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COURSE

# Military Requirements for Petty Officers Third and Second Class

## NAVEDTRA 14504

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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 reference to useful information in other publications. The well-prepared Sailor will take the time to look up the additional information.

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# TABLE OF CONTENTS


| CHAPTER | | PAGE |
|---|---|---|
| 1. | Leadership, Supervision, and Training | 1-1 |
| 2. | Military Justice and Bearing | 2-1 |
| 3. | Quality of Life | 3-1 |
| 4. | Career Information | 4-1 |
| 5. | United States Military Organization | 5-1 |
| 6. | Safety and Hazardous Materials for the Petty Officer | 6-1 |
| 7. | Supply Procedures | 7-1 |
| 8. | Military Responsibilities and Duties | 8-1 |

**APPENDIX**

| | | |
|---|---|---|
| I. | Glossary | AI-1 |

**INDEX** ..... INDEX-1

**ASSIGNMENT QUESTIONS** follow Index.

# CHAPTER 1

# LEADERSHIP, SUPERVISION, AND TRAINING

Basically the world has three types of people: those who make things happen, those who watch things happen, and those who don't know what's happening. Today's petty officer must work diligently to stay away from the last group and should direct all energy toward the first two groups. As a leader, you must look and listen to what is happening within your work environment; then, at the right time, you must make things happen.

The purpose of this chapter is to help you build a base for self-development. Thus, you can use this information in building your own leadership style. The first section of this chapter tells you about the basics of leadership. The second section explains the relationship between leadership and human behavior.

Why is this chapter so important? Because the Navy needs professional leaders who have high standards, who are highly skilled in their roles, and who are willing to study and learn to achieve their full potential. Being a Navy leader has always been a tough, demanding, but rewarding job because of the high standards and responsibilities involved. The challenges facing today's leader are greater than ever before.

## FUNDAMENTALS OF LEADERSHIP

**Learning Objectives:** Identify the fundamentals of leadership. Recall the Navy's policy to provide leader development opportunities and training. Recognize the relationships between leadership and people.

> *We need men and women who by their personal integrity, their sense of moral purpose, and their acceptance of the requirement for hard work will exemplify the best in the leadership traditions of the Navy and of our country.*
>
> —Admiral Arleigh A. Burke (USN RET) (Former Chief of Naval Operations, 1955-1961)

*Fundamentals of leadership* is another term for *basic principles of leadership*. These terms are used interchangeably in many books. They boil down to the art by which a leader influences people to work toward a specific goal. The art of influencing involves reasoning ability, experience, and personal example. Until you grasp the basics of leadership, you will be unable to apply the more in-depth principles. For example, you had to learn to crawl before you learned to walk, and you had to walk before you learned to run.

Where do leadership basics come from? What determines their limits or capacities? How do they relate to people? These questions are answered in the following paragraphs.

### WHERE DO LEADERSHIP FUNDAMENTALS COME FROM?

We learn many fundamentals, or basic principles, from the experiences of our successful leaders; we learn from their mistakes and successes. For example, suppose you saw your leader or supervisor do something that ended in negative results. You would then reason that if you repeated the same action in a similar situation, you could expect the same results. As children pattern their behavior after their parents, we pattern our leadership behavior after people who are successful leaders.

### WHAT GOVERNS LEADERSHIP ACTIONS?

Every society sets up laws to govern its people. The Navy, being a unique service, is a society within itself. Navy ships are literally floating cities, and each ship is an individual society within the naval society as a whole. Naval ships have their own form of government (the chain of command) and a system of laws that sets their operating limits.

The petty officer, as a leader, fits into this "chain of command" as an official representative of the naval society. The petty officer's job is to be sure his or her leadership actions conform to the rules and regulations governing that chain of command. The publications that govern the rules and regulations of the petty officer's actions are *U.S. Navy Regulations*, *Manual for Courts-Martial*, and *Standard Organization and Regulations of the U.S. Navy.*

**REVIEW QUESTION**

Q1. Which of the following terms is interchangeable with *fundamentals of leadership*?

1. *Total quality leadership*
2. *Motivational theory*
3. *Basic principles of leadership*
4. *Principles of supervision*

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## LEADERSHIP CONTINUUM

It is the Navy's policy to provide appropriate leader development opportunities and training for all personnel throughout their careers. Leader development is the responsibility of the individual, each Navy command, and the Navy training establishment.

### Leadership Training Courses

Personal leadership development is the responsibility of everyone in the Navy. Individuals who want to get ahead must actively seek to develop themselves as leaders. Seniors must be conscious that they are models and must actively guide and encourage leadership development in junior personnel.

With these thoughts in mind, the Navy has developed the Navy Leadership Continuum. This program provides career-long progression of leadership education, training, and experience. Leadership courses have been developed for both officer and enlisted personnel to take them from recruitment to retirement. These courses are mandatory at specific career milestones. Sailors will attend courses upon selection to E-5, E-6, E-7, and Command Master Chief/Chief of the Boat. Successful completion of the course is required before recommendation for advancement to the next paygrade.

The foundation of all the courses follows these four themes:

1. Values
2. Responsibility, authority, and accountability of leadership
3. Unity of command, Navy, and services
4. Total quality leadership

These formal leadership classes will be reinforced in warfare/specialty pipeline training, all hands training, and development/professional assignments.

### Indoctrination Training

Indoctrination is another essential part of leadership training. These courses provide information to members either entering a new paygrade or being assigned to a new duty station. The following is a list of the indoctrination courses:

- Petty Officer Indoctrination Course—mandatory for E-4 selectees before frocking or advancement
- Chief Petty Officer Indoctrination Course—mandatory for E-7 selectees before frocking or advancement
- Command Master Chief (CM/C) Course—mandatory 4-day seminar-style course required within the first 6 months after assignment as a CM/C
- Tailored leadership courses as part of the training for recruit company commander (RCC) instructor and Navy career recruiting force
- Navy Command Indoctrination Program—provides command and area-specific information to new arrivals; it also reaffirms Navy values, performance standards, and expectations

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**REVIEW QUESTION**

Q2. When you realize you have made a wrong decision, admit your mistake, accept the responsibility, and

1. criticize others for the mistake
2. don't let subordinates know of your mistake
3. take steps to avoid repeating the error
4. do nothing else

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## HOW DO LEADERSHIP FUNDAMENTALS RELATE TO PEOPLE?

The most important element of leadership is PEOPLE. The Navy defines leadership as follows: LEADERSHIP IS THE ART OF INFLUENCING PEOPLE TO PROGRESS TOWARDS THE ACCOMPLISHMENT OF A SPECIFIC GOAL.

An effective leader recognizes each person as an individual with different values and beliefs. Such influences as childhood experiences, ethnic background, and religious heritage determine an individual's personality, values, and beliefs. Because of these differences, you should be aware that the actions you take might affect one member of your work group differently than another. Your actions could have a positive effect on one person and a negative effect on another. As a conscientious leader, you should strive to identify and consider these differences when deciding upon a course of action. By considering these individual differences, you will avoid many misunderstandings and have a more positive influence on your subordinates. They will respect you as a person who supports equal opportunity for all. Success comes only through honest, equal, and thoughtful supervision of your people. Remember, since people are your greatest resource, they are worthy of your understanding and respect.

When you apply the basics of leadership presented here, you will have a foundation upon which you can build. The leadership structure you build is only as good as the foundation you lay.

## PERSONAL QUALITIES OF A LEADER

You cannot expect your subordinates to maintain higher standards than you maintain yourself. You should set standards for yourself that you expect from others—commonly referred to as "leadership by example."

People have certain expectations of all leaders. The following are some of the personal qualities or traits expected of and common to all successful leaders:

- HIGH STANDARDS OF PERFORMANCE—They believe anything worth doing is worth doing right. They know a lack of high-performance standards results in sloppy work. They know sloppy work costs the Navy additional time, money, and materials; but most important of all, it could cost the loss of a life.

- MORAL COURAGE—They stand up for what is right, even in the face of popular disagreement. They also accept blame when at fault.

- DEDICATION TO THE NAVY AND THE NATION—They are proud to be a part of the United States Navy and proud to be called Americans.

- ENVIABLE EXAMPLE—They set an example that is above reproach. In the areas of conduct, appearance, and military bearing, they show qualities subordinates may wish to adopt for themselves.

- INITIATIVE—They have an inward desire that motivates them to excel; they also are willing to act without orders and to offer well-considered recommendations for the improvement of the command. People with initiative seek positions of leadership.

- LOYALTY TO THE CHAIN OF COMMAND—They remain faithful to the chain of command. They know they cannot expect loyalty from subordinates without being loyal to both subordinates and superiors. Simply stated, we can depend on them to support all levels of the chain of command.

- ACCOUNTABILITY—They are accountable, and that quality forms the cornerstone of leadership. They make decisions, good or bad, and accept the responsibility and consequences for those decisions.

## FOLLOWERSHIP

> *To lead, you must first be able to follow: for without followers, there can be no leaders.*
>
> —Navy saying

One point we often overlook concerning successful leaders is they were successful followers before they became successful leaders.

Understanding the followership role will allow you to function more effectively when you become a leader. To understand the relationship between followership and leadership, you should recognize the following facts:

1. Followership and leadership are not opposites.

The idea that followership is the reverse or opposite of leadership is wrong. For example, if a leader is decisive, the reverse says that the follower is indecisive; or if the leader is organized, that the follower is disorganized. The list is unending, but you can see that leadership and followership are not opposites.

2. Leaders perform both roles at the same time.

A leadership role and a followership role can be, and usually are, performed simultaneously. In providing guidance for the worker, a supervisor is functioning as a leader. At the same time, a leader may

be dealing with higher level supervisors and, therefore, must assume a followership role. You are a connecting link between the workers and the higher level supervisors within the chain of command.

