-14-1, NATOPS U.S. Navy Aircraft Rescue Information Manual

6.4.3 EMERGENCY STEERING BILL

a. PURPOSE. The purpose of this bill is to outline standard procedures for a steering casualty.

b. RESPONSIBILITY FOR THE BILL. The Navigator, with the technical assistance of the Engineer Officer, shall be responsible for this bill.

c. RESPONSIBILITIES AND PROCEDURES. If steering control is lost, the responsibilities set forth here apply. Detailed procedures applicable to the equipment installed in after steering shall be issued in supplemental instructions.

(1) THE HELMSMAN IN THE PILOT HOUSE shall:

(a) Report casualty immediately to the OOD.

(b) Sound the steering casualty alarm.

(c) Center the rudder angle indicator amidships.

(2) THE OFFICER OF THE DECK shall:

(a) Use all means available to avoid grounding or collision with other ships.

(b) Immediately notify the after steering helmsman by sound-powered phone or by 1MC as follows: "Bridge has lost control. After steering take control. Steer course (or steer by rudder angle indicator)."

(c) Verify that after steering has control.

(d) Ensure that the Commanding Officer is notified.

(e) Signal the loss of control to the OTC and to ships in the vicinity, using voice radio, whistle, and visual methods as required by the Rules of the Road and ATP 1, Volume I (NOTAL).

(3) THE AFTER STEERING HELMSMAN shall (at the sound of the steering casualty alarm or upon notification by sound-powered phone):

(a) Trip the control cable selector switch out.

(b) Steer from his/her station either by matching pointers on the rudder angle indicator or by steering a course designated by the OOD.

(4) THE QUARtermaster OF THE WATCH shall:

(a) Notify the Commanding Officer, Executive Officer, Navigator, and main engine control of the casualty.

(b) Enter pertinent data in the quartermaster's log.

(5) THE BOATSWAIN'S MATE OF THE WATCH shall:

(a) Pass the word "Steering casualty" as directed by the OOD.

(b) Prepare to proceed to after steering when directed by the OOD.

(6) THE DUTY ELECTRICIAN'S MATE AND AUXILIARY MACHINIST'S MATE shall proceed immediately to after steering. The duty EM/IC shall assist the auxiliary man watch in determining and correcting the cause of casualty and report the status to the bridge/OOD.

6.4.4 JETTISON BILL

a. PURPOSE. To establish procedures for jettisoning material to improve stability impaired by damage.

b. RESPONSIBILITY FOR THE BILL. The DCA is responsible for maintaining this bill.

c. PROCEDURES. Jettisoning should be accomplished by any available personnel. The highest heavy mobile weight should be removed first followed by lower heavy mobile weights in order of accessibility. Weight handling equipment should be retained until it is no longer useful. Upon command determination that jettisoning is necessary, removal of weight should be accomplished in the following order. This partial listing does not preclude jettisoning of other items as deemed appropriate by the individual command.

- (1) Aircraft - flight deck.
- (2) Tractors - flight deck.
- (3) Ammunition - main deck and above.
- (4) Aircraft - hangar deck.
- (5) Bomb dollies and torpedo skids.
- (6) Heavy or bulky spares stored topside.
- (7) Tractors, finger lifts, jeeps.
- (8) Cranes (when no longer useful to move heavy weights).

d. RESPONSIBILITIES:

(1) THE DCA shall recommend jettisoning and sequence of items for jettisoning to the commanding officer.

(2) THE AIR OFFICER* shall direct the jettisoning of items on the flight and hangar decks when directed by the commanding officer.

(3) WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER)* shall jettison ammunition when directed by the commanding officer.

*NOTE: These responsibilities belong to the 1LT if an air officer or weapons officer or combat systems officer is not assigned.

6.4.5 MAN OVERBOARD BILL

a. PURPOSE. To provide policies for assignment of personnel to duties and stations and to provide procedures for

recovering one person or a small number of personnel from the water.

b. TRAINING. Each Sailor aboard ship shall be instructed in the action to take if they fall overboard and the rescue action which can be expected of the ship. Non-swimmers shall be given the opportunity, by means of organized classes or otherwise, to qualify as swimmers. Frequent drills and instruction of the watch sections and rescue details shall be conducted to ensure the successful execution of this bill.

c. RESPONSIBILITY FOR THE BILL. The 1LT is responsible for this bill and shall make all changes subject to the approval of the executive officer.

d. INFORMATION. This bill may be used to organize a ship's company for recovery of personnel from aircraft downed at sea as well as for recovery of personnel lost overboard from a ship in company. Procedures for recovery of a large number of survivors are contained in the Rescue and Assistance Bill.

e. PROCEDURES AND RESPONSIBILITIES.

(1) THE EXECUTIVE OFFICER shall:

(a) Ensure man overboard identification (MOBI) is activated and tested prior to getting underway.

(b) Supervise all deck recovery procedures.

(c) Be equipped with a megaphone.

(d) Require a muster of all personnel to verify absence of a person from the ship.

(2) DEPARTMENT HEADS shall:

(a) Ensure that division officers assign qualified personnel to stations and duties.

(b) Muster personnel when so ordered, and make reports to the OOD.

(3) DIVISION OFFICERS shall:

(a) Assign personnel from each watch section to duties in the man overboard bill.

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

(c) Muster the division, and report muster to the Department Head when required.

(4) ANY PERSON SIGHTING A MAN OVERBOARD shall:

(a) Sing out: "Man overboard, port (starboard) side."

(b) Inform the OOD as quickly as possible.

(c) If near a life ring or other life saving equipment, throw or release the equipment as near the person as possible. (At night, lights, flares, or night markers should be used to preclude the release of excessive life rings which may subsequently hamper survivor identification and recovery).

(5) THE LIFEBUOY WATCH shall:

(a) Throw day or night markers and a life ring over on hearing "man overboard," regardless of whether or not they see the person.

(b) Upon sighting the person, throw additional life rings and flares to mark the person. (At night care should be taken to preclude the release of excessive life rings with lights, flares, or other night markers which may subsequently hamper survivor identification and recovery).

(c) If the ship is fueling and highly volatile fuel such as gasoline or jet fuel is in the water or if under darkened ship condition, a flare shall not be used.

(6) THE OOD shall:

(a) Upon receipt of information of a person overboard, maneuver the ship according to prescribed doctrine (including the use of man overboard identification information).

(b) Have the word passed twice: "Man overboard, port/starboard side."

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(c) Sound six or more short blasts on the ship's whistle, and make appropriate visual signals as specified in Volumes I and II of ATP 1:

(d) Notify ships in company and the OTC.

(e) Inform the commanding officer, executive officer, and flag duty officer, if appropriate.

(f) Take steps to keep the person in sight if practical. Normally a lookout is established in the "eyes of the ship" to point out the person.

(g) Establish communications with the deck recovery detail.

(h) Keep the deck recovery detail informed of the recovery side of the ship.

(i) Have life raft or other lifesaving equipment released as instructed by the commanding officer. Use searchlights if the situation dictates.

(7) THE CICWO shall:

(a) Shift DRT to 200 yard-per-inch-scale, and plot position of ship and the estimated initial position of the person in the water.

(b) Keep the OOD informed of range and bearing to the person in the water and the life raft and/or boat (if in the water).

(c) Establish communications with the rescue helicopter (if available).

(d) Recommend appropriate search plan.

(8) THE RELIEF OFFICER OF THE DECK or the JOOD shall assume command of the lifeboat as designated.

(9) THE FIRST LIEUTENANT shall:

(a) Direct personnel of the rescue detail on deck.

(b) Control the lowering of the life boat in accordance with orders from the commanding officer.

(c) Station personnel with heaving lines at the proper side of the ship.

(d) Direct lowering of embarkation ladder or net.

(e) Station and control swimmers, each equipped per the AEL in the ship's COSAL.

(10) THE DECK RESCUE DETAIL of the watch section designated by the OOD shall:

(a) Proceed to designated topside stations with equipment per Table 6-1 Boat Rescue Equipment. Equipment is listed on an AEL in the ship's COSAL.

(b) Carry out recovery or rescue procedures as directed by the 1LT.

(c) When ship is at general quarters, personnel will remain at battle stations until released by control officers. The 1LT/weapons officer (combat systems officer) shall designate personnel for the lifeboat detail.

f. INTERIOR COMMUNICATIONS. Interior communications should be established as necessary:

(1) From navigation bridge to:

- (a) Quarterdeck
- (b) Lifeboat davits
- (c) Searchlights

(2) From CIC to:

- (a) Helicopter deck control station
- (b) Signal bridge

g. BOAT RESCUE

(1) The 1LT shall take charge of shipboard recovery stations.

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(2) The ship's boatswain or senior boatswain's mate will take charge of the boat lowering detail.

(3) Required boat rescue equipment is listed in Table 6-1 Boat Rescue Equipment, listed on an AEL in the ship's COSAL. Specific responsibilities for rescue personnel are set forth in Table 6-6 Rescue Responsibilities.

STATION	PERSONNEL ASSIGNMENT	WATCH DURATION	DIV	DUTIES
FANTAIL LIFEBOUY WATCH	SA/SN	CONTINUOUS 4-HOUR	DECK	THROW LIFEBOUY IN VICINITY OF MAN IN WATER
LIFEBOAT CREWS	BM SN ^(1,2) FN ⁽²⁾	CONTINUOUS 4-HOUR WATCH	DECK	MAN BOAT TO RECOVER MAN READY BOAT FOR LOWERING
			A DIV	
	HM ⁽³⁾	ON CALL	H	FIRST AID
	SM	ON CALL	OS	COMMUNICATIONS
BOAT DIV LOWERING DETAIL		ON CALL	DECK	LOWER BOAT WHEN ORDERED STAND BY TO PICK UP BOAT
DECK RESCUE DETAIL	2 SA	ON CALL	DECK	MAN HEAVING LINES WITH KAPOK MONKEY FISTS
	BM, 2 (ANY)	ON CALL	DECK	LOWER LADDER AND NETS
	2 (ANY ^(1,4))	ON CALL	DECK	STAND BY IN HARNESS TO ASSIST MAN IN WATER
	4 SA/SN	ON CALL	DECK	ATTEND LINE ON SWIMMERS
SPECIAL	2QM	ON CALL	OS	KEEP MAN IN SIGHT
SHARK WATCH	GM	ON CALL	DECK	USE RIFLE FIRE TO DRIVE OFF A SHARK ONLY AS A LAST RESORT AND WHEN DIRECTED
¹ MUST BEGRADUTE OF A CNO APPROVED RESCUE SWIMMER SCHOOL.			⁴ ON MCM, MHC AND PC CLASS VESSELS, THE REQUIREMENTS IS ONE RESCUE SWIMMER.	
² IN-BOAT SHARK WATCH.				
³ IN BOAT VICTIM LOOKOUT.				

Table 6-6 Rescue Responsibilities

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(4) The lowering detail will consist of different duties and different numbers of personnel, depending on ship type. The rescue boat detail consists of the personnel and equipment set forth in Table 6-7 Life Saving Crew and Table 6-8 Signals Between Ship and Boat.

NUMBER OF PERSONNEL	RATE	DUTY	DEPARTMENT
1#	JOOD	BOAT OFFICER WITH BINOCULARS	ANY
1#	BM 3/2	COXSWAIN	DECK
2*	ANY	RESCUE SWIMMER	ANY
1**#	SM 3/2	COMMUNICATIONS/RIFLEMAN	OPS
1***#	HM	CORPSMAN	MED
*MUST BE A GRADUTE OF CNO APPROVED RESCUE SWIMMER SCHOOL ** MUST BE QUALIFIED ON M14/M16 RIFLE FOR SHARK WATCH. *** ONLY WHEN TWO OR MORE ON BOARD # MUST BE SECOND CLASS SWIMMERS NOTE 1 IN AN EMERGENCY SITUATION, WHERE HUMAN LIFE IS IN JEOPARDY, THE NUMBER OF PERSONNEL AUTHORIZED DURING HOISTING CAN BE INCREASED UP TO THE FULL CAPABILITY OF THE BOAT. ALL PERSONNEL SHOULD BE DEBARKED AT THE RAIL INCLUDING THE BOAT CREW IF NOT REQUIRED FOR HOISTING THE BOAT INTO THE SKID. NOTE 2 INHERENTLY BOUYANT LIFE JACKETS AND SAFETY HELMETS SHALL BE WORN BY ALL EMBARKED PERSONNEL DURING HOISTING/LOWERING. NOTE 3 THE MAXIMUM NUMBER OF PERSONNEL DURING HOISTING/LOWERING IS DEPENDANT ON BOAT TYPE. REFER TO SHIP'S DOCUMENTATION TO DETERMINE SAFE NUMBER.			

Table 6-7 Life Saving Crew

h. RESCUE PROCEDURES IN THE HARBOR. The procedures in the harbor are initiated by the OOD, who orders the word passed "Man overboard _____ side." All available boats are called away. Commanding officer, executive officer, and flag duty officer, if appropriate, are notified. Any available line officer is dispatched to direct the rescue efforts from the boat. Life buoys and/or kapok-covered monkey fists on a heaving line are thrown to the person in the water.

i. SPECIAL RESCUE PROCEDURES IN HEAVY WEATHER. Such procedures require the following added considerations.

(1) A long approach on the person usually avoids placing the ship in a dangerous condition with respect to the seas.

(2) Avoid stopping in such a position that the person is rolled under the ship when alongside.

(3) A down wind or down sea approach is normally best. Use engines to hold ship in position when stopped.

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(4) All hands should stay clear of forecastle during rescue operations. They should avoid working in areas where heavy seas are breaking on the ship. Close coordination between the bridge and rescue detail is required.

FROM SHIP TO BOAT FLAG OR BLINKER	PYROTECHNICS	MEANING
TWO THREE THREE PORT	TWO WHITE STARS ONE WHITE STAR ONE RED STAR	STEADY ON RESENT COURSE STEER STRAIGHT AWAY FROM SHIP STEER LEFT (OR TO PORT). WHEN HAULED OWN, CEASE TURN AND STEADY ON PRESENT COURSE.
THREE STBD	ONE GREEN STAR	STEER RIGHT (OR TO STARBOARD). WHEN HAULED DOWN, CEASE TURN AND STEADY ON PRESENT COURSE
EIGHT QUEBEC	TWO GREEN STARS TWO RED STARS	STEER STRAIGHT TOWARD SHIP RETURN TO SHIP
FROM BOAT TO SHIP VISUAL SIGNALS	PYROTECHNICS	MEANING
BLINKER OR SEMAPHONE	ONE GREEN STAR ONE WHITE STAR ONE RED STAR	CANNOT FIND MAN HAVE RECOVERED MAN NEED ASSISTANCE

Table 6-8 Signals Between Ship and Boat

(5) Only rescue personnel shall be permitted topside. Life jackets shall be required for rescue personnel.

