NONRESIDENT
TRAINING
COURSE

Military Requirements for Petty Officer First Class

NAVEDTRA 14145

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PREFACE

About this course:

This is a self-study course. By studying this course, you can improve your professional/military knowledge, as well as prepare for the Navywide advancement-in-rate examination. It contains subject matter about day-to-day occupational knowledge and skill requirements and includes text, tables, and illustrations to help you understand the information. An additional important feature of this course is its references to useful information to be found in other publications. The well-prepared Sailor will take the time to look up the additional information.

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CHAPTER 1

US. NAVAL TRADITION

LEARNING OBJECTIVES

Learning objectives are stated at the beginning of each chapter. These learning objectives serve as a preview of the information you should learn in the chapter. By successfully completing the nonresident training course (NRTC), you indicate you have met the objectives and have learned the information. The learning objectives for chapter 1 are listed below.

Upon completion of this chapter, you should be able to do the following:

1. Describe the striking forces of the U.S. Navy.
2. Describe the "TRIAD" of the strategic nuclear forces.
3. Identify the U.S. Navy's geographic areas of concern.
4. Identify the applications of the U.S. Navy weapons systems.
5. Describe the types of readiness training and inspections conducted to maintain the U.S. Navy's condition of readiness.

U.S. Navy sea power.

INTRODUCTION TO SEA POWER

A nation can only measure the strength of its sea power by its ability to use the sea to further its national objectives. It must be able to use the sea for this purpose despite any threat created by rivals or competitors.

The elements of sea power enable a sea dependent nation to project and maintain its political, economic, and military strengths

seaward and beyond. Some of these elements are ships, aircraft, weapons, and trained personnel. Equally important are the shore establishment, well-situated bases, commercial shipping, and international alignments. The following elements determine a nation's capacity to exercise sea power:

- The character and number of its population
- The character of its government
- The soundness of its economy
- Its industrial efficiency
- The development of its internal communications
- The quality and number of its harbors
- The extent of its coastline and the location of its homeland, bases, and overseas territories with respect to sea communications

The ability to project sea power could be in jeopardy, and eventually lost, if any of these elements are weak or lacking.

THE NAVY'S ROLE IN THE NATIONAL SECURITY POLICY

The United States national security policy strives to preserve our freedom with our institutions and values intact. We are a global power with global interests and obligations. The Navy must be prepared to act at any time to ensure national security while limiting crises, controlling escalation, or stopping a conflict. We must be able to deal with a wide range of threats to our freedom.

If the United States is to continue to exist as we know it today, it must have a policy that recognizes its worldwide commitments. Naval forces underline America's commitments and interests everyday by their presence near friendly, neutral, and hostile shores. This presence asserts and reinforces principles of international law and freedom of the seas on a continuing basis.

Naval forces can be sent to crisis areas at low cost by comparison with other military forces. Naval forces require no access or overflight rights and can stay on station indefinitely. Naval forces leave behind no physical reminders of their presence; however, their ability to come and go at will is a strong symbolic reminder of their presence. Since World War II, the U.S. Navy has been instrumental in handling international incidents that require the use of military force.

NAVAL MARITIME STRATEGY

The United States seeks to deter war; but when any country starts hostilities or conflict, the United States defends itself and its allies.

National military strategy rests on three basic pillars: DETERRENCE, FORWARD DEFENSE, and ALLIANCE SOLIDARITY. When deterrence fails to prevent an enemy's attack, the United States responds in one of four forms. It (1) meets force with force at the point of attack, (2) increases the intensity of the conflict, (3) alters the geographic width of the conflict, or (4) controls the duration of fighting.

Maritime superiority enables us to deny the enemy any advantage through expansion. It also allows us to take the conflict to an area where the enemy does not want to fight. The flexibility of sea power permits us to outflank a foe, causing an enemy to spread its forces around its perimeter. This tactic requires the enemy to commit a great number of personnel and materials to defend its otherwise secure flank. The enemy must defend itself against our submarines, surface ships, aircraft, missiles, mines, and amphibious and special forces. With secure sea-lanes the Navy has the ability to outlast any aggressor.

Any major conflict involves our allies, and we recognize the importance of their contributions. The Navy structures its forces, to the extent possible, to take advantage of the role allied naval forces play. Allied capabilities in mine warfare, air defense, submarine operations, and maritime patrol are important elements in maintaining maritime superiority.

Maritime superiority for the United States is a necessity. The Navy must be able in time of emergency to venture into harm's way. It must be able to control air, surface, and subsurface areas to assure access to all the oceans of the world. The Navy must ensure that access and meet its operational requirements despite the requirement for a smaller Navy. To do this, it maintains the combat readiness of its ships with the most modern technology and with the recruitment of dedicated and well-trained personnel.

STRATEGIC NUCLEAR DETERRENCE

Today, the United States' deterrent to the Soviet Union's threatening array of nuclear capabilities is a TRIAD of strategic nuclear forces. These forces consist of BALLISTIC MISSILES, INTERCONTINENTAL BALLISTIC MISSILES (ICBMs) and LONG-RANGE BOMBERS.

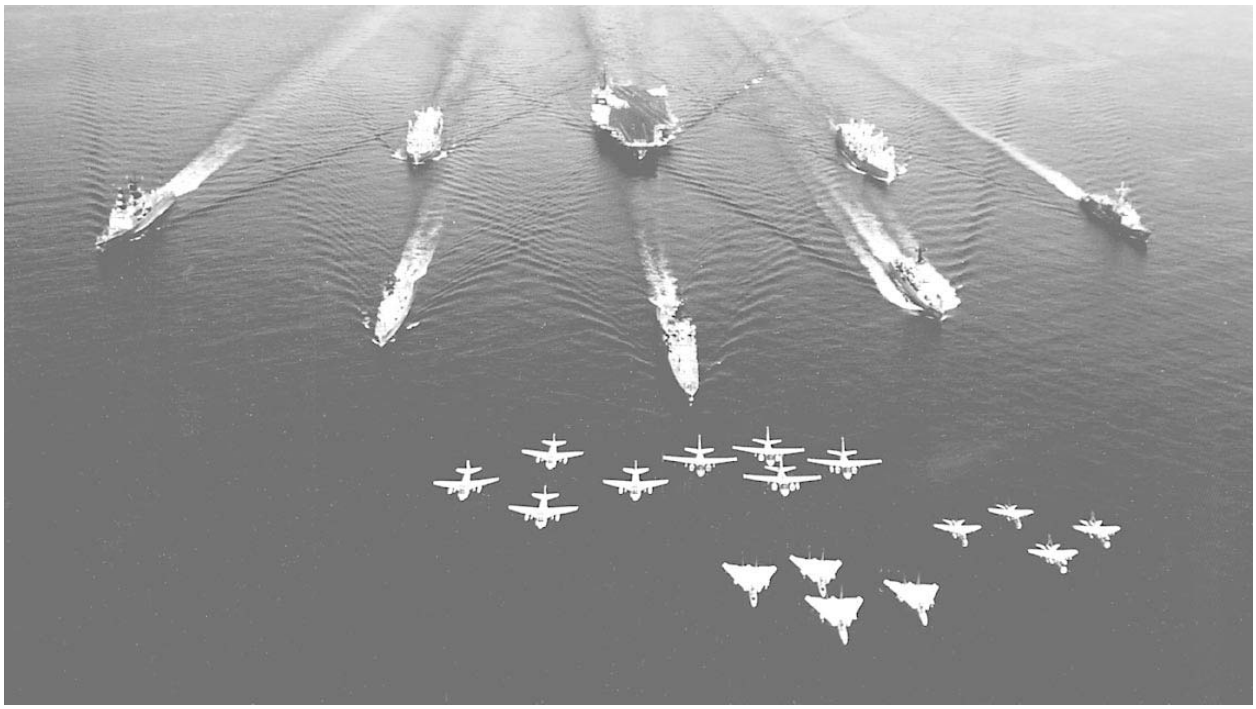
The unique qualities of each leg of the TRIAD combined provide a level of flexibility that cannot be attained by each alone. The TRIAD enhances our employment options and complicates enemy defensive and offensive planning. It serves as a hedge against possible violations of arms control limitations and reduces the impact of new technological advances. The U.S. Air Force, with its long-range bombers and ICBMs, and the U.S. Navy, with its sea-launched ballistic missiles, provide part of the TRIAD.

U.S. AIR FORCE ROLE

Our land-based intercontinental ballistic missiles are unsurpassed in readiness and immediate reaction capability. They can be launched quickly, and their capability to survive is very high. The Strategic Air Command's (SAC) intercontinental ballistic missile force consists of Minuteman missiles and Peacekeeper ICBMs, which are deployed in Minuteman silos. SAC's manned bombers are the most flexible element of the TRIAD. SAC can use bombers as a manned penetration, as a cruise missile launch platform, or in support of conventional operations. It can use B-52 G/H and B-1B bombers to penetrate defenses.

U.S. NAVY ROLE

Deterrence of war has been the sole mission and basic reason for the existence of the fleet ballistic missile submarine since its inception in 1960. The submarine program is the Navy's highest priority program. As an essential cornerstone of the national security policy, this program functions as a survivable and dependable leg of the strategic deterrent TRIAD. The submarine leg of TRIAD consists of older fleet ballistic missile submarines (nuclear propulsion) (SSBNs) armed with Poseidon C-3 or Trident C-4 missiles and new Trident submarines carrying Trident C-4 missiles. Remaining at sea about 55 percent of the time, these submarines have their missiles targeted at sites in the Soviet Union and Eastern Europe. Tridents carry 24 submarine-launched ballistic missiles (SLBMs) compared with 16 in earlier submarines. The United States now has 20 Trident submarines scheduled for construction.



The carrier task group, and essential element of power projection.

The chance of a strategic nuclear attack on the United States is low. The results of such an attack would be catastrophic. The TRIAD has been developed and maintained to deter nuclear attack. Similarly, the Soviet Union has developed and is maintaining powerful strategic forces of its own. Our objective is to obtain the following conditions of essential equivalence:

1. Prevent Soviet strategic nuclear forces from becoming effective instruments of political leverage or coercion.
2. Maintain nuclear stability.
3. Offset advantages in force characteristics possessed by the Soviets by U.S. advantages in other characteristics.
4. Ensure U.S. strategic forces are not, nor are they perceived to be, inferior in performance to those of the Soviet Union.

The credibility of our TRIAD as perceived by potential opponents and allies is very important. If they perceive that our TRIAD does not exist or is weak, regardless of the facts, it will no longer serve to deter an attack.

This condition of essential equivalence should produce a mutual deterrence that is so stable it will not be upset in a crisis. The United States seeks to maintain this stability through a combination of specific, equitable, and verifiable arms control agreements.

GEOGRAPHICAL AREAS OF CONCERN IN U.S. FLEET ORGANIZATION

Four American fleets (Second, Third, Sixth, and Seventh) stand worldwide watch. Each serves the Navy's basic mission of protecting national security. The Second Fleet, commanded by Commander in Chief, Atlantic Fleet (CINCLANTFLT), operates from the world's largest naval base at Norfolk, Virginia. It patrols the western Atlantic across some of the world's most important trade routes. Ships and personnel of the Second Fleet rotate with those of the Sixth Fleet. The Commander in Chief, U.S. Naval Forces Europe (CINCUSNAVEUR), commands the Sixth Fleet, which moves in the nearly landlocked Mediterranean Sea. We could describe the Sixth Fleet as "keeper of the doors."

The Mediterranean has been an influential factor in world affairs since the dawn of history. Gibraltar, the front door of the Mediterranean, is a vital commercial choke point. Whether it is open or closed, it affects the destiny of nations. The Mediterranean also has a side door—the Bosporus and Dardanelles—through which Soviet ships enter. The Arab-Israeli wars in June 1967 and November 1973 produced a marked increase in the size of the Soviet Mediterranean force. From a previous high of 23 ships, Soviet naval strength rose from 35 to 40 vessels. This period was the first time in recent years the Soviets had so deliberately used their fleet to support their foreign policy. Since the war in the Middle East, a stepped-up program of Mediterranean port visits by Soviet ships seems clearly aimed at increasing Soviet influence in that area. The level of Soviet naval activity provides additional reasons for the continued presence of a strong Sixth Fleet. The Sixth Fleet is built around two attack carriers and an amphibious striking force with an embarked Marine Corps battalion landing team. Since the Soviet Union maintains a submarine force in the Mediterranean, the United States has increased the frequency of deployment of its antisubmarine groups to the Mediterranean from the Atlantic.

Across the world from the Mediterranean, the Commander in Chief, Pacific Fleet (CINCPACFLT), commands the Third and Seventh Fleets. The Third Fleet, operating off the west coast of the United States, trains the personnel and shakes down the ships that rotate to the Seventh Fleet. The Seventh Fleet operates in the western Pacific and Indian Ocean regions.

In recent years Soviet naval forces in the Pacific have grown in size and capability. With the fall of South Vietnam, the Soviets established a large naval base at Cam Ranh Bay. This base provides them with the capability to react rapidly to world events in the western Pacific.

STRIKING FORCES OF THE U.S. NAVY

A strike is an attack intended to inflict damage to, seize, or destroy an objective. A striking force is a force composed of appropriate units necessary to conduct strike, attack, or assault operations.

The mobility and versatile power of naval striking forces make them ideal instruments for enforcing national military policy. In peacetime, unsettled world conditions require the Navy's readiness to instantly apply force. The existence of a naval striking force may serve as a stabilizing influence to inhibit the outbreak of hostilities.

Our conflict with Iraq is an example of how hostilities sometimes occur in spite of attempts to settle international disputes by other means. As shown by this conflict, our carrier striking force takes prompt and decisive action to meet national objectives.

Mobility is one of the striking forces' greater assets. It increases the prospect for surprise attacks from any point bordering enemy land areas surrounded by navigable waters. Striking forces provide a wide range of weapons systems for close or long-range distances. Task forces organized primarily for striking force operations are carrier, surface, and submarine strike forces. These forces operate independently or together as needed.

AIRCRAFT CARRIER BATTLE GROUP

The aircraft carrier battle group (fig. 1-1) is a vital part of the Navy's overall ability to counter aggression successfully and to protect vital sea-lanes. Geographically, economically, politically, and culturally, the United States is overseas oriented.

Because the United States is essentially an island nation, it must have the ability to influence international affairs favorably. During conflict, the United States must be able to engage and defeat any enemy far from American shores. At the same time, it must protect the vital lines of communications.

The United States frequently deploys naval forces to areas near hostile bases and operating areas far from continental U.S. bases. These deployments place demanding requirements upon the capabilities of U.S. naval forces. These forces must be able to counter air, surface, and submarine threats simultaneously when the enemy selects more than one method of attack.

The aircraft carrier serves as the key member of a powerful and mobile naval task force. It uses antisubmarine aircraft, attack and fighter aircraft, and surface and subsurface escorts. These air, surface, and subsurface escorts provide the greatest naval power that can be assembled to counter all types of threats at sea.

The carrier battle group has the mobility to operate where it can be most effective against any forces threatening the United States' free use of the seas. It also has the sensors and weapons needed to defeat these threats. The carrier is a completely outfitted and equipped mobile air operating base for projecting power ashore. This function requires close air support and interdiction aircraft. (Interdiction is an attack on supply lines. It is an attempt to destroy railroads, bridges, electric power plants, and so forth, to cripple the support of enemy front lines with minimum effort.) These aircraft are able to defeat all modern aircraft; penetrate missile-defended targets; and conduct precision day, night, and all-weather bombing. They perform the demanding tasks of reconnaissance and surveillance.

The United States must maintain a convincing peacetime presence in trouble spots of the world

Figure 1-1.—USS America carrier task group.

to prevent conflicts that are adverse to U.S. interests. The carrier battle group can quickly respond to crises in areas where U.S. interests require a military presence. The carrier can remain offshore to show America's interest in affairs ashore. The carrier battle group and its associated naval units have the means to respond to almost any event.

Aircraft carrier battle groups contribute directly to the United States' capability to counter a major Warsaw Pact attack against the North Atlantic Treaty Organization (NATO). These mobile forces help keep major sea-lanes open against potential threats. Together with other services, they provide major offensive initiatives should a NATO/Warsaw pact war or lesser conflict occur. Carrier-based tactical aircraft can wage concentrated tactical air power in remote areas of the world where the United States does not have land bases.

SUBMARINE FORCES

Historically, the mission of a submarine has been to seek and destroy both combatant and noncombatant enemy surface ships. Now the primary mission of the submarines is to seek and destroy enemy submarines. The advent of the nuclear-powered ballistic missile submarine added an entirely new mission—the delivery of ballistic missile attacks against assigned shore targets.

In 1955 the Chief of Naval Operations ordered the development of a weapons system capable of launching a missile from a submerged submarine. The system was to be able to hit any point on the earth's surface with a nuclear warhead—a complex engineering feat never achieved in history. The system was envisioned to have three basic components—missiles, a launching platform, and a navigation system that would continuously show the ship's position under all conditions.

The United States launched its first fleet ballistic missile (FBM) submarine, *George Washington,* SSBN-598, in June 1959. It contained 16 launching tubes equipped with Polaris A-1, 1200-nautical-mile-range missiles. The submarine conducted its first successful test on 20 July 1960 off Cape Canaveral. In November 1960, the FBM system became operational when *George Washington* deployed on its first 60-day patrol. Since then, several versions have been developed, including the Poseidon and the Trident.

Trident I C4 FBM.

The latest version, and by far the deadliest and most versatile, is the Trident C-4 undersea nuclear weapons system. Its longer-range missiles, larger submarines, and complete U.S. "home ports," have increased combat readiness and cut the operating costs of the FBM force. Trident is the name of the entire weapons system, including submarines, missiles, and base. The Trident missile can reach enemy targets from both the Atlantic and Pacific Oceans, thus making expensive overseas ports unnecessary for Trident submarines. In addition, the Trident I missile has been adapted for use with our present Poseidon submarines. This has increased the missile range to 4,000 nautical miles. All Trident submarines have exceeded their performance design specifications in speed and quietness and have successfully launched Trident (C-4) test missiles. Both the Poseidon and Trident missiles have a multiple warhead capability.

Figure 1-2 shows the Trident submarine, USS *Ohio,* SSBN 726. Trident submarines are replacing the aging fleet ballistic missile submarines built during a short period in the 1960s. They will replace Poseidon submarines by the late 1990s.

In 1980 the Navy began development of a new submarine-launched ballistic missile, the Trident II (D-5), with improved accuracy, extended range, and greater payload. Eventually all Trident submarines will be configured to carry Trident II missiles.

SURFACE ACTION GROUP (SAG)

Task force or group commanders include in their operation orders provision for SURFACE ACTION GROUPS (SAGS), which can be detached to perform certain missions. They prepare a battle plan for these forces to follow during surface action.

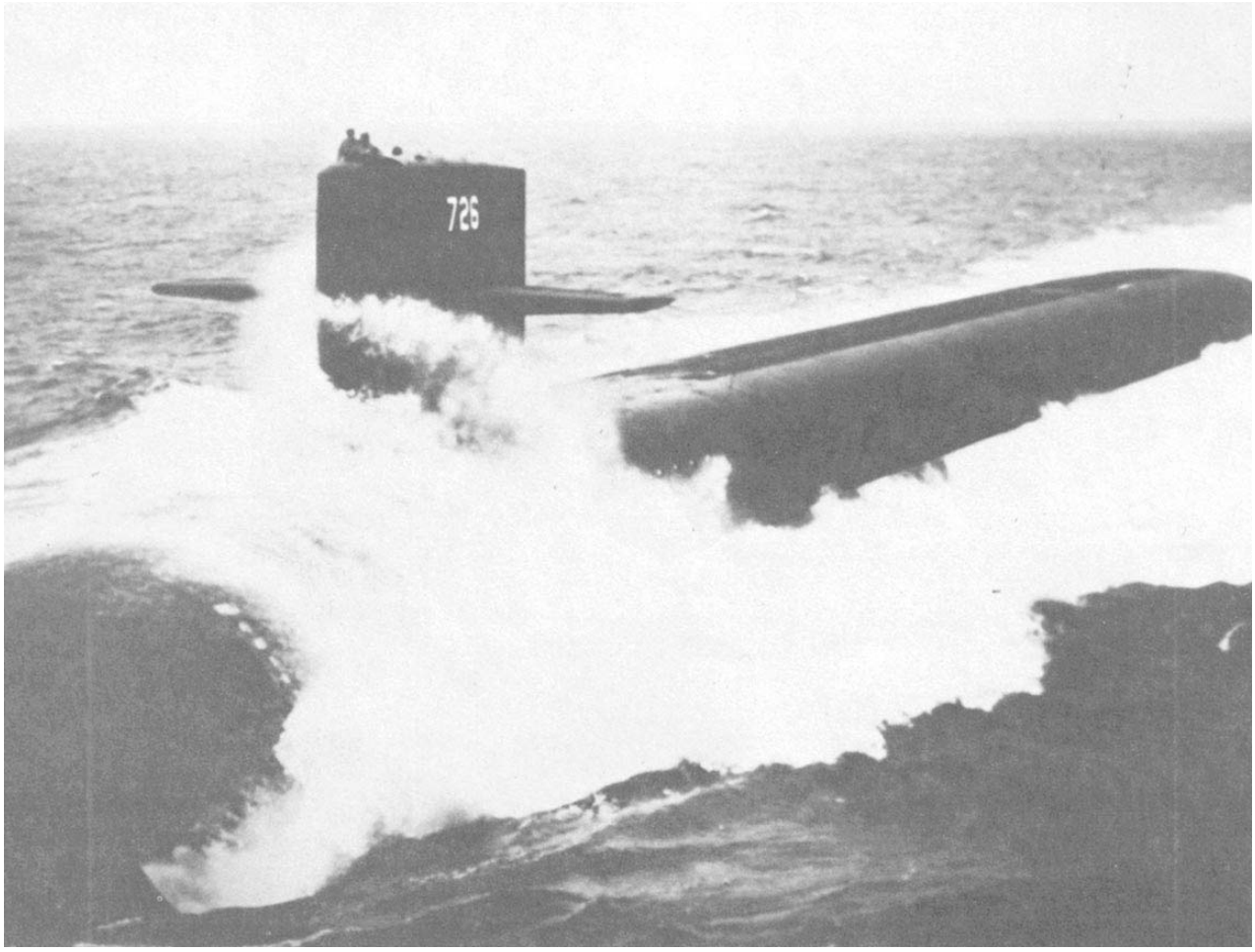


Figure 1-2.—USS Ohio (SSBN-726).

Figure 1-3.—Surface action group.

during surface action. However, they normally use such forces only as one element in a coordinated strike by both air and surface units. Commanders detach surface action groups in special situations; for example, to destroy isolated or crippled enemy surface units, to conduct shore bombardment, or for surface reconnaissance missions. Normally, though, aircraft are the principal agents for tactical reconnaissance. Air action usually takes place before a surface engagement or occurs during the engagement. An air strike before a surface engagement may surprise the enemy forces to such an extent that the surface action becomes a pursuit of disorganized enemy forces. It may also slow enemy forces so that the task force or battle group can engage enemy forces with surface-to-surface fire or missiles outside the enemy surface missile envelope. Task force or group commanders may also use aircraft for spotting gunfire and ship-launched missiles. Figure 1-3 shows a surface action group.

AMPHIBIOUS FORCES

Amphibious operations conducted to establish a landing force on a hostile shore achieves several purposes. First, they allow our forces to pursue further combat operations. Second, they allow our forces to obtain a site for an advanced naval or air base. And third, they deny the use of an area or facilities to the enemy.

AMPHIBIOUS WARFARE has special significance for every person in the Navy. It integrates nearly all types of ships, aircraft, weapons, and landing forces in a concerted military effort against a hostile shore. The ability to conduct amphibious operations effectively is a measure of a nation's competence in applying the elements of sea power and air power in a coordinated effort. A nation's competence in applying sea power and air power in a coordinated effort serves as a measure of its ability to conduct effective amphibious operations.

The usefulness of the amphibious operation stems from the mobility and flexibility of its forces; that is, the ability to concentrate balanced forces and to strike with great strength at selected points in the hostile defense system. An amphibious operation uses the element of surprise and capitalizes upon enemy weaknesses. The mere threat imposed by the existence of powerful amphibious forces may convince the enemy to spread out concentrated forces. This may result in expensive and wasteful efforts by the enemy in defending the country's coastline.

Amphibious assaults must be conducted in the face of certain additional and special difficulties. Natural forces, such as unfavorable weather, seas, and surf, represent hazards not normally encountered in land warfare. Ships encounter many logistics problems. They must load thousands of troops and large quantities of material so that they can be unloaded in the proper sequence. They then must move these troops and materials to the objective area and land them on open beaches or landing zones, which may be under enemy fire. All such problems require special attention to detailed planning.

The closest cooperation and most detailed coordination among all forces taking part in an amphibious operation are essential to success. The forces must be trained together. Each force must have a clear understanding of its mutual obligations, special capabilities, and problems.

Amphibious striking forces normally include Navy and Marine Corps forces but may include personnel from every service of the armed forces. These forces are integrated into a task organization to form a single cohesive amphibious striking force capable of executing its mission with utmost efficiency. The keynote of successful amphibious operations is the complete coordination and unity of effort among all the participating elements of land, sea, and air forces. This coordination and unity achieved successes in the conduct of amphibious operations during World War II, the Korean conflict, and the Vietnam conflict. These successes are direct results of the close relationships developed among our armed forces.

NAVAL WARFARE

NAVAL WARFARE is a conflict in which at least one of the opponents is operating from the sea with surface ships, submarines, or sea-based aircraft. Naval warfare involves three major areas: SURFACE, SUBSURFACE, and AIR. Each of these areas has its own operating characteristics, and each has its own particular strengths and limitations.

The art of naval warfare entails a nation's use of surface, submarine, and air forces in a manner that exploits the strengths and minimizes the weaknesses of each. This objective has led to surface, submarine, and air forces operating together in mutual support. Their common objective is to gain advantages over the enemy by working together to improve offensive capabilities

USS <u>Oliver Hazard Perry</u> (FFG-7).

USS <u>Texas</u> (CGN-39).

and decrease the weaknesses of each naval component. Each U.S. naval force has the full capacity in all three warfare areas to carry out the task of meeting a multidimensional threat similar to that of U.S. naval forces. U.S. naval forces also carry out fundamental tasks and supporting tasks.

The FUNDAMENTAL WARFARE TASKS are as follows:

- ANTIAIR WARFARE (AAW). AAW is the destruction of enemy aircraft and airborne weapons, whether launched from air, surface, subsurface, or land. AAW consists of all the measures used in achieving air superiority.

- ANTISUBMARINE WARFARE (ASW). ASW is the destruction or neutralization of enemy submarines. The aim of ASW is to prevent the effective use of submarines by the enemy.

- ANTISURFACE SHIP WARFARE (ASUW). ASUW is the destruction or neutralization of enemy surface combatants and merchant ships. The aim of ASUW is to prevent the effective use of surface warships and cargo-carrying vessels by the enemy.

- STRIKE WARFARE. Strike warfare is the use of conventional or nuclear weapons in the destruction or neutralization of enemy targets ashore. It includes, but is not limited to, attacks on an enemy's strategic nuclear forces and building yards. It also includes attacks on operating bases from which an enemy can conduct air, surface, or subsurface operations against U.S. or allied forces.

- AMPHIBIOUS WARFARE. Amphibious warfare consists of attacks launched from the sea by naval forces and by landing forces embarked in ships or craft. The purpose of these attacks is to allow forces to land on an enemy shore. Amphibious warfare includes fire support of troops in contact with enemy forces using close air support or shore bombardment.

- MINE WARFARE. Mine warfare is the use of mines and mine countermeasures to control sea or harbor areas. It involves laying minefield and countering enemy mine warfare through the destruction or neutralization of enemy minefield.

The SUPPORTING WARFARE TASKS are as follows:

- SPECIAL WARFARE. Special warfare involves naval operations generally accepted as being nonconventional in nature and, in many cases, conducted with secrecy. Special warfare, which often accomplishes basic warfare tasks, includes special mobile operations, unconventional warfare, coastal reconnaissance, and certain technical intelligence operations.

- OCEAN SURVEILLANCE. Ocean surveillance is the observation of ocean areas to detect, locate, and classify selected air, surface, and subsurface targets. It also involves providing the information to users in a timely manner. A target may be hostile, neutral, or friendly. Ocean surveillance provides a current operational setting by which Navy commanders can decide whether to deploy forces.

- INTELLIGENCE. Intelligence is the assessment and management of information obtained via surveillance, reconnaissance, and other means. Intelligence forces use this information to produce timely warnings and to indicate the location, identification, intentions, technical capabilities, and tactics of potential enemies. Current and complete intelligence, correctly interpreted, permits military decisions to be based on accurate knowledge of the enemy's forces and capabilities.

- THE NAVY COMMAND AND CONTROL SYSTEMS (NCCS). NCCS provides the means to exercise the authority and direction of naval forces in the accomplishment of their mission. The NCCS coordinates its operations with the national command, control, and communications system. NCCS is under the direction of the national command authority (the President, the Secretary of Defense, and the Joint Chiefs of Staff). These systems ensure the coordination of all warfare efforts. The Army, Air Force, and naval forces of the United States and those of our allies could not fulfill their missions without effective and well-organized command, control, and communications systems.

- ELECTRONIC WARFARE. Electronic warfare involves electronic support for all warfare tasks. Electronic warfare ensures the effective use of the electromagnetic spectrum by friendly forces while determining, reducing, or preventing its use

by an enemy. It also assists in the detection and targeting of hostile forces while making detection and targeting of friendly forces more difficult for the enemy.

- LOGISTICS. Logistics is the resupply of combat consumables to combatant forces during operations. It may often be a major factor in determining the success or failure of an operation. A principal aim of naval logistics is to make the operating forces as independent as possible of overseas bases. Sealift provides most supplies needed to support U.S. naval forces and other U.S. combatant and allied forces. The U.S. maritime mobility forces consist primarily of ships of the Military Sealift Command, various ships held in reserve, and the U.S. merchant marine.

U.S. NAVY WEAPONS AND SYSTEMS

Since the Civil War, when armored, steam-propelled warships first were combat-tested, the U.S. Navy has used the latest technology in all naval warfare applications.

For more than 40 years, the U.S. Navy has developed systems and tactics to protect itself from air attacks. Since the end of World War II, several generations of antiship missiles have emerged as an air threat to the fleet. These antiship missiles can be launched from under the sea, from the surface of the sea, and from aircraft above the sea. Many can be launched several hundred miles away. The attacks can be coordinated so that several missiles arrive almost simultaneously, and some of the missiles have a nuclear capability.

A survivable Navy in the modern world must have the latest surveillance techniques, information processing capabilities, and platforms that can effectively deliver weapons wherever needed.

AEGIS

The shipboard integrated AAW combat weapons system (Aegis) is the most capable surface-launched missile system the Navy has ever put to sea. The system was designed as a total weapons system with capabilities that range from detection to destruction of enemy targets. The system can perform search, track, and missile-guidance functions simultaneously with a track capacity of over 100 targets. It can defeat an extremely wide range of targets. It can defeat very high- to very low-altitude antiship cruise missiles and manned aircraft, flying at both supersonic and subsonic speeds. Aegis is reliable even in the most severe of environmental conditions, both natural and man-made. Aegis can operate simultaneously in all modes of warfare: antiair, antisubmarine, and antisurface. The system can also perform force coordination.

The surface Navy's Aegis provides area defense for the battle group. It also provides a clear air picture for more effective deployment of F-14 Tomcat and F/A-18 Hornet aircraft. It

F-14 Tomcat.

F/A-18A Hornet.

enables fighter aircraft to concentrate more on the outer air battle while Aegis cruisers and destroyers concentrate on the battle group area defense. The highly accurate Aegis weapons system reduces the use of other valuable assets. As long as our "blue-water" Navy must steam into harm's way in carrying out assigned missions, it will require a formidable antiair warfare capability. Aegis has given AAW forces a decided edge for the present. It also promises to give the fleet an extremely capable AAW system through-out the turn of the century. This will be done through planned upgrades to the standard missiles, the introduction of vertical launchers, and evolutionary improvements to Aegis itself.

Aegis is installed on all Ticonderoga-class cruisers (fig. 1-4). A system compatible with

Figure 1-4.—USS Ticonderoga (CC-47).

destroyers will be installed on new Arleigh Burke-class destroyers (fig. 1-5).

SURFACE-LAUNCHED MISSILES

The mission of surface-launched missiles, shown in figures 1-6 and 1-7, is to engage and intercept aircraft, antiship missiles, and surface ships. Standard-1 (SM-1) and Standard-2 (SM-2), medium-range (MR), and extended-range (ER) missiles have a cylindrical airframe. The airframe tapers into a radome, four fixed dorsal fins, and four independently movable steering control surfaces.

Standard-1 (RIM-66) is a medium-range (MR), surface-launched missile employing passive or semiactive homing. It is propelled by an integral dual-thrust rocket motor, SM-1 MR is installed on FFG-, DDG-, CG-, and CGN-class ships equipped with Aegis and a Tartar combat system. Standard-2MR incorporates midcourse guidance, which allows programming of the missile for radar search only. The missile is redirected in midflight and then again during the terminal homing phase. SM-2 MR is installed on the DDG- and CGN-type ships and on Aegis CG-class ships.

Standard-1 (RIM-67) is an extended-range (ER), surface-launched missile employing passive/semiactive homing or midcourse command guidance. It is propelled by a detachable rocket booster and an integral sustainer rocket motor. SM-1 ER is installed on CGN-, CG-, and DDG-37-class ships equipped with Terrier combat systems. Standard-2 ER incorporates the same midcourse guidance as the MR version.

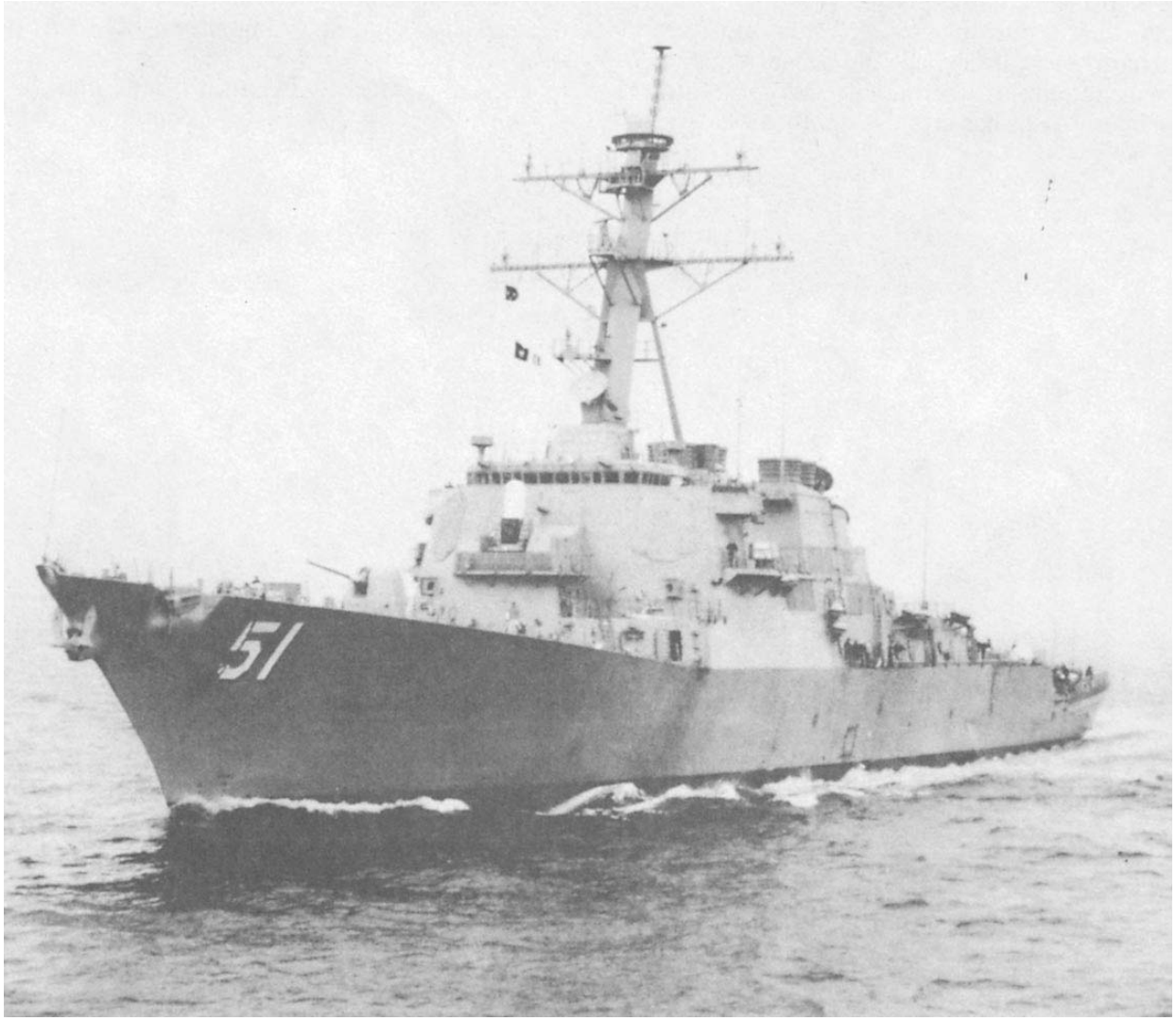


Figure 1-5.—USS Arleigh A. Burke (DDG-51).

Figure 1-6.—Rim-66 standard surface-to-air missiles.

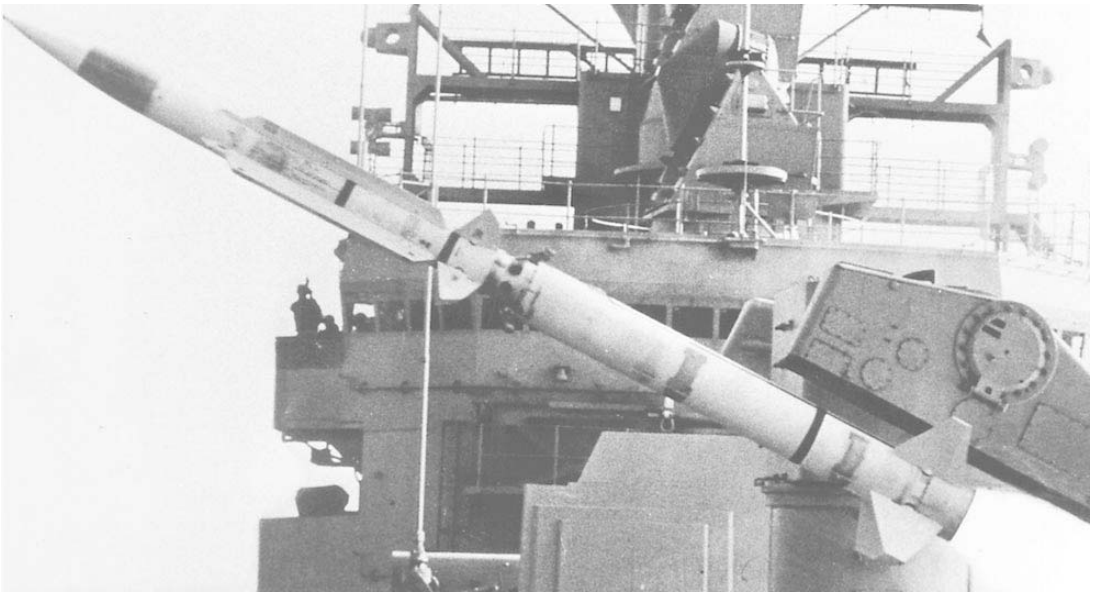


Figure 1-7.—Rim-67A extended-range standard missile.

HARPOON ANTISHIP CRUISE MISSILE

Figure 1-8 shows the HARPOON ANTISHIP CRUISE MISSILE, a medium-range, rocket-boosted, turbo-sustained cruise missile. It can be launched from surface ships, submarines, or aircraft (without the booster). It is effective against hostile surface targets such as combatants and surfaced submarines.

The Harpoon missile uses a solid-propellant to launch it from a variety of surface ship launcher configurations including Tartar rails, antisubmarine rocket (ASROC) cells, or deck-mounted canisters. When launched from submerged submarines, a sealed capsule protects the Harpoon missile in the torpedo tube. The capsule then floats to the surface, where booster ignition occurs and the missile boosts from the capsule. Following a surface or an air launch, the Harpoon flies a programmed, low-trajectory path to the target. An onboard computer provides inflight attitude reference and midcourse guidance. Target location is provided by a self-contained active radar seeker. Terminal guidance uses the radar seeker, or passive homing, in an electronic countermeasure (ECM) environment. A 500-pound high-explosive (HE) warhead with a contact fuse accomplishes target destruction.

PHALANX CLOSE-IN WEAPONS SYSTEM

Figure 1-9 shows the PHALANX CLOSE-IN WEAPONS SYSTEM. The Phalanx is the Navy's

Figure 1-8.—RGM-84A Harpoon antiship missile.

first all-weather, automatic-controlled gun system designed to provide defense against close-in, sea-skimming cruise missiles that penetrate outer defense systems. The main technical achievement of Phalanx is its closed-loop radar spotting and tracking ability. With closed-loop spotting, the fire-control guidance system can simultaneously locate the threat target and the projectiles of the Phalanx. It then automatically corrects the aim of the gun toward the target. The gun fires 20-mm, high-density penetrating projectiles at 3,000 rounds per minute. The self-contained system can be readily installed on any ship, from patrol boat to aircraft carrier.

Figure 1-9.—Phalanx.

PHOENIX AIR-TO-AIR MISSILE

The PHOENIX AIR-TO-AIR MISSILE, shown in figure 1-10, was introduced into the fleet with the F-14 aircraft in 1974. The missile, along with the weapons control system of the F-14, can destroy hostile air targets with conventional warheads in all weather. The system can simultaneously track 24 hostile air targets and launch six missiles against six different targets. The missile has great range and intercept capability against high-speed, high- and low-altitude maneuvering targets.

TORPEDOES

The Mk-48 torpedo, shown in figure 1-11, is a long-range, deep-depth, wire-guided, acoustic homing torpedo. It is designed to combat fast, deep-diving nuclear submarines and high-performance surface ships. The Mk-48 can operate without wire command guidance and can use active or passive homing or both. When launched, it executes target search, acquisition, and attack procedures. If the Mk-48 misses the target, it will execute multiple reattacks. The Mk-48 is carried by all U.S. submarines, including strategic missile submarines that use it as a self-defense weapon.

The Mk-46 torpedo is designed for launching from surface combatants and fixed- and rotary-wing aircraft. It is a primary antisubmarine weapon used by Navy surface ships. The Mk-46 is an acoustic homing torpedo operating in either an active or a passive mode. If a target is not

Figure 1-10.—AIM-54A Phoenix

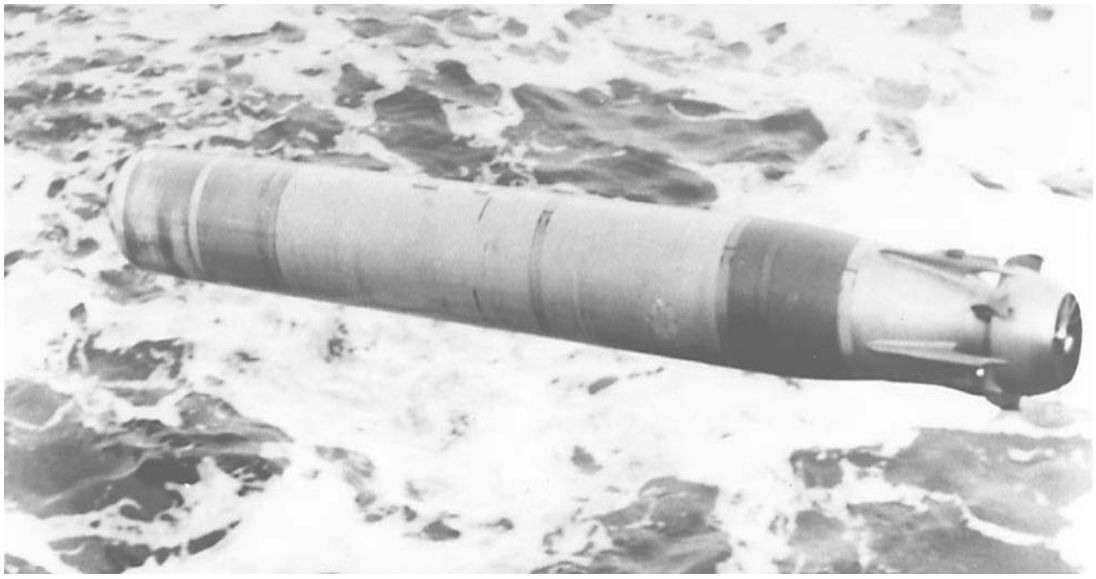


Figure 1-11.—Mk-48 torpedo.

acquired in the passive mode, the torpedo converts to the active mode.

TOMAHAWK CRUISE MISSILE

The Tomahawk, shown in figure 1-12, is a long-range, subsonic cruise missile. The Tomahawk can be a conventionally armed antiship version for antisurface warfare, a conventionally armed land-attack version, and a nuclear armed land-attack version.

The Tomahawk is an all-weather submarine-launched or surface combatant-launched antiship or land-attack cruise missile. After launch, a solid-propellant rocket booster propels the missile until a small turbofan engine takes over for the cruise portion of the flight. The land-attack version of Tomahawk has an inertial and terrain-matching guidance system.

The antiship version has a modified Harpoon cruise missile guidance system. This system permits Tomahawk to be fired and to fly at low altitude in the general direction of an enemy warship to avoid radar detection. At a programmed distance, the missile begins an active radar search to seek, acquire, and hit the target ship.

Figure 1-12.—BGM-109 Tomahawk.

Tomahawk is a highly survivable weapon against predicted hostile defense systems. Radar detection is difficult because the missile has a very small cross section and flies at low altitude. Similarly, infrared detection is difficult because the turbofan engine emits a low level of heat. The antiship variant of Tomahawk uses a combined search radar and passive detection of enemy electronic radiation to detect a hostile ship at great range.

READINESS TRAINING IN THE U.S. NAVY

Readiness is defined as the ability of a force, a unit, a weapons system, or an equipment to deliver the output for which it was designed. Readiness includes the ability to deploy and employ without unacceptable delays.

To meet the sea power challenge, the U.S. Navy continually conducts readiness training. This readiness training includes refresher training, routine drills, exercises, and inspections.

REFRESHER TRAINING

REFRESHER TRAINING is designed to turn a materially ready and manned ship into a ship that is fully capable of performing its assigned mission. The Navy operates two refresher training groups, one on each coast of the United States. The Atlantic group is located at Guantanamo Bay, Cuba; the Pacific group is located at San Diego, California. Refresher training consists of inspections, exercises, drills, and battle problems. These are designed to test every capability of the ship. Refresher training normally takes about 5 weeks to complete under the watchful eye of a refresher training group. A ship must repeat all exercises failed during this period until it receives a passing grade. Upon completion of refresher training, the ship is ready for deployment.

ROUTINE DRILLS

After refresher training the ship must hold frequent drills to keep the crew in top shape. These may be of the operational, emergency, administrative, or special type. Ships base all drills on the ship's bills and the basic bills outlined in *Standard Organization and Regulations of the U.S. Navy,* OPNAVINST 3120.32B. Ships hold routine drills to ensure qualified personnel are assigned, bills are correct, and all equipment is on hand and in working condition. Drills may seem repetitive, but this repetitiveness produces a set of automatic responses by crew members that prepares them for any event. General quarters is the most important drill held. A general quarters drill covers various bills that provide for exercise of the entire crew. It allows for damage-control, gun-crew, missile-firing, and medical-team drills all at once. Other frequently held drills are collision, man overboard, abandon ship, and rescue and assistance. Through routine drills each person in the crew will be able to perform under the most stressful conditions.

INSPECTIONS

To ensure ships and crews are prepared to meet operational commitments, higher authority holds several formal inspections. These inspections ensure the ship is safe to operate and administrative procedures are correct. They also ensure the ship is prepared to operate in wartime conditions and in battle. We will briefly cover four of the most important inspections conducted.

Operational Readiness Inspection (ORI)

One of the most important inspections ships receive is the OPERATIONAL READINESS INSPECTION (ORI). Unit commanders normally perform these inspections while the ship is underway with the crew at battle stations or with condition watches set. Type commanders place heavy emphasis on the ORI. This inspection tests the ability of the crew and ship to operate in battle under wartime conditions. The most important exercise is a lengthy and realistic battle problem with the crew at general quarters. Normally the ship will fire actual weapons during the exercise. Defense against all forms of attack will be tested along with damage-control, collision, and abandon-ship drills.

Propulsion Examination Board (PEB) Inspection

The PROPULSION EXAMINATION BOARD (PEB) INSPECTION is conducted to ensure the propulsion system is safe to operate. It also determines the adequacy of the administrative and operating procedures directly related to the propulsion plant and the capability of assigned personnel to maintain equipment and systems.

Administrative Inspection

Type commanders normally perform annual ADMINISTRATIVE INSPECTIONS. They hold these inspections to ensure ships follow correct record setup and administrative procedures. These inspections give the greatest attention to the ship's planned maintenance system (PMS).

Board of Inspection and Survey (INSURV)

Based on *Navy Regulations,* the BOARD OF INSPECTION AND SURVEY (INSURV) examines each naval ship at least once every 3 years, if practical. The inspection determines the ship's material condition; if found unfit for continued service, the ship must report to higher authority. Higher authority schedules these inspections without the knowledge of the commanding officer. However, the commanding officer may request an INSURV through official channels when needed. Other duties of the board of inspection and survey include the following:

1. Conduct acceptance trials and inspections of all ships and service craft before their acceptance for naval service.
2. Conduct acceptance trials and inspections of one or more aircraft of each type or model before final acceptance for naval service.
3. Perform such other inspections and trials of naval ships, service craft, and aircraft as directed by the Chief of Naval Operations.

EXERCISES

Our naval forces conduct various exercises with our allies throughout the year. These exercises reinforce and demonstrate the professionalism of the various navies to operate together in a sophisticated environment against a three-dimensional threat. They may be large- or small-scale exercises. Some take as long as 2 years to plan. One recent NATO exercise consisted of more than 160 ships, 250 aircraft, and approximately 7,000 ground force personnel from 10 countries. Through the various treaties and pacts the United States has entered into, we are committed to the defense of half the land areas of the world. Without sea power to keep the lines of communications open and supply our allies, we cannot keep our commitment to these treaties. Conducting military exercises with our allies sends a signal to our adversaries that we can keep these commitments.

SUMMARY

The mission of our Navy is to be prepared to conduct prompt, sustained combat operations at sea in support of the national interests of the United States. Today's Navy must meet any type of aggression, from the most primitive to the most sophisticated.

Our basic national security objective is to preserve the United States as a free nation with its basic institutions and values intact. This objective depends upon our ability to deter aggression, to prevent coercion, and to influence international affairs from a position of recognized strength and credibility. It also depends upon our ability to fight when necessary and to terminate conflict on terms compatible with U.S. national security interests.

Fleet ballistic missile submarines (nuclear propulsion) must be capable of delivering ballistic missile attacks against assigned targets. The SSBN force, as part of the TRIAD, is a strong deterrent against nuclear attack because of its ability to retaliate with highly capable missiles.

The ability of U.S. naval forces to survive and accomplish their mission depends on their offensive powers. They must be able to destroy or neutralize hostile forces routinely present in the theater of operations or which represent a threat within that theater. They must be able to project power ashore by gunfire, missiles, carrier-based aircraft, and amphibious landings. Our forces must use each of these elements effectively to achieve and maintain sea control and to support allied forces or U.S. land-based forces ashore.

Naval warfare is a conflict in which at least one of the opponents is operating from the sea with surface ships, submarines, or sea-based aircraft. The objective of naval warfare is to exploit the strengths and minimize the weaknesses of air, subsurface, and surface forces. By combining all the elements of our naval forces, the Navy is fully capable of meeting a multidimensional threat in all three warfare areas.

Research, development, test, and evaluation programs allow the United States to field affordable and reliable weapons systems to meet any threat facing the nation today. Without these programs and the technological superiority

resulting from them, military superiority would be unachievable. To be survivable, today's Navy must have the latest and most modern platforms and systems available to deliver weapons wherever needed.

To meet any challenge, the Navy is constantly in a state of readiness training. Forces must constantly be trained during peacetime so that they will be prepared for war. Training is a major factor in the ability of a ship to carry out assigned operations. Personnel must be able to operate and maintain equipment and function continuously as a team. The best weapons and systems are useless without skilled hands and well-trained minds to operate them.

REFERENCES

Basic Military Requirements, NAVEDTRA, 14325, Naval Education and Training Program Management Support Activity, Pensacola, Fla., 1992.

SHOW A LEG

Many of our Navy's colorful expressions originated as practical means of communicating vital information. One such expression is "show a leg."

In the British Navy of King George III and earlier, many sailors' wives accompanied them on long voyages. This practice caused a multitude of problems, but some ingenious bosun solved one problem that tended to make reveille a hazardous event: that of distinguishing which bunks held males and which held females.

To avoid dragging the wrong "mates" out of the rack, the bosun asked all to "show a leg," If the leg shown was adorned with silk, the owner was allowed to continue sleeping. If the leg was hairy and tattooed, the owner was forced to "turn-to."

In today's Navy, showing a leg is a signal to the reveille petty officer that you have heard the call and are awake.

Show a leg.

CHAPTER 2

LEADERSHIP AND ADMINISTRATIVE RESPONSIBILITIES

LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Define leadership responsibilities.
2. Describe the procedures to design a work center schedule.
3. Explain the responsibilities for completion of tasks on a work center schedule.
4. Describe various forms of work center tasks.
5. Identify various forms of subordinate development.
6. Describe work center stability and requirements.
7. Explain how to write enlisted performance evaluations.
8. Explain the duties and responsibilities of the leading petty officer (LPO).
9. Explain the responsibility of signature by authority.
10. Describe the procedure of preparing routine naval correspondence and messages.

As a first class petty officer, you will use your leadership skills in carrying out your administrative responsibilities. You will use your ability as a leader to motivate and counsel your personnel to ensure they complete work center tasks. Your many administrative tasks, such as planning, managing, and evaluating, will also require your leadership ability.

This chapter describes your leadership responsibilities as they relate to your administrative responsibilities. It explains how to assign tasks, manage personnel, and complete important documents, such as the enlisted evaluation report. In addition, it explains the various types of naval correspondence you must prepare and the naval writing standards you should follow. The chapter begins by discussing your work center responsibilities.

MANAGING THE WORK CENTER

The work center that has a high degree of morale, good maintenance of equipment, and clean spaces has personnel with good leadership and management qualities. To manage your own work center efficiently, you also must have those qualities. You must manage personnel, material, and time properly to ensure your work center meets the deadlines set for the completion of tasks.

WORK CENTER PERSONNEL AND MATERIAL

You have many resources to help you accomplish tasks; the most important are the personnel and materials within your own division. To use personnel and materials to the greatest advantage, you must interact with your people and be familiar with your material resources. Therefore, do not confine yourself to the office. Spend a little time in your office in the morning and afternoon to carry out your administrative duties, but spend the rest of your time in the work area.

Assessment of Personnel and Material Readiness

You should assess your division's personnel and material readiness daily and in more detail weekly. These assessments help you to know your

personnel better. They also give you an up-to-date account of task progression, tool and equipment conditions, and the amount of supplies used.

PERSONNEL. —When you assess your worker's performance, you will look at three areas:

1. Attitude
2. Knowledge
3. Work habits

When making your rounds in work spaces, assess the knowledge of the personnel working in each space. Observe the attitude and work habits of your people, how they handle their equipment, and the order in which they complete jobs. Ask subordinates questions about the job they are doing. Knowing your people's experience in each area will allow you to make decisions more quickly to achieve task accomplishment in case of personnel setbacks.

To keep abreast of the knowledge and experience of your personnel, randomly review each member's training records. Ensure records are all current and ensure each subordinate member is afforded the proper path toward advancement.

MATERIAL. —Make a daily inventory of each work space to determine the amount of materials being used so that you will know when to draw more supplies. Also make a weekly inventory so that you will know when to order additional supplies for your division.

Division Supply Inventory. —Each division or department uses the operating target (OPTAR) log to make a formal supply inventory. The OPTAR log shows all supplies in your division. Log all division orders in your division or department OPTAR log. Also log (1) when an item was ordered, (2) its stock number, (3) the cost, (4) and the OPTAR balance. At the end of each work week, or on whatever day you designate, prepare an inventory sheet of all materials and supplies in your division. This inventory sheet will give you a running account of all supplies.

Division Tool Inventory. —Maintain your tool inventory in much the same fashion as your supply inventory with the following exceptions:

1. Maintain a daily power tool log. List the name of the tool that is out of commission and the nomenclature, stock number, and price of the broken part. Also include a check-out and check-in list of power tools in the log.
2. Maintain a daily hand tool log. List the name of the tool that is out of commission and the nomenclature, stock number, and price of the broken part. Include a check-out and check-in list of hand tools in the hand tool log.
3. Ensure all hand and power tools are assigned serial numbers; enter serial numbers into each log for easier tracking of tools.

Division Damage Control Space Inventory or Inspection. —Every division or work center should already have a log on hand that describes deficiencies and missing equipment in each of your spaces. That log is called the equipment deficiency log (EDL). The EDL contains information such as (1) the space, (2) space location, (3) the problem or deficiency, (4) when it was discovered, and (5) action taken. For missing equipment the EDL will contain information on (1) nomenclature of missing equipment, (2) stock number, (3) when it was placed on order, and (4) the form or forms used to order the missing equipment.

Work Center Requirements and Personnel Deficiencies

For a work center to accomplish its goals and maintain an effective degree of operational readiness, it must maintain its most valuable resource—its personnel.

Just as you have a supply inventory for your division, the command maintains an inventory of people available. That inventory is called the enlisted distribution verification report (EDVR). From this report a division can better enable itself to fulfill any TAD requirements without an adverse effect on its work force.

MANNING REQUIREMENTS. —The EDVR is a computer printout of the number of personnel in each rate aboard the command. The EDVR lists personnel by order of rank and the amount of each rate allowable aboard the command.

TAD REQUIREMENTS. —Commands have a set amount of personnel it can provide for various TAD requirements and different schools. The TAD requirements are usually divided throughout the various departments based on the ship's overall manpower.

You know better than anyone else the nature of the jobs in your work center and the work center requirements for the accomplishment of those jobs. You can rely on the EDVR to help you retain the manpower required and to help you develop plans to complete those tasks.

THE WORK CENTER SCHEDULE

You need to develop a work center schedule to plan the time needed from the start to the finish of each job. You must plan enough time for each job to allow for personnel training, work stoppages, logistics problems, and losses in manpower. You must learn how to extract information about the command mission from various command resources to schedule your workload.

Command Operational Schedule

Every afloat command in the Navy has an operational schedule called the annual employment schedule (fig. 2-1). It lists the planned operations, assist visits, inspections, and ports of call for the fiscal year. From that schedule all

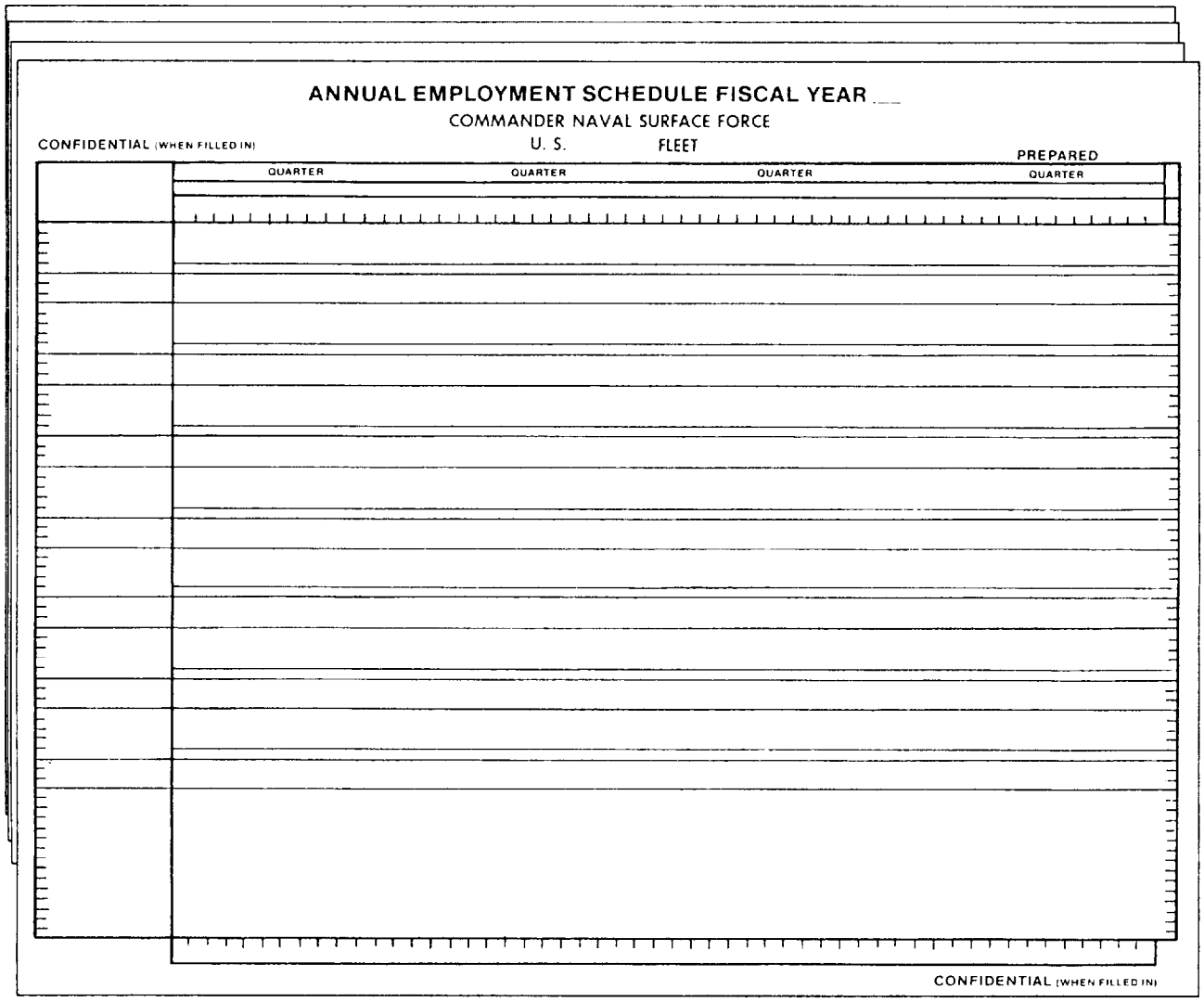


Figure 2-1.—Sample annual employment schedule.

other schedules are issued. The quarterly employment schedule, shown in figure 2-2, shows changes in ships' operations that could change each department's long-range work plan.

Before making your work center schedule, combine information from the command's annual and quarterly employment schedules and the planning board for training input.

Timelines

You have one more step to take before you can develop your work center schedule. You must determine a *timeline;* that is, the amount of time needed to complete the job. You need a timeline for two reasons:

1. To keep an accurate account of the progress of each task from beginning to end
2. To professionally challenge the abilities of your junior petty officers and to give them the required leadership growth

To determine a timeline, decide what the work center needs to do the job, such as tools and supplies. Then decide how much, if any, outside assistance the work center requires. By doing that, you can estimate the amount of time for the job from beginning to end with relative accuracy.

With the help of your division chief, decide the urgency (or priority) of each work center job. List each job on your work center schedule based on its priority.

You are now ready to perform the final and easiest phase of completing your work center schedule—putting the timelines on your schedule. Figure 2-3 gives an example of a work center schedule. To the right of each job listed on the schedule, draw a horizontal line from the column containing the designated start date to the column containing the designated completion date. That horizontal line shows your timeline—the amount of time allowed to complete the job.

Use a pencil to make out and maintain your schedule because a change can occur without warning. Remember, the work center schedule will help you be a better manager. Use it wisely.

THE QUARTERLY TRAINING PLAN

After you complete the work center schedule, fill out your quarterly training plan (fig. 2-4). The

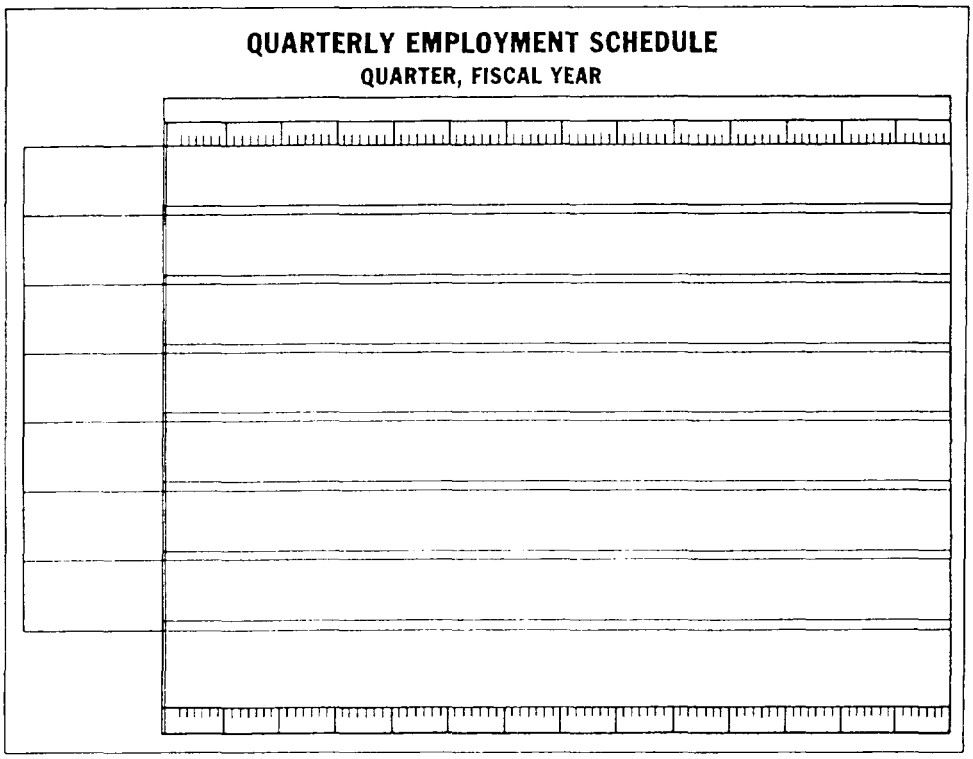


Figure 2-2.—Quarterly employment schedule.

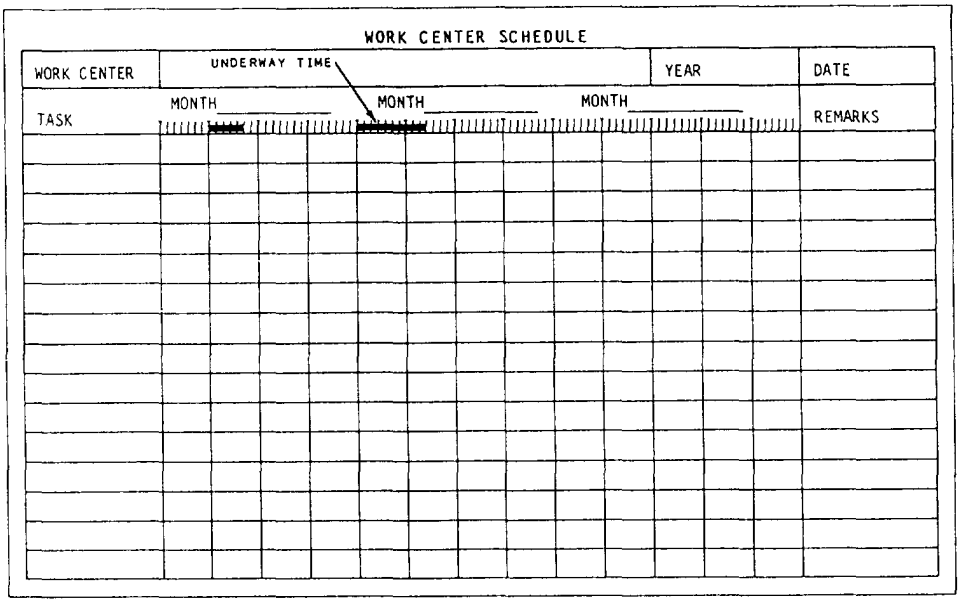


Figure 2-3.—Sample work center schedule.

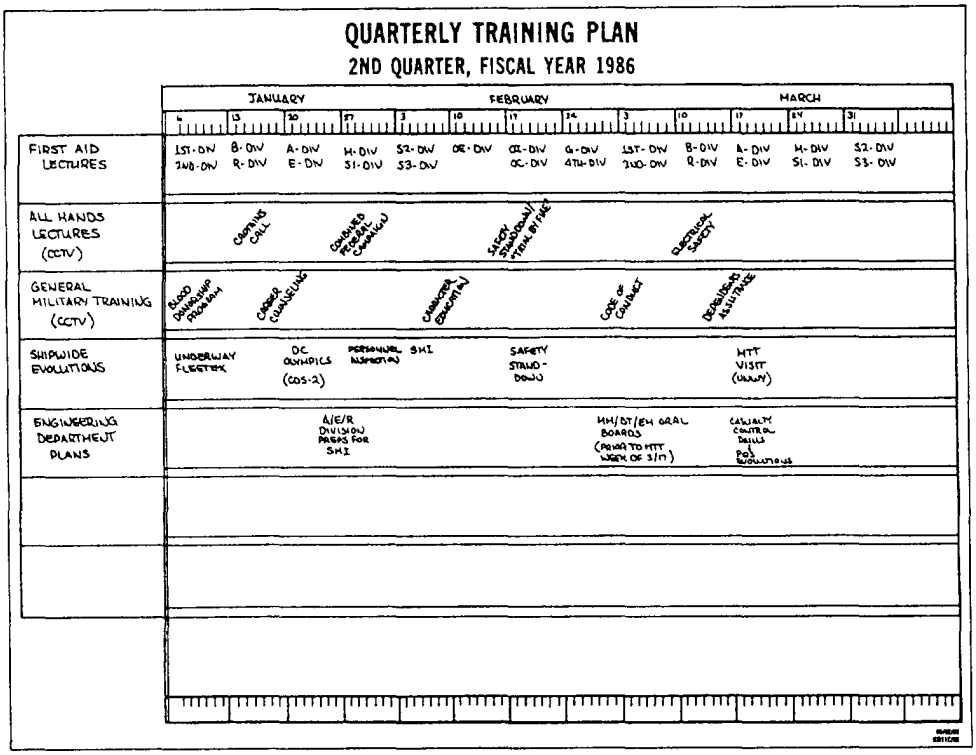


Figure 2-4.—Quarterly training plan.

quarterly training plan will show general military training, major inspections, and evolutions. The short-range schedule and monthly training plan (fig. 2-5) show everything your quarterly training plan shows, including your rate training plans. The weekly training plan (fig. 2-6) identifies the training scheduled for the current week.

WORK CENTER TASKS

After completing and receiving approval of the work center schedule, you should set goals and deadlines for completing each job involved in the different work center tasks. Concentrating on the more immediate day-to-day goals leads to completion of each task on the work center schedule.

Goals

When setting task goals, include your junior petty officers as part of the planning process. That helps prevent misunderstandings between you and your subordinates.

To ensure completion of work center tasks in a safe, timely, and professional manner, consider six elements when setting goals for their completion:

1. Time restraints
2. Work center manning
3. Command's operation schedule
4. Other departments involved
5. Availability of tools and supplies
6. Job-plan revisions because of unforeseen problems

Any of these elements could cause a task to be delayed, thereby adversely affecting your command's mission.

MONTHLY TRAINING PLAN

MONTH OF _____ TRAINING GROUP _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

SUBMITTED BY: _____ APPROVED BY: _____

Figure 2-5.—Monthly training plan.

Deadlines

When junior petty officers meet with you regarding work center tasks, set a deadline for the completion of each phase of the task as shown on your long-range schedule. View the original date as the "carved-in-stone" date for task completion.

Changes

As a supervisor you should keep abreast of any changes in divisional goals initiated by your department or command. You should accept new changes without forcing yourself and your work center into a mode of crisis management.