3. Followership and leadership skills are similar.

The skills required of you in a followership or leadership role are similar in many ways. For example, whether you are a leader or a follower, you should strive to create harmony, togetherness, and a sense of belonging within your particular work group. At times both roles require you to train others in the development of technical skills necessary to meet group or mission goals or both. You can accomplish this training through on-the-job training (OJT), general military training (GMT), or formal classroom training.

Your role, as a follower or as a leader, determines the use of these skills. For example, as a follower you show harmony (high morale) by your attitude, cooperativeness, and esprit de corps. In the leadership role, you show and promote harmony by exercising sound leadership principles.

Knowing the basics of leadership, having the personal qualities of a good leader, and being a good follower are all necessary ingredients in the art of leadership. However, if you haphazardly combine these ingredients, you will decrease your effectiveness as a leader. To be a good leader, you must blend these ingredients in the proper proportions.

## ACCEPTING RESPONSIBILITY

By accepting advancement in rate, you have expressed a willingness to accept the responsibilities and carry out the delegated authority of your new position. The "crow" on your sleeve symbolizes that responsibility and the authority that goes with the paygrade.

Exercise of authority is inseparable from an acceptance of responsibility. The granting of authority helps you fulfill your assigned duties and responsibilities.

People unaccustomed to accepting responsibility are hesitant to make decisions for fear of being wrong. You should recognize that as a natural feeling. However, you must make decisions even if they are wrong on occasion. When you realize you have made a wrong decision, admit your mistake, accept the responsibility, and take steps to avoid repeating the error. That will increase the respect of others toward you as a leader.

New petty officers often make two major mistakes; they may supervise too little or too much. Petty officers who supervise too little may continue to perform their duties as a specialist, an operator of equipment, or a maintenance technician—and nothing else. You may find yourself making the same mistake. You may be sticking to your old job and avoiding any effort to supervise and instruct others in lower rates. You may either ignore or be afraid to take over your responsibilities of leadership. By making this mistake, you shortchange the Navy and yourself. The Navy did not advance you to give you more pay for the same work; it expects you to practice your increased skills and knowledges by supervising and instructing others.

The other mistake made by new petty officers is that they supervise but do little else. Some people think supervision consists of ordering subordinates to do all the work while they sit back and do nothing. You should be as careful to avoid supervising too much as you should be to avoid supervising too little. Supervisors who won't dirty their hands on occasion are more of a liability than an asset because morale problems are certain to develop.

Now consider some of the broader aspects of your increasing leadership responsibilities:

- **YOUR RESPONSIBILITIES WILL EXTEND BOTH UP AND DOWN THE CHAIN OF COMMAND.** Both officer and enlisted personnel will expect you to translate general orders into detailed, practical, on-the-job language even relatively inexperienced personnel can understand and follow. In dealing with your subordinates, see that they perform their work properly. At the same time, explain to your superiors any important needs or problems of your subordinates.

- **YOU WILL BE REGULARLY AND CONTINUALLY RESPONSIBLE FOR TRAINING.** Even if you are lucky enough to have a highly skilled and well-trained work group, you will still find training is necessary. For example, you will always be responsible for training lower-rated personnel for advancement and training inexperienced or poorly trained personnel. You also may need to train personnel for a particular job requiring skills none of your personnel have. You will need to conduct additional training when you get new hardware and new people who have not been trained on certain equipment. Since these and similar problems will require your involvement in some training, prepare to conduct formal and informal training programs.

• **YOU WILL HAVE THE ADDITIONAL RESPONSIBILITY OF WORKING IN COORDINATION WITH OTHERS.** As you advance, you will find many of your plans and decisions affect many people. Some of those decisions may even affect people in other divisions or departments. For that reason, you need to understand the duties and responsibilities of personnel in other ratings. Learn as much as you can about the work of other ratings. Then plan your work to fit in with the overall mission of the organization.

• **AS YOUR RESPONSIBILITIES INCREASE, YOUR ABILITY TO COMMUNICATE CLEARLY AND EFFECTIVELY ALSO MUST INCREASE.** The basic requirement for effective communication is a good knowledge of the language of your rating. Use appropriate and accepted language in speaking and in writing. Remember that the basic purpose of all communication is understanding. To lead, supervise, and train others, you must be able to speak and write so that others can understand exactly what you mean.

A second requirement for effective communication in the Navy is the use of common Navy terminology. The Navy has standardized some terms to ensure efficient communication. For example, *port*, *starboard*, *bow*, *stern*, *overhead*, and *deck* are Navy terms used for specific purposes. When a situation calls for the use of standard Navy terminology, use it.

Another requirement of effective communication is the ability to use technical terms correctly. The correct use of technical language will help you to receive and pass along information accurately and to exchange ideas clearly with others. If you cannot understand the precise meaning of the technical language of your work, you will be at a disadvantage when you try to read official publications about your work. You also will be at a great disadvantage when you take the advancement examination for the next higher rate. Although you always should use technical terms correctly, make a special effort to do so when dealing with lower-rated personnel. Since you are their leader, they look to you for guidance and direction and will imitate you. Act, talk, and give directions as if you were on the receiving end instead of the giving end.

• **YOU WILL HAVE THE INCREASED RESPONSIBILITY OF KEEPING UP WITH NEW DEVELOPMENTS.** Practically everything in the Navy—policies, procedures, equipment, publications, systems, and so forth—is subject to change and is in various stages of development. Keep informed of all changes and developments that might affect your work by reading various instructions, notices, and periodicals associated with your technical work.

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**REVIEW QUESTIONS**

Q3. An effective leader should recognize that people as individuals have different values and beliefs.

1. True
2. False

Q4. Which of the following traits is/are common to all successful leaders?

1. Initiative
2. Dedication
3. Accountability
4. All of the above

---

## RELATIONSHIP BETWEEN LEADERSHIP AND HUMAN BEHAVIOR

**Learning Objective:** Recognize the five basic levels of human need.

Are leadership and human behavior related? The two are definitely related. Actually, human behavior dictates the way you lead your people and also determines your success. Without an understanding of human behavior, you cannot be as successful as you could be as a leader.

As a petty officer and a leader, study your personnel; try to get to know and understand them. People's needs or desires dictate how they act at specific times. For example, suppose one morning you notice one of your technicians seems depressed. You know that is not the Seaman's normal behavior. As a leader you should call your technician aside, show your concern, and try to help solve the problem, if there is one. However, do not assume total responsibility for the problem.

Your concern for your people is important. If you keep the lines of communication open between you and your Sailors, you cannot help but succeed as a leader. A Sailor with an unresolved problem will not work to full potential.

Leadership and human behavior work hand in hand. To be a successful leader, you must understand your people and work with them to resolve their problems. Each of us has needs, and we direct our energies to meet these needs as we see fit. Helping your people resolve their problems will result in a unit that will operate smoothly and be highly productive.

## HUMAN BEHAVIOR

Human behavior is the result of attempts to satisfy certain needs. These needs may be simple to understand and easy to identify, such as the need for food and water. They also may be complex, such as the need for respect and acceptance.

Why do people act the way they do? Why do some people have an easy time, while others have a hard time adjusting to shipboard life? Why, with an upcoming extended deployment, do some crew members look forward to visiting foreign ports, while others prefer to stay with the familiar homeport?

Finding the answers to these questions is not easy. In fact, a whole branch of science and psychology has tried to answer such questions but has found no hard-and-fast answers. In general, you could say people behave the way they do for a reason. However, the reason may not be clear; in fact, it may not be logical or rational either to you or to the person in question.

By observing human behavior, you can gain the knowledge you need to better understand yourself and other people. You can learn why people act and react in certain ways. You can learn how to identify the various types of behavior and needs of people. You also can learn how to influence the behavior of people so that they can see how meeting the needs of the command will satisfy their own needs.

Don't take lightly human behavior and its application to the areas of leadership and supervision. How well you understand and apply the basic concepts could determine, to a great extent, your success in the Navy. All successful petty officers must have an understanding of people's behavior. If you understand the needs of your people and help them to satisfy those needs, you will succeed as a leader.

We can reasonably determine an individual's needs by understanding basic human needs. We all have five basic levels of need. Our needs are in order of importance, such as our need to relieve pain (survival) is more important than a need to be liked by coworkers (social belonging). If we satisfy one level, then we work to satisfy the next level of need. This need satisfaction is an ongoing behavior that determines our everyday actions.

Now look at the five groups, or levels, of needs and the definition of each:

1. SURVIVAL—The survival level consists of the basics we need to sustain life itself; for example, oxygen, food, water, sleep, and relief from pain.

2. SAFETY-SECURITY—The safety-security level involves the need for protection from possible threats, such as violence, disease, or poverty. It also includes the need for the security of an adequate job and money in the bank.

3. SOCIAL-BELONGING—The social, or belonging, level concerns the need to be liked and wanted by family, friends, coworkers, and others with whom we associate.

4. ESTEEM—The esteem level involves our feelings of importance. To satisfy our esteem needs, we must get a feeling of importance from two sources. First, we must have a feeling of importance that comes from within; this feeling is self-esteem. Second, since self-esteem alone will not satisfy our esteem needs, we must feel that other people believe we are important.

5. SELF-ACTUALIZATION—Self-actualization is the full realization of our own potential. Simply stated, that means we know our limits and try to perform, within those limits, to our full potential.

These five levels of needs are acted out in behaviors. You, as a leader, with an understanding of these needs, can help your people satisfy their needs and be more successful.

## INDIVIDUAL WORTH

What is an individual worth—not in dollars and cents—but to you, to the Navy, and to the person himself/herself? You, as a petty officer, will have to determine that through experience. Every person has different wants and desires and has a different emotional makeup. Remember that one trait you cannot change is the emotional makeup of a person, but you may be able to influence the person or situation toward a favorable outcome. If you observe how a person acts, you can often tell how a person feels. If you observe your personnel, you will be able to help them adjust to almost any situation.

Before you can help your personnel adjust to various situations, you must show self-control. That means holding back an impulse to say or do something inappropriate in a situation. Self-control does not mean you never get angry; it means if you do become angry, you control the emotion so you'll have a better chance of taking appropriate action.