(6) When the person is recovered, all hands should be clear of exposed decks before rendering first aid.

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

(8) Any or all of the following may be used as the circumstances dictate:

- (a) Life rings
- (b) J-bar davits rigged with rescue lines following
- (c) Kapok-covered monkey fists on heaving lines
- (d) Tended swimmers
- (e) MK 87 line throwing kit
- (f) Ladders and nets

(g) Life raft.

6.4.6 NUCLEAR REACTOR PLANT CASUALTY BILL

a. PURPOSE. To establish general procedures, assign responsibilities, and define the basic considerations involved in a nuclear power plant casualty.

b. RESPONSIBILITY FOR THE BILL. The engineer/reactor officer, under the supervision of the executive officer, is responsible for maintaining this bill. The engineer/reactor officer, under the supervision of the commanding officer, shall conduct drills to test the adequacy of the bill and to evaluate the state of training.

c. INFORMATION. In the unlikely event that reactor conditions degrade to the point of producing a nuclear reactor accident or radiological accident, immediate and proper action in all compartments is mandatory to minimize damage or spread of radioactive contamination. The ship must be prepared to take correct action to control, monitor, and decontaminate affected areas and personnel.

d. ACTION.

(1) All ships shall maintain a nuclear reactor accident/incident plan in a folder assembled with applicable documents and directives from higher authority including a check off list based on OPNAVINST N3040.5 (series), NAVSEA S9213-3MA-000/(V), for all ships except tenders (AS and AD) or NAVSEA 389-0153, for AS and AD type ships. This folder will be unique to the ship and its current location.

(2) A nuclear-trained officer will be assigned to maintain this folder.

(3) All engineering officers of the Watch, EDOs, Engineering Watch Supervisors and other supervisory personnel as designated by the commanding officer shall be familiar with this folder and shall review it periodically. A disclosure record shall be maintained.

(4) The ship will ensure its readiness to respond to a nuclear power plant casualty by periodically conducting drills prepared by the engineer/reactor officer with approval of the commanding officer.

e. PROCEDURES AND RESPONSIBILITIES:

(1) THE COMMANDING OFFICER/CDO shall:

(a) Set the appropriate material condition to contain the hazard within the ship.

(b) If in-port, prepare to get underway and proceed to sea.

(c) Be prepared to assume responsibility commensurate with the situation as defined by OPNAVINST 3040.5 (series) until relieved by higher authority. Immediately notify proper authorities with correct information.

(d) Initiate all applicable sections of the command's nuclear reactor accident/incident plan.

(2) THE EXECUTIVE OFFICER shall:

(a) Direct that the appropriate material condition be set, and ensure that the ship's damage control organization responds to its fullest capabilities.

(b) Assist the commanding officer in preparing report data.

(c) Assign duties to members of the ship's force who are not immediately involved in the casualty and who do not have a specific responsibility assigned under this bill.

(3) THE ENGINEER/REACTOR OFFICER shall:

(a) Take charge at the scene of the casualty.

(b) Inform the commanding officer of all major developments.

(4) THE DCA shall:

(a) Direct the ship's damage control organization in assisting the personnel at the scene.

(b) Inform the commanding officer of the status of the casualty, and of any requirements for outside assistance.

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(c) Recommend to the commanding officer types of respiratory protection and other anti-contamination measures appropriate to the casualty.

(d) Recommend personnel evacuation or other necessary measures.

(5) ALL OFFICERS, if not specifically assigned duties, shall proceed to the damage control party staging areas or to appropriate departmental spaces which may be affected by the emergency, take charge of emergency action, and render all possible assistance.

f. REFERENCES:

(1) OPNAVINST N3040.5 (series), Procedures and Reporting Requirements for Nuclear Reactor and Radiological Accidents

(2) NAVSEA S9213-3MA-000 (V), Radiological Controls for Ships

(3) NAVSEA 389-0153, Radiological Controls (AS and AD type ships)

6.4.7 NUCLEAR WEAPONS ACCIDENT/INCIDENT BILL

a. PURPOSE. To establish general procedures, assign responsibilities, and define the specific hazards and basic considerations involved in a nuclear weapons accident/incident.

b. RESPONSIBILITY FOR THE BILL. The weapons officer (or combat systems officer) under the supervision of the executive officer, is responsible for this bill. The nuclear safety officer (if assigned) shall assist the weapons officer with this bill.

c. INFORMATION. A nuclear weapons accident/incident is a potential or actual casualty to a nuclear weapon or related system which endangers personnel, the ship, or its vital equipment.

d. DEFINITIONS. Nuclear weapons accidents and incidents:

(1) NUCLEAR WEAPON ACCIDENT. An unexpected event involving nuclear weapons or nuclear components which results in any of the following:

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(a) Accidental or unauthorized launching, firing, or use by U.S. forces or by U.S. supported allied forces of a nuclear capable weapon(s) system which could create a risk of war.

(b) Nuclear detonation.

(c) Non-nuclear detonation/burning of a nuclear weapon.

(d) Radioactive contamination.

(e) Seizure, theft, or loss of a nuclear weapon or nuclear component, including jettisoning.

(f) Public hazard, actual or implied.

(2) NUCLEAR WEAPON SIGNIFICANT INCIDENT. An unexpected event involving weapons or nuclear components which does not fall in the nuclear weapon accident category but:

(a) Results in evident damage to a nuclear weapon or nuclear component to the extent that major rework, complete replacement, or examination or recertification by the Department of Energy (DOE) is required; or:

(b) Requires immediate action in the interest of safety, or which may result in adverse public reaction (national or international) or premature release of information; or

(c) Has such potential consequences as to warrant the informational interest or action of CNO, Fleet Commander, or area coordinator (as appropriate), and others in the military chain of command.

(3) NUCLEAR WEAPON INCIDENT. A casualty which, by contrast, does not fall into the aforementioned categories. It is defined as any unexpected event involving a nuclear weapon or component (including war reserve, operational suitability test, quality assurance service test, training weapons, associated test and handling equipment), resulting in any of the following:

(a) Incidents whereby the possibility of detonation or radioactive contamination is increased.

(b) Individual errors committed in the assembly, testing, loading, or transporting of equipment; or the

malfunctioning of equipment and material which could lead to an unintentional operation of all or part of a weapon arming or firing sequence.

(c) Individual errors committed in the assembly, testing, loading, or transporting of equipment; or the malfunctioning of equipment, and material which could lead to substantially reduced yield or increased dud probability.

(d) Any natural phenomenon, over which man has no control, resulting in damage to weapon or component.

(e) Any unfavorable environment or condition which causes damage to a weapon or component.

(f) An unfavorable environment or condition, which subjects a nuclear weapon to vibration, shock, stress, extreme temperature, or other environment sufficient to cause a question of reliability or safety of the type weapon involved. This includes exposure or suspected exposure of the weapon or major components to electrical or electromagnetic energy which could energize or damage weapon components.

e. GENERAL PLAN. For planning purposes, nuclear weapons accidents or significant incidents may be divided into these phases:

(1) PREPARATORY PHASE. All cognizant personnel are placed on alert, and firefighting personnel and equipment are readied for use during any nuclear weapons handling evolutions in order that response time is minimized.

(2) ACCIDENT PHASE. During this phase, personnel determine the nature of the problem and take immediate actions to control the effects of an explosion/fire or release of radioactivity.

(3) EOD PHASE. Once the effects of a casualty have been contained, the weapon must be rendered safe by the EOD team. Setting the re-flash watch, removing or isolating of loose high explosive, and de-watering and de-smoking normally are conducted during this phase.

(4) MONITORING PHASE. Radiation casualty teams with alpha and gamma survey meters and air sample devices determine what radiation hazards exist to enable the on-scene commander to evaluate the situation.

(5) DECONTAMINATION PHASE. Contaminated or injured personnel are removed, decontaminated, and provided medical assistance as necessary. Guidance for the medical aspects of nuclear safety is in special weapons ordnance publications (SWOPs) and other references of higher authority. Once radiation areas are determined during the monitoring phase, outside assistance may be requested for personnel and advice as to how best to decontaminate affected areas.

(6) REPORTING PHASE. Initial, progress, and final reports must be submitted as applicable.

(a) The order in which the phases occur is not fixed because of the many situations that may arise. Generally, portions of each phase may occur simultaneously.

(b) Effective on-scene leadership and internal communications are essential for rapid control and neutralization of any nuclear weapon casualty situation.

f. IMMEDIATE ACTION.

(1) Control the effects of an explosion/fire by standard damage control procedures. Ensure that other weapons/explosives in the immediate vicinity are protected from the effects of heat. Loose high explosives create additional hazards.

(2) Determine radiation hazards and gross contamination using survey meters or air sampling equipment. All personnel on scene should have some type of respiratory protection and should be relieved as soon as practical by personnel in proper protective clothing. Contamination must be controlled as soon as possible. The spread of any amount of radioactive contamination may cause considerable public concern.

(3) Table 6-9 Criteria for Whole Body Radiation Exposure contains suggested criteria for radiation exposure during a nuclear weapons accident or significant incident.

g. PROCEDURES AND RESPONSIBILITIES.

(1) THE COMMANDING OFFICER/CDO shall:

(a) Set appropriate material condition to contain the hazard within the ship. If necessary in port, put emergency shore survey team ashore.

DURING EMERGENCY PHASE (EXPOSURE LARGELY CONTROLLED)	
1. NO PHYSIOLOGICAL CHANGES LIKEY TO BE OBSERVED	LESS THAN 25 REM
2. NO IMPAIRMENT LIKELY BUT SOME PHYSIOLOGICAL CHANGES MAY OCCUR. MEDICAL OBSERVATION REQUIRED	25 TO 150 REM
3. SOME PHYSICAL IMPAITMENT POSSIBLE	OVER 150 REM
4. LETHAL EXPOSURE FOR MORE THAN 50 PERCENT OF PEOPLE	OVER 450 REM
5. LETHAL EXPOSURE FOR 100 PERCENT OF PEOPLE	OVER 600 REM
DURING SUBSEQUENT PHASES (EXPOSURE CONTROLLED)	
1. AREAS SHOULD BE POSTED AND PERSONS MONITORED.	OVER 1 REM/HR
2. LIMIT FOR INDIVIDUALS IN THE GENERAL POPULAYION NOT OCCUPATIONALLY EXPOSED.	OVER 0.5 REM/YR
3. MUST BE REPORTED TO THE NAVAL MEDICAL COMMAND AS EXCEEDING OCCUPATIONAL LIMIT.	OVER 3 REM/QUARTER YR
4. RECOMMENDED LIMIT FOR PLANNED EXPOSURE DURING EMERGENCY RECOVERY PHASE	12 REM

Table 6-9 Criteria for Whole Body Radiation Exposure

(b) If in port, prepare to get underway and proceed to sea if necessary to reduce the possibility of hazard to life and property in the vicinity.

(c) Assume duties of immediate on-scene commander until relieved by higher authority. Immediately provide the proper authorities with correct information.

(d) Monitor ship and vicinity to determine extent and degree of contamination. If in port, request assistance from local authorities as necessary to adequately control entry and departure from the possible contaminated area. Restriction of entry and accountability of personnel is important. It is preferable to have local authorities enforce isolation and/or evacuation of any contaminated area ashore.

(e) Evacuate personnel from ship as necessary.

(f) If rescue or salvage operations are involved, advise as to the degree of radioactive hazard to divers and rescue personnel.

(g) Provide assistance to other ships involved in a nuclear weapons accident/incident.

(h) Make necessary reports.

(2) THE EXECUTIVE OFFICER shall:

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(a) Direct that the appropriate material condition be set and ensure that the ship's damage control organization responds to its fullest capabilities.

(b) Assist the commanding officer, and provide information/updates of all significant developments and suspected or anticipated damage to the ship's systems.

(c) Assign duties to members of ship's force not immediately involved in the casualty and who do not have a specific responsibility assigned under this bill.

(3) THE IMMEDIATE ON-SCENE OFFICER shall:

(a) Immediately notify the bridge and damage control central of a nuclear weapons accident/significant incident situation.

(b) Take charge at the scene to minimize loss of life and material damage until relieved by the weapons officer or other designated officer who is specifically trained to cope with a nuclear weapons casualty situation.

(4) THE WEAPONS OFFICER (OR COMBAT SYSTEM OFFICER) shall:

(a) Take charge at the scene of the casualty.

(b) Inform the commanding officer of all major developments and any requirements for outside assistance.

(5) THE DCA shall:

(a) Direct the ship's damage control organization in assisting personnel at the scene.

(b) Establish a decontamination route for personnel leaving the scene of the casualty and set up personnel decon-tamination stations.

(c) Recommend to the commanding officer the types of respiratory protection and other anti-contamination measures appropriate to the casualty.

(d) Establish stay-times for personnel at the scene based on initial radiation monitoring results.

(6) THE MEDICAL DEPARTMENT REPRESENTATIVE shall:

(a) Prepare to receive and treat injured personnel.

(b) Inform the commanding officer of the status of personnel casualties, and of any requirements for outside assistance.

(c) Make recommendations on personnel evacuation or other measures as deemed necessary.

6.4.8 TOXIC GAS BILL

a. PURPOSE. To specify the procedures and assign duties and responsibilities for controlling and minimizing the effects of toxic gas within the unit. See NTTP 3-20.31 Surface Ship Survivability.

b. RESPONSIBILITY FOR THE BILL. The DCA is responsible for this bill.

c. INFORMATION.

(1) Toxic gases which may be encountered include those gases whose presence indicates an emergency condition (chlorine, and so forth) and for which no allowable concentration is established and those normally generated gases (carbon monoxide, ammonia, carbon dioxide) for which permissible limits have been established for continuous exposure. (See Table 6-10 Example of Toxic and Hazardous Gas/Vapors That May Be Encountered). The ship's response to a toxic gas emergency should include the immediate evacuation of personnel, determination of the hazard, and removal of the hazard. The response could be summarized as an accelerated gas free evolution.

(a) Conduct atmospheric testing, even if the source can be found and stopped. If the local reading is high, it is possible to wait for dilution. All exposed personnel should be observed by a medical representative for symptoms of toxic exposure.