When attending department meetings, note the coordinated efforts of other divisions or departments in conjunction with the tasks of your work center. Listen for information that could change your work schedule, such as situations that might cause a work stoppage. Let your superiors know if any changes could affect your present workload.

Check your spaces and the progress of work regularly so that you can give accurate information about work tasks at these meetings. Your superiors will work with you in easing any changes into your schedule. Don't leave a superior blind-sighted because you didn't take the time to assess the work being accomplished in your division.

Job Assignments

Aside from major jobs, task completion requires the assignment of some minor, but important, jobs. Yet supervisors sometimes neglect those minor jobs as the deadline

WEEKLY TRAINING PLAN

WEEK OF: _____ DEPARTMENT _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

PROMULGATED BY: _____

Figure 2-6.—Weekly training plan.

approaches for completion of one of the major jobs. Remember the old adage, "An ounce of prevention is worth a pound of cure"? Don't sacrifice seemingly less important jobs that are completed so often you take them for granted. Neglected too long, those sacrificed minor jobs could become the major jobs on your next quarterly schedule. Try to achieve a proper balance between assignments of major and minor jobs to prevent your division from falling behind in task completion.

Assign challenging jobs to junior petty officers to help them increase their leadership skills, but be careful not to assign jobs they cannot achieve. Unachievable jobs can make subordinates feel they have failed and interfere with the meeting of your task completion goal.

Responsibility

Since many evolutions take place within your division at any given time, you need to delegate *authority* to your subordinates to help you achieve task completion. However, as the work center supervisor, you have the final *responsibility* for overall task completion.

Give subordinates the authority for overseeing jobs involved in completing each task. That will give them a feeling of self-worth, thereby fine-tuning their leadership skills. To delegate authority effectively, assign each petty officer to the job where he or she will do the most good.

To develop the leadership abilities of your subordinates and improve the efficiency of your organization, delegate authority to the lowest competent level. Always ensure the authority you delegate corresponds with the duties assigned.

COUNSELING

Counseling subordinates is the most effective way to inform them of their standing in the division. Counseling on performance and military bearing identifies both the good and bad performers in your division and provides the means to correct any deficiencies. Your division can use three methods of counseling:

1. Generate a letter of Instruction or a command counseling sheet.
2. Make a Page 13 entry in the enlisted service record.
3. Discuss the positive and negative marks on the Enlisted Evaluation Report.

LETTERS OF INSTRUCTION AND COMMAND COUNSELING SHEETS

Your division officer or division chief generates letters of instruction and command counseling sheets and forwards them up the chain of command for review and possible counseling. A counseling sheet notes a discrepancy, recommends a solution to that problem, and provides a follow-up date for reevaluation. A letter of instruction identifies a number of discrepancies individually and gives recommended solutions in addition to dates for reevaluation.

Divisions don't provide this type of counseling as punishment, but rather as a helpful tool to assist personnel with problems. Letters of instruction and command counseling sheets enable the command to solve problems using written guidance.

Counseling sheets and letters of instruction are not entered in a member's service jacket. However, they may be retained in the member's training jacket or division officer's notebook as evidence of improvement,

PAGE 13 ENTRY IN THE ENLISTED SERVICE RECORD

Page 13 is the administrative remarks page of the enlisted service record used to provide a chronological record of significant miscellaneous entries not provided on other pages of the record. You can provide a page 13 entry regarding a subordinate member that reflects good or bad performance or pertains to military bearing. If you provide unfavorable information on page 13, you should have exhausted all other forms of divisional counseling. Always give careful consideration before submitting a page 13 entry for unfavorable actions, even though it is considered counseling.

A page 13 entry can be given for favorable performance as well as unfavorable performance and can have a very positive impact on a person's career. Figure 2-7 illustrates a page 13 entry containing different administrative entries.

ADMINISTRATIVE REMARKS SEE BUPERSMAN 5030420

SHIP OR STATION
USS GLORY (CVA-00)

16 Mar 90: Failed to report before 2400, 15 March 1990 in accordance with orders issued by USS WALLACE B. GALLANT (DD-000). Reported aboard at 1100 this date having been an unauthorized absentee for about 11 hours.

A. B. Seaman
A. B. SEAMAN, LT, USN, Personnel Officer
By direction of the Commanding Officer

---

18 Mar 90: At 1300, 18 March 1990, restricted to the limits of the ship awaiting disposition.

A. B. Seaman
A. B. SEAMAN, LT, USN, Personnel Officer
By direction of the Commanding Officer

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19 Mar 90: At 1000, 19 March 1990 released from restriction and restored to full duty status.

A. B. Seaman
A. B. SEAMAN, LT, USN, Personnel Officer
By direction of the Commanding Officer

---

28 Mar 90: On unauthorized absence from 0800, 27 March 1990. Delivered on board by the local shore patrol at 0500 this date. On unauthorized absence for a period of about 21 hours.

A. B. Seaman
A. B. SEAMAN, LT, USN, Personnel Officer
By direction of the Commanding Officer

---

31 Mar 90: On unauthorized absence for a period of about 7 hours. Having by lawful order of the Commanding Officer, USS GLORY (CVA-00) been restricted to the limits of the ship at 1300, 29 March 1990, did on or about 1700, 30 March 1990, break restriction by leaving the limits of the ship. Voluntarily returned aboard at 0130, 31 March 1990.

A. B. Seaman
A. B. SEAMAN, LT, USN, Personnel Officer
By direction of the Commanding Officer

USE PAGE 6 NAVPERS 1070/606, TO RECORD LOST TIME IN EXCESS OF 24 HOURS.

See Navy Pay and Personnel Procedures Manual

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
DOE, John Able	888-88-8888	USN

ADMINISTRATIVE REMARKS- NAVPERS 1070/613 (REV. 3-73) S/N 0106-018-6131 ☆GPO 74 794-605/6254 13 3

Figure 2-7.—Administrative Remarks, NAVPERS 1070/613.

INPUT TOWARD POLICY

As a senior petty officer you can have a positive impact on command policies by submitting inputs to them correctly, Two methods of input can lead to changes: verbal and written.

VERBAL

Verbal input is an oral recommendation about matters related to your division or department. You may make oral inputs about matters such as changes in muster times, changes in work hours to meet certain situations, or other modifications required to accomplish goals.

WRITTEN

Written input is a recommendation about matters related to the betterment of the command. Submit written inputs only if they will improve the command as a whole. Personal gain should not be the issue.

PAGES 2-10 THROUGH 2-26 WERE INTENTIONALLY DELETED

Prepare written input in the form of a memorandum from yourself to the responsible party in your chain of command via your division officer and department head. Again, a written input should reflect a sincere interest in the betterment of the command as a whole. From there it will go through your department, to the command master chief, and then to the executive officer, all of whom will submit their recommendations. It will finally go to your commanding officer, who will give final approval or disapproval.

RECOMMENDING SUBORDINATES FOR COLLATERAL DUTIES

Recommending personnel for collateral duties is one way you can develop your subordinates' ability to function in different skill environments. That type of development will help your subordinates during all phases of advancement in their naval career.

You can use two methods of recommending subordinates for collateral duties:

1. Verbal
2. Written

VERBAL

Give verbal recommendations for the assignment of subordinates to duties within the command level such as command master-at-arms force or mess decks master-at-arms. The departments involved usually arrange these collateral duties.

WRITTEN

Make written recommendations when the collateral duty involves a subordinate being temporarily assigned to work in another command and temporary additional duty (TAD) orders. Send a copy of the member's most recent evaluation to the receiving command as evidence that the person is capable and deserving of a chance to fill the collateral billet.

RECOMMENDING SUBORDINATES FOR AWARDS AND RECOGNITION

One of your easiest and most rewarding tasks will be to give rewards for good performance; yet, it is easily neglected. You can give different types of recognition. You can recognize good performance with rewards such as special liberty, permission to sleep late, and more time for noon chow. For subordinates who show extra dedication, you should go that extra mile by recommending them for awards or recognition.

TYPE OF RECOGNITION

You can recommend subordinates for five types of recognition:

1. Petty officer and Sailor of the Quarter/Year
2. Letter of Appreciation
3. Letter of Commendation
4. Navy Achievement Medal
5. Meritorious Advancement

You must recommend subordinates for some of these awards in writing. However, just because you exercise the initiative to send in a recommendation doesn't mean it will be approved. That is why you must write strong and convincing recommendations. Your recommendations must convince other leaders in the chain of command that your subordinates truly stand out from their peers and deserve the award.

WRITTEN FORMAT

Writing subordinates' accomplishments in bullet format can make your recommendation stronger. A bullet format is more effective because it cuts out all the colorful phrases and gets to the point.

AUTHORITY AND RESPONSIBILITY OF A LEADING PETTY OFFICER (LPO)

Authority is granted only to support you in carrying out your assigned duties and responsibilities. Authority falls into two categories: GENERAL and ORGANIZATIONAL. All officer and petty officers have the general authority needed to fulfill their duties and responsibilities by virtue of their positions within the Navy organization. Individuals have the organizational authority needed to fulfill their duties and responsibilities by virtue of assignment to a specific billet within an organizational subunit of the Navy (ship, station, staff, and so forth).

EVALUATION AND PRIORITIZATION OF DIVISION JOBS

Your first and foremost responsibility as a leading petty officer is to evaluate and prioritize division jobs daily. Changes in the command's mission or other various changes could cause changes in the urgency of some jobs. You must blend these changes into division jobs without upsetting the routine.

DELEGATION OF AUTHORITY FOR TASK COMPLETION

Since the exercise of authority is important to the growth of junior petty officers, delegate authority at every given opportunit y. Realize, however, that every situation won't allow you to delegate.

Be careful not to overdelegate. Giving petty officers more authority than they can handle can sometimes destroy their confidence.

Remember that petty officers to whom you delegate authority may make mistakes. Learning to deal with their mistakes is a part of their training and professional growth.

Use delegation wisely. It is one of the biggest responsibilities the Navy has entrusted to you. It can make or break your junior petty officers and affect your future as a leader.

SIGNATURE AUTHORITY

The commanding officer (CO), officer in charge (OIC), or person "acting" in either position must personally sign the following documents:

- Those which establish policy
- Those which center on changes to the command's mission and are addressed to higher authority
- Those which deal with certain aspects of military justice (The acting CO or acting OIC may sign these documents only if a staff legal officer finds that the commanding officer's signature is unnecessary.)
- Those required by law or regulation (e.g., ship's deck log)

Delegating Signature Authority

The commanding officer may delegate signature authority to military and civilian subordinates and may authorize those subordinates to delegate signature authority further. Subdelegated signature authority may be delegated to the lowest responsible person whose position is reasonably related to the function involved. The CO must delegate signature authority in writing and should delegate to titles rather than names. When delegating signature authority, the CO should include a brief outline of the types of documents involved. The CO may delegate signature authority in the unit organization manual or instruction.

Authorized personnel may sign correspondence that falls within their areas of responsibility, unless good judgment calls for the signature of a higher official. When subordinates sign documents under delegated authority, they usually sign "By direction."

Only the original, which goes to the action addressee, must be signed. All other copies must have typed or stamped signature-block information below the signature area. The name of the signer appears in all capital letters on the fourth line below the text. Unless the signer has a certain preference, the initial(s) and last name are used. Do not include the signer's rank/rate or a complimentary close. Each line of the signature block starts at the center of the page. When you are typing a letter, add the signature block only when you are sure who will sign the correspondence. If you use a stamp, remember to mark all copies and avoid smeared or crooked impressions. The following are a few examples of signature authority that may be delegated to the leading petty officer:

- The signing or initialing of all service record pages except Page 1 (DD Form 4 or NAVPERS 1070/601) and DD Form 214
- The signing of special request chits for recommending or not recommending approval
- The signing of various 3-M documents, such as the weekly schedule, the automated

work request (AWR), and requests for repair parts

The *Department of the Navy Correspondence Manual,* SECNAVINST 5216.5C, gives specific guidance on signature authority.

Signature Block

The term By *direction* will appear under the name of a subordinate who may sign official correspondence.

Example: A. B. SEAMAN
By direction

The following will be added under the name of a person with by direction authority who signs orders affecting pay and allowances: the signer's title, By direction of, and the commanding officer's title.

Example: PAUL T. BOAT
Executive Officer
By direction of
the Commanding Officer

Facsimile Stamps

A commanding officer may authorize others to use stamps that duplicate his or her signature where the personal signing of correspondence causes hardship or is impractical. If you are authorized to use a facsimile stamp of someone else's signature, pen your initials next to each signature you stamp to authenticate the facsimile. Always safeguard such stamps from unauthorized use.

ROUTINE NAVAL CORRESPONDENCE AND MESSAGES

As a senior petty officer, you will be required to compose two types of naval communication: naval messages and routine naval correspondence. The manner in which you prepare or allow your subordinates to prepare written material reflects upon your capabilities and attention to duty. Likewise, the quality of that communication addressed to other commands reflects upon your command. Therefore, you must know the basic policies and procedures for preparing naval messages and routine naval correspondence.

THE NAVAL MESSAGE

A naval message is an official communication that qualifies for electrical transmission. A message is used for urgent communication where speed is of primary importance. Messages are not used when the necessary information can reach its destination in time for proper action by letter, Releasers of naval messages will determine whether a message will be released as a message (electrical transmission) or as a NAVGRAM (letter).

You may be called upon to supply pertinent information for the text of a naval message, such as equipment status, personnel status, cause of equipment failure, and predicted time of repair. At other times, you may be called upon to write (draft) a message with all of its necessary components.

If you must write a message, you need to know the proper format and how to follow basic message-drafting procedures. If you are given a message to read and interpret, you should know how a message is formatted and some of the communication terms and abbreviations used.

Types of Messages

Most messages have at least one addressee responsible for taking action on the contents and for originating any necessary reply. Other addressees who have an official concern in the subject of the message, but who do not have the primary responsibility for acting on it, receive the message for information. Do not be confused by the term *information addressee.* Even though an information addressee usually is concerned only indirectly with a message, that addressee frequently must take action of some nature within the command. Some messages have only information addressees.

Messages may be divided into types based on how they are addressed:

- Single-address
- Multiple-address
- Book
- General

A single-address message is sent to one addressee only and may be either for action or information.

A multiple-address message is sent to two or more addressees, each of whom is aware of the other addressee(s). Each addressee is designated either as action or information.

A book message is sent to two or more addressees and is of such a nature that no addressee needs to know who the others are. Each addressee is informed whether the message is for action or information. The station sending a book message divides addressees into groups according tot he relay stations serving them, and a separate message is prepared and transmitted to each relay station.

A general message has a wide standard distribution to all commands in an area under one command or to types of commands and activities. General messages are of many types, each of which carries an identifying title and is intended for a standard set of addressees, such as all commands, U.S. Pacific Fleet (ALCOMPAC). All messages of a given general message title are numbered serially throughout the calendar year; for example, a message numbered ALNAV 12-91 signifies it is the 12th message sent to all Navy activities (ALNAV) during 1991.

Normally you will come in contact only with single-address, multiple-address, and general messages. When you are drafting messages, you will be writing either a single- or multiple-addressee type of message.

Preparing the Message

Your specific responsibilities concerning messages will depend on your involvement with each message. You may be the releaser, drafter, or the addressee (receiver) of the message. Any command or activity may be an originator.

ORIGINATOR. —The originator of a message is the authority (command or activity) in whose name the message is sent. The originator is responsible for the functions of the message drafter and message releaser.

RELEASER. —The message releaser is a designated person authorized to release a message for transmission in the name of the originator. The releaser is responsible for validating the contents of the message, for affirming the message is in compliance with message-drafting instructions, and for determining whether the draft of the message should be released as a message or as a NAVGRAM. Usually the commanding officer is the releasing officer, but the commanding officer may delegate releasing authority.

DRAFTER. —The drafter is the person who composes the message. Among all personnel involved with message management, the drafter is the key to an effective program. The drafter necessarily must have the most detailed knowledge and understanding of basic message procedures. The drafter is responsible for the following:

1. Proper addressing
2. Proper application of security classification, special handling, and declassification markings required by *Department of the Navy Information and Personnel Security Program Regulation,* OPNAVINST 5510.1H
3. Selection of appropriate precedence
4. Correct formatting and accuracy of typing
5. Clear, concise composition

ADDRESSEE. —The addressee's responsibilities depend on the type of action required of the addressee in response to the message. An action addressee may be required take immediate action in response to the message. An information addressee normally is not required to take any action based on the message. In either case, the message may have to be readdressed to another activity, which will be discussed later.

Message Precedence

The precedence has different meanings. To the drafter, it indicates the desired speed of delivery to the addressees. To the telecommunications center, it indicates the relative order of processing and delivery. To the addressees, it indicates the relative order in which they should determine the import ante of the message. The precedence assigned to a message is determined by the relative importance of the subject matter of the text and the desired writer-to-reader delivery time. Although the assignment of the precedence is the drafter's responsibility, the releaser of the message may change the precedence or mode of transmission.

CATEGORIES. —Messages are divided into four common precedence categories: Routine,

PROSIGN	DESIGNATION	DEFINITION AND USE	HANDLING REQUIREMENTS
Z	FLASH	FLASH precedence is reserved for initial enemy contact messages or operational combat messages of extreme urgency. Brevity is mandatory. Examples: (1) Initial enemy contact reports. (2) Messages recalling or diverting friendly aircraft about to bomb targets unexpectedly occupied by friendly forces; or messages taking emergency action to prevent conflict between friendly forces. (3) Warnings of imminent large-scale attacks. (4) Extremely urgent intelligence messages. (5) Messages containing major strategic decisions of great urgency.	FLASH messages are hand-carried, processed, transmitted, and delivered in the order received and ahead of all other messages. Messages of lower precedence will be interrupted on all circuits involved until handling of the FLASH message is completed. Time Standard: As fast as possible with an objective of less than 10 minutes.
O	IMMEDIATE	IMMEDIATE is the precedence reserved for messages relating to situations that gravely affect the national forces or populace, and require immediate delivery to the addressee(s). Examples: (1) Amplifying reports of initial enemy contact. (2) Reports of unusual major movements of military forces of foreign powers in time of peace or strained relations. (3) Messages that report enemy counterattack or request or cancel additional support. (4) Attack orders to commit a force in reserve without delay. (5) Messages concerning logistical support of special weapons when essential to sustain operations. (6) Reports of widespread civil disturbance. (7) Reports or warnings of grave natural disaster (earthquake, flood, storm, etc.). (8) Requests for or directions concerning distress assistance. (9) Urgent intelligence messages. (10) Requests for news of aircraft in flight, flight plans, or cancellation messages to prevent unnecessary search/rescue action. (11) Messages concerning immediate movement of naval, air, and ground forces.	IMMEDIATE messages are processed, transmitted, and delivered in the order received and ahead of all messages of lower precedence. If possible, messages of lower precedence will be interrupted on all circuits involved until the handling of the IMMEDIATE message is completed. Time Standard: 30 minutes.
P	PRIORITY	PRIORITY is the precedence reserved for messages that furnish essential information for the conduct of operations in progress. This is normally the highest precedence for administrative messages. Examples: (1) Situation reports on position of front where attack is impending or where fire or air support will be soon placed. (2) Orders to aircraft formations or units to coincide with ground or naval operations.	PRIORITY messages are processed, transmitted, and delivered in the order received and ahead of all messages of ROUTINE precedence. ROUTINE messages being transmitted should not be interrupted unless they are extra long and a very substantial portion remains to be transmitted. PRIORITY messages should be delivered immediately upon receipt at the addressee destination. When commercial refile is required, the commercial precedence that most nearly corresponds to PRIORITY is used. Time Standard: 3 hours.
R	ROUTINE	ROUTINE is the precedence to use for all types of messages that justify transmission by rapid means unless of sufficient urgency to require a higher precedence. Examples: (1) Messages concerning normal peacetime military operations, programs, and projects. (2) Messages concerning stabilized tactical operations. (3) Operational plans concerning projected operations. (4) Periodic or consolidated intelligence reports. (5) Ship movement messages, except when time factors dictate use of a higher precedence. (6) Supply and equipment requisition except when time factors dictate use of a higher precedence. (7) Administrative, logistic, and personnel matters.	ROUTINE messages are processed, transmitted, and delivered in the order received and after all messages of a higher precedence. When commercial refile is required, the lowest commercial precedence is used. ROUTINE messages received during nonduty hours at the addressee destination may be held for morning delivery unless specifically prohibited by the command concerned. Time Standard: 6 hours.

Figure 2-13.—Examples of message precedences.

Priority, Immediate, and Flash. Figure 2-13 shows examples of the different types of precedence. complete information concerning message precedence is contained in Naval Telecommunications Procedures (NTP), *Telecommunications Users Manual, NTP 3(H).*

Routine. —Routine is the precedence assigned to all types of traffic that justify electrical transmission but are not of sufficient urgency to require a higher precedence. The Routine precedence is identified by the prosign *R*.

Priority. —Priority is the precedence reserved for messages that furnish essential information for the conduct of operations in progress. That is the highest precedence normally authorized for administrative messages. Priority precedence is identified by the prosign *P*.

Immediate. —Immediate precedence is reserved for messages relating to situations that gravely affect the national forces or populace and require immediate delivery to addressees. Immediate precedence is identified by the prosign *O*.

Flash. —Flash precedence is reserved for initial enemy contact reports or operational combat messages of extreme urgency. Message brevity is mandatory in Flash messages. Flash precedence is identified by the prosign *Z*.

Another precedence is the Emergency Command. The Emergency Command precedence (ECP) is not commonly used but preempts all other precedence. Its use is limited to the National Command Authority, certain designated commanders of unified and specified commands, and specifically designated emergency action command and control messages. When used, ECP is identified by the prosign *Y*.

Messages having both action and information addressees may be assigned a single precedence or a dual precedence. A dual precedence exists when a higher precedence is assigned to action addressees than to information addressees. The assignment of a dual precedence must be considered on all messages with information addressees when other than routine precedence is assigned to the action addressee(s).

REACTION TIME. -The precedence assigned to a message has no direct effect on the time by which a reply must be sent or on the precedence assigned to that reply. Each activity must establish its own requirements concerning the acknowledgment of messages. The following factors should be considered when submitting a reply to a message:

1. Does the message have a reply due date?
2. Must the reply be forwarded by telecommunication message, or can it be sent by naval letter or NAVGRAM?

Regardless of the reaction times established locally, Flash and Emergency Command precedence messages requiring a reply must always be handled as quickly as possible. In some cases, you may be required to forward a reply to the originator in less than 30 minutes.

Date-Time Group

The date-time group (DTG) is assigned to messages for identification purposes only. The DTG consists of six digits followed by a time-zone suffix (for example, 021930Z). The first pair of digits (02) denotes the day of the month; the second pair (19) indicates the hour; and the third pair (30), the minutes. All DTGs are expressed in Greenwich Mean Time (Z) unless otherwise directed by higher authority. In addition, the abbreviated month and year of origin are appended to the DTG. Therefore, the DTG 021930Z JAN 91 would be identified as a message being officially released from a communications facility for transmission at 1930 hours, Greenwich Mean Time, on the 2nd of January 1991.

Although not considered as part of the date-time group, the originator's name must be included in the identification of a specific message. For example, NETPMSA Pensacola FL 032115Z MAY 91 indicates a specific message originated by Naval Education and Training Program Management Support Activity, Pensacola, Florida. However, a message identified only by the DTG 032115Z MAY 91 is not properly identified since any command in the Navy could have released a message with the same DTG.

Message Format

Figure 2-14 shows the Joint Message Form (DD-173/2). Naval Telecommunications Procedures (NTP), *Telecommunications Users Manual,* NTP 3(H), and *U.S. Navy Plain Language Directory,* NTP 3, SUPP-1 (K), give the fundamental format and procedures for preparing the naval message.

ADDRESS COMPONENTS. —The address consists of the plain language address (PLA); the message originator; and the action, information,

JOINT MESSAGEFORM							SECURITY CLASSIFICATION C O N F I D E N T I A L				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG MSG IDENT	
	DATE TIME	MONTH	YR	ACT	INFO						
01 OF 02	282108Z	AUG	9_	PP	RR	CCCC					
BOOK	MESSAGE HANDLING INSTRUCTIONS										

FROM: COMNAVTELCOM WASHINGTON DC

TO: CNET PENSACOLA FL

INFO NAVEDTRAPRODEVCEN FL

THE CONFIDENTIAL CLASSIFICATION OF THIS ILLUSTRATION IS FOR ILLUSTRATION PURPOSES ONLY

THIS ILLUSTRATION IS UNCLASSIFIED

C O N F I D E N T I A L //N02309//

SUBJ: MESSAGE FORMAT AND PROCEDURES {U}

A. NTP 3

1. {U} THIS MESSAGE ILLUSTRATES THE CORRECT FORMAT AND PROVIDES SOME BASIC PROCEDURES CONCERNING NAVAL MESSAGES IAW REF A. THIS MESSAGE IS A MULTIPLE ADDRESS TYPE MESSAGE. A PRIORITY PRECEDENCE HAS BEEN ASSIGNED TO THE ACTION ADDRESSEE AND A ROUTINE PRECEDENCE ASSIGNED TO THE INFORMATION ADDRESSEE.

2. {U} AS IN NAVAL LETTERS, PARAGRAPHS AND SUBPARAGRAPHS OF A MESSAGE ARE NUMERICALLY AND ALPHABETICALLY IDENTIFIED.

A. {U} WHEN A PARAGRAPH IS SUBDIVIDED, THERE SHOULD BE AT LEAST TWO SUBDIVISIONS OF THE SAME TYPE.

B. {U} CLASSIFIED MESSAGES REQUIRE PARAGRAPHS AND SUBPARAGRAPHS TO BE MARKED WITH THE APPROPRIATE SECURITY CLASSIFICATIONS, AS IN A NAVAL LETTER.

{1} {C} THIS SUBPARAGRAPH IS CLASSIFIED CONFIDENTIAL, WHILE THE LEAD-IN PARAGRAPH, PARA B, IS UNCLASSIFIED.

6 5 4 3 2 1 0

DISTR

DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE	SPECIAL INSTRUCTIONS
APPROPRIATE INFORMATION	MINIMIZE CONSIDERED
RELEASER: TYPED NAME TITLE OFFICE SYMBOL AND PHONE: APPROPRIATE INFORMATION	
SIGNATURE	SECURITY CLASSIFICATION: CONFIDENTIAL / DATE TIME GROUP: 282108Z AUG 9_

DD FORM 1 MAR 79 173/2 (OCR) PREVIOUS EDITION IS OBSOLETE ☆ GPO: 1979 — 302-176

Figure 2-14.—Joint Message Form (DD-173/2).

and exempted addressees. Plain language address is the pharse used to denote the format and ordinary language spelling of command short titles and geographical locations used in message addresses. The *NTP 3 SUPP-1(K)* and the *United States Military Communications Electronic Board (USMCEB)* publication list the authorized plain language addresses for naval messages.

The FROM, TO, INFO lines of a naval message contain plain language addresses. Messages must have only one originator address but may have unlimited action and information addressees.

Some messages may be addressed to activities listed under collective address designators (CADs) or address indicating groups (AIGs). Only authorized activities may originate these multiple-address messages. However, personnel responsible for determining whether action is required on incoming message must know which CADs and AIGs include their command.

Collective Address Designator. —Collective address designators are single-address, alphabetically sorted, common-interest groups. Each CAD represents a predetermined set of activities linked by an operational or administrative chain of command. Some examples of CADs are NAVFOREUR, NAVFORJAPAN, and CRUDESFORSEVENTHFLT.

Address Indicating Group. —Address indicating groups represent predetermined lists of specific and frequently recurring combinations of action and information addressees or both. AIGs are identifed by numbers that expedite message processing in both administrative and telecommunications channels and may pertain to the following:

- Alerts, air defense warnings, and operational or emergency actions
- Severe weather or destructive storm warnings
- Logistical transactions or reports
- Movement reports

TEXT COMPONENTS. —The text components of a message consist of the classification line, passing instructions line, subject line, reference line, and the basic text or message.

Classification line. —The classification line of the security classification and the standard subject identification code (SSIC). When applicable, the line also includes special-handling markings. The security classification or the designation UNCLAS, for unclassified information, must appear on all messages.

Certain types of messages require special-handling in addition to that provided by the security classification. Markings that indicate special-handling requirements (for example, SPECAT, LIMDIS, PERSONAL FOR) are placed in the classification line immediately following the security classification. NTP 3(H) contains specific instructions concerning special-handling markings.

The standard subject identification code is the last element of the classification line. It is required on all Navy-orginated messages, except as noted in NTP 3(H). The SSIC is used as one method for the determination of internal message distribution. Be careful to select the SSIC that most completely and accurately corresponds to the message subject matter.

Passing Instructions Line. —Passing instructions, when applicable, are located on the line below the classification line. Passing instructions consist of office codes, symbols, or names. However, passing instructions may be used on naval messages only as authorized by NTP 3(H).

Subject Line. —The subject line begins on the line following the classification line or the passing instruction line when it is used. Message subject lines indicate to the reader the basic contents of the messages text. You may omit the subject line for tactical messages when the following occurs:

1. It will cause otherwise unclassified message to be classified.
2. It will noticeably increase the length of a short message.
3. The subject is readily apparent in the first line of the text.

Reference Line. —Reference lines are used as alternatives to the repeating of lengthy references within the text of the message. You may use any identifiable document, all messages, and telephone conversations in a message as long as the reference line is clear and specific. Letter each reference consecutively.

Text. —Use the proper choice of words and good writing techniques to help you write brief messages; however, do not make your message brief at the cost of accuracy. Limit the use of abbreviations to those that are self-evident or recognizable because of their long-established use. You may make exceptions in the case of currently authorized abbreviations used in routine administrative and technical traffic handled only by persons familiar with the abbreviations. Don't use short titles or abbreviations in the text if the message is addressed to a member of Congress, a commercial concern, or a nonmilitary address. Do not carry the use of uncommon phrases and modes of expression to the point that the meaning of the message becomes ambiguous or obscure. In case of doubt, clarity always takes precedence over brevity. The following are some punctuation and symbols you may use to enhance clarity within the message text:

Hyphen (-)
Question mark (?)
Colon (:)
Dollar sign ($)
Apostrophe (')
Ampersand (&)
Parentheses (left and right) ( )
Period (.)
Comma (,)
Virgule (or slant) (/)
Quotation mark (")

You may not use the following punctuation marks and symbols in a naval message:

Number symbol (#)
"At" sign (@)
Percent (%)
Fractions (1/2, 1/4, and so forth)
Asterisk (*)
Underscore (_)
Cent sign (¢)

DOWNGRADING AND DECLASSIFICATION MARKINGS. —YOU must apply downgrading and declassification markings to all classified messages. These markings are located on the first line after the last line of the text. OPNAVINST 5510.1H contains specific information about appropriate markings.

Message Readdressals

Frequently, a message must be transmitted to an activity that was not an addressee of the message as it was originally drafted. This process is called "message readdressal." The originator or action addressee of a message may readdress that message for action or information to another activity. An information addressee may readdress a message for information purposes only.

When a readdressal message is prepared, it must be handled and accounted for as a complete, unique message. Readdressal messages carry a unique date-time group and supplementary heading and must be released by a person authorized to release messages.

Message Cancellations

Only the originator may cancel a message. All message directives are automatically canceled 90 days following the release date, except under the following circumstances:

1. The text of a message provides for an earlier cancellation.
2. A subsequent message extends the cancellation date.
3. A message is reissued, by the originator, in standard directive format within 90 days of the release date.

Minimize Condition

Minimize is a condition imposed by proper authority to reduce and control electrical message and telephone traffic. The purpose of minimize is to clear the telecommunications network of message and voice traffic in which urgency does not justify electrical transmission during an actual or simulated crisis. During periods of minimize, message drafters and releasers must review all messages to ensure electrical transmission is essential and the lowest precedence consistent with speed of service objectives is used. Messages prepared for electrical transmission under minimize conditions must have the phrase "MINIMIZE CONSIDERED" located in the special instructions block.

OFFICIAL CORRESPONDENCE

As a senior petty officer, you will be required to compose correspondence from brief notes and occasionally from oral instructions. You will be required to prepare a first draft that will need only minor changes before the draft is ready for smooth typing. You must master the writing of short, routine correspondence to the point that

corrections are rarely needed before signature. In some situations, you will be the one to determine the type of correspondence to be used. To fulfill those requirements, you must understand the basic policies and procedures for preparing the various types of correspondence.

Preparation of Correspondence

You or someone else at the departmental level prepares the rough draft of official outgoing correspondence. Persons of higher authority within the department then "chop," or edit, the rough before it is sent to the executive officer or the administrative assistant for approval. Based on that premise, we will not attempt to explain and illustrate minute details regarding format requirements. The *Department of the Navy Correspondence Manual,* SECNAV Instruction 5216.5C, amply covers format requirements. However, the last section of this chapter covers naval writing standards.

Before starting the letter, decide whether you should use a Navy Mailed Message (NAVGRAM), a message, or a routine memorandum. That will require you to determine the nature of the communication. First, be sure exactly what the communication should accomplish. Next, consider factors such as format, references, enclosures, and the type of communication required.

When preparing correspondence, bear in mind that the usual purpose of Navy mail is to provide the reader with concisely stated information. If you turn out a confused, rambling, lengthy masterpiece, you only create an editing chore for the drafting officer. You may wind up doing the whole thing over. The following are some of the usual causes of confusion and rambling in a letter:

- Failure to follow the basic pattern of the subject (purpose, circumstances, action)
- Inclusion of more than a single idea in a sentence, more than one central thought in a paragraph, or more than a single subject in the letter
- Failure to consider the readers (Can they misinterpret your wording?)

Once you understand what the letter is to accomplish, you should follow certain steps to ensure good organization and continuity:

1. Arrange information in a logical order.
2. Complete each unit of information before moving on to the next.
3. Maintain continuity by providing transition from one unit of information to another.

In the first paragraph, state the purpose of the letter. In the following paragraphs, explain the circumstances and the action to be taken (give orders, make requests, give consent, or refuse permission). Be sure you follow a logical order; for example, first explain the problem (or circumstance); then give each step the reader should take to resolve the problem. Maintain continuity by showing the connection between one point of information and the next. For example, you might tell the reader certain information involves several methods and then immediately name those methods.

When the letter is in answer to or closely related to another letter, the first sentence should refer to that letter.

Example: 1. Reference (a) requested information about the allowance lists for the next 3 fiscal years. Reference (b) pointed out that such information is available for only 2 years in advance . . . .

No rule exists about the number of paragraphs one unit of information should contain. In letters of average length, each significant unit of information may be one paragraph. However, some units of information may require more than one paragraph to explain. Other explanations may be so simple that a single paragraph makes up the entire body of the correspondence. No matter how many paragraphs you write, be sure to follow the rules for good organization and continuity.

TARGET DATE. —The first step you should take when assigned a writing task is to determine the deadline or target date of the correspondence. That will allow you to budget your time effectively. Remember, not only must you draft the correspondence, but you must allow for others to review, revise, and type the correspondence. Then the final or smooth copy must be reviewed, corrected, and signed before the correspondence is released.

FIRST DRAFT. —Before writing the first draft of any correspondence, refer to any related correspondence to see how it is organized and worded. Note all the points you should cover.

Unless they are closely related, do not cover two subjects in one letter.

Next, write a rough draft. At this point, don't worry too much about spelling, punctuation, or other aspects of a finished style. Concentrate on getting all the necessary information in writing. Express your ideas as clearly and effectively as possible. If you can't immediately think of the right word to use, put down the best one you can think of. Then mark the spot and come back to it later to see if you can find another word that expresses your idea more clearly.

As you become more experienced, you will develop your own writing style. As a beginner, you should concentrate on simply getting your thoughts into writing.

REVIEWING THE DRAFT. -If possible, allow a little time to elapse after finishing the rough draft before going over it again. If time permits, put the it aside for a while and work on something else. When you resume work on the draft, you will be more objective and see ways of improving it.

When you first reread the draft, go through it from start to finish; stop only to make brief notes about how the text can be improved. Read the rough draft with a critical eye to determine if what you have written is correct, clear, and stated as effectively as possible. Then go through the draft again, referring to your notes and rewriting as needed.

Ensure the accuracy of any information, such as numbers and dates, cited from the references listed at the beginning of your letter. Correct any inaccuracies. Be sure you mention references shown in the heading of the letter in chronological order within the text at least once. Do not cover two subjects in one letter unless they are very closely related. That practice can result in administrative confusion when replies are required.

Often material does not fit smoothly with what comes next. To correct that problem, first check the organization of your ideas. Be sure your ideas follow a logical order. If your organization is good, then you may need to use transitional words or expressions to show the relation between one thought and the next. For example, you could use the transitional word however to show contrast between one idea and another. You might use the phrases *to begin with* or *in conclusion* to show a sequence of ideas.

If you think a passage may be unclear to the reader, have someone else read it. Should that person have difficulty in understanding it, make changes, even if you must take out your favorite sentence. That happens occasionally even to the best of writers. Be glad you found those areas and had the opportunity to clarify them.

Review the draft for useless words. Take out words you don't need and words that add nothing to the meaning of your sentence. Change long words to shorter ones and take out intensives (extremely, undoubtedly, very much). Take out overworked introductory phrases (it is to be noted, it is a well-known fact that, in accordance with, we call your attention to the fact that). Sometimes you may need one of these phrases; however, if you don't need it, you should delete it.

While reviewing the rough draft, look for words used repeatedly; replace them wit h different words having the same meaning. Likewise, omit repetition of ideas. Although you may sometimes repeat words and ideas for emphasis, most repetition results from carelessness. Unless you have repeated words or ideas deliberately and for a purpose, either change or delete them.

While reviewing the draft, keep in mind the preferred style of the person who will sign the correspondence. Most people who sign correspondence have certain words and phrases they prefer and certain ones they do not allow. Learning those words and phrases as quickly as possible will eliminate the inconvenience of having to add or delete them each time.

ACCEPTING CRITICISM. -Once you have completed the smooth draft, you will probably feel a certain pride in your accomplishment. However, don't let yourself become fond of the way you have expressed something. If the draft must go through several reviewers before it is signed, you should accept the fact that changes will be made. The minute you permit yourself to become fond of your writing, you become reluctant to change, which can mean trouble in two ways. First, most writing can be improved; therefore, instead of allowing criticism to hurt your feelings, use it to improve your writing. Second, someone else will sign most Navy correspondence; so don't feel distressed if the signer insists on changing the wording before signing. After all, the signer assumes responsibility for the content of the correspondence.

If your wording is misunderstood or your reasoning is overlooked, bring it to the signer's attention. In such cases, you would be justified in defending what you have written. However, if the signer still doesn't accept your changes, you

should not feel the criticism is an attack on you personally. If you do, your capacity to learn from experience and to improve will be diminished.

SMOOTH VERSION. —Someone must check the smooth, or final, version of the correspondence before it is presented for signature. This task normally falls to the supervisor of the originating office. The supervisor should check the smooth correspondence for the following:

- Use of correct standard subject identification code (SSIC), if used
- Inclusion of all required information or the exact transcription of the approved draft
- Use of correct titles of all addressees (action, via, and information)
- Observance of proper chain of command for addressees
- Proper labeling and attachment of enclosures, if any
- Inclusion of proper number of enclosures
- Use of approved format

If the supervisor finds typographical or spelling errors, correct them in the manner approved by your command. If your command permits, you may make up to two ink corrections if they are neatly made.

SECURITY CLASSIFICATION. —Proper security classification of correspondence is a serious problem in the Navy, largely because people overclassify it. When you write correspondence, be sure you show the classification on the rough draft and handle the draft as required by that classification.

No simple rules for security exist. You must follow various policy directives, and, when in doubt, apply common sense. Overclassified correspondence results in too few people being informed too slowly.

Assign each piece of correspondence the lowest classification possible consistent with the proper protection of the information contained in it. You do not have to classify correspondence according to the classification of its references unless the correspondence is actually classified. Classify correspondence and documents according to their content, not according to their relationship to other documents. That procedure is particularly important when documents are part of a series. Various paragraphs or sections of a single document may contain different classifications. The document must bear the highest overall classification of its contents. The assigned security manager will assist you in determining the correct security classification for outgoing correspondence.

Department of the Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1H, contains regulations and guidance for classifying and safeguarding classified information.

Types of Correspondence

Official correspondence in its true sense covers all recorded communications, including messages. Since the preceding section covered naval messages, we have confined our discussion of types of correspondence in this section to letters and endorsements, memoranda, and NAVGRAMS.

STANDARD NAVAL LETTER. —Although you always double space rough text to allow space for reviewing officers to make corrections or insertions, always single space the smooth final copy. Figure 2-15 illustrates a one-page standard naval letter in finished form.

Before you begin the letter, you should determine the addressee(s) to enter in the To Block and the addressee(s), if any, to enter in the Via Block. Then follow the procedures shown in the *Department of the Navy Correspondence Manual,* SECNAVINST 5216.5C to prepare the letter.

ENDORSEMENT. —An endorsement is a brief form of a naval letter on which an official recommends action or makes comments, forwards a letter, redirects a misaddressed letter, or endorses a letter back to the originator for further information. You will frequently use endorsements to transmit correspondence through the chain of command. An endorsement becomes part of the basic letter; therefore, it is not routinely used to reply to a letter.

Place an endorsement on the signature page of the basic letter if space and length of endorsement permit (see fig. 2-16). The

1
2
3
4 *DEPARTMENT OF THE NAVY
*Name of Activity
*Address

1
2 SSIC
Code/*Serial
*Date

1
2 From: Title of activity head, name of activity, location when needed
To: Title of activity head, name of activity, location when needed (Code)
Via: (1) *Title of activity head, name of activity, location when needed (not numbered if only one)*
(2) *Pattern of (1) repeated for next endorser*

1
2 Subj: NORMAL WORD ORDER, ALL LETTERS CAPITALIZED

1
2 *Ref:* (a) *Earlier communication that bears directly on subject at hand*

1
2 *Encl:* (1) *Material enclosed with letter identified in same way as reference, single enclosure numbered*
(2) *Notation added for material sent separately (sep cover)*

1
2 1. This example shows all the elements that might appear on the original of a one-page standard letter.

2. If you omit the date when you type the letter, start the from block on the fourth line below the code/serial to allow for a'n oversized date stamp.

3. Other full-page examples in this chapter and later ones show the spacing to follow for correspondence that variously omits via, reference, and enclosure blocks.

1
2
3
4 *NAME OF SIGNER
*By direction

1
2 *Copy to:*
Short title of information addressee (see SNDL)
Short title of second information addressee

ITALICS: OPTIONAL ITEMS
ASTERISKS: ITEMS YOU MAY STAMP
UNDERLINED NUMBERS: TYPEWRITER LINES

Figure 2-15.—Standard naval letter.

DEPARTMENT OF THE NAVY
NAVAL AIR STATION
CECIL FIELD, FLORIDA 32215

5216
Ser 11/352
3 Jun 9_

From: Commanding Officer, Naval Air Station, Cecil Field
To: Commander in Chief, U.S. Atlantic Fleet
Via: (1) Commander, Sea Based ASW Wings, Atlantic
(2) Commander, Naval Air Force, U.S. Atlantic Fleet

Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (1) Orientation Schedule for Newcomers

1. Same-page endorsements may be added to a basic letter, like this one, or to a previous endorsement. This sentence cites enclosure (1).

J. T. BOATE

- -

Ser 019/870
17 Jun 9_

FIRST ENDORSEMENT

From: Commander, Sea Based ASW Wings, Atlantic
To: Commander in Chief, U.S. Atlantic Fleet
Via: Commander, Naval Air Force, U.S. Atlantic Fleet

1. Start an endorsement on the same page as the latest communication if the answer to all three questions is yes:

a. Is the latest communication less than a page?

b. Will all of the endorsement fit on that page?

c. Is the endorsement sure to be signed without revision?

2. A same-page endorsement may omit the SSIC, subject, and basic-letter's identification as long as the entire page will be photo-copied. However, all three elements are required if you make carbon copies. These elements also are required on all new-page endorsements, such as the one on the next page.

J. R. FROST

Copy to:
NAS Cecil Field (Code 11)

Figure 2-16.—Same-page endorsement.

endorsement should not run over to another page. Always place a lengthy endorsement on a separate page (fig. 2-17). Unless told otherwise, classify the endorsement with the highest classification appearing in the basic letter. Identify the endorsement by ordinal number (FIRST, SECOND, and so on).

MEMORANDUM. —Although various memorandum forms exist, the one most frequently used is the simple "From-To" type between subordinates within the same activity. A Department of the Navy Memorandum (short or long) is available in a preprinted form (fig. 2-18).

When the addressee of the memorandum is outside the organization, you may use a plain or letterhead sheet of paper instead of the preprinted form. When choosing the plain-paper or letterhead style, type "MEMORANDUM" in

DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES ATLANTIC FLEET
NORFOLK, VIRGINIA 23511

1
2 5216
Ser N72/4201
24 Jun 199_

1
2 SECOND ENDORSEMENT on NAS Cecil Field ltr 5216 Ser 11/352 of
3 Jun 9_

1
2 From: Commander, Naval Air Force, U.S. Atlantic Fleet
To: Commander in Chief, U.S. Atlantic Fleet

1
2 Subj: HOW TO PREPARE ENDORSEMENTS

1
2 Encl: (2) SECNAVINST 5216.5C

1
2 1. Start an endorsement on a new page if the answer to one or more of these questions is no:

a. Is the latest communication less than a page?

b. Will all of the endorsement fit on that page?

c. Is the endorsement sure to be signed without revision?

2. Number every page; continue the sequence of numbers from the previous communication, as explained in enclosure (2).

3. Like a same-page endorsement prepared with carbon copies, every new-page endorsement must--

a. Repeat the basic letter's SSIC.

b. Identify the basic letter in the endorsement-number block.

c. Use the basic letter's subject as its own.

1
2
3
4 V. C. PISTOL
By direction

1
2 Copy to:
NAS Cecil Field (Code 11)
*COMSEABASEDASWWINGLANT (Code 019)

*Prior endorser appears because second endorsement is significant.

2

Figure 2-17.—New-page endorsement.

OPNAV 5216/144A (Rev 8-81)
S/N 0107-LF-052-2320

DEPARTMENT OF THE NAVY

Memorandum

DATE: 16 Mar 9_

FROM: OP-09BR (77256)

TO: OP-09B

SUBJ: PRINTED MEMORANDUM FORM

Ref: (a) SECNAVINST 5216.5C

Encl: (1) Personnel Roster

1. This printed form is the most informal memorandum. Use it among individuals and offices of the same activity.

2. The memorandum form comes in three sizes.

   a. OPNAV 5216/144A (8-1/2 by 11 inches):

   b. OPNAV 5216/144B (8-1/2 by 5-1/2 inches):

   c. OPNAV 5216/144C (5-1/2 by 8-1/2 inches):

3. Except for the date, no sender's symbols are necessary.

4. Use names, titles, or codes in the from block and to block.

5. Allow a 1-inch left margin.

6. Type reference and enclosure headings under the printed headings. Note the headings for reference (a) and enclosure (1).

7. The writer signs his or her name without an authority line.

8. Very informal memorandums may be penned.

9. No file copy is necessary when the matter is insignificant or short lived.

W. J. Doe

Figure 2-18.—Printed memorandum form.

capital letters at the left margin. Two spaces below that type "From:" and proceed as you would for a naval letter. For very informal communications, the entire memorandum may be handwritten.

NAVY MAILED MESSAGE (NAVGRAM). -You will use NAVGRAMs for urgent communications between department of defense (DOD) addressees. Do not use them for non-DOD addressees. The NAVGRAM follows normal administrative (letter) channels but has priority over routine correspondence.

The purpose of the NAVGRAM is to reduce Navy message volume. Releasers of Navy messages must look at each prepared Joint Message Form DD-173 to decide whether to transmit it electrically (naval message) or by mail

(NAVGRAM). Figure 2-14 shows the Joint Message Form.

If you decide to mail the message, write "NAVGRAM" below the signature block on the DD-173. The NAVGRAM will then be assigned a letter serial number and will be dated in the "DATE TIME GROUP" box in the lower right-hand corner of the form.

The DD-173 will then be stamped in the center of the page in light red ink with a 1 inch by 4 inch NAVGRAM stamp. The NAVGRAM will then be mailed.

The NAVGRAM is processed through administrative channels vice communications facilities and is given priority over routine correspondence. It is routed similar to a naval message; receives expeditious handling; and where practical, is included on the normal command message board.

Correspondence Files

Because of the frequent rotation of personnel, the Navy uses a standard filing system. The system allows commands throughout the Navy to maintain official files efficiently, economically, and systematically. Whether assigned as the administrative LPO of a unit or as a supervisor of a work center, you must become familiar with the Navy filing system.

Correspondence files may consist of a centralized or decentralized system. In the centralized system, one specific office files and maintains all originals of incoming correspondence and official copies of outgoing correspondence. In a decentralized system, the office or work center that has primary concern over the subject matter of the correspondence files and maintains the originals or official copies. Regardless of the type of filing system used, personnel should be able to locate the desired correspondence when required.

Although confidential material, like all classified material, requires some degree of security protection, it may not require controlled routing. Depending on the type of document and local administrative procedures, you may route confidential material with either a route stamp or a control sheet.

The administrative office of the command must maintain various logbooks or records indicating the location (file or office) of all incoming and outgoing correspondence. That office must maintain the files as outlined in the *Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC),* SECNAVINST 5210.11D.

FILING PROCEDURES. —Commands should follow several procedures to effectively and economically maintain correspondence files. Each organization should authorize an office to have central control of activity files. That office should do the following:

- Assign personnel to coordinate all activity files.
- Authorize official files and assign responsibility for files plans.
- Locate the official files at an organizational level that ensures effective documentation, makes records accessible to major users, minimizes duplicate files, and aids records disposal.
- Determine records retention and disposal standards and prepare local disposal instructions.
- Perform periodic reviews of the files procedures.

In filing material, you should not include unnecessary working papers, early drafts, extra copies, or information material. You should include the following:

- The incoming document
- Copy of the outgoing correspondence
- Any essential supporting documents

You may file material loose in folders unless you need to keep pages in a particular order. Then use prong fasteners, rather than staples, clips, or rubber bands, to attach materials to the file folder.

A document often concerns more than one subject, name, or case. When that occurs, file an extra copy under each subject; make sure each copy contains the location of the basic document.

You must keep track of documents removed from the files. When removing a document or an entire file, put a charge-out slip in its place. If the document is transferred among several people, update the charge-out slip upon each transfer.

At the end of each calendar year, you should close general correspondence files. Close all budget and accounting files at the end of each fiscal year. Hold closed files in an inactive status until destruction or transfer to a Federal Records Center. You may find more information concerning the disposal of files and records in this chapter under the "Accountability and Disposal of Correspondence" section.

CONSTRUCTION OF STANDARD SUBJECT IDENTIFICATION CODES (SSIC). – Standard subject identification codes (SSICs) provide a standard system of numbers used throughout the Navy to categorize, subject classify, and identify directives, letters, messages, forms, and reports. They also provide a standard system for setting up files. These codes cover most subjects found in general correspondence and other files; they reflect the functions and major organizational components of the Navy. The SSIC system consists of the 14 major subject groups shown in figure 2-19.

These major subject groups are subdivided into primary; secondary; and, sometimes, tertiary groups. Primary groups are designated by the last three digits (hundreds) of the code number. Secondary groups are further breakdowns of the primary groups and are identified by the last two digits (tens) of the code number. Tertiary groups consist of the last digit (units) of a secondary group. Examples of the primary, secondary, and tertiary subject groups are as follows:

Military Personnel

1000 - 1999

Major Subject	1000	Military Personnel General
Primary	1500	Training and Education
Secondary	1510	Enlisted Training
Tertiary	1511	Nuclear Power Training (Sub)
Tertiary	1512	Nuclear Power Training (Surf)
Secondary	1520	Officer Training
Tertiary	1522	Nuclear Power Training (Sub)
Tertiary	1523	Nuclear Power Training (Surf)

Some subject groups may not be subdivided below the primary group level, while other groups may be subdivided into the secondary or tertiary level. The extent of the breakdown depends on the complexity of the major subject.

ACCOUNTABILITY AND DISPOSAL OF CORRESPONDENCE. —Commanding officers and officers in charge are responsible for the establishment, maintenance, and disposition of official files within their activity. Unless a system is maintained to keep track of the correspondence received, routed, issued, filed, or destroyed, correspondence may be misplaced or destroyed erroneously.

At shore activities, the administrative office is responsible for the accountability and destruction of all official incoming and outgoing correspondence. Administrative offices must be able to locate correspondence received or submitted by the command. Official correspondence must be accounted for during its handling, distribution, custody, storage, destruction, and sometimes even after its destruction.

Your responsibility as a senior petty officer is to support the accountability procedures of your command. When a letter is routed to your division for information or action, make sure it is returned to the administrative office or passed on for others to read. If you require a copy of the letter, contact the administrative office.

At some activities you maybe assigned as the administrative LPO. In that case you would be directly responsible for the maintenance and disposition of the official files of the command.

NAVAL WRITING STANDARDS

Though correspondence formats are important, writing quality is more important. For that reason, this section tells you how to make your writing organized, natural, compact, and active. If you are a beginner in writing naval correspondence, refer to the *Department of the Navy Correspondence Manual* for more information on correct writing and formatting requirements.

Your writing should follow a straightforward style: (1) Open with the most important information, (2) taper off with the least important, and (3) keep sentences short and to the point.

When you write a letter, think about the one sentence you would keep if you could have only one. That is your key sentence—the one that gives your main point. If possible, begin with your key sentence; but be sure to use it within the first paragraph.

1000 Series—MILITARY PERSONNEL. Includes subjects relating solely to the administration of military personnel.

2000 Series—TELECOMMUNICATIONS. Includes subjects relating to general communication matters and to communication systems and equipment.

3000 Series—OPERATIONS AND READINESS. Includes subjects relating to such matters as operational plans, fleet operations, operational training and readiness, warfare techniques, operational intelligence, and research and development.

4000 Series—LOGISTICS. Includes subjects relating to the logistical support of the Navy and Marine Corps, including procurement, supply control, property redistribution and disposal, travel and transportation, maintenance, construction, and concersion, production and mobilization planning, and foreign military assistance.

5000 Series—GENERAL ADMINISTRATION AND MANAGEMENT. Includes subjects relating to the administration, organization, and management of the Department of the Navy, including general personnel matters, security, external relations, law and legal matters, office services, and publication and printing matters.

6000 Series—MEDICINE AND DENTISTRY. Includes subjects relating to medical matters, such as physical fitness, general medicine, special or preventive medicine, dentistry, medical equipment and supplies.

7000 Series—FINANCIAL MANAGEMENT. Include subjects relating to the financial administration of the Department of the Navy, including budgeting, disbursing, accounting, auditing, industrial and other special financing matters, and statistical reporting.

8000 Series—ORDNANCE MATERIAL. Includes subjects relating to all types of ordnance material and weapons, including ammunition and explosives, underwater ordnance materials, guided missiles, and miscellaneous, ordnance equipment.

9000 Series—SHIPS DESIGN AND MATERIAL. Includes subjects relating to such matters as the design, characteristics, and readiness of ships, and to ship's material and equipment.

10000 Series—GENERAL MATERIAL. Includes subjects relating to general categories of materials not included in the specialized material groups. It includes photographic equipment and accessories, general machinery and tools, personnel material, and miscellaneous categories.

11000 Series—FACILITIES AND ACTIVITIES ASHORE. Includes subjects relating to ashore structures and facilities, fleet facilities, transportation facilities, utilities and services, and other similar subjects.

12000 Series—CIVILIAN PERSONNEL. Includes subjects relating to the admininstration of civilian personnel.

13000 Series—AERONAUTICAL AND ASTRONAUTICAL MATERIAL. Includes subjects relating to aeronautical and astronautical material, including parts, accessories, and instruments; special devices; armament; aerological equipment weapons systems, types of aircraft; and astronautic vehicles.

16000 Series—COAST GUARD MISSIONS. Includes subjects relating to the administration and mission of the U.S. Coast Guard.

Figure 2-19.—Major subject groups of the standard subject identification codes.

Remember to keep ideas orderly; state requests before justifications, answers before explanations, conclusions before discussions, summaries before details, and the general before the specific.

Delay your main point to soften bad news or to introduce a controversial proposal, but don't delay routinely. Readers, like listeners, are put off by people who take forever to get to the point. To end most letters, just stop.

Reading slows with every glance from the text to a reference citation. Use only those references that bear directly on the subject at hand. Avoid unnecessary or complicated references. Reading letters that overuse references is like driving in reverse through alphabet soup. If you do use references, be sure to mention in the text any reference cited in the reference block. List references in the reference block by following the order of their appearance in the text.

When writing a response to an earlier communication, subordinate it to your main point. Don't waste the opening—the strongest place in a letter—by merely summarizing a reference or saying you received or reviewed something.

Example: Reference (a) recommended the re-establishment of training in the field of transportation management. Reinstitution of this training is strongly supported.

Better: We strongly support the recommendation in reference (a) to re-establish transportation management training.

When writing, use short paragraphs; long paragraphs cause main ideas to get lost. Cover one topic completely before starting another; but keep paragraphs short, roughly four or five sentences. Now and then, you may use a one-sentence paragraph to highlight an important idea. Short paragraphs are especially important at the start of letters because readers become discouraged if you start out with long paragraphs.

A paragraph may need a topic sentence, or it may not. The topic sentence of a paragraph is like the main point of a letter; both are general statements that you develop later. Even though you could write a short and simple letter as one unbroken paragraph, divide it for ease of reading.

So far we have talked about structuring letters and paragraphs to call attention to important ideas. Next, we will talk about four ways to avoid sentences that mumble.

1. Subordinate, or reemphasize, minor ideas. In other words, place them in dependent clauses rather than in the main (or required) part of the sentence. Besides clarifying the relationship between ideas, subordination prevents the overuse of *and,* the weakest of all conjunctions.

Example: The naval station exchange uses a similar contractor service and saves its patrons about 15 percent. (Two ideas presented in two independent clauses as equally important.)

Better: By using a similar contractor service, the naval station exchange saves its patrons about 15 percent. (One idea—using a similar contractor service—presented in dependent clause as less important than the idea presented in main part of the sentence.)

2. Place ideas deliberately. Start and finish a sentence any way you like, but keep in mind that ideas gain emphasis when they appear at either end. Putting an idea in the middle causes it to lose emphasis.

Example: We have determined that moving the computer as shown in enclosure (1) would allow room for another cabinet to be installed.

Better: Moving the computer as shown in enclosure (1) would allow room for another cabinet.

3. Use more parallelism. Express two or more equally important ideas in similar words and similar constructions. Parallelism saves words, clarifies ideas, and provides balance. Parallelism means that when you use a coordinating conjunction (and, but, nor, yet), nouns, adjectives, dependent clauses, and so on, should match in each part of the sentence. They should have the same grammatical form and structure.

Example: A good writer must be precise and have originality. (Precise is an adjective; originality is a noun.)

Better: A good writer must be precise and original. (Both precise and original are adjectives.)

4. Use some mini-sentences. Sentences should generally be 20 words or less. However, occasionally using sentences of six words or less slows down the reader and emphasizes ideas.

Example: I can get more information if each of you gives me less. Here's why. In a week, about 110 staff actions show up in my in-box. I could handle that in a week if all I did was work the in-box. Yet 70 percent of my time in the headquarters goes not to the in-box but to briefings. I could handle that dilemma, too—by listening to briefings and thinking about staff papers at the same time.

Make your writing as formal or informal as the situation requires, but do so with language you might use in speaking. The most readable writing "sounds" like people talking to people.

To make your writing more like speaking, begin by imagining your reader is sitting across from you. Write with personal pronouns, everyday words, and short sentences. Don't go out of your way to use personal pronouns, but don't avoid them. Speak of your activity, command, or office as we, us, and our. When you are writing to many addresses, speak directly to one reader; only one person reads your writing at any one time.

Example: All addressees are requested to provide inputs of desired course content.

Better: Please send us your recommendations for course content.

When you write directives, look for opportunities to talk directly to a user. Procedures, checklists, or other how-to instructions lend themselves to this cookbook approach. Imagine someone has walked up to you and asked what to do. The following example is from a notice that repeated *the duty officer* dozens of times:

Example: *The duty officer* will verify that security responsibilities have been completed by putting *his/her* initials in the checklist.

Better: When *you* complete the inspection, initial the checklist.

Sentences that give directions lead with verbs; *you* is simply implied. This direct approach requires imagination more than technical skill. Think of writing not as words on a page but as speaking from a distance.

Multiplied across an entire letter, roundabout sentences like those in the next examples do severe damage. We would be laughed out of the room if we talked that way. Ordinary English is shorter, clearer, and just as official:

Example: It is necessary that the material be received in this office by 10 June.

Better: We need the material by 10 June. (or) The material must reach us by 10 June.

It *is* and *this command* complicate the next example. They force readers to put back the pronouns the writer took out. To make matters worse, the first *it is* refers to the reader while the second refers to the sender.

Example: If it is desired that Marines be allowed to compete for positions on the pistol team, this command would be happy to establish and manage team tryouts. It is recommended that tryouts be conducted soon to ensure . . . .

Better: If you allow Marines to compete for positions on the pistol team, we would be happy to establish and manage the tryouts. We recommend that tryouts start soon to ensure . . . .

Can you overdo personal pronouns? Yes you can. You can use so many pronouns that you obscure the subject, and no number of them will overcome confused thinking. Besides, some subjects don't lend themselves to pronouns. The description of a ship's structure, for example, isn't likely to include people. Also, criticism hurts fewer feelings if delivered impersonally. "Nothing has been done" avoids the direct attack of "You have done nothing."

If *we* or *I* opens more than two sentences in a row, the writing becomes monotonous and may suggest self-centeredness. Sometimes a single sentence can call too much attention to the sender: "*I* would like to extend *my* congratulations for a job well done." Praise should stress the reader: "Congratulations on the fine job you did."

Table 2-1.—Simpler Words and Phrases

Official writing does not demand big words or fat phrases. Go out of your way to use ordinary English. The result will be clear thinking and shorter writing. Asterisks mark the dirty dozen, the twelve offenders most likely to weaken your work.

Instead of	Try
a and/or b	a or b or both
accompany	go with
accomplish	carry out, do
accorded	given
accordingly	so
accrue	add, gain
accurate	correct, exact, right
additional	added, more, other
address	discuss
*addressees	you
addressees are requested	(omit), please
adjacent to	next to
advantageous	helpful
adversely impact on	hurt, set back
advise	recommend, tell
afford an opportunity	allow, let
aircraft	plane
allocate	divide, give
anticipate	expect
a number of	some
apparent	clear, plain
appreciable	many
appropriate	(omit), proper, right
approximately	about
arrive onboard	arrive
as a means of	to
ascertain	find out, learn
as prescribed by	in, under
*assist, assistance	aid, help
attain	meet
attempt	try
at the present time	at present, now
be advised	(omit)
benefit	help
by means of	by, with
capability	ability, can
caveat	warning
close proximity	near
combat environment	combat
combined	joint
*commence	begin, start
comply with	follow
component	part
comprise	form, include, make up
concerning	about, on
consequently	so
consolidate	combine, join, merge
constitutes	is, forms, make up
contains	has
convene	meet
currently	(omit), now

Instead of	Try
deem	believe, consider, think
delete	cut, drop
demonstrate	prove, show
depart	leave
designate	appoint, choose, name
desire	want, wish
determine	decide, figure, find
disclose	show
discontinue	drop, stop
disseminate	give, issue, pass, send
due to the fact that	due to, since
during the period	during
effect modifications	make changes
elect	choose, pick
eliminate	cut, drop, end
employ	use
encounter	meet
endeavor	try
ensure	make sure
enumerate	count
equipments	equipment
equitable	fair
equivalent	equal
establish	set up, prove, show
evidenced	showed
evident	clear
exhibit	show
expedite	hasten, speed up
expeditious	fast, quick
expend	spend
expertise	ability, skill
expiration	end
facilitate	ease, help
failed to	didn't
feasible	can be done, workable
females	women
finalize	complete, finish
for a period of	for
for example, ___ etc.	for example, such as
forfeit	give up, lose
for the purpose of	for, to
forward	send
frequently	often
function	act, role, work
furnish	give send
has a requirement for	needs
herein	here
heretofore	until now
herewith	below, here
however	but

Instead of	Try
identical	same
identify	find, name, show
immediately	at once
impacted	affected, changed
*implement	carry out, start
*in accordance with	by, following, per, under
in addition	also besides too
in an effort to	to
inasmuch as	since
in a timely manner	on time, promptly
inception	start
incumbent upon	must
inform	tell
indicate	show, write down
indication	sign
initial	first
initiate	start
in lieu of	instead of
in order that	for, so
*in order to	to
in regard to	about, concerning, on
inter alia	(omit)
interface with	meet, work with
interpose no objection	don't object
*in the amount of	for
*in the event that	if
in the near future	shortly, soon
in the process of	(omit)
in view of	since
in view of the above	so
is applicable to	applies to
is authorized to	may
is in consonance with	agrees with, follows
is rsponsible for	(omit), handles
it appears	seems
*it is	(omit)
it is essential	must, need to
it is requested	please, we request, I request
liaison	discussion
limited number	few
limitations	limits
magnitude	size
maintain	keep, support
majority of	must
maximum	greatest, largest, most
methodology	method
minimize	decrease, lessen, reduce
minimum	least, smallest
modify	change
monitor	check, watch

Table 2-1.—Simpler Words and Phrases—Continued

Instead of	Try
necessitate	cause, need
notify	let know, tell
not later than 10 May	by 10 May before 11 May
not later than 1600	by 1600
notwithstanding	in spite of, still
numerous	many
objective	aim, goal
obligate	bind, compel
observe	see
on a ____ basis	(omit)
operate	run, use, work
optimum	best, greatest, most
option	choice, way
parameters	limits
participate	take part
perform	do
permit	let
pertaining to	about, of, on
point in time	point, time
portion	part
possess	have, own
practicable	practical
preclude	prevent
previous	earlier, past
previously	before
prioritize	rank
prior to	before
proceed	do, go ahead, try
procure	buy
proficiency	skill
*promulgate	issue, publish
provide	give, offer, say
provided that	if
provides guidance for	guides
purchase	buy
pursuant to	by, following, per, under

Instead of	Try
reflect	say, show
regarding	about, of, on
relative to	about, on
relocate	move
remain	stay
remainder	rest
remuneration	pay, payment
render	give, make
respresents	is
requests	ask
require	must, need
requirement	need
reside	live
retain	keep
said, some, such	the, this, that
slection	choice
set forth in	in
similar to	like
solicit	ask for, request
state-of-the-art	latest
subject	the, this, your
submit	give, send
subsequent	later, next
subsequently	after, later, then
substantial	large, much
successfully complete	complete, pass
sufficient	enough
take action to	(omit)
task	ask
terminate	end. stop
the month of	(omit)
there are	(omit), exist
therefore	so
therein	there
there is	(omit), exists
thereof	its, their
the undersigned	I
the use of	(omit)

Instead of	Try
*this activity, command	us, we
timely	prompt
time period	(either one)
transmit	send
-type	(omit)
under the provisions of	under
until such time as	until
*utilize, utilization	use
validate	confirm
viable	practical, workable
vice	instead of, versus
warrant	call for, permit
whereas	because, since
with reference to	about
with the exception of	except for
witnessed	saw
your office	you
/	and, or

Stressing the reader's interests is a matter of attitude more than pronouns, but pronouns contribute. "The help *you* receive" suggests more concern for readers than "the help *we* provide." By being sensitive to the difference, you are more likely to meet your reader's needs.

Don't use big words when little ones will do. (See table 2-1.) Rely on everyday words. People who *speak* with small words often think they must burden their *writing* with needlessly large words. Do you remember the city dude in those old Western movies who overdressed to impress the folks at the ranch? Overdressed writing fails just as foolishly. All writers try to impress readers. The best do it through language that doesn't call attention to itself. Size of vocabulary is less important than skill in using the words you already know.

Normally, use short, commonly spoken transitional words instead of long, bookish ones. Use long transitional words occasionally for variety. By using short ones, you help set an ordinary tone for the whole sentence.

BOOKISH	SPOKEN
consequently	so
however	but
in addition	also
nevertheless	still

Avoid the needless complications of legalistic lingo. Let a directive's number or a letter's signature carry the authority. You risk being wordy and pompous by trying to put that authority in your language. Write to *express* not to *impress*.

LEGALISTIC	NORMAL
aforesaid	the, that
heretofore	until now
herewith is	here is
notwithstanding	in spite of
the undersigned	I

Don't be afraid to use some contractions in your writing. If you are comfortable with contractions, your writing is likely to read easily, for you will be "speaking" on paper.

Be concrete in your writing. Don't use a general word if the context allows for a specific one. Be as definite as the situation permits.

If you write, "The solution to low morale and poor discipline is good leadership," your readers may feel warm all over. But until you point out some specific behavior meant by *low morale, poor discipline,* and *good leadership,* neither you nor your readers can tackle the problem. Similarly, don't use a general word if the context allows for a specific one. Be as definite as the situation permits.

Performance evaluations suffer when writers make extravagant, unsupported claims. Effective evaluations show what a person did and how well it was done. They are concrete enough to inspire confidence in the writer's judgment about the ratee's performance and potential. Break long sentences into manageable units. Then prune needless words and ideas.

Example: It is requested that attendees be divided between the two briefing dates with the understanding that any necessary final adjustments will be made by OP-96 to facilitate equitable distribution. (29 words)

Improved: It is requested that attendees be divided between the two briefing dates. Any necessary final adjustments will be made by OP-96 to facilitate equitable distribution. (12 and 13 words)

Better: Send half your people on one dav and half on the other. OP-96 will make final adjustments. (12 and 5 words)

A request gains emphasis when it ends with a question mark. Look for opportunities to reach out to your reader:

Example: Request this command be notified as to whether the conference has been rescheduled.

Better: Has the conference been rescheduled?

Without generalizations and abstractions, lots of them, we would drown in detail. We sum up vast amounts of experience when we speak of

dedication, programs, hardware, and lines of authority. But such broad language isn't likely to evoke in a reader's mind the same experiences it evokes in a writer's. Lazy writing overuses such vague terms. Often it weakens them further by substituting adjectives; for example: immense dedication, enhanced programs, viable hardware, and responsive lines of authority.

FOR	TRY
aircraft	plane
plane	F-18
improved costs	lower costs
enhanced method	faster method; cheaper method

Tone —a writer's attitude toward the subject or readers—causes relatively few problems in routine letters. The rules are straight forward. Subordinates may suggest, request, or recommend, but only superiors may direct. Although pronouns are acceptable, don't "get personal." Courtesy is required; warmth is not.

Because much of our writing is routine, tone causes problems when the subject matter is delicate. The more sensitive the reader or issue, the more careful we must be to promote good will. Tactlessness in writing suggests clumsiness in general. When feelings are involved, one misused word can make an enemy.

What do you think of an organization that would send a letter containing the following sentences?

> At our last meeting you requested agenda topics for a meeting of the Committee on Atmosphere and Oceans. I certainly support this interagency grouping as it may serve as an appropriate forum for addressing our marine technology needs and concerns.

The first sentence is just lazy, for it does no more than repeat the request. The real trouble comes from the second sentence, whose attempt at good will backfires. *Certainly* is a needless intensifier, like many words ending in *ly*. *Interagency grouping* is pompous for *group*. *Needs and concerns* add bulk; only one of the words is needed. *Certainly support this* is undermined by *it may serve*. *May* serve? The issue isn't whether the group should exist but what it should discuss.

The person who signed the letter improved the passage by dropping the second sentence and making the first one do more work:

> As you requested, I am submitting some agenda topics for the meeting of the Committee on Atmosphere and Oceans.

Now imagine you have asked for more time to complete a correspondence course. Here is the last sentence of the letter that turns you down:

> If we can be of further assistance, please do not hesitate to write.

Beware of such rubber-stamp endings. They don't improve good letters or save bad ones. To the reader whose request has been denied, *further assistance* promises further disappointment. The closing sentence should be dropped entirely or tied to the rest of the letter:

> This setback aside, we hope you will take advantage of other correspondence courses available to you.

Most no answers need some explanation. Yes answers need little explanation because readers get what they want.

Finally, imagine you are a reservist who has asked to stay on active duty even though you have a serious illness. How would the following answer strike you?

> Because you have failed to pass the prescribed physical examination, you will be removed from active duty.

Failed? Removed? Those words hint at crime and punishment. To avoid such tactlessness, the writer should have used positive wording.