To be an effective Navy leader, you must believe and trust in your subordinates' basic worth and ability to perform. The smart leader approaches subordinates with positive concern for their growth and development. While trusting in their basic worth and ability to perform is important, be careful not to set up subordinates for failure by expecting too much. Have concern for your subordinates' limitations, and express your concern openly and honestly.

Our mission in the Navy is to accomplish our assigned duties—do our job. If your subordinates have personal problems, the job will suffer; know what resources are available to help them overcome their problems. Personnel will look up to you with respect and ask for your advice when you show interest in their welfare.

With practice and hard work, you will soon develop a knack for knowing the true worth of your people. You then can mold them into highly productive Sailors.

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**REVIEW QUESTIONS**

Q5. What level of human behavior is the most important?

1. Esteem
2. Safety-security
3. Survival
4. Self-actualization

Q6. When dealing with people, you can NOT change which of the following human traits?

1. Wants
2. Thought processes
3. Skills
4. Emotional makeup

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## LEADERSHIP/SUPERVISORY SKILLS

**Learning Objectives:** Recall the process used to translate work requirements into assignments and specific tasks for work center subordinates. Recall how to evaluate subordinates' qualifications to perform tasks. Recall how to develop and publish daily work schedules for subordinates. Recognize the need to provide rating specific expertise to subordinates. Recognize the necessity to coordinate material and safety requirements. Identify the procedures for maintaining qualification records. Identify the elements needed to judge the progress of a job. Recognize the guidelines for giving feedback. Identify reasons for reporting job progress to immediate supervisor. Recognize the necessity for continuous improvement in support of Department of the Navy's strategy for improving mission readiness. Recall how to participate as a continuous improvement team member. Identify the elements used to evaluate a completed assignment. Recall how to counsel subordinates' professional performance. Recognize reasons for recognizing, reporting, and rewarding subordinate performance. Recognize methods to resolve conflicts or differences between subordinates.

Leadership and supervision go hand in hand. However, although they are closely related, leadership and supervision are two separate roles. Leadership consists of the personality and skill needed to motivate and influence people to do a job. Supervision is the art of making sure the job is done right. Good supervision requires good leadership skills.

What makes a person a good supervisor? A good supervisor will first break a job down into individual tasks and then ensure all needed materials are available. He or she will then assign the tasks to the most appropriate persons. Many people think a supervisor's job is done at this point; however, that definitely is not the case. Indeed, those actions are only the beginning of a supervisor's job, as you shall see in the following paragraphs.

### BREAK THE JOB INTO TASKS

When your work group is given a job from an immediate supervisor, the first decision you, as a leader, must make is who will do what. Sound simple? Well, it is simple, providing you know the job, how to get it done, and the capabilities of your crew. This is the planning and organization phase.

Jobs that require more than one person to accomplish can be broken into smaller tasks or steps. You can then assign each task or step to a different worker. A definite sequence of events must be followed to do even the simplest job right. For example, look at the steps involved in painting a bulkhead. First, the

surface must be sanded (or stripped, if required). Second, the surface should be cleaned of any residue from the sanding or stripping. Third, a primer coat and then the finish coat of paint should be applied. If any of these tasks or steps are skipped or done out of sequence, the job will have to be redone.

## ASSIGN TASKS

A good leader ensures each worker understands his or her part in the job and can do the assigned task. Remember the job of painting a bulkhead discussed earlier? Suppose you assigned a task in that painting job to someone who didn't know the proper way to perform the task. The entire job would suffer, and time and material would be wasted.

When assigning tasks, you also must consider the danger to your ship and your workers when an individual is unaware of safety rules. Whenever possible, pair a knowledgeable worker with an untrained one; that way you get good results on the job and the untrained worker gets trained. If you have no trained workers available, you must conduct training. If the required training is beyond your capability, use your chain of command to get it from an appropriate source.

When evaluating your workers' skills and qualifications to perform a task, use past observations of work performance, training records, and Personnel Qualification Standards (PQS) records. As mentioned above, there will be times that you, as an experienced person for the job or a senior person in your rate, will be expected to conduct training. Be sure to provide manuals, instructions, and hands-on experience when possible to train your personnel.

It is a good practice to develop a schedule on paper for yourself and the workers. A good work schedule lists each step of the task to be performed; standards to be met (time, instruction, military standard, and so on); worker(s) assigned, by shifts if applicable; and any other pertinent information needed to get the job done. The schedule should be concise and easy to understand. It should be given to each worker or displayed in the work area for everyone to review. Some schedules are generated automatically for you and you need only fill in any missing information. Information on standards and other areas that will help you develop this schedule is presented below.

### REVIEW QUESTION

Q7. Not understanding the technical language of your rate results in which of the following problems?

1. Poor communication
2. Failure to advance in rate
3. Misinterpretation of official publications
4. All of the above

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## COORDINATE MATERIAL AND SAFETY REQUIREMENTS

Once you, the leader, have planned and organized events needed to accomplish a task, then you must make sure all required materials are available and safety precautions will be observed. Having to stop work while you track down a certain part or piece of equipment frustrates you, your workers, and your superiors and causes unnecessary delays.

Do not trust your memory on technical matters, especially when they involve safety. During this part of the planning phase, refer to appropriate checklists, technical manuals, technical orders, or instructions to make sure work meets all safety requirements and personnel accomplish all required steps. Make sure all required safety checks are up to date on all necessary equipment in accordance with command and Navy instructions and policies. The 5100 series of OPNAV instructions provide detailed information relating to a wide range of safety concerns.

When getting materials for a job, make sure items subject to shelf-life restrictions are current. A shelf-life item is one you must use or discard within a certain time. Shelf-life dates appear on the containers of these items. Do not use materials with expired shelf-life dates.

## THE PROPER TOOL FOR THE JOB

As you train your workers, insist upon the proper use of the proper tool for any given job. A knife blade is not a good screwdriver; wrenches are not good hammers; and screwdrivers are dangerous when used as chisels or pry bars. Using a tool in an inappropriate way can cause injury to the worker and damage to the tool and the work piece. You are responsible for the well being of the personnel assigned to you as well as

the condition of the tools in your care. PMS cards, maintenance manuals, and technical orders often describe the proper tool for a specific task. Safety periodicals and other Navy publications, such as *Deckplate* and *Maintenance Crossfeed*, provide timely information concerning new developments in safety. An excellent source of information concerning proper tool use is *Use and Care of Hand Tools and Their uses,* NAVEDTRA 14256.

**PROGRESS CHECKS**

As mentioned earlier, you begin a job by developing a plan and organizing the steps and the resources needed. Without a definite job plan and organized steps, you will have no way to judge the progress of the job. Answer these five basic questions before you begin:

1. What must be done?
2. Where should it be done?
3. When should it be done?
4. How should it be done?
5. Who should do it?

Having decided on these basic considerations, you can begin the job. But wait; how are you going to know whether you are doing a good job or not? Are you going to finish on schedule? Will the finished product meet set standards? Standards are the key to answering these questions. To keep track of your crew's progress, you must measure the progress against some standard.

What is a standard? A standard is a basis by which you can compare your performance against the performance level expected by your chain of command. Standards can consist of specifications for tasks or equipment or a time span allowed for completion of a test or action. For example, the semiannual Physical Readiness Test (PRT) measures your physical abilities in strength and endurance against an established standard for your age group and gender.

As a petty officer you will sometimes function as a first-line supervisor. In that capacity you must be aware of the performance standards that apply to your assigned tasks. Usually either your supervisors or the technical manuals or PMS cards that apply to the particular job set the performance standards. Occasionally you will have to set your own standards for performance. That may sound difficult; but, actually, we all set standards everyday. For example, if you decide your car is "clean enough," then you have set a personal standard for the appearance of your vehicle. When you tell your workers a field day is "good enough," you set a standard they will apply to other jobs. Keep that in mind when you set standards. Make certain your standards for "good enough" and "best possible" are the same. A superior performer does more than just meet standards. The true professional makes every effort possible to exceed standards.

**STATUS REPORTING**

As a leader you will often encounter your immediate superiors. There are three basic reasons why you would want or need to contact your immediate chain of command. First, you might go to an upper-level supervisor when you need help. Second, you may wish to seek advice when trying to solve an unfamiliar problem. Third, you may be called upon to relay information to your boss. The type of information you relay will often involve the status of work in progress or the mission readiness of your particular area of responsibility. When called upon to report information to your superiors, be careful to report accurate up-to-date information. Don't stretch the truth to make your section look better. Often, critical decisions have their basis on the reported readiness of several seemingly minor areas. Remember the four "B's" when reporting to superiors:

- Be on time
- Be accurate
- Be brief
- Be gone

**REVIEW QUESTION**

Q8. When reporting status to a superior there are four "B's" to remember: Be on time, Be accurate, Be brief, and Be

1. gone
2. courteous
3. formal
4. forceful

**PERFORMANCE FEEDBACK**

Performance feedback is evaluative information about how a job is performed. The most important performance feedback is **POSITIVE FEEDBACK**. When your people do a good job, tell them. You may be unable to recommend them for a medal or letter of

commendation, but make sure they know you appreciate their good performance. A simple pat on the back, a word of praise, or some other little gesture shows your appreciation for an acceptable or well done job. In addition, make sure their coworkers know you appreciate their good performance. Place positive counseling sheets in division folders, and through your division head express appreciation at quarters. Those types of feedback provide informal recognition. Few things cost less or accomplish more than a pat on the back.

Rewarding your workers for their good work provides them positive feedback of what good performance is and what is expected of them. This positive reinforcement goes a long way in building confidence and trust in the chain of command. A day off is also a reward that is much coveted by most Sailors, but one that should be used sparingly and only for continuous good performance. The trouble with using early liberty or time off from normal working hours is that it may become expected for any level of work or it may not be perceived as a reward for above average performance. Above average performance may be rewarded by assigning more job responsibility; just make sure the individual views this assignment as a reward. If a worker demonstrates exceptional performance, a more formal form of reward may be in order. A counseling sheet, inserted in the division officer's personnel record book, outlining the exceptional behavior demonstrated and its effect on the command's mission is a positive reward and can be referred to when writing the individual's annual evaluation. Another formal form of rewarding outstanding performance is one written to recite the individual's outstanding performance, the job that was done, and its contribution to the mission of the command and/or the Navy.