(b) If initial concentration meets "immediately dangerous to life or health" levels and if the source cannot be found quickly and stopped, or if personnel develop symptoms traceable to the material, fresh air ventilation and/or respiratory protection must be used.

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(c) If the operational or tactical situation on board submarines does not require continued submergence, surface ventilation is preferable when any appreciable quantity of toxic material is discovered.

(2) The decision as to whether the general alarm should be sounded must be based on the circumstances. The appropriate word must be passed to notify all hands of a toxic gas emergency. Slight over tolerances will not require sounding of the general alarm. On the other hand, excessive smoke or the rapid escape of any toxic gas may dictate the sounding of the general alarm.

(3) The affected compartment usually can be determined by direct report from that compartment. Do not rely solely on reports from the affected space because those personnel may have been overcome by the toxic vapors. Care should be taken to monitor boundary spaces in addition to the affected space.

(4) If a submarine is completely submerged, chlorine will most likely be detected in the ventilation exhaust. If surfaced, snorkeling, or ventilating, chlorine will most likely be detected only in the battery well. If chlorine is encountered, secure the agitation system. Chlorine is most likely to be caused by flooding, which could also produce fire.

d. PROCEDURES AND RESPONSIBILITIES.

(1) ALL HANDS shall:

(a) Pass the word to the OOD giving type and source of gas, compartment name and number, and status of personnel remaining in space or vicinity.

(b) Shut bulkhead flappers, for applicable ships, and dog watertight doors.

(c) Carry out procedures of the General Emergency and Toxic Gas Bills.

(d) If gas is concentrated in one compartment, all unnecessary personnel shall evacuate the compartment immediately. Those remaining shall evacuate as soon as possible and shall wear respiratory protection while required to remain in the space.

GAS/VAPOR	HOW USUALLY PRODUCED	HOW PROBABLY DETECTED	EFFECTS OF OVEREXPOSURE
Acetone	Use as solvent	Smell	
Acetylene	Welding Bottle Leak	Order of natural gas used in ranges	Fire hazard, slight eye and nose irritation at high concentration
Acrolein	Cooking, engine exhaust, cigarette smoke	Smell	Suffocating at high concentrations, explosive above 2.5%
Amine Vapor	CO ₂ scrubber carryover	Ammonia-like odor	Irritating to eyes and throat
Ammonia	Amine decomposition	Ammonia odor	Irritating to eyes and throat
Arsine	Battery gassing	Smell—garlic, rotten egg	Nausea and vomiting
Stibine			
Hydrogen			
Carbon Dioxide	Human exhalation, fire extinguisher	Installed gas analyzer and Dwyer apparatus	Headache, dizziness and headaches at high concentrations
Carbon Monoxide	Smoking, fuel, combustion exhaust, cooking	Gas analyzer	Headache, sleepiness, Death
Chlorine	Salt in battery, chlorate candles	Clorox order if high concentrations	Burning of eyes and throat, Death
Freon	Refrigeration and air conditioning leaks	Gas analyzer	Smother effect at high concentrations, Death
Hydrocarbons (various types)	Cooking, paints, solvents, fuels, leaks	Smell	Dizziness, irritation of eyes/throat
Hydrochloric Acid	Oxidation of Freon	Acrid odor	Burning of throat and eyes
Hydrofluoric Acid Fumes	Oxidation of Freon	Acrid odor	Burning of throat and eyes
Hydrogen sulfide	Sanitary tanks, sewage disposal system leakage	Smell, rotten egg odor	Eye irritant, asphyxiate, Death
Mercury sulfide	Leakage from mercury-filled devices, pressure gauges	Mercury vapor detectors	Possible central nervous system damage. Effects may be long-term and not noticeable
Ozone	High voltage electrical equipment - precipitron	Smell	Lungs and respiratory irritant, headaches
Sulfuric acid mist, sulfur gases	Battery gassing, sanitary leakage	Acrid odor	Irritating to eyes, nose, and throat.

Table 6-10 Example of Toxic and Hazardous Gas/Vapors That May Be Encountered

(e) Designated repair personnel don respiratory protection.

(2) THE OOD shall:

(a) Sound the general alarm and signal the emergency (on report of a large amount of toxic gas).

(b) Pass the word again.

(c) On board submarines, reduce load on battery to minimum. Secure battery charge if in progress.

(d) Carry out other applicable sections of the General Emergency Bill.

e. REFERENCES:

(1) S9510-AB-ATM-010, Nuclear Powered Submarine Atmospheric Control Manual

(2) OPNAVINST 5100.23 (series), Navy Safety and Occupational Health Program Manual

(3) Naval Ships' Technical Manual 074 VOL 3 - Gas Free Engineering

(4) OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat

(5) NTTP 3-20.31 Surface Ship Survivability

6.4.9 NUCLEAR REACTOR SECURITY BILL

a. PURPOSE. To provide a team to respond quickly to any attempt to sabotage or damage the reactor plant aboard nuclear powered ships.

b. RESPONSIBILITY FOR THE BILL. The engineer officer is responsible for this bill.

c. INFORMATION. Overall ship security provisions are the first line of protection for limiting access to reactor plant spaces to authorized personnel. Situations could occur wherein an unauthorized boarder, crew member, or other individual(s) might maliciously damage the nuclear reactor or its vital support components which could result in a nuclear reactor accident or radiological accident. This bill provides for a first line of armed protection and an assigned team of trained personnel who can proceed to a designated trouble area to limit or prevent sabotage. The SDF shall be activated immediately to assist the team with any significant threat.

d. REQUIREMENTS:

(1) The NUCLEAR REACTOR SECURITY TEAM shall:

(a) Consist of a minimum of two people who can reach the scene of possible sabotage within 5 minutes notice with a backup force of three people armed with firearms who can respond within 10 minutes of the initial alert.

(b) Be indoctrinated in the topics listed below: Documentation of such training shall be in accordance with TYCOM's instructions.

1. General orders.
2. Operation and use of communications equipment.
3. Application of deadly force.
4. Rules of engagement (to include personnel identification, apprehension, and control).
5. Appreciation of local threat.
6. Overview of ship's nuclear reactor security plan.
7. Procedures for drills and exercises.
8. Qualification or familiarization firing of type of assigned weapon for those team members required to bear firearms.
9. Requirements for entry into nuclear propulsion spaces.
10. Familiarization with propulsion plant spaces to ensure ability to provide protection for those spaces.

(2) While a nuclear-powered ship is in-port, there shall be an armed (i.e., equipped with firearm and associated ammunition) security watch at each point of access used by personnel not assigned to the ship. This requirement is in addition to the armed response required in paragraph 6.4.9d(1) and should ensure that only authorized personnel have access to

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the ship. This function is normally provided by the armed topside watch aboard a nuclear-powered submarine and an armed watch stander on each brow of a nuclear-powered surface ship. However, in locations where an external armed response is provided and positive access to the area adjacent to the ship is controlled (i.e., shipyards), this first line of armed protection can be transferred under an appropriate security memorandum of agreement between the ship and supporting activity.

(3) This bill shall be in effect for any commissioned ships with a reactor core installed. For new construction ships, the prospective commanding officer or OIC shall establish this bill upon taking custody of a reactor core. By written agreement, new construction ships, overhaul ships, or ships undergoing inactivation may use shipyard resources to satisfy the requirements of this bill in accordance with NAVSEAINST C9210.22B.

(4) Implementing directives shall be prepared and made available to fleet commander inspection teams.

e. PROCEDURES AND RESPONSIBILITIES

(1) THE COMMANDING OFFICER shall:

(a) Ensure that this bill is consistent with other security procedures for the ship.

(b) Approve security drills in nuclear propulsion spaces as recommended by the engineer officer.

(2) THE EXECUTIVE OFFICER shall:

(a) Coordinate assignments of ship's personnel to all ship emergency bills to ensure adequate coverage of the requirements of this bill.

(b) Ensure that teams are organized and trained under paragraph 6.4.9.d.

(c) Monitor performance periodically of the nuclear reactor security response force to ensure adequacy of training and state of readiness. Review reports of discrepancies, direct corrective action and make appropriate reports to the commanding officer.

(d) Issue to all shipboard personnel the procedures and criteria for alerting the Nuclear Reactor Security Team.

(3) THE ENGINEER OFFICER shall:

(a) Ensure that personnel assigned to these teams meet the requirements of NAVSEA S9213-3MA-000/(V), for all ships except tenders (AS and AD), or NAVSEA 389-0153, for AS and AD type ships, for entry into propulsion spaces.

(b) With approval of the commanding officer, conduct drills to ensure the team's proficiency.

(c) Ensure that drills are monitored, discrepancies documented, and corrective action taken.

(d) Ensure that drills do not interfere with nuclear reactor operation.

(4) THE NUCLEAR REACTOR SECURITY TEAM shall:

(a) Respond to reactor/propulsion plant security alerts following local procedures.

(b) During a security alert, request information (hazards, locations which should be protected, etc.) from nuclear qualified watch standers in the propulsion plant.

(c) Unless required to avert sabotage or damage to the reactor plant, take no action which interferes with reactor plant operations or affects the performance of watch standers assigned to the nuclear propulsion plant.

(5) ALL DEPARTMENT HEADS shall provide personnel as requested by the engineer officer to support the requirements of this bill.

e. REFERENCES:

(1) NAVSEAINST C9210.22B, Security and Safety of Nuclear Reactor Plants, Reactor Fuel and Components Containing Plutonium or Enriched Uranium

(2) NAVSEA S9213-3MA-000 (V), Radiological Controls for Ships

(3) NAVSEA 389-0153, Radiological Controls (AS and AD type ships)

6.5. SPECIAL BILLS

6.5.1 ANTI-SNEAK/ANTI-SWIMMER ATTACK BILL

a. PURPOSE. To assign responsibility for and promulgate procedures for defense against sneak/swimmer attack.

b. RESPONSIBILITY FOR THE BILL. The security officer is responsible for this bill. When there is no security officer authorized/assigned, the operations officer, assisted by the CMAA, is responsible for this bill.

(1) When moored in foreign ports or anchored in foreign or hostile waters, ships are vulnerable to attack by swimmers and small boats. To detect and defeat sneak attack, the ship must be organized and trained for this purpose.

(2) Underwater swimmers are particularly vulnerable to underwater explosion and intense noise. Defensive measures against underwater swimmers include detonation of hand grenades at random intervals and active pinging with the ship's sonar. Such measures shall be employed in accordance CJCSI S3121.01 (series) with Standing Rules of Engagement/Standing Rules for the Use of Force for US Forces and/or other rules of engagement/rules for the use of force prescribed by competent authority.

(3) Frequent and irregular turning of the ship's screws and movement of the rudder can effectively deter swimmers.

(4) Defense against swimmer and small boat attack should be emphasized during periods of limited light or low visibility.

(5) Defense in depth is vital for early warning and shall be used to the maximum extent possible.

(6) The SDF shall be activated at the earliest indication of a significant threat.

c. PROCEDURES AND RESPONSIBILITIES. The Anti-Swimmer/Anti-Sneak Attack Watch will be set on orders of the commanding officer when sneak attack is probable or when directed by higher authority. Responsibilities for defending the ship against sneak attack are as follows:

(1) THE EXECUTIVE OFFICER shall supervise the overall sneak attack defensive measures to be taken in accordance with this bill.

(2) THE OPERATIONS OFFICER shall:

(a) Closely screen all operational intelligence information for any indication of possible sneak attack activity in the area in which the ship is located.

(b) Maintain a radar watch of the area around the ship to detect early any small boat activity which may indicate the initiation of a sneak attack.

(c) Establish tactical communication with Navy ships in the vicinity for sneak attack warning and defense coordination.

(d) When a picket boat is in use, establish communications with the boat and exercise radar control over the boat for investigating small boat contacts.

(e) Post a watch at the ship's searchlights to illuminate small boats or swimmers when sighted.

(3) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER) shall:

(a) Provide small arms and hand grenades to the anti-sneak/anti-swimmer attack watch standers as directed by the executive officer.

(b) Supervise the launching and operation of the picket boat when in use. This would be a function of the operations officer if the unit has a combat systems department.

(c) Station a sonar watch, and direct the watch to conduct active pinging on a random basis when so directed by the executive officer.

(4) THE ENGINEER OFFICER shall:

(a) Direct the engine room watch to make a random turnover of the ship's propellers.

(b) Ensure that the material condition of readiness directed by the executive officer is set.

(c) Activate the steering engines to enable the OOD to move the ship's rudder.

(5) THE SHIP SECURITY OFFICER shall:

(a) Advise the executive officer on the number and location of anti-sneak/anti-swimmer attack watches to be posted.

(b) Train personnel for anti-sneak/anti-swimmer attack watch. Post these watches when directed by the executive officer, and ensure that watch standers understand their duties.

d. REFERENCE. CJCSINST S3121.01 (series), Standing Rules of Engagement

6.5.2 NONCOMBAT EVACUATION OPERATIONS (NEO) BILL

a. PURPOSE. To assign responsibilities and promulgate general plans for evacuating civilian personnel from unfriendly shores or disaster areas.

b. RESPONSIBILITY FOR THE BILL. The executive officer is responsible for this bill.

c. INFORMATION. During NEOs, the U.S. Ambassador, not the combatant commander or subordinate joint force commander, is the senior United States Government authority for the evacuation and, as such, is ultimately responsible for the successful completion of the NEO and the safety of the evacuees. Therefore, the direction in NEO planning and execution orders must be integrated into the plans and procedures developed for this bill.

d. RESPONSIBILITIES. Responsibilities for planning and executing an evacuation mission are as follows:

(1) THE EXECUTIVE OFFICER shall organize, direct and supervise the operation assisted by the executive staff and other personnel as required. The Department of State (DoS) is responsible for processing and screening personnel identified for evacuation, though the unit should be prepared to assist depending on the situation. If the unit is tasked with Evacuee Processing, information that will assist with planning can be found in JP 3-07.5.

(2) THE OPERATIONS OFFICER shall:

(a) Organize and direct ship-to-shore movements and embarkation and debarkation.

(b) Coordinate with the Forward Command Element to and control the loading and dispatching of boats ashore. If the situation warrants, organize and direct a beach guard to supervise shore operations.

(3) THE SUPPLY OFFICER shall organize, direct, and supervise the messing of evacuees.

(4) THE PERSONNEL OFFICER/WARDROOM OFFICER shall assign berthing/stateroom and head facilities to evacuees as required.