NEGATIVE	POSITIVE
Opportunity is limited.	Competition is keen.
Stop writing badly.	Start writing well.
Don't use the small hoist.	Use the big hoist.
The cup is half empty.	The cup is half full.

The positive approach would remove some of the sting from the reservist's answer. Here are two possibilities:

Better: Given the results of your physical examination, we must transfer you to the Retired Reserve.

Better: In light of your physical examination and the need to administer the examination program fairly, we have decided in favor of your transfer to the Retired Reserve.

When writing a letter to inform someone of negative information, stress some positive aspects about the person or the situation. For example, the writer of the preceding letter to the reservist could have opened by acknowledging the favorable endorsements that accompanied the request to stay on active duty. The writer could have closed by thanking the reservist for his or her time of service. This tactful arrangement would have helped to soften the bad news.

In writing, give your ideas no more words than they deserve. The longer you take to say things, the weaker you come across and the more you risk blurring important ideas. You must suspect wordiness in everything you write. When you revise, tighten paragraphs to sentences, sentences to clauses, clauses to phrases, phrases to words, words to pictures, or strike the ideas entirely. To be easy on your readers, you must be hard on yourself.

No phrases hurt naval writing more than *it is* and *there is* or *there are*. They stretch sentences, delay meaning, hide responsibility, and encourage passive verbs. Avoid using these phrases.

NOT	BUT
It is requested	We request, please
It is my intention	I intend
It is necessary that you	You need to; you must
There is a serial number on the letter.	A serial number is on the letter.
There are several files missing.	Several files are missing.

Example: It is mandatory that all active-duty personnel receive flu vaccinations.

Better: All active-duty personnel must receive flu vaccinations.

Example: There will be a meeting of the Human Relations Council at 1000 on 26 July in the main conference room.

Better: The Human Relations Council will meet at 1000 on 26 July in the main conference room.

Wordy expressions don't give writing impressive bulk; they clutter it by getting in the way of the words that carry meaning. Here are some repeat offenders:

NOT	BUT
for the purpose of	for, to
in accordance with	by, following, per, under
in order to	to
in the event that	if
in the near future	soon

Wordy expressions dilute the meaning of the sentences in the next examples:

Example: In accordance with reference (b), you may pay the claim with a check in the amount of $300.

Better: Under reference (b), you may pay the claim with a check for $300.

Words ending in -ion and -ment are verbs turned into nouns. Whenever the context permits, change these words to verb forms. By favoring verb forms, your sentences will be shorter and livelier.

Example: Use that format for the preparation of your command history.

Better: Use that format to prepare your command history.

Example: The development of an effective system depends on three factors.

Improved: Developing an effective system depends on three factors.

Better: An effective system depends on three factors.

As the writer, you may see some differences between *advise* and *assist, interest* and *concern,* or *thanks* and *gratitude.* But your readers won't. Repeating a general idea can't make it any more precise. Simple subtraction will overcome the use of similar words such as these:

Example: We must comply with the standards and criteria for controlling and reducing environmental pollution.

Better: We must comply with the standards for reducing environmental pollution.

Avoid hut-2-3-4 phrases—long chains of nouns and modifiers. Readers can't tell what adjective modifies what noun or where the modifiers end. We must live with some official hut-2-3-4 phrases, such as fleet-oriented consolidated stock list, but you can avoid forming unofficial phrases. Rearrange modifiers or rewrite such phrases entirely:

Example: The Board of Inspection and Survey service acceptance trials requirements

Better: requirements by the Board of Inspection and Survey for service acceptance trials

Excessive abbreviating is false economy. Use abbreviations no more than you must with insiders and avoid them entirely with outsiders. Spell out an unfamiliar abbreviation the first time it appears. If it appears only twice or infrequently, spell out the term each time and avoid the abbreviation entirely. Put clarity before economy.

Example: Marine Corps Development and Education Command (MCDEC)

Passive verbs cause problems. They make writing wordy, roundabout, and sometimes downright confusing. Learn how to spot passive verbs and make them active. Most sentences should use a who-does-what order. By leading with the doer, you automatically avoid a passive verb.

Passive: The ship was inspected by the skipper.

Active: The skipper inspected the ship.

A verb in the passive voice uses any form of *to be* (am, is, are, was, were, be, being, been) plus the past participle of a main verb, such as driven or inspected. Unlike sentences with active verbs, sentences with passives don't need to show who or what has done the verb's action. Most passives just imply the "doer," which can sometimes make the sentence unclear. Use one of three cures for passive verbs.

1. Put a doer before the verb:

Example: Appropriate clothing will be worn by all personnel.

Improved: All personnel will wear appropriate clothing.

Better: Wear appropriate clothing.

2. Drop part of the verb:

Example: Then he was transferred to Norfolk.

Better: Then he transferred to Norfolk.

3. Change the verb:

Example: Personnel are prohibited from doing so.

Better: Personnel must not do so.

Write passively if you have good reason to avoid saying who or what has done the verb's action. You might do that when the doer is unknown, unimportant, obvious, or better left unsaid. When in doubt, write *actively,* even though the doer may seem obvious. You will write livelier sentences (not, livelier sentences will be written by you).

SUMMARY

In this chapter we discussed the work center schedule, how to manage your time, and the importance of a smoothly run work center.

You must seek self-improvement through leadership self-assessment to become a leader of Navy men and women. While assessing your leadership skills, keep in mind that no "best" leadership method exists. You may have to change your leadership behavior to fit your changing work environment.

The Navy's Enlisted Performance Evaluation System provides a fair and accurate profile of a service member and provides a method of ranking members in comparison to their peers. The Enlisted Performance Evaluation Report is an important management tool; however, counseling should also be an integral part of the evaluation process. It will help give proper perspective and meaning to the performance appraisal. The importance of the performance evaluation process cannot be overemphasized; it is an integral and a vital part of each person's military career.

The ability to draft different types of official letters, messages, and reports is one of the many tasks demanded of a PO1. Each type of correspondence has its own set of standards. These standards will help you prepare correspondence that is complete and understandable. They also help to ensure correspondence gets where it is intended to go.

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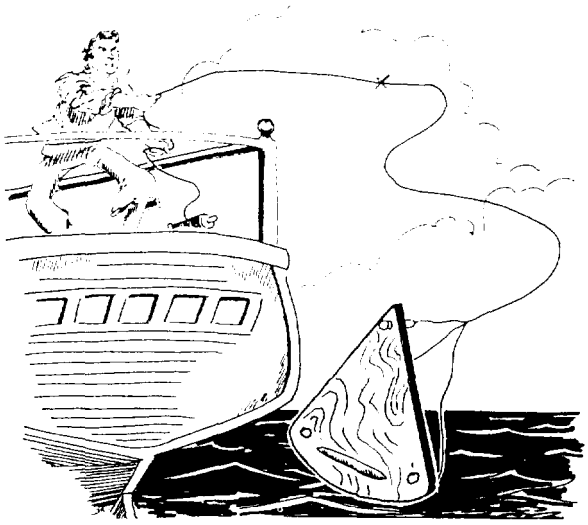
KNOT

The term knot, or nautical mile, is used worldwide to denote a vessel's speed through water. Today we measure knots with electronic devices, but 200 years ago such devices were unknown. Ingenious mariners devised a speed-measuring device both easy to use and reliable: the log *line. From that device we get the term knot.*

The log line was a length of twine marked at 47.33-foot intervals by colored knots. At one end was fastened a log chip; it was shaped like the sector of a circle and weighted at the rounded end with lead. When thrown over the stern, the log chip would float pointing upward and remain relatively stationary.

To measure the ship's speed, a sailor would throw the log line over the sterm and allow it to run free over the side for 28 seconds before hauling it aboard. He then counted the knots that had passed over the side to determine the ship's speed.



CHAPTER 3

PROGRAMS AND POLICIES

LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Describe the Navy's Command Managed Equal Opportunity (CMEO) Program.
2. Describe the duties of the command assessment team (CAT) and command training team (CTT).
3. Describe the procedures for the conduct of mast.
4. Describe the programs and policies for identifying and providing treatment for drug and alcohol abusers.
5. Describe your responsibilities in support of the Navy's Drug and Alcohol Abuse Program in achieving "zero tolerance."
6. Identify various types and classes of drugs.
7. Describe some of the common identifiable signs of drug and alcohol abuse.
8. Describe the difference between problem drinking and alcohol abuse.
9. Identify the rehabilitation services available for drug and alcohol abusers.

Today's Navy emphasizes equal opportunity. We will discuss the Command Managed Equal Opportunity program including the command assessment team and command training teams. We will discuss conduct of mast in relationship to equal opportunity and will close with programs and policies for drug and alcohol abuse.

A command must have an environment of equal opportunity to attain and maintain high morale, discipline, and effectiveness. Positive actions to counter discrimination will help achieve that environment. The policy of the Navy is to ensure equal opportunity and treatment for all military and civilian personnel of the Department of the Navy, regardless of race, religion, color, gender, age, or national origin. The prevention of discrimination based on educational, cultural, and ethnic differences and the promotion of sexual equity within the Navy are command responsibilities. The Navy will not tolerate discrimination resulting in the denial of equal opportunity to any individual. Persistent discrimination is cause for disciplinary action and ultimately may result in dismissal or discharge from the Navy.

COMMAND MANAGED EQUAL OPPORTUNITY

Command Managed Equal Opportunity (CMEO) ensures that commands do not wait for discriminatory incidents to occur before taking corrective action. Commands must assess themselves as often as possible to problem-solve and to develop their own plans of action to correct any deficiencies. Equal opportunity is an integral part of each command's leadership and management activities.

As a supervisor you must lead the way by demonstrating those behaviors you require of subordinates. You must show a general respect for all people through what you say and what you do-especially with respect to equal opportunity.

All Navy units must have a CMEO program. CMEO was preceded by Phase I and Phase II of the equal opportunity program. Phase I was a race relations education program; Phase II was designed to translate the awareness generated by Phase I into positive affirmative actions.

CMEO redefines the self-sustaining aspects of Phase II and reestablishes minimum program requirements. The purpose of CMEO is as follows:

1. To emphasize the commanding officer's responsibility for creating and maintaining a positive equal opportunity climate within the command
2. To underscore the chain of command's responsibility for identifying and resolving equal opportunity and sexual harassment problems and concerns
3. To provide commands with the capability to monitor equal opportunity issues, maintain the flexibility to address their own needs, and allocate resources as the situation demands
4, To provide commands with a system for monitoring all personnel issues that affect individual promotion; duty assignments; or other actions emphasizing merit, ability, performance, and potential

CMEO is an equal opportunity management system controlled primarily at the command level. Command-level control makes equal opportunity a reality in each command.

SUPERVISOR'S RESPONSIBILITIES

One of the trademarks of a good supervisor is the ability to develop subordinates by helping them grow both personally and professionally. To develop subordinates, first identify their strengths and weaknesses. Then counsel, coach, and provide on-the-job training. Last, give timely feedback on their performance as well as fair and constructive evaluations.

Conflict is inevitable in any group of people who work or live closely together. Racial, sexual, ethnic, and religious differences among people can be irritants that cause conflict. Accept the fact that your people will have conflicts; then concentrate on managing the conflict rather than ignoring or suppressing it.

Support the Navy's equal opportunity program at your own command by evaluating and resolving discrimination complaints at the lowest level possible. Never suppress legitimate equal opportunity complaints or retaliate against personnel who express a sincere grievance in this area.

Responsibility to Subordinates

Your subordinates should never doubt that you fully support the Navy's equal opportunity program. To accomplish that, lead by example; that will set a standard for them to follow.

ENSURE SUBORDINATES' KNOWLEDGE OF YOUR SUPPORT OF EQUAL OPPORTUNITY. -Clearly state to subordinates that you support and require them to support equal opportunity. Deal positively and directly with all your people equally, and consider each one individually.

You can recognize poor supervisors easily. They typically are unable to understand any point of view but their own. They often make derogatory remarks about groups of people, frequently stereotype people, and feel free to harass or intimidate members of particular groups.

MAINTAIN CLEAR COMMUNICATIONS WITH SUBORDINATES. –You must communicate clearly with your people if you are to manage them effectively. One of the barriers of supervising people who arc different from you is dealing with unknowns. If you do not understand how people think, feel, and act, you might avoid them. You might substitute what you don't know with generalized ideas and stereotypes. Therefore, your equal opportunity skills should include the ability to listen and understand what people say.

Responsibility to Command

As a senior petty officer, you have a responsibility to communicate your support of equal opportunity throughout the command. Your support of equal opportunity does not end with responsibility for your division; you are the example throughout your command. Every time you venture into other areas, others learn a lot about your support of equal opportunity simply by the way you handle yourself outside your divisional spaces.

PROJECT YOUR SUPPORT. -As a senior petty officer within your command, you may be called upon to give command lectures regarding the responsibilities of equal opportunity. When giving lectures, project your support as strongly as possible. After all, your view may be the first intensive look at equal opportunity subordinates have had since entering the naval service.

ENFORCE EQUAL OPPORTUNITY. -An equal opportunity program can succeed only if the command identifies, weighs, and corrects insensitive practices. Any person, military or civilian, who directly or

indirectly commits an act of discrimination based on race, religion, color, gender, age, or national origin is subject to disciplinary action. The commanding officer may take one or more of the following actions:

- Counsel individuals concerning their responsibilities.
- If counseling is not effective, or if further action is warranted, take the following administrative or disciplinary actions:
  - Give a warning
  - Lower evaluation marks
  - Award nonjudicial punishment (NJP)
  - Submit a recommendation for separation for the best interest of the service

EVALUATE AND RESOLVE COMPLAINTS AT THE LOWEST POSSIBLE LEVEL. -If you received a complaint concerning equal opportunity, handle it swiftly and fairly. Make sure it is resolved at the lowest competent level the situation will allow. In extreme cases you may have to ask someone above you in the chain of command to help resolve the problem. Others in your command will judge your maturity as a senior petty officer based on how you handle these situation.

COMMAND RESPONSIBILITIES

Commands are responsible for teaching their personnel about the different forms of equal opportunity discrimination and what they can do about them. They also must teach personnel their rights and responsibilities in regard to the Navy's equal opportunity program. Equal opportunity can be observed from two perspectives:

1. Personnel
2. Administration

Personnel

Command personnel make up two teams that evaluate and assess its equal opportunity status. The command assessment team (CAT) evaluates how much command members actually know about equal opportunity. The command training team (CTT) assesses the command's compliance with the Navy's equal opportunity objectives as a whole.

COMMAND ASSESSMENT TEAM (CAT) . -The effectiveness and success of CMEO depends on several elements. However, the most critical is the ability of a command to accurately assess its own equal opportunity status. Commands make that assessment through a command assessment team (CAT). A cross-section of people of different ranks, genders, races, and departments within the command compose the CAT.

COMMAND TRAINING TEAM. -Many people in the Navy do not know their military rights and responsibilities. Therefore, each command forms a command training team to provide CMEO Navy Rights and Responsibilities (NR&R) workshops. The CTT conducts training periodically or when the command receives a great enough assignment of new personnel to warrant training.

The standard CMEO Navy Rights and Responsibilities (NR&R) workshop covers basic Navy equal opportunity principles, policies, and procedures that all hands should understand. It is a 1-day workshop about the following subjects:

1. Enlistment contracts
2. Communications
3. Rights, responsibilities, and privileges
4. Pertinent Navy regulations
5. Authority of officers and petty officers
6. Sexual harassment prevention
7. Perceived barriers of race, gender, and culture
8. Grievance and redress procedures
9. Chief of Naval Operations (CNO) and command-specific issues

Administration

In the administration of CMEO, commands compile data to determine measures needed to ensure equal opportunity. They collect data through surveys, command records, interviews, and observations. They then must determine how to use that data.

SURVEYS. -Surveys are an efficient way to collect data. Although commands can design them to gather information about a variety of topics, they are not as sensitive as interviews in uncovering real issues and problems. Like observations, surveys often produce findings that can be validly interpreted only when considered along with other sources.

COMMAND RECORDS. -Command records contain information relevant to equal opportunity such as training, sailor of the month/quarter/year, awards, meritorious mast, and discrimination complaints.

INTERVIEWS. –Interviews provide information that is not available in command records. Interviews reveal not only what is actually happening at a command, but also what people perceive to be happening and how they feel about it. In a sensitive area like equal opportunity, information about what people think and feel is often as important as documented facts.

OBSERVATIONS. -Observations are a means of determining what people actually door how they behave and interact. They are also an indirect way of collecting data on what people think and feel. As an unbiased observer, the CAT must be able to distinguish between facts, opinions, and judgments. To avoid bias, the team must also use other data sources from which to draw conclusions.

USE OF DATA COLLECTED. –Information collected from records, interviews, observations, and surveys provides managers with CMEO-related data about specific groups of people within the command. As a minimum, commands maintain specific data on retention, advancement, and discipline of the crew. If the data shows the existence of disproportionate numbers of minorities, commands investigate and take precautions to ensure they are not the result of discriminatory practices.

COMMAND ENFORCEMENT

Commands may use three methods to enforce equal opportunity:

1. Warning (counseling)
2. Nonjudicial punishment (NJP), commonly called captain's mast
3. Separation from the Navy

With warning being the lesser and separation the higher extreme.

Warning (Counseling)

Commands may use a variety of counseling methods to instill in a subordinate the serious nature of the Navy's equal opportunity program. The following are some of those methods, listed in the order of their severity:

1. Verbal counseling
2. Counseling through the use of locally prepared counseling sheets
3. A letter of Instruction (LOI)
4. A page 13
5. A special evaluation

In some cases you may be required to document facts by entering them as a page 13 service record entry or as a special evaluation. Since page 13 entries and special evaluations become a permanent part of a member's record, you should use the less severe counseling methods first.

Nonjudicial Punishment

The Navy awards nonjudicial punishment in equal opportunist y cases involving repeat offenders. You will be put on report and must appear before the commanding officer (captain's mast). Some of the punishments that may be given at captain's mast are:

Restriction

Correctional Custody

Confinement on diminished rations

Extra duty

Forfeiture of pay

Reduction in grade

Recommendation for Separation

A member's command must recommend a member for separation in cases of equal opportunity discrimination as well as misconduct.

CONDUCT OF MAST

Nonjudicial punishment is better known in the Navy as captain's mast. The term derived from the early sailing days when the usual setting for this type of naval justice was held on the weather deck at the front of the ship's main mast.

Based on article 15 of the *Uniform Code of Military Justice (UCMJ),* commanding officers may award punishment for minor offenses without the intervention of a court-martial. They may award that punishment to both officer and enlisted members. The article likewise empowers officers in charge to impose nonjudicial punishment upon enlisted members assigned to the unit of which the officer is in charge. Similarly, the commander of a multiservice command, to whose

command members of the naval service are assigned, may designate one or more naval units for the purpose of administering NJP. For each such unit, the commander must designate in writing a commissioned naval officer as commanding officer for the administration of discipline under article 15. In addition, a flag or general officer in command may delegate all or part of his or her powers under article 15 to a senior officer on the staff. However, the senior officer must be eligible to succeed to command in the absence of the flag or general officer. In addition, those powers can only be delegated with the express approval of the Chief of Naval Personnel or the Commandant of the Marine Corps, as appropriate. Punishment must be imposed within 2 years of the offense. If it is not imposed within that period the offender may not later be punished for the offense.

MAST PROCEDURES

You can receive notification that someone has committed an offense in a variety of ways–a shore patrol report a verbal complaint by a victim, or a local report chit, to name a few. Except when serious crimes are involved, document charges on the Report and Disposition of Offense(s), NAVPERS 1626/7. Then process the form in the manner prescribed by the form itself.

The NAVPERS 1626/7 is a one-sheet (back and front) form. It serves several functions; among them are the following:

1. It reports the offense(s).
2. It records that the accused has been advised of his or her rights under article 31.
3. It records any pre-mast restraint.
4. It serves as a preliminary inquiry report.
5. It records the action of the executive officer (XO) at screening mast.
6. It records that the accused has been advised of his or her rights to refuse NJP (if he or she has the right under the circumstances of the case).
7. It shows the action of the CO at mast.
8. It records that the accused's appeal rights have been explained.

Remember, however, that NAVPERS 1626/7 does not include all of the required premast advice you must give the accused.

Reviewing the Report Chit

Regardless of how the commission of a minor offense is brought to your attention, you will probably need to prepare a rough NAVPERS 1626/7. (The legal office or administration office normally prepares the smooth.) Always address the report to the officer in charge or the commanding officer of the accused. If the offender has violated more than one article of the UCMJ, identify the separate offenses by Arabic numerals in the section entitled Details of the Offense. If the offender has violated a single article more than once, identify successive violations by Arabic numerals in parentheses. In each instance, be sure to give enough details to describe the offense fully and give the *UCMJ* article number violated. Use numerals in the blocks marked Place of Offense(s) and Date of Offense(s) that correspond to those used in identifying the offenses in Details of Offense(s).

List military witnesses to the offense in the order of their seniority, followed by civilian witnesses, if any. Include the command or address of all witnesses. If a witness is attached to the same command as the offender, give only his or her division or department. If attached to another command, identify that command completely. Give civilian witnesses' complete business and home addresses if available. Finally, be sure to obtain the signature of the person placing the accused on report.

Reading of Rights

The officer contemplating imposing NJP must ensure the accused is fully advised concerning all legal rights associated with the possible imposition of NJP. The accused must be advised within a reasonable time of the report of an offense. Failure to advise the accused properly may render any subsequent nonjudicial punishment invalid.

The *Judge Advocate General (JAG) Manual* contains details concerning required premast advice to an accused. The advice must include the following as a minimum:

1. The offense(s) the accused is suspected of having committed
2. That the commanding officer is contemplating mast for the alleged offense(s)
3. That, if the accused is not attached to or embarked in a vessel, he or she has a right to demand court-martial in lieu of mast

4. That, if the accused will attend mast, he or she will receive a hearing at which time he or she will be accorded the following rights:

   a. To be present before the officer conducting the hearing

   b. To have the rights of the accused under article 31 of the *UCMJ* explained to him or her

   c. To be advised of the offense(s) of which he or she is suspected

   d. To be present at the presentation of all information against him or her either by testimony of a witness or by the receipt of copies of the witness's written statement(s)

   e. To have available for his or her inspection all physical information or documentary evidence to be considered by the hearing officer

   f. To have full opportunity to present any matter in mitigation, extenuation, or defense of the offense(s) of which he or she is suspected

   g. To be accompanied at the hearing by a personal representative (provided by the accused) to speak in his or her behalf, who may, but need not, be a lawyer

5. That, if punishment is imposed, the accused has the right of appeal

6. That, if the accused demands trial by court-martial, the charges against him or her may be referred to court-martial

No preset forms exist for the accused to use to acknowledge receipt of the above premast advice. However some commands may design their own forms for local use. In addition, the first page of the NAVPERS 1626/7 reflects acknowledgement of some of the above premast advice. For example, it contains a place for the accused to acknowledge he or she has been advised of the nature of the offense(s) charged against him or her and of his or her right to remain silent under article 3 lb. In any event, when provisions are made for acknowledgment in writing by an accused of premast advice, the accused should acknowledge in writing, when available, the receipt of premast advice and make sure someone witnesses the acknowledgement. If the accused refuses to sign an acknowledgment, have the witness attest to the giving of the warnings and the refusal of the accused to acknowledge. In such cases, using someone as a witness who has no connection with the issuing of discipline would probably be a good procedure.

Premast Screenings

Before the commanding officer hears a person's case, it is referred to an officer for a preliminary inquiry after which it will be screened by the executive officer at executive officer's investigation (XOI).

At small commands, cases will be referred almost automatically to division officers for the preliminary inquiry. At large commands, the disciplinary officer or the legal officer will be delegated authority to appoint the preliminary inquiry officer (PIO). The job of the PIO is not to develop a case against the accused. Rather, the PIO must collect all available facts concerning the offense itself and the background of the accused. The PIO completes Section E of the NAVPERS 1626/7 as follows:

1. Inserts a short resume of the division officer's opinion of the accused
2. Lists the names of the witnesses whose presence the PIO thinks is necessary to dispose of the case at mast
3. Recommends disposition of the case
4. Summarizes the evidence that supports the recommendation

The recommendation of the PIO is not binding. The commanding officer will evaluate each recommendation separately.

The XO may screen the case by holding an informal hearing or may merely review the record of the accused and the report chit. If given the power by the commanding officer, the XO may dismiss the case, but may NEVER impose punishment.

At XO's screening mast, the accused is advised again of the right to refuse NJP and to demand a trial by court-martial. Article 15 does not give that right to persons attached to vessels. The accused may elect not to be tried by court-martial at XO's mast, but then demand trial by court-martial at captain's mast. The only requirement is that the accused make the demand before punishment is imposed. Case law requires that a suspect be provided the opportunity to discuss with counsel the legal consequences of accepting or refusing NJP. If he or she is not provided that opportunity, the record of any punishment imposed will not be admissible in any subsequent court-martial proceeding.

Punishment

If the commanding officer is convinced by the evidence that the accused is guilty of the offense and deems punishment appropriate, article 15 provides wide latitude.

The rank of the commanding officer and the status of the offender limit the type of punishment the CO can impose. However, under appropriate circumstances, the commanding officer may impose nine types of punishment:

1. **RESTRICTION** -Restriction is the least severe form of denying liberty. It involves moral rather than physical restraint. Generally, while restricted, the member will continue to perform his or her military duties but may be required to report to a specified place for muster during the period of restriction. The commanding officer may restrict both officers and enlisted members.

2. **ARREST IN QUARTERS** -Arrest in quarters also involves moral rather than physical restraint. An arrest in quarters restricts the offender to his or her living quarters unless the restriction is specifically broadened. Although this punishment may require the offender to perform certain duties, article 1020 of Navy Regulations prohibits that person from exercising military authority over subordinates. Flag or general officers in command or an officer exercising general court-martial (GCM) authority may impose this type of punishment on commissioned or warrant officers only.

3. **CORRECTIONAL CUSTODY** –Correctional custody is the physical restraint of persons during duty or nonduty hours, or both. It may be awarded only to nonrated persons. It could include extra duty, fatigue duty, or hard labor.

4. **CONFINEMENT ON BREAD AND WATER** -Confinement on bread and water may be imposed only on nonrated personnel attached to or embarked in vessels. Maximum duration is 3 days.

5. **ADMONITION AND REPRIMAND** -The two degrees of punitive censure, in their increasing order of severity, are admonition and reprimand. The commanding officer may impose punitive censure on enlisted personnel either orally or in writing but must impose it on commissioned and warrant officers in writing.

6. **REDUCTION IN GRADE** –A reduction in grade, or "bust," is considered the most severe form of NJP. It means a member may be reduced one grade. However, the member may only be reduced one grade as a result of a single mast appearance.

7. **EXTRA DUTY** -Extra duty means offenders must perform duties in addition to their normal duties. Only enlisted members may receive this type of punishment. Extra duty normally may not exceed 2 hours a day, after which offenders are granted liberty–unless, of course, their liberty has been curtailed. Personnel may not perform extra duty on Sundays, although Sundays count in the computation of the number of days worked. However, they may perform extra duty on holidays.

8. **FORFEITURE OF PAY** –A forfeiture of pay is the permanent loss of entitlement to a specific amount of pay. Only basic pay, sea pay, or foreign duty pay is subject to forfeiture.

9. **DETENTION OF PAY** –A detention of pay is much less severe than the forfeiture, because the member will get the detained money back at the end of the detention period. The detention period may not exceed 1 year and may not extend beyond the expiration of the member's current enlistment. Only sea pay, foreign duty pay, and basic pay may be detained. The maximum amount subject to detention is computed in the same fashion as that for a forfeiture.

FINES. -A fine is not an authorized punishment at NJP and cannot be awarded.

EFFECTIVE DATES OF PUNISHMENTS. -As a general rule, punishments awarded at mast take effect immediately upon imposition, unless they are suspended, stayed, or otherwise deferred. An offender may receive a new nonjudicial punishment while serving a nonjudicial punishment of restraint. In such cases, the offender interrupts the original punishment of restraint to begin serving the new punishment. After the completion of the new punishment, the person will complete the remainder of the original punishment. Before a second forfeiture or detention of pay may take effect, the offender must complete all previous forfeitures. Commanders may defer confinement on bread and water or correctional custody for a period of up to 15 days if the needs of the naval service dictate such deferment. For example, the commanding officer may award a person confinement on bread and water while the ship is at sea if the ship has no confinement facility. Therefore, the commanding officer may defer the sentence until an ashore confinement facility becomes available, but not for more than 15 days.

APPEALS PROCEDURE. -A member awarded NJP who believes the punishment unjust or

disproportionate to the offense has the right to appeal the award to higher authority. The member must submit the appeal in writing and include the reasons he or she considers the punishment unjust or disproportionate. Normally, members must submit the appeal to the area coordinator having GCM authority.

Article 15 requires the appeal to be made "promptly," which means within 5 days of imposition–except under the most unusual circumstances. Appeals not brought within this period may be rejected on that basis.

DRUG AND ALCOHOL ABUSE

Drug abuse is incompatible with naval service. It is costly in lost man-hours and unnecessary administrative and judicial processing and is a critical drawdown on morale and esprit de corps. It undermines the very fiber of combat readiness, safety, discipline, judgment, and loyalty. For those reasons, the United States Navy has taken a zero tolerance stand on drug abuse. Zero tolerance is a compassionate policy that offers help to drug abusers who want help. However, it is also a tough policy that separates from the naval service those who defy authority through continued abuse.

The Department of Defense authorizes the use of urinalysis for disciplinary purposes. Urinalysis has become the most valuable detection and deterrence tool used by the Navy. New technology enables wide-scale testing for the use of drugs. Today, recruits are tested within 48 hours of arrival at basic training. Those testing positive for any drug other than marijuana (THC) are immediate y discharged. Those testing positive for THC are charged with a first drug offense, which is documented in their record. They are randomly retested for the next 6 months; if found positive again, they are discharged. The recruits are tested again as they report to their first technical school and then tested three times annually throughout their naval service. Knowledge of the certainty of this testing and the severe personal and career consequences for drug abuse act as a powerful deterrent.

The Navy has taken a firm stand against drug abuse. It processes for immediate separation from service any officer, chief petty officer, or petty officer identified as a drug abuser or as drug dependent.

The Navy's five drug screening laboratories are located at Norfolk, Virginia; Jacksonville, Florida; Great Lakes, Illinois; Oakland, California; and San Diego, California. In fiscal year 1986, these laboratories tested close to 2 million urine samples for six drugs: marijuana, cocaine, amphetamines, barbiturates, FCP, and opiates. They tested each sample three times-twice using radio immunoassay and once using highly specific gas chromatography or mass spectrometry. These technical procedures are designed to protect the individual. They are standardized at all laboratories and centrally monitored through a blind sample quality control program. Facilities using these procedures are subject to frequent inspections. These inspections are one part of the Navy's care and expense in ensuring the credibility of the urinalysis program.

DRUG ABUSE EDUCATION

The Navy emphasizes drug abuse prevention. Education programs make up the largest segment of prevention. General military training on drug abuse prevention and control is annually delivered to over 500,000 enlisted personnel. Other specific education programs include the Navy Alcohol and Drug Safety Action Program (36 hours of prevention and remedial instruction) with an average annual attendance of 53,000. Supervisory personnel attend an 8-hour policy, identification, and referral seminar. In addition to providing general drug abuse education to every person in the Navy, the Navy trains its own command drug and alcohol program advisors, aftercare program coordinators, drug and alcohol counselors, and program managers.

Results from the Department of Defense worldwide surveys of drug and alcohol use among military personnel have shown a gratifying decrease in the use of illicit drugs among naval personnel. Drug use among all personnel within the 30 days before each survey was reduced from 33% in 1980, to 16% in 1982, to 10% in 1985.

Because drug abuse is incompatible with naval service, the Navy will always maintain its zero tolerance stand and will continue to wage war on drugs.

TYPES OF DRUGS AND THEIR EFFECTS

This section describes different types of drugs and how they affect the user. There are medicinal drugs used to treat illness or to relieve pain. Without them there would be a lot of pain and suffering. These drugs include aspirin, antihistamines, antacids, penicillins, and a variety of others. Drugs have a definite purpose in our society especially when they are prescribed by physicians to cure illness. When used as prescribed by physicians, drugs are legal.

Then there are illicit drugs, DRUGS PROHIBITED BY LAW. Illicit drugs and some legal drugs normally available only by a doctor's prescription are manufactured by unscrupulous individuals for sale to underground buyers. These drugs are usually inferior products prepared in unsanitary laboratories for future marketing on our nation's streets.

Some types of drugs that are used legally and illegally are narcotics, stimulants, depressants, hallucinogens, and deliriant. These drugs are described as follows:

NARCOTICS. -Narcotic drugs include some of the most valuable medicines known, as well as some of the most abused. The term *narcotics* originally referred to opium and the drugs made from opium, such as heroin, codeine, and morphine. Opium is obtained from the opium poppy plant; morphine and codeine are extracted from opium. Medical science has developed synthesized drugs, called opiates, that have properties similar to heroin, codeine, or morphine. Those drugs are also classified as narcotic drugs.

A drug abuser under the influence of narcotics usually appears lethargic and drowsy or displays symptoms of deep intoxication. The pupils of the eyes are often constricted and fail to respond to light.

Some abusers may drink paregoric or cough medicines containing narcotics. The person's breath often has the medicinal odor of these preparations. Other "beginner" narcotic abusers inhale narcotic drugs, such as heroin. They sometimes have traces of this white powder around their nostrils. Constant inhaling of narcotic drugs makes their nostrils red and raw.

The drug addict usually injects narcotics directly into a vein. The most common site of the injection is the inner surface of the arm at the elbow. After repeated injections, scar tissue (tracks) develops along the veins. Because of the easy identification of these marks, narcotic abusers usually wear long sleeves at odd times. Females sometimes use makeup to cover the marks. Some males get tattooed at injection sites. Abusers who inject narcotics under unsterile conditions often get blood poisoning. They often contract diseases such as hepatitis and acquired immune deficiency syndrome (AIDS) and tropical diseases such as malaria.

Those who inject drugs must keep the equipment they used to inject the drugs handy. Therefore, they may hide the equipment on themselves or in a place where they will have temporary privacy, such as a nearby locker or washroom. Some commonly used instruments and accessories are bent spoons, bottle caps, small balls of cotton, syringes, eyedroppers, and hypodermic needles. Abusers use them all in the injection process. Spoons or bottle caps hold the narcotic in a little water for heating over a match or lighter; cotton falters the narcotic as it is drawn through the needle into a syringe or an eyedropper. Abusers usually keep the used cotton because it retains a small amount of the narcotic. They can then extract it if unable to obtain additional drugs. You can easily identify a bent spoon or bottle cap used to heat the narcotic because it becomes blackened by the heating process.

Under federal law, some preparations containing small amounts of narcotic drugs maybe sold without a prescription; for example, cough mixtures containing codeine. Although these preparations are relatively free of addiction potential when used as directed, they have been abused.

Opiates. -Natural and synthetic morphine-like drugs derived from opiates are the most effective pain relievers known. Physicians often prescribe them for short-term acute pain resulting from surgery, fractures, burns, and the latter stages of terminal illnesses such as cancer.

Since opiates depress the central nervous system, they produce a marked reduction in sensitivity to pain, create drowsiness, and reduce physical activity. Side effects can include nausea and vomiting, constipation, itching, flushing, constriction of pupils, and respiratory depression.

Heroin. –Heroin is a white or brown powder known to the addict as H, horse, caballo, white stuff, white lade, Harry, joy powder, doojee, sugar, stag, or smack. It produces an intense euphoria resulting in an easing of fears and relief from worry; however, a state of inactivity bordering on stupor often follows. Since abusers rapidly develop a tolerance for the drug, they must ingest increasingly large quantities to get a "kick."

Abusers ingest heroin in a variety of ways, including sniffing (snorting), smoking, or injecting it into a vein (mainlining) or just under the skin (joy popping). The latter two methods require the abuser to liquify the powder before using it.

Heroin is manufactured from morphine and, weight for weight, is up to 10 times more potent than morphine. Users "cut" or dilute pure heroin with other substances such as milk sugar (lactose) or quinine, or both. The drug sold to the addict as heroin usually contains one part heroin plus nine parts or more of other substances. Since those other substances are quite often toxic to the human system, they can result in the death of the user.

Morphine. -For many years morphine was the drug of choice for the relief of pain. The street addict calls it white stuff, M, hard stuff, morpho, untie, and Miss Emma. Addicts use it when they have difficulty getting heroin. Small doses produce euphoria. The body's tolerance for the drug and physical dependence on it build rapidly.

Codeine. -More commonly abused in the form of cough preparations, codeine is less addictive than morphine or heroin. It is also less potent in inducing euphoria. When withdrawal symptoms occur, they are less severe than with more potent drugs.

Methadone. –Methadone was invented by German chemists in 1941 when the supply of morphine to Germany ran low. It has many properties similar to those of morphine-it relieves pain and produces physical and psychological dependence. Methadone has one major difference from morphine and heroin–when methadone is taken orally, under medical supervision, it prevents withdrawal symptoms for approximately 24 hours.

STIMULANTS. -Stimulants are drugs that stimulate the central nervous system. The most widely known stimulant in this country is caffeine, an ingredient of coffee, tea, cola, and other beverages. Since the effects of caffeine are relatively mild, its use is socially acceptable and not an abuse problem. However, the use of the more potent synthetic stimulants such as amphetamines, methyl phenidate, and phenmetrazine can result in abuse problems. Stimulants produce excitation, increased activity, and an ability to go without sleep for extended periods.

The main trait of stimulant abusers is excessive activity. They are irritable and argumentative, appear extremely nervous, and have difficulty sitting. In some cases, the pupils of their eyes will be dilated even in a brightly lit place.

Stimulant abusers often go for long periods without sleeping or eating and usually cannot resist letting others know about it.

Cocaine. -Cocaine is a white or colorless crystalline powder. Persons who abuse cocaine either inhale the powder or inject it directly into the bloodstream. It can induce euphoria, excitation, anxiety, a sense of increased muscular strength, and talkativeness; it can also reduce the feeling of fatigue. It causes the pupils to become dilated and the heart rate and blood pressure to increase. In larger doses, cocaine can produce fever, vomiting, convulsions, hallucinations, and paranoid delusions. An overdose can depress the heart and breathing functions so much that death results. "

Crack. -Crack is a relatively new form of cocaine. Crack is a street cocaine mixed with baking soda and water to remove impurities. It is about 50 to 60 percent pure, while street cocaine is 20 to 40 percent pure. Users can smoke crack without the fire hazard involved in free-basing. Crack produces a feeling of euphoria more quickly and with more intensity than cocaine snorted into the nasal passages. The high comes in 4 to 6 seconds versus 6 to 8 minutes from snorting.

Crack causes blood vessels to constrict and the heart rate to rapidly increase, which leads to high blood pressure. Those changes can cause the heart or arteries to burst and can cause massive heart attacks.

In the brain, crack triggers the release of neurotransmitters, causing the euphoric effect. Cocaine blocks the reuse of the neurotransmitters by the brain, thus leaving the brain in a depressed state. The more a person gets high, the more their supply of neurotransmitters is depleted, and the deeper the depression that follows the euphoria. That rapidly progresses to a psychological dependence on the drug just for the person to feel normal.

One reaction to crack is called excited delirium. In this state, a person becomes paranoid and starts shouting and thrashing. The person also becomes violent, with unexpected strength, often breaking mirrors, glass, and other objects. The pupils in the eyes dilate. The body also undergoes hyperthermia (overheating), causing the person to disrobe to cool off. Such episodes last about an hour. Sudden tranquility or a transition to a depressed state may follow, which can lead to respiratory arrest followed by death.

Amphetamines. –Amphetamines are often called "uppers" or pep pills. Amphetamine and methamphetamine drugs provide help for various disorders. They help overweight patients reduce their appetites and provide relief for patients with narcolepsy, a disorder characterized by an overwhelming need for sleep. They also benefit selected patients with aggressive psychiatric or neurological disorders.

Amphetamines have a drying effect on the mucous membranes of the mouth and nose and cause bad breath that is unidentifiable as to a specific odor such as onion, garlic, or alcohol. Because of the dryness of mouth, amphetamine abusers lick their lips to keep them moist. That often results in chapped and reddened lips, which, in severe cases, may become cracked and raw.

Abusers may rub and scratch their nose vigorously and frequently to relieve the itching sensation caused by dryness of the mucous membrane in the nose. They often

talk incessantly about any subject at hand and often chain-smoke.

Because the body develops a tolerance to amphetamines, abusers must increase their dosages to obtain the psychic effects they desire. Tolerance to all the effects does not develop uniformly. Even a "tolerant" abuser can experience high blood pressure, abnormal heart rhythms, loss of appetite, excitability, talkativeness, trembling hands, enlarged pupils, heavy perspiration, and stereotypic compulsive behavior. In serious cases, a drug psychosis resembling paranoid psychosis develops. In addition, violent behavior may follow the use of amphetamines because of unpredictable mood changes.

Amphetamines for medical purposes are available by prescription under a variety of trade names. They are also manufactured in clandestine laboratories as crystalline powder, as tablets, and in a variety of liquid forms; they are then sold through illicit channels.

DEPRESSANTS. –The drugs depress the central nervous system. Abusers of depressants, such as barbiturates and certain tranquilizers, exhibit most of the symptoms of alcohol intoxication with one important exception: no odor of alcohol is detected on their breath. Depressant abusers may stagger or stumble and frequently fall into a deep sleep. In general, depressant abusers lack interest in activity, are drowsy, and may appear to be disoriented.

Since depressants depress the central nervous system, they are prescribed in small doses to reduce restlessness and emotional tension and to induce sleep. Some are valuable in the treatment of certain types of epilepsy.

Continued and excessive dosages of depressants result in slurred speech, faulty judgment, a quick temper, and a quarrelsome disposition. Overdoses, particularly when taken in conjunction with alcohol, result in unconsciousness and death unless the user receives proper medical treatment.

Therapeutic doses cause minimal amounts of psychological dependence, whereas excessive doses taken over a period of time result in both physical and psychological dependence. Abrupt withdrawal, particularly from barbiturates, can produce convulsions. Depressants are exceedingly dangerous.

HALLUCINOGENS. -Hallucinogens are chemicals extracted from plants or synthesized in laboratories. LSD, mescaline, psilocybin and psilocin, and PCP (phencyclidine) are all examples of hallucinogens. Although openly and irresponsibly promoted as a means of expanding consciousness, hallucinogens have yet to be proved valuable medically. Hence, neither standard dosage forms nor markings exist that make visual identification possible.

Illicit labs produce hallucinogens in the form of capsules, tablets, powders, or liquids; peddlers and users use many methods to transport or hide the drugs. For example, LSD has been found in sugar cubes, candy, paper, aspirin, jewelry, liquor, cloth, and even on the back of postage stamps.

Persons who use hallucinogenic drugs (such as LSD) are highly unlikely to do so while at work. They usually use such drugs in a group situation under special conditions designed to enhance their effect. Hallucinogens distort the user's perception of objective reality. They produce illusions involving the various senses and, if taken in large doses, can produce hallucinations. Persons under the influence of hallucinogens usually sit or recline quietly in a trance-like state. On occasion, users become fearful and experience a degree of terror that may cause them to attempt to escape from the group situation. An important point to remember is that the effects of LSD may recur days, or even months, after someone has taken it.

The effects of hallucinogens are not solely related to the drug. They are modified by the mood, mental attitude, and environment of the user. Hallucinogens usually distort or intensify the sense of perception and lessen the user's ability to discriminate between fact and fantasy. Users may speak of "seeing" sounds and "hearing" colors. Their judgment of direction and distance is generally out of proportion. Their pupils dilate and their eyes become extremely sensitive to light. They commonly experience restlessness and sleeplessness until the drug wears off. The drugs have an unpredictable mental effect on persons each time they take them. As with stimulants and depressants, the user of hallucinogens may develop a psychological dependence. However, unlike depressants, hallucinogens have not been shown to produce a physical dependence.

VOLATILE CHEMICALS. -The volatile chemicals include model airplane glue, lacquer thinner, gasoline, fingernail polish remover, and lighter fluid. The substances contain xylol, creosol, naphtha, benzol, tetraethyl lead, and other chemicals that can cause severe damage to the body by attacking the oxygen level.

Abusers usually retain the odor of the substance that they have inhaled on their breath and in their clothes. Irritation of the mucous membranes in the mouth and nose may result in excessive nasal secretions. Redness and watering of the eyes commonly occur. The user may appear intoxicated or lack muscular control and may complain of double vision, ringing in the ears, vivid dreams, and even hallucinations. Drowsiness, stupor, and unconsciousness may follow excessive use of the substance.

Abusers usually inhale these drugs from the container or from plastic or paper bags. Therefore, discovery of plastic or paper bags or handkerchiefs containing dried plastic cement is a telltale sign of this form of drug abuse.

MARIJUANA. –Marijuana is a greenish, tobacco-like material consisting of the leaves, flowers, small stems, and seeds of the plant Cannabis Sativa L, which grows throughout the world. Its fibers have been used to manufacture twine, rope, bags, clothing, and paper. The sterilized seeds are used in various feed mixtures, particularly bird seed. Traffic in, and use of, drugs from the cannabis plant are now restricted by law in most countries, including the United States.

Although known to exist for nearly 5,000 years, we probably know less about marijuana than any other natural drug. In the past, it has been used in the treatment of a variety of clinical disorders. Very early in China's history, it was used to relieve pain during surgery. In India it was used as medicine; in the United States it was used as an analgesic, a poultice for corns, and a component in a variety of patented medicines.

You can identify marijuana smokers by their possession of such cigarettes, often called sticks, reefers, or joints. A marijuana cigarette is often rolled in a double thickness of brownish or off-white cigarette paper. Smaller than a regular cigarette, with the paper twisted or tucked in on both ends, the marijuana cigarette often contains seeds and stems and is greener in color than regular tobacco.

Another clue to the presence of "reefers" is the way in which they are often smoked. Typically, such smoking occurs in a group situation. Because of the rapid burning and harshness of the marijuana cigarette, it is generally passed rapidly, after one or two puffs, to another person. Users inhale the smoke deeply and hold it in the lungs as long as possible. When inhaling, persons often cup the cigarette in the palms of both hands to save all the smoke possible. An additional clue to marijuana use is an odor similar to that of burnt rope. You can readily detect the odor on the person's breath and clothing.

When smoked, marijuana appears to enter the bloodstream quickly because the onset of symptoms is rapid. It affects the user's mood and thinking. The effects of the drug on the emotions and senses vary widely, depending on the amount and strength of the marijuana used. The social setting in which it is taken and the effects anticipated by the user also influence the person's reaction to the drug.

You probably will not recognize marijuana (pot) users unless they are heavily under the influence. In early stages, when the drug acts as a stimulant, users may be very animated and appear almost hysterical. They commonly talk loudly and rapidly and easily burst into laughter.

Usually, the effects of the drug start about 15 minutes after the person inhales the smoke of the cigarette. The effects can last from 2 to 4 hours. At low doses of one or two cigarettes, persons who become intoxicated may experience an increased sense of well-being, initial restlessness, and hilarity. That stage is followed by a dreamy, carefree state of relaxation and an alteration of sensory perceptions, including expansion of space and time. Users also experience a more vivid sense of touch, sight, smell, taste, and sound; a feeling of hunger, especially a craving for sweets; and subtle changes in thought formation and expression. To an unknowing observer, a person in this state of consciousness would not appear noticeably different from a normal state.

At higher but moderate doses, the user experiences the same reactions experienced with the use of low doses, only they are intensified. Still, you would scarcely notice the changes. The person may also experience altered thought formation and expression, such as fragmented thoughts, sudden loss of ideas, impaired immediate memory, disturbed associations, and an altered sense of self-identity. Some perceive a feeling of enhanced insight. Such distortions can produce feelings of panic and anxiety in those who have little experience with drugs. The panic and anxiety can cause persons to fear they are dying or going crazy. That panic reaction usually disappears as the effects of the drug wear off. Low to moderate doses of the drug produce minimal changes in body functions.

At very high doses, effects may include distortions of body images, loss of personal identity, fantasies, and hallucinations. In addition, toxic psychoses can occur

after extremely high doses. This state clears as the user eliminates the drug from the body.

A person under the influence of marijuana has a harder time making decisions that require clear thinking; therefore, the user becomes more open to other people's suggestions. Since marijuana affects people's reflexes and thinking, their performance of some tasks while under the influence of the drug is dangerous, such as driving.

ABUSER IDENTIFICATION

Drug abuse in its various forms can produce identifiable effects. However, persons taking drugs under a physician's instructions may sometimes experience side effects that may be mistaken as signs of drug abuse. For example, such disorders as epilepsy, diabetes, or asthma may require maintenance drug therapy that will produce low-level side effects; or a person might be drowsy from taking a nonprescription product, such as an antihistamine. Many people use legitimate drugs following a physician's instructions–but without the knowledge of their associates. Therefore, finding tablets, capsules, or other forms of drugs on a person suspected of being an abuser does not necessarily mean the drugs are narcotics or some other dangerous drug. A clue to the possibility of drug abuse comes with seeing the same symptoms over and over again.

No instant tests exist for identification of most drugs. The only way many drugs can be identified is through a series of complicated laboratory procedures performed by a trained technician. Simple visual inspection cannot be relied upon for drug identification. Many potent drugs that are misused arc identical in appearance to relatively harmless drugs-many of which people can easily get without a prescription.

Not all drug abuse-related character changes appear harmful in the initial stages. For example, a person who is normally bored and sleepy may, while using amphetamines, become more alert and thereby improve performance. A nervous, high-strung person may, while using barbiturates, be more imperative and easier to manage. Consequent y, you must not look only for changes for the worse, but you must look for any sudden changes in behavior. The cause could be drug abuse.

Signs that may suggest drug abuse include sudden and dramatic changes in discipline and job performance, unusual degrees of activity or inactivity, and sudden displays of emotion. Abusers may show significant changes for the worse in personal appearance; they often become indifferent to their appearance and health habits.

Other more specific signs should also arouse suspicion, especially if a person exhibits more than one of these signs. Among them is secretive behavior regarding actions and possessions (fear of discovery). For example, abusers may wear sunglasses at inappropriate times and places to hide dilated or constricted pupils; they may also wear long-sleeve garments, even on hot days, to hide needle marks. Of course, when a person associates with known drug abusers, that is a sign of potential trouble.

Because of the expense of supporting a drug habit, abusers may try to borrow money from a number of people. If they fail to get money that way, abusers will often steal items, such as cameras, radios, or jewelry, that can easily be converted to cash.

Persons with a severe habit will use drugs while on duty. In such cases, you may find them at odd times in places such as closets or storage rooms.

Generally, drugs have indirect harmful effects. Because abusers may not feel hungry, they often suffer from malnutrition; and because they are so involved with taking the drug, they usually neglect themselves. They are more likely to contract infections because of their poor nutrition and because they may inject contaminated drugs intravenously. They are also likely to use poor or unsterile injection techniques. That may result in serious or fatal septicemia (blood-poisoning), hepatitis, and abscesses at the point of injection as well as in internal organs. Contaminated needles are also known to spread AIDS.

Although you may have difficulty recognizing drug abusers, you should take the steps needed to provide them with help when you realize they have a drug problem. Spotting drug abuse in its early stages (when professional help can be effective) can result in the rehabilitation of many potential hard-core addicts.

Urinalysis Testing

The Navy has adopted the use of urinalysis testing as a major means of detecting and deterring drug abuse. The main objective of urinalysis testing programs is to detect and deter abuse. This ensures the continued visibility of the command's drug abuse program. The term random sampling applies to any command urinalysis testing program in which the individuals to be tested are selected at random. All members, regardless

of rank or age, are subject to participation in the urinalysis testing program.

The urinalysis program uses a system of biochemical testing of urine samples to achieve the following:

1. Establish a valid and reliable means for the detection of drug abuse.
2. Serve as a strong deterrent against drug abuse.
3. Monitor the status of personnel in drug and alcohol abuse rehabilitation programs.
4. Provide statistical data on the prevalence and demographics of drug abuse.

Drug Detection Dogs

Commands can request, through the security department, the use of drug detection dog (DDD) teams to help identify drug abusers. Dogs are effective, and the possibility of their repeated use increases their effectiveness as a deterrent. The only persons needing prior knowledge of a DDD inspection or an authorized search are the commanding officer and the dog handler. DDDs may conduct inspections anywhere under naval jurisdiction at any time.

Dogs are trained to inspect for controlled substances and will not harm humans unless provoked. No matter how effective a dog-and-handler team is in detecting drugs, the physical presence of the team alone is often the best deterrent to drug abuse. Abusers can seldom fool dogs; they rarely succeed in their efforts to mask the trace odors the dogs are capable of detecting.

DRUG ABUSE PREVENTION

Today, the basic approach to drug abuse prevention calls for understanding that goes beyond information about drugs. You need to understand people, their feelings, their needs, their goals, and their reasons for taking drugs. You also need to understand the effects of a family or group situation upon human behavior. Showing people you care about them is the most important tool of all for preventing the abuse of drugs.

Learn how to recognize the potential drug abuser and the situations that might contribute to a person's choice to abuse drugs. Offer the abuser or potential abuser alternatives to drugs. Help your people to develop attitudes and value that oppose the acceptance of drug abuse. Help them to see that drugs provide only transitory, counterfeit experiences that can never change the real world, but constructive activity can. Encourage them to become involved in constructive activities such as volunteer work, sports, clubs, divisional outings, divisional tours, off-duty education, community service activities, part-time jobs, and hobbies.

For nonusers who have never used drugs or who have merely experimented with them, drug abuse education can highlight valid reasons for not using drugs. This type of education also offers alternative ways of achieving satisfaction. Use the basic alternative appeal to "turn on" to life.

One former user who is a recognized antidrug authority suggests four basic steps in dealing with people who already may be using drugs regularly:

1. Develop a sympathetic and an honest attitude.
2. Provide accurate information.
3. Provide information from sources that are credible to the user, such as ex-users.
4. Give people alternatives to the use of drugs.

The young member, particularly on board ship, may need special counseling. When members walk up the gangplank upon reporting for duty, they are apprehensive and have a strong desire to be accepted. They may alter their beliefs and actions in an effort to be accepted by their peers, even if acceptance includes using drugs.

You can control this situation and eliminate many of the problems that may occur by providing proper guidance at this crucial time. When you receive new members in your division, assign one of your most competent division personnel to help them adapt to their new environment. That person will encourage and guide the young members to develop acceptable values and specific goals.

ALCOHOL ABUSE

Alcohol is the number one drug problem in the United States today. The leading causes of death for the 17- to 25-year age group are alcohol-related driving accidents, suicides, and homicides. About 55 percent of all fatal auto accidents are alcohol related, and 60 percent of all motorcycle deaths involve alcohol.

Historically, alcohol has had widespread use in our society. Throughout history, alcoholic drinks have been used with meals, at social gatherings, in religious ceremonies, and at celebrations. Alcohol does have some acceptable uses, but it also can be abused.

Small amounts of alcohol produce a feeling of well-being and light headedness. However, since alcohol is a depressant that slows down the central nervous system, those good feelings quickly wear off. Large amounts of alcohol over a long period of time cause anxiety. Just as with other dangerous drugs, alcohol may cause physical and psychological dependence. This dependence is an illness called alcoholism.

The Navy's age-old problem with alcohol is epitomized in the lyrics of an old drinking song, "What do you do with a drunken sailor?" Until the last few years, the answer was, You let him go down the hatch or down the tubes. For a long time we have contributed to the career demise of the alcohol abuser because of our own traditional involvement in alcohol use. We have not accepted the evidence that alcohol, although legal, is a drug that some people cannot handle. Until recently, alcoholism was considered a disciplinary or administrative problem, which, if unresolved, could only lead to a discharge from the Navy.

Navy Policy Regarding Alcoholism

Various SECNAV and OPNAV instructions set forth Navy policy regarding alcoholism. *Alcohol and Drug Abuse Prevention and Control* OPNAVINST 5350.4B, provides the Navy's policy on drug and alcohol abuse. The Navy Alcohol and Drug Abuse Program (NADAP) uses this instruction as a guide.

The Navy acknowledges its responsibility for counseling all members regarding the dangers of alcohol by providing information to help alcoholics recover. The Navy meets its responsibility by providing alcoholism treatment centers and specialized counseling. You share the responsibility of assisting the command in referring those who are alcoholic to treatment facilities.

Military members are responsible for their own drinking habits; if they believe they have an alcohol problem, they are responsible for seeking treatment. Each member remains accountable for any deterioration of performance caused by his or her own alcoholism.

Firmly maintain and affirm the Navy's drug and alcohol abuse policies as they relate to standards of behavior, performance, and discipline. Do not consider alcoholism, in itself, as grounds for disciplinary action; however, do evaluate a member's demonstrated conduct resulting from the use or abuse of alcohol. Then, if needed, take disciplinary or administrative action as required. In each case, the appropriate action will depend upon the facts and circumstances.

The Navy recognizes. that society has often associated a stigma with alcoholism that has little basis in fact and is counterproductive to successful rehabilitation. The effects of this stigma have reinforced the alcoholic's or alcohol abuser's denial of any problem. The effects of this stigma have also encouraged supervisory and medical personnel to cover up in an attempt to protect the member's career. To bring the alcohol problem into the open where it can be treated, the Navy must reduce the effects of the stigma to the minimum.

Members who have undergo successful alcohol treatment and recovery have the same job security and opportunities for continued service and promotion as other Navy members. However, any misconduct, misbehavior, or reduction in performance caused by alcohol will affect performance evaluations, duty assignments, continued service, job security, and promotion opportunity.

Because alcohol abuse involves the family of the abuser, the Navy encourages the development of programs and activities that contribute to a healthy family life. The Navy also encourages the development of programs to help restore to a healthy state those families who are suffering from the effects of alcoholism. Immediate members of the family of the alcohol-dependent person may receive those rehabilitation services available at their command.

Persons must make their own decision to use or not to use alcoholic beverages lawfully. Department of the Navy policy toward alcohol consists of three courses of action. The first is to promote responsible attitudes about alcohol in those who choose to drink. The second is to promote the social acceptance of those who choose not to drink. The third is to provide both drinkers and nondrinkers with realistic information about alcohol and alcoholism.

Understanding Alcohol and Its Effects

Surprisingly, many experienced drinkers are relatively ignorant of the way their favorite beverages affect them, for better or worse. The same applies to their nondrinking families and friends who may be concerned about why drinkers behave as they do.

Until recent years, when drinking problems forced public concern, little factual alcohol- and health-related information was available. Although people could find

a library of information on how to mix exotic drinks, they could find little about what happens after the drinking starts.

The person who wants to drink responsibly must know the short-term and long-term effects of alcohol on the body. Those who want to understand the social custom of drinking, problem drinking, and alcoholism must also know these effects.

SHORT-TERM EFFECTS. –Most people drink alcoholic beverages to get feelings of pleasure as well as to relieve tension. No doubt that is the reason for the popularity of alcohol as a social beverage. Drinking has become such a familiar part of our society that we do not think of alcohol as a drug. However, it is as much a drug as one prescribed in carefully regulated dosages by a physician.

Alcohol affects the whole body through the central nervous system–the brain. Alcohol does not act directly on the tongue or legs to cause the familiar signs of slurred speech and an unsteady gait connected with drunkenness. Instead, it affects the parts of the brain that control those parts of the body.

Alcohol can act as a stimulant at low doses and as a brain depressant at higher doses. The speed with which alcohol brings on drunkenness and drunken behavior depends upon the rate of its absorption into the bloodstream and a person's tolerance for alcohol.

Although the body must digest food before it can enter the bloodstream, it does not have to digest alcohol. Alcohol immediately passes directly through the wall of the stomach and small intestines into the bloodstream. Then the blood rapidly carries it to the brain.

Even the first few sips of an alcoholic beverage may cause changes in mood and behavior. These changes may be influenced by what the person has learned to expect from previous drink experiences.

Alcohol is metabolized (burned and broken down) in the body at a fairly constant rate. As a person drinks faster than the alcohol can be burned, the drug accumulates in the body. That results in higher and higher levels of alcohol in the blood.

BLOOD-ALCOHOL LEVELS AND BEHAVIOR. –The first consistent changes in mood and behavior appear at blood-alcohol levels of approximately 0.05 percent; that is, 1 part alcohol to 2,000 parts blood. That level would result if a 150-pound person took two drinks in succession. A blood-alcohol level of 0.05 percent can affect a person's thought, judgment, and restraint and cause the person to feel carefree. The person feels a release from many ordinary tensions and inhibitions; in other words, the person loosens up. Most people drink in moderation mainly to achieve this relaxed state.

As more alcohol enters the blood, the depressant action of alcohol involves more functions of the brain. At a level of 0.10 percent (1 part to 1,000), voluntary motor actions-hand and arm movements, walking, and sometimes speech-become clumsy.

A level of 0.20 percent (1 part to 500) measurably impairs the controls of the entire motor area of the brain as well as that part of the brain that guides emotional behavior. At this stage the person will stagger and may want to lie down. The person may also become easily angered, may become boisterous, or may weep. The person is drunk.

A concentration of 0.30 percent (1 part to 300) dulls the person's response to stimulus and understanding controlled by the deeper areas of the brain. At this level a person may be confused or may lapse into a stupor. Although aware of surrounding sights and sounds, the person has poor understanding of what he or she sees or hears.

With 0.40 to 0.50 percent alcohol in the blood (1 part to 250 or 200), the person becomes unconscious and may go into a coma. Still higher levels of alcohol block the center portions of the lower brain that control breathing and heartbeat, causing death to occur.

This progression of effects is not unique to alcohol. Other hypnotic-sedative drugs, such as barbiturates, ether, and chloral hydrate, can also produce this progression of effects.

Blood-alcohol levels have important legal implications. In most states, a person with a blood-alcohol level of 0.05 percent or less is legally presumed sober and in condition to drive a motor vehicle. However, in some states, a person with a level of 0.10 percent or 0.08 percent is legally presumed intoxicated or under the influence; in others, the 0.15-percent level means legal impairment.

CHRONIC HEAVY DRINKING. –Drinking large amounts of alcohol for an extended length of time reduces the brain's sensitivity to the alcohol. Therefore, a person must drink greater amounts of alcohol to feel its effects. This change in the sensitivity of the brain is called *tolerance*. Increased tolerance is a symptom of all chronic users of addictive drugs and is believed to be the basis of addiction or dependence.

Since alcohol-dependent persons have an increased tolerance for alcohol, they react differently than moderate or heavy drinkers to the effects of alcohol. They can drink large quantities of alcohol without losing control of their actions, while the moderate or heavy drinker cannot. Instead of becoming more pleasant and relaxed as do the moderate or heavy drinkers, alcoholics may become progressively more tense and anxious while drinking. They may accurately perform complex tasks at blood-alcohol levels several times as great as those that would incapacitate moderate to heavy drinkers. At one stage of their alcoholism, they may drink a fifth of whiskey a day without showing signs of drunkenness. Later, in the chronic stage, their tolerance decreases to the point that they may become drunk on relatively small amounts of alcohol.

Alcoholics also differ from moderate to heavy drinkers in their reactions to the abrupt removal of alcohol. The normal drinker may only experience the prosing misery of the hangover. Alcoholics may suffer severe mental and bodily distress, such as severe trembling, hallucinations, confusion, convulsions, delirium (the alcohol withdrawal syndrome), and delirium tremens. Both the alcohol withdrawal syndrome and delirium tremens involve shaking, sweating, nausea, and anxiety. However, delirium tremens can cause death. The average person would have difficulty distinguishing between the alcohol withdrawal syndrome and the delirium tremens. Both require immediate medical attention.

At present, no one knows the reason for the increased tolerance of the alcohol-dependent person to alcohol. At one time tolerance levels were thought to depend on differences in people's rates of alcohol metabolism. However, overall rates of alcohol metabolism were later found not to differ much in normal drinkers and alcoholics. That fact indicated changes in tolerance levels must occur in the brain rather than in the liver.

DRUG INTERACTIONS WITH ALCOHOL. – Alcohol works on the same brain areas as some other drugs. Drinking alcohol within a short time before or after t aking those drugs can multipl y the normal effects of either the drug or the alcohol taken alone. For example, alcohol and barbiturates taken in combination increase the effects of each other on the central nervous system, which can be particularly dangerous. Alcohol taken in combination with any drug that has a depressant effect on the central nervous system is likewise dangerous. These dangerous reactions are the result of metabolism–the way our bodies chemically process what we consume.

If drugs were not metabolized within the body, their effect would continue for the remainder of a person's life. In the metabolic process, our bodies transform drugs into other substances and eventually eliminate them through normal bodily functions. The more rapid the rate of metabolism, the lower the impact of the drug. When drugs are forced to compete with alcohol for processing by the body, alcohol is metabolized first; the other drug then remains active in the blood for an extended time. As a result, the effect of the drug on the body is exaggerated since its metabolism is slowed down by the body's tendency to take care of the alcohol first. When added to the normal depressant consequence of alcohol, further depression of the nervous system, which regulates vital body functions, occurs. That serious condition can result in death.

Although anyone's body metabolizes drugs more slowly when the blood contains alcohol, the alcoholic's [or heavy drinker's] body metabolizes drugs more rapidly during sober periods. Therefore, heavy drinkers commonly take even larger doses of drugs. The usual quantities taken by nondrinkers or moderate drinkers would have little effect on the heavy drinker. The results of taking large doses of drugs and then drinking can place these persons in even greater jeopardy; the results can be fatal.

LONG-TERM EFFECTS. –Drinking alcohol in moderation apparently does the body little permanent harm. But when taken in large doses over long periods, alcohol can prove disastrous; it can reduce both the quality and length of life. Damage to the heart, brain, liver, and other major organs may result.

Prolonged heavy drinking has long been known to be connected with various types of muscle diseases and tremors. One essential muscle affected by alcohol is the heart. Some recent research suggests that alcohol may be toxic to the heart and to the lungs as well. Liver damage especially may result from heavy drinking. Cirrhosis of the liver occurs about eight times more often among alcoholics as among nonalcoholics.

Heavy drinkers have long been known to have lowered resistance to pneumonia and other infectious diseases, usually because of malnutrition. However, recent research showing well-nourished heavy drinkers may also have lowered resistance indicates that alcohol directly interferes with the immunity system. People with blood-alcohol levels of 0.15 to 0.25 percent have a

reduced white blood cell mobilization as great as that in people suffering from severe shock.

Heavy drinking over many years may result in serious mental disorders or permanent, irreversible damage to the brain or peripheral nervous system. It can severely diminish mental functions, such as memory, judgment, and learning ability, as well as a person's personality structure and grasp on reality.

PROBLEM DRINKING AND ALCOHOLISM

A nationwide survey of American drinking practices showed that more than two-thirds of the adult population drink alcoholic beverages at least occasionally. Adding the number of younger drinkers to that population gives a total of about 100 million people who drink. The overwhelming majority of those who drink do so responsibly. But what of the others, far too many, whose drinking gets out of hand and endangers others and themselves?

Distinctions are sometimes made between people with drinking problems and those suffering from alcoholism-alcoholic persons being considered the more uncontrollable group. However, since distinguishing between the two is difficult, we seldom use hard-and-fast labels.

Society usually labels persons as problem drinkers when they drink to such an excess that they lose the ability to control their actions and maintain a socially acceptable lifestyle. One authority describes problem drinkers as follows:

1. Anyone who must drink to function or cope with life
2. Persons who, by their own personal definition or that of their family and friends, frequently drink to a state of intoxication
3. Anyone who goes to work intoxicated
4. Anyone who drives a car while intoxicated
5. Anyone who sustains bodily injury requiring medical attention as a consequence of an intoxicated state
6. Persons who, under the influence of alcohol, do something they contend they would never do without alcohol

Other warning signs also indicate problem drinking. They include a person's need (to drink before facing certain situations, frequent drinking sprees, a steady increase in intake, solitary drinking, and early morning drinking. Some heavy drinkers experience blackouts. During a blackout, drinkers do not pass out (or become unconscious) but are able to walk, talk, and perform other actions. However, afterwards they have no memory of that period. Such blackouts may be one of the early signs of the more serious form of alcoholism.

At present no definition of alcoholism satisfies all; however, the following one is widely accepted:

> Alcoholism is a chronic disease, or disorder of behavior, characterized by the repeated drinking of alcoholic beverages to an extent that exceeds compliance with the social drinking customs of the community and which interferes with the drinker's health, interpersonal relations, or economic functioning.

OPNAVINST 5350.4B defines alcoholism as "a disease characterized by psychological and/or physical/physiological dependence on alcohol."

That instruction defines alcohol abuse as "the use of alcohol to an extent that it has an adverse effect on the user's health or behavior, family, community, or the Navy, or leads to unacceptable behavior as evidenced by one or more alcohol-induced incidents."

Whichever definition you agree with, you will find that all alcoholics have one trait in common: they are alcohol dependent.

Diagnosing Alcoholism

Those who could refer people for help with alcohol problems often don't recognize the symptoms until the illness is in its advanced stages. By that time the disease may have advanced to the point that victims are unable to control their drinking. They may no longer have an established family life or may be unable to hold a job. In addition, the alcohol may have caused malnutrition or organic damage.

Unfortunately, no simple diagnostic procedure exists for detecting alcoholism. Some of the factors involved in diagnosing an alcoholic person include the following:

1. The quantity of alcohol consumed. However, quantity alone is an insufficient measure.

2. The rate of consumption. One pint of distilled spirits consumed during a 10-hour period causes different behavior than that caused by a pint consumed in 1 hour. Drunkenness depends on the rate of consumption as well as the quantity consumed.

3. Frequency of drinking episodes. One who gets drunk three or four times a year is less liable to be labeled alcoholic than someone who gets drunk every week.

4. The effect of drunkenness upon self and others. Persons who commit deviant sexual acts or beat their mates while drunk are more likely to be labeled alcoholic than those who quietly get drunk without bothering others. The effects of drunkenness on others and the reactions of others to the drunkenness determine if and how the person is labeled alcoholic.

5. Visibility to labeling agents. The police; the courts; school personnel; welfare workers; employers; and, in some situations, family, friends, and helping agents–psychiatrists, physicians, lawyers–are the key sources of alcoholic labeling.

6. The social situation of the person. Each class and status group in our society has set different standards. How one does or does not conform to the standards of one's own group determines whether a person is labeled an alcoholic and, therefore, is reacted to as an alcoholic.

The following sources can help you sort out the specific traits of alcoholism in a person:

- The person's family physician or clergyman
- An Alcoholics Anonymous or Al-Anon group
- An alcoholism clinic or alcoholism information and referral center
- A public health nurse or a social worker
- A community mental health center
- The Department of Veterans Affairs or a general hospital
- A health, welfare, or family service agency
- The person's employer or labor union
- Local affiliates of the National Council on Alcoholism

Only a physician or clinical psychologist can make a medical diagnosis of alcoholism.

Treating Alcoholism

About 70 percent of alcoholic people are married and live with their families; hold a job, often an important one; and still are accepted and reasonably respected members of their communities. For those of this group who seek treatment, the outlook is optimistic. Alcoholism is a treatable illness from which as many as two-thirds of its victims can recover. Yet because a number of myths and misunderstandings persist, the problem drinker has difficulty seeking and getting needed help.

We still think of alcoholism as a form of moral weakness rather than an illness. That stigma causes problem drinkers and their families to hide their "sins" rather than tell of their problems and seek treatment. In addition, many people, laymen and medical personnel alike, still consider alcoholism to be untreatable. They regard the person with alcohol problems as unmanageable and unwilling to be helped. None of those assumptions are true.

Generally, the treatment of alcoholism involves three steps, although all persons may not need all three:

1. Managing acute episodes of intoxication to save the person's life and to help the person overcome the immediate effects of excess alcohol
2. Correcting the chronic health problems associated with alcoholism
3. Changing the long-term behavior of alcoholics so that they don't continue destructive drinking patterns

The Navy provides numerous kinds of treatment techniques for the many different types of drinking problems. Its main challenge is to identify the needs of each person and to match the needs with the most appropriate therapy. The Navy is meeting that challenge through the Navy Alcohol and Drug Abuse Program.

Preventing Alcohol Problems and Alcoholism

The primary responsibility for alcohol abuse prevention rests with the individual. The Navy, however, sets and firmly enforces policies, programs, and procedures designed to prevent alcohol abuse.