Some examples of formal written rewards are:

- Command Letter of Appreciation (LOA)
- Command Letter of Commendation (LOC)
- Flag LOA
- Flag LOC
- Navy Achievement Medal (NAM)
- Navy Commendation Medal (NCM)
- Sailor of the Month, Quarter, or Year (SOM/SOQ/SOY)

SECNAVINST 1650.1 and local instructions detail the requirements for application and submission of awards. There are many types of individual and unit awards that can be given for outstanding performance. Be creative when giving rewards. It takes only a little of your time to write and submit an award that could mean much to your workers. Giving an award to a subordinate is a reward to yourself.

The second type of performance feedback is **CONSTRUCTIVE FEEDBACK**. When your subordinates fail to meet established standards, you are responsible for correcting the problem. Although that may sound simple, correcting a problem involves more than simply informing a worker that his or her work is substandard and must improve. Often, there is a reason behind poor performance. A personal problem, thinking the chain of command doesn't care, and ignorance of standards can all lead to poor performance. Before jumping on your personnel, observe their work habits, see if they have an obvious problem, and then try to work with them to solve the problem. Occasionally, counseling is required. A good rule of thumb for these situations is to "correct in private and praise in public." Practicing that rule will help you avoid embarrassing your subordinates in front of their peers.

Follow five basic guidelines to provide performance feedback:

1. Always praise good performance or correct poor performance as soon as possible; delay doesn't make a hard job any easier.
2. Praise in public, such as at morning quarters; and correct in private.
3. Look for the reason behind the action; find out why someone is not performing up to par.
4. If a problem exists, work with subordinates to solve the problem. If the problem is your fault, acknowledge and resolve the problem.
5. Try to be aware of what is going on with your workers; many times you can avoid problems if you see them coming.

Always remember that your workers are people. If you treat them as adults and show respect for them, you will be amazed at what they can accomplish. That does not mean you should allow subordinates to run wild; you must insist on adherence to rules and regulations. Last, but definitely not least, be sure to praise good performance. Positive recognition is one of the best motivators in a leader's arsenal.

## REVIEW QUESTIONS

Q9. Which of the following is not an acceptable sign of appreciation for a job well done?

1. A simple pat on the back
2. Promising an award
3. Positive counseling sheet
4. Meritorious captain's mast

Q10. What type of feedback is given when job performance standards are not being met?

1. Positive
2. Constructive
3. Evaluative
4. Disciplinary

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## EVALUATING PERFORMANCE

One of the hardest tasks you will undertake as a new petty officer is the evaluation of people who just weeks ago were your peers. You somehow must put aside friendships and dislikes and present an honest, professional opinion of a person's ability to perform assigned tasks. When doing that, take note of the successes, failures, and complexity of the tasks. Was Seaman Jones' work exceptional because of a 100 percent success rate on easy jobs? While Seaman Smith was successful only 80 percent of the time, he was performing tasks normally done by a petty officer. When comparing a person's performance to that of others, you will have to consider those facts.

Your supervisors will occasionally call upon you (or you may find it necessary) to discuss the performance of your subordinates with your supervisors. Generally, that will happen on two occasions. First, your supervisors may request input for a formal performance evaluation or to clarify a worker's ability. When that situation arises, be completely honest with yourself and those you are evaluating. Don't let personal feelings and attitudes blur your professional judgment. Differences of opinion do not necessarily mean poor performance. Avoid reporting minor problems you can correct yourself through counseling and leadership. Second, you will need to seek help from your supervisor on occasions when you are unable to correct a performance or behavioral problem. You also will need to provide a performance evaluation to your superiors for such occasions. When those occasions arise, hold a counseling session and document the session. Formal performance counseling requires written statements of the problem or deficiency and the steps required to resolve the matter. Remember, the goal is to correct a problem; and the counseling session is to train, direct, and help the subordinate correct the deficiency. You, as the leader or counselor, and the counselee sign the form acknowledging the steps to be taken to correct the deficiency. Then the form is placed in the individual's division or department file.

## CONFLICT RESOLUTION

Sailors are capable of developing an almost infinite variety of problems, which may or may not be job related. Sometimes friction arises between workers, or a personal problem causes workers to stop pulling their weight. Since these problems ultimately affect the job performance of all your subordinates, they should be of concern to you. In some cases, members may come to you with their problems. In other cases, you will have to recognize the existence of a problem and discover its nature on your own. You should be able to recognize changes in behavior that often signal problems. Some indicators of an individual's need for help may be declining job performance, changes in attitude, or withdrawal from friends and associates. Difficulty getting to work on time, constant demands on a leader's time, and rebellion against authority or the system in general often indicate personal problems. Do you remember the old saying about 20 percent of the people causing 80 percent of the problems? You can expect to spend 80 percent to 90 percent of your "personnel admin" time on 20 percent of the people. Your job as a leader is to get 100 percent team effort from your assigned workers. In the following section you will read about counseling methods that will not only help to resolve conflicts but also assist in other areas where counseling is needed.

## COUNSELING

Counseling is a tool a leader uses to help a person explore, better understand, and find solutions to a problem. You may be involved with four major types of advising and counseling sessions:

- Personal
- Career
- Performance
- Disciplinary

For each type of session, you should understand the nature of the problem and the purpose or intent of the meeting. You should also understand the desired results, actions, or behaviors following a session. Some key counseling points are as follows:

- Perform counseling to solve a problem or to fulfill a need.
- Determine interview goal before meeting. Review available records.
- Give the individual the facts, whether they are pleasant or unpleasant.
- Be a good listener. Be fair.
- Refer the individual to other resources for professional help.
- Keep the individual's problem confidential.
- Help the individual grow in self-understanding.
- DO NOT lose your self control. The results could be disastrous.
- DO NOT make promises you can't keep.
- DO NOT be quick to decide; not all problems are solvable in a single counseling session.
- DO NOT forget to document formal counseling and have the counseling sheet signed.

When counseling is necessary, no matter what the reason, you should first try to "set the stage." What does that mean? If possible, wait until after normal work hours or at least until a lull occurs in the tempo of operations to talk with the individual or individuals. Try to find a quiet place where interruptions will not occur. You may have difficulty finding a quiet place in many operating environments, but do the best you can. Your quiet place may be an office or a vacant corner of the hangar deck, but try to get as much privacy as circumstances allow.

Nondirective counseling occurs when you allow your subordinates to determine the direction of sessions. Your primary task is to listen to what they are saying. Show you are actively listening by reacting to what is said. Occasionally restate what has been said. Try to develop a nonevaluative style of listening and responding. That will encourage individuals to open up and work out frustrations, fears, and worries without fear of embarrassment. Often, simply letting people talk out problems can help them find a solution. Use occasional, general questions to guide the conversation. Avoid questions that can be answered "yes" or "no."

Often your counseling efforts will consist of little more than providing information, pointing out infractions, or pointing out failure to use common sense. How you counsel will depend entirely upon your personality and the personality of the individual receiving the counseling. Use common sense in developing your approach. At other times you will have to work a little harder to get to the root of a problem and help find a solution. When an individual approaches you with a request for specific information or your opinion, provided it is of a professional nature and not a personal nature, guide them to a resolution. Exercise caution when expressing opinions, however, as they can become loaded guns if not carefully thought out and expressly worded. If the concern is of a personal nature, provide them with sources of help. The Navy has trained professionals for this sort of help. We all want to help our shipmates; however, caution should be exercised when providing assistance with personal matters.

You, as a frontline leader, are the first link in spotting problems. You are in daily contact with the workers in your unit or division. Be sure you know how to spot problems and counsel your workers. If you can't solve a problem, pass it up the chain of command. If you ignore it, it may grow into a bigger problem.

Don't be afraid to seek help when faced with an unfamiliar situation. Your chain of command, chaplain's office, legal officer, and personnel office often can help solve problems or offer advice. Be aware of the resources available to you. The morale and job performance of your people depend on your ability to manage human resources. Unless you make a conscious effort to develop that ability, your leadership will never reach its full potential.

## REVIEW QUESTION

Q11. Which of the following is not a type of advising and counseling session?

1. Personal
2. Career
3. Performance
4. Improvement

## PERSONNEL QUALIFICATION STANDARDS

Personnel Qualification Standards (PQS) is a compilation of minimum knowledge and skills necessary 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 stand-alone training program but provides a key element of a well-structured and dynamic unit-training program (OPNAVINST 3500.34). PQS is used in the aviation and surface communities, but is not applicable to nuclear propulsion or the fleet ballistic missile weapons systems.

It is the individual Sailor's responsibility to maintain and complete the sign-off pages of PQS sheets. Your responsibility will be to help guide the individual through the program. This guidance involves keeping an accurate record of their progress through a point system. There are two methods of record keeping—hard copy (chart) and automated data processing (computer). Each method is valid, and the method used is dictated by the command. Regardless of which method is used, the same information is entered for tracking the individual's progress. For detailed information, consult the *Personnel Qualification Standards (PQS) Management Guide*, NAVEDTRA 43100-1.

## CONTINUOUS IMPROVEMENT

A major problem facing the armed services today is the lack of money. Our budgets are not going to increase in the near future. Indeed, they will probably continue to shrink. Although our present system of doing business is adequate, it will not allow for many improvements in production. We have done an excellent job with our present system. To make our dollars go further will mean a change in the way we do business.

Today's leaders must set their sights on improving the entire system. Increased productivity and better quality through leadership is the primary goal of the continuous improvement program.

The focus of continuous improvement is the process by which work gets done. The person most familiar with the process is the individual worker responsible for making it work. Often, a process is either unwieldy or just plain unworkable. In a rigid bureaucracy, it is nearly impossible for workers to persuade upper levels that there is a need to change procedures. Under continuous improvement, leaders are responsible for making job improvement suggestions as easy as possible for workers.