(5) THE MEDICAL OFFICER shall organize and direct the necessary medical facilities for the health of evacuees and the care and treatment of the sick and injured.

(6) THE AA shall:

(a) Ensure receipt of evacuee administrative paperwork. Depending on the situation, personnel should have a minimum of a completed Evacuee Documentation Card (OF-28) or preferred, a DD Form 2585.

(b) If the evacuation control center is hosted on ship, ensure adequate copies of OF-28, evacuee documentation card from the DoS Emergency Planning Handbook, and/or DD Form 2585 is available to the evacuees. Provide personnel to assist in operating the evacuation control center.

(7) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER) assisted by the CMAA shall organize and direct such sentry details as the executive officer may direct.

e. GENERAL PLANS.

(1) BASIC CONSIDERATIONS. Transportation of civilians in excess of available facilities will constitute a problem in berthing and messing. Evacuees shall be berthed and subsisted as personnel of embarked units or passengers in accordance with the provisions of this bill and other directives issued by the executive officer.

(2) EMBARKATION - DEBARKATION:

(a) Boats. All available ship's boats and any other available boats in the vicinity shall be used for the ship-to-shore movement. Loading and dispatching from the beach shall be under the direction of the FCE/beach guard officer. Boating at the ship shall be controlled by the OOD and any assigned officer assistants.

(b) Helicopter/Fixed-wing aircraft. Aircraft shall be loaded and dispatched from the beach under the direction of the FCE/beach guard officer. Landing and dispatching of aircraft at the ship will be controlled by the air officer as scheduled by the Operations Officer.

(c) Baggage. No baggage or household effects of evacuees shall be loaded except that which can be readily carried by the owner.

(d) Ladders. All accommodation ladders shall be rigged when embarking/debarking by boat. Cargo nets and Jacob's Ladders may be used to embark evacuees if necessary.

(3) ORGANIZATION AND PROCESSING OF EVACUEES. The following section assumes evacuees have been screened by DoS personnel prior to embarking. If initial processing is conducted aboard ship, minimum processing requirements to meet security, medical and identification are discussed in JP 3-07.5.

(a) As evacuees are embarked, the AA shall collect the OF-28, which function as a boarding pass and means to properly identify evacuees. If the DOS did not provide DD Form 2585, Repatriation Processing Center Processing Sheet, have each family unit complete and retain a copy.

(b) Sentries shall direct them to specified areas for ship orientation and berthing assignments under the direction of the personnel officer and the wardroom officer. Where possible, maintaining family integrity.

(c) Evacuees identified as having medical conditions, shall be examined by a doctor or corpsman to determine required treatment. When possible, care should be given to the assign gender appropriate medical personnel. Ensure injuries or apparent diseases are noted on their census cards. On the advice of the medical officer, one compartment shall be designated as a sick bay for evacuees.

(d) The 1LT shall make life jackets available for issuance to each evacuee when registered. If the supply of life jackets is inadequate, women and children shall be given preference. Life jackets must be in each person's immediate possession at all times.

(e) Evacuees shall wear a name tag at all times while aboard. The tag shall bear the evacuee's name, berthing space, and unit number. The supply officer shall ensure that an adequate supply of tags is on board and delivered to the AA, upon request, when the provisions of this bill are placed into effect.

(f) The executive officer shall ensure unit leaders are selected from among the several evacuees. These unit leaders shall be spokespersons and all directions and orders to evacuees shall be made through them. If practical, unit leaders should speak a common language.

(4) MESSING:

(a) Evacuees shall be subsisted in separate mess decks at regular hours; however, if there is overcrowding, the supply officer shall organize and direct an "around the clock" feeding system to ensure that evacuees are adequately fed.

(b) The unit leaders shall detail certain evacuees to mess duties. The number so detailed and their assignment to duties shall be determined by the supply officer with the concurrence of the executive officer.

(5) BERTHING:

(a) If it becomes necessary to displace ship's company personnel from assigned living spaces in order to berth evacuees, they shall, as far as practical, be doubled up with personnel attached to their respective departments. Rotation of bunks by watches may be used to provide sufficient berthing spaces for enlisted personnel as well as evacuees.

(b) Where possible, evacuees shall be located in one section of the ship to facilitate handling and control. Evacuees assigned to a particular unit shall be berthed in the same compartment.

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(c) Where possible family units of evacuees shall remain cohesive. If not, ensure children are accompanied by an adult. Utilize DoS Liaison to ensure cultural sensitivities are addressed.

(6) GENERAL QUARTERS AND EMERGENCY STATIONS:

(a) General quarters stations for evacuees shall be in their assigned berthing spaces.

(b) In the event that emergency stations are ordered, evacuees shall remain in their assigned living spaces until directed to assemble at a topside station to abandon ship. In emergency situations, orders shall be given to evacuees over the LMC announcing system.

(c) The AA shall be in command of evacuees during an abandon ship evolution and shall direct their movements through the designated unit leaders.

(d) The AA shall provide instruction to evacuees on the various alarms for general quarters and emergency stations and the action required.

f. REFERENCES:

(1) Joint Pub 3-68, Noncombatant Evacuation Operations

(2) Joint Pub 3-07.5, Joint Tactics, Techniques, and Procedures for Noncombatant Evacuation Operations

6.5.3 PRISONER OF WAR BILL

a. PURPOSE. To assign responsibilities and provide procedures for handling prisoners of war.

b. RESPONSIBILITY FOR THE BILL. The executive officer is responsible for this bill.

c. INFORMATION. This bill applies equally to combatant forces of the enemy and to sailors traveling with an armed force. Individuals following the armed forces of the enemy (such as newspaper correspondents, contractors, technicians, and vendors) and the officers and crews of enemy merchant ships, if detained, shall be treated humanely in accordance with international law and the law of armed conflict if in possession of proper identification. Prisoners of war are subject to the

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UCMJ. All detainees, regardless of status, shall be treated humanely, and in accordance with the DoDD 2310.01 (series).

d. RESPONSIBILITIES:

(1) THE 1LT/WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER) ASSISTED BY THE CMAA shall:

(a) Take custody of prisoners of war, and ensure that they are properly searched, separated, guarded, and deprived of means of escape, revolt, or acts of sabotage.

(b) Take custody and store all arms, ammunition, and military equipment (less communications equipment) in possession of the prisoners of war.

(c) Prepare muster list of prisoners of war.

(d) Have the prisoners of war photographed for record purposes.

(e) Arrange with the supply officer for provision of standard rations.

(f) Arrange with the personnel officer or the wardroom officer for provision of bedding and suitable living spaces for both officer and enlisted prisoners of war.

(g) Prepare identification papers for each prisoners of war, using description, fingerprints, and photographs.

(2) THE WARDROOM OFFICER or PERSONNEL OFFICER shall provide bedding and suitable living spaces.

(3) THE MEDICAL OFFICER shall:

(a) Examine all prisoners of war and provide necessary medical treatment.

(b) Prescribe personnel effects necessary for prisoners of war's health.

(4) THE SUPPLY OFFICER shall:

(a) Provide the standard rations as requested.

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(b) Issue items of clothing or small stores as directed by the commanding officer or as requested by the 1LT.

(c) Provide suitable storage for the safekeeping of valuables removed from prisoners and delivered to their custody.

(5) THE INTELLIGENCE OFFICER (IF ASSIGNED) OR COMMUNICATIONS OFFICER shall take possession of all communications-related military equipment and military documents in the possession of the prisoners. All effects and articles of personal use shall remain in the possession of the prisoners, including protective clothing. In particular, the identity card issued to the prisoner under the Geneva Convention relative to the treatment of Prisoners of War of 12 August 1949 shall not be taken from the individuals. Badges of rank and nationality, decorations and articles having a personal or sentimental value will not be taken permanently from prisoners of war. Sums of money carried by prisoners of war may not be taken from them except by order of an officer and only after the amount and particulars of the owner have been recorded in a special register and an itemized receipt has been given, legibly inscribed with the name, rank, and unit of the Sailor issuing the receipt. Articles of value may be taken from prisoners only for reasons of security; and when such articles are taken away, the procedure for impounding sums of money shall apply.

(6) THE PERSONNEL OFFICER shall maintain a list of qualified interpreters aboard.

(7) THE CMAA shall provide suitable stowage for personal gear, other than valuables, removed from prisoners and delivered to their custody.

e. PROCEDURES.

(1) Upon being taken, detainees will be thoroughly searched and immediately delivered to the 1LT/ weapons officer (or combat systems officer) for safekeeping. They shall then be charged with the primary administrative responsibility for ensuring compliance with the provisions of this bill.

(2) Prisoners of War shall be treated with humanity and shall not be subjected to abuse, deprivation, or ridicule. They shall be accorded their rights under existing treaties, conventions, and other valid provisions of International Law dealing with the treatment of prisoners of war that the U.S. subscribes to.

(3) Pending interrogation for intelligence purposes, insofar as practical, no communication shall be allowed between officer detainees, noncommissioned officer detainees and their personnel. Insofar as possible, prisoners shall be separated individually; or, if this is not possible, they shall be segregated by units, and such units or individuals shall not be allowed to mingle at any time.

(4) Prisoners of war aboard a naval unit may be required to disclose only their name, rank, and serial number. They shall be interrogated only by a designated, qualified officer and then only for information of a routine nature or when it is believed that the prisoners may volunteer information of immediate operational assistance. No physical torture, mental torture, or any other form of coercion may be inflicted on prisoners of war to secure information of any kind. Prisoners of war who refuse to answer may not be threatened, insulted, or exposed to unpleasant or disadvantageous treatment of any kind.

(5) No member of the Armed Forces of the United States shall be placed in confinement in immediate association with enemy prisoners or other foreign nationals not members of the Armed Forces of the United States.

f. REFERENCE. DoDD 2310.01 (series), The Department of Defense Detainee Program

6.5.4 STRIP SHIP BILL

a. PURPOSE. To establish policy and procedures for the identification and labeling, evaluation, and eventual removal of hazardous material from ships in preparation for battle as directed in NTTP 3-20.31 and OPNAVINST 5100.19 (series).

b. RESPONSIBILITY FOR THE BILL. The DCA is responsible for maintaining this bill.

c. INFORMATION. The proliferation of readily-combustible materials, exotic chemicals, fuels and metals, and toxic gas-producing materials aboard ships can cause extreme personnel and ship survivability hazards during battle. Additionally, many materials create splinter and shrapnel hazards under extreme shock conditions associated with major battle damage. The combined effect may seriously jeopardize the survivability of the ship in the event of major damage. This bill assigns responsibilities and duties under the auspices of the commanding

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officer in not only the removal of hazardous material, but also in reviewing items before installation or receipt on board.

(1) DEFINITIONS. The following definitions shall apply for the implementation of strip ship procedures described in this bill:

(a) VITAL MATERIALS. Shipboard materials required for the attainment of the ship's missions regardless of flammability category.

(b) SEMI-VITAL MATERIALS. Shipboard materials important to support, but not absolutely mandatory for, the performance of the ship's mission.

(c) NON-VITAL MATERIALS. Shipboard materials which do not directly support a ship's mission and serve solely as a convenience or habitability function.

(d) EXTREMELY HAZARDOUS MATERIAL. Shipboard materials so readily flammable, toxic, or of such hazardous nature to endanger life or a ship's mission accomplishment or survivability if major damage occurs.

(e) HAZARDOUS MATERIAL. Although perhaps all materials might be construed as hazardous, these materials shall be those which would support or accelerate fires or cascading damage from major battle damage, or when burning would produce highly toxic smoke, vapors, or gases.

(2) EXAMPLES. The vital and hazardous nature of shipboard materials is frequently a subjective evaluation, but the following examples are provided to characterize the general concept of the above definitions:

(a) VITAL, EXTREMELY HAZARDOUS MATERIAL. Explosives, munitions, gasoline for emergency pumps, bulk propulsion fuels and lubricants, emergency medical supplies, essential pyrotechnics, landing force munitions (LFORM), calcium hypochlorite, battery acid, and specialty hydraulic oils and fluids (materials with a flash point less than 100°F).

(b) SEMI-VITAL, EXTREMELY HAZARDOUS MATERIALS. Reserve supplies of the above materials in excess of that actually required for contemplated operations, drum flammable liquids, and some categories of paints, preservatives, and cleaning fluids.

(c) NON-VITAL, EXTREMELY HAZARDOUS MATERIALS. Virtually all such materials are already prohibited from shipboard use by OPNAVINST 5100.19 (series).

(d) VITAL, HAZARDOUS MATERIALS. Essential publications and troubleshooting documents, mooring lines and towing hawsers, life jackets and gas masks, shoring, etc.

(e) SEMI-VITAL, HAZARDOUS MATERIALS. Essential uniforms, linens, mattresses, paper and supplies for communications processing, essential supplies of rags and lint-free wipes, sanitation supplies, and protective packaging on vital repair parts.

(f) NON-VITAL, HAZARDOUS MATERIALS. All treated wood, approved furniture upholstery, curtains, draperies, all glass, civilian clothing and excess uniforms, acoustic panels, canvas and herculite covers, ship store items, false overheads, paints, and solvents.

d. RESPONSIBILITIES:

(1) THE COMMANDING OFFICER shall:

(a) Appoint, in writing, a Hazardous Material Control Program Coordinator following OPNAVINST 5100.19 (series).

(b) As operational requirements become known, direct the sequential removal of hazardous materials from the ship following the guidelines established in Table 6-11 Mission-Oriented Hazardous Materials Disposition. They shall make maximum use of shore storage or supply turn-in support facilities when available, but shall not hazard the ship while attempting to resolve questions of ship survivability versus cost or material replacement. When conditions permit, removal and disposal of hazardous materials under these circumstances should comply with applicable environmental regulations and laws.

(c) Make sure that the quantity of hazardous material stocked does not exceed the minimum quantity necessary to satisfy operational requirements.

(d) Issue local instructions or make sure that existing shipboard occupational safety and health or hazardous

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material program instructions incorporate the requirements of OPNAVINST 5100.19 (series).

(2) THE EXECUTIVE OFFICER shall coordinate the removal and jettison of those hazardous materials identified for removal from the ship in consonance with the operational requirements and the direction of the commanding officer.

(3) THE SHIP'S HAZARDOUS MATERIAL CONTROL PROGRAM COORDINATOR shall:

(a) Maintain and review hazardous material survey lists for all ship's compartments and keep the most current versions on active file.

(b) Ensure the DCA is provided a copy of the most current version of the hazardous material survey lists and the material safety data sheets (MSDS) to be kept on file in Damage Control (DC) Central.