Consumption of alcoholic beverages just before or during working hours reduces productivity. Each Navy member has the freedom to make a personal choice about whether to use alcoholic beverages. However, the use of alcohol must not have the following effects:

1. Interfere with the efficient and safe performance of the individual's military duties.
2. Reduce the person's dependability.
3. Reflect discredit upon the individual personally or upon the Navy.

To minimize the incidence of alcoholism, commands should make every effort to eliminate

practices and customs that encourage personnel to drink. Old naval customs encouraged members to drink excessive quantities of alcohol as a badge of courage or a mark of respect. Those customs also encouraged young sailors to engage in that practice to prove their adulthood and virility. Today's Navy tries to develop customs contrary to those beliefs. It recognizes that an increasing tolerance for alcohol in large amounts is a positive symptom of alcoholism. Consequently, commands should emphasize drinking in moderation at such functions as ships' parties and picnics, advancement celebrations, initiations, hail and fare well parties, and graduations. Commands should ensure functions that serve alcoholic beverages also offer nonalcoholic and low-calorie beverages for those who choose not to drink. Educational programs, as well as leadership and example set by officers and petty officers, are essential to changing attitudes about alcohol consumption.

Helping Resources for Drug and Alcohol Problems

Specialized alcoholism clinics and programs reach some of those in need of help. However, many more people with alcohol problems are already in contact with other agencies. Although those agencies are not primarily devoted to caring for alcoholics, they do or could offer important services to these persons. These agencies include hospitals, welfare agencies, family and community services, legal aid, employment, and other care-giving service organizations. General hospitals, for example, admit many alcoholics for conditions unrelated to alcoholism-or for alcohol-related problems covered by other diagnoses. Similarly, many patients in tuberculosis hospitals have alcohol problems. The prison system holds many men and women with drinking problems. An estimated 10 to 25 percent of welfare cases involve alcoholism.

Recognition of the alcoholism problems of patients, clients, and inmates and referral to treatment resources would bring help to many more who need it.

DEPARTMENT OF THE NAVY PROGRAMS. –The Navy recognizes that drug and alcohol abuse is preventable and treatable through education, identification, counseling, and rehabilitation programs. These are cost-effective ways to retain personnel with potential for continued useful service but whose continued abuse would render them unfit.

The Navy provides alcohol abuse prevention and rehabilitation programs on three levels.

Level I. –Local command programs. These programs consist of both prevention and intervention efforts. The programs involve discipline, inspections, awareness education, leadership by positive role modeling, administrative screening, referral, and medical identification and intervention. The Navy Alcohol and Drug Safety Action Program (NADSAP) is available at some local commands.

Level II. –Counseling and Assistance Center (CAAC) programs. This level of therapeutic nonresidential counseling and referral is designed for those personnel whose degree of abuse or denial requires attention beyond the capacity of Level I programs. This level maybe used for referral of persons to Level III and for persons waiting for space at a Level III facility. The length of the program at Level II is determined by the member's commanding officer after recommendation from the local counseling staff. The maximum time allotted to a Level II counseling program, however, will not exceed 4 weeks in length. Programs at this level consist of clinical screening and referral at all program levels; therapeutic nonresidential counseling; outreach assistance; and education.

Level III. –Residential rehabilitation programs. Residential rehabilitation is designed for those members who have been formally evaluated and diagnosed as alcohol dependent and who require rehabilitation on a full-time, live-in basis. They must, in the opinion of their commanding officers, show potential for continued naval service. Four Navy alcohol rehabilitation centers (NAVALREHCENs) and 27 naval hospital alcohol rehabilitation departments (ARDs) provide Level III care. Residential rehabilitation involves a multidisciplinary therapeutic approach that normally lasts 6 weeks.

In general, persons may take part in Level I and II programs on more than one occasion, as long as they meet the basic criteria for admittance. However, they normally have only one opportunity per Navy career to take part in the Level III program. Sometimes the Navy may have a great investment in a person who has a relapse. In those cases, the commanding officer may recommend the person for a second period in the Level III program, not to exceed 3 weeks.

For personnel to complete recovery following residential treatment, the Level II program recommends they abstain from alcohol and attend Alcoholics Anonymous meetings. The Navy views a person's abuse of alcohol after residential treatment as a failure at rehabilitation or as a failure to complete an alcoholism treatment program.

Aftercare. –Following successful completion of a Level II or III alcohol abuse program and return to their command, persons remain in an "aftercare" status for 180 days. The nature of the aftercare program varies from case to case. Most programs require close observation of the persons during the 180-day period. They also require the persons to attend Alcoholics Anonymous meetings and, if medically authorized, to take part in Antiabuse (disulfiram) therapy.

The Navy's Alcohol and Drug Abuse Prevention and Control Program includes education and rehabilitation. It takes a preventative educational approach by providing information on the effects of alcohol and alcohol addiction through multimedia presentations. Through this program, every naval hospital provides evaluation, detoxification, and primary rehabilitation. The alcohol rehabilitation centers and the smaller alcohol rehabilitation units conduct more extensive treatment and rehabilitation. These centers and units are strategically located in areas with a large concentration of Navy personnel.

The Navy's Alcohol and Drug Abuse Prevention and Control Program has a referral network of voluntary collateral duty counselors. These counselors try to identify specific cases of problem drinking in the early stages. If a counselor spots persons whose performance or health indicates a drinking problem, a medical officer examines them. After drying out in a hospital, if needed, they are admitted to a rehabilitation facility.

NAVY DRUG AND ALCOHOL COUNSELOR. –Drug and alcohol counselors are graduates of the Navy Drug and Alcohol Counselor School. The counselors have successfully completed a 1-year supervised internship and have earned a secondary Navy Enlisted Classification (SNEC) 9519 through successful completion of the certification examination. They provide evaluation and referral services at the local CAAC to assist local commands in the processing of persons identified as drug or alcohol abusers. They also provide individual and group counseling services to drug and alcohol abusers. Commands and individuals seeking help or information concerning alcohol or drug abuse and abuse control programs may contact these counselors.

DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA). –The DAPA is the command representative responsible to the commanding officer for carrying out the NADAP. The DAPA conducts onboard administrative screening as directed by the commanding officer and coordinates or assists in conducting command awareness education. The DAPA assists in monitoring aftercare when required and serves as the command's self-referral agent. The DAPA is assisted by a Navy aftercare coordinator (NAC) who helps establish and monitor aftercare programs for recovering individuals.

COUNSELING AND ASSISTANCE CENTER (CAAC). –The CAAC is a nonresidential facility providing counseling services, clinical screebubg/referral, and local outreach programs for commands in the immediate geographic area. The Navy Alcohol and Drug Safety Action Program (NADSAP) office is located at the CAAC. NADSAP is a command prevention/remedial education tool, providing 36 hours of education about alcohol and drug abuse. The NADSAP office also provides civilian court liaison for personnel accused of DWI and similar offenses. NADSAP supports and coordinates alcohol and drug abuse prevention programs for local and afloat commands. The CAAC sends a representative to the regional Navy Drug and Alcohol Advisory Council (NDAAC).

NAVAL ALCOHOL REHABILITATION CENTERS (NAVALREHCEN). –Alcohol rehabilitation centers (NAVALREHCEN) provide a program of intense and comprehensive rehabilitation for active-duty Navy and Marine Corps personnel suffering from alcoholism. These centers, located at Norfolk, Virginia; Miramar, California; Jacksonville, Florida; and Pearl Harbor, Hawaii, are under the command of a medical officer.

ALCOHOL REHABILITATION DEPARTMENT (ARDs). –Alcohol rehabilitation departments (ARDs) have been established at different Navy hospitals in the United States and some foreign countries. These departments are staffed by a drug and alcohol abuse treatment specialist in addition to medical personnel. The ARD is available to active-duty personnel of the Navy and Marine Corps.

OTHER HELPING RESOURCES. –Other helping resources available to you arc the senior Navy people around you. Your division chief, command master chief, or chaplain has the experience, seniority, and knowledge necessary to give you the proper guidance. That doesn't mean you should jump the chain of command; you should know that is never a good practice. However, if you find yourself in a situation in which your experience or knowledge will not permit you to make an informed decision, you should inform your seniors of the problem and request their assistance. Unless the situation requires complete confidentiality, don't keep your senior petty officer out of the picture. If

the problem is serious enough, such as an incident that could be a violation of the UCMJ, inform your supervisor even if the situation requires confidentiality. Then ensure the problem gets to the proper level within the chain of command for proper action.

Apply common sense in the handling of any problem, whether your own problem or a subordinate's problem. You can then reach a proper solution that is best for all concerned.

SUMMARY

In this chapter we discussed some of the Navy's programs in support of equal opportunity and drug and alcohol abuse prevention, treatment, and rehabilitation.

The thousands of hours and millions of dollars invested in the pursuit of equal opportunity over the past decade reflect the Navy's total commitment to equal opportunity (EO). During that time, the Navy has focused firmly on the principle that individual achievement should be limited only by ability and aspiration.

New Navy programs make EO a more integral part of leadership and management. Command managed equal opportunity focuses on the prevention of discriminatory incidents before they occur. Commands assess themselves as often as needed to problem-solve and to develop their own plans of action to correct any deficiencies. Commanding officers have the responsibility to ensure their commands take the initiative to make equal opportunity a reality for all naval personnel.

As a senior petty officer, you have the responsibility to maintain good order and discipline. Therefore, you must know the possible punishments for discriminatory practices. Since you will complete and file investigative report chits, you must also know the rights of the accused.

The history of drug abuse proves that it has a destructive effect on society. However, some people defend the use of drugs, even if they have decided not to try drugs themselves. They say people have a "right" to use drugs if they wish, regardless of the law. Others look the other way, saying it is none of their business. Some are afraid to say anything about it at all.

What about the older generation that warns about drugs but then uses alcohol? Those people may wish the y had never started using alcohol and want to save the younger generation from the pain and anguish they have experienced.

Over 800,000 die annually from heart disease and strokes, nearly one-fourth of which are caused by alcohol. Over 50,000 die each year in automobile accidents, over half of which are caused by drunk driving. Why build up similar statistics on drugs too? Why not be smarter and seek to have along, healthy life?

How can anyone defend marijuana by saying it is no worse than alcohol? Alcohol is now the nation's number one drug problem. Why develop another drug problem that is equally as bad as alcoholism?

One argument in favor of drugs is that hallucinogens "expand the mind." Actually they produce illusions and distortions. They cause the senses to distort reality so that mental work becomes more difficult-or even impossible. Why not face reality so that problems can be solved?

Some have said that stimulants increase your mental abilities-more alert for tests, more zip for athletics, and so forth. Actually, they draw on the body's reserve energy. Using stimulants too much will exhaust your mind and body. Why not find your capabilities by natural means? That way, what you do will really be your own accomplishment.

Some have said that depressants slow the world down and make problems smaller. Actually, they slow the abuser down, not the world. They dull the abuser's senses and make the abuser less effective-less able to respond to normal demands and emergencies. Isn't it silly to think that by not caring, you will either solve problems or make them go away?

Many people say that trying "just once" never hurt anyone. That is not so. The law makes few exceptions for the first error. Most addicts started by trying "just once." Why should you think you are smarter or luckier than those other poor souls who got hooked?

Is drug use in your command none of your business? How can that be so when it involves criminals and criminal acts and affects the security, safety, and good health of you and your shipmates? Are you concerned that your life may be endangered by some drunk or doped-up person the next time you drive your car on the street? The Constitution does not give lawbreakers the right to deprive law-abiding citizens of their health and happiness.

Remember this too-the consequences of drug abuse may greatly affect your career in the Navy. Under military law, drug abuse is "conduct prejudicial to good order and discipline." Abusers will be disciplined at Captain's mast or tried by courts-martial. Such cases

may result in a dishonorable discharge or extended imprisonment.

Far more than civilians, we in military service depend on each other. The lives of all hands on a Navy ship or aircraft may depend on the alertness of one person and that person's assignment. Commanding officers cannot trust their units, ships, or planes to a person who may be under the influence of drugs, may be ill from hangover or withdrawal symptoms, or may have a drug flashback in a moment of tension or combat. The safety of the ship and the independence of America depend on the top performance of everyone in the crew.

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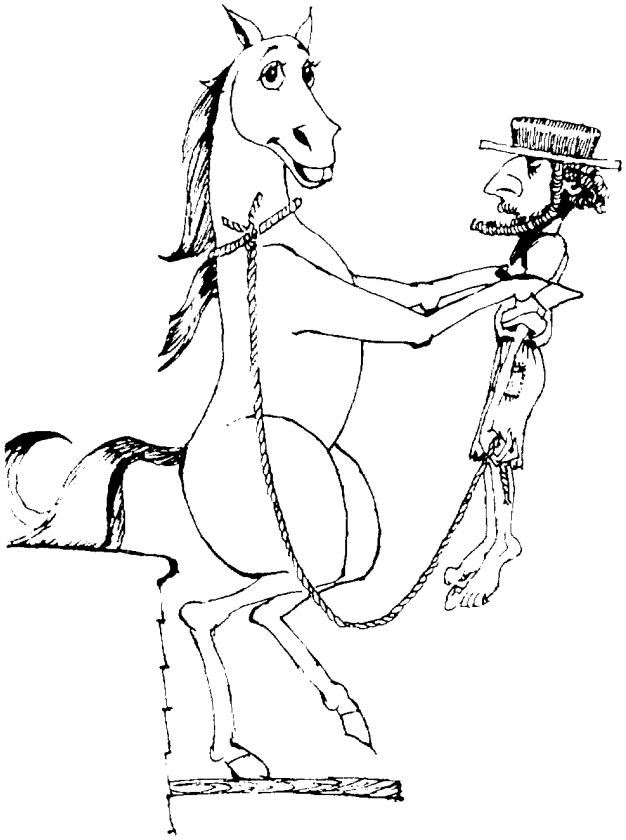

HORSE LATITUDES

THE WORDS OF SAMUEL TAYLOR COLERIDGE "IDLE AS A PAINTED SHIP UPON A PAINTED OCEAN" WELL DESCRIBE A SAILING SHIPS SITUATION WHEN IT ENTERED THE HORSE LATITUDES. LOCATED NEAR THE WEST INDIES BETWEEN 30 AND 40 DEGREES NORTH LATITUDE, THESE WATERS WERE NOTED FOR UNFAVORABLE WINDS THAT BECALMED CATTLE SHIPS HEADING FROM EUROPE TO AMERICA.

OFTEN SHIPS CARRYING HORSES WOULD HAVE TO CAST SEVERAL OVERBOARD TO CONSERVE DRINKING WATER FOR THE REST AS THE SHIP RODE OUT THE UNFAVORABLE WINDS. BECAUSE SO MANY HORSES AND OTHER CATTLE WERE TOSSED TO THE SEA, THE AREA CAME TO BE KNOWN AS THE "HORSE LATITUDES."

CHAPTER 4

PROFESSIONAL RESPONSIBILITIES

LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Identify the petty officer responsibilities.
2. Explain how to supervise personnel awarded extra military instruction (EMI), extension of work hours, or withholding of privileges.
3. Describe the various watch organizations.
4. Identify the personnel qualification standards and organization.
5. Explain how to review an enlisted service record.
6. Describe the personnel advancement requirements system.
7. Describe the application procedures for the limited duty officer (LDO) and chief warrant officer (CWO) programs.
8. Identify the duties of the training petty officer.
9. Describe the procedures for presenting personnel for quarters, inspections, and ceremonies.

> Any man who may be asked in this century what he did to make his life worthwhile, I think he can respond with a good deal of pride and satisfaction . . . "I served in the United States Navy. "
>
> —John F. Kennedy
> 35th President of the United States

In this chapter we will give you a brief overview of the duties of a petty officer first class.

As a senior petty officer, you should have a thorough knowledge of the various programs that pertain to the responsibilities of that position.

PETTY OFFICER RESPONSIBILITIES

To make you aware of your responsibility as a petty officer, we will cover in-depth the leadership areas the Navy has entrusted to all its petty officers. Most of the information will focus on the leading petty officer (LPO).

TYPES OF AUTHORITY

There are two distinct types of authority:

1. General
2. Organizational

In the following paragraphs we will show you how these two types of authority are used to give you a better idea of how you fit into the Navy's leadership structure.

General

General responsibilities and duties of all officers and petty officers in the Navy are listed in article 141.4 of the *Standard Organization and Regulations of the United States Navy,* OPNAVINST 3120.32B.

Article 141.4 requires all personnel to "show in themselves a good example of subordination, courage, zeal, sobriety, neatness, and attention to duty. All persons in the naval service shall aid, to the utmost of their ability and extent of their authority, in maintaining good order and discipline as well as other matters concerned with efficiency of the command." The extent of the authority given to naval personnel to fulfill their general duties is set forth in article 1020 of *United States Navy Regulations (Navy Regs).* Article 1020 gives all persons in the naval service the right to exercise authority over all subordinate personnel. This authority is supported by article 1122, which charges all persons within the naval service to obey readily and strictly, and to execute promptly, lawful orders of their superiors.

Organizational

Organizational authority held by all officers and petty officers is derived from each person's assigned billet within a particular command. Command organizational structure is based on guidance from the *Standard Organization and Regulations of the U.S. Navy (SORN),* OPNAVINST 3120.32B. The organizational structure is set forth by the organizational manual for each command, department, and division. The organizational structure defines the levels of organization to which each is subordinate. It also invests in each level the authority that is necessary to fulfill assigned duties and responsibilities. The source of this authority rests in article 1037 of *Navy Regs.* Article 1037 grants petty officers at each level the necessary authority for the performance of their duties.

LIMITATIONS OF AUTHORITY

Authority includes the right to require actions of others. Actions of others are directed by oral or written orders that are subject to general LIMITATIONS of AUTHORITY. Orders must be lawful since subordinates are only required to obey lawful orders (article 1132, *Navy Regs).* Orders must not be characterized by harsh or erratic conduct or abusive language (article 1023, *Navy Regs).* Since authority is given only to fulfill duties and responsibilities, only the authority necessary to complete the tasks assigned can be delegated; authority should never be delegated beyond the lowest level of competence.

Punishment may only be awarded through the judicial process or nonjudicially through article 15 of the *Uniform Code of Military Justice (UCMJ).* Authority to administer nonjudicial punishment is carefully reserved by the *UCMJ* for certain commanders, commanding officers, and officers in charge. Petty officers have authority to take certain measures to correct minor infractions that do not merit punishment under article 15. They have authority to correct subordinates who are deficient in the performance of their military duties and in the performance of their work assignments. However, many petty officers do not understand what measures they may take to correct their subordinates. As a result each command differs in the application of these measures, and petty officers do not always know the extent of their authority.

As a leading petty officer, you should be thoroughly familiar with the tools available to you to correct military deficiencies in your personnel. You should also know the proper procedures for applying these corrective measures.

Two of the most common measures used to correct military duty deficiencies are the withholding of privileges and extra military instruction (EMI). Another measure that is corrective in nature, but is not used to correct a deficiency, is the extension of working hours. These three management tools are discussed in the following paragraphs.

Extra Military Instruction

People often confuse EMI and extra duty. Extra duty is work assigned that is completely outside one's normal duties. Extra duty is punitive in the legal sense and is only awarded as nonjudicial punishment or as a result of a court-martial.

EMI is a lesson in a phase of military duty designed to correct a deficiency of performance. EMI is nonpunitive in the legal sense and is sanctioned by the *Manual for Courts-Martial (MCM);* however, it may be viewed as inconvenient or unpleasant. EMI is assigned informally, usually by the division chief if authorized by the commanding officer. EMI can only be given to correct an observed deficiency logically related to the deficiency. It is a bona fide training device intended to improve the efficiency of a command or unit.

EMI within the Navy is assigned, when required, with the following limitations:

- It will not normally be assigned for more than 2 hours per day.

- It may be assigned at a reasonable time outside normal working hours, but will not be used to deprive a person of normal liberty. A person who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.

- The duration of EMI will be limited to the period of time required to correct the training deficiency.

- It should not be assigned on the individual's Sabbath. Only commanding officers and officers in charge have the authority to assign EMI to be performed after working hours. However, this authority may be delegated to officers and petty officers in connection with duties and responsibilities assigned to them. The administration of EMI is monitored by superiors in the chain of command as part of their supervisory duties.

The authority to assign EMI is normally not delegated below the chief petty officer (CPO) level. However, in exceptional cases in which qualified petty officers are filling CPO billets in an organizational unit (division, major work center, or comparable organization) that contains no CPO, authority may be delegated to a mature senior petty officer. This authority to assign EMI may be withdrawn from petty officers at any time by the commanding officer or officer in charge.

Withholding of Privileges

Withholding of privileges is a nonpunitive measure, authorized by the Manual for Courts-Martial (MCM), that may be used by superiors to correct infractions of military regulations or performance deficiencies. A privilege is a benefit provided for the convenience or enjoyment of an individual. Examples of privileges that may be withheld as nonpunitive measures are special liberty, exchange of duty, special pay, special command programs, base or ship library use, base or ship movies, base parking, and base special services events.

The final authority to withhold a privilege, however temporary, rests with the level of authority that grants the privilege. In many cases, the authority of officers and petty officers to withhold privileges is limited to recommending that action via the chain of command to the appropriate authority. As a petty officer, you are authorized and expected to recommend such action when necessary to correct minor infractions and to increase the efficiency of the command.

Authority to withhold privileges of personnel in a liberty status rests with the commanding officer or officer in charge. Such authority may, however, be delegated to the appropriate level.

Extension of Working Hours

Depriving an individual of liberty or privileges as a punishment for any offense or substandard performance of duty is illegal, except as specifically authorized under the UCMJ. However, you can require personnel to perform tasks efficiently and insist that those tasks be done in a timely manner. Therefore, requiring personnel to remain on board outside of regular working hours to perform necessary tasks is not punishment. Personnel can be required to stay on board to complete work assignments that should have been completed, to complete additional essential work, or to maintain a required level of operational readiness.

Commanding officers and officers in charge may grant officers and petty officers the authority to extend working hours as needed. Good leadership and management practices require that the impact of readiness requirements and work requirements on liberty be reviewed continually. As a supervisor, you are expected to inform your immediate superiors of your plans to have personnel work beyond working hours.

DUTIES AND RESPONSIBILITY

As a petty officer first class, you will be the division leading petty officer (LPO), or you will be in line for the position. The division LPO is the enlisted assistant to the division officer. You will represent the division officer to the division and the division to the division officer. You will also be entrusted with the supervisory task of running the division. Therefore, you should be familiar with the duties and responsibilities of your division officer as well as your own.

Duties

The division officer's duties, responsibilities, and authority are outlined in the SORN. It is available at your ship's or station's admin office. Be sure to review the division officer's duties, responsibilities, and authority.

The division officer appoints the division LPO. This person is normally the senior CPO or

senior petty officer in the division. The LPO assists the division officer in his or her duties and in supervising and training division personnel. Some of the specific duties and responsibilities of the division LPO are as follows:

- Assists the division officer in preparing watch and liberty lists
- Assists in assigning personnel to cleaning stations and supervises assigned personnel in performing their cleaning duties
- Prepares and submits supply requisitions to the division officer
- Assists in training division personnel
- Assigns tasks and supervises the performance of division personnel
- Supervises the division damage control petty officer
- Performs such other duties as may be assigned

The division LPO reports to the division officer. The section leaders, the work center supervisors, and the division damage control petty officer report to the LPO.

Assigning Division Responsibilities

As the LPO or as one of the senior petty officers in the division, you will probably have some input on the assignment of personnel to billets. Keep in mind that each job given your division and each duty for which your division is responsible must be assigned to a specific person. Make sure the person assigned is qualified to do the job. For example, assume that the special sea detail bill assigns the billet of telephone talker on the forecastle to a seaman from your division. Since the seaman is from your division, you should assign a petty officer to instruct that person in proper phone-talking procedures. You should also make sure trained replacements are available.

When assigning duties, you should follow this three-step approach: (1) assign the personnel, (2) assign petty officers to supervise the personnel, and (3) be prepared with trained replacements when personnel are transferred or absent. The responsibilities you assign must be clear-cut. If the job is a big one, a person will likely need help; but even if more than one person is assigned, one person must be held responsible for the job.

The same detail should not be assigned to several people. For example, closing (or shutting) a watertight door should not be left to the compartment cleaners who work nearby. One person should be assigned to check the door each time it is to be closed. Other crew members may close it, but only one person should be responsible for closing it. No matter how obvious or easy a job appears to be, never take it for granted. Always make one person responsible for it.

All members of your division should know to whom they report and who reports to them; in other words—who is in charge of whom and when they are in charge.

Responsibility must be matched by authority. If you are the LPO, you hold your work center supervisors responsible for the efficiency of their crews. You should also give them freedom to assign and train their personnel. Let them recommend training schedules and take their recommendations into consideration when evaluating the performance of their personnel. Permit them to endorse or reject special requests submitted by their personnel. Make it clear to them and to their people that only in unusual cases will you go against the supervisor's recommendations.

ASSIGNMENTS

The responsibilities you assign must be clear-cut. If the job is a big one, a person will likely need help; but even if more than one person is assigned, one person must be held responsible for the job.

Personnel

When you assign personnel a job, the qualifications of the people assigned must be carefully considered. If you assign a person to a job who does not possess the proper qualifications, just to fill a numerical billet, that job is destined for failure.

Supervisor

Petty officers you assign to supervise jobs should be qualified to do that particular job and qualified to train others to do the same job. Petty officers that you assign to the various work groups must have your full support. They should be included in any discussion in the assignment of

their personnel. They should have the freedom of making changes concerning their personnel and work stations and have the authority to train their personnel. They should also be able to make recommendations to training schedules.

Replacement Personnel

A fact of life in the Navy is the transfer of trained personnel. The secret to trained personnel is cross-training your people. Make sure each person knows the other person's job. If you cross-train replacements for a particular job, they will be qualified to do the job. If the individual is not qualified, he or she should be assigned to a qualified person and remain with that individual until the job is understood. You and your division officer can then be confident of that person's abilities if a plan of action is used to train your division personnel.

WATCH ORGANIZATION

The term *duty* has been defined in many different ways, with most definitions centering around an assigned task or place of service. The best definition of a duty is something that a person is expected or required to do by moral or legal obligation—an action or task required by one's position. Most of us are familiar with duty because we stand duty in addition to our regular work. But duty includes much more than simply standing a watch. Basically, we could divide duties into two categories, MILITARY (watches and so forth) and ADMINISTRATIVE (making watch bills, writing evals, giving work assignments, and so forth). A petty officer first class must be qualified to perform the duties in both categories.

A ship's watch organization is second in importance only to the organization for battle. Great care is exercised in establishing the watch organization and in making sure all crew members understand their duties, responsibilities, and authority to make decisions.

Personnel on watch are entrusted with the safety of the ship, its equipment, and its personnel. Confusion or conflict among watch standers can result in serious casualties or the loss of the ship. In many naval disasters the people at fault either were not aware of their duties and responsibilities or they did not think they had the authority to act. On the other hand, serious damage and loss of life have been averted by the timely action of watch standers working together as a coordinated team.

WATCH, QUARTER, AND STATION BILL

The watch, quarter, and station (WQS) bill is the commanding officer's summary of personnel duty assignments and stations. This bill displays your duties for each emergency and watch condition. It also shows your duty requirements in administrative and operational bills. The primary purpose of the WQS bill is to inform all division personnel of their assignments. Division officers prepare, complete, and detail WQS bills. Once approved, these bills are posted in a prominent place within the division. The WQS bill shows name, rate, billet number, bunk, and locker number of each person in the division. In addition, it indicates each person's battle station (conditions 1, 2, 3), fire station, fire and rescue station, collision station, abandon ship station (with equipment to be provided), special station for getting underway and anchoring, sea watch station, in-port watch station, and cleaning station.

Based on the battle bill, the details of duties performed by the divisions are found in the general WQS bill. Watches, quarters for berthing and messing, and stations for battle emergencies, as well as routine work, are some of the duties included in the bill.

Based on the general WQS bill, the assignments of stations and duties to all individuals, by name, are set forth in appropriate bills for each division of the ship. These bills should be conspicuously posted and kept up to date.

The executive officer is responsible for maintaining a master WQS bill for the ship. Division officers are responsible for detailed WQS bills for the personnel in their division. These bills must be approved by the executive officer. Since the ship's master WQS bill must accurately reflect all division assignments, any changes to the WQS bill must also be approved by the executive officer.

Figure 4-1 shows a sample WQS bill for personnel in the first section of the first division. The billet number consists of either four numerals or a letter and three numerals. The first numeral or letter indicates each person's division; the second numeral indicates the watch or duty section; and the last two numerals indicate each person's seniority in the section. For example, in billet number 1101, the first numeral (1) indicates the person is in the first division; the second numeral (1) that the person is in the first section; and the last two numerals (01) indicate the person is the most senior person in the section. The department is not specified here because the first division is always the deck department. Other columns allow for entry of the information from each of the ship's bills. Titles for the headings in each column are the same as the bill, as defined in the *Ship's Organization and Regulations Manual (SORM).* The division officer is responsible for making sure personnel know what their duties are. One useful way to accomplish this is to give each person a pocket WQS bill (fig. 4-2) listing the person's duties as shown on the division WQS bill.

As the ship's manning changes and as personnel are reassigned, the division officer has to continually update the WQS bill. The division officer must maintain a balance of skills in each section and arrange each section in order of seniority from top to bottom. These sections represent watch sections underway and duty sections in port, except for all-hands evolutions like the special sea detail. The WQS bill also has to be updated when annual leave or illness changes the composition of the bill. For example, suppose a Gunner's Mate (Guns) Seaman (GMGSN) in your division is sent to school. If the GMGSN is replaced by a new SA, you will have to give the Gunner's Mate's assignments on the WQS bill to another experienced person while the SA is in training. Therefore, the school assignment of the GMGSN has forced you to make changes to your divisional bill.

Changes in the watch bill made by the senior watch officer for the ship require corresponding changes to the master and divisional WQS bills.

The division notebook is used for transferring information from the battle bill and ship's bills to the WQS bill. The division notebook is divided to allow one part for each condition of readiness and each ship's bill. Stations and duties for which the division is responsible are entered in each part of the book. Next to those entries are the names of the personnel to whom the division officer assigns each function. In other words, the division

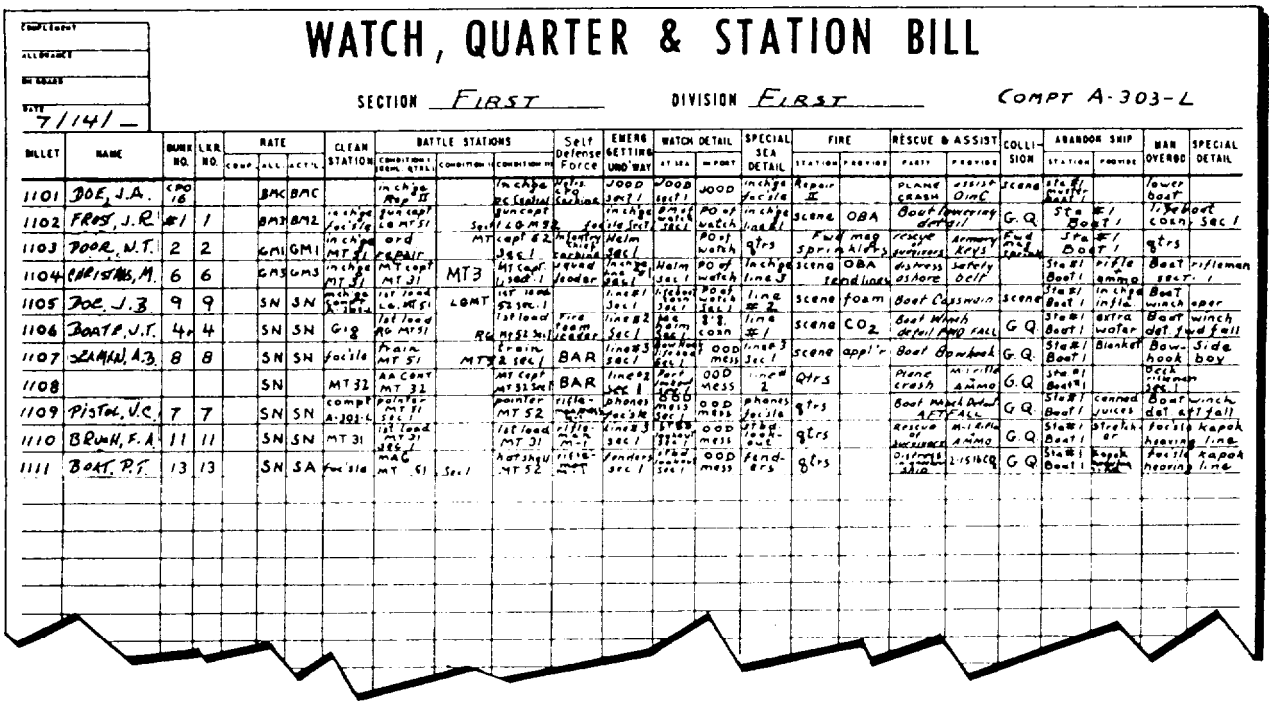

Figure 4-1.—Watch, quarter, and station bill.

USS		
NAME		RATE
Division	Section	Billet No.
Compt. No.	Bunk No.	Locker No.
Cleaning Station		
CONDITION I (GQ)		
CONDITION II		
CONDITION III		
Self Defense Force		
Special Sea Detail		
Watch Detail (At Sea)		
(Fold)		(Fold)
Watch Detail (In Port)		
Visit and Search, Boarding and Salvage		
Emergency Station (Abandon Ship)		
Emergency Getting Underway		
Fire (Sea)		
Fire (Port)		
Man Overboard		
Rescue and Assistance		
Collison		

Figure 4-2.—Pocket WQS bill.

notebook contains the "working copy" of the WQS bill, modified to suit the needs of the division officer. Also, it serves as a guide and checkoff during drills. Each section leader should have a notebook containing the names of the personnel in the section and their assignments.

Assignment to a duty in a ship's bill is normally indicated in the WQS bill. Stations assigned and duties to be performed are noted opposite the person's name in the appropriate columns. However, certain other assignments to watches and duties are not noted in the WQS bill—these assignments are published in the plan of the day.

EMERGENCY BILLS

Emergency bills are probably the most important of all shipboard bills because they spell out responses to emergency situations that affect all hands. All crew members must know their assignments and responsibilities for each emergency bill.

Emergency bills serve as check lists and as guides in assigning people to emergency stations. Emergency bills also serve as guides in training personnel to combat emergencies when the danger of loss of life or of the ship exists. All ships have the following emergency bills:

- General emergency
- Man overboard
- Chemical, biological, and radiological defense
- Emergency destruction
- Fire

Additionally, ships with nuclear reactors or weapons have emergency bills to cover the possibility of a nuclear accident within the ship. Let's look at four common emergency bills.

General Emergency Bill

The general emergency bill organizes the crew to handle the effects of a major emergency or disaster aboard ship. Situations like collisions; grounding; explosions; chemical, biological, and radiological (CBR) contamination; earthquakes; tidal waves; storms; or battle damage are included. The bill also provides for the orderly abandoning of ship, if necessary, and for salvage of the ship, if possible.

A general emergency bill cannot give detailed duties for every possible emergency that could occur. However, the training program to prepare for emergencies is a long-range one, and instruction for all types of emergencies is given both in schools and aboard ship. All personnel are trained in fire fighting, basic damage control, and CBR defense in shore-based schools. All officers and LPOs must train their personnel in procedures to control the effects of any emergency.

Man Overboard Bill

This bill is used to organize all hands for recovery of personnel who are lost overboard. All

individuals aboard ship should be instructed in the action they should take if they see someone fall overboard. They should also understand what action they can expect the ship to take to rescue the person. Frequent drills and instructions in watch sections are held to ensure the successful rescue of personnel lost overboard.

When the word is passed that a person has fallen overboard, you should immediately muster your division and report it to the division officer, who reports it to the department head.

Anyone who sights a person overboard should immediately

1. call out, "MAN OVERBOARD, PORT (or STARBOARD) SIDE";
2. notify the OOD in the quickest manner possible; and
3. if near a life ring or other life saving equipment, throw or release the equipment as near to the person as possible.

CBR Defense Bill

The purpose of the CBR defense bill is to prescribe procedures and responsibilities for defensive measures against CBR (or any combination of the CBR) attack. This bill describes procedures to minimize the effects of a CBR attack so that the ship's mission can still be accomplished. The damage control assistant (DCA) is responsible for administering the bill. As the division LPO, you should make sure your personnel know where their battle, ready shelter, deep shelter, and decontamination stations are and the routes to them. You will assist the division officer in CBR training matters and evaluate the abilities of your personnel in CBR defense procedures.

Emergency Destruction Bill

All commands located outside the United States and its territories, all "deployable commands, and all commands holding Communications Security (COMSEC) material must have an emergency destruction bill.

Emergency destruction of classified material is necessary to prevent its capture by an enemy. Destruction plans call for the highest degree of individual initiative in preparing for and in actually commencing the required destruction. All personnel must realize that in emergencies subjecting classified material to compromise through capture, they must start necessary destruction under the plan without waiting for specific orders.

The order in which classified material is to be destroyed under emergency conditions should be determined in advance and the material so marked and stored. Classified matter is destroyed in order of classification—highest classification first.

Destruction by fire is the traditional method for all combustible materials. Oil or chemicals may be used to aid in burning. Classified equipment must be smashed beyond recognition, and unclassified equipment should be demolished beyond repair.

A sufficient number of destruction tools—including sledgehammers, screwdrivers, axes, and wire cutters—are always kept in equipment spaces for use in emergency destruction.

The priorities for emergency destruction are as follows:

1. Priority One. Top Secret material in the following order: (1) COMSEC material, (2) special access material, (3) other material
2. Priority Two. Secret material in the following order: (1) COMSEC material, (2) special access material, (3) other material
3. Priority Three. Confidential material in the following order: (1) COMSEC material, (2) special access material, (3) other material

PERSONNEL QUALIFICATION STANDARDS

The Personnel Qualification Standards (PQS) Program is a qualification system for personnel to perform certain duties. A PQS lists the minimum knowledge and skills required to qualify for a specific watch station, maintain specific equipment, or perform as a team member within a unit. The PQS Program is not a training program, but it does provide objectives to be met through training. A PQS is most effective when it is used as a key element of a well-structured and dynamic unit training program

The PQS program is established in units throughout the Navy. It is used by the air, surface communities, and the Coast Guard. It provides qualification standards and a method of recordkeeping for training. PQS use is required in units to which it is applicable, unless suspended by fleet commanders in chief. It is not applicable to nuclear propulsion or the fleet ballistic missile (FBM) weapons systems.

Several significant benefits are derived from the PQS program, such as the following:

- Establishing individual qualification goals and time tables
- Effectively monitoring and recording individual qualification progress
- Managing overall training programs
- Establishing a library of technical references and training materials
- Establishing a program to prepare supervisory personnel as PQS qualifiers
- Telling the trainees what they must learn
- Placing the responsibility for learning on the trainees
- Providing a specific knowledge and task inventory that can be used at all levels to evaluate combat readiness

Each PQS requirement is designed to guide trainees toward a specific qualification goal by telling them exactly what they must learn to achieve that goal. Each qualification standard is divided into the following three main subdivisions:

100 Series—Fundamentals

200 Series—Systems

300 Series—Watch Station/Maintenance Action

THE 100 SERIES—FUNDAMENTALS

Each PQS begins with a Fundamentals (100 Series) section. This section covers basic knowledge needed to understand the specific equipment or duties and provides an analysis of those fundamentals that broadly apply. The Fundamentals section serves as a self-study aid for the trainee who has not received formal school training or for the graduate who wishes to review the subject matter taught in the school.

A portion of the Fundamentals section of each PQS may be devoted to expanding the trainee's vocabulary by calling for definitions of technical terms used throughout the standard. Because the safety of personnel is always a concern, the first Fundamentals section of each PQS addresses the safety precautions that must be mastered before performing the watch station/work station or maintenance action requirements. Specific or unique safety precautions that apply to a particular piece of equipment or system are addressed in the Systems section (200 Series) of each PQS.

THE 200 SERIES—SYSTEMS

In the Systems (200 Series) section, each PQS breaks down the subject equipment or duties into smaller, more easily understood sections called systems. When the equipment or duties are broken down, many smaller functional systems are revealed for in-depth study. Simpler systems can be identified and quickly covered. This permits greater emphasis on a more significant or complex system.

A system is arranged for learning in two levels, components and component parts. The trainee needs only to master these levels to be able to analyze and understand the organization of the equipment or duties. A PQS will list only those items that must be understood for proper operation and/or maintenance. It will not include every item appearing on a parts list in the technical manuals.

PQS requirements follow the law of primacy (first things first). If the trainees focus on learning how the equipment functions during operation, they will be better able to identify problems as they develop or even before they occur. Trainees taught in this manner should also be able to successfully control or prevent casualties.

THE 300 SERIES—WATCH STATION/MAINTENANCE ACTION

This section tests the trainee's readiness to perform a designated task. The terminology used in the PQS considers a sailor to be "on watch" whenever operating equipment, whether "on shift," "on call," or "in the shop." The goal of the Watch Station/Maintenance Action section is to guide the trainee in categorizing, analyzing, and performing the step-by-step procedures required to qualify.

IMPLEMENTING PQS

PQS serves as an excellent framework upon which to build a unit's training and qualification program. However, if PQS implementation consists of little more than issuing PQS materials

to trainees with no further assistance, the PQS program can be counterproductive. The *Personnel Qualification Standards Catalog,* NAVEDTRA 43100-5E, issued annually in October, contains a listing of PQS products. Quarterly updates are issued that contain new, revised, and deleted documents; PQS workshops scheduled; and other pertinent information affecting the development of production of PQS. Quarterly updates are distributed in February, May, and August. Figure 4-3 illustrates a maintained PQS chart.

PQS Indoctrination

The division officer or leading CPO/LPO should conduct individual interviews with newly reporting personnel to evaluate their past experiences, qualifications, and general background. After the PQS program and command's policy have been explained, a PQS package is provided along with expected completion dates for fundamentals, systems, and qualification goals. Trainees must also be advised as to how much time they should spend each week on training to accomplish the established goals. This procedure will ensure they know *what* they are qualifying for and *when* they are required to have their qualification completed.

Establishing Time Limits

Specific time limits for qualification should be established by department heads and division officers for each qualification requirement. Time limits assigned should consider the deployment schedule and allow appropriate time to become qualified. The time limit also provides a means for the department head, division officer, and other supervisory personnel to check individual progress. A time limit can serve as a goal to instill motivation in each individual and the spirit of competition within the work center.

Qualification Process

When you assign qualification requirements, you must ensure prerequisite and concurrent items are completed in the proper sequence. When assigning more than one watch station/maintenance action or section for completion, specify which should be completed first.

As a supervisor, you must instill safety into the very fabric of the qualification process. Keep in mind that all safety requirements must be completed before performing any of the required qualification tasks.

Interim Qualification

Situations may arise when watch standers must be qualified on an interim basis before the

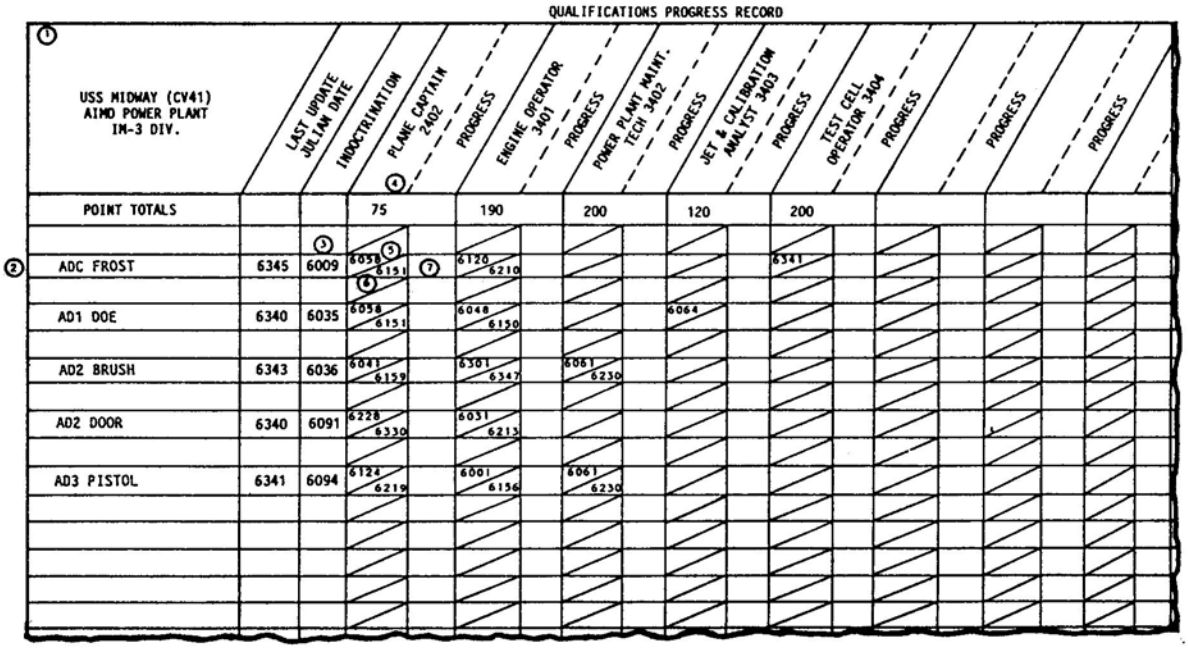

Figure 4-3.—PQS progress record.

completion of PQS. Department heads may do this by giving an oral or written examination to determine if a satisfactory knowledge level of watch station requirements has been attained. If it is satisfactory, a recommendation is made to the commanding officer that the individual be granted an interim qualification for a specific watch station. If the commanding officer approves, an interim qualification letter is placed in the member's service record. Examples of a situation in which interim qualification may be appropriate are shown below:

- When it is necessary to use a watch stander who has not yet achieved final qualification to fill a more demanding billet

- When a newly reporting individual who has not yet achieved final qualification in the particular watch station but possesses a prior qualification from a previous command must be used as a watch stander

Final Certification and Watch Station Sign-off

All final certifications and watch station qualifications must be signed off at the permanent duty station. Every PQS specifies the title of the certifying officer for each qualification. If the commanding officer is specified as the certifying officer but feels that the certifying officer should be a department head, then the commanding officer may delegate certification authority. To make sure there is no confusion, the commanding officer should delegate this authority in writing. On large ships, the damage control assistant may be designated as the certifying officer for damage control PQS.

Oral Examining Boards and Written Examinations

Qualification requirements for all oral examining boards and written examinations should be designated by both the ship and squadron and their appropriate type commander.

Often the final step in PQS watch station qualifications is an oral examining board. The exact membership of each examining board is determined by the command. A single board could have as few as two or as many as eight members. A written examination or preboard oral examination may be used as part of the oral examining board. The command may develop its own exam questions or use established questions from the appropriate PQS. In general, the examining board should consist of the following:

- At least one qualified officer of the deck (OOD), engineering officer of the watch (EOOW), or tactical action officer (TAO) when the watch station is under that officer's direct supervision

- Members of applicable training teams

- Division officer or department head responsible for the watch station when an E-6 or above is qualifying

The oral examining board should determine the scope of the board and questions from the applicable PQS to determine the trainee's qualification. Oral boards should include the trainee's demonstration of equipment operation when appropriate.

ORGANIZATION

The PQS organization reaches from the commanding officer to the petty officer that serves as the qualifier. This program helps you develop skills that are necessary to perform your assigned tasks. It is a list of the minimum knowledge and skills required to qualify for a specific watch station, maintain specific equipment, or perform as a team member in a unit.

Qualifiers

A qualifier is the acknowledged expert in a specified area of qualification. The responsibilities of the qualifier are significant. A qualifier must be current in the technical and safety requirements of assigned areas and be aware of the problems that face a trainee. The qualifier must follow command directives with regard to standard answers, keeping in mind that consistency is important. The qualifier should understand all reference material and, when necessary, guide the trainees to the reference material. The qualifier should remember that the ultimate goal of the program is to develop adequate numbers of qualified watch standers, operators, and maintenance personnel to do the job. Qualifiers should help their shipmates but SHOULD NOT GIVE THEIR SIGNATURES AWAY.

PQS qualifiers normally will be E-5 or above and, as a minimum, must have completed the PQS they are assigned. The role of the qualifying

senior petty officer in the PQS approach to training is extremely important. Qualifiers must exercise quality control over the PQS program and serve as a point of reference to assist the trainees in acquiring the knowledge and skills they could not gain on their own. To ensure uniformity and program quality, select and authorize only a limited number of personnel to verify completion of portions of the PQS. Those petty officers authorized to sign qualification items should be designated in writing.

Work Center Supervisor

The work center supervisor introduces trainee's to the PQS program and recommends and monitors the goals for each individual. Goals must be challenging, realistic, and attainable in a reasonable time frame. The work center supervisor is the key to ensuring that PQS is successful.

If administered with insight, PQS can be a helpful tool that can fit into the unit's overall training program. The supervisor is responsible for the accuracy, updating, and tailoring of PQS to fit the unit's needs. The supervisor should also initiate appropriate feedback to the PQS development group. (Feedback forms are located in the back of each PQS package.) Supervisors should motivate personnel by helping then set goals, showing interest in their individual efforts, and following all trainees' progress. The supervisor must be aware of who is and who is not progressing and who needs counseling or individual instruction. As the supervisor, you must be totally familiar with the duties, responsibilities, and assignments of the divisional qualifiers. The unit's PQS program cannot be successful without solid planning and quality control. The work center supervisor should perform the following duties:

- Supervise work center PQS
- Assist designated qualifiers and trainees as needed
- Assign requirements and PQS goals to individual trainees following departmental guidance
- Supervise qualifiers
- Make sure a reference library is maintained

Division Officer and Division Chief Petty Officer

Division officers play a primary role in the administration of the PQS effort. With the assistance of the division CPO, the division officer should assign divisional watch stations, establish PQS goals, make sure that answers to PQS items are standardized, monitor PQS progress, and initiate appropriate service record entries for all qualifications achieved. Additionally, the division officer should make reports (monthly is recommended) via the chain of command on the status of PQS qualification for all division watch stations. Divisional PQS qualifiers, leading chief petty officers/petty officers, and key watch standers in the division assist the division officer in qualifying division personnel. They do this by checking and signing qualifications and updating and maintaining the PQS progress chart. The division officer/division CPO should do the following:

- Recommend to the department head the entry level of newly assigned personnel
- Recommend to the department head the assignment of division qualifiers
- Monitor the progress of division personnel toward PQS goals as shown on the progress charts
- Keep the department head informed on the status of division personnel and adjust goals when necessary
- Integrate PQS status with routine administration of special request, early liberty approvals, and so forth
- Recommend final qualification to the department head
- Make sure page four service record entries are made for completed PQS qualifications
- Recommend to the department head any required tailoring of individual PQS packages
- Make sure enlisted evaluations reflect PQS qualification accomplishments
- Maintain divisional training files on each individual

Department Head

The department head implements and supervises the execution of PQS topics that pertain to the department. The department head also qualifies personnel for watch stations and for equipment/systems operations. The department head should do the following:

- Set standards and monitor the department's PQS program
- Approve watch station qualification and recommend final qualification to the commanding officer or approve final qualification if so designated
- Designate in writing those individuals who serve as qualifiers
- Coordinate with division officers, CPOs, and LPOs the watch station qualifications and advancement goals of departmental personnel
- Approve division's recommendations for tailoring PQS standards and standard answers
- Recommend interim qualification of watch standers, as necessary
- Serve as chairman of the departmental examining board (if such a board is required)

PQS Coordinator

Another key individual in PQS matters is the command's PQS coordinator. The PQS coordinator (either an officer or senior petty officer) should be the focal point for all PQS matters that transcend the departmental level. The PQS coordinator is responsible for ordering all departmental PQS materials. In this latter role, the coordinator should order and store all-hands PQS materials, such as general damage-control and 3-M materials. The PQS coordinator should be a senior petty officer who is highly interested in training. In addition, the coordinator should have sufficient onboard experience to be familiar with each department's training and qualification program. The PQS coordinator should perform the following duties:

- Maintain the basic system references
- Maintain PQS software (standards, progress charts, and so forth)
- Order sufficient, but not excessive, quantities of all-hands PQS materials, 3-M materials, and so forth
- Function as the central point for ordering all PQS materials
- Advise the executive officer and planning board for training on all PQS matters
- Prepare any external PQS reports for the command when directed by higher authority

Executive Officer/Training Officer

The executive officer/training officer is responsible for formulating and administering the unit's training program. PQS should be an important part of that program. The executive officer/training officer should do the following:

- Act as an overall training supervisor
- Maintain and update the unit's instruction on PQS and the unit's notice designating the qualifiers
- Monitor the PQS program through the PQS coordinator and the planning board for training and review progress reports/charts
- Reinforce command emphasis on PQS by linking it to routine administrative practices, the granting of special requests, the recommendation for advancement, and so forth

Commanding Officer

The key ingredient to a successful PQS program is the personal involvement of the commanding officer. The commanding

officer gets personally involved by carrying out the following:

- Establishing a PQS organization
- Serving as the final qualification authority for the command (final sign-off may be delegated, but no lower than department head level)
- Designating (in writing) those individuals authorized to act as qualifiers
- Establishing an appropriate means of recognizing the achievement of qualification goals

ENLISTED SERVICE RECORDS

The enlisted service record is maintained within a brown manila folder, NAVPERS 1070/600. This folder has a tab for recording the name and social security number of the enlisted person for whom the folder is prepared. Both halves (sides) of an opened folder are equipped with fasteners for filing the service record pages and other official and unofficial papers.

Service record pages and the information contained in these pages are a vital and permanent part of your enlisted service record. While on active duty, the contents of your record are used by the command to aid in determining your next billet assignment and to help make such administrative decisions as determining eligibility for advancement, qualification for training opportunities, or eligibility for transfer to the Fleet Reserve or for retirement from the naval service. Even after you have been separated from the Navy, the contents of the service record remain important to you and your dependents because eligibility for veteran's benefits is determined from information contained in the record. The contents of the service record are also important to your survivors if you die while on active service or after separation from the service.

The left side of the folder contains official and unofficial papers that are required for record purposes or for safekeeping. These papers may include the original or a copy of standard transfer orders with copies of the endorsements and travel claims, discharges, statements of service, correspondence course completion letters, reports of examination (other than medical), service school certificates and diplomas, and reports of separation from the military service.

The actual service record is on the right side of the folder. The Enlistment Contract (DD Form 4), which is the first page of the enlisted service record, is the bottom page of the service record. Subsequent pages are placed on top of the DD Form 4 in the order shown. Because of the volume of entries, some pages of the service record require continuation sheets. Beginning with the first (or bottom) page of the enlisted service record, the pages are arranged in the following order:

- DD Form 4, Enlistment or Reenlistment Agreement—Armed Forces of the United States (Page 1)
- NAVPERS 1070/601, Immediate Reenlistment Contract (Page 1)
- NAVPERS 1070/621, Agreement to Extend Enlistment (Page 1A)
- NAVPERS 1070/622, Assignment to and Extension of Active Duty (Page 1B)
- VA Form 29-8286, SGLI Certificate of Membership
- NAVPERS 1070/602, Dependency Application/Record of Emergency Data (Page 2)
- NAVPERS 1070/603, Enlisted Classification Record (Page 3)
- NAVPERS 1070/604, Navy Occupation/Training and Awards History (Page 4)
- NAVPERS 1070/605, History of Assignments (Page 5)
- NAVPERS 1070/606, Record of Unauthorized Absence (Page 6)
- NAVPERS 1070/607, Court Memorandum (Page 7)

- NAVPERS 1070/613, Administrative Remarks (Page 13)
- NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Page 14)

PERSONNEL ADVANCEMENT REQUIREMENTS

The Personnel Advancement Requirements (PARS) must be completed and signed off by proper authority before you can participate in the Navywide advancement exam. The PARs are used to verify your ability to perform the tasks required by your occupational standards (OCCSTDs). You should approach your PARs in a systematic manner because the Navywide advancement exams are based on OCCSTDs. The sign-off sheet varies with each rating. It is a list of rating requirements (OCCSTDs) you must know in a particular rating to advance in rate.

When your PARs have been satisfactorily completed, you should make a copy of the PARS sign-off sheet. The original should be given to the educational services officer for entry into your record.

PATHS TO A COMMISSION

The opportunity for receiving a commission as an officer in the Navy has never been better than it is today. Two of the most popular programs leading to a commission, the Chief Warrant Officer (CWO) Program and Limited Duty Officer (LDO) Program, are discussed in the following paragraphs. The Medical Service Corps, the Enlisted Commissioning Program, and Officer Candidate School will also be covered.

The Navy has realized a continuing need for CWO to serve as officer technical specialists and LDO to serve as officer technical managers. Figure 4-4 shows paths of advancement for enlisted personnel to CWO and/or LDO. The Limited Duty Officer and Chief Warrant Officer

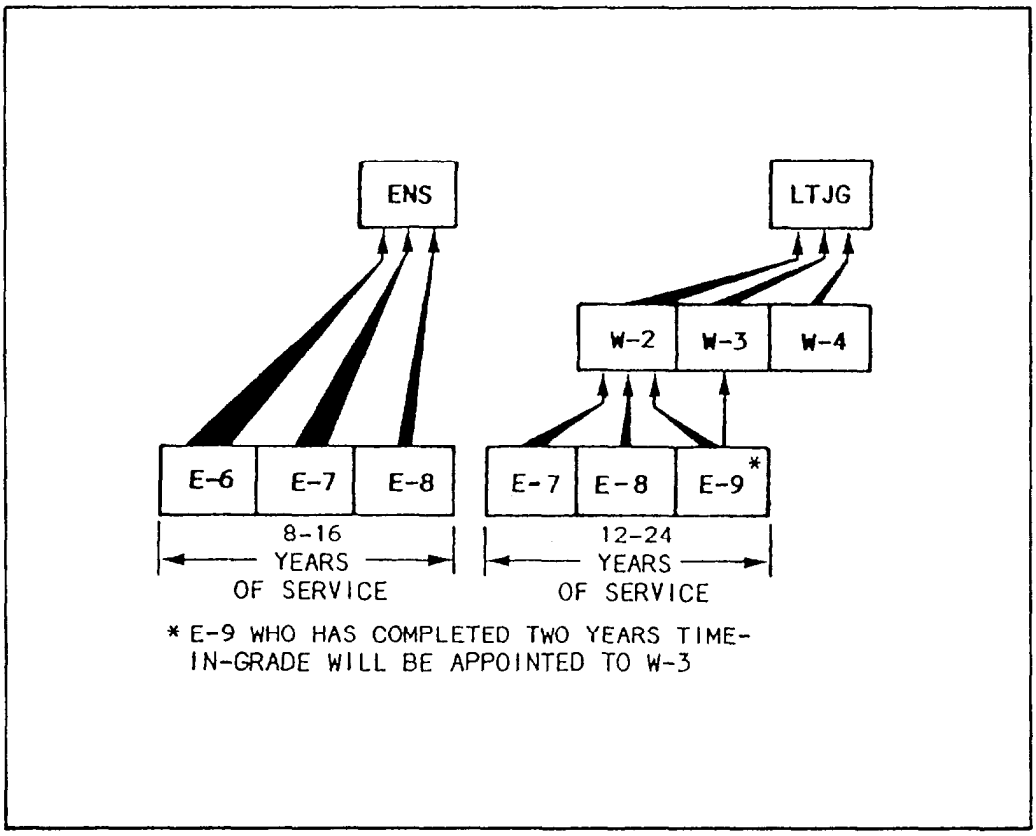

Figure 4-4.—Path of advancement from enlisted to chief warrant officer and limited duty officer.

Programs are the primary enlisted-to-officer programs sponsored by the Navy that do not require a college education. Figure 4-5 shows the CWO/LDO category to which each enlisted rating may advance. Competition for entrance into both of the programs has been, and will continue to be, particularly keen. If you are interested in applying for these programs, you should begin preparing early in your career. To better prepare to become an officer, you should increase your

NORMAL PATH OF ADVANCEMENT TO CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER

ENLISTED RATING	CWO CATEGORY AND OFFICER DESIGNATOR	Surf/Sub	LDO CATEGORY AND OFFICER DESIGNATOR	Surf/sub
BM, QM, SM	BOATSWAIN	(711X/721X)	DECK	(611X 621X)
OS/EW/OT•	OPERATION TECH	(712X)	OPERATIONS	(612X)
BT, IC, EN, MM, GS, EM ML, PM, HT, DC, OM, IM, MR	ENGINEERING TECH REPAIR TECH	(713X/723X) (714X/724X)	ENGINEERING/REPAIR	(613X/623X)
GMG, GMM, GM, FTB•, WT, FC•, MT, FTG•, TM•, FT•	ORDNANCE TECH	(716X/726X)	ORDINANCE	(616X/626X)
MN, TM•%	UNDERWATER ORDNANCE TECH	(717X/727X)		
ST, DS•, FTG•, FTB•, FC•, OT•, ET, FT•	ELECTRONICS TECH	(718X/728X)	ELECTRONICS	(618X/628X)
RM	COMMUNICATION TECH	(719X/729X)	COMMUNICATIONS	(619X/629X)
	AVIATION		**AVIATION**	
ALL RATINGS ¢$		N/A	LDO AVIATOR	(630X)
ABE, ABE, ABH, AB	AVIATION BOATSWAIN	(731X)	AVIATION DECK	(631X)
AW	AVIATION OPERATIONS TECH	(732X)	AVIATION OPERATIONS	(632X)
AD, AME, AMH, AMS, AM, PR, AS, AZ, AFCM	AVIATION MAINTENANCE TECH	(734X)	AVIATION MAINTENANCE	(634X)
AO, WT•	AVIATION ORDNANCE TECH	(736X)	AVIATION ORDANANCE	(636X)
AT, AE, AVCM	AVIATION ELECTRONICS TECH	(738X)	AVIATION ELECTRONICS	(638X)
AC	AIR TRAFFIC CONTROL TECH	(739X)	AIR TRAFFIC CONTROL	(639X)
	GENERAL SERIES		**GENERAL SERIES**	
"MM, EM, ET, IC	NUCLEAR POWER TECH	(740X)	NUCLEAR POWER	(640X)
LI, JO•, PC, PN, YN, LN•, RP	SHIP'S CLERK	(741X)	ADMINISTRATION	(641X)
DP, DS•	DATA PROCESSING TECH	(742X)	DATA PROCESSING	(642X)
MU		N/A	BANDMASTER	(643X)
CT@	CRYPTOLOGIC TECH	(744X)	CRYPTOLOGY	(644X)
IS•	INTELLIGENCE TECH	(745X)	INTELLIGENCE	(645X)
AG	AEROGRAPHER	(746X)	METEOROLOGY/OCEANOGRAPHY	(646X)
PH, IS•, JO•, DM•	PHOTOGRAPHER	(747X)	PHOTOGRAPHY	(647X)
ANY RATING QUALIFIED IN EOD	EXPLOSIVE ORDNANCE DISPOSAL TECH	(748X)	EXPLOSIVE ORDNANCE DISPOSAL	(648X)
MA	SECURITY TECH	(749X)	SECURITY	(649X)
	STAFF CORPS		**STAFF CORPS**	
DK, SK, SH, AJ MS•	SUPPLY CORPS WARRANT (SC)	(751X)	SUPPLY (SC)	(651X)
MS•	FOOD SERVICE WARRANT (SC)	(752X)		
DM•, BU, CE, CM, UT, EA, EO SW, CUCM, EQCM, UCCM	CIVIL ENGINEER CORPS WARRANT (CEC)	(753X)	CIVIL ENGINEER	(653X)
HM$	PHYSICIAN'S ASSISTANT (PA)	(754X)	N/A	
LN•	N/A		LAW	(655X)

NOTES:

- • Normal path is more than one category
- @ Only CT personnel may apply
- " Exclusive path of advancement for personnel in these raing who hold a valid nuclear power program NEC
- ¢ Less personnel holding valid nuclear power program NEC
- $ Application procedures published separately
- % 717X-MN Path of Advancement; 727-TM Path of Advancement
- MA & NC may apply under previous rating or any designator for which qualified.

Figure 4-5.—Normal path of advancement to chief warrant officer and limited duty officer.

knowledge by on-the-job training and specialized training through schools and correspondence courses.

A list of the recommended correspondence courses is given at the end of this discussion. As you can see, the list is somewhat lengthy; so the earlier you start preparing yourself for the CWO and LDO programs, the better prepared you will be. In addition to being better prepared for CWO or LDO, you also improve your chances of selection to the more senior petty officer rates by completing as many of these courses as possible. Selection boards for CPO, senior chief petty officer (SCPO), and master chief petty officer (MCPO) place a great deal of weight on your efforts to broaden your education. Figure 4-6 provides good advice for preparing for CWO and LDO programs.

CHIEF WARRANT OFFICER PROGRAM

The Chief Warrant Officer Program provides a direct path of advancement to CWO for outstanding enlisted personnel on active duty in the Regular Navy or Naval Reserve.

COMMENCE EARLY

—Get started as a junior petty officer
—Make seniors aware of short & long term goals.

EVALUATIONS

—No substitute for outstanding record
—Accumulate high marks early
—Maintain steady trend
—Demonstrated initiative/leadership
—Personal and physical appearance
—Marks and write-up must match
—Ensure complete and accurate before you sign

CAREER PATTERN

—Good sampling of sea/shore tours
—Increasing responsibility in a variety of assignments
—Well rounded individual

DISCIPLINE

—No negative trends
—NJP early in career not serious
—General, Special or Summary Courts-martial or conviction by civil court (other than minor traffic violations) in last two years—not eligible to compete

PROFESSIONAL IMPROVEMENT

—Documented professional performance
—Be a standout—do more than your job
—Officer/enlisted correspondence courses
—College credits
—Good standing in schools attended

AWARDS/COMMENDATIONS

—Documented in evaluations

APPLICATIONS

—Follow format in NMPC 1120 Notice exactly
—Brief and grammatically correct statement of why you desire a commission
—Quality control—neat and accurate
—Reflects your administrative ability

CO's ENDORSEMENT

—Should stress qualifications for designator applying for and potential to serve as a commissioned officer
—No longer than a page and a half
—Significant in selection process

**Obtain copy of your microphiche record and ensure complete and accurate

THE MOST IMPORTANT FACTOR IN SELECTION IS SUSTAINED SUPERIOR PERFORMANCE

Figure 4-6.—Preparing for CWO/LDO selection.

To be eligible for appointment, applicants must meet the following requirements:

- Be a U.S. citizen

- Be serving on active duty as a CPO, an SCPO, or an MCPO in the Regular Navy, Naval Reserve, or Training and Administration of Reserves (TAR) program at the time of application

- Be physically qualified for appointment as warrant officer

- Be a high school graduate or possess the service-accepted equivalent

- Have no record of conviction by court-martial or of conviction by civil court for any offenses other than minor traffic violations for 2 years preceding the date of 16 January of the year of application

- Be recommended by their commanding officer

- Must have completed at least 12 years, but not more than 24 years, of active service on 16 January of the year in which application is made

NAVMILPERSCOMINST 1131.1A spells out the application procedures for active and inactive duty personnel for the Chief Warrant Officer Program.

CHIEF WARRANT OFFICER PHYSICIAN'S ASSISTANT PROGRAM

The Navy uses the Commissioned Warrant Officer Physician's Assistant Program to supply nonphysician primary health care providers who are trained to act as physician extenders in the Navy health care system. Physician's assistants are technical officer specialists with the academic and practical training to provide primary patient care services under the supervision of a physician. Their duties require extensive knowledge of a specific occupational field, are technically oriented, and are repetitive in nature.

The training program takes 60 weeks and consists of dietetic training and clinical rotations. Physician's assistants retain their permanent enlisted paygrade while enrolled in the training program. Upon completion, each physically qualified selectee will be commissioned in the grade of CWO (W-2).

Enlisted Hospital Corpsmen in the Regular Navy, Naval Reserve on active duty, and TAR program may apply. You must be a CPO with between 12 and 24 years of active naval service by the date of commissioning and be a graduate of Advanced Hospital Corps School (NEC 8425), Medical Services Technician School, or Nuclear Submarine Medicine Technician School (NEC 8402). An annual NAVMILPERSCOM notice will solicit applications and announce application deadlines for the in-service procurement board.

THE LIMITED DUTY OFFICER PROGRAM

The LDO Program provides a path of advancement for PO1 through SCPO and CWO to commissioning as a temporary ensign or lieutenant junior grade (as applicable) in the Regular Navy or Naval Reserve.

The applicant must meet the following eligibility requirements to apply for the LDO Program:

- Be a U.S. citizen.

- Be serving on active duty in the Regular Navy, Naval Reserve, or TAR program at the time of application. If selected, personnel must remain on active duty until appointment is tendered.

- Be physically qualified for appointment to LDO.

- Be a high school graduate or possess the service-accepted equivalent.

- Have no record of conviction by court-martial or of conviction by civil court for any offense other than minor traffic violations for 2 years preceding 16 January of the year in which application is made.

- Be recommended by the commanding officer.

- Be serving as a petty officer first class or CPO/SCPO on 16 January of the year in which application is made. If a PO1, the applicant must have served in that capacity for at least 1 year as of 16 January of the year in which application is made.

- Have completed at least 8 years but not more than 16 years of active naval service on 16 January of the year in which application is made.

- (PO1 applicants only) Complete all requirements for advancement to CPO, with the exception of time in paygrade, and successfully compete in the annual Navywide advancement examination administered in January of the year of application. A candidate whose final multiple is equal to, or greater than, the lowest final multiple for PASS SELECTION BOARD ELIGIBLE will be designated LDO SELECTION BOARD ELIGIBLE. A PO1 who is presently authorized advancement to CPO is exempt from the CPO Navywide examination qualification.

- CPOs and SCPOs with at least 12 years, but not more than 16 years, of naval service may apply for LDO and CWO in the same application year, but only one designator for each program may be requested.

For application procedures and eligibility requirements, see NAVMILPERSCOMINST 1131.1A.

LDO and CWO Programs

Relatively recent changes in the LDO and CWO programs include:

- No age stipulation for LDO/CWO candidates.

- No restriction on the number of times an LDO/CWO candidate may apply from the same enlisted pay grade.

- E6/7/8 with 8-16 years service are eligible for LDO ENS.

- E7/8 with 12-24 years service are eligible for CWO2.

- Minimum and maximum eligibility computed from time-in-rate date.

- E9 with two years in grade and not more than 24 years service are eligible for CWO3.

- Candidates for CWO2 and CWO3 compete on an equal basis.

- Terminal eligibility date extended to 1 July of year of application.

- After two years as a CWO, CWO's can compete for selection to LDO LTJG.

- Eligibility for temporary promotion of CWO2 to CWO3 and CWO3 to CWO4 reduced to three years with deep selection available at the two-year mark.

- Prior military service that parallels current service counted to meet minimum eligibility requirement.

- Upon promotion to LT, those LDO's commissioned after 15 September 1981 must accept permanent appointments. This applies also to CWO's selected after 15 September 1981 and subsequently selected for LDO status. ALL LDO's and those CWO's selected for LDO status who were commissioned prior to 15 September 1981 will have the option of accepting permanent LDO status or remaining temporary LDO's.

- Officer indoctrination school (OIS)—four weeks of instruction for newly commissioned CWO's and LDO's at Pensacola emphasizing oral and written communication, administrative and legal procedures, Navy programs and topics, military duties and courtesies, and seapower.

- NAVLEAD (specifically designed for their experience levels) two weeks of instruction at Pensacola following OIS.

- CWO sea pay—as much as $500 a month years of sea duty.

- LDO sea pay—as much as $340 a month.

- Two years (not 10) commissioned service establishes eligibility to retire as CWO with 20 years total service.

- Local commands are required to convene a board of officers to screen all applicants to ensure that only the best qualified are recommended.

- Full length, 8 × 10 or 5 × 7 black and white photographs (front and side views) in dress uniform, uncovered, required with application.

MEDICAL SERVICE CORPS

Senior Hospital Corpsmen (HM) and Dental Technicians (DT) who possess the necessary qualifications and motivation have an opportunity to compete for commissions in the Medical Service Corps. Programs leading to Regular and Reserve commissions are available to PO1 through MCPO HMs and DTs and to other Navy members with college degrees in medical fields.