Supervisors and managers should monitor the work process so that they can respond to suggestions from the work force concerning unworkable procedures. Sailors are good at coming up with nonstandard (but workable) solutions to problems. In some cases, those solutions result in unsafe practices; however, they often are extremely practical. We must develop the ability to find improvements and include them into standard procedures; doing so serves a dual purpose. First, it makes sure the recommended improvement is easy to use and meets all applicable standards. Second, it makes the improved method available to everyone involved in the process. Total quality leadership is a practical application of "working smarter, not harder."

A popular myth among military leaders is that increased quality results in increased costs and decreased productivity. In reality, improved quality ultimately results in decreased costs and increased productivity. How can that be? A focus on quality extends the time between failures in equipment and improves the efficiency of our operations. It reduces rework requirements as well as the need for special waivers of standards. It also reduces mistakes and produces monetary savings through more efficient use of scarce resources.

Continuous improvement has several direct benefits:

- Increased pride of workmanship among individual workers
- Increased readiness
- Improved sustainability because of extended time between equipment failures
- Greater mission survivability
- Better justification for budgets because of more efficient operations
- Streamlined maintenance and production processes

The essential ingredient of continuous improvement success is leadership involvement. Management controls the process that accomplishes the mission. Quality, however, is in the hands of the workers who do the job. Leaders, therefore, must drive out the natural fear of change and innovation that is part of most people's basic psychology. Total quality leadership requires acceptance and a total effort from the top down.

### REVIEW QUESTION

Q12. Why should improvements under the continuous improvement program be standardized?

1. To make the improvement available to everyone
2. To recognize the individual that came up with the improvement
3. To reduce expenditures for similar tasks
4. To maintain the improvements within the command

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## TRAINING SUBORDINATES

**Learning Objectives:** Recall the duties and responsibilities of the training petty officer. Recognize the importance of training subordinates. Recall instructional methods and techniques. Recall the procedures for using training aids. Recall the command training team (CTT) process.

Have you ever asked yourself, "What is the best and most effective way to train my people?" Well, a good way to start is to review the guidelines and training policies stated in OPNAVINST 3120.32, *Standard Organization and Regulations of the U.S. Navy*, chapter 8.

The more senior a petty officer, the greater his or her responsibilities are for training. As a second class petty officer, you need to know various techniques for conducting a proper and effective training program. Inadequate training practices can affect the operational readiness and performance of your command.

Training is one of the most important challenges we face as petty officers. We can expect top performance from our Navy personnel only when their knowledge and skills are up to the requirements of their billets. The better trained our Sailors are, the more productive they will be. Informal training is continuous, such as on-the-job training (OJT), PQS, and counseling sessions. Additionally we enhance our subordinates' knowledge and skills through more formal training programs. This section covers basic features and requirements of training and instructional methods and techniques.

Training is the process of imparting knowledge to people so that they become capable of performing their assigned duties in an acceptable manner. Training also is used to qualify people to perform in positions of greater difficulty and responsibility.

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### REVIEW QUESTION

Q13. What is one of the most important challenges we face as petty officers when dealing with subordinates

1. Training
2. Scheduling
3. Production
4. Administration

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### RESPONSIBILITIES OF A TRAINING PETTY OFFICER

As a petty officer second class, you are required to be able to perform the duties and responsibilities of a training petty officer. This assignment most likely will be a collateral duty. You will assist in administering training within your assigned area. Some of the duties and responsibilities of a training petty officer are as follows:

- Assist in planning, developing, and coordinating the training program.
- Develop monthly training schedules.
- Provide and/or assign instructors to give training.
- Provide training to assigned instructors in methods of instruction to be used for a lesson.
- Oversee preparation of training materials. Assist in advancement training for personnel.
- Observe training/instructors to ensure requirements are met.
- Maintain training records.
- Keep personnel informed of PQS and training progress by using records such as charts and graphs.
- Inform personnel of fleet and service schools.
- Provide information on Navy and DANTES courses, and aid in applying for courses.

For further detailed information on the duties and responsibilities of a training petty officer, consult the *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32.

## REVIEW QUESTION

Q14. Which of the following is not a responsibility of the training petty officer?

1. Develop monthly training schedules
2. Oversee preparation of training materials
3. Maintain training records
4. Assign personnel to fleet and service schools

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## INSTRUCTIONAL METHODS AND TECHNIQUES

All methods of instruction can be classified as telling, lecturing, or discussing; showing or demonstrating; or any combination of these. Often the best way of teaching combines the various methods. You must decide which methods to combine and the emphasis to place on each unless the curriculum itself dictates the combination needed. In making that decision, consider (1) the nature of the trainees, (2) the subject matter, and (3) the time limitations.

### Lecture Method

The lecture is still the most frequently used method of instruction. However, presenting a lecture without pausing for interaction with trainees can be ineffective regardless of your skill as a speaker. The use of pauses during the lecture for direct oral questioning creates interaction between instructor and trainee. Unfortunately, when classes are large, the instructor cannot possibly interact with all trainees on each point. The learning effectiveness of the lecture method has been questioned because of the lack of interaction. However, its use continues as a means of reaching a large group at one time with a condensed, organized body of information. Providing trainees with lesson objectives before the lecture will enable them to listen more effectively. It will help them to take concise, brief notes concerning the objectives, rather than writing feverishly throughout the lecture.

The lecture method will be presented first because the techniques involved serve as the basis for other methods of training. Those techniques apply not only to lectures but also to many other kinds of presentations in which oral explanations play a secondary, but important, role. Every method depends on oral instruction to give information, to arouse attention and interest, and to develop receptive attitudes on the part of the trainees. Therefore, as an instructor, organize your oral presentations with the following techniques in mind:

1. Maintain good eye contact. As you speak, shift your gaze about the class, pausing momentarily to meet the gaze of each trainee. Make the trainees feel that what you have to say is directed to each of them personally. Your eyes, as well as your voice, communicate to them; and their eyes, facial expressions, and reactions communicate to you. Watch for indications of doubt, misunderstanding, a desire to participate, fatigue, or a lack of interest. If you are dealing with young trainees, you sometimes may need to remind them that they must give undivided attention to the instruction.

2. Maintain a high degree of enthusiasm.

3. Speak in a natural, conversational voice. Enunciate your words clearly. Make certain the trainees can hear every spoken word.

4. Emphasize important points by the use of gestures, repetition, and variation in voice inflection.

5. Check trainee comprehension carefully throughout the presentation by watching the faces of the trainees and by questioning them.

Observing facial expressions as an indication of doubt or misunderstanding is not an absolute way of ensuring trainee comprehension. Some trainees may appear to be comprehending the subject matter when, in reality, they are completely confused. Trainees who are in doubt often hesitate to make their difficulty known. They may hesitate because of natural timidity, fear of being classified as stupid, or failure to understand the subject matter well enough to explain where their difficulty lies.

Frequently ask if the class has any questions, thus giving the trainees an opportunity to express any doubts or misunderstandings on their part. Based on your personal knowledge and past experiences, ask specific questions about those areas that might give trainees the most trouble. Some instructors make the mistake of waiting until the end of the presentation to ask questions. The best time to clear away mental fog is when the fog develops. Mental fog tends to create a mental block that prevents the trainee from concentrating on the subject matter being presented. (Later in this section you will find techniques related to asking questions, calling upon trainees to answer questions, and evaluating answers.)

6. Instruct on the class level. Use words, explanations, visual illustrations, questions, and the like, directed to the needs of the average trainee in the class.

7. Stimulate trainees to think. *Think*, as used here, refers to creative thinking, rather than a mere recall of facts previously learned. You can use a number of instructional devices for stimulating trainee thinking. Among those devices are thought-provoking questions, class discussions, problem situations, challenging statements, and rhetorical questions (a question to which no answer is expected). Another device is the use of suggestions, such as "I want you to think along with me" and "Consider your reaction to this situation."

**Discussion Method**

Discussion methods are effective in getting the trainees to think constructively while interacting with the rest of the group. Conduct discussions with large or small groups; however, small groups are more desirable. You can control and direct a small group more easily than you can larger groups of 10 or more trainees. If a group is extremely large, break it into smaller groups or teams with a discussion leader for each team.

The use of the terms *class discussion* and *directed discussion* in this text refers to methods in which you facilitate verbal exchange in the class. To use these methods, first lay a suitable foundation for the discussion by asking one or more challenging questions. Then stimulate the trainees to discuss the basic questions; finally, guide the discussion to a logical conclusion.

In the directed discussion, you act as the chairman or moderator. As a result of your questions, suggestions, and redirection of ideas, the trainees in the class become genuinely interested in exploiting all angles of the central problem. They forget the normal classroom restraints and begin to talk to each other as they would when carrying on an ordinary conversation. A true class discussion requires a trainee-to-trainee interchange of ideas. An instructor-to-trainee interchange of ideas during a typical question-and-answer period is *not* a class discussion.

To conduct a class discussion, you must make more extensive and more thorough preparations than you would for a lecture. Although the trainees supply the ideas, you must have a thorough knowledge of the subject matter to be able to sift out pertinent ideas. Be aware of ideas that may lead the trainees off on a tangent; steer the discussion away from those ideas. Guide the trainees away from irrelevant ideas and toward the desired goals without dominating the discussion.

You can adapt some ideas to discussions more easily than other ideas. The most easily adaptable areas require trainees to compare, contrast, and weigh facts, concepts, and ideas. They also require trainees to solve problems, particularly those dealing with human relations, and to glean hidden or obscure information from scattered sources. To receive full benefit from the discussion, the trainees should have some previous familiarity with the subject matter. They could be familiar with the subject matter as a result of outside reading, prior Navy training and experience, or civilian training and experience.

To help make the class discussion a success, arrange the classroom in such a manner that you are a part of the group. If possible, arrange for the group to sit around a table so that all of the trainees can see each other and you. Use the discussion method only when classes are small enough to allow everyone a chance to take part.