(c) Make sure that personnel receive information and training on the safe use, handling, and disposal of hazardous material.

(d) Comply with all requirements and disposal of hazardous materials as required by OPNAVINST 5090.1 (series), NSTM Chapter 593, and NAVSEA S9593-A7-PLN-010.

(4) DEPARTMENT HEADS shall review and verify the lists of hazardous materials from each of their departmental spaces and certify the vital or semi-vital nature of each item. They shall further make sure that each departmental space receives frequent inspections for additional or subsequently installed hazardous materials.

Operational Constraints	Vital Hazardous	Vital Extremely Hazardous	Semi-Vital Hazardous	Semi-Vital Extremely Hazardous	Non-Vital Hazardous	Non-Vital Extremely Hazardous
Peace Time						Remove Immediately
Increasing Tensions		Increase safeguards on stowage or shift to sheltered, fire-protected area	Schedule for immediate consumption or remove if possible	Schedule for immediate consumption or remove if possible	Remove to shore storage	Jettison immediately
Battle Preparations		Increase safeguards on stowage or shift to sheltered, fire-protected area	Jettison immediately	Jettison immediately	Jettison immediately	Jettison immediately
Damage Occurring	Provide fire watch, increase safeguards, jettison as endangered	Provide fire watch, increase safeguards, jettison as endangered	Jettison immediately	Jettison immediately	Jettison immediately	Jettison immediately

Table 6-11 Mission-Oriented Hazardous Materials Disposition

(5) THE DAMAGE CONTROL OFFICER OR SHIP'S FIRE MARSHALL (if so designated) shall:

(a) Receive and review hazardous materials lists for all ship's compartments and keep the most current versions on active file in DC Central.

(b) Receive and review a copy of the latest MSDS and keep a current master file in DC Central.

(c) Through inspections by individual or assigned assistants, make sure the ship remains free from unauthorized hazardous and all non-vital, extremely hazardous materials.

(d) Make sure all equipment, tanks, and pipes containing hazardous materials are labeled following OPNAVINST 5100.19 (series).

(6) THE SUPPLY OFFICER shall:

(a) Be responsible for review of all hazardous materials received on board ship of appropriate hazardous category and report hazardous material to the Hazardous Material Control Program Coordinator.

(b) Make sure that hazardous material labels are placed on all hazardous material received through the Navy Supply System before storage or issue on board. OPNAVINST 5100.19 (series) and NSTM Chapter 670 provide specific guidance.

(c) Refuse the receipt of extremely hazardous materials without the permission of the cognizant department head or damage control officer.

(d) Remove and discard all excess non-protective or unnecessary flammable packaging and dunnage not required for item protection or retrograde requirements.

(e) Review all stock lists in supply stores, subsistence stores, ship's store stocks, and consumable stock for possible elimination of excess hazards.

(f) Make sure that habitability materials conform to approved standards.

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(g) Make sure that the quantity of flammable liquids on board does not exceed the quantities authorized by NAVSUP P485.

(h) Develop and update, annually, a complete inventory of all hazardous material used. Include in the inventory the location, quantity, chemical name or common name, shelf life, and fire code. Ship classes with Shipboard Uniform Automated Data Processing System (SUADPS)/AV207 should use the master stock status and locator list. Ship classes without master stock computer capabilities shall use the inventory developed for the shipboard spill prevention, control, and countermeasures plan required by OPNAVINST 5090.1 (series).

(i) Obtain from the suppliers of the hazardous materials or from the Navy Environmental Health Center information on the hazardous nature of material purchased directly from commercial sources. If the material is considered hazardous, then comply with the safety and health policies in OPNAVINST 5100.19 (series).

(j) Work in conjunction with the Hazardous Material Control Program Coordinator to determine the safe storage of hazardous material extracting the type of storage code from OPNAVINST 5100.19 (series) in conjunction with the Hazardous Material Information System (HMIS).

(k) Make sure that MSDS and HMIS data is available to personnel.

(l) If there is a need for hazardous material proprietary or trade secret information, contact the nearest Navy Environmental and Preventive Medicine Unit or the Navy Environmental Health Center.

(7) DIVISION OFFICERS shall:

(a) Make sure that all assigned equipment, tanks, and pipes containing hazardous materials are labeled following OPNAVINST 5100.19 (series).

(b) Make sure hazardous materials stored in assigned spaces are properly labeled following OPNAVINST 5100.19 (series).

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(c) Make sure division vital and semi-vital materials are properly stowed or protected following NSTM Chapter 670, and NSTM Chapter 079, Volume 2, Section 40.

(d) On a continuing basis, survey their assigned spaces and identify for each ship compartment all hazardous and extremely hazardous materials contained therein and provide recommended categorization of the materials as vital, semi-vital, or non-vital. Procedures for ship-wide survey of flammable material are in OPNAVINST 5100.19 (series).

(e) Take immediate action to remove from the ship all unauthorized hazardous materials and non-vital, extremely hazardous materials.

(8) ALL HANDS shall:

(a) Review essential personal articles and clothing needed during wartime conditions; and, when directed, take steps to remove all unnecessary items. All personal items retained must be stored completely in assigned metal storage lockers.

(b) Take steps as directed by competent authority to remove or jettison hazardous materials from the ship.

e. REFERENCES:

(1) NTPP 3-20.31 Surface Ship Survivability

(2) OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat

(3) Naval Ships' Technical Manual Chapter 593 - Pollution Control

(4) Naval Ships' Technical Manual Chapter 670 - Stowage, Handling, and Disposal of Hazardous General Use Consumables

(5) NAVSUP PUB 485, Afloat Supply Procedures

(6) Naval Ships' Technical Manual Chapter 079 Volume 2 - Damage Control: Practical Damage Control

(7) OPNAVINST 5090.1 (series), Environmental Readiness Program Manual

(8) NAVSEA S9593-A7-PLN-010, Shipboard Hazardous
Material/Hazardous Waste Management Plan

6.5.5 TROOP LIFT BILL

a. PURPOSE. To prescribe responsibilities and outline
procedures for the transportation of troops.

b. RESPONSIBILITY FOR THE BILL. The executive officer is
responsible for this bill.

c. INFORMATION. The conditions under which troops are
transported will vary with each situation. However, the basic
procedures and responsibilities prescribed by this bill shall be
considered standard for the transportation of troops.

d. RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall:

(a) Organize, supervise, and coordinate all phases
of the troop lift.

(b) Obtain a muster list of all troops.

(c) Designate spaces for berthing and living
accommodations.

(d) Supervise troops, while embarked, through the
Troop or Detachment Commander.

(2) THE WEAPONS OFFICER (or combat systems officer)*
shall:

(a) Collect and stow troop ammunition.

(b) Arrange for security patrols of troop spaces.

(c) Assign petty officers to instruct troops in
mustered procedures and emergency drills.

*NOTE: These responsibilities belong to the 1LT if a weapons
officer (or combat systems officer) is not assigned.

(3) THE FIRST LIEUTENANT shall:

(a) Obtain extra life rafts and life jackets as necessary.

(b) Rig additional embarkation stations as necessary and designate stations for boats by number.

(4) THE SUPPLY OFFICER shall:

(a) Provide for messing of troops.

(b) Collect valuables or funds for safekeeping as requested by troops.

(5) THE OPERATIONS OFFICER shall:

(a) Regulate boats and embarkation.

(b) Provide beach guard as necessary.

(6) THE PERSONNEL OFFICER shall:

(a) Make berthing arrangements for troops in designated spaces.

(b) Provide head facilities and arrange for temporary messing as necessary.

e. PROCEDURES. Officers listed in paragraph 6.5.5d shall execute their assigned responsibilities in carrying out the following procedures:

(1) PRIOR TO EMBARKATION

(a) Provide Troop or Detachment Commander with copies of procedures.

(b) Provide troops with life jackets if troops are to be embarked by boat.

(c) Arrange the details of order for embarkation with the Troop Commander.

(2) EMBARKATION

(a) Muster all troops on board.

(b) Collect ammunition from troops.

(c) Stow extra equipment and gear.

(d) Divide troops into convenient groups for muster and administration.

(e) Familiarize troops with stations for evolutions, berthing, and messing.

(3) MESSING

(a) Troops shall be messed by units.

(b) Personnel shall be assigned to assist in messing details, as requested by the executive officer.

(4) WATCHES AND PATROLS

(a) The Troop or Detachment Commander shall establish a 24-hour security patrol in each living compartment which the troops occupy.

(b) The duties of this patrol shall be to prevent smoking in unauthorized places and at unauthorized times and to prevent disorder among personnel.

(5) MUSTERING AND ACCOUNTING FOR PERSONNEL. Muster of troops shall be held three times a day by designated mustering petty officers. Absentees shall be reported immediately to the Troop Commander and the executive officer.

Chapter 7 SAFETY

7.0. INTRODUCTION. Activities and evolutions undertaken during at-sea and ashore operations presents numerous hazards, many of which are unique to naval service. A strong safety program promotes a command culture that leverages the fundamentals of ORM to identify hazards and mitigate risks, enabling safe and effective mission execution while preserving valuable human and material resources.

Commanders at every level are responsible for the safety of their personnel. Therefore, a program that emphasizes safety and ensures personnel are well trained in the performance of their duties shall be implemented. Risk management techniques shall be applied to reduce risk to acceptable levels.

7.0.1 OBJECTIVE. The ultimate goal of an effective safety program is to deliver enhanced combat readiness. A highly effective safety program will have at its foundation well articulated safety policy guidance, a strong ORM program that is ingrained in the command culture, effective safety promotion programs and an ongoing safety assurance process to assess emergent risks and evaluate risk mitigation strategies. Ensuring all-hands are well versed in the fundamentals of Time Critical Risk Management (TCRM) will enhance safety at the deck-plate level.

Enhancing operational readiness and mission accomplishment by establishing aggressive safety and occupational health programs will reduce injuries and illnesses, prevent death and loss/damage to material. It will generally maintain safe and healthy working conditions for Navy civilian and military personnel.

7.0.2 PROGRAM. The Naval Safety Program includes afloat, ashore, and aviation operations safety; occupational health and safety standards; motorcycle and traffic safety; recreation and off-duty safety; mishap and safety investigation, reporting and record keeping; and risk management. Safety program specifics are covered extensively in OPNAVINST 5100.19 (series).

7.0.3 STANDARDS. Safety and risk management program specifics and safety and occupational health standards are contained in the standards listed in paragraph 7.7.

7.1 SAFETY MANAGEMENT. Safety management is a command responsibility at every echelon and supervisory level. The commanding officer is ultimately responsible and accountable for command safety. A safety officer shall be appointed by the

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commanding officer to formulate and manage the safety program; and, assisted by a safety petty officers, will monitor the command safety posture, conduct inspections, and report safety matters directly to the commanding officer.

7.2 THE SAFETY ORGANIZATION. Commands use the standard unit organization set forth in Chapter 2 and in safety instructions for implementing the safety program.

7.2.1 SAFETY ORGANIZATION GUIDELINES. Commands establish a safety organization following the guidelines in Figure 7-1 Safety Organization, adjusted as necessary for unit specifics. Under the guidance of the safety officer, safety organization personnel shall follow the duties set forth in referenced safety directives.

7.2.2 SPECIFIC RESPONSIBILITIES. Safety organization personnel include the commanding officer, safety officer, department heads, division officers, work center supervisors, medical officers, and masters at arms. Their individual responsibilities are outlined in Chapter 3 and safety instructions. The Safety Council and Enlisted Safety Committee are vital parts of the program, assisting the safety officer in managing, monitoring, and improving the safety program. Their make-up and guidance is promulgated in referenced safety directives.

7.2.3 RESPONSIBILITIES OF THE CREW AS PART OF THE SAFETY ORGANIZATION. Every member of the crew is a vital part of the safety organization. By proper application of TCRM through the A-B-C-D TCRM Model (Assess-Balance-Communicate-Do/Debrief), every crew member is empowered to be a key player in the safety process. Each crew member must clearly understand that they have a direct input to the safety process through TCRM. Even the most junior Sailor can recognize a hazard and prevent a mishap by communicating observed/potential hazards to his chain of command or immediate supervisor.

Figure 7-1 Safety Organization

7.3 ELEMENTS OF THE UNIT SAFETY PROGRAM. The command's safety program shall consist of at least the following elements:

- a. Risk assessment and management. Hazard control and deficiency abatement.
- b. Safety standards and regulations.
- c. Training (including automobile (PMV-4), motorcycle (PMV-2), and Recreational off-duty safety).
- d. Inspections, surveys, and medical surveillance
- e. Program evaluation.
- f. Mishap and near-mishap investigation and reporting.

7.3.1 SAFETY STANDARDS AND REGULATIONS. Safety standards and regulations are based on established procedures for minimizing risk. These standards are located in OPNAVINST 5100.23 (series), OPNAVINST 5100.19 (series), and technical publications. Thorough monitoring and the consistent and effective use of risk management techniques are necessary to determine the adequacy of the unit's standards and hazard controls. If necessary, new standards and/or more effective controls should be recommended to reduce risks and correct hazardous conditions.

7.3.2 TRAINING (INCLUDING MOTOR VEHICLE AND OFF-DUTY SAFETY). Training is a part of every effective safety program. The goal is to promote hazard awareness and to integrate safety into all shipboard technical training. Training personnel in the techniques of risk management is key to an effective program.

a. ON-THE-JOB-TRAINING. Observance of safety precautions and application of TCRM during routine work shall be monitored by supervisory personnel. Essentially, this is an evaluation of the continuing training provided by supervisory personnel and covers every work center. Aboard ship this includes PMS, PQS, QA, the functional operation of weapons systems, damage control, firefighting effectiveness, general housekeeping, and even the tactical employment of the unit.

b. SCHOOLS. It is imperative that personnel receive training, usually at shore-based schools, to ensure their knowledge of proper operating procedures and safety precautions for all equipment with which they work. Specific training requirements for the safety program are found in supporting instructions and guidance.

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7.3.3 HAZARD CONTROL AND DEFICIENCY ABATEMENT. Hazards should be prevented by safe system, ship, or aircraft design, proper preventive maintenance, safe operating procedures, and proper purchasing procedures. Hazard control can be accomplished through substitution, engineering controls, administrative controls, and personal protective equipment. After identification, deficiencies shall be prioritized and corrected.