ENLISTED COMMISSIONING PROGRAM

The Enlisted Commissioning Program (ECP) is open to all male and female U.S. citizens on active duty. It provides a full-time opportunity for the completion of a baccalaureate degree leading to an appointment in the unrestricted line of the Regular Navy as an ensign. Degrees must be in a discipline that has direct application to the unrestricted line community. Before detachment from their present command, ECP selectees will have a 6-year active service obligation. Selectees receive full pay and allowances but must pay all education expenses. Following degree completion, candidates are ordered to Officer Candidate School (OCS) or Aviation Officer Candidate School (AOCS). Upon completion of OCS or AOCS, a minimum of 4 years' active commissioned service is required.

To be eligible, applicants must meet the following requirements:

- Be a U.S. citizen.
- Be an enlisted member of the Navy or Naval Reserve on active duty and have completed at least 4 years, but not more than 11 years, of active service as of 1 September of the year of enrollment.
- Have completed sufficient undergraduate course work to complete requirements for a nontechnical degree in 30 months or a technical degree in 36 months.
- Be at least 22 years of age, able to complete degree requirements, and commissioned before 33rd birthday.
- Have a cumulative grade point average of 2.5 or better on a 4.0 scale based on grades of all courses taken.
- Have a minimum SAT score of 430 verbal /520 math or a minimum ACT score of 19 English/24 math.
- Meet physical standards for officer candidates.
- Have no record of conviction by courts-martial, nonjudicial punishment, or civil court for other than minor traffic violations during the preceding 2 years. Have no record of a felony conviction, regardless of the date, or any record of drug abuse while in an enlisted status.
- Be recommended by the commanding officer.

OFFICER CANDIDATE SCHOOL

The OCS program provides 16 weeks of officer indoctrination training for enlisted personnel who possess a baccalaureate degree or higher. Upon graduation the candidate will be commissioned as an ensign USNR.

To be eligible, applicants must meet the following requirements:

- Be an enlisted person in any rating or paygrade.
- Meet age requirements. Beat least 19 years old and not have passed their 29th birthday by commissioning date. This age limit is extended for prior active service personnel on a month-to-month basis for up to 24 months.
- Be entitled to an honorable discharge and have 6 months of obligated service remaining on current enlistment.

For further information on OCS, consult OPNAVINST 1120.2A.

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TRAINING PETTY OFFICER

The training petty officer (TPO), one of the most important petty officers in a work center, is the backbone for all divisional personnel qualification programs. The TPO ensures training of personnel to operate and maintain their equipment and related systems. This is the prime factor affecting the operational readiness and performance of the command. Significant importance to readiness are operator and maintenance personnel, in rate and Navy enlisted classification code (NEC) training, watch station qualification, and maintaining watch station proficiency. TPOs administer training within the division by planning, developing, and coordinating the division training program to include general military training (GMT), individual watch station qualification, and operator and team proficiency in subsystems.

TRAINING SCHEDULE

TPOs develop annual, monthly, and weekly training schedules to help implement daily training. All training is recorded when held and entered in divisional training records, PQS books, PQS charts, and source records. Training should not conflict with daily work schedules and should be scheduled so that all personnel are present for training.

SCHEDULE TRAINING EVENTS AND LECTURES

Great care and thought should go into drafting a training schedule. Schedules should be made out using times that will not conflict with your scheduled work assignments. Most TPOs schedule

training immediately following morning quarters or after the noon meal. All GMT should be given at a time when experienced personnel will be available to give the necessary training. GMT will at times require persons from outside your division.

ENTER ALL TRAINING IN EACH MEMBER'S TRAINING RECORD

Another very important part of a TPO's job is to enter the training lecture in each member's training record. The TPO should be the only person making entries in the training records. Figure 4-7 illustrates an individual training record form that is used in each member's training record to document training.

PRESENTING PERSONNEL FOR QUARTERS, INSPECTIONS, AND CEREMONIES

As LPO, you may be required to form your division for inspections, command ceremonies, and at morning quarters. You should know the proper procedures and commands to form your division. You may also need to march the division from one place to another.

You probably remember most of the drilling movements from boot camp. However, as a refresher you should review close-order drill in *Military Requirements for Petty Officer Third Class,* NAVEDTRA 12044.

QUARTERS

Depending upon the type of ship and its operating schedule, quarters for muster and inspection are held each workday before 0800. Regular divisional quarters may be held for the following occasions:

- Fair weather parade
- Foul weather parade
- Personnel inspections
- Mustering on station

The following procedures are followed for divisional quarters.

Fair Weather Parade

The boatswain's mate of the watch announces over the 1MC, ALL HANDS TO QUARTERS FOR MUSTER, INSTRUCTION, AND INSPECTION. All hands then fall in ranks at attention. As the division LPO, you should conduct an immediate muster, fill out the muster report, and have it delivered to the division officer before officers' call. During the time the division officer is attending officers' call, you can read the plan of the day. Upon return of the division officer, call the division to attention for instruction and inspection. Divisions are inspected daily by the division officer, department head, or executive officer. On completion of quarters, the division officer commands, Division, LEAVE YOUR QUARTERS. All hands then salute and leave quarters.

Foul Weather Parade

The procedures prescribed above are the same for foul weather parade, except that a protected area is designated for quarters.

Personnel Inspections

The procedure for personnel inspections is the same as for regular divisional quarters at fair or foul weather parade.

General Assembly

QUARTERS FOR ASSEMBLY is ordered when the crew is addressed as a unit. The crew is paraded following unit instructions. The crew should be called to attention at the approach and departure of the captain.

Locker and Seabag Inspection

As the division LPO, you maybe required to conduct locker and seabag inspections for the division officer. *U.S. Navy Uniform Regulations* states:

> Commanding officers shall require the clothing of all nonrated personnel to be inspected by division officers at regular intervals to ensure that each person possesses his prescribed outfit. Clothing of petty officers may be inspected on an individual basis, if appropriate.

INDIVIDUAL TRAINING RECORD

PERIOD COVERED FROM TO

TITLE

Individual Training Record of

Topic	Military	Professional	On-the-job training	Date

Figure 4-7.—Individual training record.

Locker and seabag inspections are held for several reasons. One reason is that living spaces aboard ship are limited. Some of our younger people have never learned to keep their personal gear in order. They must learn to stow their lockers neatly and keep possessions to a minimum. If they are allowed to live in a disorganized manner, gear will be left adrift and may be stolen. Your people receive a clothing allowance, so there is no reason they cannot maintain a full regulation seabag. All clothing should be properly marked to discourage illegal "borrowing." Your division will present a much better appearance at quarters if all hands are in properly marked regulation uniforms, *U.S. Navy Uniform Regulations,* NAVPERS 15665G, lists all required seabag items and correct marking procedures.

SUMMARY

Professional responsibilities are the same as those of senior petty officers in every rating. Your advancement to petty officer first class will be a significant milestone in your naval career. You will now plan and supervise the work and teach new skills. You are responsible for keeping abreast of the latest information concerning educational and career opportunities so that you can share this information with your junior personnel. Your people will look to you for guidance when considering the Navy as a career. Your credibility is on the line each time you answer a question so make sure you have the correct information.

In this chapter we briefly presented your responsibilities toward your personnel including personnel awarded EMI, extension of working hours, and the withholding of privileges. We discussed watch organization including the WQS bill. PQS programs were discussed and advancement requirements explained to you. You know how to properly screen enlisted service records and understand the importance of the record. You should know the application procedures for LDO and CWO within the naval structure. We discussed the importance of the TPO and training within the division. The presentation of your division for quarters, inspections, and ceremonies were presented. As a senior petty officer, you should know these responsibilities so that you can provide accurate information to your personnel.

REFERENCES

Personnelman 3 & 2, NAVEDTRA 10254-D1, Naval Education and Training Program Management Support Activity, Pensacola, Fla., 1987.

SCUTTLEBUTT

The origin of the word *scuttlebutt,* which is nautical parlance for a rumor, comes from a combination of "scuttle," to make a hole in the ship's side causing her to sink, and "butt," a cask or hogshead used in the days of wooden ships to hold drinking water; thus the term *scuttlebutt* means a cask with a hole in it. "Scuttle" describes what most rumors accomplish if not to the ship, at least to morale. "Butt" describes the water cask where men naturally congregated, and that's where most rumors get started. The terms *galley yarn* and *messdeck intelligence* also mean the spreading of rumors and many, of course, start on the messdeck.

CHAPTER 5

MILITARY REQUIREMENTS

LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. State the requirements for standing a proper military watch.
2. Describe the procedures for setting and relieving the watch.
3. Describe the procedures for keeping and correcting the deck log.
4. State the duties and responsibilities for the junior officer of the deck (JOOD) in port.
5. State the security procedures to be followed for casual visitors.
6. State the security procedures for personnel with and without visitor clearance.
7. Describe the security procedures for unauthorized visitors.
8. Describe the security watches required in U.S. and foreign ports.
9. State the duties and responsibilities of the senior section leader and-the section leader.

> The OOD (in-port) is that officer or petty officer on watch designated by the commanding officer to be in charge of the unit. He/she is primarily responsible for the safety and proper operation of the unit.
>
> —*Standard Organization and Regulations of the U.S. Navy,* OPNAVINST 3120.32B.

This chapter will give you an overview of the duties, responsibilities, and organizational relationship of the officer of the deck (OOD) in port and the junior officer of the deck (JOOD) in port.

One of the most important watches you will stand as a senior petty officer is the in-port OOD. The in-port OOD, next to the captain and the executive officer, is the most important person aboard ship. As a direct representative of the commanding officer, the OOD has all the authority of command. The in-port OOD should continually supervise, inspect, control, make timely and sound decisions, and be ready to respond quickly to a variety of situations. The OOD should be ever mindful of the weather when the ship is anchored, moored, or secured to a pier. Security of the ship is one of the most important duties of the ODD in port.

As a senior petty officer, knowing the duties and responsibilities of the OOD is as important as knowing the duties and responsibilities of your division officer. The following information will help you in your personnel qualification standards (PQS) for in-port OOD. (Two other excellent sources of information are *Boatswain's Mate 1 & C,* NAVEDTRA 10122-E, and the *Watch Officer,* NAVEDTRA 10719-C.)

In the following paragraphs, we will cover some of the general duties of OOD and JOOD watch standers; how to prepare for a watch; relieving procedures; and duties, responsibilities, and authority.

Although the following paragraphs cover standing watch aboard ship (in port), the

principles involved also apply to watches ashore.

PERFORMANCE OF DUTY ON WATCH

The following instructions paraphrase the *Standard Organization and Regulations of the U.S. Navy (SORN),* OPNAVINST3120.32B. The *SORN* should be used as a general guide for standards met by all watch standers, As a watch stander, you are responsible for the following:

1. Proper performance of all duties prescribed or your watch. All persons in your charge will be subject to your orders.
2. Remain responsible for your watch and remain on station until properly relieved. You should require the same of all persons on watch with you. You should instruct them as necessary in the performance of their duties. Ensure that they are at their stations and are attentive, alert, and ready for duty. You should train yourself and your subordinates to foresee situations that may arise and take corrective actions as required.
3. Conduct yourself in a smart and military manner at all times.
4. Use phraseology that is customary to naval personnel when issuing orders and making reports.
5. Demand of yourself and others formality in all relationships while on watch.
6. Promptly inform appropriate persons of matters concerning your watch so they can properly perform their duties.
7. Make all required inspections and any additional inspections necessary to ensure that the duties of the watch are properly performed.

PREPARATION FOR THE WATCH

There is a good deal of preparation required before the OOD assumes a deck watch in port. As a matter of routine, the relieving OOD should review the Plan of the Day and local command instructions. This includes those of the senior officer present afloat (SOPA); and unit policy concerning existing or special situations. Generally, all basic information needed by the OOD is contained in a folder that is kept on the quarterdeck.

Some of the most important aspects of the watch that the in-port OOD should consider are listed below. Based on the experience of the OOD or under special circumstances, the OOD should also consider other aspects not listed below.

1. Anchor in use and scope of chain
2. Depth of water and type of bottom
3. Lines in use, if alongside
4. Anchorage bearings, if at anchor
5. Weather conditions expected and preparations for them
6. State of tide
7. Boiler and auxiliaries in use
8. SOPA and other ships present
9. Location of the flag officer (if any), captain, executive officer, and department heads
10. Senior officer aboard and senior duty officer
11. Number of boats in the water, their locations, and boat officers available
12. Absentees, prisoners, and duty lists
13. General appearance of the ship
14. Orders for the day and special orders
15. Liberty sections, time liberty expires, and approximate number of personnel ashore
16. Guard ships
17. Status of planes, if any
18. Work or drills in progress or scheduled
19. Visitors on board or expected and any orders concerning them
20. Workers or other authorized civilians on board
21. If at night, designated ready lifeboat and any morning orders for the anchor watch
22. Boat schedule

SETTING THE WATCH

Setting the watch occurs with a change of watch conditions within the ship. A watch is set upon getting underway, mooring, and changing the conditions of readiness. Personnel assigned to watch stations are responsible for setting the watch and for making the watch station ready to function as rapidly as possible. They are also responsible for ensuring that necessary equipment, material, and personnel are on station.

RELIEVING THE WATCH

Relieving the watch is a controlled and precise function. Experience has shown that the ability

to handle casualties and tactical decisions is significantly reduced during the transition period between watches. The following guidelines should be followed when relieving the watch:

1. The relieving watch should be on station in enough time to become familiar with equipment conditions and the overall situation.
2. The relieving watch should make an inspection of all spaces and equipment, as required by the commanding officer, before relieving the watch.
3. The relieving watch should read the commentary sections of the ship's deck log from the last time he or she was on watch. If continuity has been interrupted, the preceding three watches are reviewed. The relieving watch should carefully note unusual conditions, deviations from normal conditions, and other matters of importance and discuss them with the person being relieved.
4. Both the relieved watch and the relieving watch are responsible for seeing that the relieving watch is aware of all unusual conditions. These include tactical situations, equipment out of commission, outstanding orders, deviations from normal plant or equipment lineup, forthcoming evolutions, and any other matters pertinent to the watch.
5. The relief should be exercised smartly in each case under the following guidelines:
   a. The relief reports, "I am ready to relieve you, sir or ma'am."
   b. The person being relieved gives a status report of the watch section.
   c. The relief makes a tour of the watch station.
6. The person being relieved completes briefing of relief (including unexecuted orders and anticipated evolutions) and answers any questions.
7. The relief, when fully satisfied that complete information on the watch has been passed, relieves the watch by saying, "I relieve you, sir/ma'am."
8. At this time responsibility for the watch stations shifts to the oncoming watch; and the person being relieved will state, "I stand relieved."
9. The log is completed and signed by the offgoing OOD before leaving the watch station.

Another important aspect of relieving the watch is determining what watches are being manned, who is manning them, and who they report to. Since watches are dispersed throughout the ship, this information is very important in the smooth transition from watch to watch. The oncoming OOD should be aware of the current status of the watch bill, such as authorized changes, special watches, or conditions that are different from those stated in the Plan of the Day.

THE OOD IN PORT

As stated in OPNAVINST 3120.32B, the in-port officer of the deck is an officer or petty officer on watch designated by the commanding officer to be in charge of the unit. The OOD is primarily responsible for the safety and proper operation of the unit.

A petty officer assigned as the in-port officer of the deck has the same status as a commissioned or chief warrant officer; therefore, the orders of a petty officer assigned as OOD have the same enforcement powers. The OOD is designated in writing by the commanding officer. On most ships the OOD is required to complete the section of the surface warfare officers' PQS that relates to the OOD in port.

ORGANIZATIONAL RELATIONSHIP OF THE OFFICER OF THE DECK

The in-port officer of the deck reports directly to the commanding officer for the safety and general duties of the ship. He or she reports to the command duty officer in port (executive officer when a command duty officer [CDO] is not assigned) for carrying out the ship's routine. The CDO has the authority to relieve the officer of the deck when necessary for the safety of the ship.

The following personnel report to the in-port officer of the deck:

The junior officer of the watch (JOOW) for assigned duties and watch training.

The communications watch officer for the expeditious transmission and receipt of operational and general messages.

The quartermaster of the watch for assigned duties.

The boat coxswains, or boat officers when assigned, for the safe and proper operation of ship's boats.

The officer, petty officer, or JOOD (in port) in chargeof the gangway watch for the maintenance of a properly posted and alert watch on the crew's brow or accommodation ladder.

The petty officer of the watch supervises the quarterdeck watch, anchor watch, fog look-outs, brow and dock sentries. When there is no Marine Detachment assigned, and security watches and patrols are also under the control of the in-port OOD.

The duty Master-at-Arms for maintenance of good order and discipline and the security and processing of prisoners.

The sergeant of the guard for direction of the guard in performing their duties (in ships having a Marine Detachment).

The in-port watch organization chart, shown in figure 5-1, shows the relationship of the OOD to the in-port watch.

DUTIES, RESPONSIBILITIES, AND AUTHORITY OF THE OFFICER OF THE DECK

Your OOD duties will vary from ship to ship and station to station. The type of command and your commanding officer will dictate modifications to the OOD orders. The following duties, responsibilities, and authorities are listed from the *SORN*. 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 in accordance with the U.S. Coast Guard navigation rules of the road and the orders of the commanding officer and other proper authority.

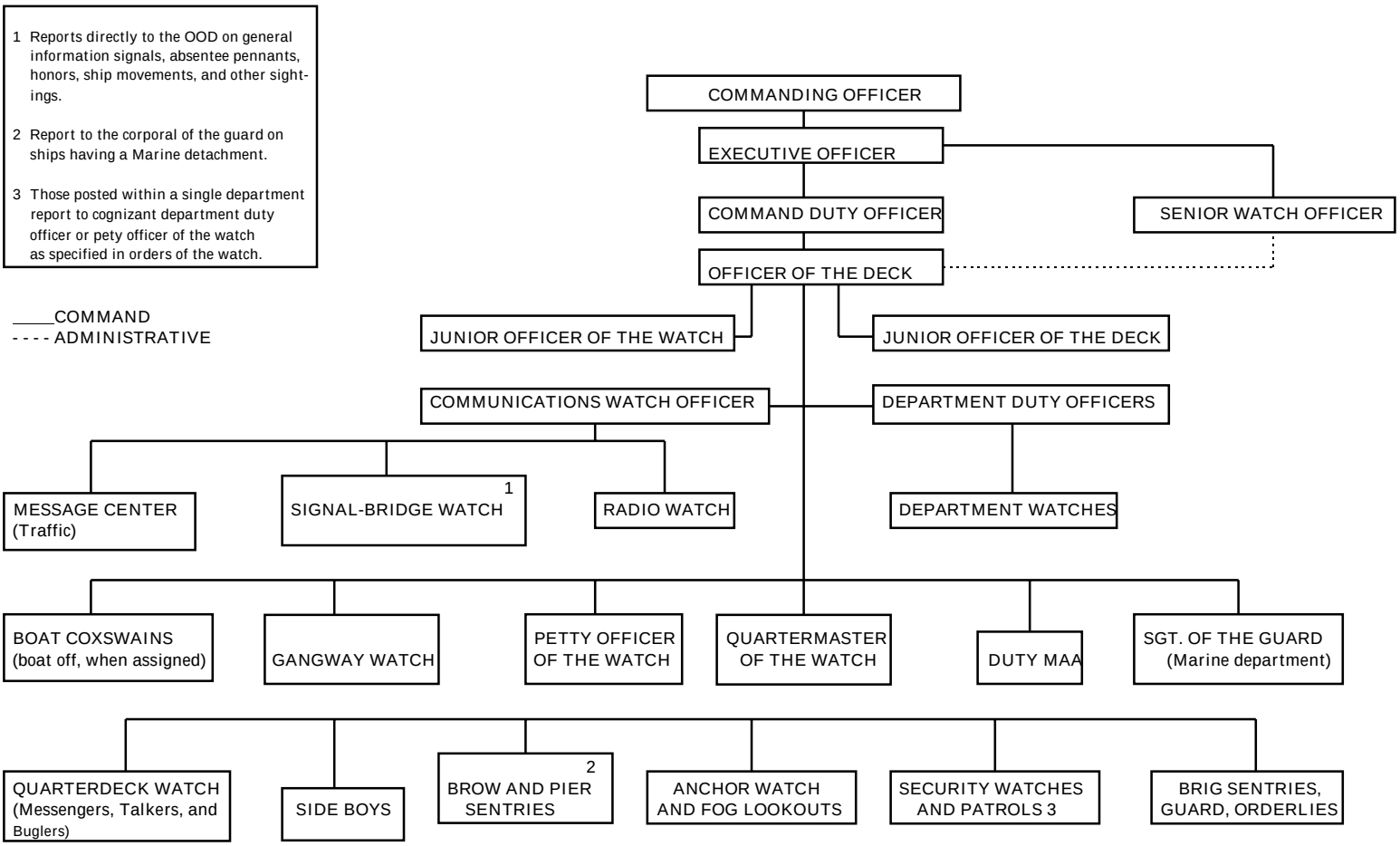


Figure 5-1.—Watch Organization chart (in port).

(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 Plan of the Day, 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 in accordance with the boat schedule published by the executive officer and the orders of the commanding officer and other proper authority.

(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 in-port CDO 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, and the whistle, gong, and bell in accordance with 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 on-the-job training for the JOOW, 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.

Apprehension and Restraint

As the officer of the deck, you need to know the difference between APPREHENSION and the three degrees of RESTRAINTS: (1) restriction instead of arrest, (2) arrest, or (3) confinement. At any time during the watch, you may have to take custody of personnel charged with misconduct. All officers, petty officers, and noncommissioned officers of any service have authority to apprehend offenders who are subject to the *Uniform Code of Military Justice*.

APPREHENSION. —Apprehension is the equivalent of an arrest in civilian life. It is the taking of a person into custody. An apprehension is made by clearly notifying the person being apprehended that he or she is in custody. The notice can be given orally or in writing. The person making the apprehension may only use such force and means as is reasonably necessary to affect the apprehension. Apprehension continues until the person is delivered to proper authority. Aboard ship, the authority is the OOD.

RESTRAINT. —Restraint is the moral or physical restraint on a person's liberty. It may consist of restriction in lieu of arrest, arrest, or confinement.

Restriction in Lieu of Arrest. —Restriction in lieu of arrest is the restraint of a person by an oral or written order directing the person to remain within specified limits of an area. A restricted person, unless otherwise directed, performs full military duties while restricted.

Arrest. —Arrest is the restraint of a person by an oral or written order, not imposed as punishment, directing the person to remain within the specified limits of an area. A person in the status of arrest may not be required to perform full military duties. The person may be relieved of such duties as supervising personnel, serving as a guard, or bearing arms. A person in arrest may do ordinary cleaning or policing or take part in routine training and duties.

Confinement. —Confinement is the physical restraint, imposed by order of competent authority, depriving a person of his or her freedom pending the disposition of offenses. No person may be ordered into confinement except for probable cause. Probable cause exists when there is a reasonable belief that

1. an offense triable by court-martial has been committed,
2. the person confined committed it, and confinement is required by the circumstances.

Only a commanding officer to whose authority a civilian or an officer is subject may order restraint of the civilian or officer. When a person is placed under restraint, that person should be informed of the nature of the offense that is the basis for such restraint.

Granting Asylum and Temporary Refuge

As the in-port OOD, you may be the first person contacted by someone seeking asylum or temporary refuge aboard your commend. You should be aware of your authority to provide assistance and protection to these people. You should also know what your responsibilities are if foreign authorities request their return. Be sure to check your command's instructions on procedures to follow if someone seeks asylum or temporary refuge. The following is paraphrased from article 0939 of *United States Navy Regulations.*

HIGH SEAS AND U.S. TERRITORIES. — On the high seas or territories under exclusive United States jurisdiction, persons should be received on board at their request. Under no circumstances should the person be surrendered to foreign jurisdiction or control, unless directed by the Secretary of the Navy or higher authority. The person should be afforded every reasonable care and protection permitted by the circumstances.

FOREIGN TERRITORIES. —In territories under foreign jurisdiction, refuge should be granted for humanitarian reasons only in extreme or exceptional circumstances where life or safety of the person is in imminent danger. When refuge is granted, such protection should only be terminated when directed by the Secretary of the Navy or higher authority. If foreign authorities request return of the person, it should be reported to the Chief of Naval Operations (CNO). The foreign authorities should be informed that the case has been referred to higher authorities.

If temporary refuge is terminated by higher authority, the person should be released only to the authority designated in the message authorizing release.

Permanent asylum cannot be granted. Foreign nationals requesting political asylum in the United States should be advised to contact the nearest American Embassy or Consulate. You should never directly or indirectly invite persons to seek asylum or temporary refuge.

The Deck Log (In Port)

The basic requirements for maintaining the ship's deck logs are contained in the *SORN* and *U.S. Navy Regulations.* OPNAVINST 3100.7B, *Preparing, Maintaining and Submitting the Ship's Deck Log,* provides detailed guidance in preparing the ship's deck log.

All U.S. Navy ships in commission and other designated craft are required to maintain a ship's deck log. The deck log is the official daily record of a ship, by watches. Every circumstance and occurrence of importance or interest that concerns the crew and the operation and safety of the ship or that may be of historical value is described in the deck log.

The deck log is a chronological record of events occurring during the watch. Accuracy in describing events recorded in a ship's deck log is essential. Deck log entries often constitute important legal evidence in judicial and administrative fact-finding proceedings arising from incidents involving the ship or its personnel.

Information in the ship's deck log is **For Official Use Only.** The ship's deck log is prepared in duplicate. The original copy is submitted monthly to the Chief of Naval Operations for permanent retention. The copy is retained on

board for 12 months and then destroyed. All entries in the ship's deck log are made in **black** ink with a ball-point pen. All remarks should be neat and legible. Only standard Navy phraseology should be used.

No erasures are permitted in the deck log. If you make a mistake, draw a single line through the original entry (so that it remains legible). Insert the correct entry in such a manner as to ensure clarity and legibility, and place your initials in the margin. Corrections, additions, or changes are made only by the person required to sign the record for the watch. Figures 5-2 and 5-3 show a ship's deck log.

SHIP'S DECK LOG • TITLE PAGE
OPNAV 3100/98 (Rev 7-84) S/N 0107•LF-031-0498

IF CLASSIFIED STAMP SECURITY MARKING HERE

FOR OFFICIAL USE ONLY

SHIP'S DECK LOG

OF THE

U.S.S. _____

_____
(hull number)

ATTACHED TO { _____ DIVISION
_____ SQUADRON
_____ GROUP
_____ FLEET

COMMENCING _____ ,19 _____
(zone time and date)

AT _____
(location)

ENDING _____ ,19 _____
(zone time and date)

AT _____
(location)

EXAMINED AND
CERTIFIED TO BE CORRECT _____ NAVIGATOR
(name, grade and signature)

APPROVED BY _____ COMMANDING
(name, grade and signature)

TO BE COMPLETED FOLLOWING CHANGE OF COMMAND

DATE OF CHANGE OF COMMAND

_____

APPROVED BY _____ COMMANDING
name, grade and signature of Relieving Commanding Officer)

FORWARD DIRECT TO THE CHIEF OF NAVAL OPERATIONS AT THE END OF EACH MONTH

REPORT SYMBOL
OPNAV 3100 • 10

IF CLASSIFED STAMP REVIEW/DECLASSIFICATION DATE HERE

IF CLASSIFIED STAMP SECURITY MARKING HERE

Figure 5-2.—Ship's Deck Log.

OPNAV 3100/99 (Rev. 7-84)
S/N 0107-LF-031-0499

SHIP'S DECK LOG SHEET

IF CLASSIFIED STAMP SECURITY MARKING HERE

USE BLACK INK TO FILL IN THIS LOG

SHIP TYPE	HULL NUMBER	YEAR	MONTH	ZONE	DAY		CLASS	HANDL
DA DD	GN 1170	6	Ø6	Q	12	E	U	

USS UNDERWOOD

AT / PASSAGE FROM NORFOLK, VA

TO

POSITION 0800	ZONE	TIME	POSITION 1200	ZONE	TIME	POSITION 2000	ZONE	TIME
L		BY	L		BY	L		BY
λ		BY	λ		BY	λ		BY

LEGEND
1 - CELESTIAL
2 - ELECTRONIC
3 - VISUAL
4 - D.R.

TIME	ORDER	CSE	SPEED	DEPTH	RECORD OF ALL EVENTS OF THE DAY
					ØØ - Ø4
2342					Assumed the watch. Moored portside to
					USS Royal (DD-183) at pier 3, berth 32, Naval
					Station, Norfolk, Virginia with standard
					mooring lines doubled and springlay
					out fore and aft. Receiving various
					services from the pier. Cold iron and
					security watches are posted. Material
					Condition YOKE is set throughout the
					ship. Ships present include various
					units of the U.S. Atlantic Fleet. SOPA is
					COMSECONDFLT RADM J.R. FROST embarked
					in USS Remington (AD14).
2345					Security watch reports all conditions normal.
Ø159					Security watch reports all conditions normal.
Ø3Ø5					Security watch reports all conditions normal.
Ø345					Properly relieved by BM1 W.T. Door
					John A. Doe
					JOHN A. DOE, LTJG, USNR
					Ø4 - Ø8
Ø345					Assumed the watch. Moored as before
Ø358					Security watch reports all conditions normal.
Ø5Ø6					Security watch reports all conditions normal.
*Ø725					Security watch reports all conditions normal.
*Ø617					Observed ~~sunset~~ sunrise. Secured anchor lights.
Ø73Ø					Properly relieved by LT. Paul T. Boat
					Water T. Door
					WATER T. DOOR, BM1, USN
					Ø8 - 12

REPORT SYMBOL OPNAV 3100-10

IF CLASSIFIED STAMP REVIEW / DECLASSIFICATION DATE HERE

IF CLASSIFIED STAMP SECURITY MARKING HERE

Figure 5-3.—Ship's Deck Log Sheet.

show a ship's deck log title page and sheet with sample entries.

The deck log includes, as appropriate, data and information regarding the following:

1. Orders under which the ship is operating and the character of duty in which engaged
2. Significant changes in the state of the sea and weather
3. Draft
4. Sounding
5. Zone description
6. Particulars of anchoring and mooring
7. Changes in the status of ship's personnel or passengers
8. Damage or accident to the ship, its equipage, or cargo
9. Death or injuries to personnel, passengers, visitors, longshoremen, harbor workers, or repairmen
10. Meeting and adjourning or recessing of courts-martial and other formal boards
11. Arrests, suspensions, and restorations to duty
12. Such other matters as maybe specified by competent authority

Ships may be exempt from recording entries in the deck log daily by watches only under the following circumstances:

- The Chief of Naval Operations, through the fleet or force commander, may direct that deck log entries for ships engaged in special operations be limited to the nonoperational data, such as that required by the preceding paragraph. Entries may be made upon occurrence of noteworthy events rather than by daily watches. The operational data for ships so directed should be recorded in a manner prescribed by the CNO.

- Ship's undergoing a scheduled period of regular overhaul, conversion, or inactivation may, during that period, make log entries upon occurrence of noteworthy events rather than daily watches.

Occasionally, information may be received after later events have already been recorded. In this case, make a *late entry* as follows: In the left-hand margin corresponding to where the entry should have been recorded, place an asterisk (*). Enter the late entry on the next available line and place another asterisk in the left-hand margin.

Sometimes the commanding officer will direct a change or addition to one of the foregoing records. When this happens you should comply unless you believe the proposed change or addition to be incorrect. In this event, the commanding officer enters your remarks on the record over his or her signature as appropriate. No change maybe made in a log after it has been signed by the commanding officer without the permission or direction of the commanding officer.

The officer of the deck supervises the keeping of the ship's deck log. The OOD ensures all operational and navigational data and all other relative information, including exact times, are entered accurately and chronologically as each event occurs.

The petty officer of the watch or other designated watch personnel should write the log of the watch legibly. Each event should be recorded at the time it happens or as directed by the officer of the deck.

The navigator examines the ship's deck log daily and ensures it is properly kept. After each month's log is complete, the navigator certifies the correctness of its contents. The navigator then submits the deck log to the commanding officer at the end of each month for the CO's signature.

JUNIOR OFFICER OF THE DECK IN PORT

Depending on the size of the ship, you could be assigned as the junior officer of the deck (JOOD) in port. The JOOD is assigned as the principal assistant to the OOD. The JOOD is generally assigned to the crew's brow or gangway and performs such duties as the OOD may direct.

ORGANIZATIONAL RELATIONSHIPS OF THE JUNIOR OFFICER OF THE DECK

The JOOD in port reports to the following:

1. The OOD (in port) for the performance of the watch.
2. The navigator, through the senior watch officer, for training and assignment to watches.

The following personnel report to the JOOD:

1. Members of the brow or gangway watch regarding their duties.

2. Other members of the watch as the in-port OOD directs.

DUTIES, RESPONSIBILITIES, AND AUTHORITY OF THE JOOD

As the JOOD, you are responsible to the OOD, and duties may vary from ship to ship and station to station. The JOOD has the following duties and responsibilities as outlined in the *SORN:*

(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.

Commanding officers are responsible for the control of visitors to their commands and shall comply with the relevant provisions of the *Information and Personnel Security Program Regulation,* OPNAVINST 5510.1H, and other pertinent directives.

— *United States Navy Regulations*

SHIP'S SECURITY

One of the primary responsibilities of the OOD and the watch is to ensure the security and safety of the ship. In port a ship can be threatened in many ways. Threats to the ship may be natural, in the form of storms, or accidental, in the case of fire or collision. A ship may also be threatened from an almost limitless range of deliberate human actions.

The security of the ship is the responsibility of all hands. Everyone aboard ship should be aware of security and be alert for any signs of danger. The security of the ship is always paramount and should be of constant concern to the in-port OOD. No matter how quiet and uneventful a watch may seem to be, the OOD should never allow security of the ship to be relaxed.

VISITOR CONTROL

All Navy ships are required to have a general visiting bill, which provides for the control, identification, and supervision of visitors. A VISITOR is any person who is not a member of the unit's company or is not a member of a staff using a ship as a flagship.

Casual Visiting

CASUAL VISITING refers to visits on board by individuals or specific groups, as differentiated from the general public. In general, casual visits should be approved in advance by the commanding officer. Persons included in such visits include specifically invited guests, members of the U.S. Armed Forces, close relatives of the unit's personnel, and other persons on legitimate business.

General Visiting

GENERAL VISITING refers to specifically authorized occasions when the unit acts as host to the general public, which will normally be conducted between the hours of 1300 and 1600. An important point to keep in mind when visitors are aboard is that visiting is done on an unclassified basis. This means that no classified areas or information should be shown or given to the general public. The visiting bill shows the areas that are open for general visiting and describes the safeguards that must be observed.

Any visitor who is authorized access to classified information should present adequate identification at the time of the visit. In briefing escorts, the OOD should ensure they understand what spaces are not open to visitors. The OOD should ensure access to spaces containing classified or sensitive equipment is denied, unless such equipment has been concealed or adequately protected. Personnel from each department should be detailed to act as guides to conduct tours. One person should be assigned to each group of visitors (15 people per group). Sentries should be stationed to assist visitors and to keep them from tampering with equipment.

One-half hour before the scheduled commencement of general visiting, sentries and guides should be mustered, inspected, and instructed by the chief master-at-arms. Additional messengers and qualified swimmers should be stationed at gangways, if necessary, to assist visitors in and out of boats and onto accommodation ladders. The medical officer should provide first-aid personnel during general visiting. Visitors requiring first aid should be escorted to sick bay. The command duty officer should be notified whenever a visitor is injured or requires first aid. Visitors requiring first aid should be escorted to sick bay. The command duty officer should be notified whenever a visitor is injured or requires first aid. Personnel should be detailed to maintain a count of general visitors coming aboard and leaving the ship. At the conclusion of visiting hours, a search of the ship should be made to ensure all visitors have departed.

The general visitor bill is based on the probable presence of foreign agents among the visitors. You should be on the alert for any visitor who expresses an unusual interest in unauthorized information. You should also be suspicious of any visitor who expresses feelings that are hostile, unfriendly, or not in the best interest of the United States. All suspicious actions should be reported immediately to the security officer or security manager or, if necessary, directly to the commanding officer.

Visitors with a legitimate reason to board the ship should be received politely. Every visitor coming on board, including those in uniform or on official business, should present proper identification at the time of each visit.

Entertaining Guests

Officers are permitted to have personal guests during visiting hours, between the hours of 1600 and 2200 daily, and at other times with the approval of the executive officer. The guests should be escorted at all times, and it is the individual officer's responsibility to ensure they are not shown spaces that might embarrass personnel attached or endanger the security classification of any material on board.

Chief petty officers are permitted to entertain guests in their messroom and lounge after 1100 and until the expiration of visiting hours on Sundays and during general visiting. Guests should be escorted by the OOD messenger from the quarterdeck to the CPO messroom if not accompanied by a chief. Guests are not permitted in any part of the CPO quarters.

Enlisted members may entertain members of their families in the crews' lounge and messing spaces when general visiting is permitted. They are not permitted in other areas of the ship except those authorized for general visiting. Enlisted members may, with permission of the OOD, entertain guests in designated areas outside of working hours and at times other than general visiting hours.

Visits by Foreign Nationals

Unclassified controlled visits by foreign nationals may be authorized by the commanding officer, subject to local restrictions established by higher authority. Classified visits should be authorized by the CNO, and then only with the approval of the commanding officer. When foreign nationals are approved for visiting, they should be constantly escorted and only allowed to visit those parts of the ship specifically authorized.

VISITORS WITH AND WITHOUT VISIT CLEARANCE

Visits by individuals who have access to classified information should be preceded by approval of the visit request by the commanding officer unless a day-to-day working relationship has been established and the visitor's clearance status is personally known to members of the unit.

Shipyard personnel are allowed on board during assigned availabilities without receiving duty officer approval provided an authorized access list is available and appropriate identification is presented and checked against the access list. At all other times, the visit clearance procedures should be followed.

The number of uncleared visitors allowed on board should be held to a minimum. When on board, uncleared visitors should be constantly escorted by a member of the unit. The following uncleared visitors are authorized to visit after approval of the duty officer:

1. Close relatives of unit personnel.
2. Service personnel of the U.S. Armed Forces desiring to visit the unit on a not-to-interfere basis. Such personnel should be accompanied by a member of the unit.
3. Any exceptions to the preceding should be approved in advance by the commanding officer or executive officer. Should the duty officer be unable to obtain this authorization

in advance and further believes that the best interest of the Navy or unit would be served by permitting a certain visit, approval may be granted. However, the duty officer should notify the commanding officer of the circumstances as soon as practical.

NOTE: UNCLEARED VISITORS MAY NOT ENTER NUCLEAR ENGINEERING SPACES OR ANY OTHER LIMITED OR EXCLUSION AREA.

SECURITY FROM UNAUTHORIZED VISITORS

Situations could occur in which an unauthorized person (such as a commercial agent, occupant of a pleasure boat, or a member of a nonmilitary organization) would attempt to board the unit for various reasons, including mischief, revelry, or political purposes. Such boardings should be prevented, and steps should be taken to deal with the offender(s). In a U.S. port, violators should be taken into custody and immediately delivered to federal law enforcement officers. In a foreign port you should immediately notify local law enforcement agencies of any willful or attempted violation of security orders. Violators should NOT be taken into custody unless it is necessary to maintain the unit's safety and security.

SECURITY WATCHES IN U.S. AND FOREIGN PORTS

The unit's security watch bill is designed to provide the maximum security of the unit consistent with the performance of assigned missions and routine functions. You should always be alert to detect personnel attempting to board other than at the brows, sea ladders, or other normal access areas.

When anchored or moored, the ship has the following watches:

- Command duty officer (CDO)
- Officer of the deck (OOD)
- Petty officer of the watch (POOW)
- Security patrol (SP)
- Cold iron watch—in engineering spaces not otherwise occupied

The following watches are manned if required by local conditions:

- Pier security (if moored to a pier)
- Forecastle and fantail sentries (continuous watch in foreign ports; from sunset to sunrise in U.S. ports)
- Signal watch

The OOD is directly responsible to the commanding officer for the posting of all security watches and sentries. Security is obtained by alertness, position, and mobility. When ships are secured to piers or moored in crowded harbors, they are particularly vulnerable. Any person who has reason to believe the ship is in danger of sabotage should notify the OOD immediately. The possibility of floating mines or an attempt to attach limpet mines to the side of the ship is always present where hostile or subversive elements exist. If, while standing the OOD, you are required to be armed, the pistol should be carried unloaded. Two loaded clips should be carried in the belt. Pistols should be used only in case of emergencies or when the security of the ship is threatened. You should never remove the pistol from the holster except to resist forceful entry to the ship or to make the inspection required when relieving the watch. The following safety precautions should be strictly adhered to while inspecting the pistol before relieving the watch:

1. Keep the pistol pointed upward to 45° and on a clear bearing during inspection.
2. Make sure that the magazine is removed.
3. Open the slide and lock it open,
4. Visually inspect the breech, chamber, and barrel.
5. Close the slide.
6. Lower the hammer to release tension on the hammer spring.

Pier Security Patrol

Pier sentries stand 4-hour watches armed with a rifle. They patrol that portion of the pier between the bow and the stern of the ship to prevent unauthorized persons from approaching the vicinity of the ship. They allow no one to board or leave except by the brow and to prevent loitering on the dock near the ship.

Forecastle and Fantail Security Watch

When these watches are posted, they are armed with a rifle, a belt, 30 rounds of ammunition, a police whistle, and a flashlight. They should not leave their posts until properly relieved. Upon being relieved they should report this fact to the OOD. They should prevent unauthorized persons from approaching or coming on board the ship. Should any boat or person closely approach the ship, they should challenge the boat or person and positively identify them before directing them to proceed to the gangway. The boat or person should be kept under surveillance until the OOD at the gangway has been notified and taken charge. If the challenge is not answered, it should be repeated; and then if no answer is received, the whistle should be sounded to call for assistance. The watch should be prepared to use the rifle as necessary to prevent the approach.

If the watch believes that the advancing person or boat is going to cause serious bodily harm or death, and all other means fail or cannot be reasonably exhausted in time, the use of deadly force becomes necessary. The use of deadly force should be thoroughly understood by all personnel under arms as outlined in SECNAVINST 5500.29A (Use of Force by Personnel Engaged in Law Enforcement and Security Duties).

SECTION LEADERS

The senior section leader in the division usually directs duty section policy implementation and sees that everyone is treated fairly on the division watch bill. The senior section leader makes decisions involving the operation of the division's duty sections and evaluates, supervises, and trains the division's section leaders.

The duty section leader is the division's ranking representative while in a duty status (after normal working hours) and is thus "senior" to all other members of the division (except the division officer and the senior section leader). In order for section leaders to carry out their military and professional responsibilities, they must be given authority that is commensurate with their assigned duties. They are in charge of their duty sections and are responsible for the conduct of the duty section. Because of their position, duty section leaders can demonstrate and develop their abilities as leaders. This opportunity is especially valuable for senior petty officers who would not otherwise have the chance to display or develop these skills. The most important job section leaders perform is seeing that the members of their sections are able to do any job that may be required of them. This will involve a great deal of work from everyone concerned to attain the necessary degree of proficiency.

Depending upon the size or class of ship, each division has a duty section leader who is the senior petty officer in each duty section. Therefore, being assigned as a section leader depends upon the size of the command and the number of personnel in your duty section.

As a section leader you will have things to report. Always use the chain of command. During normal working hours you should report to your leading petty officer (LPO).

The LPO will in turn report to the leading chief petty officer (LCPO) or the division officer. After normal working hours you report to your department duty officer, who reports to the command duty officer.

When you are assigned as a section leader, you assume additional responsibilities for the work, conduct, appearance, and welfare of the personnel in your section. Along with these additional responsibilities, you are granted additional authority to properly carry out your duties.

The section leader is the first step up the ladder of naval authority. You may be the supervisor for all the routine and special activities of the people in your section, including reveille, quarters for muster, observance of the proper uniform of the day, and for items listed in the Plan of the Day. Also, you are responsible for the damage control functions of your duty section after normal working hours.

When your duty section is being relieved, you should pass on to your relief any information regarding the section. This could range from safety hazards to the cleanliness of the ship.

The example division organizational chart (fig. 5-4) shows the relationship of the senior section leader and section leader within the division.

SUMMARY

As a senior petty officer, one of the duties you are in line for is the officer of the deck and the organizational relationship with other members of the watch team. It is important that you know how to prepare for the watch, set it, and relieve it.

Also, you should know the correct procedure for keeping the deck log, as it is a chronological record of all events occurring during your watch.

You should know the different types of restraint in the event a member of your command is apprehended and returned.

You should also know what to do if someone seeks asylum or temporary refuge aboard your ship or station. The information given in this chapter should give you an excellent foundation for standing the OOD watch.

Security, as well as safety, is the responsibility of all hands. Increased awareness of all aspects of security should be added to your list of responsibilities as a senior petty officer. Your ship's visitors bill provides you with information on general visiting, how to handle visitors with and without clearances, and what to do if an unauthorized visitor attempts to board your ship. You should also know what watches are required in U.S. and foreign ports.

Another responsibility of a senior petty officer is the senior section leader and section leader. You were introduced to both of these important duties.

Remember, no matter what duties you are assigned as a senior petty officer, dedication, pride, and professionalism are what being a petty officer is all about.

REFERENCES

Department of the Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1H, Office of the Chief of Naval Operations, Washington, D.C., 1990.

Manual for Courts-Martial United States, 1984, Office of the Secretary of Defense, Washington, D.C., 1984.

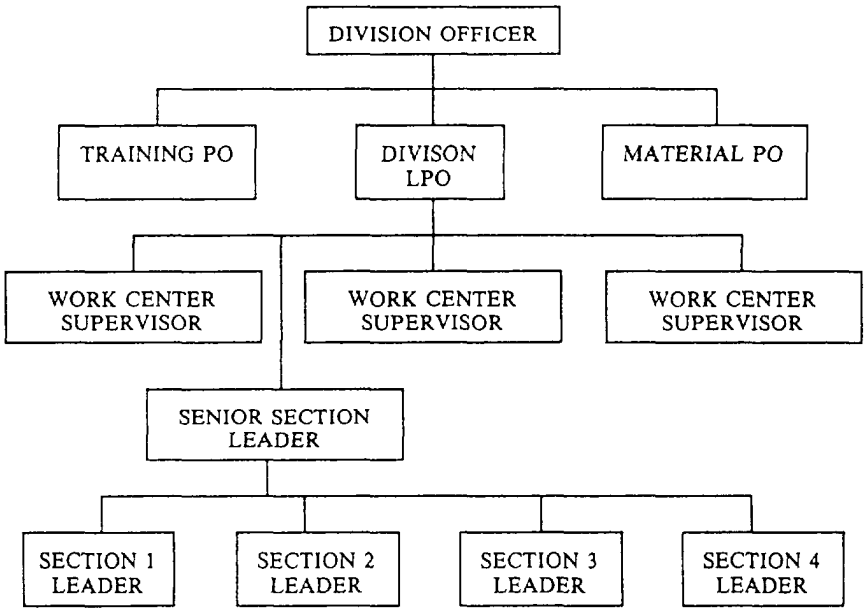


Figure 5-4.—Example of division organizational chart.

Preparing, Maintaining and Submitting the Ship's Deck Log, OPNAVINST 3100.7B, Office of the Chief of Naval Operations, Washington, D.C., 1986.

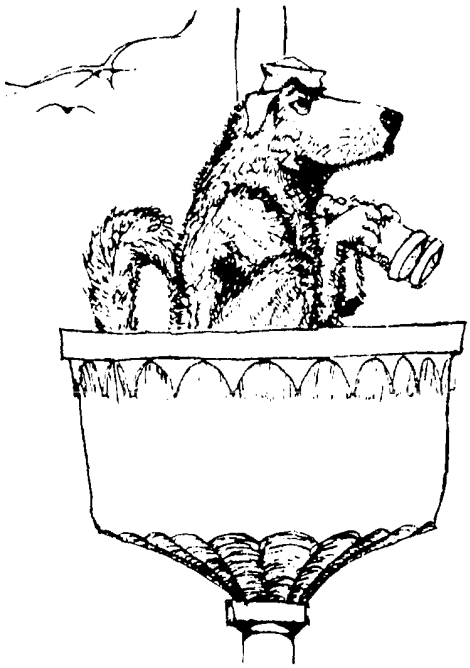
Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32B, Office of the Chief of Naval Operations, Washington, D. C., 1986.

United States Navy Regulations, 1990, Office of the Secretary of the Navy, Washington, D.C., 1990.

DOG WATCH

Dog watch is the name given to the 1600-1800 and the 1800-2000 watches aboard ship. The 1600-2000 4-hour watch was originally split to prevent men from always having to stand the same watches daily. As a result, sailors dodge the same daily routine, hence they are dodging the watch or standing the dodge watch.

In its corrupted form, dodge became dog and procedure is referred to as "dogging the watch" or standing the "dog watch."



CHAPTER 6

SAFETY AND SURVIVAL

LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Identify the responsibilities of the division safety petty officer.
2. Explain mishap prevention education and training.
3. Describe the three types of safety observations and when to use them.
4. Describe the purpose of a job safety analysis.
5. Explain the purpose of the enlisted safety committee.
6. Explain the Navy's Occupational Safety and Health (NAOSH) Program.
7. Identify the responsibilities of the Hazardous Waste/Material petty officer.
8. Describe the safety precautions used when working with industrial equipment and hazardous materials.
9. Describe the types of respirators and their uses.
10. Describe the Navy's Hearing Conservation, Noise Abatement, and Sight Protection Programs.
11. Describe the Navy's Equipment Tag-Out Program (tag-out log audit).
12. State the different types of survival situations and the responsibility of the senior petty officer.
13. State the methods of survival.

> The object of the safety program is to enhance operational readiness by reducing the number of deaths and injuries to personnel and losses and damage to material from accidental cause.
>
> —OPNAVINST 3120.32B

As a junior petty officer, your role in the command safety program involved practicing safe work habits and reporting safety discrepancies to your leading petty officer. As a senior petty officer, you still have these primary responsibilities; however, you also have the task of ensuring that your division is safety conscious.

Mishaps are unplanned events. However, the potential for a mishap is predictable. The event or sequence of events that lead to an unplanned event can be anticipated through safety awareness. Proper safety knowledge and corrective action can prevent the unplanned mishap. Since people cause mishaps, such preventive actions must be directed at individuals.

Studies conducted by the National Safety Council, based upon 60 years of data, reveal that the basis of fundamental mishap prevention is to eliminate the small mishap. A definite relationship exists between mishaps involving minor property damage or minor injury and major damage or severe injury

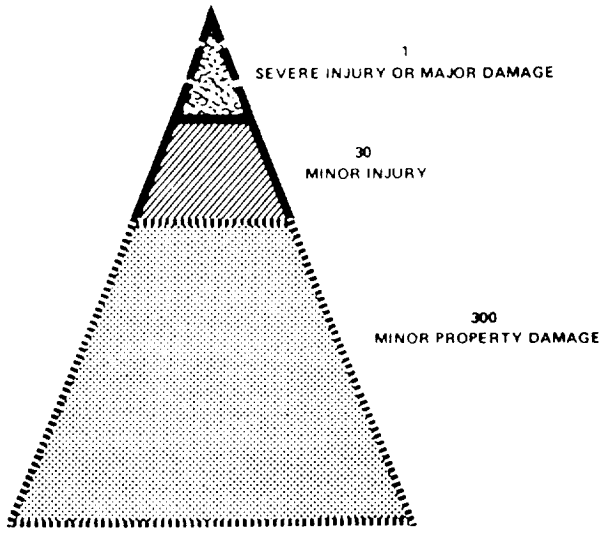


Figure 6-1.—Mishap-injury ratio.

(fig. 6-1). For every 300 minor property damage mishaps and every 30 minor injuries, 1 major property damage mishap and 1 severe injury occur. Preventing minor mishaps can reduce or eliminate major mishaps. Therefore, you should not only be concerned with serious mishaps, but you should investigate all mishaps to find what caused them. In this way, you can prevent repeats of mishaps, correct unsafe conditions or acts, and avoid major accidents.

Investigate each mishap, no matter how minor, to determine its cause. Then take corrective action to prevent it from happening again. Similarly, treat the near mishap as an actual mishap. Capitalize on its value as a warning to help prevent a real mishap. In your investigation of each mishap and near-mishap case, you will find facts that can help you determine what potential exists for a recurrence. Investigations also help to determine the required corrective action to remove the potential hazard. The key concept of mishap prevention is that the potential for a mishap exists, not necessarily that a mishap will occur.

Your task as a senior petty officer is to motivate and train personnel to recognize and understand mishap causes and to encourage them to take preventive action. In this chapter, we will discuss some of the responsibilities and authority you will have in regard to safety. We will also discuss what you can do to ensure all hands make safety awareness a part of their daily work habits.

DIVISION SAFETY PETTY OFFICER

When you act as the safety petty officer, you are not tasked with finding all safety discrepancies by yourself. All division personnel share the responsibility of watching for safety violations. One of your primary responsibilities is to train each person in your division to notice those violations.

SAFETY DUTIES

As division safety petty officer, you must increase your own safety awareness in addition to training division personnel in mishap prevention. Always maintain records of safety training conducted within your division. If you have recommendations about the safety programs, be sure to give them to your division officer. As safety petty officer, you must help conduct safety investigations as directed and act as a technical adviser about mishap prevention within your division. Additional duties include helping to carry out the safety duties of the division officer and serving as the division representative to the command's safety committee.

SAFETY INFORMATION

To be an effective safety petty officer, you should become familiar with all safety directives and precautions concerning your division. Since safety instructions vary from command to command, we cannot give you an accurate listing of manuals and instructions with which you should be familiar. If you are assigned as a division safety petty officer, first obtain command safety instructions and review them. Then review the references used in developing command or local safety instructions. The following manuals and instructions will help guide you in making your duty station a safer place to work.

- *Navy Occupational Safety and Health (NAVOSH) Program Manual,* OPNAVINST 5100.23B—Encompasses all safety disciplines such as aviation safety; weapons/explosives safety; off-duty safety (recreation, public, and traffic); and occupational safety as well as occupational health
- Electronics Installation and Maintenance Book, *General,* section *3,* NAVSEA SE 000-00-EIM-100—Contains information concerning electrical/electronic safety precautions

- *NAVOSH Manual for Forces Afloat,* OPNAVINST 5100.19B—Provides general shipboard safety precautions
- *Standard Organization and Regulations of the U.S. Navy,* chapter 7, OPNAVINST 3120.32B—Outlines the safety program and the safety organization
- *Navy Traffic Safety Program,* OPNAVINST 5100.12F—Provides policy and guidance for motor vehicle safety
- *Naval Safety Supervisor,* NAVEDTRA 10808-2—Gives basic guidance to personnel stationed in safety billets ashore and afloat

These are not all the safety resources available to you. However, these sources give you a good starting point on which you may expand your knowledge of safety procedures. The *Naval Safety Supervisor,* NAVEDTRA 10808-2, a nonresident training course, is also a very good resource for strengthening your awareness of safety procedures.

MISHAP PREVENTION EDUCATION AND TRAINING

As discussed earlier in this chapter, one of the most important tasks you will have as a division safety petty officer is educating personnel in your division. This training will help them to become effective safety monitors. Remember, one person cannot ensure safe working habits and conditions. An all-hands effort is required to achieve mishap-free working conditions.

SAFETY EDUCATION

The command's training program and each departmental training program should include a systematic approach to promote mishap prevention. In your division, make effective use of educational materials received from outside sources, such as Navy training films, safety notes, and various publications issued by the Naval Safety Center. Use these resources as aids in your division training. Display in your work spaces as many resources as are applicable to your command to increase personnel interest in safety. Make safety lectures or demonstrations part of your division's training program to ensure maximum safety awareness.

ON-THE-JOB TRAINING

By monitoring safety precautions during routine work situations, you can detect unsafe practices and take immediate action to provide training to correct those practices. Monitoring serves as an evaluation of the training provided on a continuing basis by supervisory personnel. It evaluates the effectiveness of training in all aspects of everyday life aboard your command, such as the planned maintenance system (PMS), weapons systems operations, damage control, fire fighting, and general housekeeping. It even evaluates the effectiveness of the tactical employment of the command.

To be an effective safety petty officer, you will have to become familiar with all aspects of safety associated with your division's responsibilities.

SAFETY OBSERVATIONS

One of the basic principles of effective mishap prevention is the quick detection of unsafe practices through safety observations. A safety observation is the act of watching and analyzing your people as they do their normal job. You can use safety observations as a powerful tool to prevent mishaps and to determine if your people are performing their jobs safely. You can use three kinds of safety observations: INCIDENTAL, DELIBERATE, and PLANNED.

INCIDENTAL SAFETY OBSERVATION

An incidental safety observation occurs when you notice safety hazards without deliberately taking time to look for them. You generally notice them as you go from place to place during your daily routine. Keep your eyes and ears open with safety in mind. Don't become so wrapped up in your thoughts that you overlook safety problems. Note the troubled sound of a machine as you go by, take a quick look at the work practices of a new person, or make a mental note of housekeeping conditions. That kind of casual and incidental looking helps spot many unsafe practices.

DELIBERATE SAFETY OBSERVATION

The deliberate safety observation goes a step beyond the incidental safety observation. In a deliberate safety observation, you intentionally

pause in whatever you are doing to see if a person does some part of a job safely. You watch strictly from a safety standpoint.

You may make a deliberate safety observation for a number of reasons. You may want to check the work of a new person, the job may be a particularly hazardous one, or the worker may have a reputation for unsafe work. Whatever the reason, your observation is deliberate; it is more than a casual glance at a person doing a job.

THE PLANNED SAFETY OBSERVATION

A planned safety observation is when you deliberately schedule a time to watch for safety violations by a person performing a specific job. It is usually a part of a continuing program of safety observation. It is designed to check regularly on how safely all hazardous jobs are performed.

When making a planned safety observation, decide in advance which one of your workers and what specific job you will observe. Correct any unsafe practices you observe at that time. If you observe no unsafe practices, compliment the person. Always make a record of whom you observed and what job they were doing; that information will help you in future planned observations.

To do a good job of detecting unsafe practices, you need to use all three types of safety observations—each supplements the others. Together they accomplish the maximum detection of unsafe practices.

WHAT JOBS TO OBSERVE

You cannot, and need not, observe every job a person does. Not all jobs are equally hazardous. Some jobs rarely or never produce mishaps; others have a reputation for producing mishaps. As a supervisor you have limited time for safety observations because you have many other tasks. Therefore, concentrate on observing the jobs most likely to produce mishaps. Put priority on observing jobs known to be hazardous and those which have the greatest potential for producing serious injury or loss.

JOB SAFETY ANALYSIS

A job safety analysis (JSA) is the study of a job to (1) identify possible hazards or potential mishaps and (2) develop solutions to eliminate, nullify, or prevent them. A JSA serves as a special tool for making jobs safer. The basic principles of mishap prevention are (1) to spot potential mishap causes and (2) eliminate potential mishap causes.

The four basic steps of a JSA are as follows:

1. Select the job to be analyzed.
2. Break down the job into steps.
3. Identify the hazards or potential mishaps.
4. Develop solutions to prevent hazards or potential mishaps.

You gain the maximum benefits of JSAs only when you use the analysis and when you invariably learn more about the jobs you supervise as a result of doing them. When a supervisor asks workers to help develop a JSA, their attitudes improve. As a result, they often generate cost-reducing improvements for safer working conditions. All those are valuable benefits of the JSA. However, the major safety benefits are those which come from *using* the completed JSA. You can make good use of the JSA in the following areas:

- Initial job safety training
- Regular safety contacts
- Pre-job safety instructions
- Cost-reduction studies

Fill out a Workplace Monitoring Plan, OPNAV 5100/14 (fig. 6-2), when making safety observations and job analyses; or make your own form appropriate to your specific work place.

ENLISTED SAFETY COMMITTEE

Your command's Enlisted Safety Committee makes recommendations concerning the command safety program. These recommendations are submitted to the safety council (at the department head level) where they are reviewed for appropriate action. Your command safety committee convenes to exchange information; improve communications; review conditions, mishaps, and injuries; and suggest improvements. It also convenes to make written safety recommendations to the safety council and the commanding officer. These meetings should convene monthly in an effort to enhance interdepartmental

WORKPLACE MONITORING PLAN

WORKPLACE INFORMATION

Organization:

Shop or Work Center:

Location:

Supervisor: | Phone:

No. of Workers: | Male: | Female:

Shop Operations:

Potential Hazard	Intermittent or Continuous	Workers Involved	Controls

EXPOSURE ASSESSMENT

Are employees potentially exposed to toxic chemicals or harmful physical agents? Yes _____ No _____

If no, provide rationale:

Signed: | Date:

Title:

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MONITORING PLAN

Potential Hazard	No. of Measurements	Method of Measurement [1]	Location of Measurement [2]	Frequency (Per Year)	Man-Hours (Per Year)

[1]Use the following codes:

DR - Direct reading instrument
IT - Indicator tube
AT - Absorption tube (charcoal, silica gel, etc.)
B/I - Bubbler/Impinger
F - Filter
PD - Personal Dosimeter
O - Other (specify)

[2]Use the following codes:

GA - General area
BZ - Breathing zone or personal
SZ - Source zone
O - Other (specify)

OPNAV 5100/14 (4-83) BACK

Figure 6-2.—Workplace Monitoring Plan.

communication in mishap prevention at division and work center levels. Committee membership is as follows:

1. Command safety officer (senior member)
2. Division safety petty officer
3. Chief master-at-arms
4. Recorder

The ideas shared in safety committee meetings can broaden your own knowledge about mishap prevention and increase your ability to identify potential mishap areas.

MAA/SAFETY FORCE

The Master at Arms (MAA)/Safety Force is another vital link in the safety program. You may be a member of the safety force as a senior petty officer.

The MAA/Safety Force acts as a roving inspector for hazards and risks (unsafe work practices) that could result in injury to personnel or damage to equipment. The force also assists the safety officer in making the safety program visible to all personnel and ensuring it is a workable system.

A good safety program is made possible through the MAA/Safety Force inspections and through a system of internal reporting; the inspections and reports focus command attention on material deficiencies and operating practices that jeopardize personnel and equipment. Figure 6-3 shows the form used for such reports. Make every effort to support the MAA/Safety Force in its duties. When assigned to the MAA/Safety Force, you can make a difference in safety at your command. The safety force is the key to an effective safety program and to a safe working environment.

MAA/SAFETY FORCE SECTION

Issued by:		To:		
Date:	Time noted:	☐ Urgent	☐ Priority	☐ Routine
Location of Hazard:				
Nature of Hazard:				

DIVISION OFFICER SECTION

Corrective Action Taken:	
Recommended Additional Action by Seniors:	
Date forwarded:	Signature:

DEPARTMENT HEAD SECTION

☐ Above Action Adequate, or	☐ Additional Action Taken/Required as Follows:
Date Forwarded:	Signature:

	Initials	Date	
Safety Officer			Comments:
Executive Officer			
Commanding Officer			OPNAV Form 5102/or 5102/2 required ☐ Yes ☐ No

INSTRUCTIONS

This form (to be reproduced locally) is to be issued by any member of the safety force and delivered to the division officer concerned. Deliver duplicate copy to the safety officer. Division officer forward with action taken/recommended within one working day. Use reverse side if additional space is required for any section.

Figure 6-3.—Safety hazard report.

SAFETY ENFORCEMENT

The safety organization must continually monitor measures taken to ensure the command meets established safety standards and criteria. The best policing system is one of self-policing by both supervisory personnel and workers.

To evaluate safety enforcement, monitor the adequacy of inspections of mishap prevention measures, the supervision of routine work, and special command evolutions. Monitor your division's adherence to prescribed operating and maintenance procedures. Also monitor the correction of inspection discrepancies, the submission of work requests, and the full use of the 3-M systems.

As shown by the following quotation, complacency, haste to complete a job, and the "it-can't-happen-to-me" attitude all tend to oppose an effective self-policing safety program. Although many people may be familiar with that quotation, its safety message is one *all* should know.

THE ENEMY

I am more powerful than the combined armies of the world. I have destroyed more men than all the wars of all nations. I massacre thousands of people every year. I am more deadly than bullets, and I have wrecked more homes than the mightiest guns.

In the United States alone, I steal over 500 million dollars each year. I spare no one, and I find my victims among the rich and poor alike, the young and old, the strong and weak. Widows know me to their everlasting sorrow. I loom up in such proportions that I cast my shadow over every field of labor.

I lurk in unseen places and do most of my work silently. You can be warned against me, yet, you heed me not. I am relentless, merciless and cruel. I am everywhere—in the home, on the streets, in the factory, at railroad crossings, on land, in the air, on the sea.

I bring sickness, degradation and death yet few seek me out to destroy me. I crush, I maim, and I will give you nothing and rob you of all you have. I am your worst enemy—I am CARELESSNESS.

—Author Unknown

NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM

The Navy's Occupational Safety and Health (NAVOSH) Program covers all Navy safety areas. Those areas include aviation; weapons and explosives; off-duty safety (recreation, public, and traffic); and occupational safety as well as occupational health. The NAVOSH Program specifically addresses the maintenance of safe and healthful conditions in the work place. All levels of command within the naval ashore and afloat establishments must begin and manage a NAVOSH Program based on OPNAVINST 5100.23B. Each Navy member must comply with all NAVOSH standards and applicable rules, regulations, and orders. Violators of NAVOSH regulations or instructions are subject to disciplinary action based on the *Uniform Code of Military Justice (UCMJ).* Personnel must report to their supervisor all observed work place hazards, injuries, occupational illnesses, or property damage resulting from an accident.

INDUSTRIAL EQUIPMENT SAFETY PRECAUTIONS

Industrial equipment includes all fixed or portable electric-, electronic-, pneumatic-, and hydraulic-powered tools used in repairing, maintaining, calibrating, or testing equipment.

Before assigning personnel to operate or repair industrial equipment, make sure they have demonstrated a practical knowledge of its operation or repair and of all applicable safety precautions. Before allowing personnel to operate industrial equipment, make certain the equipment is in good working condition and all installed or attached safety features are in place and working. Do not allow personnel to operate defective equipment until it is suitably repaired. Disconnect any equipment requiring repair from its power source and tag it out, following OPNAVINST 3120.32B, until repair is completed. To minimize possible injuries, post operating instructions and safety precautions at each piece of equipment and locate warning plates where everyone can see them.

PNEUMATIC TOOLS

Only allow authorized and trained personnel to operate pneumatic tools, and make sure those personnel wear and use personal protective devices.

Do not allow personnel with arthritis, neuritis, or circulatory diseases to use vibrating tools such as hammers, tampers, riveters, or caulkers.

PROTECTIVE CLOTHING AND SAFETY EQUIPMENT

Based on *NAVOSH Manual for Forces Afloat,* OPNAVINST 5100.19B, you must see that your personnel know and observe safety precautions. Before allowing personnel to begin work, you must make sure the work site is safe and that personnel are properly outfitted with protective clothing and equipment.

To comply with NAVOSH requirements, inspect your people before allowing them to operate rotating machinery. Make sure they are not wearing loose or torn clothing, neckties, neck chains, unbuttoned long sleeve shirts, rings, beads, or bracelets. When your people operate power-driven industrial tools or equipment, ensure they wear approved safety glasses with side shields, goggles, or face shields. If they are working in foot-hazardous areas, require them to wear safety shoes with a built-in protective steel toe. Do not allow them to wear shoes made of materials that can easily melt or catch fire when in hot-work areas. Require them to wear the following special safety footwear as follows:

1. Semiconductive safety shoes to dissipate static electricity
2. Molders' "congress" style safety shoes when handling molten metal and oxygen or nitrogen plant operations
3. Rubber or synthetic material safety-toe boots for protection against acids, caustics, and other liquid chemical hazards

Check to see that personnel wear proper hand protection. For example, they should wear leather gloves when handling sharp materials or hot work. They need to wear electrical-grade insulating rubber gloves when handling electrical circuits or caustic or toxic chemicals. Personnel also must wear proper ear protection when working with tools or machinery that produces hazardous noise levels.

HAZARDOUS MATERIALS

While personnel in confined and limited spaces aboard ship can use hazardous materials safely, they must use extra precautions in handling and storing them. Handling, storing, or using hazardous materials can present a danger to personnel, property, or the environment. Hazardous materials mishaps can result in fires or in the release of poisonous vapors in unventilated spaces. The use or storage of the following materials is prohibited aboard all ships except in authorized areas such as medical department pharmacies, clinical and chemical laboratories, and cargo spaces:

- Trichlorethylene (Used only by ships having equipment designed for its use)
- Benzene (benzol)
- Beta naphthylamine
- Carbon tetrachloride
- DDT xylene emulsion
- Hydrocyanic acid gas
- Insecticides or DDT
- Methyl bromide
- Plastic trash cans
- Tetrachloroethane
- Dry-cleaning solvent (Stoddard solvent), Type I, of FED SPEC P-D-680

HAZARDOUS WASTE/MATERIAL PETTY OFFICER

As a senior petty officer, you maybe assigned as the hazardous waste/material petty officer. As the hazardous waste/material petty officer, you are responsible for the proper labeling, handling, and storage procedures of hazardous material and hazardous waste. You are also responsible for training division personnel in the proper handling and use of hazardous materials and hazardous waste disposal. You must always be on the lookout for hazardous material/waste safety violations.

ASBESTOS

For many years, the Navy used asbestos as the primary insulation (lagging) material in high-temperature machinery, boilers, and the piping of boiler plants at shore facilities. Asbestos is now recognized as a major health hazard. Inhaling asbestos fibers can result in a lung disease known as asbestosis. Asbestos exposure has also been associated with cancer of the lung. Aboard ship, many pipes and boilers are still insulated with asbestos. However, the Navy has instituted a program to use less harmful materials, such as fibrous glass, for pipe and boiler insulation. Asbestos insulation cannot be removed except for an emergency as approved by the commanding officer.

CONTROL MEASURES FOR ASBESTOS REMOVAL

If you or your people are required to rip out asbestos insulation, take the following control measures:

1. Arrange for each person assigned to a rip-out team to receive a special physical examination.
2. Make certain each rip-out team consists of three qualified persons, including one supervisor.
3. Provide each person on the team with the following complete set of protective clothing: special overalls, head covering, gloves, and booties. Make certain each person tapes gloves and booties to the sleeves and legs of the coveralls.
4. Provide each member of the team with a continuous-flow air-line respirator with full faceplate.
5. Make sure members wet the asbestos insulation before removing it. Provide portable vacuum cleaners designed with special filters for use during the rip out and cleanup. Make sure members put all scraps in special bags and attach caution labels to the bags.

For more detailed information on protective measures, refer to Naval Ships' Technical Manual (NSTM), chapter 635, *Thermal, Fire and Acoustic Installation.*

RESPIRATORY PROTECTION

Many repair and maintenance operations generate air contaminants that can be dangerous if inhaled. See that your people are properly protected from such contaminants. These contaminants may be in the form of dust, fumes, gas, or mist or fog from sprays and spray painting.