Use the following techniques in conducting a classroom discussion:

- Build a background for the discussion. The development of an appropriate background tends to focus the trainees' attention upon the central problem and limits the problem to an area that can be covered in a reasonable length of time. An appropriate background also creates interest in the solution of the problem.

- Ask thought-provoking discussion questions.

- Ask questions to keep the discussion in bounds, to bring out the desired aspects of the main problem, and to guide the discussion toward the desired conclusion.

- Encourage the timid, restrain the talkative, and maintain a standard of discipline in keeping with the maturity level of the trainees.

- Be willing to accept, temporarily, an incorrect idea. A hasty "No!" or "You're wrong!" can bring sudden death to any discussion.

- Avoid expressing your own ideas until the trainees have had ample opportunity to express their ideas.

- Summarize the discussion at intervals. Use the chalkboard for this purpose. Give due credit to the trainees for their contributions. Clear up misunderstandings and emphasize correct ideas.

### Demonstration Method

Use the demonstration or "doing" method to teach skills. Demonstrate, step-by-step, the procedures in a job task, using the exact physical procedures if possible. While demonstrating, explain the reason for and the significance of each step. To be effective, plan the demonstration so that you will be sure to show the steps in the proper sequence and to include all steps.

If you must give the demonstration before a large group or if the trainees might have trouble seeing because of the size of the equipment involved, use enlarged devices or training aids. When practical, allow trainees to repeat the procedure in a "hands on" practice session to reinforce the learning process. By immediately correcting the trainees' mistakes and reinforcing proper procedures, you can help them learn the task more quickly. The direct demonstration approach is a very effective method of instruction, especially when trainees have the opportunity to repeat the procedures.

**TECHNIQUES USED IN THE DEMONSTRATION METHOD.—**The basic method of instruction for teaching skill-type subject matter is the demonstration-performance method of instruction. This method is recommended for teaching a skill because it covers all the necessary steps in an effective learning order.

The demonstration step gives trainees the opportunity to see and hear the details related to the skill being taught. Those details include the necessary background knowledge, the steps or procedure, the nomenclature, and the safety precautions. The repetition step helps the average and slow learners and gives the trainees an additional opportunity to see and hear the skill being taught. The performance step gives all trainees the opportunity to become proficient. In short, this method is recommended because it leaves nothing to chance.

For convenience, the techniques for imparting skills are presented in steps, rather than activities. When setting up an instructional plan, understand that you don't have to follow these steps in the sequence presented; instead choose the steps in the sequence best suited to the needs of the trainees. Although you will always include a demonstration step and a performance step, you must use judgment in selecting techniques to make the various steps effective.

**GENERAL HINTS.—**Make every effort to get trainees to observe correct procedures the first time they try a new task. The most effective learning results when trainees use a skill immediately after you have taught it. So as soon as you teach trainees to do a job, have them practice the skill.

Teaching applicable safety precautions is especially important. Teach a safety precaution just before reaching the point in your demonstration where it applies. State the reason for the precaution so that the trainees will understand the need for compliance.

Patience is a virtue for any petty officer. If it does not come naturally to you, you must train yourself to be patient. A slow learner may never acquire the knowledge or skill you are trying to impart if you are impatient.

Avoid sarcasm toward a bungler; that person may be trying harder than you suspect. Nothing exhausts the patience of the expert as much as the fumbling attempts of a beginner; however, the instructor must patiently demonstrate and explain until the trainee acquires the needed competence. "Good instruction" means a more effective crew, and such an asset justifies any amount of patience.

If you find that your trainees have not learned what you tried to teach them, do not react as if they disobeyed orders. If trainees do not understand a certain lesson or operation, that could indicate a poor job of teaching. The old saying, "If the learner hasn't learned, the teacher hasn't taught" might apply in some situations.

## RELATED TECHNIQUES

You can use instructional techniques with any of the above methods. These techniques include the use of the *lesson summary*, *oral questioning*, and *training aids*.

### Lesson Summary

The term *summary* as used here refers to that part of the lesson in which the instructor reviews the material covered. When summarizing, keep in mind two major aims. First, you want to help the trainees identify and organize the subject matter. Second, you want to assist the trainees in understanding and, where necessary, in memorizing the subject matter. Use the following techniques in summarizing a lesson:

- Introduce the summary properly.

- Summarize the subject matter thoroughly. Plan the summary so that it assists the trainees in organizing

the important subject matter into a form more easily learned. Review the actual subject matter, not just the topic, thoroughly enough for the trainees to gain an adequate understanding of the subject. Having the trainees review the topics (class notes) will aid them in understanding the subject.

- Avoid a strictly oral summary, if possible. Remember, if you need training aids to make the right kind of lesson presentation, then you also need them for the right kind of summary.

- Summarize at appropriate intervals. If the lesson is long, for example, 2 or 3 hours in duration, you would be wise to summarize at the end of each period or at the end of each significant area of subject matter. Trainees will absorb short summaries better than an unduly long summary at the end of the complete lesson.

**Oral Questioning**

Enough emphasis cannot be placed on the importance of questioning in *any* teaching situation. Often the difference between a dull, boring lecture and a lively discussion is only a matter of some well-planned, well-directed oral questions. The ability to direct thought-through questioning is recognized as one of the most valid proofs of teaching skill. A direct relationship exists between your success as an instructor and the quality and quantity of oral questioning you use in teaching. Therefore, you will find the following techniques of invaluable use to you, as an instructor:

- Stimulate trainee thought. Ask questions that call for the application of facts, rather than just facts alone. Facts easily can be committed to memory and require little or no thought on the part of the trainee.

- Establish a level of instruction. Ask questions that require trainees to comment on previous experience in the subject matter you are going to teach. By asking a series of oral questions, you can determine the trainees' level of knowledge in a particular subject matter. That information will enable you to determine the level at which you should begin instruction.

- Arouse interest. Asking a general question, such as "How many of you have fired a .50-caliber machine gun?" or "How many persons died on the highways last year?" will serve to clear trainees' minds of any extraneous thoughts. Such questions aid in motivating trainees, as they mentally search for an answer. This type of questioning usually is used to generate interest in a large block of subject matter, usually a lesson as a whole.

- Focus the trainees' attention. By asking a question about a particular part of a model, mock-up, chart, demonstration piece, or chalkboard drawing, you can direct the trainees' attention to that immediate area.

- Review the subject matter. Devise questions requiring trainees to solve problems that will provide them with an opportunity to apply knowledge. Again, ask questions that emphasize the ability to reason and not the ability to recall mere facts.

- Drill on the subject matter. To help trainees remember certain facts, figures, shapes, formulas, and so forth, use preplanned oral questions to reinforce a subject matter in the trainees' minds. This technique eventually will lead to the trainees' mastery of the subject on which they are being drilled.

- Check for comprehension. Ask questions covering the main points of the lesson to detect and correct errors in thinking and to locate areas you need to reteach.

- Increase trainee participation. Encourage trainees to take an active part in the instruction by allowing them to both answer and ask questions.

- Increase trainee learning. Encourage trainees to ask questions to help them learn. Trainees remember information longer if the material is given as answers to their own questions.

- Develop communication skills. Allow trainees to ask and answer questions to improve their speaking skills. Active involvement in the class discussion increases their listening skills. Asking and answering questions helps trainees organize their thoughts.

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**REVIEW QUESTIONS**

Q15. During a class discussion, what questioning technique should be used?

1. Yes or no
2. Thought provoking
3. Closed ended
4. Intimidating

Q16. After instruction, when the trainee is required physically to repeat the steps in a procedure, what method of teaching should have been used by the instructor?

1. Telling
2. Lecturing
3. Demonstrating
4. Discussing

## TRAINING AIDS

To get the best results from training aids, use the following procedures:

- Always preview the aid. Look at the film, listen to the recording, examine the chart, and check the visibility of the chalkboard drawing before the instruction period. Never lose valuable instruction time and waste the time of the trainees by stopping instruction to learn how to use or adjust an aid. During your preview, check for points that need clarification or emphasis.

- Select and prepare aids that emphasize or illustrate points in the lesson. Rarely, if ever, use aids only because they are pretty or nice to look at. Test the usefulness of an aid by asking yourself what important points it reveals or clarifies.

- Plan how and when you will use aids during the lesson. Mount or prepare the aid, but do not expose it in advance. Exposed aids may distract the group's attention from other steps in the lesson.

- Plan how you will introduce and what you will say about an aid. Provide time for the trainees to view, listen to, examine, handle, or operate the aid. However, don't expect them to listen to you at the same time they are reading or studying the aid.

- When possible, have a trainee take over as the instructor by going through the explanations and steps you have given. That will help clear misconceptions and keep the trainees' attention.

- Be sure every trainee can see and hear the aid and has the opportunity to handle it if required.

- When using an aid, stand so that you do not block the trainees' view; use a pointer to locate parts on the aid; and above all, talk to the trainees, not to the aid.

**REVIEW QUESTION**

Q17. Training aids should be in plain view when classroom instruction begins.

1. True
2. False

## COMMAND TRAINING TEAM

There are vital mandatory training needs that are given command wide for the purpose of informing and keeping everyone up to date on areas such as fire fighting, safety, personal rights, responsibilities, and equal opportunity issues and policies. Training teams are formed in the command to accomplish this mandatory training mission. The command training team (CTT) consists of command personnel trained to present the Navy Rights and Responsibilities (NR&R) workshop.

All personnel must attend an NR&R workshop within 90 days of reporting to a new permanent duty station. Commands must conduct training frequently enough to keep the class size below 20 people. All lesson topics follow an NR&R workshop course guide provided by the Chief of Naval Education and Training (CNET). Everyone fills out a critique sheet as a means of feedback on workshop effectiveness. Commands hold an all-hands NR&R workshop annually. The annual workshop includes sexual harassment prevention training, review of the latest Navy equal opportunity (EO) policies and the Navy EO climate, and a forum for discussing Chief of Naval Operations and command-specific issues. The annual workshop, held in conjunction with the annual EO command assessment, uses a training guide provided by CNET.