7.3.4 INSPECTIONS, SURVEYS, AND MEDICAL SURVEILLANCE. Hazards can be identified as a result of inspections, proper supervision, industrial hygiene surveys and reports by individual crew members or through the risk management process. Medical surveillance is conducted to ensure that personnel are medically qualified to perform assigned duties; to monitor the effectiveness of various hazard-specific control programs; and to detect, at the earliest possible time, any adverse medical conditions or symptoms raised by a specific occupational stressor.

7.3.5 PROGRAM EVALUATION. The safety program requires self-evaluation for effectiveness and compliance. Self-evaluation by supervisory personnel and workers is the best system. Complacency, haste, and the "it can't happen to me" attitude lessen the effectiveness of self-evaluation for safety and occupational health. The safety organization must continuously monitor the measures taken to meet established safety standards and criteria.

7.3.6 MISHAP INVESTIGATION AND REPORTING. Certain records and reports of mishap and violations of safety and health precautions are necessary to ensure proper administration of a safety program. A mishap is a signal that the safety program has failed. It is evidence that the hazards which caused the mishap were not identified and eliminated prior to their resulting in mishap-level damage or injury. In case of a mishap, the hazard detection and hazard elimination actions which were not taken to prevent mishap occurrence must be taken to prevent mishap recurrence. Mishap investigations are distinct from, and do not replace, investigations required by the JAG Manual.

All mishap investigations are conducted solely for safety purposes and, as such, make full use of the concept of privileged information. Information is privileged in the sense that it may be used only to enhance safety, not in any punitive or administrative action taken by the Department of the Navy. Some information presented to a mishap investigation board is privileged to overcome any reluctance an individual might have to give a complete and candid report, and to encourage endorsers of mishap investigation reports to provide complete and open opinions and recommendations. Similarly, some

information from the command's investigation of mishaps, not investigated by a mishap investigation board, is privileged.

Accordingly, to ensure the protection of the safety-privilege and safety-related information, the assigned or designated SJA and the Naval Safety Center must be consulted before releasing safety-related reports, testimony, evidence, data or deliberative product of Safety Boards, to non-safety actions such as JAGMAN investigations, administrative boards, litigation requests or grievance/complaint procedures, or to non-DOD entities such as the public under FOIA or to Congress.

7.4 OPERATIONAL RISK MANAGEMENT AND TIME CRITICAL RISK MANAGEMENT PROGRAMS. Risk management is a tool to be used at every level of a command to identify and control risks.

It is designed to discover and mitigate hazards before a mishap occurs. Risk management is a proactive vice reactive approach to safety. It is everyone's responsibility to integrate risk management into all planning and make risk decisions at the proper level. To be effective, it must become a part of planning for all on and off-duty events.

The risk management stages are: identify hazards, assess hazards, make risk decisions, implement controls, and supervise. The procedures are thoroughly covered in OPNAVINST 3500.39 (series). All personnel must be trained to use the TCRM process effectively. The A-B-C-D model of TCRM is introduced to every Sailor starting the first week of recruit training. To become an integral part of the culture, it must be reinforced by routine use at all levels of the command, both on and off-duty. Commanding officers shall encourage the use of TCRM and strive to promote a command climate where all-hands are familiar with the process.

7.5 COORDINATION OF THE SAFETY PROGRAM. Coordination among Department Heads is necessary in instances where personnel of one department operates equipment or performs tasks under the control of other Department Heads. Training and enforcement of safety precautions relating to the operation is the controlling Department Head's responsibility.

7.6 THE NUCLEAR WEAPONS AND NUCLEAR PROPULSION SAFETY PROGRAMS. The nuclear weapons safety program is administered by the nuclear weapons safety officer. Nuclear propulsion safety responsibilities are outlined in Section 3.14. ENGINEER OFFICER and Section 3.19. REACTOR OFFICER.

7.7 REFERENCES:

- a. OPNAVINST 5102.1 (series), Navy and Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping
- b. OPNAVINST 5100.25 (series), Navy Recreation and Off-Duty Safety Program
- c. OPNAVINST 5100.24 (series), Navy System Safety Program Policy
- d. OPNAVINST 5100.23 (series), Navy Safety and Occupational Health Program Manual
- e. OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
- f. OPNAVINST 5100.12 (series), Navy Traffic Safety Program
- g. OPNAVINST 3750.6 (series), Naval Aviation Safety Program
- h. OPNAVINST 3500.39 (series), Operational Risk Management (ORM)
- i. JAG M-5800.7 (series), Manual of the Judge Advocate General

Chapter 8 TRAINING

8.0 IMPORTANCE OF TRAINING. The training of sailors to operate and maintain their equipment/systems is a prime factor affecting the operational readiness, combat effectiveness and performance of the command. The executive officer is responsible for leading the training effort. It is of significant importance to unit readiness that operator and maintenance personnel obtain in-rate and NEC training, watch station qualification and maintain watch station proficiency. Developing and maintaining proficiency is developed through:

- a. In-rate shore-base operator/maintenance training, a prerequisite to fleet unit assignment for certain individuals.
- b. In-rate operator basic training is normally accomplished ashore.
- c. Individual watch station qualification completed at the fleet unit and facilitated through shore based training.
- d. Systems training for operators/teams includes subsystems training (i.e., ASW, AAW, repair party, etc.) and total integrated systems training (e.g., combat systems, damage control, etc.). While subsystem basic training is normally provided ashore, proficiency training should be accomplished in the fleet unit. Integrated systems training is conducted in the fleet unit.
- e. General Military Training (GMT) is conducted both ashore and in fleet units.
- f. Ship-wide training accomplished through drills such as general quarters, etc. It incorporates the skills achieved in the above categories and hones the unit's overall combat effectiveness. Requirements for drills and exercises are set forth in TYCOM directives. Thus, unit training as set forth in this chapter includes GMT, individual watch station qualification, operator and team proficiency in subsystems; and integrated systems.

8.1. GENERAL TRAINING POLICIES. General training policies are set forth in this instruction. Implementation procedures are contained in various Type Commander training instructions.

8.2. CONDUCT OF UNIT TRAINING. Unit training is the responsibility of the command. Although the unit commander is concerned with the quality of the training provided at the shore facility, he/she is more directly involved with the performance of personnel at work and watch stations.

8.3. THREE BASIC FEATURES OF AN EFFECTIVE UNIT TRAINING PROGRAM.

a. Compatibility. The training program must work within the organization's framework and schedule.

b. Evaluation and Instruction. The training program requires instruction of personnel and evaluation of their individual progress and ability to function efficiently and safely as a team. Division officers must ensure that petty officers responsible for training and qualifying subordinates are knowledgeable and possess the practical skills to clearly demonstrate and communicate the subject matter. The quality of instruction cannot be over emphasized. Effective training is only accomplished when learning occurs. The most sure way for learning to occur is through high-quality instruction. Evaluation of learning must rely on standardization. Answers to questions must be standard and accurate using PQS or other authoritative references (e.g. technical manuals, NAVEDTA courses, etc.)

c. Analysis and Improvement. The analysis of training effectiveness includes observing performance of groups and individuals, comparing results with standard criteria, implementing lessons learned and recognizing deficiencies and methods for improvement.

8.4. REQUIREMENTS FOR EFFECTIVE TRAINING. Characteristics of effective training include:

a. Dynamic Instruction. Instructor preparation and presentation must be professional and reflect a thorough knowledge of the subject matter.

b. Positive Leadership. The chain of command, from the most junior personnel to the commanding officer, must actively participate in the training sessions/evolutions.

c. Self Study. A major component of training is self-study. Self study materials are available in correspondence courses, onboard training packages, computer aided instruction,

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and other individualized forms of training. Although these materials are designed for self-training, tutoring should be provided by supervisors when necessary.

8.5. TRAINING MANAGEMENT. A unit training program should be organized to leverage the expertise and experience of those individuals responsible for readiness and training in their mission areas. Training groups, defined as any group of individuals requiring similar training, shall be utilized to eliminate redundant training and to provide standardization.

8.6. THE TRAINING ORGANIZATION. The training officer is the officer designated by the commanding officer to assist the executive officer with implementing the command training program. The PBFT, as delineated in section 3.3.13, shall guide and govern all command training. The PB4T shall develop short and long range training plans for the command as specified in sections 8.7 and 8.8.

8.7. LONG RANGE TRAINING PLAN. The Long Range Training Plan is the top level document, used to identify milestones that play a significant role in the training and development of the crew. Examples of milestones that should be included on the Long Range Training Plan are:

- a. The annual employment schedule (similar to Figure 8-1 Sample Annual Employment Schedule)
- b. A list including frequency of all required examinations/inspections/certifications/assist visits.
- c. A list of all TYCOM required exercises including periodicity and the date they were last conducted.
- d. A list of off ship school and Navy Enlisted Classification (NEC) requirements including which sailors hold these qualifications (similar to Figure 8-2 Sample Required Schools/NEC List).

The training officer and department heads are responsible for developing and maintaining the Long Range Plan. The command's training officer shall consolidate the long range plans received from each department, add all unit level training requirements (e.g., GMT, indoctrination training, etc.), and forward it to the commanding officer for approval. The training officer is responsible for maintaining the unit's long range training plan

up to date and should be provided with updated information periodically at the PBFT.

8.8. SHORT RANGE TRAINING PLAN. The short range training plan is the mechanism for detailed planning and scheduling of training. Normally broken down into quarterly, monthly, and weekly segments, this promotes effective scheduling of resources and allows the early identification of conflicts where resolution is easier to develop.

8.8.1 QUARTERLY TRAINING PLAN. The purpose of this quarterly training plan is to identify unit plans that may affect the scheduling or conduct of training, either group training or formal schools. The updated segment from the Long Range Training plan forms the basis. The PBFT uses this schedule as a guide, coordinates unit wide training evolutions required to meet the identified milestones. This provides the basis for developing the training that needs to occur in each division to support the milestones. See Figure 8-3 Quarterly Employment Schedule and Figure 8-4 Quarterly Training Plan Examples.

8.8.2 MONTHLY/WEEKLY TRAINING PLAN. Using the Quarterly Training Plan as a guide, each training group shall develop a detailed plan for training, which shall include specific dates and instructor information. The Department Head review and approve each Training Group Monthly plan. The department head keeps copies of the department's Training Group Monthly Training Plans and uses the compiled package as their primary tool for scheduling training at the PBFT. See Figure 8-5 Sample Monthly Training Plan.

8.9. TRAINING RECORDS. Training records must be kept to an absolute minimum and need only be maintained to show what training has been accomplished and what remains to be done. It is recommended to use a standard form, such as General Record Form Type II (OPNAV 1500/31) which can also serve as an attendance sheet. Training records shall be retained for each Sailor for as long as they are assigned to the unit. PQS documentation shall be maintained following NAVEDTRA 43100-1.

QUARTERLY EMPLOYMENT SCHEDULE
QUARTER, FISCAL YEAR

Figure 8-3 Quarterly Employment Schedule

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QUARTERLY TRAINING PLAN
2nd QUARTER, FISCAL YEAR 1986

	JANUARY					FEBRUARY				MARCH			
	6	13	20	27	3	10	17	24	3	10	17	24	31
FIRST AID LECTURES	1ST-DIV 2ND-DIV	B-DIV R-DIV	A-DIV E-DIV	H-DIV SI-DIV	S2-DIV S3-DIV	OE-DIV	OC-DIV OC-DIV	G-DIV 4TH-DIV	1ST-DIV 2ND-DIV	B-DIV R-DIV	A-DIV E-DIV	H-DIV SI-DIV	S2-DIV S3-DIV
ALL HANDS LECTURES (CCTV)	CAPTAINS CALL					COMBINED FEDERAL CAMPAINS		SAFETY STANDDOWN/ TRIP BY FIRE		ELECTRICAL SAFETY			
GENERAL MILITARY TRAINING (CCTV)	BLOOD DONORSHIP PROGRAM		CAREER COUNSELING		CHARACTER EDUCATION			CODE OF CONDUCT		DEBRIEFING ASSISTANCE			
SHIPWIDE EVOLUTIONS	UNDERWAY FLEETEX		DC OLYMPICS (COS-2)		PERSONNEL SHI INSPECTION		SAFETY STAND-DOWN			MTT VISIT (UNWV)			
ENGINEERING DEPARTMENT PLANS	A/E/R DIVISION PRGMS FOR SHI					HM/ST/EM ORAL BOARDS (PRIOR TO MTT WEEK OF 3/11)				CASUALTY CONTROL DRILLS POS EVOLUTIONS			

Figure 8-4 Quarterly Training Plan Example

MONTHLY TRAINING PLAN

MONTH OF **MARCH 1986**

TRAINING GROUP **B-DIVISION**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
						1	
2	3 B9 -1200* AUX STEAM SYSTEM BT2 HOTEL	4 EMOW ORAL BOARDS	5 B35-FO XFER AND STORAGE BT2 GOLF	6 BT L/L ORAL BOARDS	7 B38 - ABC SYSTEM BT1 DELTA	8	
9	10 842 EOSS USE LT WILCOX	11 MMOW ORAL BOARDS	12 B46-COLD/HOT CHECKS BTCS ALFA	13 BTOW ORAL BOARDS	14 B45 MLOC PROCEDURES LT WILCOX	15 LIGHT-OFF UNDERWAY AM 3/17 FOR MTT	
16	17 B50HEATSTRES. BT2 FOXTROT	18 UNDERWAY ENGINEERING MOBILE TRAINING TEAM VISIT PQS EVOLUTIONS & CASUALTY CONTROL DRILLS →				21	22
23	24 BT2 LAYUP	25 EOOW ORAL BOARDS	26 B48 - EEED BT1 ECHO	27 MM MESS ORAL BOARDS	28 B40 - VALUE MAINTENANCE BTCS ALFA	29	
30	31						

SUBMITTED BY: *W.W. Wilcox, LT USN*
B. DIVISION OFFICER

APPROVED BY: *J.P. Jones, LCDR, USN*
CHIEF ENGINEER

Figure 8-5 Sample Monthly Training Plan

The retention period for training plans may be specified by ISIC or TYCOMs. Training plans, at a minimum, should be retained long enough to develop the planning for the next fleet response training plan cycle.

8.10. PERSONNEL QUALIFICATIONS STANDARDS. The PQS Program is designed to qualify officer and enlisted sailors to perform portions of their assigned duties. A Personnel Qualification Standard is a written compilation of the knowledge and skills required for a specific watch station, with PQS, knowledge is required and skills demonstrated that verify a trainee's readiness to perform a given task. PQS also provides a record of progress and final certification. PQS is an integral part of a units overall training program. NAVEDTRA 43100-1 describes the integration of PQS into the training program of operational units.