The commanding officer of each unit designates a program manager for respiratory protection, usually the unit's safety officer or gas-free engineering officer. The program manager trains safety petty officers (SPOs) or damage control petty officers (DCPOs) in selecting, fit-testing, and maintaining respirators. The designated department/division SPO or DCPO does the following:

1. Provides annual training on respirator selection, use, care, and maintenance
2. Issues respirators appropriate for protection against the hazardous exposure
3. Monitors the use, cleaning, and reissue of respirators and provides the program manager with a monthly program report
4. Assures continuing availability of the required respiratory protection

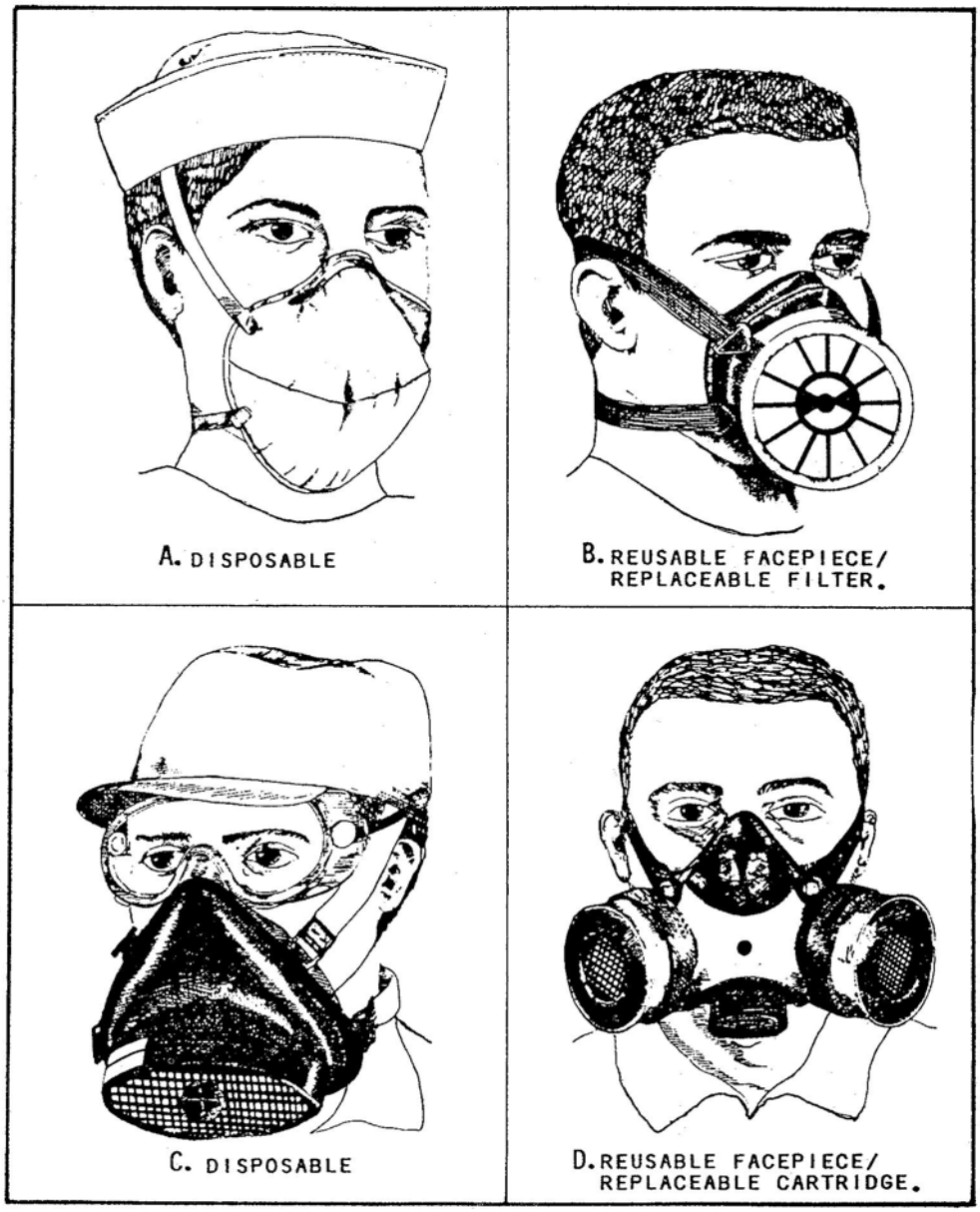

Figure 6-4.—Types of respirators.

TYPES OF RESPIRATORS

You should be familiar with three basic types of respirators: AIR-PURIFYING, SUPPLIED-AIR, and SELF-CONTAINED BREATHING APPARATUS (SCBA).

The air-purifying respirators (views A through D, fig. 6-4) remove air contaminants by filtering or absorbing them as the air passes through the cartridge. These respirators may be disposable or have a disposable prefilter on a cartridge.

The supplied-air respirator (fig. 6-5) is used when insufficient oxygen is present, when the contaminant has no odor, or when the contaminant is of such high concentration or toxicity that a cartridge filter is inadequate. This respirator is not used in immediately dangerous to life or health situations (IDLH) areas. IDLH areas are those in which death or

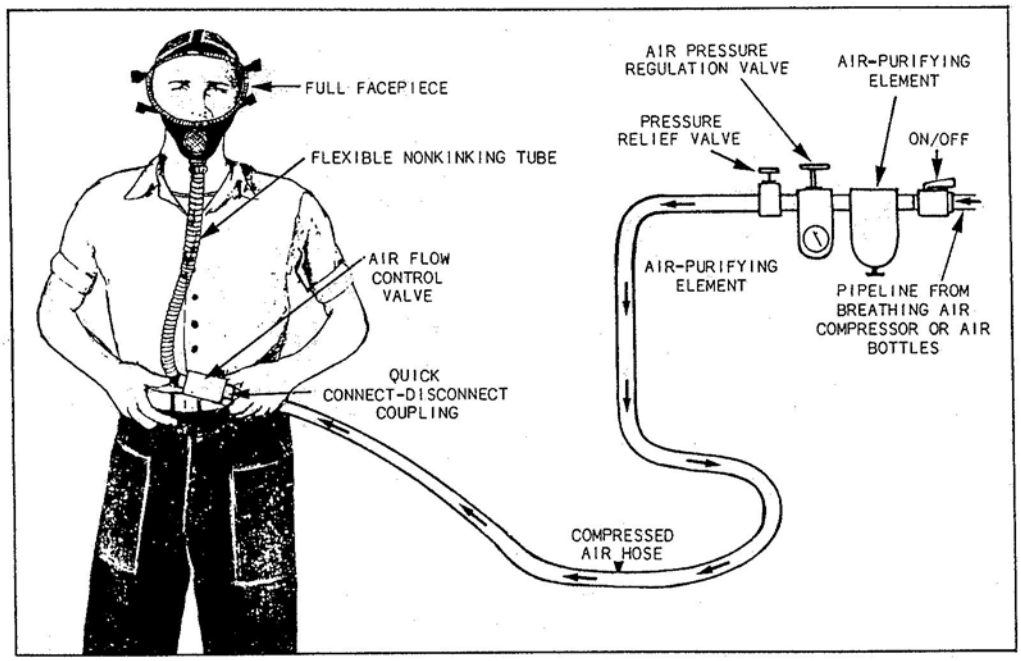

Figure 6-5.—Supplied-air system.

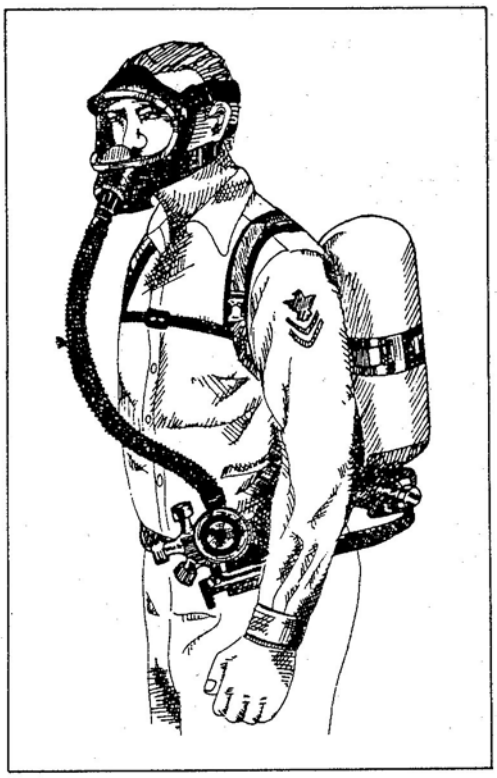

Figure 6-6.—Self-contained breathing apparatus (SCBA).

injury may result if the respirator or its air line fails.

The self-contained breathing apparatus (SCBA) (fig. 6-6) provides protection in oxygen-deficient environments or other environments dangerous to life or health. Since the SCBA is the most complex respirator in use today, use it only after receiving proper training in its use. Use the oxygen breathing apparatus (OBA) only in emergency situations. Use Mark V gas masks only for protection against chemical warfare agents and high airborne radioactivity levels. Surgical masks are for medical use only; never use them in place of a filter respirator.

IDENTIFICATION OF RESPIRATOR CARTRIDGES AND GAS MASK CANISTERS

Each air-purifying respirator cartridge type is designed specifically for the class of contaminant it removes. Federal regulations require each cartridge type to be color-coded. The color-coding may be in the form of an affixed label or a colored plastic cartridge case. To identify the type to be worn for protection against a

particular atmospheric contaminant, refer to table 6-1.

NOTE: When labels only are colored, the cartridge or canister will either be gray or a natural metallic color. The National Institute for Occupational Safety and Health (NIOSH) must approve all cartridges.

The color-coded label also specifies the maximum contaminant concentration level against which the cartridge or canister provides protection. For example, a label may read as follows:

> DO NOT WEAR IN ATMOSPHERES IMMEDIATELY DANGEROUS TO LIFE. MUST BE USED IN AREAS CONTAINING AT LEAST 20% OXYGEN. DO NOT WEAR IN ATMOSPHERES CONTAINING MORE THAN 1/10% ORGANIC VAPORS BY VOLUME. REFER TO COMPLETE LABEL ON RESPIRATOR OR CARTRIDGE CONTAINER FOR ASSEMBLY, MAINTENANCE, AND USE.

NOTE: The 20% oxygen requirement cited above does not apply to submarines, which may operate with an atmosphere of as low as 18.5% oxygen.

HEARING CONSERVATION AND NOISE ABATEMENT

Hearing loss is recognized as an occupational hazard related to certain trades. For example, gunfire and rocket fire produce high-intensity impulse or blast noises, which can cause hearing loss. Hearing loss can also result from the continuous or intermittent noises of aircraft and marine engines and industrial activities. Hearing loss has been and continues to be a serious concern. Therefore, the Navy has developed a hearing conservation program to prevent occupational noise-related hearing loss. The program requires the following preventive measures:

1. The survey of work environments to identify potentially hazardous noise levels and to identify personnel at risk
2. The modification of environments that contain, or equipment that produces, potentially hazardous noise to reduce the noise level to acceptable levels whenever technologically and economically feasible

Education is vital to the overall success of a hearing conservation program. Make sure your personnel receive instruction in and understand the rationale for the following elements of the hearing conservation program:

1. Proper wearing and maintenance of hearing-protective devices
2. The command program and personnel responsibilities for off-duty practices to help protect hearing

Encourage your personnel to use hearing-protective devices during off-duty activities when they are exposed to hazardous noise sources, such as lawn mowers, chain saws, and firearms. All personnel exposed to gunfire in a training situation or to artillery or missile firing under any circumstances must wear hearing-protective devices.

If your personnel must work in hazardous noise areas or with equipment that produces sound levels greater than 84 dB or peak sound pressure levels of 140 dB, enter them in a hearing testing program. Personnel should have received a reference hearing test upon entry into naval service. Do not assign personnel who do not have a reference hearing test in their health record to duty in designated hazardous noise areas until they receive a reference hearing test. All personnel should receive a hearing test periodically and before termination of naval service.

HEAT STRESS

Heat stress is the strain placed on the body as it attempts to regulate its temperature as a result of any combination of air temperature, thermal radiation, humidity, air flow, and work load. This condition can readily produce fatigue, severe headache, nausea, and poor physical and mental performance. Prolonged exposure will cause heat exhaustion or heat stroke and severe impairment of the body's temperature-regulating ability. If not properly treated, these conditions can be life threatening.

Adhere to the command's Heat Stress Program by reporting heat stress conditions as they occur. Educate your division about the Heat Stress Program, the identification of heat stress conditions, stay time, and rotation of personnel.

Heat stress has occurred in engineering spaces, laundries, sculleries, steam catapult spaces, and workshops aboard our ships. In many instances, clogged ventilation systems, damaged or missing

Table 6-1.—Cartridge Color-Coding

COLOR	TYPES OF CONTAMINANT(S)
WHITE	ACID GASES
BLACK	ORGANIC VAPORS
GREEN	AMMONIA GAS
YELLOW	COMBINATION OF ACID GASES AND ORGANIC VAPORS
BROWN	COMBINATION OF ACID, GASES, ORGANIC VAPORS, AND AMMONIA GAS
PURPLE	RADIOACTIVE MATERIALS, EXCEPT TRITIUM AND NOBLE GASES
ANY COLOR ABOVE, FOR PARTICULAR CONTAMINANT, WITH 1/2 INCH GRAY STRIP	PARTICULATES (DUSTS, FUMES, MISTS, FOG, OR SMOKES) IN COMBINATION WITH ANY OF THE ABOVE GASES OR VAPORS
RED	ACID GASES, AMMONIA, CARBON MONOXIDE, AND ORGANIC VAPORS
RED WITH 1/2 INCH GRAY STRIP AROUND THE CANISTER	ALL OF THE ABOVE ATMOSPHERIC CONTAMINANTS

thermal insulation, and excessive steam or water leaks produce heat stress conditions. Conduct heat stress surveys in your work area at the following times:

- When the watch or work station's dry-bulb temperature exceeds 100°F
- During conditions of unusually high heat or moisture
- Before conducting engineering casualty drills
- During operations in hot, humid climates
- During the performance of exceptionally arduous work
- During engineering plant restoration after actual casualties

If the computed watch stander or worker stay times are greater than the duration of the watch or work periods (normally 4 hours) in which you conduct heat stress survey, conduct another survey during the hottest time of the day. If the computed stay times are greater than the normal watch or work period at the hottest time of day, you are required to conduct only two surveys each day. If the computed stay times are less than the scheduled duration of watch or work periods, increase the frequency of conducting surveys; conduct them at equally spaced intervals a minimum of once per stay time period at the affected stations.

To compute heat stress surveys, use a wet bulb globe temperature index (WBGT) meter. Transfer the readings to heat stress monitoring report sheets. Once documented, compute the stay time by using the six physiological heat exposure limit (PHEL) curves, ranging from light work (PHEL CURVE 1) to heavy work (PHE CURVE 6).

The PHEL curves are accurate for normal, healthy personnel who have had adequate rest (6 hours sleep in the past 24 hours) and adequate recovery time from previous heat stress exposure (2 hours recovery for every 1 hour of exposure, or 4 hours maximum).

Develop a working knowledge of all aspects of this program so that you can recognize heat stress conditions as or if they occur. Then take proper actions.

SIGHT CONSERVATION

Navy policy requires the provision of eye protection for Navy personnel working in eye-hazardous areas at government expense. Personnel must wear eye protection while performing any eye-hazardous operations. Eye-hazardous operations include pouring or handling molten metals or corrosive liquids and solids, cutting and welding, drilling, grinding, chipping, and sandblasting or other dust producing operations. Any persons in the vicinity of such operations must also wear eye-protective equipment.

All Navy activities that perform eye-hazardous operations must have a sight conservation program. The program should include, but not be restricted to, the following:

1. Determination and evaluation of eye-hazardous areas, processes, and occupations
2. Operation of a vision-screening program
3. An effective equipment maintenance program
4. Procedures for the use of temporary eye wear
5. A comprehensive training/education program
6. An effective enforcement program

To establish an effective sight conservation program, the safety officer must identify eye-hazardous areas and post appropriate warning signs. Commands must equip all areas where personnel maybe exposed to corrosive materials with emergency eyewash facilities. The Navy considers any person found to have vision in one eye of 20/200 or worse to be visually impaired. You cannot assign people who have visual impairment to duties that present a hazard to their remaining eye. Make certain these personnel wear protective eye wear at all times, regardless of their occupation or work station.

You have a duty to yourself and the people you work with to know and enforce all safety regulations. Before assigning personnel to a task that can harm them in any way, ensure they are familiar with and know the correct safety procedures. Check to see that they wear the proper protective clothing, use the correct respirator for the work being performed, and have adequate eye and hearing protection. Take no short cuts in doing a job safely. Obtain copies of OPNAVINST 5100.23B, *Naval Occupational Safety and Health (NAVOSH) Program Manual,* and OPNAVINST 5100.19B, *NAVOSH Manual for Forces Afloat.* Become familiar with them, Remember the old adage "The life you save may be your own."

EQUIPMENT TAG-OUT LOG

The equipment tag-out log is the controlling document for the entire tag-out procedure. The number of tag-out logs maintained depends on the ship's size. For example, a minesweeper may only require one tag-out log for the whole ship, while a major combatant may require a separate log for each department. Individual force commanders specify the number of logs various ship classes must maintain and the areas in which the ship will maintain them.

On ships maintaining more than one tag-out log, authorizing officers must exchange information concerning tag-out actions. When a tag-out affects other authorizing officers, the initiating party obtains verbal permission from those officers to tag-out the system or equipment in question before authorizing the tag-out. Examples of systems that may require such coordination are ship's service electrical distribution, hydraulics, air, ventilation, and air-conditioning chill-water systems.

The tag-out log is a record of authorization of each effective tag-out action. It contains the following documents:

1. A copy of the main instruction and any other amplifying directives for administering the system. (These documents are kept in the front of the log.)
2. A DANGER/CAUTION tag-out index and record of audits (index/audit record). (The index/audit record provides a sequential list of all tag-outs and ensures serial numbers are sequentially issued. They are used in audits of the log. The cognizant department head may remove the index page with all tag-outs listed as cleared.)

3. A log on one effective DANGER/CAUTION tag-out record sheet of all tags associated with tag-out of systems and components for the stated reason(s). (This log helps identify all tags associated with the stated reason(s). All effective sheets are kept in one section of the log.)
4. Cleared DANGER/CAUTION tag-out record sheets that have been cleared and completed. (These sheets are kept in the log until received and removed by the cognizant department head.)

INSTRUMENT LOG

Labels associated with OUT-OF-COMMISSION and OUT-OF-CALIBRATION instruments are logged in the instrument log. This log contains record sheets identifying various instruments that are out of commission or out of calibration. The authorizing officer signs the labels and the record sheets and signs for the clearing of the items from the record sheets.

RECORD SHEETS

Some ships going through an overhaul have used between 2,000 and 3,000 DANGER/CAUTION tags. A record sheet keeps track of all these tags. The front of the record sheet contains the name of the system or component, serial number of the tag-out, date and time of tag-out issue, and reason for the tag-out. It also has a place for documentation (blueprints, rip-outs, and so forth) and authorizing signatures. On the back of the record sheet, you will find a record of the number of the tags, the person hanging the tags, and the person second-checking all the tags. It also contains the authorization for clearance of the tags by the authorizing officer and the repair activity representative. The record includes the date and time of removal of the tags along with the initials of the person(s) removing them. After the tags have been cleared and the record sheet properly filled out for the removal of the tags, the sheet is put in the back of the tag-out log in the cleared section for destruction at a later time. The date and time cleared are recorded in the tag-out index/audit record.

AUDITS

Audits are an important part of the tag-out system. You should audit every 2 weeks, except on nuclear-powered ships, where you audit weekly under some conditions. Audit all outstanding tag-out sheets against the index/audit record section. As part of the audit, check each tag-out record sheet for completeness and check the installed tags. Make sure the positions of valves or switches haven't been changed from the description on the tag, the label, and the record sheet. Log the date and time on each tag-out record sheet. Note any discrepancies you found (if you found none, note that also) followed by your signature. Your signature verifies the log is up to date.

SURVIVAL

Survival requires the desire and ability to live. In a survival situation, you may find yourself in unusual conditions of deprivation, emotional shock, and hardship. These conditions may occur for an indefinite period. They are often brought about by the forced landing of an aircraft at sea or in a remote jungle, a desert, or an Arctic land area.

Survival depends on you. You must be physically fit and know how to locate or collect water. You must know what plants and animals are available for food, how to find or catch them, how to prepare them, and how to recognize those which will harm you. The more you know about the conditions peculiar to the region you are in, including the plant and animal life, the better are your chances for survival.

You can remain alive anywhere in the world when you keep your wits. Remember that nature and the elements are neither your friend nor your enemy. By using your wits, you can make them work for you instead of allowing them to work against you.

Before learning basic survival facts, you first need to understand the psychological obstacles of survival. Those obstacles all have in common that very normal human emotion called fear: fear of the unknown, fear of discomfort, fear of people, and fear of one's weaknesses. Fear of the environment leads us to fear the discomfort we may suffer.

Although you may have many natural fears in a survival situation, they need not be a drawback. Fear is the reaction that enables you to get out of the situation you're in. If you control it, fear is a very valuable tool for survival, but you must recognize its presence. Proper training lessens the fear of the unknown. By adding your equipment and survival knowledge to your will to survive, you can survive with much less discomfort and risk of bodily injury.

Normal reaction to basic human fear can be very useful. When you are afraid, your body becomes more alert, you hear better, you see better, and you can perform amazing feats of strength.

Even though we overcome our fears to some extent, a lack of confidence in our strength and ability may seriously weaken our will to survive. Therefore, you must prepare, both physically and psychologically, to deal with stresses in survival situations.

We have each acquired, to some degree, many personality traits that are helpful in a survival situation. Most of us have come through some difficult, drawn out, emotionally draining problems. We have learned the value of persistence and perseverance when the odds seemed against us. Reaching a coveted goal in sports requires such traits. You may have surmounted moments of danger or crisis with a physical or psychological strength you didn't know you had.

The key to survival is your attitude. The development of at least twelve important traits, or characteristics, will help you develop a survival attiude:

- Courage
- Determination
- Cheerfulness
- Positiveness
- Flexibility
- Willingness
- Purpose
- Attentiveness
- Confidence
- Productiveness
- Persistence
- Certainty

We cannot overemphasize the importance of developing these traits. They can be more valuable to your survival than your survival equipment.

You could find yourself in two types of survival situations—survival ashore and survival at sea. Knowing how to survive in each situation is equally important. Since you could also find yourself as the senior person in a survival situation, you need to know your authority and responsibilities.

AUTHORITY AND RESPONSIBILITIES OF THE SENIOR PERSON IN A SURVIVAL SITUATION

You have worked hard to advance to your position of leadership. One of the most important responsibilities you may have is to function as the senior person in a survival situation. That is where the leadership skills you have been working on will pay off. You will be responsible for the lives of your shipmates and for seeing that they are safe.

Navy Regulations and article IV of the *Code of Conduct* give the senior person in a survival situation the authority to take charge. Even if you are not the senior person in charge, you have the responsibility to fully back the senior person in charge. If the senior member becomes injured or dies and you are the next senior person, you will assume responsibility for your group. The members of your group will depend on you to lead them in evading the enemy and reaching safety.

Although you have the authority and responsibility of leadership, listen to your subordinates, as they may have useful ideas. Survival requires every person to give 100 percent toward a group effort. Failure on one person's part could cause the group to end up in a prisoner-of-war camp. Think before you act, and weigh every situation carefully. Use the helpful ideas of the group.

ASHORE

Survival ashore becomes a personal struggle between the environment and the specific qualities people bring to the situation. Disaster subjects people to severe stresses they are not normally exposed to. Some people remain remarkably calm for varying periods, even under extreme stress. Others, however, become overwhelmed by disaster and unable to cope with what might be a life-threatening situation. People suffer the worst reactions when, with little or no warning or preparation, they suddenly find themselves in an unstructured and undefined situation.

When you are faced with a survival situation on land, remember several facts. The obstacles to overcome aren't so much physical as mental. In all probability, others have survived in that

terrain, and some even may have made it their home. With varying degrees of effort, they managed to adjust to the terrain, climate, and environment. Your problem is you are not prepared to live there; you never expected your plane to crash-land in a jungle or some other remote area.

Remember your goal in a survival situation ashore is to get back to friendly forces. If you are isolated in an enemy area, you have the major problem of avoiding the enemy (evasion). If you are captured, you have the problem of surviving the prisoner-of-war (POW) camp.

Evasion

In a survival situation within enemy territory, you must focus on evasion of the enemy. Therefore, you need to know the two methods the enemy uses to detect your presence:

1. Observation by specially trained and equipped observation teams. The teams may be situated on high terrain to scan the area with a variety of detection devices, such as binoculars, telescopes, and sound-detection equipment.
2. The use of dogs, foot patrols, and mechanized units to patrol a given area. Such teams physically search an area for signs of evaders and escapees, such as footprints, cold campfires, or discarded or lost equipment.

One way you can protect yourself and your group from the eyes of the enemy is by using camouflage. Camouflage is a major evasion tactic used to hide an object, personnel, or equipment. Camouflage permits you to see without being seen.

If you are in charge of a large group hiding from the enemy, first break the group into many small groups. Small groups are easier to conceal. The enemy may estimate your location from your actual movements or from physical signs left when you moved through an area. Your position; shape; shadow; or color of equipment, vehicles, or persons can also reveal your location in the following ways:

- POSITION: An observer can easily see the place of concealment if a person or an object doesn't blend in with the background. When you choose a position for concealment, use a background that will absorb personnel or an object.
- SHAPE: At a distance, an observer can recognize the form or outline of an object before the details can be seen. When transiting from area to area, use available cover, such as bushes, trees, and rock formations, to distort your shape.
- SHADOW: Since shadows may be more revealing than the object itself, place objects in the shadows of other objects to make them easier to overlook.
- COLOR: Contrast between the color of an object and its background makes a person or object easily visible. The greater the contrast in color, the greater the visibility. Therefore, as a general principle, the camouflage should match the darker and medium light colors of the background. Using vegetation and other materials found locally to screen and stain equipment makes it blend into the background. Moonlit nights require the same precautions as those used in daylight.

Conceal your presence when traveling by using screens, backgrounds, and shadows to the fullest advantage. Under favorable conditions enemy observers can see as far as 100 yards in open woods. Since even a dark night furnishes shadows, choose a route that provides a concealing background and avoids the skyline. On bright, moonlit nights the shadows along the edge of the woods make the best route. Sound gives an amplified, revealing signal at night. Move carefully, quietly, and close to the ground.

In areas of light undergrowth, take the route farthest into the woods for safety. Heavier undergrowth is an obstacle to movement. Therefore, when rapid movement is more important than full concealment, travel along the outside edge of the woods.

Although concealing your presence is of major importance, the most common deterrent to successful evasion is a negative attitude. If you have a positive attitude, you have the natural tendency to take positive action. A negative attitude may be caused by, related to, or a lack of the following:

- Patience
- Common sense
- Flexibility
- Resourcefulness
- Security

The following mistakes can lead to capture for you and your group:

1. Lack of, or insufficient, preparation and poor physical condition
2. Absence of either opportunity or motivation
3. Failure to realize civilians areas dangerous to an evader as members of the military
4. Attempting to fit into the society rather than into the background
5. Knowing nothing about the topography, climate, or people of the area
6. Not knowing how to use your equipment, where it is located, or its purpose (and thus its value)
7. Failure to use any opportunity to leave the vicinity of your landing when the enemy is in the area
8. Failure to properly hide discarded equipment or trash
9. Improper cover and concealment while traveling
10. Improper and careless use of fire
11. Ineffective and insufficient camouflage of persons, equipment, and shelter
12. Leaving evidence of passage, such as tracks in soft ground and broken twigs
13. Approaching members of the local population, assuming them to be friendly
14. Lack of noise discipline
15. Traveling too near to roads, streams, lakes, or populated areas
16. Not treating injuries, which can later weaken your evasion chances
17. Failure to use deceptive techniques while procuring domestic plants and animals
18. Taking easy, short travel routes

You must consider a lot of conditions when evading the enemy. Remember, you and your group will probably be captured if you are seen.

Prisoner-of-War (POW) Camp

What happens if you and your group become prisoners of war? After all, that is possible. Isolation, fear, injury—all work in favor of the enemy to increase your chances of capture in spite of a determined effort on your part to evade. The surrender of your arms, however, doesn't mean you forfeit your responsibilities as an American serviceperson. The *Code of Conduct* directs that you begin planning your escape the minute you are taken prisoner.

Escape is tough; not being caught after escape is even tougher. Escape demands courage, cunning, and much planning—of ways to escape, a route to follow, and the location of friends. Above all, escape demands physical stamina—stamina you must acquire under the worst conditions imaginable. Experience has proven that "model" camps with regular rations and considerate treatment are the exception. But no matter what extremes you encounter as a POW, strive to keep yourself physically able and sufficiently equipped to escape as soon as possible.

If you are captured, try to make your escape early. You may never be in any better physical condition to escape than at that moment. Prison rations barely sustain life, certainly not enough to build up a reserve of energy. The physical treatment, lack of medical care, and insufficient rations of prison life soon show their effects in morale and physical weakness, night blindness, and loss of coordination and reasoning power.

There are other reasons for making your escape early after your capture. Friendly artillery fire and air strikes occurring during that time may increase your chances of getting away. The first guards you will have are not as well trained in handling prisoners as those farther back from the front lines. Some of the first-line guards may even be walking wounded who are distracted by their own condition. In addition, you know something about the terrain where you are captured, and you know the approximate location of friendly units. Several days later and many miles away, you may be in strange territory. An escape from a POW camp is much more difficult and requires more detailed planning. It must be organized and supported as any other military operation.

The misfortune of being captured by the enemy does not end your usefulness to your country. Your duty is to continue to resist the enemy by all possible means, to escape, and to help others escape.

While a prisoner of war, never accept special favors in return for your promise not to escape or a promise to provide the enemy with information. Informing, or any other action endangering the well-being of a fellow prisoner, is FORBIDDEN. Prisoners of war may not help the enemy by identifying fellow prisoners who may have valuable knowledge.

If you are the senior person in a POW camp, you must provide strong leadership to maintain discipline. Organization, resistance, and even survival may be extremely difficult without discipline. Therefore, discipline yourself and your group to

maintain personal hygiene and sanitation and to care for the sick and wounded.

All United States officers and noncommissioned officers should continue to carry out their responsibilities and exercise their authority if captured. The senior line officer or noncommissioned officer within the group of prisoners assumes command according to rank or date of rank, without regard to his or her branch of service. That person is the lawful superior of all lower ranking personnel. If the senior officer or noncommissioned officer is incapacitated or unable to command for any reason, the next senior person will assume command.

Article I of the *Code of Conduct* says "I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense. " These are perhaps the most important words of the *Code,* because they signify the faith and confidence of Americans in their government, their country, and their service. From the time John Paul Jones made his defiant reply "I have not yet begun to fight" to the present, Americans have traditionally fought wherever the enemy was and with whatever weapons were available. When captured, the Americans have continued the battle in a new arena. When facing an enemy interrogator, they have been under fire just as though bullets and shell fragments were flying around them. Disarmed, POWs have fought back with mind and spirit, remaining faithful to their fellow POWs, yielding no military information, and resisting every attempt of indoctrination. Each of us has the responsibility to honor these traditions by carefully adhering to the meaning of each article of the *Code of Conduct.* The many Americans who have accepted that responsibility are heroes in the finest sense of the word.

One such hero was Lieutenant (Junior Grade) Dieter Dengler, USNR. In February 1966 LTJG Dengler was on a bombing mission over North Vietnam when his aircraft was badly damaged by ground fire. LTJG Dengler crash-landed his aircraft in nearby Laos and attempted to evade capture. After successfully evading the enemy for 1 day, he was captured and led to a village where he was interrogated and told to sign a Communist propaganda statement condemning the United States. LTJG Dengler's repeated refusal to give more than his name, rank, service number, date of birth, or to sign any statements resulted in severe beatings.

When he continued to refuse to answer questions, he was tied behind a water buffalo and dragged through the brush. The interrogations and beatings continued for 3 days, but LTJG Dengler refused to give in. Later he escaped from his guards but was recaptured and again severely beaten. After 6 months in captivity, LTJG Dengler successfully escaped, killing several guards in the process. On the 17th day, a pilot who escaped with him was killed, and LTJG Dengler had to continue alone. Although suffering from malnutrition, jaundice, fatigue, and badly cut and swollen feet, LTJG Dengler refused to give up. Finally, on the 22nd day after his escape, he managed to lay out a crude SOS on a bed of rocks, which attracted the attention of a United States Air Force aircraft. Later, a rescue helicopter ended his ordeal by plucking him to safety.

The stories of personnel who steadfastly followed both the spirit and letter of the *Code of Conduct* are numerous.

Full compliance with the laws of armed conflict is not always easy, especially when you are a POW. For instance, you might be extremely angry and upset because you were taken prisoner. But you should NEVER engage in reprisals or acts of revenge that violate the *Code of Conduct,*

AT SEA

Survival at sea depends upon your knowledge, your equipment, your self-control, and your training. *Basic Military Requirements* provides a good review of survival equipment, abandoning ship procedures, and at-sea survival hints.

Think of the vastness of both military and commercial operations at sea. Then you can realize the dangers the crews and passengers face under such a wide range of environmental conditions.

As the senior person in an at-sea survival situation, your responsibilities are great. First you must make sure your group is afloat and safe. Then you must know how to operate the equipment available to you and ration food and water.

Take charge of the situation and remain calm—that will greatly increase your chance for survival. Talk to your people; do your best to keep morale up by singing, praying, joking, or telling stories. Keep the others involved. Remember, as long as you are alive, the chance for rescue is excellent.

Don't sell short the value of group support. Many survival experiences have proven that sticking together as a group may make the difference in surviving an ordeal.

GROUP SURVIVAL

The best chance for survival belongs to the group that works TOGETHER and has a leader who accepts responsibility for the group. When you are the senior person, accept responsibility for your group by taking steps to lead members to work together.

Organize group survival activities. Group survival depends largely upon the organization of its manpower. Organized action by group members who know what to do and when to do it, during ordinary circumstances and during a crisis, prevents panic. Keeping the group informed, devising a plan, and sticking to the plan helps achieve organization.

Assign each person a task that fits his or her personal qualifications. If one person can catch fish but cannot cook, let that person provide the fish. Always learn each member's special skills so that you can use each person to the greatest benefit of the group.

Assume command and establish a chain of command that includes all members of the group. Good leadership lessens panic, confusion, and disorganization. Make certain each person knows his or her position in the chain of command and is familiar with the duties of every other person, especially your duties as the senior member. Under no circumstances leave leadership of the group to chance acceptance by some member after a situation arises.

Maintain respect for your leadership by using it wisely; be the leader and set the example. Group survival is a test of effective leadership. Watch out for problems that could turn into serious arguments. Keep troublemakers from attracting undue attention, and keep those who may "crack up" from disrupting the group. Prevent carelessness caused by fatigue, hunger, and cold. Know yourself and the members of your group; take responsibility for each person's welfare.

Develop a feeling of mutual dependence within the group by stressing that each person depends on the others for survival. Emphasize that the group will not leave the wounded or injured behind—that each member's responsibility is to make sure the group returns intact. A feeling of mutual dependence fosters high morale and unity. Each member receives support and strength from the others.

Make the decisions no matter what the situation. However, base your decisions on the information and advice of other members of the group—much as admirals make decisions based on input from their staff. Above all else, never appear indecisive.

If situations require you to act immediately, consider the facts and make decisions rapidly. The ability to think on your feet usually determines successful survival.

BASIC ELEMENTS OF SURVIVAL

You can reduce, or even avoid, the shock of finding yourself isolated behind enemy lines, in enemy hands, or in a desolated area. Just remember the basic elements of survival represented by each letter in the word S-U-R-V-I-V-A-L shown in figure 6-7.

- S—Size up the situation by considering yourself, the country, and the enemy.

When you think about yourself and your group, hope for the best, but be prepared for the worst. Recall what you have read about survival and expect it to work. That will give you confidence that you and your group can survive, which will increase your chances for success. Get to a safe, comfortable place as quickly as possible. Once you find a safe place, look at your situation, think, and form a plan. Your fear will lessen while your confidence will increase. Be calm and cautious until you know where you are and where you are going.

Being in a strange country may cause part of your fear. Therefore, try to determine where you are by landmarks, by compass directions, or by recalling intelligence information passed onto you by your leaders.

Think about what moves the enemy might make by putting yourself in the enemy's shoes. What would you do? Watch the enemy's habits and routines. Base your plans on your observations. Remember, you know where the enemy is, but the enemy does not know where you are.

- U—Undue haste makes waste.

Don't be too eager to move. Acting hastily makes you careless and impatient, causing you to take unnecessary risks. Don't end up like the man who rushed ahead without any plan. He tried to travel at night but only injured himself by bumping into trees and fences. Instead of lying low and trying to evade the enemy, he fired at them with his rifle and was caught. Don't lose your temper. Loss of self-control may cause wrong thinking and poor judgment. When something irritating

Size up the situation

Undue haste makes waste

Remember where you are

Vanquish fear and panic

Improvise

Value living

Act like the natives

Learn basic skills

Figure 6-7.—Elements of survival.

happens, stop, take a deep breath, and relax; then start over. Face the facts—danger does exist. To try to convince yourself otherwise only adds to the danger.

- R—Remember where you and your group are.

- V—Vanquish fear and panic.

To feel fear is normal and necessary. It is nature's way of giving you that extra shot of energy when you need it. Learn to recognize fear for what it is and control it. Look carefully at a situation to determine if your fear is justified. When you investigate, you will usually find many of your fears are unreal.

When you are injured and in pain, controlling fear is difficult. Pain can turn fear into panic and cause you to act without thinking, Loneliness can also cause panic. It can lead to hopelessness, thoughts of suicide, carelessness, and even capture or surrender. Recognizing the effects of fear can help you overcome panic.

- I—Improvise.

You can always do something to improve your situation. Figure out what you and your group need; take stock of what you have; then improvise. Learn to put up with new and unpleasant conditions. Keep your mind and that of your group on SURVIVAL. Don't be afraid to try strange foods.

- V—Value living.

Conserve your health and strength and that of your group. Illness or injury greatly reduces your chances of survival and escape. Hunger, cold, and fatigue lower your efficiency and stamina, make you careless, and increase the possibility of capture. Be aware that your spirits may be low because of your physical conditions-not because of the danger. Remember the goal for you and your group—getting out of your situation alive. Concentrating on the time after your rescue will help you value living while trying to survive.

- A—Act like the local populace.

"At the railroad station, there were German guards," one escapee related. "I had an urgent need to urinate. The only rest room was an exposed one in front of the station. I felt too embarrassed to relieve myself in front of all the passersby. I walked throughout the entire town stopping occasionally and inquiring if a rest room was available." This man was detected and captured because he failed to accept the customs of the locals. When you are in a strange situation, accept and adopt local behavior to avoid attracting attention.

- L—Learn basic skills.

The best life insurance is to make sure you learn the techniques and methods of survival so thoroughly that they become automatic. Then you will probably do the right thing, even if you panic. Be inquisitive, and search for any additional survival information.

SUMMARY

Everyone in the Navy has the job of preventing mishaps. Mishap prevention reduces personal injury and damage to material and equipment. Try to help the Navy reach its ultimate goal of preventing all mishaps by recognizing the need for mishap prevention; then take steps daily to prevent mishaps.

Your involvement in mishap prevention may only have been that of a safety-conscious person trying to do your job as effectively and safely as possible. However, you may gain greater responsibilities by being appointed as division safety petty officer. In that position, you must become more aware of unsafe working conditions and be prepared to take immediate action to correct them. Without your help, a near mishap today could be a fatal mishap tomorrow.

The Navy has gone to great expense to train people like you to run its ships safely. Without you and your shipmates, we would not have a Navy. Personnel safety is not automatic; it must be practiced constantly. The Navy still has injuries, but they are less frequent than they were in the past because crew members now practice good safety habits.

You are responsible for the functions of the safety organization within your ship or unit. You must promote safety, safety publications, and safety instructions.

The tag-out system is an important part of the safety organization. Without it, we would have a great increase in injuries and deaths. It is a working system that, if correctly used, will save many lives.

Every ship follows safety procedures for hazardous waste and material control. If you are assigned as the hazardous waste/material control petty officer, your will be responsible for those procedures.

The Navy is safety-conscious. Always practice safety, whether on or off ship. The Navy and your loved ones value you and want you to be as safe as possible.

At some time you and your shipmates may find yourselves in a survival situation; you could be the person in charge. If that happens, you will have the responsibility of keeping yourself and your people alive until you are rescued. Therefore, you must know the basic elements of evasion, survival at sea, survival ashore, and group survival. If you find yourself in a survival situation, remember to NEVER GIVE UP HOPE.

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CHAPTER 7

DAMAGE CONTROL

LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Describe the objectives of damage control.
2. Describe the damage control responsibilities of the commanding officer, executive officer, officer of the deck, division officer, damage control petty officer, and work center damage control petty officer.
3. Describe the damage control central organization.
4. Describe the assignments, responsibilities, and dress requirements of repair parties and teams.
5. Describe the duties and responsibilities of the on-scene leader.
6. Describe the duties of the at-sea fire party.
7. Describe the procedures used for investigating flooding, structural damage, and fires.
8. Identify the classes of fire and extinguishing agents used in damage control.
9. Describe the methods used to prevent the spread of fires.
10. Describe the method used to control flooding.
11. Describe the two types of flooding.
12. Identify the types of damage control communications.
13. Describe the purpose of and rules observed while administering first aid.
14. Describe the hazards involved in a nuclear weapons mishap incident.
15. Identify the sources of damage control information.
16. Describe the hazards and non-nuclear effects of a nuclear attack.
17. Describe the effects and types of radiation produced by a nuclear attack.
18. Describe how biological warfare agents are disseminated, detected, and identified.
19. Describe the characteristics and classifications of chemical warfare agents.
20. Describe the effects of and treatment for chemical warfare agents.
21. Describe the objectives and phases of disaster control ashore.

Naval history is filled with instances that illustrate the important role damage control has played in naval operations. Ships have been damaged where their survival seemed impossible. Yet, through gallant damage control efforts, these ships have recovered to fight again. For example, the USS *Belknap* (CG-26) survived a terrible collision at sea (fig. 7-1) and recovered to serve again. On too many other occasions, however, ships that should have been saved have been lost because of needless failures in damage control preparations and operations. It has been said that if a ship survives the initial impact of damage, it has a good chance of being saved. Along with

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Figure 7-1.—USS Belknap (CG-26).

confidence in the integrity of their ships, all repair party personnel should have confidence in their ability to control all but the most devastating damage.

OBJECTIVES OF DAMAGE CONTROL

The three basic objectives of shipboard damage control are PREVENTION, MINIMIZATION, and RESTORATION.

Prevention means to take all practical preliminary measures, such as maintaining watertight and fumetight integrity, providing reserve buoyancy and stability, removing fire hazards, and maintaining and distributing emergency equipment before damage occurs.

Minimization is to minimize and localize damage by taking measures to control flooding, preserve stability and buoyancy, combat fire, and provide first-aid treatment to injured personnel.

Restoration is to accomplish, as quickly as possible, emergency repairs or restorations after the occurrence of damage. Restoration requires measures such as supplying casualty power, regaining a safe margin of stability and buoyancy, replacing essential structures, and manning essential equipment.

All members of the ship's company should realize the importance of their responsibilities. You should think of damage control as an offensive as well as a defensive action upon which your ship's ability to inflict damage on the enemy may depend. Damage control not only is concerned with battle damage but also nonbattle damage. This includes damage from fire, collision, grounding, weather, and explosion. Damage control action may be necessary in port as well as at sea and may involve the use of personnel and facilities from an undamaged ship.

Damage control requires a detailed knowledge of the ship's construction, characteristics, compartmentation, and stability, and of apparatus placed on board to prevent or control damage. Basically, control of damage depends upon the ability and the initiative of personnel to take prompt corrective action, using readily available material. Having a thorough knowledge of the ship will enable personnel to take the necessary corrective action.

RESPONSIBILITIES

All members of the ship's company should know their damage control responsibilities and realize the importance of damage control. The importance of efficient damage control cannot be overemphasized. Damage control readiness can only be achieved by a firm program stimulated by effective and dynamic leadership. This program should be executed by enthusiastic, well-trained, and determined officers and crew from all departments on board. While no area can be fully covered, the basic responsibilities of key individuals in the damage control organization are stated in the following paragraphs.

Commanding Officer

Chapter 8, *U.S. Navy Regulations,* delineates the various broad responsibilities of the commanding officer (CO). For example, he or she must "maintain his or her command in a state of maximum effectiveness for war or other service . . . . Immediately after a battle or action, repair damages so far as possible, [and] exert every effort to prepare the command for further service . . . ."

To carry out this charge, the commanding officer ensures the command is well trained and continually exercised in all aspects of damage control. The commanding officer should be fully aware of all of the ship's weaknesses, including the adequacy and operability of all damage control equipment.

Executive Officer

The executive officer (XO) keeps the command advised of the status of the ship's damage control readiness. The executive officer carries out the requirements of command damage control training, including the ship's readiness to combat all casualties and damage caused by hostile acts or other occurrences.

Officer of the Deck

The officer of the deck (OOD) is the senior member of the underway watch team and is the primary assistant to the commanding officer on the bridge. The OOD should be intimately familiar with the ship, its material condition, and established procedures for emergencies. The OOD should know and understand the correct course of action, or options, for various damage control situations. The OOD should be able to analyze a situation quickly and take prompt, positive, and correct counteraction. The OOD's ability to react properly and promptly will be directly proportional to his or her knowledge of the ship, damage control procedures, equipment available, and training received.

Division Officer

The division officer is responsible for taking all practical preliminary measures before damage occurs, such as maintenance of watertight and airtight integrity, removal of fire hazards, and upkeep of emergency equipment. Division officers ensure that all equipment, closures, and markings under their cognizance are kept in the best possible condition. This is done by periodic inspections, adherence to planned maintenance system (PMS) checks by division damage control petty officers (DDCPOs), and training of personnel within the division.

Damage Control Petty Officer

A qualified senior petty officer in each division is designated as damage control petty officer (DCPO). Section leaders of each section are designated as duty DCPOs outside of normal working hours in port; they also perform the duties of the DCPO at some time during their tour of duty. Division officers notify the fire marshal and the damage control assistant (DCA) of DCPO and duty DCPO assignments and of any changes to these assignments. DCPOs should have received formal training and be qualified before assignment.

DCPOs normally serve for a period of 6 months. They check in and out with the fire marshal and DCA upon being assigned to or released from such duties.

Duties and Responsibilities of the DCPO

The DCPO and duty DCPOs (duty section leaders) have the following duties and responsibilities:

Being acquainted with all phases of the ship's damage control, fire-fighting, and defense procedures

Assisting in the instruction of division personnel in damage control, fire-fighting, and chemical, biological, and radiological (CBR) defense procedures

Ensuring the preparation and maintenance of damage control checkoff lists for all spaces assigned

Supervising the setting of specified damage control material conditions within division spaces and making required reports

Weighing portable C02 bottles, inspecting and testing damage control and fire-fighting equip-ment, and preparing required reports for approval of the division officer in following the current ship's instruction

Ensuring all battle lanterns, dog wrenches, spanners, and other damage control equipment are in place and in a usable condition in all division spaces

Ensuring all compartments, piping, cables, and damage control and fire-fighting equipment are properly stenciled or identified by color codes

Posting safety precautions and operating instructions in required division spaces

Assisting the division officer in inspecting division spaces for cleanliness and preservation and assisting in the preparation of required reports

Conducting daily inspections of division spaces for the elimination of fire hazards

Performing such other duties with reference to damage control and maintenance of division spaces as may be directed by the division leading petty officer, division officer, fire marshal, and DCA

WORK CENTER DAMAGE CONTROL PETTY OFFICER

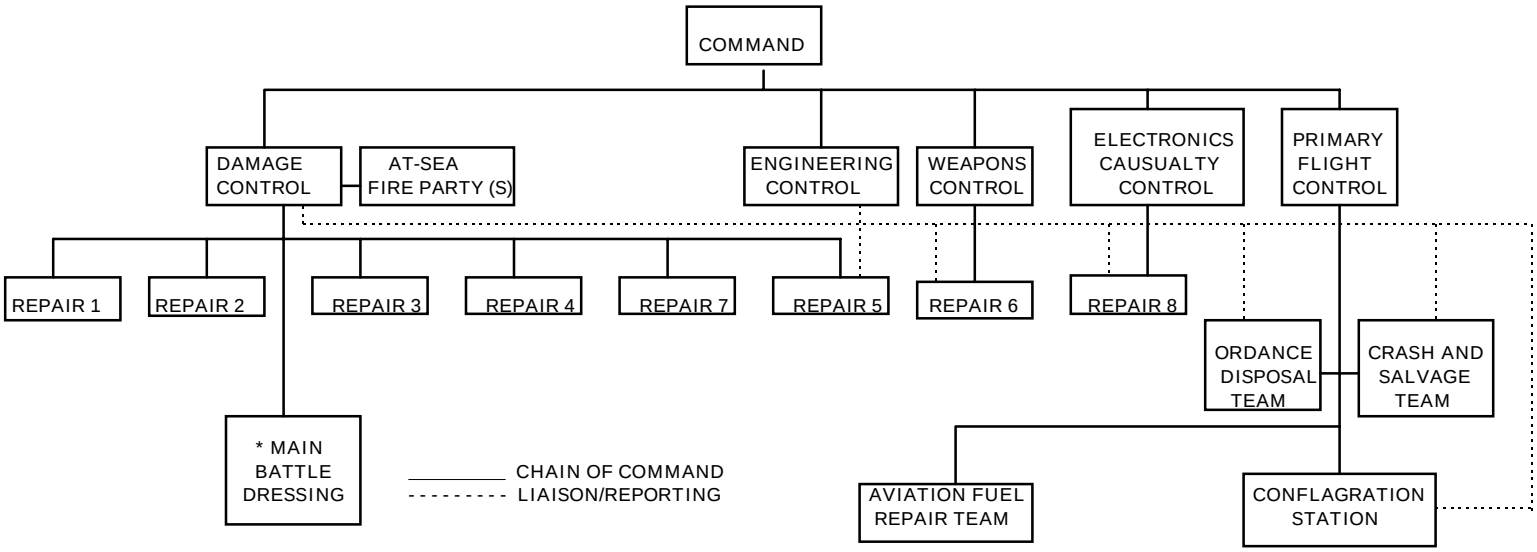
Each work center will have a designated work center damage control petty officer (WCDCPO). WCDCPOs are supervisors responsible for matters concerning damage control within their work centers. They have basically the same duties and responsibilities as the DCPO but apply them to their respective work centers.

DAMAGE CONTROL ORGANIZATION

The damage control administrative organiza-tion is an integral part of the engineering department. However, each department has major administrative and preventive maintenance responsibilities to fulfill.

DAMAGE CONTROL BATTLE ORGANIZATION

The damage control battle organization includes damage control central (DCC); repair parties for hull, propulsion, electronics, weapons, and air; and battle dressing stations. Each person within the organization must be highly trained in all phases of damage control. Ships should be self-sufficient, and ship's personnel should be able to take positive action to control any damage likely to occur. Provisions should be made for relief of personnel engaged in arduous tasks, for battle messing, and for transition from one condition of readiness to another. Positive,



* BATTLE DRESSING STATIONS WILL VARY WITH DIFFERENT CLASSES OF SHIPS. APPLICABLE STATIONS FOR SPECIFIC SHIPS SHOULD BE DRAWN UNDER THE APPROPRIATE PARTY.

Figure 7-2.—Damage control battle organization chart.

accurate, and rapid communications should take place between all damage control parties, fire-fighting parties, or similar groups so that overall coordination of effort and direction can be accomplished. The primary damage control battle organization repair parties and teams are shown in figure 7-2.

The primary duty of the damage control organization is to control damage in order to keep the ship fighting. Damage control objectives are attained by taking the necessary action to do the following:

1. Preserve stability
2. Preserve watertight integrity (buoyancy)
3. Control list and trim
4. Maintain effective segregation of vital systems
5. Prevent, isolate, combat, extinguish, and remove the effects of fire
6. Detect, confine, and remove the effects of nuclear, biological, and/or chemical attack
7. Assist in the care of injured personnel
8. Make rapid repairs to structures and equipment

Ships designate one of the repair parties to act as SECONDARY DCC. The repair party designated as secondary DCC maintains status boards and communications logs identical to those maintained by DCC; it also directs control of damage in the event DCC is unable to perform its function.

FUNCTIONS OF DAMAGE CONTROL CENTRAL

Damage control central (DCC) is the hub of the ship's damage control efforts. It is organized to coordinate control of all damage the ship may suffer in battle, and it keeps the commanding officer advised of the capabilities of the ship after each casualty. It trains repair parties to operate and control damage as independent units.

DCC personnel check all damage reports and the corrective action being taken. DCC issues directions when repairs are not progressing satisfactorily, damage is beyond the capabilities of the personnel involved, advice is requested, or corrective action in progress is incorrect.

DCC maintains status boards showing struc-tural damage, location of flooding boundaries, condition of propulsion, condition of electrical and casualty power circuits, and corrective actions taken.

REPAIR PARTIES AND TEAMS

Each ship will have at least one repair party. Some ships have as many as eight repair parties. In addition, larger ships may have an ordnance disposal team, a crash and salvage team, or an aviation fuel repair team. Each repair party will have an officer or a senior petty officer in charge. Composition of repair parties depends on the number of personnel available, type of ship, and area of responsibility. A repair party organization chart is shown in figure 7-3. All repair parties should have the following capabilities:

- Making repairs to electrical and sound-powered telephone circuits.

NO.	GO CLO		EVALUATION AND COMM					FIRE FIGHTING A			FIRE FIGHTING B		FIRE FIGHTING C		FLOOD AND SMOKE CONTROL							DAMAGE CONTROL REPAIR					NBC DEFENSE									MISC ASSIG				REMARKS
NAME	CIRCLE WILLIAM	ZEBRA	REPAIR LEADER	IN CHARGE AT SCENE	INVESTIGATOR & OBA	LINE TENDER	PHONE TALKER	NOZZLEMAN & OBA	2ND HOSEMAN	PLUGMAN	NOZZLEMAN & OBA	PROVIDE FOAM	PROVIDE CO2	ELECTRICIAN	SECURE VENTILATION	PORTABLE BLOWERS	FIRE MAIN ISOLATION	REMOTE CONTROLS	SUBMERSIBLE PUMPS	P-250 TEAM	EXPLOSIVE TEST	PROVIDE PLUGS, WEG	PROVIDE TOOLS	PROVIDE SHORING	ROPE-OFF AREA	SOUNDINGS	MONITOR	RELIEF MONITOR	RECORDER	B.W. SAMPLER	C.W. IDENTIFICATION	MATERIAL DECON	PERS DECON	DECON EXIT MONITOI	TRAFFIC CONTROL	CASUALTY POWER	SCUTTLE SHIP STATIC	STRETCHER BEARER	DR & D.C. READ COND. 2	

Figure 7-3.—Repair party organization chart.

- Giving first aid and transporting injured personnel to battle dressing stations without seriously reducing the damage control capabilities of the repair party.

- Detecting, identifying, and measuring dose and dose-rate intensities from radiation. Parties should also be capable of surveying and decontaminating personnel and contaminated areas. The only exception is when parties are specifically assigned to departments with special requirements, as in the case of nuclear weapons accidents and/or incidents.

- Sampling and/or identifying biological or chemical agents. Parties should also be capable of decontaminating areas and personnel affected as a result of biological or chemical attack. The only exception is when the medical department is responsible.

- Controlling and extinguishing all types of fires.

- Evaluating and reporting correctly the extent of damage in-its area. This includes maintaining the following graphic records:

  —Graphic display boards showing damage and action taken to correct disrupted or damaged systems

  —Deck plans showing locations of CBR contamination and the location and safe routes to battle dressing and personnel cleansing stations

  —A casualty board for visual display of structural damage

Repair Party Assignments

Division officers are responsible for assigning personnel to repair parties. Each repair party will have a nucleus of experienced and mature personnel. Repair party personnel obtain this experience through the completion of special training programs and personnel qualification standards (PQS). The DCA maintains a list of all personnel assigned to repair parties. The DCA also ensures that replacement personnel are properly trained and that they attain PQS qualifications. Avoid mass repair party personnel reassignments, and replace key repair party personnel on a contact relief basis.

Dress Requirements for Repair Parties

While none of the available uniform fabrics currently in use is considered protective clothing, it is a documented fact that parts of the body not covered by some form of clothing suffer more severe burns. A complete working uniform, to include a round neck tee shirt, should be worn by all personnel engaged in repair party activities. Roll down and button shirt sleeves, button shirt collars, and tuck trousers into socks. Uniforms of polyester double knit and 100-percent polyester should not be worn by personnel engaged in repair party activities. Additional items of protective equipment should be worn as follows:

- Life jackets of the inflatable type should be issued and worn in the pouch. Kapok life jackets should be readily available at or near the repair locker for those repair parties not issued inflatable life jackets. Personnel assigned oxygen breathing apparatus (OBA) duty may omit wearing a life jacket while wearing the OBA.

- Issue protective headgear (battle helmet with liner) to repair parties.

- Protective masks, preadjusted for immediate use, in the carrying case. Personnel assigned OBA duty may omit carrying a protective mask while wearing the OBA.

Setting Material Condition Zebra

Material condition Zebra is used for maximum protection in battle. During general quarters, personnel in manned spaces are responsible for setting condition Zebra in those spaces, including all accesses to those spaces. Repair parties are responsible for all other Zebra fittings. DCC coordinates the setting of condition Zebra for X-ray and yoke fittings that previously were logged open in the damage control closure log. Condition Zebra is first set on the fire main, drainage, freshwater, and ventilation systems. Access fittings should be closed starting with the lower decks and proceeding to those on higher decks. Condition Zebra is not fully set until all X-ray and yoke fittings are checked out.

Each unit leader will report "manned and ready" to the repair locker officer when sufficient personnel are in the area to carry out their duties. It is not necessary to have all personnel present to report manned and ready. When condition

Zebra has been set in assigned areas, each unit will report "Zebra set" to the repair locker leader. Each repair locker officer will compile "manned and ready" and Zebra reports and report attainment status to damage control central. In an actual casualty immediate damage control action may be necessary. In this case unit leaders should report manned and ready as soon as possible.

REPAIR PARTY ORGANIZATION FOR FIRE FIGHTING

Repair parties provide the only personnel immediately available to fight fires during action. Therefore, deciding upon a plan of action for repair parties, before action, is essential.

All repair parties must be thoroughly indoctrinated and properly trained to carry out such plans of action. Valuable time would be lost if the method of fire fighting was not decided until the fire was actually underway. No matter how well your people are trained in the use of equipment, if they are not trained to act as a team following definite plans, confusion will result. This confusion may be short lived, but it will interfere with fire-fighting efforts.

Divide large repair parties into fire-fighting groups. Where possible, organize at least two groups or teams from each repair party. Train these groups so any member can quickly undertake any of the detailed duties as circumstances warrant. Each team member should know the correct starting position in the event of a fire, flooding, or a major casualty as assigned by the watch, quarter, and station (WQS) bill. Maximum use of PQS will assist in training your teams to be competent, flexible repair parties. Table 7-1 shows the minimum acceptable duty damage control party assignments for fire and collision/flooding duties.

BATTLE DRESSING STATIONS

Most ships have a minimum of two battle dressing stations equipped for emergency handling of battle casualties. These stations should be well separated from each other and accessible to stretcher bearers from repair parties in the vicinity. These stations will be manned with medical department personnel. The medical department should also provide first-aid boxes for personnel in battle stations.

Table 7-1.—Minimum Acceptable Duty Damage Control Party

	Fire Duties	Collision/Flooding Duties
(1)	On-scene leader	On-scene leader
(2)	Accessman/ compt. tester	Pump detail (1)
(3)	First aid	First aid
(4)	CO_2	Pump detail (2)
(5)	Sprinkleman	Pump detail (3)
(6)	Boundary setter	Boundary setter
(7)	Boundary setter	Boundary setter
(8)	Foam Man	Pump detail (4)
(9)	DCC phones	DCC phone
(10)	On-scene phones	On-scene phones
(11)	#2 plugman	Shoring detail (1)
(12)	#1 hoseman	Shoring detail (2)
(13)	#1 plugman	Shoring detail (3)
(14)	#2 hoseman	Pump detail (5)
(15)	Electrician	Electrician
(16)	#1 nozzleman	Investigator
(17)	#2 nozzleman	Assistant investigator
(18)	DCC supervisor	DCC supervisor

ON-SCENE LEADER

The on-scene leader takes charge of the repair of damage at the immediate scene and is directly in charge of the fire-fighting party. The first duty of the on-scene leader is to get to the fire or damage quickly to investigate and evaluate the situation. When the nature of the fire or damage has been determined, the on-scene leader informs the repair party leader, who informs DCC. The on-scene leader is responsible for directing efforts to control the fire or damage at the scene. Later developments may require the use of different or additional equipment, but the on-scene leader must decide what equipment to use first. The on-scene leader must ensure that personnel observe all safety precautions and standard procedures in the performance of all phases of damage control. The on-scene leader is the assistant repair party leader and is in charge of the repair locker in the absence of the repair party leader. To be an on-scene leader, you should be qualified in investigation, fire fighting, and damage control repair.

Table 7-2.—At-Sea Fire Party

No. of Men	Function/Provide
1	Scene Leader
2	Investigator—OBA
2	Nozzleman—OBA
2	OBA Tender—Kit
2	Hoseman—2 cans foam/AFFF
2	Plugmen—CO_2
1	2JZ S/P Talker
1	Messenger/2 PKP
1	Electrician—Kit/OBA
1	Corpsman—Kirst-aid kit

AT-SEA FIRE PARTY

Commanding officers may organize an at- sea fire party either as a standing organization or as part of a special detail. As an on-scene leader you may be placed in charge of the at-sea fire party. The at-sea fire party may be formed intact as a repair party or unit or may be composed of members of the various repair parties. A standing at-sea fire party will respond to all fires occurring at sea except when the ship is already at general quarters. If the at-sea fire party is at the scene of a fire when general quarters is sounded, it will remain at the scene until relieved. The purpose of the at-sea fire party is to

- respond immediately to fire alarms when repair parties are not manned,
- extinguish small fires effectively without disrupting other ships' operations, and
- control fire until ongoing sensitive critical evolutions can be terminated and general quarters stations can be manned and ready.

At-sea fire parties will normally consist of the personnel shown in table 7-2. Variations are authorized if required by the needs of a particular ship. The DCA is responsible for the organization and training of the at-sea fire party.

When the fire alarm is sounded, the at-sea fire party will proceed from the closest repair locker to the scene of the fire. Scene leaders will wear a steel helmet painted red and marked front and back with l-inch black lettering identifying the repair party (II, III, etc.). The lower circumference of the helmet will have three 1-inch horizontal stripes of reflective tape in white, red, white. No other member of a repair, damage control, or rescue and assistance party will wear a similarly marked helmet or one that could be mistaken for a scene leader.

INVESTIGATING DAMAGE

As an on-scene leader you should be qualified as an investigator. Four principles of investigation should be considered in your investigation of damage:

1. An investigation must be thorough.
2. It must be conducted with caution.
3. Results must be reported clearly and quickly.
4. Investigations must be repeated.

Ships have been lost and others have suffered unnecessary damage because investigating personnel have neglected one or more of these four principles.

Investigation Teams

Each repair locker and unit has at least four investigators, with OBA tenders organized into two-man teams and assigned specific areas for investigation. If an area has extensive damage, form additional teams. Equip each investigator with an OBA. An investigator's kit containing a sounding tape and deck drain wrench is provided by the OBA tender. If an investigator must enter a space alone, the OBA tender must man a tendering line secured to the D ring on the back of the investigator's OBA.

Initial/Rapid Survey

Initial indications should be recognized and evaluated quickly to give DCC an accurate estimate of the extent of damage. Investigate symptoms of dangerous conditions, such as a minor loss of power, a wisp of smoke, dropping pressure, or excessive warmth of a bulkhead, and take prompt corrective action. You should also provide details on casualties that interfere with repairing or limiting damage, such as absence of light or ventilation and the presence of smoke, flammable liquids, wreckage, or loose stores.

Repeat/Detailed Investigation

Although a compartment has been inspected and is free of fire and flooding, you should not assume it is secure; it must be reinspected. A fire can break out from undetected damage to an electrical circuit or from a hot splinter buried in combustible materials. Flooding may be caused by open or partly open valves, especially if intervening watertight boundaries fail. The initial/rapid investigation is a preliminary inspection. A detailed investigation is made as soon as possible and in greater detail. This investigation should be thorough; otherwise, the extent of secondary or minor damage could go undetected. Sound all compartments, tanks, and voids adjacent to the original point of damage to determine penetration and flooding. Make detailed investigations of every compartment after every hit, particularly any compartment which lies within 50 feet of the point of impact. (Fifty feet is the nominal distance from the point of impact that damage should spread if the underwater protective system is initially intact.) If any compartment on the perimeter of this 50-foot arc shows the presence of water, extend the investigation beyond the originally estimated levels until an intact watertight boundary is determined.

Investigation for Flooding

As a general rule, complete flooding of a compartment or flooding to sea level indicates that a compartment is open to the sea. Flooding to a lesser height may indicate that the puncture is relatively small or that progressive flooding is occurring. Although progressive flooding can be verified by subsequent soundings, the general rule does not always hold true. In more than one case, an unisolated saltwater line leading through a secured compartment has been ruptured and has caused the space to become completely flooded without direct access to the sea. Such a condition is even more dangerous than a penetration of the hull because, in time, the pressure within the compartment could reach 100 pounds or more and cause previously undamaged bulkheads to collapse.

Investigation for Structural Damage

Investigation for structural damage should cover a considerable area surrounding the immediate scene of damage not only on the same level as the principal casualty but also one level above and below it. You should look for such items as splinter holes, ruptured pipelines, warped or fractured frames or stanchions, cracks, open seams, leaky stuffing tubes, bent shafts, improperly closed fittings, and severed electrical cables. You should note and quickly report any damaged bulkheads that require shoring. Circuit breakers and electrical measuring instruments mounted on switchboards may give information on structural damage. When a circuit breaker trips in battle, it may be an indication of physical shock or of an overload caused by damaged cables or equipment. Hot bearings on motors and hot electrical cables may also be indications of structural damage. Identify and report the circuits or equipment quickly.

Investigation for Fires

An investigation for fires should not only detect fires but imminent causes of fires. You should look for items such as smoke; warm bulkheads, hatches, or decks; peeling paint and tile; arcing wires; hot/jammed watertight doors and hatches; and loss of lighting. These symptoms normally indicate that a fire is present. In addition you should inspect for spilled or ruptured fuel or flammable liquid tanks and containers; wreckage; loose stores; and broken or damaged electrical controllers, power panels, and switches. These items are potential causes for secondary fires.

Reporting Information

You should use message blanks to report your findings to the repair party leader. Then the repair party leader will correlate and evaluate the information and pass it to the parent repair party and DCC. Local leaders should evaluate the information and take immediate steps to isolate damaged systems, to attack casualties in the most logical manner, and to provide the correct equipment to meet the emergency. DCC will pass essential information to the commanding officer concerning casualties, their extent, their effects on the ship's remaining buoyancy and stability, and their probable effects.

After a casualty occurs, the repair party may *appear* to spend the first hour investigating damage and too little time localizing the damage or effecting repairs. This is not true; much of the damage is obvious within a few minutes. With a well-indoctrinated damage control organization, only a small number of people are required to

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Figure 7-4.—Flight deck fire, USS Enterprise (CVN-65).

devote their entire time to investigative work. The remaining people in the repair party are able to start remedial action immediately.

Benefits of Investigation

The first two steps in handling a casualty are to put out fires and control flooding. However, without adequate investigation, no one knows what types and quantities of material must be provided at the scene, which electric circuits or pipelines must be isolated, and which partially flooded compartments can be made watertight and pumped dry. For example, as the result of a proper investigation, a repair locker or unit could stop progressive flooding in six compartments containing holes that could be plugged in several minutes. Without an investigation, the unit might waste the same amount of time attempting an impossible repair on one leak.

FIRE FIGHTING

Whether a battle casualty is caused by a bomb, torpedo, or projectile hit, fire is a common result (fig. 7-4). Unless the fire is quickly extinguished, more serious damage than that caused by the initial explosion may develop. The process of fire is a three-component chemical reaction requiring fuel, heat, and oxygen. You control and extinguish fires by eliminating one of these components. Fires are classified by type of fuel, as shown in table 7-3. Methods of extinguishing a fire are shown in table 7-4.

Table 7-3.—Classification of Fires

Class A—Fires in ordinary combustible materials such as mattresses, dunnage, wood, canvas, and paper.
Class B—Fires in substances such as gasoline, fuel oil, lubricating oil, diesel oil, and paints.
Class C—Fires in electrical equipment.
Class D—Fires in metals such as magnesium, potassium, sodium, titanium, zirconium, powdered aluminum, zinc, and others which require careful fire attack with special methods and extinguishing agents.

Table 7-4.—Fire-fighting Methods.

COMBUSTIBLE INVOLVED	TYPE FIRE	USEFUL EXTINGUISHING AGENTS
Woodwork, bedding, clothing, combustible stores	A	1. Fixed water sprinkling 2. High-velocity fog 3. Solid water stream 4. Foam/AFFF 5. Dry Chemical 6. CO_2 Extinguisher
Explosive Propellants	A	1. Magazine sprinkling 2. Solid water stream or high-velocity fog 3. Foam/AFFF
Paint, spirits Flammable liquid stores	B	1. CO_2 (Fixed System) 2. Foam/AFFF 3. Installed sprinklers 4. High-velocity fog 5. P-K-P Dry Chemical 6. CO_2 Portable
Gasoline	B	1. Foam/AFFF, handline or sprinkler systems 2. CO_2 (Fixed System) 3. Water sprinkling system 4. P-K-P Dry Chemical
Fuel oil, JP-5	B	1. Foam/AFFF, handline or sprinkler systems 2. P-K-P Dry Chemical 3. Water sprinkling system 4. High-velocity fog 5. CO_2 (Fixed System)
Electrical and radio	C	1. (De-energize affected circuits) 2. Portable CO_2 or CO_2 hose reel system 3. High-velocity fog 4. Fog—Foam or Dry Chemical (if CO_2 not available)
Magnesium Alloys	D	1. Jettison into the sea 2. High-velocity fog—cool 3. Dry Sand—Talc—Smother
Grenades, Napalm	D	1. Dry sodium Chloride 2. Stow in kerosene or similar Hydrocarbon

The above extinguishing agents are listed in the order of their preferred use for each fire substance. They act in the following manner: (1) Solid Water Stream—wetting, penetrating, and cooling (2) Water Fog—wetting, cooling, and shielding (3) Foam—permanent smothering (4) CO_2—temporary smothering (5) P-K-P Dry Chemical—temporary smothering.

Initial Fire-Fighting Operations

In fire-fighting operations, you must first determine the location and type of fire and then determine the method of extinguishing the fire, as shown in table 7-4. For complicated or simultaneous fires, fog will serve in nearly every situation. In case of a class C fire, first de-energize all circuits where possible. Next, establish fire boundaries by closing all doors, hatches, manholes, ventilation ducts, and other vents in the area as practical and de-energize power as necessary.

CO_2 Safety Precautions

You must be aware that the very qualities that make carbon dioxide (CO_2) a valuable extinguishing agent also make it dangerous to life. When CO_2 replaces oxygen in the air where combustion cannot be sustained, there is no respiration. Prolonged exposure to carbon dioxide causes suffocation, very much as immersion in water does when a person drowns. CO_2 cannot be seen or smelled. It gives no evidence of its presence that can be recognized by the senses. Since CO_2 is heavier than air, it remains close to the surface of the space in a deep or shallow pool, depending on the amount of area covered and the amount of CO_2 used. When a portable carbon dioxide extinguisher is used, there is practically no breathing danger in the average compartment because its 135 cubic feet of CO_2 lies in a shallow pool well below the usual breathing level.

When entering a compartment that contains carbon dioxide (or any other harmful gas) in a dangerous concentration, you must wear an OBA.

Except in an emergency, you should not open a CO_2 flooded compartment for at least 15 minutes after it has been flooded. This delay is a precautionary measure to give all the burning substances time to cool down below their ignition temperature; this prevents reignition upon contact with air.

Warn anyone who uses a carbon dioxide extinguisher that the "snow" will blister the skin and cause painful burns if it is allowed to remain on the skin.

Discharge of CO_2 leads to a buildup of a static electrical charge. You should keep the cylinder in contact (grounded) with the metal structure of the ship when discharging CO_2.

Halon 1301 Hazards

The mechanism by which Halon 1301 extinguishes a fire is not thoroughly understood. The phenomenon appears to be a physical/chemical action that inhibits combustion. Halon 1301 has the ability to extinguish both the flammable liquid spill and spray types of fire. Halon 1301 decomposes upon contact with flames or hot surfaces above 900°F (482°C). While this decomposition allows the Halon 1301 to function effectively, it also results in the formation of several decomposition products, primarily hydrogen fluoride and hydrogen bromide.

Fuel decomposition products, carbon monoxide, oxygen depletion, heat, and smoke create personnel hazards. Personnel should not remain in a space where Halon 1301 has been released to extinguish a fire unless OBAs are worn. Although personnel can be exposed to concentrations of 5 to 7 percent of Halon 1301 for up to 10 minutes without danger to health, spaces should still be evacuated upon accidental discharge.

If Halon 1301 is discharged where no fire exists, several hazards may arise. For example, noise from the discharge can be startling; turbulence may be sufficient to move light objects; direct contact with the vaporizing liquid may have a strong chilling effect and can cause frostbite and burns to the skin; and obscured vision may result because of condensation of water vapor in the air. If you are in a space where Halon 1301 is discharged and vision is obscured, do not move about until vision improves. Moving blindly could result in injuries.