Prospective CTT members receive formal training in conducting NR&R workshops. They receive the training from a CNET activity, mobile training team (MTT), or by an equal opportunity program specialist (EOPS) from a major command or staff. The following guidelines apply to the CTT:

- Each Navy command, except those with less than 50 military personnel, appoints a CTT consisting of a minimum of two members in paygrade E-6 or above who are trained in conducting NR&R workshops. Minimum CTT size is as follows:

| COMMAND SIZE | CTT |
|---|---|
| 50 — 100 | 2 |
| 101 — 200 | 3 |
| 201 — 300 | 4 |
| 301 — above | 5 |

- Commands with less than 50 military personnel have no requirement to have a formally trained CTT if they can arrange to participate in the NR&R workshops of a host or neighbor command. They still are responsible for addressing command-specific issues and policy updates.

- Commands must document formal training as a CTT member in the Sailor's service record.

- Members of the CTT who are inactive in the CTT process for over 24 months must repeat the formal training.

- Members of the CTT should complete the *Equal Opportunity in the Navy* nonresident training course (NAVEDTRA 13099-E) within 3 months of assignment to the training team.

- Prospective CTT members must have a minimum of 18 months remaining from their assignment date before their planned rotation date (PRD).

## REVIEW QUESTION

Q18. After what inactive period of time must members of the CTT repeat formal training?

1. 12 months
2. 18 months
3. 24 months
4. 30 months

## SUMMARY

In today's Navy with resources at a minimum, the petty officer is called upon even more to be a front-line leader. Petty officers must be skilled in work center leadership/supervision, especially in the areas of job planning, counseling, training, and motivating subordinates. The rights and responsibilities of all Navy personnel are important and are emphasized by effective leadership. The extent to which you, as a Navy leader, apply leadership skills depends partially on your level in the chain of command or your specific job situation. Some skills, for instance, are more important for a petty officer than for a commanding officer; nevertheless, all are important for effective leadership.

Whatever the job or situation, you exhibit better leadership skills when you have pride in yourself, the Navy, and your country. You also exhibit better leadership skills when you act in a professional manner in your rating and in your role as a leader. Such traditional Navy values as honesty, respect, and trust are NOT dead. They are alive and well—they are seen in the Navy's most effective leaders.

As a petty officer, you will sometimes be in a supervisory position. You will have the responsibility to understand your people's needs and to help them meet their needs while helping to achieve the Navy's mission. Because you have a great influence on your people, you should strive to be a strong, positive influence that will aid in their growth.

Being a leader entails many different skills. However, most of those skills involve pride, professionalism, and an understanding of those working for you. Only through diligent study and hard work will you rise from one of the crowd to become a true Navy leader.

## REFERENCES

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*Personnel Qualification Standards (PQS) Management Guide*, NAVEDTRA 43100-1, Chief of Naval Operations, Washington, DC, 1991.

*Personnel Qualification Standards (PQS) Program*, OPNAVINST 3500.34E, Chief of Naval Operations, Washington, DC, 2000.

*Petty Officer Indoctrination Course*, Student's Journal, NAVEDTRA 38200, Naval Education and Training Program Management Support Activity, Pensacola, FL, 1993.

*Standard Organization and Regulations of the U. S. Navy*, OPNAVINST 3120.32C, Chief of Naval Operations, Washington, DC, 1994.

*Tools and Their Uses,* NAVEDTRA 14256, Naval Education and Training Program Management Support Activity, Pensacola, FL, 1992.

## REVIEW ANSWERS

A1. **(3)** The term *fundamentals of leadership* refers to the art of influencing people to work toward a specific goal.

A2. **(3)** A successful leader will neither criticize others for his or her mistake nor hide this mistake from subordinates. Taking steps to avoid repeating the error is the appropriate action when an error has been committed.

A3. **(1)** Since an individual's values and beliefs are influenced by childhood experiences, ethnic background, and religious heritage, an effective leader should take these differences into account in his or her leadership.

A4. **(3)** Initiative, dedication and accountability are traits that are common to all successful leaders.

A5. **(3)** Survival consists of the basics we need to sustain life, thus it is the most important level of human behavior.

A6. **(4)** Every person has different wants and desires; therefore, he or she has a different emotional makeup that cannot be changed.

A7. **(4)** Without a proper understanding of the technical language of your rate, you will be unable to communicate effectively, and will misinterpret official publications. These problems will affect your advancement.

A8. **(1)** When reporting status, do not stretch the truth nor take up more of your superior's time than is absolutely necessary.

A9. **(2)** You should never promise an award because awards come through the chain of command.

A10. **(2)** Constructive feedback is used help the individual improve his or her performance.

A11. **(4)** The four types of advising and counseling sessions are personal, career, performance, and disciplinary.

A12. **(1)** Improvements under the continuous improvement program should be standardized to make the improvements available to everyone. Standardization results in ease of use and will meet all applicable standards.

A13. **(1)** Top performance from our Navy personnel can be expected only when their knowledge and skills are up to the requirements for their billets.

A14. **(4)** Assignment to fleet and service schools is not the responsibility of the training petty officer. This decision is made by the Sailor's chain of command.

A15. **(2)** By using thought-provoking questions in a classroom discussion, all participants are encouraged to voice their opinions and thoughts about the material.

A16. **(3)** Procedures that will be physically repeated by a trainee require a physical demonstration in order for them to observe and later perform the procedure.

A17. **(2)** Exposed training aids may distract the group's attention from other steps in the lesson.

A18. **(3)** Members who are inactive in the CTT process for a period of 24 months must repeat formal training.

# CHAPTER 2

# MILITARY JUSTICE AND BEARING

*Ever since the beginning of navies, there have been laws peculiarly applicable to the sea and seafaring people.*

—Rear Admiral Albert E. Jarrell, USN

Every state and city in the United States has laws against murder, robbery, and assault. There also are laws for safety, traffic safety, fire prevention, and the good order of the populace. To discourage lawbreakers, federal, state, and local governments set up penalties that are proportionate to the crimes committed. The penalties range from fines for minor infractions of the law, to long-term jail sentences for offenses such as robbery, assault, or manslaughter, to execution for murder.

The Navy is no different. We have laws and regulations to govern us in much the same way as the governments mentioned above govern civilians. For example, we punish crimes of theft, assault, and murder as severely as the civilian community. In addition to those regulations, the Navy has laws that are peculiar only to the military establishment.

The laws and regulations that govern us in the Navy exist to help, not hinder, us. In any organization, discipline and justice are essential. In this chapter, you will be presented with material about proper military conduct, discipline, punishment, justice, and uniform regulations in the United States Navy.

## PETTY OFFICER'S AUTHORITY

**Learning Objectives:** Recognize the difference between general authority and organizational authority. Recall nonpunitive measures available to supervisors.

Authority is a necessary leadership tool. However, it can never take the place of strong, positive leadership. When you make petty officer third class and later when you advance in rate as a petty officer (PO), you often will need to consider your authority and the effect your use of it will have on the people for whom you are responsible.

Authority ties directly to your duties and responsibilities. The exercise of authority links to your acceptance of responsibility. You are given authority only to support you in carrying out your assigned duties and responsibilities. You have "general authority" as a petty officer by virtue of your position in the Navy organization, and you have "organizational authority" by virtue of the particular billet you are holding.

### GENERAL AUTHORITY

Your general authority as a PO stems from article 1037 of *U.S. Navy Regulations* (Authority of Warrant Officers, Non-Commissioned Officers and Petty Officers). Article 1020 (Exercise of Authority) gives you the right to exercise authority over all persons subordinate to you. Article 1132 (Compliance with Lawful Orders) charges subordinates to obey their superiors.

### ORGANIZATIONAL AUTHORITY

Petty officers derive their organizational authority from their assigned billets within a particular command. This command organizational structure comes from *Standard Organization and Regulations of the U.S. Navy.* That Navy instruction provides regulations and guidance governing the conduct of all members of the Navy. It also specifies the individual duties and responsibilities of personnel within a unit organization from the commanding officer down to the messenger of the watch. Articles 1020 and 1037 of *U.S. Navy Regulations* grant officers, warrant officers, and petty officers the authority needed to perform their duties.

Authority includes the right to require action of others. We direct the actions of others by oral or written orders that are subject to general limitations. Orders must be lawful since subordinates are required to obey lawful orders only (article 1132, *U.S. Navy Regulations*). We must not characterize orders with tyrannical or capricious conduct (an erratic change in behavior) or by abusive language (article 1023, *U.S. Navy Regulations*). Since authority is given only to fulfill duties and responsibilities, we need to delegate only as much organizational authority as necessary to

fulfill those duties and responsibilities. Delegation should never be made beyond the lowest level of competence. Limitations, therefore, may be set by command.

## LAWFUL ORDERS

An order must be lawful. Any order imposing punishment outside the framework of the *Uniform Code of Military Justice* (*UCMJ*) is unlawful. Punishment may only be through the judicial process or nonjudicially through article 15 of the *UCMJ* (commanding officer's nonjudicial punishment). However, petty officers may take certain measures to correct minor infractions that do not merit punishment under article 15 of the *UCMJ*. The following nonpunitive measures are available to supervisors through their commanding officers.

### Extra Military Instruction

Extra military instruction (EMI) is a type of military duty used to correct a deficiency of an individual. EMI is a nonpunitive measure approved by the *Manual for Courts-Martial* and outlined in the *Manual of the Judge Advocate General*. EMI is a training device intended to improve efficiency of a command or unit. EMI is intended as a corrective measure. Therefore, you must give EMI with the intention of correcting a deficiency in performance of military duty, not with the intention of substituting it for punitive action under the *UCMJ*. EMI must have a logical relationship to the deficiency you are correcting.