8.11. INDOCTRINATION TRAINING. The performance of officer and enlisted sailors can be enhanced by command indoctrination programs for newly reporting sailors. These programs must clearly state command policy and, at the same time, inform the Sailor that all personnel, including themselves, is a vital part of the command. The "Welcome Aboard" needs to be effective and ongoing.

8.11.1 CONTENT OF INDOCTRINATION TRAINING. The indoctrination training should be developed to provide an overview of the services available on ship and homeport to include but not be limited to the following topics:

- a. History and mission of the command
- b. Unit's routine and regulations
- c. Overview of Command Services
- d. Safety and ORM
- e. OPSEC

8.12. RECORD OF PERSONNEL ADVANCEMENT REQUIREMENTS. One of the prerequisites for advancement in rate is completion of PARs. A record of PARs completion is required to be maintained for enlisted sailors assigned to the command.

8.13. GENERAL MILITARY TRAINING. A unit's General Military Training Program shall be developed using the guidance provided

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in OPNAVINST 1500.22 (series). This instruction provides a list of GMT topics and a planning guide. Scheduling and record keeping shall follow the previously discussed methods.

8.14. THE DIVISION OFFICER'S NOTEBOOK. Division officers are required to maintain a Division Officer's Notebook. It may be maintained on NTCSS or through hard copy forms and shall contain personal, training, and qualification information for assigned personnel. Applicable portions of NAVPERS 1070/6, Figure 8-6 Division Officer's Personnel Record Form, may be used to record this information.

8.15. REFERENCES:

- a. NAVEDTRA 43100, The PQS Management Guide
- b. OPNAVINST 1500.22 (series), General Military Training (GMT) and Navy Military Training (NMT)

DIVISION OFFICER'S PERSONNEL RECORD FORM							
<p>Authority to request the information in this form is derived from 5 U.S.C. 301, Departmental Regulations. Purpose of this form is to provide the Division Officer with readily accessible data concerning personnel in his/her division. The information is used by the Division Officer to manage and administer his/her personnel; to determine training needed; to record training completed; to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the Division Officer to guide and counsel those assigned to him/her. Disclosure of the following items of information on this form is mandatory; name, rate, SSN, local address and phone number (if applicable), work center/berthing/bunk number (if applicable). Disclosure of the following items of information is voluntary; reenlistment intentions, rate desired, special qualifications, name of spouse, names and ages of children. Other items of information may be obtained from member's service record. Failure to provide those required items of information listed above may result in administrative action being taken; no action will be taken if the individual refuses to disclose those voluntary items of information</p>							
NAME		RATE	<input type="checkbox"/> USN <input type="checkbox"/> USNR	SSN	NEC/PRI/SEC /		
DEPT/DIV	WORK CENTER	DUTY SECTION		BERTHING	BUNK/LOCKER#		
DATE OF BIRTH	RELIGIOUS PREFERENCE			SECURITY CLEARANCE/ACCESS			
ADBD	DATE REPORTED	PRD	EAOS	U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO			
GENERAL QUARTERS STATION	UNDERWAY WATCH STATION			PHYSICAL READINESS TEST			
SPECIAL QUALIFICATIONS OR INTERESTS:							
PERMANENT HOME ADDRESS AND PHONE NUMBER				LOCAT ADDRESS AND PHONE NUMBER			
MARTIAL STATUS	NO. OF DEPENDENTS		NAME OF SPOUSE/MILITARY <input type="checkbox"/>				
NAMES AND AGES OF CHILDREN:							
NEXT OF KIN	RELATIONSHIP			ADDRESS AND PHONE NUMBER			
PREVIOUS DUTY							
DATE REPORTED	UNIT	DIVISION	DESCRIPTION OF DUTY				
PERFORMANCE TRAITS							
EVALUATION DATE	PERFORMANCE KNOWLEDGE	QUALITY OF WORK	EQUAL OPPORTUNITY	MILITARY BEARING CHARACTER	PERSONAL JOB ACCOMPLISH INITIATIVE	TEAMWORK	LEADERSHIP (Optional for E1-E3)

NAVPERS 1070/6 (Rev. 02-01)

S/N 0106-LP-984-2600

Figure 8-6 Division Officer's Personnel Record Form

Chapter 9 SHIP MAINTENANCE AND MODERNIZATION

9.0. INTRODUCTION. The Navy must continuously strive to preserve and improve the material condition of its ships, aircraft, and systems. This is accomplished by adhering to the maintenance and modernization program.

9.0.1 GENERAL POLICY. U.S. Navy ships shall be maintained in the highest practical level of material readiness to meet required operational availability needs while minimizing total life cycle costs over the design life of the ship. This program comprises two separate components: ship maintenance and ship modernization. Required maintenance and modernization should, therefore be performed as an integral part of combat readiness and completed at the lowest effective level throughout the ship's life cycle. The executive officer, through the unit's maintenance organization, is responsible for unit maintenance.

9.1. OBJECTIVES. The Ship Maintenance and Modernization Program implements this policy and has two major objectives aimed at providing the maximum operational availability to Fleet Commanders:

a. Ship maintenance policy actions ensure crew and ship safety while achieving operational readiness levels at the lowest possible total ownership costs, consistent with public law and other directives.

b. The ship modernization program increases ship system capability, improves reliability and maintainability, and maintains ship class configuration.

9.2 UNAUTHORIZED ALTERATIONS. No alterations shall be made.

9.3 SHIP MAINTENANCE AND MODERNIZATION POLICIES. It is the policy of the Navy that ship maintenance and modernization work shall be performed at the lowest effective level throughout the life cycle of the ships. Specific policies concerning the maintenance and modernization of ships are found in OPNAVINST 4700.7 (series) which sets policy for development, planning, programming, funding, and accomplishment of ships' alterations. The 3M System operates under policy guidance from the CNO and is the principal system for data collection at the source. The technical direction of the 3M System is provided by the Naval Sea System Command, see NAVSEAINST 4790.8 (series). The 3M System is designed to provide ships and applicable shore stations with a simple and standard means for planning, scheduling, controlling, and performing maintenance on all shipboard

systems and equipment. The primary objective of 3M is to manage shipboard maintenance in a manner which shall ensure maximum equipment and system operational readiness.

9.4. LEVELS OF MAINTENANCE. There are three levels of ships' maintenance and modernization: organizational, intermediate, and depot. Each successive level provides a greater degree of capability. Organizational level maintenance and intermediate level maintenance are within the capability and are the responsibility of the operating forces. The greatest industrial capability resides within the depot level, comprised of naval and private shipyards, ship repair facilities and designated overhaul points. Levels of Maintenance are further defined in OPNAVINST 4700.7 (series).

9.4.1. ORGANIZATIONAL LEVEL (O-Level) MAINTENANCE. (O-level) maintenance is the lowest maintenance level and consists of all maintenance actions within the capability of ship's force. O-level maintenance is the first defense against allowing small defects to become major operational and material problems. Within resource limitations, ships should strive to improve self-sufficiency and self-assessment capabilities. Self-assessment involves recognizing, identifying and reporting equipment/system evident failure modes or symptoms of operation below standards, out-of-specification during zone inspection, PMS execution, or watch standing.

9.4.2. INTERMEDIATE LEVEL (I-Level) MAINTENANCE. I-level maintenance is maintenance that requires skills, facilities or capacities normally beyond those of the O-level but do not necessarily require depot-level skills, facilities or capacities. I-level maintenance is performed by a regional maintenance center or private shipyards as assigned by the fleet commander. It normally consists of calibration, repair or replacement of damaged or unserviceable parts, components or assemblies; emergency manufacture of non available parts; and providing technical assistance to supported organizations. Forces afloat and fleet support activities utilize FMAs or shipyards to accomplish intermediate-level maintenance to the maximum extent practicable consistent with applicable laws, urgency, priority, crew impact, capability, capacity and total cost, at a level that can best ensure proper accomplishment.

9.4.3. DEPOT LEVEL (D-Level) MAINTENANCE. D-level maintenance requires skills, facilities or capacities normally beyond those of the organizational level and intermediate level and is performed by naval shipyards, private shipyards, original equipment representatives/authorized agents or NAVSEASYS COM designated overhaul point. It normally consists of inspection, test, repair,

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modification, alteration, modernization, conversion, overhaul, reclamation or rebuild of parts, assemblies, sub-assemblies, components, equipment end items, and weapon systems; the manufacture of critical non-available parts; and providing technical assistance to intermediate maintenance organizations, using and other activities. D-level maintenance is normally accomplished in fixed shops, shipyards and other shore-based facilities or by depot field teams. The TYCOM or cognizant systems command shall determine what work is scheduled for D-level maintenance. D-level maintenance is performed by the Naval Aviation Depots, depot field teams, Naval Ammunition Depots, Navy Munitions Command detachments, Naval Weapons Stations, Strategic Weapons Facilities, contractor depot level rework activities and at private facilities or Naval shipyards (including Ship Repair Facilities) during scheduled availabilities or designated voyage repairs.

9.5. THE NAVAL AVIATION MAINTENANCE PROGRAM (NAMP). The NAMP, as implemented by OPNAVINST 4790.2 (series), provides an integrated system for performing aeronautical equipment maintenance and all related support functions. The methodology for achieving the spirit and intent of the NAMP objective is labeled "performance improvement." Performance improvement is an "all hands" effort which focuses on service and close support to customers. As a primary prerequisite, the mission must be clearly understood and communicated to everyone in the organization. It is essential that all sailors know their job, understand their contribution to mission accomplishment and are sensitive to customer requirements. New or improved cost effective capabilities and processes must be continuously pursued. Mutually supporting teamwork, constant communication and compatible measures are critical elements for success.

9.5.1 PURPOSE. The purpose of OPNAVINST 4790.2 (series) is to issue maintenance policies, procedures, and responsibilities for the conduct of the NAMP at every level of maintenance throughout naval aviation. It outlines command, administrative and management relationships and establishes policies for the assignment of maintenance tasks and/or responsibilities for the conduct of the NAMP.

9.5.2 OBJECTIVES. The objective of the NAMP is to achieve the aviation material readiness standards established by the CNO with the optimum use of manpower, material, and funds. CNO's aviation material readiness standards include the repair of aeronautical equipment and material at that level of maintenance which ensures optimum economic use of resources; the protection of weapon systems from corrosive elements through the prosecution of an active

Corrosion Control Program; the application of a systematic planned maintenance program; and the collection, analysis, and use of data in order to effectively improve material condition and safety. The Naval Aviation Plan details logistics actions which will allow the maximum opportunity to achieve this objective.

9.5.3 REFERENCES:

- a. OPNAVINST 4700.7 (series), Maintenance Policy for United States Navy Ships
- b. OPNAVINST 4790.2 (series), Naval Aviation Maintenance Program (NAMP)
- c. OPNAVINST 4790.4 (series), Ships' Maintenance Material Management (3M) System Policy
- d. OPNAVINST 8000.16 (series), Naval Ordnance Maintenance Management Program (NOMMP)
- e. NAVSEAINST 4790.8 (series), Ship's Maintenance and Material Management (3M) Manual
- f. COMUSFLTFORCOMINST 4790.3 (series), Joint Fleet Maintenance Manual

Chapter 10 UNIT DIRECTIVES SYSTEM

10. THE NAVY DIRECTIVES ISSUANCE SYSTEM. Secretary of the Navy Directives Policy, SECNAVINST 5215.1 (series), establishes policy throughout the Navy and sets forth standards for developing, issuing, filing and maintaining Navy directives. The use of written guidance, where possible, is appropriate in light of the transient nature of assignments within the naval service. OPNAVINST 5215.17 (series) establishes the process for directive development that is easily understood, organized and eliminates directive pyramiding.

10.1. MEANING OF DIRECTIVES. Various policy and guidance are provided to sailors and naval units in writing in order to facilitate consistency and efficiency in meeting assigned responsibilities. The types of guidance controlled within the system include:

a. Directives. A directive is a comprehensive term which encompasses the various guidance provided by a command to subordinates concerning policies, organization procedures, conduct, or methods.

b. Policies. A military policy prescribes the course of action to be followed in a given situation. Top echelon policies are broad and general, whereas lower echelon policies are specific and conform to the policies established by higher command.

c. Procedures. A military procedure prescribes a series of coordinated steps for the performance of a function in support of a policy.

d. Orders. A military order is a formal oral or written command issued by a superior officer to a subordinate establishing a rule or regulation, or delegating authority for the performance of a function.

e. Regulation. A military regulation is a rule setting forth standards governing or restraining the conduct of individuals.

f. Instructions and Notices. Military instructions and notices contain authority or impart information concerning the methods for the execution of projects or programs in the accomplishment of a mission. Instructions have a continuing reference value while notices are one time or brief in nature with a self-cancelling provision. Notices normally remain in effect for less than six months and cannot be active for more than one year.

10.2. SYSTEM FEATURES. The major features of the Navy Directives Issuance System are discussed below:

a. Format. Directive formats are standardized, simplifying writing and reading.

b. Revisions. Directives are kept current through a uniform revision method.

c. Distribution. Directive distribution is standardized and controlled through the use of and close adherence to distribution lists. This supports quick distribution of directives on a need-to-know basis.

d. Filing. Hard copy directives should be stored in loose leaf form (in binders with prescribed filing methods) permitting easy and quick insertion and removal of material. Directives are identified by SSIC permitting compilation of all directives on the same general subject and supporting ready reference. Electronic records shall be filed using the SSIC for easy of retrieval.

10.3. UNIT DIRECTIVES SYSTEM. A unit directives system must provide for wide dissemination of both command policies as well as the policies of other commands responsible for the operations of the unit. The system must also provide a medium for subordinate officers to issue amplifying and supplementary instructions for placing those policies in effect.

10.3.1 DIRECTIVES CONTROL POINTS. Units should establish directives control point(s) to control the issuance of directives. The unit control point performs the functions listed in SECNAVINST 5215.1 (series) for directives issued as unit instructions or notices. The administrative officer or senior yeoman assigned to the captain's office should be designated as the control point for all directives signed by the commanding officer or the executive officer.