Preventing Spreading of Fires

In fighting a fire, you should secure any breaches in bulkheads adjacent to the fire. Also, be sure to cool adjacent bulkheads. Remove any combustibles from nearby compartments or render the compartments safe by one or more of the following methods:

- Cool or smother compartments with fog.
- Fill compartments with CO_2.
- Flood compartments as practical.

Postfire Action

Start postfire action while fire fighting is still in progress. As the on-scene leader you should

have all necessary postfire equipment at the scene by the time the fire is out. This equipment should include axes, rakes, cutting torches, an oxygen analyzer, an explosimeter. You should

- set the reflash watch with a charged hose manned and ready to extinguish any flare-up of the fire;
- test the compartment for explosive gases and oxygen content, in that order;
- overhaul the fire, breaking up any areas where danger of smoldering embers exists;
- retest the compartment for explosive gases; and then
- desmoke and retest again.

FLOODING CONTROL

One of the most important damage control measures is to control flooding. Drainage by fixed systems or portable pumps is ineffective in handling flooding caused by damage until the rate of flooding has been controlled. The entire pumping capacity of the drainage systems is sufficient to care for flooding only when the leaks are small. A hole in the hull, with an area of only 1 square foot, 15 feet below the surface, will admit water at 13,900 gallons per minute (gpm). The total pumping capacity of the fixed drainage systems in a large combatant ship, for example, is only 12,200 gpm.

All pumping facilities cannot be used on any single flooded compartment. Therefore, it is essential that you isolate compartments flooded by underwater damage by watertight subdivisions before dewatering efforts can be successful.

Basically, two methods can be used in the control of flooding: (1) restrict or entirely stop the flow of water entering the hull and (2) confine and remove water that has entered or is still entering the ship.

Preparatory Measures to Resist Flooding Before Damage

It has been wisely said that 90 percent of the work of damage control—the important part-is accomplished before damage and only about 10 percent after the ship has been hit. Most preparatory work consists of measures taken to toughen the ship to resist flooding.

An important first step is for all personnel concerned with damage control to learn what features have been designed into their ship to enable it to resist flooding. The most significant of these features is the extent and type of vessel subdivision. The subdivision of the vessel will determine the extent and type of flooding that can occur and the type of corrective measures needed after damage. The DCA, repair party officers, and repair party leaders should also know the extent to which bulkheads adjacent to damage can be submerged before uncontrolled flooding arises.

To combat flooding successfully, you need speed and accuracy. To be effective in applying corrective measures, damage control personnel should be familiar with the equipment provided to control list and trim and to improve stability.

All hands should learn the general effects of a torpedo hit or other underwater damage to their ship. Since a single hit may wipe out entire repair parties or possibly carry away the damage control central station, ships may have to depend on other than repair parties to confine the flooding, to fight fire, and so forth. More important, vessels have been lost because personnel escaping from damaged areas left doors and hatches open behind them, thus permitting rapid spread of loose water. All hands should be trained to confine flooding by securing doors and hatches, lest stability efforts be too little or too late.

Certain material preparations are vital in toughening the ship to resist flooding. They include

- maintaining watertight integrity of the ship's subdivision,
- properly classifying closures and fittings,
- properly setting material conditions of closure, and
- providing adequate and well-distributed operable damage control equipment.

Types of Flooding

There are two major types of flooding: solid and partial.

SOLID. — If your ship has received severe underwater damage, compartments will be badly ruptured and completely flooded. Little or nothing can be done to correct this damage. Isolate the compartments to permit concentration

on compartments that can be repaired to prevent progressive flooding. *Solid flooding* refers to a compartment that is completely filled from deck to overhead. To be able to flood solidly, a compartment must be vented. Venting can take place through an air escape, an open scuttle or a ventilation fitting, or fragment holes in the overhead. Solid flooding has no other effect than to add weight at the center of gravity of the ship.

PARTIAL. —Compartments that are only partially flooded because their outboard bulkheads contain small holes, cracks, loose rivets, broken seams, or splinter holes allow progressive flooding to take place. If nothing is done about these holes, the ship will take on more and more water. The ship will lose buoyancy and list or trim stability. *Partial flooding* refers to a condition in which an intact compartment is not completely flooded. An "intact compartment" means that the deck on which the water rests and the bulkheads that surround it remain watertight. If the boundaries remain intact, water will neither run into nor out of the flooded compartment as the ship rolls. The final result of partial flooding is usually a decided loss in overall stability.

Establishing Flooding Boundaries

Flooding boundaries are the bulkheads and decks restricting the partially flooded area from the flooding boundary. If partially flooded compartments become completely flooded, the flooding boundaries may not hold. There may be hidden cracks or leaky stuffing tubes or the bulkheads may not be able to withstand the pressure put on them. In other words, just because a flooding boundary seems safe one minute is no sign that it will be safe the next. Therefore, repair party personnel should keep on reinspecting and should make sure the boundary holds (even so far as to add shoring if bulkhead or overhead strength is in question).

Holding What You Have

Many ships have been sunk during battle action, but very few of them have gone down as a direct result of initial damage. Most of them have gone down hours later as a result of progressive flooding, fire, collapsing bulkheads, increased free surface, and human errors. Had flooding and fire boundaries been established when and where it was possible to do so and the damage confined to its original area, even though the area was large, many of those ships would still be afloat and fit to fight. The moral is HOLD WHAT YOU HAVE; DO EVERYTHING POSSIBLE TO PREVENT PROGRESSIVE FLOODING AND BURNING. It is natural to attack the *obvious* damage while completely ignoring *hidden* damage that may sink the ship. Hours are often wasted trying to patch large or multiple holes in compartments that are already flooded. Smaller holes through interior bulkheads (holes which are causing progressive flooding) are overlooked. In many cases, plugging those interior holes first would be far better in order to HOLD WHAT YOU HAVE.

Holes in Underwater Hull

Large holes in the underwater hull, such as those caused by torpedoes, contact mines, or near-miss bombs, cannot be repaired by a ship in battle. A dry dock is required for such repairs. Large sections of hull plating are destroyed, flooding is complete and extensive, and the amount of wreckage is tremendous.

As you investigate the damage, you may come to a bulkhead that has only small holes in it, such as cracked plates or seams, warped hatches, leaky stuffing tubes, or holes made by blast or by flying debris. Such leaks should be treated as small holes in the underwater hull. By plugging those holes, you can localize flooding and preserve buoyancy. If you remove the water from the compartments you made watertight, you can begin to minimize the damage. For example, plugging leaks in bulkheads of a boiler room and clearing the space of water would help minimize damage. Small holes in the underwater hull often result from near-miss bombs or from violent explosions in some other part of the ship. For example, a torpedo explosion forward may damage shell plating on the quarters and cause cracks. Cracks may also result from stresses produced by steaming at high speeds in heavy seas.

Two factors that make repairing underwater holes rather difficult are water pressure and accessibility.

Rate of Flooding

It makes no difference whether the hole is made by a shell, a torpedo, a bomb splinter, a defective gasket, or an unpacked stuffing tube; if one side of the hole is submerged, water will flow through it. The amount of water that comes into a ship through the hole or flows from one compartment to the next varies directly with the area of the hole and the square root of its depth. Table 7-5 is a chart for determining the flow of water through holes in gallons per minute.

Table 7-5.—Chart for Determining Flow of Water Through Holes in Gallons Per Minute

HOLE DIA. IN INCHES	HEAD OF WATER IN FEET												
	2	4	6	8	10	12	14	16	18	20	24	28	32
1	28	40	49	56	63	69	74	79	84	89	97	105	112
2	111	157	192	222	248	272	294	314	333	351	384	415	444
3	250	354	433	500	559	612	661	707	750	790	866	935	1000
4	445	629	770	889	994	1089	1176	1257	1333	1405	1540	1663	1778
5	695	982	1203	1389	1553	1701	1837	1964	2083	2196	2406	2598	2778
6	1000	1414	1732	2000	2236	2449	2646	2828	3000	3162	3464	3741	4000
7	1361	1925	2357	2722	3043	3333	3601	3849	4083	4303	4714	5092	5444
8	1777	2514	3078	3555	3974	4354	4702	5027	5332	5620	6157	6650	7109
9	2249	3181	3896	4499	5030	5510	5951	6362	6748	7113	7792	8416	8997
10	2777	3927	4809	5553	6209	6802	7347	7854	8330	8781	9619	10390	11107
11	3360	4752	5820	6720	7514	8231	8890	9504	10080	10626	11640	12573	13441
12	4000	5655	6926	7997	8941	9795	10579	11310	11996	12645	13852	14961	15995
13	4693	6637	8129	9386	10494	11496	12417	13274	14079	14841	16257	17560	18772
14	5443	7697	9426	10885	12170	13331	14400	15394	16327	17210	18853	20364	21770
15	6246	8834	10820	12494	13969	15302	16528	17667	18740	19754	21640	23374	24988
16	7106	10051	12310	14214	15892	17409	18804	20102	21322	22475	24620	26593	28429
17	8024	11347	13897	16047	17942	19654	21229	22694	24071	25373	27795	30022	32095
18	8996	12722	15582	17992	20116	22035	23802	25445	26988	28448	31164	33660	35985
19	10024	14177	17363	20049	22416	24555	26523	28354	30073	31700	34726	37408	40098
20	11110	15710	19241	22218	24840	27211	29392	31421	33326	35129	38483	41566	44436
21	12244	17316	21208	24488	27379	29992	32396	34632	36732	38719	42416	45814	48977
22	13439	19008	23280	26881	30054	32923	35561	38016	40322	42503	46560	50290	53763
23	14688	20772	25441	29376	32844	35978	38861	41544	44064	46447	50881	54958	58753
24	15995	22622	27707	31993	35769	39183	42323	45245	47989	50585	55414	59853	63986
25	17356	24545	30061	34711	38809	42513	45920	49090	52067	54883	60122	64939	69424
26	18770	26546	32513	37542	41974	45980	49664	53093	56313	59359	65025	70235	75085
27	20242	28627	35061	40485	45264	49584	53557	57254	60727	64012	70122	75740	80971
28	21770	30787	37707	43539	48679	53325	57598	61574	65309	68842	75413	81455	87080
29	23353	33026	40449	46706	52220	57203	61787	66053	70059	73849	80898	87380	93414
30	24992	35345	43289	49985	55885	61219	66125	70690	74977	79033	86577	93514	99971
31	26683	37735	46216	53365	59665	65359	70597	75470	80048	84378	92432	99838	106732
32	28434	40212	49250	56868	63581	69649	75231	80424	85302	89916	98499	106391	113738

You can control flooding by jettisoning equipment, using submersible pumps, and forming a bucket brigade (if other methods fail).

Methods Used to Control Flooding

Several readily available methods that do not call for elaborate tools or training can be used to plug or patch holes to control flooding. These repairs are temporary and will not be watertight. If the inflow of water can be reduced by as little as 50 percent, flooding may be controllable with portable pumps.

The simplest method of repairing a fairly small hole is to insert some kind of plug. Each repair locker has a large assortment of conical, square-ended, and wedge-shaped wooden plugs. Never paint these plugs because unpainted wood absorbs water and grips better than painted wood. If possible, wrap plugs with lightweight cloth to help them grip better. Roll up pillows and mattresses and shove them into holes but this action should be backed up with some type of patch or shoring. Plate patches are commonly used types of patches. They are made from tables; doors; deck plates; or any relatively strong, flat material. Ordinary galvanized buckets can be used in a variety of ways to stop leaks; for example, you can push them into a hole to form a metal plug and held in place by shores.

We have mentioned just a few of the things you can use to control flooding. When all thumb rules and experience have been exhausted, your task is to use your own ingenuity to find something that works.

Holes in Hull Above the Waterline

Holes in the hull at or just above the waterline may not appear to be very dangerous, but they are. They destroy reserve buoyancy; and if your ship rolls in a heavy sea or loses buoyancy, those holes become submerged and admit water at a very dangerous level—above the center of gravity. That reduces stability; and because the water almost invariably presents a large, free surface (it shifts with ship movement), it becomes doubly dangerous. Therefore, plug those holes at once. Give high priority to holes near the waterline. Above-water holes present another hazard: they permit light to leak out at night. This light may disclose your position to the enemy.

Sources of Damage Control Information

Much information of utmost importance to the effective operation of a damage control organization exists in other publications and is, of necessity, omitted from this chapter. These publications are of particular interest to those in charge of the damage control efforts and are available for study on board each ship. In addition to studying the publications listed in table 7-6, key members of the damage control organization should attend damage control schools. These schools teach both theoretical and practical aspects of damage control problems. The DCA should maintain a damage control library containing, as a minimum, the publications listed in table 7-6. It should be available to all divisions.

DAMAGE CONTROL COMMUNICATIONS

Communications are a vital part of the damage control system. Without proper communications between the various repair parties and DCC, the entire damage control system could break down and cause the loss of the ship. As a scene leader, you are responsible for ensuring that personnel are able to follow correct procedures for using damage control circuits. Phone talkers must be knowledgeable about the stations with which they communicate. Inexperienced personnel should not use the phones. Repair party phone talkers and messengers should complete the applicable section of Repair Party PQS for phone talkers.

The normal means of communications aboard ship are as follows:

- Battle telephone circuits (sound powered)
- Interstation two-way systems (intercoms)
- Ship's loud speaker system (general announcing)
- Ship's service telephones
- Voice tubes (where installed)
- Messengers

Sound-powered telephones are the primary means of communications during battle or while combating damage. The 2JZ circuit is the main

Table 7-6.—Sources of Damage Control Information

1. OPNAVINST 3120.32B, *Standard Organization and Regulations Manual U.S. Navy*
2. NWP-65, *Tactical Manual for Individual Type Class Surface Ship*
3. *Surface Ship Survivability*, NWP 62-1 (REV-C)
4. *Ships Organization and Regulations Manual*
5. Engineering department organization manual
6. Battle organization manual
7. *Repair Party Manual* (COMNAVSURFLANTINST 3541.1C/COMNAVSURFPACINST 3541.4B)
8. Ship's and Department Instructions
9. Damage control books
10. Master compartment checkoff lists
11. Booklet of general plans
12. Engineering casualty control manuals or EOCC
13. Naval Ships' Technical Manual NSTM,
    079, Section I—"*Stability and Buoyancy*"
    079, Section II—"*Practical Damage Control*"
    079, Section III—"*Engineering Casualty Control*"
    555, "*Fire Fighting—Ship*"
14. List of authorized alterations
15. Tables of tank capacities
16. Special liquid loading instructions, including ballasting instructions
17. Schedule of watertight test and inspections
18. *Coordinated Shipboard Allowance List* (COSAL) for damage control equipment
19. Docking plan
20. Manufacturer's instruction books for damage control equipment
21. *Damage Control Training Requirements,* OPNAVINST 3541.1C
22. *Shipboard Damage Control Training Program* (COMNAVSURFLANT ships), CINCLANTFLTINST 3541.1E
23. *Damage Controlman 3 & 2*, NAVEDTRA 10572
24. *Hull Maintenance Tech 3 & 2*, NAVEDTRA 10571-1
25. *Hull Maintenance Tech 1 & C,* NAVEDTRA 10574
26. Personnel Qualification Standard (PQS) for Damage Control
    Basic Damage Control Qualification Standard, NAVEDTRA 43119-2E
    Advanced Damage Control Emergency Parties Qualification Standard, NAVEDTRA 43119-3E
    Damage Control Watches Qualification Standard, NAVEDTRA 43119-4C
    Division Damage Control Petty Officer (DCPO), NAVEDTRA 43119-5
    Conflagration Station Operator Qualification Standard, NAVEDTRA 43119-6A
    Standard Answerbook for Basic Damage Control Qualification Standard, NAVEDTRA 43119-2E/SAB
    Standard Answerbook for Advanced Damage Control Emergency Parties Qualification Standard, NAVEDTRA 43119-3E/SAB

damage control circuit and is common to the damage control station and all repair parties. It connects DCC with repair parties II, III, and V. The 3, 4, 5, 6, and even 7JZ circuits are individual repair party circuits connecting each repair party station with its auxiliary station and patrol area.

The following are some of the other typical sound-powered circuits:

- JA (Captain's battle circuit) Connects conn, pilot house, interior communications (IC) room, combat information center (CIC), and damage control central (DCC)

- JV (Maneuvering circuit) Connects pilot house, bridge wings, main engine control, forecastle, fantail, steering gear room, IC room, and DCC

- 2JV (Engineer's circuit) Connects all machinery spaces, engineer log room, IC room, emergency diesel generator space, main distribution switchboards, smoke watch, fueling station, and DCC

- X-40J (Casualty communication circuit) Provides a means of rigging communication lines between vital stations during an emergency condition

The 4MC circuit is the damage control intercom system. It provides two-way communications between DCC and the repair stations. It also provides communications from repair lockers to their respective unit patrol areas by means of remote units powered through the call switches on the repair lockers' intercom unit.

Ship's service telephones are available for use where they are installed near repair stations. Do not place too much reliance on them, as they may go out of commission early in the action.

The ship's general announcing system is a means of communications, but so many stations are affected that it should only be used when all other methods fail.

When all other means of communications have failed, you can use messengers. Train messengers to relay oral orders information without error, even though written messages are more reliable. See *Military Requirements for Petty Officer Third Class,* NAVEDTRA 12044, for a discussion on messengers.

For more in-depth information on sound-powered telephone procedures and the correct terminology, refer to *Naval Ships' Technical Manual,* chapter 470; *Basic Military Requirements,* NAVEDTRA 12043, chapter 21; and *Sound-Powered Phone Talkers Manual,* NAVPERS 14005-A.

PERSONNEL CASUALTY CONTROL

First aid is the emergency treatment of the sick or injured before regular medical or surgical attention can be obtained. In this section we will only give you basic rules. For more detailed information on treatment, refer to *Basic Military Requirements,* NAVEDTRA 12043. First aid does not take the place of proper medical attention. It only provides assistance to the injured until proper medical care can be obtained. The purpose of first aid is to

1. save life,
2. prevent further injury, and
3. preserve resistance and vitality.

When providing first aid to injured personnel, be sure to follow these rules:

1. Keep the patient lying down, head level, until the injuries have been determined.
2. Examine the patient for cessation of breathing, hemorrhage, and evidence of shock. These conditions take precedence in this order over everything else and demand immediate treatment.
3. Remove clothing to determine the extent of the injury. Rip or cut the clothing along the seams, Removing clothing in the normal manner may compound the injury, especially in fractures. Do not remove too much clothing; exposure to cold may bring on the condition of shock.
4. Remain calm. Act quickly but efficiently. Determine which of the patient's injuries needs attention first, and then determine the proposed course of action.
5. Keep the patient comfortable. This can be done while the patient's injuries are being treated. A blanket may do the patient as much good as the dressing applied to his wounds. Keep the injured person warm enough to maintain normal body temperature.
6. Do not allow the patient to see the injury. Assure the patient that the injuries are understood and that good care will be given. Such things are important in keeping a patient calm and preventing shock.

7. Keep open wounds and burns as clean as possible. Avoid touching open wounds and burns with your hands or unsterile objects unless no sterile dressings are available.

8. Do not try to give liquids to an unconscious person.

9. Never give morphine to an unconscious person.

10. Do not move a patient until the extent of the injuries has been determined.

NUCLEAR WEAPONS ACCIDENT/INCIDENT

Nuclear weapons systems have built-in safety features and are governed by safety rules during all operational phases. As a senior petty officer, you must recognize, however, that hazards do exist. You must know what to do in the event of a nuclear weapon accident/incident.

In the United States, nuclear weapons maybe transported by aircraft, trucks, trains, or naval ships. In each case, weapons and components are installed in special containers that are securely fastened to the transport vehicle by carefully designed tie-downs and mountings. Because principal methods and procedures related to nuclear weapons accident/incidents are classified, only basic information will be covered here. More detailed information can be found in the *Repair Party Manual* (COMNAVSURFLANTINST 3541.IC/COMNAVSURFPACINST 3541.4B).

Even though nuclear weapons are designed to prevent a nuclear yield in the event of accidental detonation, a possible hazard is still associated with conventional weapons and material. The two components of a nuclear weapon that constitute the most probable hazard in the case of an accident are high explosives and plutonium.

HIGH EXPLOSIVES

Most nuclear weapons contain high explosives in varying amounts of up to 200 pounds. These high explosives present a major hazard. Treat accidents or fires involving nuclear weapons the same as those involving conventional high explosives. If a nuclear weapon is involved in a fire, the high explosives could detonate. Detonation may be very small or of considerable magnitude. If a nuclear weapon accident occurs, only personnel trained in high-explosive disposal should attempt to clean up, recover, or dispose of the high explosives.

PLUTONIUM

Plutonium may become dispersed as small particles as the result of impact, detonation of the high explosives, or by smoke if a fire occurs. Plutonium is a hazard only if it enters the body. When small particles of plutonium are suspended in the air, the particles can be inhaled into the lungs or swallowed. Plutonium particles may also enter the body through cuts in the skin.

RESPONSE TO A NUCLEAR WEAPON ACCIDENT/INCIDENT

Execute a shipboard nuclear accident/incident in the same manner as any shipboard general emergency. In port, if less than the entire crew is aboard and if the situation warrants, sound general quarters. Sound general quarters at sea and the appropriate repair locker/damage control team takes charge. If you are the first person on the scene, pass the alarm; then rig any available fire hose and start cooling the warhead with high velocity water fog. Do not use foam on warheads, as it acts as an insulator and causes heat retention rather than cooling.

If you are caught in the area of a fire or an explosion, obtain some type of respiratory protection, even if it is a handkerchief placed over the nose and mouth. An explosion may result in scattered, burned, or melted explosives in the area. High explosives in this form are especially susceptible to shock or movement. They may be recognized by their tan or buff color in their original form, a pink color when fused, or a white powdery appearance when burned. Remember, stay away from high explosives.

CBR DEFENSE

CBR defense is defined as all damage control and personnel protective measures used to combat/minimize the effects of chemical, biological, or radiological attack. CBR defense measures may be invoked to counter a direct enemy attack or to counter the effects of the use of CBR weapons by friendly forces in defending themselves.

In studying CBR defense, remember that new approaches are constantly being tested—new weapons are being developed and new protective and defense measures are being established. Keeping up to date with new developments is therefore particularly important in the field of CBR defense.

RADIOLOGICAL DEFENSE

The detonation of a nuclear weapon creates a nuclear warfare environment. A nuclear weapon burst produces characteristic effects that damage both ship and equipment, injure personnel, and adversely affect the performance of electronic, electrical, and communications equipment. Nuclear and thermal radiation are hazards of a nuclear warfare environment that are added to those ordinarily met in conventional warfare. The air blast and underwater shock effects of a nuclear weapon burst pose defensive problems of a greater magnitude than those posed in an encounter using high explosives. The air blast and released heat energy of high-explosive detonation cause localized damage; in a nuclear weapons detonation, these effects may envelop the entire ship.

NUCLEAR WEAPONS HAZARDS

Nuclear radiation is a hazard to personnel at distances well beyond the range of lethal damage from other effects. A ship's continued performance depends upon the effectiveness of nuclear warfare defense actions that are undertaken during and after a nuclear weapons burst. Personnel injuries may result from the nuclear weapons effects of air blast, underwater shock, thermal radiation, and nuclear radiation.

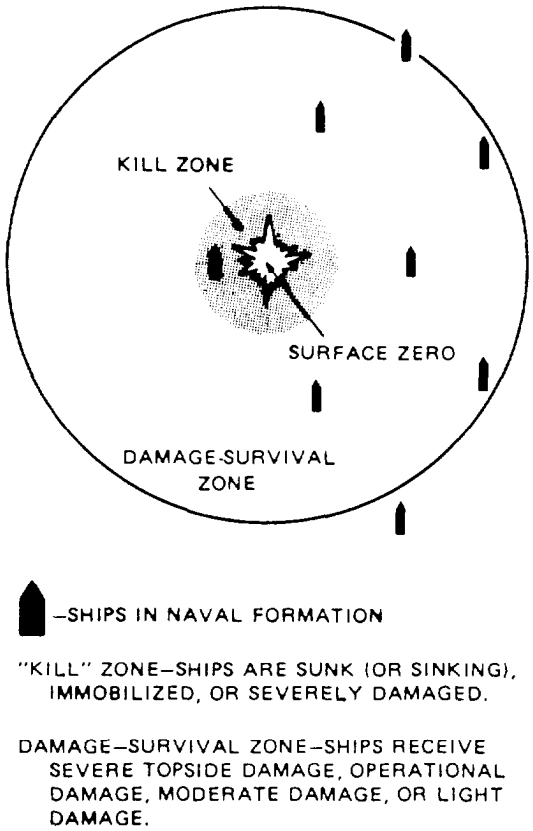


Figure 7-5.—Damage-survival zone.

DAMAGE-SURVIVAL ZONE

The damaging effects of a nuclear weapons attack generally decrease in severity as distance from the burst increases. As shown in figure 7-5, a *kill zone* surrounds *surface zero;* ships in the kill zone will be sunk, immobilized, or severely damaged. Outside of this zone is a much larger *damage-survival* zone in which ships will receive severe topside damage, operational damage, moderate damage, or light damage. The size of each of these zones depends primarily on weapons yield. The damage-survival zone is not only much larger than the kill zone, it is also much more important from the standpoint of modern naval formations. This is because most of the damaged ships in a modern naval formation probably will be located within the damage-survival zone.

NON-NUCLEAR EFFECTS

A brief discussion of damage by non-nuclear effects is given below. Table 7-7 summarizes the possible types of damage that can result from air blast, underwater shock, or water waves.

Damage by Air Blast

An *air blast* is the name given to the pressure pulse created in the air by explosion. Air blast from a nuclear detonation can cause general damage up to 10 miles from the burst. The time required for the damaging effects to reach a ship may range from seconds to about 1 minute. Air-blast damage primarily will be inflicted on the superstructure and the hull above the waterline. Surfaces that are nearly parallel to the air blast will be damaged less than those that are nearly perpendicular to it.

Damage by Underwater Shock

Underwater shock is the name given to the pressure pulse created in water as a result of an explosion on or below the water surface. Shock from a nuclear burst is similar to that resulting from a depth charge. It can inflict severe damage

Table 7-7.—Possible Damage from Air Blast, Underwater Shock, or Water Waves

BLAST	UNDERWATER SHOCK	WATER WAVES
1. Warping, buckling of flight deck; distortion of main deck.	1. Foundation damage to heavy machinery; serious misalignment of shafting.	1. Distortion of topside structure.
2. Distortion of airplane elevators.	2. Rupture of feedwater and steam lines.	2. Flooding above waterline.
3. Distortion of hull girder.	3. Damage to boiler brickwork, especially floors.	3. Damage to guns.
4. Dishing of shell plating above waterline.	4. Displacement of and damage to heavy gun mounts.	4. Short circuiting of electrical and electronic systems.
5. Cracking of seams above waterline, possibly extending below waterline.	5. Distortion of hull and hull fittings; buckling of longitudinals and transverse framing.	5. Displacement and distortion of deck machinery, weather doors, gun shields.
6. Rupturing of boiler casings and associated boiler air systems.	6. Dishing and rupturing of shell plating below waterline, resulting in flooding.	6. Rupturing of topside piping systems.
7. Distortion of and damage to deck machinery, stacks, fittings, masts, weather doors, radar antennas, etc.	7. Damage to electronic systems components and disruption of system performance.	
8. Rupturing of fuel system at hangar-deck and flight-deck levels.		

to ships at a distance of several miles. Underwater shock travels much faster than an air blast; it can arrive in from less than 1 second up to 10 seconds. Hull damage will occur in the form of dished and ruptured plating and damaged supporting structures. Light equipment may be tossed about, causing damage to other equipment and injury to personnel. Engineering piping systems, shafting, and boiler brickwork are especially sensitive to underwater shock.

Damage by Water Waves

Water waves from a surface or underwater burst of a nuclear weapon maybe over a hundred feet in height. In deep water, waves may be a contributing source of damage at ranges of over 1 mile from a nominal nuclear weapon and possibly over 10 miles from a megaton-weapon burst. Arrival time of the waves is from one-half minute to several minutes, depending on the distance from the burst. Only in isolated instances will water waves be the primary source of ship damage. Flooding may occur through weather doors-that have been damaged by an air blast.

PROTECTION AGAINST AIR BLAST, HEAT, AND UNDERWATER SHOCK

An air blast produces injuries among topside personnel primarily by bodily displacement (picking them up and throwing them about) and among below-deck personnel by displacement of personnel and loose gear. The severity of injuries can be reduced if personnel hold on to solid ship structures and loose gear is secured.

Heat (also called thermal radiation) produces injuries (skin burns and eye damage) among topside personnel and can ignite clothing or other combustibles. The severity of potential thermal injury may be reduced if personnel quickly cover exposed skin surfaces while dropping out of sight of the fireball or curling up on the deck to present a minimum target to the fireball.

Table 7-8.—Recommended Personnel Action Against Nuclear Detonations

Burst Type	Warning		No Warning
	Topside Personnel	Below-deck Personnel	Topside Personnel
Air	A	B	C
Surface	A	B	C
Under-water	A	B	--

A—Lie prone and hold on to solid ship structure.

B—Stand with knees flexed and hold on to solid ship structure.

C—Hands-to-face evasion.

Table 7-8 summarizes actions personnel should take to reduce injuries from air, surface, and underwater detonations for "warning" and "no warning" attack situations.

The maneuvers to reduce the vulnerability of topside personnel to both thermal radiation and air blast effects of air and surface bursts are explained in the following paragraphs.

Personnel in Open Topside Areas

When you see the flash or see the sky light up, close your eyes and immediately raise your hands to cover your face. Personnel hands-to-face evasion is practical only for topside personnel who are alerted by the flash. The hands-to-face evasion is designed to provide protection against air blast and thermal radiation.

Meanwhile, drop to the deck as rapidly as possible. Do not use your hands to break your fall; use your shoulder. Keep your hands over your face, and curl up to present a minimum target. You may feel the heat from the detonation. Two to five seconds after the flash (depending on the weapon yield) or after the heat sensation is over, remove your hands from your face. Then immediately grab hold of a solid ship structure firmly to prevent the air blast winds from blowing you overboard or against the ship's structure. You may suffer flash blindness for up to 30 minutes.

Personnel in Congested Topside Areas

You may be in a position in which you cannot quickly drop to the deck (as those on a gun mount). In such a case, when you see the flash or see the sky light up, close your eyes and immediately raise your hands to cover your face as rapidly as possible, while crouching and bending your head down. You may feel the heat from the weapon. At this point, grab hold of a solid ship structure to keep from being blown overboard or against the ship's structure by the air-blast winds.

Underwater shock produces injuries among topside and below-deck personnel by the mechanical transmission of the water shock force throughout the ship structure. The shock force results in rapid upward acceleration of the deck. The deck hits personnel and throws them off balance, propelling them into the overhead or into bulkheads. Personnel can reduce the severity of potential injuries if they hold on to solid ship structures, flex their knees, and rest on the balls of their feet. If personnel expect underwater shock, they should not lie prone on the deck because this position subjects more body area to the forces transmitted through the deck.

Self-Aid and First Aid

If you or your shipmates should sustain injuries or become contaminated with radiological, biological, or chemical agents during an attack, you can increase your chances of survival by immediately administering certain self-aid and first-aid measures, *Self-aid* consists of those measures that individuals can apply to help themselves. *First aid is* the assistance given by nonmedical personnel to a casualty until medical help arrives.

Treat the blast and heat injuries from a nuclear explosion in the same manner as those resulting from high-explosive bombs, incendiary weapons, and mechanical accidents. Follow standard self-aid and first-aid measures in treating fractures, concussions, lacerations, contusions, hemorrhages, burns, shock, and exposure.

Immediate treatment is not needed for nuclear radiation sickness. Remember, you could receive a dose of radiation even though you are NOT contaminated with radioactive particles. If the possibility exists that you have been exposed to nuclear radiation, you will be checked by medical personnel and given appropriate treatment.

If directed, proceed to a personnel decontamination station, where you will discard your clothing and equipment and take a shower. In washing, use plenty of soap and warm water; pay

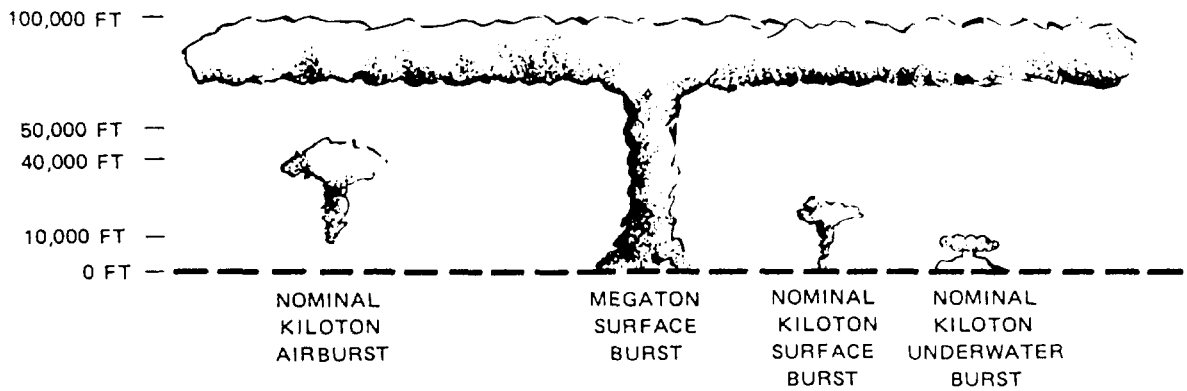


Figure 7-6.—Relative sizes and altitudes of radioactive fallout clouds.

close attention to the hairy parts of your body, body creases, and fingernails, where dirt tends to gather.

NUCLEAR RADIATION

Nuclear radiation presents a threat to our naval forces. The effects of this threat can be controlled if the basic facts of nuclear radiation are understood. The following paragraphs describe the phenomena of *initial radiation, radioactive fallout,* and *types of radiation emitted by contamination.*

Initial Radiation

Initial nuclear radiation consists of gamma rays and neutrons and is emitted at the time of a nuclear detonation. This radiation is emitted in the first minute after burst; however, most of it is emitted in the first few seconds. This radiation causes no damage to material, but it can be very injurious to ship's personnel and produce many casualties. The casualty range of initial radiation of a normal kiloton burst is over 1 mile. Initial radiation can readily penetrate the surface layers of targets. However, dense material, such as steel, can appreciably reduce radiation.

Radioactive Fallout

Radioactive fallout is a delayed phenomenon of a nuclear detonation. Most of the fallout occurs minutes to hours after the burst. Surface and subsurface (underwater and underground) nuclear bursts deposit large amounts of fallout in localized areas. An airbursr in which the fireball does not contact the surface usually does not result in fallout of military significance. This is because there is less radioactive material, and it is dispersed over a great area before reaching the surface.

Within a few seconds after the burst, the radioactive products primarily are in the atomic cloud (fig. 7-6) along with a much larger amount of nonradioactive material, such as seawater or surface material. Radioactive elements mixed with nonradioactive material form the total contaminant produced by the burst. This radioactive mixture falls back to the earth's surface as radioactive fallout.

Heavier particles in the cloud fall out around surface zero soon after the burst. The prevailing winds carry finer and lighter particles over a large area many miles from surface zero. A megaton burst carries significant amounts of fallout several hundred miles and disperses it over thousands of square miles. The time when fallout reaches a given location may be from a fraction of a minute to as much as 24 hours.

Types of Radiation Emitted by Contamination

Radioactive contamination can emit three types of ionizing nuclear radiation: *alpha, beta,* and *gamma.* A single particle of contaminant may be the source of one or more of these types. These radiations are not detectable by the human senses; however, electronic instruments (radiacs) can detect the presence of radiation, differentiate among the three types, and measure their respective amounts and intensities. The following paragraphs discuss the three types of radiation.

ALPHA. —You can stop alpha radiation by almost any barrier, including 1 to 2 inches of air.

Alpha radiation becomes a hazard only if alpha-emitting contaminants are taken into the body by breathing, eating, drinking, or by absorption into the bloodstream through broken skin. Major alpha contamination in a nuclear attack is not likely; however, it will present a hazard in the event of a nuclear weapons handling accident.

BETA. —Beta radiation has a range in the air of only a few feet and has limited penetrating power. Generally, you cannot stop beta radiation with light-porous material, such as ordinary clothing, particularly since the contaminant tends to impregnate the material. However, you can stop beta radiation with dense material, such as heavy-duty gloves and foul-weather clothing. Beta contamination is primarily a skin-contact hazard.

GAMMA. —Gamma radiation is similar to X radiation (X rays). It has an effective range in the air of many hundreds of feet and is highly penetrating. It cannot be completely stopped by a barrier. A sufficient thickness of material can reduce the intensity of gamma radiation to an insignificant level. Because of the penetrating power of gamma radiation and the large amount of gamma rays emitted by fallout contaminants, it is the most significant radiation hazard in most contaminated ship situations.

CHEMICAL AND BIOLOGICAL DEFENSE

The threat of attack with chemical or biological warfare agents is more likely on land. However, their uses are still a definite threat in naval engagements and amphibious operations.

BIOLOGICAL WARFARE (BW)

Large-scale use of biological warfare (BW) agents has not occurred in modern times. Therefore, there is little experience with the military potential of BW agents except by noting that naturally occurring diseases have affected the outcome of some past wars. Any nation with a modern scientific program can produce effective biological agents.

Biological warfare is the intentional use of living infectious microorganisms (germs) to reduce or destroy the military effectiveness of personnel. The exception to this is the recent use in Southeast Asia and Afghanistan of toxins classified as BW agents but are *not* living organisms. BW agents are living microorganisms (except toxins) that cause disease in personnel, plants, and animals. BW agents differ greatly from chemical agents in that a living microorganism can grow and multiply in a susceptible host. Once infected, an incubation period is required before the infection produces a casualty. This incubation period varies greatly among infectious microorganisms. For this reason, use of BW agents are unlikely to be used in situations where results are needed in less than 48 to 72 hours.

Detection and Identification

Because of the incubation period, there is a lapse of time before victims realize they are infected. Detection before the first symptoms are noticed is difficult, and identification of a particular agent may take considerable time. It is possible to detect excessive organic life in the atmosphere, but identification of the particular agent is still in the development stage. Once a biological infection is started, it may spread by normal contagious processes without further agent deployment. BW agents will infect an individual if they enter the lungs, stomach, or bloodstream.

Dissemination

BW agents are likely to be dispersed as aerosols of solid or liquid particles and are invisible except near the source of dissemination. These particles, when inhaled, can penetrate the lungs where they can start an infection. Aerosols of BW agents can penetrate buildings and ships. The microorganisms required to infect an individual are so small that it is possible for a single delivery vehicle to spread a casualty-producing aerosol over many hundreds of square miles. When biological agents infect biting flies, mosquitoes, fleas, and ticks and are released into an area, they, in turn, bite and infect people. BW agents may also be spread by saboteurs, who may contaminate food and water supplies, food processing plants, and air-conditioning systems. Shells, rockets, and mortar bombs are not suitable for dissemination of these agents because of the adverse effect of heat and shock in an explosion.

Self-Aid

If you suspect that BW contamination has taken place, put on your protective mask and observe the basic principles of preventive

medicine, which include individual hygiene, sanitation, and physical checkups. Report any illness to medical authorities immediately.

If there is a possibility of contamination by BW agents, carefully remove your clothes to avoid spreading any contamination. Take a thorough soap and water shower as soon as possible. Pay careful attention to your face and hands. Use a fingernail brush to remove dirt under your nails. Frequently brush your teeth and gums, the roof of your mouth, and your tongue. Dispose of your contaminated clothing as directed.

The speed with which the deadly effects of some biological agents take place will require you to take immediate self-aid and first-aid measures.

CHEMICAL WARFARE

Chemical warfare (CW) agents are those intended for use in military operations to kill, injure seriously, or incapacitate people through physiological effects. Chemical agents used as weapons of war are almost as old as recorded history and can be dated from the fifth century B.C. CW operations in the modern sense were first used during World War I when the German army released chlorine gas from large cylinders into a favorable wind. Although large stocks of chemical agents were produced and stockpiled during World War II, none were used. Since the end of World War II, much effort has been directed into research and development of chemical agents. The introduction of nuclear weapons and the fact that CW agents were not used in World War II does not exclude the possibility of their use in future wars. Detection, protection, and decontamination are the most important concerns of CW defense.

Characteristics of Chemical Warfare

Chemical warfare has unique characteristics, and it is not thought of in terms of conventional warfare. Since chemical warfare is directed primarily against man, it has obvious tactical advantages. It does not damage equipment or other war materials but rather makes them dirty and renders them unusable. Chemical warfare is a weapon of surprise. It is capable of traveling over and around structures as well as penetrating compartments. Chemical warfare is economical and is capable of affecting large areas for relatively small material expenditures. In addition to its lethal or incapacitating effects, the use of chemical warfare causes morale and psychological problems, and its impact on medical and logistic facilities can be enormous. It also reduces performance because of defensive measures needed to combat it.

CW agents can attack the body through the eyes, nose, mouth, or skin. CW agents produce almost instantaneous casualties when they enter the eyes, are breathed through the nose or mouth, or are ingested. Penetration through the skin is likely to produce casualties more slowly, although the presence of open wounds can hasten the process. Almost any weapons system can be used to deliver CW agents.

Classification of Chemical Agents

CW agents maybe classified according to their physical state, tactical use, or physiological action. They exist as solids, liquids, or gases. You can also group CW agents according to their tactical use.

CASUALTY CW AGENTS. —Casualty CW agents are capable of producing serious injury or death. They include nerve agents, blister agents, blood agents, and choking agents. The most important are the nerve agents. They interfere with the transfer of nerve impulses, thereby disrupting essential bodily functions, such as breathing, muscular control, and vision. The nerve, blood, and choking agents are primarily killers. The blister agents normally result only in incapacitation; however, they may cause blindness and even death through secondary infection.

INCAPACITATING AGENTS. —These agents produce temporary physiological or mental effects that render individuals incapable of performing their assigned duties.

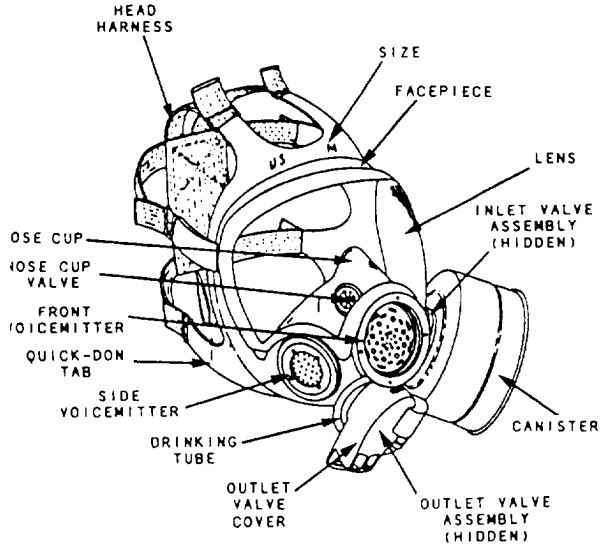
RIOT CONTROL AGENTS. —These agents, such as tear gas, produce only temporary irritating or incapacitating effects when in contact with the eyes or when inhaled.

Effects of Chemical Warfare Agents

Victims of casualty agents (nerve, blister, blood, and choking agents) require hospitalization. Inhalation of high concentrations of vapor from these agents or contact with liquid agents, without prompt medical treatment, will produce death.

EFFECTS OF NERVE AGENTS. —You should consider nerve agents to be the most dangerous because of their ability, even in small amounts, to cause casualties. Their detection by the senses is unlikely since they are colorless, tasteless, and virtually odorless, They cause no irritation on initial contact or on entry into the body. Nerve agents can cause casualties almost immediately when vapor is inhaled, when liquid is absorbed by the eyes or wounds, or when you consume contaminanted food and water. Speed, both in donning your mask and in removing of contamination from exposed skin, is imperative. You can inhale a lethal dose in 5 to 10 seconds. Symptoms will occur in about 1 minute, incapacitation in 1 1/2 minutes, and death in about 6 minutes.

At the first sign of a NERVE AGENT in the atmosphere, stop breathing and put on your protective mask immediately. If possible, hold your breath until the mask is on and properly adjusted. Wear the mask constantly until you are sure no nerve agent is present in the air and the all-clear signal is given.



MCU-2/P protective mask.

NOTE: The MCU-2/P gas mask is replacing the Mk5. This new mask provides an improved field of vision, better voice communications, lower breathing resistance, and is more comfortable to wear than the Mk5 gas mask.

If a liquid nerve or blister agent gets on the skin, you should remove it at once using the M-258A1 decontamination kit. Information on how to use the M-258A1 kit can be found in *Basic Military Requirements,* NAVEDTRA 14325. After decontaminating the affected area, continue with your combat duties. You should examine the contaminated area occasionally for local sweating and muscular twitching. If none develops in the next half hour and you have no tightness in your chest, your self-aid was successful and you can forget it. However, if these symptoms do occur, inject one atropine injection and one 2-PAM chloride injection in the outer thigh at once. Wait 10 minutes; if symptoms persist, administer another atropine injection and another 2-PAM chloride injection. Wait 10 minutes; if symptoms persist, administer another atropine injection only. You cannot give more than three injections unless under the direct supervision of medical personnel. However, under realistic conditions this may not be possible, so the senior person on the scene must make a decision.

If a drop or splash of liquid nerve agent should get into your eyes, instant action is necessary to avoid serious injury.

WARNING

Do not use the M-258A1 kit to decontaminate the eyes, wounds, or mouth as the decontaminating agent is poisonous and a caustic hazard.

Quickly open a container of uncontaminated water, tilt your head back so the eyes look straight upward, and slowly pour the water into the eyes so the irrigation will last not less than 30 seconds. This irrigation must be done in spite of the presence of nerve agent vapor. Hold your breath as much as possible during this procedure. If you cannot hold your breath long enough to complete rinsing the eyes with water for 30 seconds, rinse as long as possible and put on your mask before breathing. After taking several breathes with the mask on, remove the mask and complete the decontamination, As soon as the irrigation is completed, put on the protective mask at once. Watch the pupil of the contaminated eye during the next minute, using a mirror if one is available; or else have someone nearby watch it for you. If the pupil rapidly gets smaller, inject one atropine and one 2-PAM chloride injection at once into the outer thigh. If the pupil does not get smaller, there is no nerve agent contamination. Do not use the antidote until you are sure the symptoms are those of nerve agent poisoning.

Exposure to high concentrations of nerve agents may bring on a lack of coordination, mental confusion, and physical collapse so fast that a person may not be able to perform self-aid measures. If this happens, the necessary procedures will have to be done for the casualty (as first aid) by the nearest person who is able to do so.

Severe nerve agent exposure may rapidly cause unconsciousness, muscular paralysis, and stoppage of breathing. When this occurs, atropine and 2-PAM chloride injections alone will not save a life. Start artificial ventilation, as a first-aid measure, immediately and continue until you can restore natural breathing or until medical personnel can take over. Atropine and 2-PAM injections increase the effectiveness of artificial ventilation and should be administered to the casualty as soon as possible.

EFFECTS OF BLISTER AGENTS. —Blister agents would probably be used in conjunction with nerve agents. They cause incapacitating rather than lethal effects detectable by the senses. They smell of garlic, fish, or geraniums and may appear as colorless to dark brown oily liquid or droplets. They attack through all body entry points, particularly the eyes and those parts of the body that are warm and moist. A droplet the size of a pinhead can cause a blister the size of a quarter. Blister agents react almost immediately on any part of the body they touch. You must wash the liquid from the eyes in seconds to avoid an injury. Treatment after 2 minutes is of little use. On the skin, depending on the dose received, effects appear from 1 hour to days following exposure. The first signs are a reddening of the skin, like a severe sunburn, followed by an itching or a burning sensation. Blisters appear in a day or less after reddening. Recovery time varies from about 6 days to as long as 8 weeks.

Because phosgene oxime (blister agent) reacts rapidly with tissue, decontamination will not be entirely effective after pain has begun. Nevertheless, flush the contaminated area as rapidly as possible with large amounts of water to remove any phosgene oxime that has not yet reacted with tissue.

Whenever liquid or vaporized blister agents are known, be sure to wear the protective mask. You must deal with liquid blister agents in your eyes or on your skin immediately.

You can decontaminate a liquid blister agent in your eye that does not cause immediate pain by rinsing the eye with water for at least 30 seconds. Try to regulate the flow of water so that flushing lasts not less than 30 seconds and not more than 2 minutes. Decontamination with water effectively removes mustard gas and is now the standard procedure for all blister agents.

The risk of leaving blister agents in the eye is greater than the risk of exposure to blister agent vapors. The decontamination procedure MUST be performed in spite of the presence of vapor.

EFFECTS OF CHOKING AGENTS. — Choking agents are less effective than nerve agents; the use is for quick, incapacitating effects. Death may occur within 3 hours. Choking agents are colorless but you can detect them by odor, which smells like new-mown hay or grass. They enter the body when inhaled through the nose or mouth. In low concentrations, there is a delay of 3 hours or more in their effect; in high concentrations, the effect is immediate including the possibility of death within minutes.

Irritation of the eyes or a change in the taste of a cigarette might indicate the presence of the choking agent phosgene. Smoking may become tasteless or offensive in taste. If any signs of choking agents occur, hold your breath and put on the protective mask at once. Unless you experience nausea, vomiting, difficulty in breathing, or more than the usual shortness of breath caused by exertion, continue your normal combat duties. If any of these symptoms occur, you should rest quietly until you are evacuated by medical personnel.

EFFECTS OF BLOOD AGENTS. —Blood agents were not very effective in World War I because the high concentrations necessary to cause death could not be achieved. Modern methods of delivery make their use possible; and because they are less persistent than other agents, they can be immediately used for quick casualty effects. Blood agents are colorless but may have a slight odor of bitter almonds. They attack the body when inhaled or ingested through the nose or mouth. A few breaths can cause incapacitation or death. Incapacitation can occur almost immediately; a lethal dose of vapor can result in death within 15 minutes.

In the case of blood agents, speed in self-aid and first-aid measures is essential. Stop breathing and put your mask on at once if you notice any stimulation of breathing; an odor of bitter almonds; or any irritation of the eyes, nose, or throat. The effects of blood agents act so rapidly that within a few seconds you will be unable to

put on the mask by yourself. If at all possible, try to hold your breath until the mask is on; this may be very difficult since blood agents strongly stimulate respiration. If a person's breathing has stopped, administer artificial ventilation.

EFFECTS OF VOMITING AGENTS. — Vomiting agents are used for harassment but may be dispersed along with lethal chemical agents. Vomiting agents alone cause temporary incapacitation only. Vomiting effects last from about 30 minutes up to several hours, depending on the concentration. Vomiting agents are invisible and odorless. They attack the body through the nose and mouth and irritate the eyes.

EFFECTS OF TEAR AGENTS. —Tear agents are used for their harassing effect. They have been used extensively as riot control and chemical defense training agents. Tear agents attack the eyes and irritate or burn moist areas of the skin. Effects are instantaneous but normally persist for only a few minutes.

Table 7-9 shows the properties of blister, blood, nerve, and choking chemical agents.

PERSONNEL DECONTAMINATION STATIONS

Personnel decontamination stations differ somewhat from ship to ship, but the basic requirements of the stations are the same. Each decontamination station is divided into two parts: (1) a contaminated or unclean section containing a washing area and (2) a clean section. This prevents recontamination of personnel and ship locations. If possible, the unclean and clean sections have separate access routes or entrances. The decontamination station provides showers with warm water (if possible); cleansing agents, such as ear syringes and eye bath cups; hair and nail clippers; scissors; surgeon's hand soap; towels; and brushes. Radiation instruments for monitoring personnel and clothing and supplies of clean clothing are also on hand at each station.

A decontamination (decon) station should be about 8 feet by 9 feet. It should have an entrance from the outside and an exit into an uncontaminated area near the showers. If exposed to contamination, you should use proper decontamination procedures. Do not remove your mask until a monitor tells you it is safe to do so. In general, personnel decontamination does not take priority over urgent battle requirements, but it should be accomplished as soon as possible. The following is a list of decontamination procedures:

1. Remove rain gear and battle dress just outside the decon station. Place it in the trash cans, bags, or other storage provided. Now you will be monitored for contamination. If there is no contamination, go to an uncontaminated space through another route. If there is contamination, go through the process described in paragraph 2 through 5 below.

2. Enter the first part of the decon station in pairs. Use the buddy system to do gross decon of masks and gloves with the M258A1 personnel decon kits. Decon boots by immersing them in the 2- by 2- by 6-inch pans filled with a 9 percent high test hypochlorite (HTH) and water solution.

3. Move to the second part of the decon station where attendants will cut away your smock and help remove your trousers and boots. Place the contaminated clothing in trash bags for disposal.

4. Move to the showers, soap and wash your entire body thoroughly, and rinse well. Pay special attention to fingernails, hairy parts of the body, and hidden parts where contamination tends to concentrate.

5. You are now ready to enter the clean part of the ship where you will put on new clothing. Before you enter the clean part, a monitor with a long-range radiac will check to ensure that you no longer carry contamination. Turn over your DT-60 dosimeter to this monitor. The monitor will take the readings and enter them in the log.You will be told if you can remove your gas mask.

MISSION-ORIENTED PROTECTIVE POSTURE

Mission-oriented protective posture (MOPP) establishes levels of readiness. The MOPP is a flexible system of protection against chemical agents used in chemical warfare defense. MOPP prescribes various types of protective clothing and equipment for wear, depending on the tactical mission, work-rate demand, and heat stress conditions (actual or possible). There are four

Table 7-9.—Properties of Chemical Agents

AGENTS	CHEMICAL AGENT SYMBOL	STATE AT 20°C	ODOR	RATE OF ACTION	PHYSIO-LOGICAL ACTION	PROTECTION REQUIRED	DECON-TAMINATION	MEANS OF DETECTION	USE	PERSISTENCY
CHOKING AGENTS	Phosgene CG	Colorless gas	New-mown hay; green corn	Immediate to 3 hours, depending upon concentration	Damages lungs	Protection mask	None needed; aeration in closed spaces	M18A2	Delayed action casualty agent	Short; vapor may persist for some time in low places under calm or light winds and stable atmospheric conditions (Inversion).
	Diphosgene DP	Colorless liquid	New-mown hay; green corn	Immediate to 3 hours, depending upon concentration	Damages lungs	Protective mask	None needed; aeration in closed spaces	M18A2	Delayed action casualty agent	
	Chlorine CL	Yellow gas	Chlorine	Immediate	Damages lungs	Protective mask	M258A1. Soap abd water	M18A2	Quick-action casualty agent	
NERVE AGENTS	Tabun GA	Colorless to brown liquid	Faintly fruity; none when pure	Very rapid	Cessation of breath and death may follow	Protective mask and clothing	M258A1. Bleach slurry, steam in confined area	M18A2 and M256 Kits, CWDD	Quick-action casualty agent	Depends upon munitions used and weather. Heavily splashed liquid persists 1 to 2 days under average weather conditions.
	Sarin GB	Colorless liquid	Almost none when pure	Very rapid	Cessation of breath and death may follow	Protective mask and clothing	M258A1. In confined area steam; hot soapy water	M18A2 and M256 Kits, CWDD	Quick-action casualty agent	Evaporates at about the same rate as water. Depends upon munitions used and the weather.
	Soman GD	Colorless liquid	Fruity; camphor odor when pure	Very rapid	Cessation of breath and death may follow	Protective mask and clothing	M258A1. Hot soapy water	M18A2 and M256 Kits, CWDD	Quick-action casualty agent	Depends upon the munitions used and the weather. Heavily splashed liquid persists 1 to 2 days under average weather conditions.
	VX	Colorless liquid	Odorless	Rapid	Produces casualties when inhaled or absorbed	Protective mask and clothing	M258A1. Hot soapy water	M18A2 and M256 Kits, CWDD	Quick-action casualty agent	
BLOOD AGENTS	Cyanogen chloride CK	Colorless gas	Somewhat like AC	Rapid	Interferes with use of oxygen by body tissues	Protective mask	None needed	M18A2 and M256 Kits	Quick-action casualty agent	Short; vapor may persist in jungle or forest for some time under suitable weather conditions.
	Hydrogen cyanide AC	Colorless gas or liquid	Bitter almonds	Very rapid	Interferes with use of oxygen by body tissues	Protective mask	None needed	M18A2 and M256 Kits	Quick-action casualty agent	Short; the agent is highly volatile and in the gaseous state it dissipates quickly in the air.

Table 7-9.—Properties of Chemical Agents—Continued

AGENTS	CHEMICAL AGENT SYMBOL	STATE AT 20°C	ODOR	RATE OF ACTION	PHYSIO-LOGICAL ACTION	PROTECTION REQUIRED	DECON-TAMINATION	MEANS OF DETECTION	USE	PERSISTENCY
BLISTER AGENTS	Distilled mustard HD	Colorless to pale yellow liquid	Garlic	Delayed; hours to days	Blisters; destroys tissues; injuries blood vessels	Protective mask and clothing	Bleach	M18A2 and M256 Kits	Delayed-action casaulty agent	Depends upon munition used and the weather. Heavily splashed liquid persists 1 to 2 days in concentrations to provide casualties of military significance under average weather conditions, and a week to months under very cold conditions.
	Nitrogen mustard HN-1	Dark liquid	Fishy or musty	Skin effects delayed 12 hours on longer	Blisters; affects respiratory tract; destroys tissues; injures blood vessels	Protective mask and clothing	Bleach	M18A2 and M256 Kits	Delayed-action casualty agent	Depends on munitions used and the weather. Somewhat shorter than duration of effectiveness for HD.
	Nitrogen mustard HN-2	Dark liquid	Soapy in low concentrations, fruity in high concentrations	Serious effects same for HD; minor effects sooner	Similar to HD. Bronchopneumonia may occur after 24 hours	Protective mask and clothing	Bleach	M182A and M256 Kits	Delayed-action casualty agent	
	Nitrogen mustard HN-3	Dark liquid	None if pure	Immediate effects on contact	Similar to HN-2	Protective mask and clothing	Bleach	M182A and M256 Kits	Delayed-action casualty agent	Considerably longer than for HD.
	Phosgene oxime dichloroforoxime CX	Colorless solid or liquid	Sharp; penetrating	Rapid	Violently irritates mucous membrane of eyes and nose; forms welts rapidly	Protective mask and clothing	None entirely effective	M18A2 and M256 Kits		Somewhat shorter than for HD. Very short duration under humid conditions.
	Lewisite L	Dark oily liquid	Variable; may resemble geraniums	Prompt eye stinging; delayed blistering	Similar to HD plus may cause systemic poisoning	Protective mask and clothing	Bleach	M18A2 and M256 Kits	Moderately delayed casualty agent	
	Mustard-lewisite mixture HL	Dark oily liquid	Garlic like	Immediate eye effect; skin effects 1/2 to 1 hour	Similar to HD plus may cause systemic poisoning	Protective mask and clothing	Bleach	M18A1 Kits, M256	Delayed-action casualty agent	Depends on munitions used and the weather. Somewhat shorter than that of HD.

levels of MOPP, as shown in table 7-10. The accomplishment of the mission still has priority. However, there is concern for factors like heat exhaustion, fatigue, senses, and personal needs.

The MOPP does not require that individuals wear complete protective equipment at all times. Duty requirements, body heat buildup, and basic human needs prevent the use of full-protective equipment for an indefinite period. The MOPP does, however, give the commanding officer a wide range of choices of protection from no protection at all to full-protective clothing and equipment. The ideal solution is to balance the requirement for protection with the work rate imposed by the mission. The balance will minimize both chemical and heat casualties. The physical location of personnel, such as topside or

Table 7-10.—Employment for MOPP Levels for Individual Protection

MOPP LEVEL-1

1. Protective equipment issued to shipboard personnel.
2. Mask fitted for immediate use.
3. Protective suit, boots, gloves, and mask (new canisters in can) are located at battle station.

MOPP LEVEL-2

1. Protective suit is donned (without hood up).
2. Mask (with unopened canisters), boots, and gloves are carried or located at battle station.

MOPP LEVEL-3

1. Suit and boots are worn.
2. Mask is fitted with filter canisters.
3. Mask and gloves are carried (without hood up).

MOPP LEVEL-4

1. All protective equipment to be worn (hood up and secured).
2. Exposed topside personnel will don rain gear over protective suits.

NOTE 1: The setting of each level may be recommended to the Commanding Officer by the Chief Engineer or DCA based on tactical mission, work rate demand, and heat stress probabilities/actuals experienced by the various battle station areas (i.e., engine room, CIC, etc.).

NOTE 2: Atropine auto injectors (3) and pralidoxime chloride auto injectors (2 PAM-CL) (2) are issued by medical personnel and carried by ships force in mask carrier.

NOTE 3: The commanding officer may designate "mask only" in certain portions of the ship according to the probable threat.

within the ship, and their relative ability to enter and don full-protective clothing while continuing to perform assigned duties must also be considered.

A great number of heat casualties is acceptable since heat casualties are more likely to recover and ordinarily do not require the intensive medical care necessary in treating chemical casualties. Personnel fully trained in the use of protective clothing and accustomed to its use will suffer fewer and less severe heat casualties.

DISASTER CONTROL ASHORE

"Disaster preparedness" means implementing actions to promote survival of personnel, preservation of resources, and restoration of mission-essential operations following any type of disaster. All naval activities must plan for self-recovery and provide an effective system of mutual assistance when required. In planning for disaster response, units should first consider those requirements necessary for their own survival. Each unit will have a civil disaster bill based on OPNAVINST 3120.32B.

As a senior petty officer, you maybe assigned as a member of, or to lead, a civil disaster detail. When providing civil disaster relief, you may expect to deal with demoralized, hysterical, or apathetic survivors. They may be incapable, temporarily at least, of intelligent action in their own behalf. Mass destruction of homes and other buildings, widespread fires, and complete absence of all forms of public utilities should be anticipated. Disaster relief operations are normally conducted in five phases (I-V).

Phase I (Planning)

Immediately following the order to provide disaster relief to an area, the planning phase (I) begins and extends until the detail arrives at the disaster area. During this period, determine the need for every aid. Assemble all available maps and/or charts of the area, and make suitable reproductions to ensure adequate maps for rescue operations. The geographic reference (GEOREF) grid system should be used.

The operations department prepares portable communications equipment and establishes a communications plan. It also establishes disaster assistance teams. These teams should be self-sustaining and have adequate supplies of food and water. Each team should also have crowbars, picks, fire axes, shovels, two blankets, and a stretcher. If fires are anticipated, fire-fighting teams should break out available fire-fighting gear. The supply department provides food and supplies and prepares to establish field kitchens and serve meals to survivors. The medical department should be prepared to set up a field hospital and have medical teams organized, equipped, and ready to render assistance as necessary.

Phase II (Investigation of Extent of Disaster)

Phase II is the investigation of the extent of the disaster. Following a large-scale disaster, many confusing and inaccurate reports are likely to be received from survivors. A survey team is dispatched to the disaster area. It should make contact with local authorities and determine the extent of immediate assistance needed and relay this information to the senior officer present. If available, helicopters can be used to survey outlying areas to determine the extent of the disaster.

Phase III (Initial Disaster Relief)

Phase III is the initial disaster relief phase. The general objectives of this phase are to

- rescue persons requiring immediate attention,
- fight and extinguish fires,
- render medical aid, and
- aid in any way within the capabilities of personnel and materials to ease the situation.

A command center is set up in the disaster area to direct and establish liaison with other rescue personnel to avoid duplication of effort. There will be no armed personnel in the disaster area unless specifically authorized by the commanding officer.

Phase IV (Routine Aid and Assistance)

Phase IV consists of routine aid and assistance. The general objectives of this phase are to

- continue medical and rescue work;
- provide food and supplies as required and directed;
- commence repair of utilities, such as communications, water, and electrical supply insofar as practical; and
- provide temporary shelter.

Phase V (Withdrawal)

Phase V is the withdrawal phase. When the situation is under control, the unit will withdraw from the disaster area. Phase V is only emergency relief, not rehabilitation. Its primary purpose is to assist in a disaster area. All equipment and supplies not authorized to be left behind will be recovered and returned to the command.

SUMMARY

There can be no substitute for training and preparation in situations requiring damage control action. Damage resulting from battle, fire, collision, and CBR attack must be brought under control as soon as possible to ensure the survival of ship and crew. Successful damage control requires a detailed knowledge of the ship's construction, characteristics, compartmentation, and stability. It also includes knowledge of those design features and equipments used to prevent or control damage should the ship be endangered. The control of damage depends on the ability and the initiative of personnel to take prompt corrective action using materials that are readily available.

As a senior petty officer, you will often be placed in a position of responsibility for training or leading damage control repair parties. This is not to say that you must know everything there is to know about damage control. But, you should be aware of the types of information and training that are available. Take advantage of the ship's damage control library for conducting training on board. Your personnel should be cross-trained in damage control procedures to build more effective and versatile teams.

In the event of a CBR attack, fast action on the part of all personnel can minimize injury and prolonged incapacity. Knowing what actions to take and when to take them can mean the difference between survival and death and winning and losing a battle. Properly applied self-aid, first aid, and personnel decontamination can increase your chances of recovery from CBR exposure.

Natural disasters can occur at any time or any place in many forms, such as flooding, earthquakes, and hurricanes. As a senior petty officer, you may be required to lead a civil disaster detail ashore. Knowing what your duties are and what to expect following a disaster can save lives and property.

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DEVIL TO PAY

Today the expression "devil to pay" is used primarily as a means of conveying an unpleasant and impending happening. Originally, this expression denoted the specific task aboard ship of caulking the ship's longest seam.

The "devil" was the longest seam on the wooden ship, and caulking was done with "pay" or pitch. This grueling task of paying the devil was despised by every seaman, and the expression came to denote any unpleasant task.

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ASSIGNMENT 1

Textbook Assignment: Chapter 1, "U.S. Naval Tradition," pages 1-1 through 1-22 and Chapter 2, "Leadership and Administrative Responsibilities," pages 2-1 through 2-8.

1-1. An element that enables a sea-dependent nation to project its political, economic, and military strengths seaward is known as

1. sea power
2. naval power
3. global strategy
4. national strategy

1-2. The true strength of sea power can only be measured in terms of a nation's ability to use the sea to further its

1. national objectives
2. naval power
3. aggression
4. population

1-3. It is more feasible to send naval forces, in comparison to other military forces, into crisis areas for which of the following reasons?

1. The cost is low
2. Naval forces can stay on station indefinitely
3. Naval forces leave behind no physical reminders of their presence
4. All of the above

1-4. To continue to exist as we know it today, the United States must have a policy that recognizes its

1. economy
2. naval strengths
3. national security
4. worldwide commitments

1-5. What are the three fundamental pillars on which United States military strategy rests?

1. Maritime superiority, deterrence, and alliance solidarity
2. Control of the seas, deterrence, and forward defense
3. Deterrence, forward defense, and alliance solidarity
4. Forward defense, control of the seas, and alliance solidarity

1-6. Which of the following responses could the United States take in the event of aggression by a potential enemy?

1. Meet force with force
2. Control the duration of the fighting
3. Increase the intensity of the conflict
4. Each of the above

1-7. The Navy has the ability to outlast any aggressor with

1. a great number of personnel and materials
2. secure sea-lanes
3. a large fleet
4. flexibility

1-8. In time of emergency the Navy must be able to venture into harm's way.

1. True
2. False

1-9. Which of the following is NOT a component of the TRIAD of strategic nuclear forces?

1. Intercontinental ballistic missiles
2. Sea-launched ballistic missiles
3. Aircraft carrier battle groups
4. Long-range bombers

1-10. What is the most flexible element of the TRIAD?

1. Intercontinental ballistic missiles
2. Sea-launched ballistic missiles
3. Long-range bombers
4. Cruise missiles

1-11. What is the sole mission and fundamental reason for the existence of the fleet ballistic missile submarine?

1. To deter war
2. To seek out and destroy enemy submarines
3. To provide a backup for the Strategic Air Command
4. To provide the United States with a first strike capability

1-12. The TRIAD has been developed and maintained for which of the following purposes?

1. To deter nuclear attack
2. To provide a first strike capability
3. To maintain nuclear equality with the U.S.S.R.
4. To act as an instrument of political leverage or coercion

1-13. Ships of the Second Fleet patrol some of the world's most important trade routes. In what area of the world does the Second Fleet normally patrol?

1. Mediterranean Sea
2. Western Atlantic
3. Eastern Atlantic
4. Eastern Pacific

1-14. Which of the following fleets would you find in the Western Pacific and Indian Ocean regions?

1. First
2. Second
3. Third
4. Seventh

1-15. Which of the following terms describes an attack that is intended to inflict damage to, seize, or destroy an objective?

1. Strike
2. Threat
3. Assault
4. Aggression

1-16. Which of the following characteristics of a strike force is one of its greatest assets?

1. Size
2. Mobility
3. Strength
4. Weaponry

1-17. Which of the following types of task forces is/are organized primarily for strike force operations?

1. Carrier
2. Surface
3. Submarine
4. All of the above

1-18. The primary mission of our submarine force is to destroy which of the following types of enemy ships?

1. Submarines
2. Destroyers
3. Carriers
4. Cargo

1-19. The first fleet ballistic missile submarine was launched in what year?

1. 1955
2. 1959
3. 1960
4. 1961

1-20. When the term "TRIDENT" is used, it is understood to include which of the following elements?

1. The base
2. The missile
3. The submarine
4. All of the above

1-21. Trident I missiles have a multiple warhead capability and a maximum range of how many nautical miles?

1. 1,200
2. 2,500
3. 3,500
4. 4,000

A.	Antiair
B.	Antisubmarine
C.	Antisurface ship
D.	Strike
E.	Intelligence
F.	Special

Figure 1A.--Types of warfare.

TO ANSWER QUESTIONS 1-22 THROUGH 1-26, SELECT FROM FIGURE 1A THE TYPE OF WARFARE DESCRIBED IN THE STATEMENT. RESPONSES MAY BE USED ONCE, MORE THAN ONCE, OR NOT AT ALL.

1-22. The destruction or neutralization of enemy targets ashore through the use of conventional or nuclear weapons.

1. A
2. B
3. C
4. D

1-23. The destruction or neutralization of enemy surface combatants and merchant ships.

1. B
2. C
3. E
4. F

1-24. Naval operations generally accepted as being nonconventional in nature.

1. A
2. B
3. D
4. F

1-25. This type of warfare prevents the effective use of cargo-carrying vessels by the enemy.

1. A
2. B
3. C
4. D

1-26. Correctly interpreted, this type of warfare permits military decisions to be based on accurate knowledge of the enemy's forces and capabilities.

1. B
2. C
3. D
4. E

1-27. Which of the following types of warfare assists in detecting and targeting hostile forces and making it more difficult for the enemy to detect and target friendly forces?

1. Special
2. Electronic
3. Intelligence
4. Ocean surveillance

1-28. Antiship missiles can be launched several hundred miles from the target. From which of the following platforms can they be launched?

1. Aircraft
2. Submarines
3. Surface ships
4. Each of the above

1-29. The Aegis weapons system is installed on which of the following platforms?

1. F-14 aircraft
2. Submarines
3. Cruisers
4. All of the above

A. Tomahawk
B. Phalanx
C. Phoenix
D. Harpoon

Figure 1B.--Weapons.

TO ANSWER QUESTIONS 1-30 THROUGH 1-34, SELECT FROM FIGURE IB THE WEAPON DESCRIBED IN THE STATEMENT. RESPONSES MAY BE USED ONCE, MORE THAN ONCE, OR NOT AT ALL.

1-30. Capable of simultaneously tracking 24 hostile air targets and launching 6 missiles against 6 different targets.

1. A
2. B
3. C
4. D

1-31. Has a very small cross section and flies at low altitude; radar detection is difficult.

1. A
2. B
3. C
4. D

1-32. Fires 20-mm, high-density penetrating projectiles at 3,000 rounds per minute.

1. A
2. B
3. C
4. D

1-33. Has a 500-lb high-explosive warhead and a contact fuse.

1. A
2. B
3. C
4. D

1-34. Provides defense against close-in, sea-skimming cruise missiles.

1. A
2. B
3. C
4. D

1-35. If your ship is assigned to the Second Fleet, it would probably conduct refresher training at which of the following locations?