10.3.2 DISTRIBUTION LISTS. It is essential that policy and procedural directives receive proper distribution. To this end, standard distribution lists are prepared to ensure that distribution is made to those who need to know. Three basic distribution lists are required for unit use; List I for internal distribution, List II for other units of the same type, and List III for higher authority. Other unit addresses are maintained in the OPNAV Note 5400 and published in excel format on the DONI website. Internally standard distribution lists for individual departments should be prepared listing department officers or activities normally requiring copies

of directives. The steps to be taken in developing standard distribution lists are:

- a. Analyze current distribution.
- b. Determine the number of copies needed by recipients.
- c. Group recipients by classes.
- d. Assign a code for each class.
- e. Carefully review the particular requirements of the unit to ensure that the completed lists will efficiently serve their purpose.

10.3.3 UNIT PERSONNEL TRAINING. Sailors should be educated and periodically trained to establish and continue operating an effective unit directives system.

10.3.4 DIRECTIVES BINDERS. The use of binders using SSICs, permits compiling all directives on the same subject and allows ready reference to material within the system by sailors with a need to know. Use of loose leaf binders and prescribed filing methods permits timely distribution of original materials and rapid updating of directives. Binders should be developed and distributed upon establishment of the system and should be verified for accuracy and currency periodically and upon reassignment of key sailors.

The use of electronic "binders" is also permitted. This facilitates the centralized management of directives. Directive managers must ensure that local electronic copies of external directives remain up to date.

10.3.5 PREPARATION OF DIRECTIVES. Upon establishment of the unit directives system and training of unit personnel, issue unit directives. Directives must be clear, concise and easily understood. Clarity of language as well as neatness in appearance of the directives will promote increased understanding by recipients and greater efficiency within the organization. OPNAVINST 5215.17 (series) prescribes the standard format for instructions and notices. SECNAVINST 5216.5 (series) is the Navy Correspondence Manual, providing additional guidance on the preparation of directives.

10.3.7 DISTRIBUTION AND ROUTING OF DIRECTIVES. Directives received or originated by the unit through the directives control point(s) shall be forwarded to departments and activities identified on the standard distribution lists. Web-based distribution is allowable if appropriate.

10.4. HIGHER AUTHORITY DIRECTIVES. Many policies and procedures affecting administration and operation of naval units are issued as instructions, manuals and publications by the CNO, the various bureaus and systems commands and the fleet and type commanders. These directives may contain either broad or specific guidance concerning the overall administration or operation of the unit, personnel administration, tactical information, communications or operation of equipment. Review directives upon receipt to determine distribution within the unit and to determine if further interpretation or amplification is required by proper authority within the command for effective implementation within the specific unit.

10.5. DIRECTIVES EXCLUDED FROM THE NAVY ISSUANCE SYSTEM. Certain categories of directives are excluded from the basic Navy Directives Issuance System. These directives are important to efficient administration of naval units but have their own dissemination protocols and record keeping requirements. The major exclusions relevant to naval units are discussed in the following subsections.

10.6. THE PLAN OF THE DAY is a basic administrative directive published by the executive officer. It contains daily plans and orders for administration of the unit and announcements of general interest. It is unclassified to allow wide distribution, but its releaseability is normally "For Official Use Only", therefore it must include a notice that it is not to be removed from the unit.

10.6.1 CONTENTS OF THE POD. A standard format is illustrated in Figure 10-1 Sample Plan of the Day (POD) at the end of this chapter. The AA prepares the POD under the direction of the executive officer. The AA collects items of information, prepares the POD, and presents the plan to the executive officer for approval and signature. The POD should contain the following information where appropriate:

a. The section on in port watch officers should identify, as appropriate, the CDO and department duty officers. Items such as tides, weather, time zones, sunrise, sunset, and various petty officer watches may also be included.

b. The section covering the unit's routine shows variation from the normal daily routine for underway, import, and holidays as published in the unit's organization and regulations instruction.

Figure 10-1 Sample Plan of the Day (POD)

c. The order of the day section contains additional orders or instructions concerning the day's activities or pending developments.

d. The announcement section contains items of general interest, such as lost and found articles, athletic events, fund raising drives, and social activities.

10.6.2 DISTRIBUTION OF THE POD. Distribute the POD prior to liberty call import and prior to taps underway. Enforce definite deadlines for material submission and POD preparation and distribution to ensure the plan reaches sailors on time. Make distribution to all levels of the unit's organization by the most expeditious means including electronically, direct routing, publishing at quarters, and posting on bulletin boards. Issue a unit directive covering the method of distribution and posting.

10.7. CAPTAIN'S NIGHT ORDER BOOK. The Night Order Book is maintained in a loose-leaf or bound ledger and contains the orders of the commanding officer for the operation and safe navigation of a ship underway during the night. These orders are written on a separate sheet and signed by the commanding officer each night. They should include courses and speeds, expected sightings, engineering data, the tactical situation, engineering evolutions and supplementary orders to the OOD. This book is required by NAVREGS and forms a permanent part of the ship's operational records.

10.8. CAPTAIN'S BATTLE ORDERS. Maintained in loose leaf or bound ledger form and are readily available to the TAO and others concerned with the proper employment of the ship's weapons. It includes intended weapon, sensor and communications configurations to respond to various surface, subsurface, and airborne threats. It also addresses the material condition and manning level to be employed at various threat conditions. It is a principle vehicle for the commanding officer to convey the philosophy for fighting the ship and in the face of potential conflict, self-defense, or combat, provide the means to convert the crew from a peacetime environment to a battle ready, aggressive state of mind. The Battle Orders shall be rehearsed thoroughly and understood by every member of the ship's combat systems team.

10.9. CAPTAIN'S COMBAT INTENTIONS. Maintained as a daily addendum to the Captain's Battle Orders and will provide detailed preplanned responses based on the commanding officer's best assessment of the current threat. It includes a synopsis of the current tactical situation, the commanding officer's primary concerns and estimates of potential threats as well as responses to those threats.

Figure 10-2 Sample Format for OOD Standing Orders

10.10. ENGINEER OFFICER'S NIGHT ORDER BOOK. Similar to the Captain's Night Order Book. It contains the order directives of the engineer officer to the EOW for the operation of the engineering plant during the night.

10.11. OFFICER OF THE DECK STANDING ORDER BOOK. Contains instructions for conditions of a recurring nature. Prepared by the Navigator for signature by the commanding officer. Figure 10-2 Sample Format for OOD Standing Orders illustrates the typical format employed for issuing standing orders.

10.12. OFFICER OF THE DECK MEMORANDA. Comparatively informal and typically concern matters such as special words to be passed to unit sailors, expected visitors or honors and notes concerning the use of ship's equipment. They are bound in a loose-leaf binder and passed from one watch to the next. They are usually of short duration and provide the executive officer and others a convenient means of informing the OOD of required action.

10.20. REFERENCES:

- a. SECNAVINST 5215.1 (series), Secretary Of the Navy Directives Policy
- b. OPNAVINST 5215.17 (series), Navy Directives Issuance System
- c. SECNAV M-5216.5 (series), Department of the Navy Correspondence Manual
- d. OPNAV NOTICE 5400.9849, Standard Naval Distribution List (SNDL)
- e. SECNAV M-5210.1 (series), Department of the Navy Records Management Program Records Management Manual
- f. SECNAV M-5213.1 (series), Department of the Navy Forms Management Manual
- g. SECNAVINST 5210.16 (series), Department of the Navy (DON) Forms Management and Information Requirements (REPORTS) Management Programs
- h. SECNAV M-5210.2 (series), Department Of the Navy SSIC Manual
- i. U.S. Navy Regulations 1990

Appendix A: ACRONYMS

1JV	Primary Maneuvering Circuit
1LT	First Lieutenant
1MC	General Announcing System
3M	Maintenance and Material Management
A	
AA	Administrative Assistant
AAW	Anti-Air Warfare
ACN	Activity Control Numbers
ADDU	Additional Duties Assigned
ADT	Active Duty Training
AEPIC	Afloat Environmental Protection Coordinator
ASF	Auxiliary Security Force
ASUW	Anti-Surface Warfare
ASW	Anti-submarine Warfare
AT	Antiterrorism
ATO	Antiterrorism Officer
ATTWO	Antiterrorism Tactical Watch Officer
B	
BMOW	Boatswain's Mate of the Watch
BUMED	Bureau of Medicine and Surgery
BW	Biological Warfare
C	
CAC	Common Access Card
CBR	Chemical, Biological and radiological
CCC	Command Career Counselor
CDO	Command Duty Officer
CEFIP	Career Enlisted Flyer Incentive Pay
CFL	Command Fitness Leader
CIC	Combat information Center
CICO	Combat Information Center Officer
CICWO	Combat Information Center Watch Officer
CMAA	Chief Master-at-Arms
CMC	Command Master Chief
CNO	Chief of Naval Operations
COI	Contact of Interest
COMSEC	Communication Security
CPR	Cardiopulmonary Resuscitation
CSC	Combat System Coordinator
CSMP	Current Ship's Maintenance Project
CSOOW	Combat Systems Officer of the Watch
CW	Chemical Warfare
CWO	Communications Watch Officer

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D

DAA Department Administrative Assistant
 DAPA Drug/Alcohol Program Advisor
 DC Damage Control
 DCA Damage Control Assistant
 DCO Defensive Cyberspace Operations
 DCPO Damage Control Petty Officer
 DEFCON Defense Condition
 DMAA Duty Master at Arms
 DoD Department of Defense
 DOE Department of Energy
 DON Department of the Navy
 DRT Dead Reckoning Tracer

E

EDO Engineering Duty Officer
 EKMS Electronic Key Management System
 EMCC Emission Control Center
 EMCON Emissions Control
 EMO Electronics Material Officer
 EO Equal Opportunity
 EOA Equal Opportunity Advisor
 EOD Explosive Ordnance Disposal
 EOOW Engineering Officer of the Watch
 ESG Expeditionary Strike Group
 ESO Educational Services Officer
 EW Electronic Warfare

F

FDO Foreign Disclosure Officer
 FMD Fleet Manpower Documents
 FMFIA Federal Managers' Financial Integrity Act
 FMP Fleet Modernization Program
 FP Force protection

G

GMPO Guard Mail Petty Officer
 GMT General Military Training
 GPS Global Positioning System

H

HBA Health Benefits Advisor
 HCO Helicopter Control Officer
 HDIP Hazardous Duty Incentive Pay
 HERO Hazards of Electronic Radiation to Ordnance
 HERP Hazards of Electronic Radiation to Personnel
 HIPAA Health Insurance Portability and Accountability Act
 HIV Human Immunodeficiency Virus
 HMIS Hazardous Material Information System

I
IA Information Assurance
IAM Information Assurance Manager
IAO Information Assurance Officer
IDPB Information Dominance Planning Board
IDT Inactive Duty Training
IDTT Inactive Duty Training with Travel
IOO Intelligence Oversight Officer
ISIC Immediate Superior in Command
IT Information Technology
IWO Information Warfare Officer

J
JAGMAN Manual of the Judge Advocate General
JOOD Junior Officer of the Deck
JOOW Junior Officer of the Watch

K
KMO Knowledge Management Officer

L
LCPO Leading Chief Petty Officer
LEDET Law Enforcement Detachment
LFORM Landing Force Operation Reserve Material
LPO Leading Petty Officer

M
MAA Master-at-Arms
MARDET Marine Detachment
MC Mass Communication Specialist
MCM Manual for Courts-Martial
MICP Management Internal Control Program
MICPC Management Internal Control Program Coordinator
MDCS Maintenance Data Collection System
MIC Managers' Internal Control
MMD Maintenance Management Department
MOBI Man Overboard Identification
MOOW Messenger of the Watch
MOPP Mission Oriented Protection Posture
MPA Main Propulsion Assistant
MPA Main Propulsion Assistant
MSDS material Safety Data Sheets
MWR Moral Welfare and Recreation

N
NAFI No appropriated Fund Instrumentalities
NAMP Naval Aviation Maintenance Program
NATOPS Naval Air Training and Operating Procedures
Standardization
NAVREGS U.S. Navy Regulations
NAVSUP Naval Supply

NCIS	Naval Criminal Investigative Service
NEC	Naval Enlisted Classification
NIAPS	Navy Information/Application Product Suite
NMCARS	Navy Marine Corps Acquisition Regulations Supplement
NODORM	Navigation/Operation Department Organization and Regulation Manual
NSCM	Navy Standard Core Menu
NSF	Navy Security Force
NSO	Nuclear Weapons Safety Officer
NSTM	Naval Ships' Technical Manual
NTCSS	Naval Tactical Command Support System
NWP	Naval Warfare Publication
O	
OCO	Offensive Cyberspace Operations
OIC	Office in Charge
OJT	On-the-Job Training
OMB	Office of Management and Budget
OOD	Officer of the Deck
OPORD	Operation Order
OPSEC	Operations Security
OPTAR	Operating Target
ORM	Operational Risk Management
OTC	Officer in Tactical Command
P	
PA	Public Affairs
PAO	Public Affairs Officer
PAR	Personnel advancement Requirements
PBFT	Planning Board for Training
PD	Presidential Directive
PMS	Planned Maintenance System
POD	Plan of the Day
POOW	Petty Officer of the Watch
PPE	Personal Protective Equipment
PQS	Personnel Qualification Standards
PRP	Personnel Reliability Program
PSP	Personnel Security Program
PSRC	Physical Security Review Committee
Q	
QA	Quality Assurance
QMOW	Quartermaster of the Watch
R	
RHIB	Rigid Hull Inflatable Boat
RO	Religious Organization
RP	Religious Program Specialists
RSO	Recreational Services Officer

S
SAR Search and Rescue
SCUBA Self Contained Underwater Breathing Apparatus
SDF Self Defense Force
SEM Shipboard Energy Manager
SMD Ship Manning Documents
SMDR Senior Medical Department Representative
SMMO Ship's Maintenance Management Officer
SNAP Shipboard Non-Tactical Automated Data Processing
Program
SOH Safety and Occupational Health
SOPA Senior Officer Present Afloat
SORM Standard Organization and Regulations Manual
SQMD Squadron Manpower Documents
SSIC Standard Subject Identification Code
STO System Test Officer
STW Strike Warfare
SWOPS Special Weapons Ordnance Publications

T
TAO Tactical Action Officer
TCRM Time Critical Risk Management
TM Technical Manuals
TSCO Top Secret Control Officer
TTP Tactics, Techniques and Procedures
TUM Tagout Users Manual
TYCOM Type Commander

U
UAV Unmanned Aerial Vehicle
UCMJ Uniform Code of Military Justice
UNREP Underway Replenishment
USCG United States Coast Guard

V
VERTREP Vertical Replenishment
VHS Video Home System

W
WCS Work Center Supervisor