1. Guantanamo Bay, Cuba
2. San Diego, CA
3. Bremerton, WA
4. Norfolk, VA

1-36. Routine drills are based on ship's bills and stem from basic bills outlined in which of the following publications?

1. U.S. Navy Regulations
2. Refresher Team Training Manual
3. Standard Organization and Regulations of the U.S. Navy
4. All of the above

1-37. What inspection is conducted to test the operational ability of the crew and ship in wartime conditions?

1. Administrative Inspection
2. Propulsion Examining Board
3. Operational Readiness Inspection
4. Board of Inspection and Survey

1-38. What inspection is scheduled by higher authority, without the knowledge of the commanding officer, to determine if the ship is fit for continued naval service?

1. INSURV
2. PEB
3. ORI
4. PMS

1-39. Through the various treaties with other countries in the world, what portion of the land area are we committed to defend?

1. 25 percent
2. 50 percent
3. 75 percent
4. 80 percent

1-40. Our naval forces conduct various exercises with allied forces for which of the following reasons?

1. To prepare for deployment
2. To professionally operate as one unit
3. To develop better foreign relations
4. To allow less units to deploy overseas

1-41. To ensure your work center meets the deadlines set for the completion of tasks, which of the following factors must you properly manage?

1. Personnel, maintenance, and time
2. Material, maintenance, and time
3. Personnel, material, and time
4. Maintenance, watch standing, and time

1-42. Which of the following resources within your division are the most important in accomplishing a task?

1. Personnel and time
2. Maintenance and time
3. Personnel and materials
4. Maintenance and personnel

1-43. A little time should be spent in your office in the morning and afternoon, then the rest of your time should be spent in the work area.

1. True
2. False

1-44. As a minimum, how often should you assess your division's personnel and material readiness?

1. Daily
2. Biweekly
3. Monthly
4. Quarterly

1-45. When you assess your workers' job performance, you should look at which of the following areas?

1. Knowledge, work habits, and character
2. Attitude, knowledge, and work habits
3. Attitude, work habits, and character
4. Attitude, knowledge, and character

1-46. To keep abreast of the knowledge and experience of your personnel, you should randomly review each member's

1. departmental record
2. divisional record
3. training record
4. service record

1-47. At a minimum, how often should you take inventory so that you will know when to order additional supplies?

1. Daily
2. Weekly
3. Monthly
4. Quarterly

1-48. Which of the following logs is used by your division or department to maintain its supply inventory?

1. EDL
2. JSN
3. OPTAR
4. POA&M

1-49. Each command should ensure all hand and power tools are assigned serial numbers.

1. True
2. False

1-50. The equipment deficiency list contains all of the following information except

1. when it was discovered and the action taken
2. the space and space location
3. the problem or deficiency
4. the PMS requirements

1-51. What is the work center's most valuable resource?

1. Equipment
2. Personnel
3. Material
4 Schedule

1-52. The Enlisted Distribution Verification Report can better enable your division to fulfill which of the following requirements without an adverse effect?

1. Liberty
2. Training
3. Watch standing
4. Temporary additional duty

1-53. Based on the ship's overall manpower, how are TAD requirements usually allocated?

1. By TYCOM directive
2. By work center
3. By department
4. By division

1-54. Which of the following schedules allows for losses in manpower, logistic problems, work stoppages, and personnel training?

1. Work center schedule
2. Annual employment schedule
3. Planning board for training
4. Quarterly employment schedule

1-55. From the annual employment schedule, all other schedules are developed.

1. True
2. False

1-56. Jobs on your work center schedule are listed by what order of precedence?

1. Priority
2. Location
3. Numerical
4. Alphabetical

1-57. What writing instrument should be used to fill out a work center schedule and time line?

1. Felt-tip marker
2. Ball-point pen
3. Highlighter
4. Pencil

1-58. After your schedule is approved, which of the following requirements should be met?

1. Goals
2. Working hours
3. Cleaning assignments
4. Maintenance assignments

1-59. Including your junior petty officers in the planning process prevents which of the following problems from occurring?

1. Arguments
2. Harassment
3. Skylarking
4. Misunderstandings

1-60. How many goal setting elements should you consider when setting goals within the work center?

1. One
2. Two
3. Six
4. Eight

1-61. Keeping abreast of changes prevents crisis management from occurring.

1. True
2. False

1-62. When you attend department meetings, remember to check which of the following factors before the meeting?

1. Assess personnel
2. Work progress
3. Organizing
4. Planning

1-63. As major job completion dates near, you should never allow which of the following situations to happen?

1. Change the work priority
2. Shorten the work day
3. Neglect major jobs
4. Neglect minor jobs

1-64. Assigning your junior petty officers challenging jobs will increase which of the following skills?

1. Management
2. Leadership
3. Organizational
4. Administrative

1-65. The work center supervisor has the complete responsibility for the completion of a job.

1. True
2. False

1-66. When delegating authority, you should delegate to which of the following competent levels to develop your subordinates?

1. Highest
2. Average
3. Lowest

1-67. You should inform your subordinates of their standing in the division in which of the following ways?

1. By giving awards
2. By the use of counseling
3. By the use of a memorandum
4. By awarding special privileges

1-68. Who generates letters of instruction and command counseling sheets?

1. Work center supervisor
2. Division officer
3. Division chief
4. Both 2 and 3 above

1-69. Counseling sheets and letters of instruction are entered in a member's service record.

1. True
2. False

1-70. A page 13 entry reflects which of the following types of job performance?

1. Average
2. Good
3. Bad
4. Both 2 and 3 above

ASSIGNMENT 2

Textbook Assignment: Chapter 2, "Leadership and Administrative Responsibilities," pages 2-28 through 2-43.

PAGES 8 THROUGH 12 AND QUESTIONS 2-1 THROUGH 2-42 WERE DELETED.

BE SURE TO LEAVE THE CORRESPONDING SPACES BLANK ON THE ANSWER SHEET.

2-38. DELETED

2-39. DELETED

2-40. DELETED

2-41. DELETED

2-42. DELETED

2-43. If you use a facsimile stamp of someone's signature, what should appear next to the signature to authenticate the facsimile?

1. Acting
2. By direction
3. Your initials
4. Your signature

2-44. A naval message should be used instead of a NAVGRAM under which of the following circumstances?

1. The communication is urgent and speed is of primary importance
2. The addressee is an overseas station
3. The communication is classified
4. Its use is cost effective

2-45. If a command is the "information addressee" on a message, which of the following actions, if any, should the command take concerning the message?

1. Route the message to concerned officers to determine the action addressee's responsibilities
2. Whatever action is required within the command
3. The actions directed by the action addressee
4. None of the above

2-46. After a naval message has been prepared and signed by the drafter, which of the following persons releases the message?

1. The drafter
2. The senior Radioman
3. The delegated releasing officer
4. The communications watch officer

2-47. Who is responsible for the validation of the contents of a message?

1. Originator
2. Addressee
3. Releaser
4. Drafter

2-48. Who is responsible for the selection of a message precedence?

1. Drafter
2. Releaser
3. Addressee
4. Originator

2-49. Who is responsible for the proper addressing of messages?

1. Originator
2. Addressee
3. Releaser
4. Drafter

2-50. When assigning precedence to a message, which of the following factors should you consider?

1. Importance of the subject
2. Desired delivery time
3. Both 1 and 2 above
4. Seniority of the originator

2-51. What is the highest precedence normally authorized for administrative messages?

1. Immediate
2. Priority
3. Routine
4. Flash

2-52. What precedence is identified by the prosign 0?

1. Flash
2. Priority
3. Immediate
4. Emergency Command

2-53. A message is released at 1930 hours Greenwich mean time on 2 January 1991. What is the correctly stated date-time group (DTG) assisgned to the message?

1. 1930Z 02JAN91
2. 02JAN91 1930Z
3. 19302Z JAN 91
4. 021930Z JAN 91

2-54. Naval messages may have a total of (a) how many originators and (b) how many action and information addresses?

1. (a) One (b) one each
2. (a) Two (b) two each
3. (a) Three (b) unlimited
4. (a) One (b) unlimited

2-55. Messages addressed to address indicating groups (AIGs) would most likely contain which of the following types of information?

1. Directive changes
2. Emergency leave requests
3. Destructive storm warnings
4. Personnel changes of station

2-56. When a message is unclassified, what word or abbreviation should appear on the classification line?

1. UNCLASSIFIED
2. NOCLASS
3. NONCLAS
4. UNCLASS

2-57. A message readdressal refers to what kind of message?

1. A corrected copy of the original draft
2. A duplicate copy transmitted to an activity because the original was illegible
3. One transmitted to an activity that is not an addressee on the original draft
4. One that has been returned to the originator for additions or deletions by higher authority

2-58. Unless otherwise directed, all naval message directives are automatically canceled after what maximum period of time?

1. 12 months
2. 6 months
3. 90 days
4. 30 days

2-59. Minimize requires message drafters and releasers to make which of the following considerations?

1. Is the message as short as possible
2. Is electrical transmission essential
3. Can the message be sent at a later date
4. May the message be sent to more than one addressee

2-60. A rough draft of naval correspondence to be reviewed by a drafting officer should contain which of the following types of information?

1. Two ideas in each sentence and more than one central thought in each paragraph
2. One subject, clearly and concisely written
3. All information pertaining to the subject
4. The smallest details of all the facts

2-61. What should be your first concern in drafting correspondence?

1. Format
2. Purpose
3. Distribution
4. Security classification

2-62. When organizing a naval letter, what information should you include in the first paragraph?

1. References used
2. Listing of addressees
3. Purpose of the letter
4. Overview of the letter contents

2-63. You are assigned the task of writing a piece of naval correspondence. Which of the following steps should be your first?

1. Writing an outline
2. Determining the target date
3. Determining the distribution list
4. Gathering appropriate reference material

2-64. When preparing the rough draft of a naval letter, you should concentrate on which of the following aspects?

1. Proper spelling and punctuation
2. Proper style and letter format\
3. The appropriate references
4. The necessary information

2-65. When reviewing the rough draft of your correspondence for the first time, which of the following procedures should you follow?

1. Review your accomplishments
2. Remove unnecessary introductory phrases
3. Rework paragraphs that are difficult to understand
4. Make brief notes at points where the text can be improved

2-66. Before presenting smooth correspondence for signature, you should check for accuracy in which of the following areas.

1. Standard subject identification codes
2. Properly labeled and attached enclosures
3. Correct titles of all addressees
4. All of the above

2-67. The security classification you assign to naval correspondence is determined by which of the following factors?

1. The number of information addressees
2. The information contained in the correspondence
3. The security classification of related documents
4. The security classification of references contained in the correspondence

2-68. An endorsement may be placed on the signature page of a naval letter under which of the following circumstances?

1. The text of the endorsement consists of a maximum of three lines
2. The basic letter and the endorsement bear the same security classification
3. The security classification of the endorsement is lower than that of the basic letter
4. The space on the signature page of the basic letter is sufficient to accommodate the entire endorsement

2-69. Correspondence that is used as informal communication between subordinates within the same activity can be accomplished by using which of the following methods?

1. NAVGRAM
2. Speedletter
3. "Memorandum For"
4. "From-To" memorandum

2-70. What is the purpose of a NAVGRAM?

1. Urgent communications between DOD addressees
2. To ensure priority handling of the correspondence by addressee
3. To transmit urgent correspondence by electrical means
4. To ensure special handling by postal authorities

ASSIGNMENT 3

Textbook Assignment: Chapter 2, "Leadership and Administrative Responsibilities," pages 2-44 through 2-54 and Chapter 3, "Programs and Policies" pages 3-1 through 3-14.

3-1. Our Navy uses a standard filing system for which of the following reasons?

1. Frequent rotation of personnel
2. Saves the Navy space
3. Saves the Navy money
4. All of the above

3-2. Which, if any, of the following classified material does not require controlled routing?

1. Confidential
2. Top secret
3. Secret
4. None of the above

3-3. When filing material you should include all of the following except

1. the incoming document
2. a copy of the outgoing correspondence
3. any essential supporting documents
4. all early drafts and extra copies

3-4. Standard subject identification codes (SSICs) provide which of the following standard systems throughout the Navy?

1. Colors
2. Numbers
3. Symbols
4. Alphabets

3-5. When writing a naval letter, you should ensure it is well organized and orderly. Which of the following writing methods is NOT in the correct order?

1. Stating requests before justifications
2. Stating explanations before answers
3. Giving conclusions before discussions
4. Giving summaries before details

3-6. The order that references appear in the reference block of a naval letter is based on which of the following factors?

1. The OPNAV/SECNAV number assigned
2. The length of the title of the reference
3. The order in which they appear in the text
4. The numerical listing

3-7. Paragraphs in a naval letter should be short and contain roughly what maximum number of sentences?

1. 4 to 5
2. 6 to 7
3. 8 to 10
4. 10 to 12

3-8. For an idea to gain emphasis within a sentence, where should it appear?

1. At the start or the end of the sentence
2. At the end of the sentence only
3. At the start of tie sentence only
4. In the middle of the sentence

3-9. To save words, clarify ideas, and provide balance when you wish to express two or more equally important ideas in a sentence, you should use which of the following types of sentence construction?

1. Minisentences
2. Topic sentences
3. Rambling sentences
4. Parallel sentences

3-10. To make your writing more like speaking, you should use which of the following writing techniques?

1. Use personal pronouns
2. Use everyday words
3. Use short sentences
4. All of the above

3-11. Which of the following writing practices is the best approach to a subject when writing a directive?

1. Write in the "third person" style
2. Write directly to a user
3. Write in terms of "how to" instructions
4. Write in terms of "how to" checklists

3-12. As a subordinate writing to a senior, which of the following approaches should you avoid when setting the tone of the letter?

1. Directing
2. Suggesting
3. Requesting
4. Recommending

3-13. Which of the following words hurt naval writing by stretching sentences, delaying meaning, and hiding responsibility?

1. Request you
2. You are
3. It is
4. I am

3-14. For economy in writing, you should use as many abbreviations as possible.

1. True
2. False

3-15. CMEO is an equal opportunity management system controlled primarily at which of the following levels?

1. Command
2. Secretary of Defense
3. Secretary of the Navy
4. Chief of Naval Operations

3-16. Which of the following supervisors supports the Navy's Equal Opportunity program?

1. The one who relates positively and directly with all people equally
2. The one who only listens to one point of view
3. The one who stereotypes people
4. The one who feels it necessary to intimidate some people to achieve goals

3-17. To manage and supervise people effectively, you must have which of the following leadership skills?

1. The ability to ignore conflicts among various groups
2. The ability to listen to and understand what people have to say
3. The ability to place people in correct racial, ethnic, and religious categories
4. The ability to substitute generalized ideas about people when you aren't sure of their motives

3-18. To help your subordinates grow both personally and professionally, you must use which of the following supervisory practices?

1. Provide timely feedback on performance
2. Provide on-the-job training
3. Identify their strengths and weaknesses
4. Each of the above

3-19. If a person commits an act of arbitrary discrimination, the commanding officer may take which of the following disciplinary actions?

1. Assign lower evaluation marks
2. Award nonjudicial punishment
3. Submit a recommendation for separation
4. Each of the above

3-20. The Navy Rights and Responsibilities workshop is conducted by which of the following groups?

1. Command Training Team (CTT)
2. Command Assessment Team (CAT)
3. Command Rights and Responsibilities Team
4. Striker Board

3-21. Which of the following subjects is NOT covered during the Navy Rights and Responsibilities workshop?

1. Navy Regulations
2. Combatant skills
3. Enlistment contract
4. Grievance and redress

3-22. Information concerning equal opportunity contained in command records may NOT be obtained through which of the following methods?

1. Surveys
2. Training
3. Interviews
4. Observations

3-23. What two methods of data collecting by the CAT require other data sources to be used to draw conclusions and produce findings that can be validly interpreted?

1. Command records and Interviews
2. Interviews and observations
3. Observations and surveys
4. Surveys and interviews

3-24. Nonjudicial punishment is better known in the Navy by which of the following titles?

1. Mast
2. Court-martial
3. Captains mast
4. Executive officers investigation

3-25. Without using court-martial intervention. what article of the UCMJ empowers a commanding officer to impose punishment for minor offenses on both officer and enlisted personnel?

1. 5
2. 10
3. 15
4. 20

3-26. Under the UCMJ, punishment must be imposed within 2 years of the offense.

1. True
2. False

3-27. The Report and Disposition of Offense(s), NAVPERS 1626/7, contains all of the following information except

1. preliminary inquiry report
2. action of the XO at screening mast
3. record of any pre-mast restraint
4. all of the required pre-mast advice that must be given to the accused

3-28. Who must ensure that within a reasonable amount of time of the report of an offense that the accused is fully advised of his or her rights concerning a possible NJP?

1. Legal officer
2. Chief Master-at-Arms
3. Officer contemplating imposing NJP
4. Department head and division officer of the accused

3-29. Your rights are found under what UCMJ article?

1. 15
2. 31
3. 37
4. 38

3-30. The preliminary inquiry officer (PIO) completes what section of the NAVPERS 1626/7?

1. C
2. E
3. G
4. I

3-31. Under article 15 of the UCMJ, the commanding officer has how many punishments identified that he or she can impose at mast?

1. 3
2. 6
3. 9
4. 12

3-32. Restriction is the least severe form of deprivation of liberty.

1. True
2. False

3-33. Arrest in quarters may only be imposed on which of the following naval personnel?

1. E-1 through E-9
2. W-2 through W-4
3. 0-1 through 0-10
4. Both 2 and 3 above

3-34 . Confinement on bread and water has a maximum duration of how many days?

1. 1
2. 2
3. 3
4. 4

3-35. Which of the following punishments is considered the most severe form of NJP?

1. Correctional custody
2. Reduction in grade
3. Forfeiture of pay
4. Restriction

3-36. Under article 15 of the UCMJ, you have how many days to appeal the punishment awarded to you if you feel that it was unjust or disproportionate?

1. 5
2. 10
3. 15
4. 20

3-37. Which of the following terms describes the Navy's recognition that drug and alcohol abuse is incompatible with the Navy's effort to instill pride and professionalism?

1. Zero defects
2. Zero tolerance
3. Screening with meaning
4. Self-referrals preferable

3-38. Why has the Navy taken a firm stand against drug abuse?

1. Drug abuse undermines combined readiness
2. Drug abuse is costly in lost man-hours
3. Drug abuse causes the loss of morale and esprit de corps
4. Each of the above

3-39. What is the most valuable detection and deterrence tool used by the Navy to identify drug abusers?

1. Annual physicals
2. Urinalysis testing
3. Drug detection dogs
4. Undercover military police

3-40. Each urinalysis sample is tested how many minimum number of times by one of the Navy's drug screening laboratories?

1. One
2. Two
3. Three
4. Five

3-41. Under the Navy's policy for drug abusers, which of the following actions is taken if a PO2 commits a drug abuse offense?

1. The person is screened for drug dependency
2. The person is afforded in-service residential treatment
3. The person is processed for immediate separation
4. The person is given a waiver if he or she has exhibited exceptional service

3-42. A drug abuser deeply under the influence of narcotics displays which of the following characteristics?

1. Anxiety
2. Lethargy
3. Lucidity
4. Hostility

3-43. Which of the following paraphernalia found in a locker is an indication that the person is a narcotics abuser?

1. Bent spoons
2. Eyedroppers
3. Cotton balls
4. All of the above

3-44. A person who abuses heroin develops a tolerance for the drug. How does this tolerance affect the person's reaction to the drug?

1. The drug no longer has an effect on the person's central nervous system
2. Larger doses are required for the same effect
3. Smaller doses are required for the same effect
4. The drug no longer has an effect on the person's bloodstream

3-45. Normally, which of the following signs is the first emotional reaction following a dose of heroin?

1. A feeling of relief
2. A state of inactivity
3. A state of extreme stress
4. A feeling of weightlessness

3-46. Drinking a large amount of cough medication is a common method of abusing which of the following drugs?

1. Opium
2. Heroin
3. Codeine
4. Morphine

3-47. A drug abuser who suffers long periods of time without sleeping or eating is probably abusing which of the following types of drugs?

1. Alcohol
2. Narcotics
3. Stimulants
4. Depressants

3-48. A person who has taken an overdose of cocaine may experience which of the following reactions?

1. Death
2. Anxiety
3. Euphoria
4. Excitation

3-49. Which of the following drugs can cause the heart or arteries to burst and cause a massive coronary?

1. Crack
2. Codeine
3. Amphetamines
4. Phencyclidine

3-50. Which of the following drugs is abused on the pretense of weight control?

1. Marijuana
2. Methadone
3. Amphetamines
4. Phencyclidine

3-51. Abuse of which of the following types of drugs results in the appearance of alcohol intoxication, but without the odor of alcohol on the breath?

1. Narcotics
2. Stimulants
3. Depressants
4. Hallucinogens

3-52. Depressant overdoses, when taken with alcohol, may result in which of the following conditions?

1. Death
2. Articulate speech
3. Mellow disposition
4. Keen sense of humor

3-53. Abuse of which of the following types of drugs may result in reoccurring effects months after the drug has been taken?

1. Hallucinogens
2. Depressants
3. Stimulants
4. Narcotics

3-54. Which of the following indicators is one of the dangers to the hallucinogen abuser?

1. A change in sleeping habits
2. A change in the mental condition
3. The physical dependence created by the drug
4. The unpredictability of the effects of the drug

3-55. Which of the following conditions is an indicator of a marijuana abuser presently under the influence of the substance?

1. Loud and rapid talking
2. Great bursts of laughter
3. In a stupor or seems sleepy
4. All of the above

3-56. The effects of marijuana on the emotions and senses of the user depend on which of the following factors?

1. The amount and strength of the substance
2. The social setting and expected effects
3. Both 1 and 2 above
4. The DNA structure of the user

3-57. Volatile chemical abuse is usually indicated by which of the following conditions?

1. Constricted pupils
2. Clear whites of the eyes
3. White substance around the nostrils
4. Smell of the chemical on the breath

3-58. Which of the following personnel are subject to participation in the urinalysis testing program?

1. Officer personnel under the age of 25 only
2. Enlisted personnel in paygrades E-4 and below only
3. Enlisted personnel only, regardless of rank or age
4. All enlisted and officer personnel, regardless of the rank or age

3-59. Which of the following persons must have prior knowledge of a drug detection dog inspection or search?

1. The dog handler
2. The commanding officer
3. Both 1 and 2 above
4. All personnel involved in the search

3-60. Which of the following types of behavior could be a positive clue that a person is abusing some form of drugs?

1. Wanting to sell a stereo system and TV set at the same time
2. Repeatedly showing symptoms associated with drug abuse
3. Botching a job when it is known that the person is usually a top performer
4. Keeping tablets, capsules, or other forms of drugs in one's locker

ASSIGNMENT 4

Textbook Assignment: Chapter 3, "Programs and Policies," pages 3-14 through 3-23 and Chapter 4, "Professional Responsibilities," pages 4-1 through 4-13.

4-1. The number one drug problem in the United States is the abuse of which of the following substances?

1. Alcohol
2. Cocaine
3. Marijuana
4. Barbiturates

4-2. Alcohol is classified as what type of drug?

1. Hallucinogen
2. Depressant
3. Stimulant
4. Narcotic

4-3. Which of the following characteristics or symptoms identifies a person suffering from alcoholism?

1. Physical dependence
2. Psychological dependence
3. Both 1 and 2 above
4. Infrequent consumption

4-4. All Navy supervisors should be familiar with the Navy's policy regarding alcoholism as outlined in the OPNAVINST on alcohol and drug abuse prevention and control. What is the purpose of this instruction with regard to alcohol abuse?

1. To discourage the use of alcohol
2. To acknowledge the Navy's responsibility for counseling and to aid alcoholics in recovery
3. To publish the disciplinary action that may be taken against a known alcoholic
4. To set limits on the amount of alcohol that may be consumed before a person is considered a problem drinker

4-5. When, if ever, would the promotion prospects of a recovered alcoholic be affected?

1. If the recovered alcoholic attended a rehabilitation program
2. If misconduct or poor performance resulted from alcoholism
3. If the recovered alcoholic is still attending AA meetings
4. Never

4-6. For which of the following reasons does alcohol quickly affect the central nervous system?

1. It is rapidly absorbed by the kidneys
2. It remains in the digestive tract for long periods
3. It is immediately absorbed into the bloodstream
4. It is metabolized at a faster rate as more is consumed

4-7. What indicator is used by most states to determine whether or not a person is intoxicated?

1. Slurred speech
2. Blood-alcohol level
3. Poor motor coordination
4. Number of drinks consumed

4-8. In the chronic stages of alcoholism, tolerance decreases markedly until the victim may become drunk on relatively small amounts of alcohol.

1. True
2. False

4-9. In which of the following ways does alcohol, when taken in combination with other drugs, affect the body?

1. The other drug is metabolized quicker than the alcohol and has no effect
2. The other drug is metabolized slower than the alcohol and remains active for longer periods
3. The alcohol counteracts the other drug, causing little, if any, effect on the body
4. Both work as a stimulant and cause severe hyperactivity

4-10. Which of the following long-term effects can be expected by a person who is a heavy drinker for a prolonged period of time?

1. Lowered resistance to infectious diseases
2. Damage to the major organs of the body
3. Deterioration of memory and judgement
4. All of the above

4-11. One definition of a problem drinker is one who must drink to function or to cope with life. How does the Navy define "alcoholism"?

1. Complying with ordinary social drinking customs
2. Drinking alcohol even though under the state-approved age for purchasing alcoholic beverages
3. Depending on alcohol psychologically and/or physiologically
4. Doing something under the influence of alcohol that would not normally be done

4-12. Many definitions are used to describe problem drinking or alcoholism. Which of the following statements describes an alcoholic?

1. A person who depends on alcohol to help him or her function in everyday life
2. A person who depends on friends to purchase alcohol
3. A person who frequents bars for the purpose of getting drunk
4. A person who thinks that he or she must drink to be accepted

4-13. Which of the following statements is true concerning the diagnosing of alcoholism?

1. It is often slow to be recognized
2. It is an easily identifiable disease
3. It is usually diagnosed in the early stage
4. It is a simple procedure if caught in the early stages of problem drinking

4-14. What treatment technique does the Navy use in returning an alcoholic to a useful and productive life?

1. A treatment that is developed by the command
2. A treatment that must be developed by the individual
3. One that matches the needs of the person to the appropriate therapy
4. One that provides treatment and appropriate disciplinary action for each case

4-15. Which of the following social stigmas is usually attached to an alcoholic?

1. Alcoholism only affects the poor and uneducated
2. Alcoholism is a moral weakness rather than an illness
3. Alcoholism is a treatable disease only in its earlier stages
4. Alcoholism only affects people who are social outcasts

4-16. Alcohol abuse prevention is the responsibility of which of the following persons?

1. The individual
2. The commanding officer
3. The Chief of Naval Education and Training
4. The master chief petty officer of the Navy

4-17. Which of the following actions can commands take to help eliminate practices and customs that encourage personnel to drink?

1. Emphasize moderation
2. Provide educational programs
3. Ensure adequate quantities of nonalcoholic beverages
4. Each of the above

4-18. What is the maximum time a person may be assigned to a Level II counseling program?

1. 6 months
2. 2 months
3. 6 weeks
4. 4 weeks

4-19. Navy personnel who have a drinking problem can receive which of the following types of care from a Navy hospital?

1. Evaluation
2. Detoxification
3. Primary rehabilitation
4. All of the above

4-20. Who is responsible to the commanding officer for carrying out the policies of the Navy Drug and Alcohol Abuse Program (NADAP)?

1. DAPA
2. CAAC
3. ARD
4. NAVALREHCEN

4-21. The Navy operates how many alcohol rehabilitation centers (NAVALREHCEN)?

1. 5
2. 6
3. 3
4. 4

4-22. As a supervisor faced with a drug or alcohol problem caused by one of your division personnel, which of the following helping resources can you turn to for advice and assistance?

1. The chaplain
2. The command master chief
3. The senior personnel around you
4. Each of the above

4-23. The authority which is granted to all officers and petty officers to fulfill their duties and responsibilities is known as what type of authority?

1. General
2. Unlimited
3. Meritorious
4. Organizational

4-24. The authority that an individual may hold by virtue of assignment to a specific billet within an organizational unit of the Navy is known as what type of authority?

1. General
2. Unlimited
3. Meritorious
4. Organizational

A. Article 1020 B. Article 1023 C. Article 1037 D. Article 1132

Figure 4A.--U.S. Navy Regulations.

TO ANSWER QUESTIONS 4-25 THROUGH 4-27, SELECT FROM FIGURE 4A THE ARTICLES THAT ARE DESCRIBED IN THE STATEMENTS. RESPONSES MAY BE USED ONCE, MORE THAN ONCE, OR NOT AT ALL.

4-25. General responsibilities and duties of all officers and petty officers within the Navy.

1. A
2. B
3. C
4. D

4-26. DELETED

4-27. The right to exercise authority over all subordinate personnel.

1. A
2. B
3. C
4. D

4-28. As a petty officer you have the authority to issue orders. Subordinates are required to follow your orders only if your orders are

1. lawful
2. given in harsh language
3. contain the reason why the order should be carried out
4. given with no opportunity for the subordinate to ask questions

4-29. What article of the UCMJ allows nonjudicial punishment to be awarded?

1. Article 7
2. Article 15
3. Article 29
4. Article 134

4-30. Which of the following personnel has the authority to administer nonjudicial punishment?

1. Chief petty officer
2. Petty officer who is E-6 and above
3. Executive officer
4. Commanding officer

4-31. Which of the following actions may be taken to correct military deficiencies in junior personnel?

1. Withhold privileges
2. Assign extra military instruction (EMI)
3. Both 1 and 2 above
4. Extend normal working hours

4-32. Which of the following actions to correct a military or professional deficiency can be awarded only through nonjudicial punishment?

1. Assign extra duty
2. Withhold privileges
3. Assign extra military instruction (EMI)
4. Extend normal working hours

4-33. When EMI is assigned to correct a military deficiency, which of the following limitations normally is observed?

1. EMI is assigned in favor of awarding extra duty
2. EMI is assigned in periods not to exceed 2 hours daily
3. EMI is assigned only during normal working hours
4. EMI is assigned, where possible, as a substitute for punitive measures covered under the UCMJ

4-34. The temporary withholding of privileges is an effective tool in correcting a minor infraction of a military regulation. Which of the following privileges CANNOT be withheld as part of this nonpunitive measure?

1. Exchange of duty
2. Normal liberty
3. Base parking
4. Special pay

4-35. Which of the following persons has the final authority to withhold a privilege?

1. Division chief petty officer
2. Work center supervisor
3. Commanding officer
4. Each of the above

4-36. For which of the following reasons would it NOT be appropriate for a supervisor to extend an individual's normal working hours?

1. To complete additional essential work
2. To complete a work assignment that should have been completed during working hours
3. To perform work to maintain a required level of operational readiness
4. To perform work as punishment for substandard performance of duty

4-37. In which of the following publications will you find the description of the duties, responsibilities, and authority of a division officer?

1. Standard Organization and Regulations of the U.S. Navy
2. Tactical Action Officer's Handbook
3. Watch Officer's Guide
4. Navy Regulations

4-38. When making duty assignments such as general quarters stations or a cleaning station, who should be assigned responsibility for that duty?

1. A specific work center
2. A specific person
3. The department
4. The division

4-39. As the LPO you are assigning a work center supervisor to coordinate the painting of a compartment. The job is assigned poorly if which of the following persons has (a) the responsibility for the task and (b) the authority to accomplish the task?

1. (a) Supervisor
   (b) you
2. (a) Supervisor
   (b) supervisor
3. (a) You
   (b) supervisor
4. (a) You
   (b) you

4-40. An action or task required by one's position that is expected or required by moral or legal obligation is a duty. Duties fall into which of the following categories?

1. Military only
2. Moral and military
3. Administrative only
4. Military and administrative

4-41. The ship's watch organization is second in importance only to the organization for battle. Which of the following personnel is/are responsible for understanding the watch organization?

1. Nonrated personnel only
2. Petty officers only
3. Officers only
4. All hands

4-42. The watch, quarter, and station bill contains which of the following assignments?

1. Messing assignments
2. Liberty boat assignments
3. Collision station assignments
4. Each of the above

4-43. Who should approve changes to the division's watch, quarter, and station bill?

1. Executive officer
2. Commanding officer
3. Officer of the deck
4. Command duty officer

4-44. Billet numbers on the watch, quarter, and station bill consist of either four numerals or a letter and three numerals. What do the last two numerals indicate?

1. Section seniority
2. Division assigned
3. Watch precedence
4. Recall priority

4-45. Responsibility for ensuring division members are aware of their watch, quarter, and station bill assignments is delegated to which of the following persons?

1. Division chief
2. Division officer
3. Division leading petty officer
4. Division training petty officer

4-46. The watch, quarter, and station bill should be updated at approximately what minimum frequency?

1. Continually
2. Quarterly
3. Monthly
4. Weekly

4-47. Which of the following management tools should be used by the division officer to maintain a current watch, quarter, and station bill?

1. Battle bill
2. Ship's bill
3. Division notebook
4. Division officer's guide

4-48. Which of the following explanations is a purpose of the general emergency bill?

1. To provide detailed procedures for every emergency that can occur
2. To establish a plan for salvaging captured enemy vessels
3. To organize the crew to handle the effects of a major emergency
4. Each of the above

4-49. Which of the following actions should you immediately take if you see one of your shipmates fall overboard?

1. Notify the OOD
2. Call out, "Man overboard, port (or starboard) side"
3. Provide lifesaving equipment to the person if possible
4. All of the above

4-50. Which of the following officers is responsible for the administration of the CBR defense bill?

1. Safety officer
2. Division officer
3. CBR defense officer
4. Damage control assistant

4-51. Which of the following commands must have an emergency destruction bill?

1. A deployable command
2. A command located outside the United States
3. A command having COMSEC material
4. All of the above

4-52. Based on the emergency destruction plan, you would destroy classified material for which of the following reasons?

1. If the material was obsolete and of no further value to the command
2. If the material was subject to compromise by unauthorized personnel
3. If the material was subject to capture by an enemy
4. Each of the above

4-53. During the emergency destruction of classified material, which of the following material should be destroyed first?

1. Secret COMSEC material
2. Top secret special access material
3. Secret special access material
4. Confidential COMSEC material

4-54. PQS does not apply to which of the following systems?

1. Surface to air systems
2. Torpedo firing systems
3. Nuclear propulsion systems
4. Coast Guard weapons systems

4-55. Each personnel qualification standard is divided into which of the following subdivision(s)?

1. Systems
2. Fundamentals
3. Watchstations/Maintenance actions
4. All of the above

A. 100
B. 200
C. 300

Figure 4B. --Series numbers.

TO ANSWER QUESTIONS 4-56 THROUGH 4-59, SELECT FROM FIGURE 4B THE SERIES NUMBER THAT APPLIES TO EACH STATEMENT. RESPONSES MAY BE USED ONCE, MORE THAN ONCE, OR NOT AT ALL.

4-56. Serves as a self-study aid for the trainee.

1. A
2. B
3. C

4-57. Tests the trainee's readiness to perform a designated task.

1. A
2. B
3. C

4-58. Breaks the subject equipment into smaller, more easily understood sections.

1. A
2. B
3. C

4-59. Addresses specific or unique safety precautions.

1. A
2. B
3. C

4-60. PQS should be considered as a separate program with its own distinct managerial system.

1. True
2. False

4-61. Sign-off authority for final PQS qualification may be delegated to what minimum level of authority?

1. Division CPO
2. Department head
3. Division officer
4. Work center supervisor

A. Commanding officer
B. Executive officer
C. PQS coordinator
D. Department head

Figure 4C.--Responsible person.

TO ANSWER QUESTIONS 4-62 THROUGH 4-67, SELECT FROM FIGURE 4C THE PERSON RESPONSIBLE FOR EACH TASK DESCRIBED IN THE STATEMENT. RESPONSES MAY BE USED ONCE, MORE THAN ONCE, OR NOT AT ALL.

4-62. Recommends interim qualification of watch standers.

1. A
2. B
3. C
4. D

4-63. Designates in writing those individuals authorized to act as qualifiers.

1. A
2. B
3. C
4. D

4-64. Acts as an overall training supervisor.

1. A
2. B
3. C
4. D

4-65. Responsible for ordering all departmental PQS material.

1. A
2. B
3. C
4. D

4-66. Responsible for maintaining PQS software.

1. A
2. B
3. C
4. D

4-67. Recommends final qualification to the commanding officer.

1. A
2. B
3. C
4. D

ASSIGNMENT 5

Textbook Assignment: Chapter 4, "Professional Responsibilities," pages 4-14 through 4-24 and Chapter 5, "Military Requirements," pages 5-1 through 5-15 and Chapter 6, "Safety and Survival," pages 6-1 through 6-4.

5-1. The enlisted service record contains both official and unofficial papers.

1. True
2. False

5-2. The actual service record is contained on which of the following side(s) of the enlisted service record?

1. Left
2. Right
3. Both 1 and 2 above

5-3. Personnel Advancement Requirements (PARs) must be completed before you can participate

1. in the PQS program
2. as a proper watchstander
3. in the Navywide advancement exam
4. as the divisional training petty officer

5-4. Navywide advancement exams are based on which of the following standards?

1. PQS standards
2. PMS standards
3. Naval standards
4. Occupational standards

5-5. Which of the following commissioning programs provides the Navy with officers who are technical specialists in their fields?

1. Limited Duty Officer Program
2. Chief Warrant Officer Program
3. Enlisted Commissioning Program
4. Officer Candidate School Program

5-6. What maximum number of years' active service can a master chief petty officer serve and still be eligible to apply for the Chief Warrant Officer Program?

1. 24 years
2. 20 years
3. 16 years
4. 12 years

5-7. Which of the following officer programs does/do not require a college education?

1. Officer Candidate School Program
2. Chief Warrant Officer Program
3. Limited Duty Officer Program
4. Both 2 and 3 above

5-8. Which of the following personnel may apply for the Chief Warrant Officer Program?

1. E-6, regular Navy, with 18 years of active service
2. E-7, Naval Reserve, with 10 years of Reserve service
3. E-8, Regular Navy, with 26 years of active service
4. E-9, Training and Administration of Reserves (TAR), with 22 years of service

5-9. Personnel who apply for the CWO Physician's Assistant Program must be graduates of only the Basic Hospital Corps School.

1. True
2. False

5-10. Which of the following personnel may NOT apply for the Limited Duty Officer Program?

1. E-7 with 8 years of active service
2. E-8 with 14 years of active service
3. E-9 with 15 years of active service
4. E-6 with 10 years of active service and 2 years time in rate

5-11. If you are a PO1 applicant for LDO and have met all requirements of CPO/SCPO applicants, which of the following additional requirements must you meet?

1. Have a final multiple score (FMS) equal to or greater than the lowest FMS for PASS SELECTION BOARD ELIGIBLE
2. Have Personnel Advancement Requirements for E-8 signed off
3. Have been awarded the Navy Commendation Medal
4. All of the above

5-12. What minimum active service obligation must ECP selectees have before detaching from their present command?

1. 6 years
2. 2 years
3. 3 years
4. 4 years

5-13. ECP selectees must have finished sufficient undergraduate course work to be able to complete requirements for a technical degree within what maximum length of time?

1. 36 months
2. 48 months
3. 50 months
4. 60 months

5-14. Which of the following commissioning programs requires that you have at least a baccalaureate degree?

1. Enlisted Commissioning Program
2. Limited Duty Officer Program
3. Officer Candidate School Program
4. Chief Warrant Officer Program

5-15. Which of the following courses is/are recommended for an individual preparing for LDO selection?

1. Navy Regulations
2. Human Behavior
3. Watch Officer
4. Each of the above

5-16. Quarters for muster and inspection are held each work day just before

1. 0600
2. 0700
3. 0800
4. 0900

5-17. Navy Regulations requires the clothing of all nonrated personnel to be inspected at what interval?

1. Annually
2. Semiannually
3. At regular intervals
4. At irregular intervals

5-18. As a senior watch stander in charge of a watch, you are responsible for the personnel assigned to your watch. Which of the following requirements should you ensure is met concerning the proper relief of your watch personnel?

1. They should all be relieved at the same time
2. They should remain on station until properly relieved
3. They should train their reliefs on proper relieving procedures
4. They should instruct their reliefs on proper performance of duty

5-19. As the relieving OOD of a ship moored to a pier, which of the following checks should be part of your relieving procedure?

1. Determining which lines are in use
2. Reviewing current SOPA instructions
3. Determining which special conditions exist or are expected
4. Each of the above

5-20. A change in a ship's watch condition when getting underway, mooring, or modifying the condition of readiness is called

1. dogging the watch
2. setting the watch
3. changing the guard
4. relieving the watch

5-21. Experience has shown that the ability to handle casualties and tactical decisions is significantly reduced during which of the following events?

1. When the watch is being set
2. When the ship is entering port
3. When the watch is being changed
4. When the ship is leaving anchorage

5-22. If continuity of watches has been interrupted, you should read the commentary sections of the ship's deck log for what minimum number of preceding watches before relieving the OOD?

1. One
2. Two
3. Three
4. Four

5-23. During the relief of the OOD, who is responsible for ensuring the oncoming OOD is properly briefed on the overall situation of the ship?

1. The offgoing OOD only
2. The oncoming OOD only
3. The offgoing and the oncoming OOD
4. The operations officer

5-24. What phrase should you use as the relieving OOD when you are ready to relieve the watch?

1. I have it, you are relieved sir/ma'am
2. I am ready to relieve you, sir/ma'am
3. I am prepared to assume the watch
4. I will take the watch after briefing

5-25. In the absence of the commanding officer in port, who is primarily responsible for the safety and proper operation of the unit?

1. Safety officer
2. MAA safety force
3. Officer of the deck
4. Command master chief

5-26. Which of the following watchstanding assignments gives a petty officer equal status with a commissioned or chief warrant officer assigned to the same watch?

1. MAA
2. OOD
3. POOW
4. Each of the above

5-27. To stand OOD inport watches, you must be designated in writing by which of the following individuals?

1. Commanding officer
2. Senior watch officer
3. Command duty officer
4. Watch bill coordinator

5-28. If weather conditions are such that suspending boating operations is advisable, what officer does the OOD immediately notify?

1. Safety officer
2. Boating officer
3. First lieutenant
4. Command duty officer

5-29. As part of a routine watch, at which of the following times does the OOD obtain permission from the commanding officer to strike eight bells?

1. 2400, 0400, and 0800
2. 1200, 2400, and 0400
3. 0800, 1200, and 2000
4. 0800, 1600, and 2400

5-30. On ships having a Marine detachment, brow and pier sentries report to which of the following individuals?

1. Officer of the deck
2. Sergeant of the guard
3. Petty officer of the watch
4. Junior officer of the deck

5-31. If you apprehend someone for a violation of the UCMJ, at what point does your responsibility for the apprehension end?

1. When the person is delivered to proper authority
2. When the person is placed in confinement
3. When the person is given his or her rights
4. When the person is physically restrained

5-32. During which of the following degrees of restraint may an individual be required to perform full military duties?

1. Arrest
2. Confinement
3. Restriction in lieu of arrest
4. Each of the above

5-33. A person seeking asylum aboard a Navy ship on the high seas may be surrendered to foreign authorities upon the authorization of which of the following persons?

1. U.S. Customs agent
2. Commanding officer
3. Secretary of the Navy
4. Each of the above

5-34. While in Rota, Spain, refuge is granted to a person aboard your ship, but foreign authorities request return of the person. To which of the following authorities should the request be reported?

1. Chief of Naval Operations
2. Secretary of the Navy
3. American Embassy
4. Spanish Embassy

5-35. Which of the following publications provides detailed guidance in preparing the Ship's Deck Log?

1. United States Navy Regulations
2. Standard Organization and Regulations of the U.S. Navy
3. Preparing, Maintaining, and Submitting the Ship's Deck Log
4. Boatswain's Mate 1 & C

5-36. The ship's deck log may be used in which of the following ways?

1. As a chronological record of ship's events
2. As legal evidence in fact finding proceedings
3. Both 1 and 2 above
4. As a record of the proceedings of a safety committee meeting

5-37. The original copy of the ship's deck log is submitted monthly to the CNO. For what minimum length of time is a copy of the deck log retained on board before being destroyed?

1. 1 year
2. 6 months
3. 3 months
4. 5 years

5-38. If you make a mistake in the ship's deck log, which of the following procedures should you use to correct the mistake?

1. Draw a single line through the error, insert the correct entry, and initial
2. Print the word "error" after the mistake and insert the correct entry
3. Erase the error and insert the correct entry
4. Black out the error, insert the correct entry, and initial

5-39. Certifying that the ship's deck log entries are correct and complete before submitting the log to the commanding officer for signature is the responsibility of the

1. engineer
2. navigator
3. quartermaster
4. command duty officer

5-40. During a quiet, uneventful watch, what attitude should the OOD take concerning the security of the ship?

1. Vigilance must be maintained by at least one alert person
2. Security may be relaxed, depending on the situation, but the possibly of sabotage must be kept in mind
3. Threats to the ship are minimal and the watch should be permitted to relax for short periods
4. Security of the ship is paramount at all times and must never be relaxed

5-41. General visiting aboard ship is normally conducted between which of the following hours?

1. 0800 to 1100
2. 1100 to 1300
3. 1300 to 1600
4. 1800 to 2100

5-42. During general visiting a guide should be assigned to each group of visitors. What maximum number of visitors should be in each group?

1. 10
2. 15
3. 25
4. 50

5-43. If the commanding officer of a ship approves a classified visit by a foreign national, who, if anyone, must also authorize the visit?

1. Secretary of Defense
2. Secretary of the Navy
3. Chief of Naval Operations
4. No one

5-44. Who is directly responsible to the commanding officer for the posting of all security watches and sentries?

1. Officer of the deck
2. Command duty officer
3. Sergeant of the guard
4. Petty officer of the watch

5-45. When armed and standing the OOD watch, when may you remove the pistol from its holster?

1. When a pleasure boat refuses to leave the area
2. When you must resist forceful entry to the ship
3. When you must make the inspection required when relieving the watch
4. Both 2 and 3 above

5-46. If the fantail security watch issues a challenge and no answer is received, which of the following actions should be taken to summon assistance?

1. Sound a whistle
2. Yell, "Help, help, help"
3. Fire three shots into the air
4. Leave the post and call the OOD from the nearest phone

5-47. Which of the following bills should you consult to find information on general visiting aboard ship?

1. Security bill
2. Watch, quarter, and station bill
3. Self-defense bill
4. General visiting bill

5-48. Which of the following terms is used to describe an unplanned event that interrupts work and produces damage and/or injury?

1. Mishap
2. Mistake
3. Misconduct
4. Mismanagement

5-49. Mishaps in the Navy are most often caused by the actions of people.

1. True
2. False

5-50. Mishaps are investigated for which of the following reasons?

1. To prevent repeats of the mishap
2. To correct unsafe conditions
3. To avoid major accidents
4. Each of the above

5-51. A mishap that results in which of the following circumstances should be investigated?

1. When damage exceeds $500
2. When a tool drops from aloft but causes no injuries
3. When the injured worker needs minor medical attention
4. Each of the above

5-52. Which of the following persons is responsible for training division personnel in mishap prevention?

1. Leading petty officer
2. Safety petty officer
3. Training petty officer
4. Damage control petty officer

5-53. Which of the following duties is the responsibility of the division safety petty officer?

1. To conduct training and maintain training records
2. To assist in mishap investigations as directed
3. To represent the division at the command safety committee
4. Each of the above

A. Incidental
B. Deliberate
C. Planned
D. Accidental

Figure 5A.--Safety observation.

TO ANSWER QUESTIONS 5-54 THROUGH 5-56, SELECT FROM FIGURE 5A THE SAFETY OBSERVATION BEING CONDUCTED IN THE STATEMENT. RESPONSES MAY BE USED ONCE, MORE THAN ONCE, OR NOT AT ALL.

5-54. Looking, with safety in mind, at what people are doing as you go from place to place.

1. A
2. B
3. C
4. D

5-55. Deliberately observing how a person handles some part of a job.

1. A
2. B
3. C
4. D

5-56. Checking regularly on how safely all hazardous jobs are preformed.

1. A
2. B
3. C
4. D

5-57. Which of the following publications outlines the command safety program and the safety organization?

1. Standard Organization and Regulations of the U.S. Navy
2. U.S. Navy Safety Precautions Manual
3. Navy Safety Precautions for Forces Afloat
4. Navy Occupational Safety and Health Program

5-58. In general, safe working conditions cannot be achieved by one person or one program. Which of the following efforts is required to achieve mishap-free working conditions?

1. The support of all hands
2. Effective safety monitors
3. An effective safety program
4. An active safety petty officer

5-59. To do a good job of detecting unsafe practices, which of the following types of safety observations should you use?

1. Planned
2. Deliberate
3. Incidental
4. Each of the above

ASSIGNMENT 6

Textbook Assignment: Chapter 6, "Safety and Survival," pages 6-4 through 6-22.

6-1. Which of the following tools does a supervisor use to identify and develop solutions to eliminate hazards?

1. Job inventory
2. Job safety analysis
3. Incidental observation
4. Deliberate observation

6-2. Which of the following factors is a safety benefit of a job safety analysis (JSA)?

1. The use of the completed JSA
2. The discovery of cost-reducing improvements
3. The improvement of the workers' safety attitudes
4. The improvement to the work environment

6-3. Which of the following forms can be used to document a safety observation or a JSA?

1. OPNAV Form 1348/6
2. OPNAV Form 5100/14
3. A locally prepared form
4. Either 2 or 3 above

6-4. Which of the following are the two basic principles of mishap prevention?

1. To spot potential mishap causes and provide safety training
2. To eliminate potential mishap causes and prevent mishaps
3. To spot and to eliminate potential mishap causes
4. Both 2 and 3 above

6-5. Enlisted safety committee recommendations concerning the command safety program are submitted to which of the following persons?

1. Safety council (department head level)
2. Division officer
3. Engineer officer
4. Chief master at arms

6-6. The command's enlisted safety committee should convene according to what schedule?

1. Weekly
2. Monthly
3. Bimonthly
4. Biannually

6-7. Assisting the safety officer in keeping the safety program visible to all hands is the responsibility of which of the following groups?

1. Safety council
2. MAA/Safety force
3. Safety committee
4. Division safety petty officers

6-8. Which of the following people can provide the best safety policing system?

1. MAA/Safety force
2. Safety petty officers
3. Each person on board
4. Safety committee

6-9. According to NAVOSH regulations, you are required to immediately report all observed workplace hazards to which of the following persons?

1. Supervisor
2. Executive officer
3. Commanding officer
4. Safety petty officer

6-10. Before allowing personnel to operate or repair industrial equipment, you should ensure that they have a practical knowledge of which of the following aspects of the equipment?

1. Applicable safety precautions
2. Operation or repair
3. Both 1 and 2 above
4. Current value

6-11. If one of your people has a circulatory disease, you should not allow that person to operate which of the following types of tools?

1. Power driven tools
2. Woodworking tools
3. Vibrating tools
4. Hand tools

6-12. What OPNAV instruction requires supervisors to ensure that their personnel are aware of safety precautions, the work site is safe, and personnel are outfitted with protective clothing?

1. 3120.3A
2. 5100.19B
3. 5100.23B
4. 5100.12A

6-13. Which of the following materials is prohibited from use or storage aboard ship?

1. Bleach slurry
2. Methyl bromide
3. Sodium bisulfite
4. High-test hypochlorite

6-14. Who must approve the removal of asbestos insulation aboard ship?

1. Damage control assistant
2. Commanding officer
3. Engineer officer
4. Safety officer

6-15. Rip-out teams to remove asbestos will be composed of what minimum number of persons?

1. 5
2. 2
3. 3
4. 4

6-16. Who trains safety petty officers and damage control petty officers in selecting, fit-testing, and maintaining respirators?

1. Fire marshall
2. Division officer
3. Damage control assistant
4. Gas-free engineering officer

6-17. Which of the following types of equipment should be used as a source of breathing air ONLY in emergency situations?

1. Mark V gas mask
2. Supplied-air respirator
3. Oxygen breathing apparatus
4. Self-contained breathing apparatus

6-18. Surgical masks can be used in place of a filter respirator.

1. True
2. False

6-19. What respirator cartridge color should be used when working around organic vapors?

1. Black
2. Green
3. Brown
4. Yellow

6-20. What color cartridge protects against radioactive materials?

1. Orange
2. Green
3. Purple
4. Red

6-21. Personnel should be entered in a hearing testing program if they are required to work in a designated noise hazard area with sound levels that average more than what maximum decibel (dB) level?

1. 25 dB
2. 56 dB
3. 78 dB
4. 84 dB

6-22. Which of the following tasks requires that you wear eye protection while preforming the job?

1. Sandblasting
2. Pouring molten metals
3. Dust-producing operations
4. Each of the above

6-23. Which of the following personnel is responsible for identifying eye-hazardous areas?

1. Safety officer
2. Commanding officer
3. Safety petty officer
4. Work center supervisor

6-24. If a worker has a visual impairment in one eye, the person is required to wear protective eye wear when performing which of the following jobs?

1. Combat duties
2. Mess cooking duties
3. Standing a military watch
4. Each of the above

6-25. A heat stress survey should be conducted whenever the work station dry-bulb reading exceeds what temperature?

1. 100 °F
2. 90 °F
3. 80 °F
4. 75 °F

6-26. The controlling document for the entire tag-out procedure is the

1. 3-M Manual
2. tag-out log
3. maintenance manual
4. NAVOSH Manual for Forces Afloat

6-27. The number of tag-out logs that each ship class must maintain is specified by which of the following individuals?

1. Chief of Naval Operations
2. Commanding officer
3. Squadron commander
4. Force commander

6-28. The tag-out log has 4 sections maintained within the log.

1. True
2. False

6-29. On non-nuclear ships a tag-out audit is conducted every

1. week
2. two weeks
3. month
4. quarter

6-30. Your signature on the tag-out log after an audit serves which of the following purposes?

1. That you have seen the log
2. That you found no errors in the log
3. That you have signed “By direction” for the commanding officer
4. That the log is verified up to date

6-31. When placed in a survival situation, what publication(s) give(s) the senior person the authority to be in charge?

1. Code of Conuct
2. Navy Regulations
3. Both 1 and 2 above
4. Secret ballot voting

6-32. Survival is a group or team effort. What total percentage of individual effort must be put forth by each member to make sure the group or team is not captured?

1. 20 percent
2. 60 percent
3. 85 percent
4. 100 percent

6-33. In a shore survival situation, if you are the senior member, the will to survive becomes a personal struggle between the environment and

1. your specific personal qualities
2. your weakest team member
3. your emergency rations
4. your junior personnel

6-34. All persons placed in a survival situation feel which of the following useful emotions?

1. Fear
2. Confusion
3. Exhaustion
4. Frustration

6-35. In a survival situation, when you become more alert, hear better, see better, and are able to perform feats of strength, you are experiencing

1. a normal reaction to fear
2. a psychological breakdown
3. harmonic convergence
4. complete exhaustion

6-36. To improve your chances of survival in any situation, you must have the attitude that you will survive at all costs. Which of the following traits will enhance your chances of survival?

1. Courage
2. Persistence
3. Attentiveness
4. All of the above

6-37. In the art of survival, which of the following requirements permits you to see but not be seen?

1. Your sight
2. Camouflage
3. The terrain
4. your hearing

6-38. Evading the enemy in open woods is difficult because under favorable conditions enemy observers are able to see up to what maximum distance?

1. 100 yards
2. 150 yards
3. 200 yards
4. 250 yards

6-39. The most common deterrent to successful evasion is a negative attitude. A negative attitude can be related to, caused by, or a lack of which of the following survival traits?

1. Patience
2. Security
3. Common sense
4. All of the above

6-40. At times, even though you do all that you can to evade the enemy, you are captured. When this happens, what does the Code of Conduct direct you to do as soon as you are captured?

1. Answer any and all of the enemy's questions
2. Begin planning your escape
3. Be nice to the enemy
4. Relax

6-41. Experience has proved that "model" POW camps, where food is regular and treatment is considerate, fall into which of the following categories?

1. They are only found within 100 miles of the front lines
2. They are located only in enemy territory
3. They are the normal camps
4. They are the exception

6-42. Being captured does not mean that you cannot still be useful to your Country. If captured, your duty is to take which of the following actions?

1. Resist the enemy by all possible means
2. Provide any information the enemy wants
3. Work for the enemy to get special favors
4. Promise the enemy you won't try to escape

6-43. Informing on a fellow prisoner in a POW camp is forbidden except under which, if any, of the following conditions?

1. You feel no one will be injured
2. You feel the information will help all fellow prisoners
3. You feel the fellow prisoner has betrayed all other prisoners
4. None of the above

6-44. In a Prisoner of war camp, the senior line officer or non-commissioned officer (NCO) assumes command of fellow prisoners without regard to branch of service. If this senior officer or NCO becomes incapacitated for any reason, who, if anyone, assumes command?

1. No one
2. Any staff-NCO
3. The next senior person
4. The junior enlisted person

6-45. What words in the Code of Conduct signify each American's faith and confidence in their country and service?

1. If I become a prisoner of war, I will keep faith with my fellow prisoners
2. If I am captured I will continue to resist by all means available
3. I will never surrender of my own free will
4. I am an American, fighting in the forces which guard my country and our way of life

6-46. If you are the senior person in a survival at-sea situation, you will be responsible for making sure your group is safe. Which of the following techniques will aid you in boosting morale?

1. Singing
2. Praying
3. Joking
4. All of the above

6-47. As the senior person in charge of a survival group, you are in charge and must use authority fairly. Besides the Code of Conduct, what else gives you this authority?

1. The Geneva Convention
2. The U.S. Constitution
3. The Bill of Rights
4. Navy Regulations

6-48. If you and your group are isolated behind enemy lines, your chances of making it to friendly forces can be greatly enhanced if you always remember the meaning of the letters in what key word?

1. Evasion
2. Capture
3. Survival
4. Regulation

6-49. It is often said that "undue haste makes waste." In a survival situation, if you are careless and impatient, you will begin to encounter which of the following experiences?

1. The taking of unnecessary risks
2. The feeling of being more at ease
3. An increase in your survival chances
4. A decrease in your fear of the enemy

6-50. In a survival situation, you can always improve your situation if you take which of the following actions?

1. Improvise
2. Fight sleep
3. Submit to fear
4. Get lots of sleep

6-51. The best chance for survival belongs to a group with a leader who encourages the group to practice which of the following methods of working with others?

1. Work in separate groups
2. Work with the enemy
3. Work independently
4. Work together

6-52. If a group is to survive, it must be highly organized; therefore, each person must be assigned tasks based on which of the following criteria?

1. The desires of the leader
2. The results of secret ballot votes
3. The feelings of the group at the time
4. The personal qualifications of each person

6-53. Having wounded personnel in a survival situation can place a strain on the group. Which of the following policies will help to ease the strain?

1. Each person must look out for himself
2. Wounded and injured persons will NOT be left behind
3. Before leaving wounded and injured persons behind, first aid will be provided
4. Injured and wounded will be directed toward the nearest Red Cross-sanctioned POW camp

6-54. Your best chance for survival is to learn the techniques and methods of survival.

1. True
2. False

6-55. Which of the following factors is important in a survival situation and greatly reduces your chances of survival and escape if it is lost?

1. Your knowledge of the area
2. Your ability to find enough food
3. Your health and strength and that of your group
4. Your ability to understand the language of your enemy

ASSIGNMENT 7

Textbook Assignment: Chapter 7, "Damage Control," pages 7-1 through 7-34.

A. Prevention B. Minimization C. Restoration

Figure 7A.--Basic objective.

TO ANSWER QUESTIONS 7-1 THROUGH 7-4, SELECT FROM FIGURE 7A THE CORRECT BASIC OBJECTIVE OF DAMAGE CONTROL DESCRIBED IN THE STATEMENT. RESPONSES MAY BE USED ONCE, MORE THAN ONCE, OR NOT AT ALL.

7-1. Regaining a safe margin of stability and buoyancy.

1. A
2. B
3. C

7-2. Removing fire hazards.

1. A
2. B
3. C

7-3. Maintaining watertight and fumetight integrity.

1. A
2. B
3. C

7-4. Preserving stability and buoyancy.

1. A
2. B
3. C

7-5. In considering your ship's defensive and offensive ability to fight the enemy, you should view damage control as which of the following function(s)?

1. Defensive
2. Offensive
3. Both 1 and 2 above

7-6. Controlling damage inflicted on a ship depends on which of the following abilities and initiatives of the crew?

1. Taking prompt corrective actions
2. Having a through knowledge of the ship
3. Using materials that are readily available
4. Each of the above

7-7. Who is responsible for carrying out the requirements of command damage control training?

1. Commanding officer
2. Executive officer
3. Operations officer
4. Fire marshal

7-8. Who is responsible for taking all practical preliminary measures before damage occurs?

1. Division officer
2. Officer of the deck
3. Damage control assistant
4. Damage control petty officer

7-9. Division damage control petty officers are normally assigned for what minimum period of time?

1. One year
2. Two years
3. Three months
4. Six months

7-10. Who performs the duties of the damage control petty officer outside normal working hours in port?

1. Section leader
2. Police petty officer
3. Leading petty officer
4. Work center supervisor

7-11. After the DCPO and duty DCPO selections are made by the division officer, which of the following officials must be informed of the assignments?

1. Executive officer
2. Fire marshal
3. Damage control assistant
4. Both 2 and 3 above

7-12. Who is responsible for supervising the setting of specified damage control material conditions within division spaces?

1. Damage control petty officer
2. Work center supervisor
3. Leading petty officer
4. Division officer

7-13. The damage control administrative organization is contained within what department?

1. Engineering
2. Operations
3. Weapons
4. Deck

7-14. What organization is responsible for keeping the commanding officer advised of the capabilities of the ship after a casualty?

1. Deck division
2. Repair parties
3. Operations department
4. Damage control central

7-15. What person is responsible for assigning personnel to repair parties?

1. Commanding officer
2. Executive officer
3. Division officer
4. Department head

7-16. Who ensure(s) replacement personnel assigned to repair parties are properly trained and that they attain PQS qualifications?

1. Division officers
2. Engineering officer
3. Repair party leaders
4. Damage control assistant

7-17. When making assignments to repair parties, which of the following practices should you avoid?

1. Reassigning mass numbers of personnel
2. Replacing a petty officer with a Seaman
3. Assigning someone who has not fully completed damage control PQS
4. Replacing a person with someone who has just reported aboard

7-18. When personnel are engaged in repair party activities, they should NOT wear uniforms made of which of the following types of material?

1. Polyester double knit
2. Gabardine
3. Cotton
4. Wool

7-19. Under which of the following circumstances may repair party personnel omit wearing life jackets and carrying a protective mask?

1. When acting as repair party leader
2. When acting as on-scene leader
3. When performing first aid
4. When wearing the OBA

7-20. What is the minimum acceptable number of personnel needed to compose the duty damage control party?

1. 6
2. 12
3. 15
4. 18

7-21. During general quarters which of the following persons is/are responsible for setting material condition Zebra in manned spaces?

1. Damage control assistant
2. Personnel in the space
3. Repair party leader
4. On-scene leader

7-22. Condition Zebra is fully set when which of the following conditions has been met?

1. When all Yoke and Circle W fittings have been checked
2. When all X-ray and Circle W fittings have been checked
3. When all X-ray and Yoke fittings have been checked
4. When all Circle W and Red Circle Zebra fittings have been checked

7-23. To handle battle casualties, most ships have what minimum number of battle dressing stations?

1. One
2. Two
3. Three
4. Four

7-24. In the absence of the repair party leader, what person is in charge of the repair locker?

1. Damage control petty officer
2. Senior person at the locker
3. On-scene leader
4. Investigator

7-25. What person informs DCC of the nature of a fire or damage at the scene?

1. Investigator
2. Boundary setter
3. On-scene leader
4. Repair party leader

7-26. To be an on-scene leader, you should be qualified in which of the following areas?

1. Investigator
2. Fire fighting
3. Damage control repair
4. Each of the above

7-27. Each repair locker has what minimum number of investigators assigned to it?

1. Eight
2. Six
3. Five
4. Four

7-28. The at-sea fire party normally consists of what minimum number of persons?

1. 5
2. 10
3. 15
4. 18

7-29. At-sea, which of the following indications may be a symptom of a dangerous condition?

1. Wisp of smoke
2. Minor loss of power
3. Excessive warmth of a bulkhead
4. Each of the above

7-30. What are the first two steps in handling battle damage?

1. Secure electrical circuits and put out fires
2. Put out fires and control flooding
3. Remove casualties and control flooding
4. Isolate broken pipelines and effect repairs

7-31. For which of the following reasons should a detailed investigation be made as soon as possible after damage occurs?

1. Secondary damage may be undetected
2. Hot splinters may be buried in combustibles
3. Flooding may be occurring from partly opened valves
4. Each of the above

7-32. As a general rule, what degree of flooding indicates that a compartment is open to the sea?

1. Compartment is completely flooded
2. Compartment is flooded to sea level
3. Both 1 and 2 above
4. Compartment has water leaking from seams

7-33. For a compartment to completely flood from the deck to the overhead, which of the following conditions must exist in the compartment?

1. It must be vented
2. It must be completely secured from the sea
3. It must be isolated from all other compartments
4. It must have no ventilation fittings

7-34. DELETED

7-35. When rendering first aid to a victim, you should check the person for breathing, shock, and hemorrhage in what order?

1. Hemorrhage, breathing, shock
2. Breathing, hemorrhage, shock
3. Shock, breathing, hemorrhage
4. Hemorrhage, shock, breathing

7-36. A fire will be extinguished when which of the following components is eliminated?

1. Fuel
2. Heat
3. Oxygen
4. Each of the above

7-37. When you are treating an unconscious person, you should NOT provide which of the following actions?

1. Remove clothing
2. Administer water or morphine
3. Administer medical assistance
4. Each of the above

7-38. When fighting a class C fire which of the following actions should you take first?

1. Secure the compartment
2. Deenergize all circuits
3. Establish fire boundaries
4. Spray with water to cool the fire

7-39. After a compartment has been flooded with CO_2, what minimum length of time should you wait before opening the compartment?

1. 1 hour
2. 30 minutes
3. 15 minutes
4. 10 minutes

7-40. What is the primary means of communicating between stations while combating damage?

1. Sound-powered telephone
2. Ships service telephone
3. Messenger
4. Intercom

7-41. Which of the following circuits is the main damage control intercom circuit?

1. 1 MC
2. X-40J
3. 3 MC
4. 4 MC

7-42. Which of the following components of a nuclear weapon constitutes the most probable hazards in the event of an accident?

1. Radiation and plutonium
2. Radiation and gamma rays
3. High explosives and plutonium
4. High explosives and gamma rays

7-43. Any accident involving a nuclear weapon will result in a nuclear explosion.

1. True
2. False

7-44. Dangerous high explosives that have been scattered by an explosion may be recognized by their appearance. If they are fused, what will be their appearance?

1. White powdery
2. Tan or buff
3. Pink
4. Blue

7-45. The size of the kill zone and damage-survival zones of a nuclear detonation is determined primarily by which of the following circumstances?

1. The weapon yield
2. The altitude at which detonation takes place
3. The direction of the prevailing wind
4. The amount of high explosives used

A. Blast
B. Underwater shock
C. Water waves

Figure 7B.--Causes.

TO ANSWER QUESTIONS 7-46 THROUGH 7-49, SELECT FROM FIGURE 7B THE CAUSE OF THE DAMAGE RESULTING FROM A NUCLEAR DETONATION AS DESCRIBED IN THE STATEMENTS. RESPONSES MAY BE USED ONCE, MORE THAN ONCE, OR NOT AT ALL.

7-46. Damage to boiler brickwork, especially floors.

1. A
2. B
3. C

7-47. Dishing and rupturing of shell plating below the waterline.

1. A
2. B
3. C

7-48. Dishing of shell plating above the waterline.

1. A
2. B
3. C

7-49. Rupturing of topside piping systems.

1. A
2. B
3. C

7-50. The primary cause of injury to topside personnel who are exposed to a nuclear air blast is

1. heat
2. nuclear radiation
3. bodily displacement
4. displacement of loose gear

7-51. If an underwater shock is expected, which of the following actions should you take to reduce the potential for personal injuries?

1. Lie prone on the deck
2. Curl up on the deck and cover your face
3. Hold on to a solid structure, flex your knees, and rest on the balls of your feet
4. Stand clear of all structures and watch for flying objects

7-52. If you see the sky light up from a nuclear detonation, what is the first action you should take?

1. Close your eyes
2. Drop to the deck
3. Flex your knees
4. Grab a solid structure

7-53. Which of the following types of major contamination is NOT likely in a nuclear attack?

1. Alpha particles
2. Beta particles
3. Gamma rays
4. Neutrons

7-54. In a contaminated ship, which of the following types of radiation is the most significant radiation hazard?

1. Alpha particles
2. Beta particles
3. Gamma rays
4. All of the above

7-55. Which of the following methods would most likely be used to disseminate BW agents?

1. Aerosol
2. Rocket
3. Shell
4. Bomb

7-56. The use of chemical warfare is directed primarily toward which of the following targets?

1. Man
2. Animals
3. Equipment
4. Buildings

7-57. Which of the following weapons can be used to deliver CW agents?

1. Bombs
2. Shells
3. Rockets
4. Each of the above

7-58. Which of the following CW agents is NOT considered a casualty agent?

1. Vomiting
2. Blister
3. Blood
4. Nerve

7-59. Which of the following CW agents is considered to be the most dangerous?

1. Blood
2. Nerve
3. Blister
4. Choking

7-60. Symptoms of a nerve agent will occur about 1 minute after exposure. Approximately what length of time will pass before death occurs?

1. 1 hour
2. 6 minutes
3. 30 minutes
4. 1 day

7-61. If a nerve agent is in the atmosphere in your location, you should don your protective mask. The mask may be removed under which of the following circumstances?

1. One hour has elapsed since the attack
2. Two hours have elapsed since the attack
3. The all clear signal is given
4. The agent can no longer be seen in the atmosphere

7-62. What is the maximum number of atropine injections you may give yourself without medical supervision?

1. 1
2. 2
3. 3
4. 4

7-63. What is the first thing you should do if your eyes become contaminated with a nerve agent?

1. Use a nerve agent antidote
2. Put on your protective mask
3. Report to the nearest medical facility
4. Flush your eyes with uncontaminated water

7-64. What is the immediate decontamination procedure for the treatment of blister agents in the eyes?

1. Inject atropoine
2. Flush with water
3. Use the skin decontamination kit
4. Report to the nearest medical facility

7-65. If a person receives a heavy concentration of a choking agent, death may occur within what approximate length of time?

1. 12 hours
2. 24 hours
3. 3 hours
4. 48 hours

7-66. If you receive a concentration of a choking agent and experience nausea, vomiting, or difficulty in breathing, which of the following actions should you take?

1. Continue your normal combat duties
2. Report to the nearest medical facility
3. Inject three shots of atropine
4. Rest quietly until evacuated by medical personnel

7-67. Which of the following CW agents has been employed extensively as a riot control agent?

1. Choking
2. Vomiting
3. Blister
4. Tear

7-68. Which of the following CW agents is used for harassment but also may be dispersed with lethal chemical agents?

1. Vomiting
2. Blister
3. Nerve
4. Tear

7-69. When planning for a disaster response, your activity should first be concerned with which of the following considerations?

1. Survival of the community
2. The activity's own survival
3. Type of communications needed
4. Type of communications available

7-70. During what phase of disaster relief are survey teams dispatched to the disaster area?

1. Phase I
2. Phase II
3. Phase III
4. Phase IV

7-71. Under which of the following conditions should personnel going into a disaster area be armed?

1. When authorized by the commanding officer
2. When food and water will be in short supply
3. When the relief party will remain overnight
4. When looting will be a problem

7-72. The purpose of disaster relief is to provide

1. rehabilitation
2. emergency relief
3. permanent shelter
4. disaster prevention

7-73. During what level of mission-oriented protective posture (MOPP) is all protective equipment required to be worn?

1. Level 1
2. Level 2
3. Level 3
4. Level 4

7-74. As the on-scene leader, which of the following postfire actions should you take?

1. Test for explosive gases
2. Set a reflash watch
3. Overhaul the fire
4. All of the above

7-75. Which of the following odors may indicate the presence of blood agents?

1. Garlic
2. New-mown hay
3. Bitter almonds
4. Fruity camphor