The duration of EMI is only for the period required to correct the performance deficiency. Normally, EMI assignments are for no more than 2 hours per day. EMI is done at a reasonable time outside normal working hours. Its purpose is not to deprive a member of normal liberty. EMI is not to be done on a person's Sabbath. A member who has entitlement to liberty may begin normal liberty upon completion of EMI. The authority to assign EMI rests with the commanding officer, but delegation of the authority to assign EMI may be part of a normal supervisory task. Permission for delegation of authority ordinarily is not given below the chief petty officer (CPO) level. However, in exceptional cases when qualified petty officers are filling CPO billets in an organizational unit (division, major work center, or comparable organization) that contains no CPO, the authority may be delegated to a senior petty officer.

### Withholding of Privileges

The temporary withholding of a privilege is another nonpunitive measure. Supervisors can use this measure to correct minor infractions of military regulations or performance deficiencies. A privilege is a benefit provided for the convenience or enjoyment of an individual. Some examples of privileges that we can withhold as nonpunitive measures are special liberty, exchange of duty, special command programs, the use of base or ship libraries, base or ship movies, base parking, and base special services events.

The final authority to withhold a privilege rests with the authority that grants the privilege. Thus, at times you only can recommend the withholding of a privilege through your chain of command. However, when you think it is necessary, you should make the recommendation. The action could correct a minor infraction, thereby increasing the efficiency of your division.

### Extension of Working Hours

Deprivation of normal liberty as a punishment, except as specifically authorized under the *UCMJ*, is illegal. Supervisors cannot deny personnel normal liberty as a punishment for any offense or for poor performance of duty. However, supervisors can require personnel to perform tasks efficiently and in a timely manner. Thus, naval personnel are not receiving punishment when they have to remain on board outside of normal working hours to complete work assignments, perform additional essential work, or maintain the required level of operational readiness. Supervisors must inform their superiors when they intend to direct subordinates to work beyond normal working hours. Remember that the work must be essential, must have a readiness requirement, or must be work that should have been finished during the normal workday.

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## REVIEW QUESTIONS

Q1. The purpose of EMI is to correct a training deficiency and deprive normal liberty.

1. True
2. False

Q2. EMI can NOT be assigned and conducted on the Sabbath.

1. True
2. False

## PETTY OFFICER'S RESPONSIBILITY

**Learning Objectives:** Recognize the importance of informing the chain of command (COC) on matters pertaining to good order and discipline. Recall procedures for reporting an offense. Recognize the proceedings leading to captain's mast. Identify the procedures for redress of grievances/complaints of wrongs. Identify the composition of courts-martial. Recognize which violations should or should not be reported.

When you become a PO, your position in the Navy changes. You become a leader with authority. The rating badge symbolizes delegation of this authority by the Navy.

The responsibilities of a petty officer are not always easy to carry out. You have to make decisions, plan jobs, and take the blame if plans go wrong. You have to lead your people, teach them, and correct them. You can't always be a "good guy." You have to give orders and that can be harder than following them.

The higher you advance, the greater your responsibilities. Is the advancement worth the responsibilities you will have? *Yes*. A strong PO is willing to shoulder the burden of increased responsibility to make the Navy a better, more efficient force.

As a petty officer, occasionally you will have to warn, reprimand, or even place personnel on report. Although these tasks may be disagreeable to you, they are part of the responsibility of a PO.

*Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32, states the following: "Authority should be delegated to the lowest level of competence commensurate with the subordinate's assigned responsibility and capabilities. The principles of delegation, however, also recognize that officers at all levels must be accountable ultimately for the performance of their organizational segments even if they have charged subordinates with immediate authority for managing certain functions." That, in effect, means although you may assign a task to your subordinates, you are still responsible to your superiors for its accomplishment. A good leader does not tell his or her supervisor, "I gave that job to Seaman Recruit John R. Doe, but he messed it up." Rather, he says, "I will do better next time." That leader then pays more attention to Seaman Recruit Doe's training and job performance to be sure John R. Doe understands the job and its importance.

## REPORTING VIOLATIONS

The hardest job for a PO to do is to place a person on report. After that happens, the petty officer always wonders if there could have been another way to handle the situation. One of your duties as a PO is to start disciplinary action wherever and whenever the need arises.

Every petty officer is an important part of the disciplinary chain of command. You must show offenders that the command will punish improper conduct, especially cases of willful violation.

Your responsibility as a petty officer never ends. It is a 24-hour-per-day duty that can be very trying at times. For example, when people are ashore "winding down" after a long period at sea, a demanding fleet exercise, or even actual combat, rivalries sometimes form. Rivalries are healthy until the Sailors imbibe in too many spirits or carry the rivalry too far. These situations rarely occur; but when they do, responsible petty officers must act. If you are the senior petty officer present when a fight breaks out in a liberty boat or when a brawl involving enlisted personnel starts in town, you must help in quieting the disturbance, whether an officer is present or not. If you face such a situation and you do your job to the best of your ability, you can be proud.

If an enlisted person violates a regulation in the presence of both an officer and a petty officer, the petty officer should correct the person. Failing to correct the person could result in a reprimand for the petty officer. Figure 2-1 shows three official sources for basic disciplinary laws. The *UCMJ* is an appendix of the *Manual for Courts-Martial*.

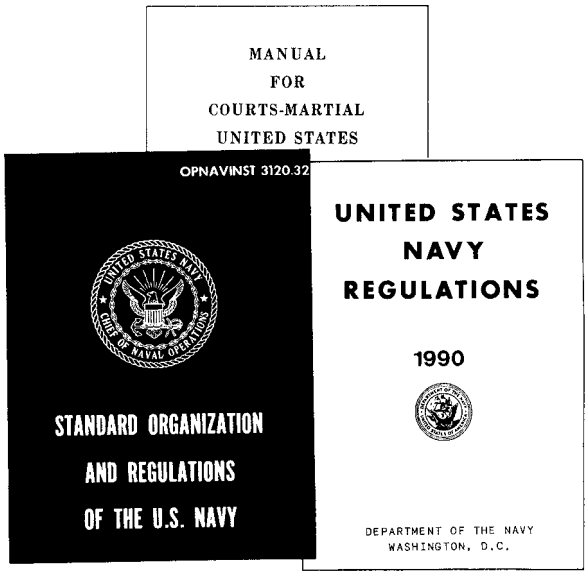


**Figure 2-1. Three official sources for basic disciplinary laws.**

The best form of discipline is positive action geared to prevent disciplinary problems before they happen. Effective leaders use that type of discipline to help persons understand the need for regulations and the need to abide by them. To receive loyalty and willing obedience from those under you, you must set an example of high personal standards and moral conduct.

In setting a proper example for your people, how can you report somebody for being out of uniform if you show up at muster looking like you have slept in your uniform for 3 days? If you show up late for muster, reporting one of your people for showing up late would be unfair. So, you must set the example and maintain the highest standards for your people to follow. Remember, the way you act is also the way your people will act.

Each time a petty officer helps a shipmate keep a clean record, that PO is living up to the highest traditions of the Navy. Except for major infractions of the *UCMJ*, putting people on report should be done only as a last resort. You always should try other methods of correction—appeal to pride, disapproval of special requests (which emphasizes that approval of special requests is for the more deserving), encourage team spirit, and so forth—first. Only after you try other methods of correction and those fail should you place an enlisted person on report for a minor offense.

The Navy has personnel of high caliber who can be trusted and who do their work well. However, many of them will at some time commit an infraction, such as accidentally being out of uniform, being a couple of minutes late to quarters, or failing to salute an officer. You would be unwise to place people on report for trivial offenses. You should use initiative and common sense to help keep them out of trouble. Repeatedly putting persons on report for minor infractions reflects on your leadership ability, and you will soon find yourself heartily disliked by personnel under you. On the other hand, the "good guy" who tries to maintain popularity and never reports a person is a menace to discipline and a nuisance to all petty officers.

## REVIEW QUESTION

Q3. Your responsibilities as a petty officer end when you are on liberty.

1. True
2. False

### Report of Offense Processing

In spite of your best efforts and those of the division officer, some personnel will be, among other things, insubordinate, indifferent to wearing the proper uniform, and lax in relieving watches on time. Some also will malinger or fight. Those are the people who must be put on report, unpleasant though it may be. All you are doing is reporting to the commanding officer a violation of military order or discipline; the captain decides whether to punish the person.

Placing a person on report (starting a charge against the individual) means letting the proper authority (CO, XO, CDO, OOD, legal officer, military police, security or MAA force, or any superior in the chain of command) know about the apparent misconduct. Your notification can be oral or in the form of a written report chit. If your command has a locally prepared report chit, you should use that form; otherwise, you can use the standard Navy report chit, Report and Disposition of Offense(s), NAVPERS 1626/7, as shown in figure 2-2. Whichever form you use, make your report as complete, accurate, and specific as possible.

Figure 2-2 shows the correct manner for completing the NAVPERS 1626/7. Be sure to include the following information: date of report; accused's name, rate, social security number, branch of service, and division; date and place of offense (including the pertinent article of the *UCMJ*, if known); complete identification of all witnesses; and your rate and signature. The unit legal office usually will type your initial report chit in proper form for record purposes, so the accuracy and the completeness of the information you submit are important. In addition, investigation of the report chit is easier if you include adequate information. If you use the NAVPERS 1626/7, do not concern yourself with any part of the form after the portion about article 31, *UCMJ* (compulsory self-incrimination prohibited), which explains the rights of the accused. The legal office personnel will complete the remainder of the form.

The next step in the processing of a report chit is for the commanding officer to assign a junior officer or senior petty officer to conduct a preliminary inquiry of the alleged offense(s). The results of the preliminary inquiry then go to the executive officer's inquiry (XOI), also known as a screening mast. At the XOI, the executive officer will either dismiss the report chit or forward it to the commanding officer for captain's mast. At captain's mast, the commanding officer will review the report chit, the results of the preliminary

**REPORT AND DISPOSITION OF OFFENSE(S)**
**NAVPERS 1626/7 (REV. 8-81) S/N 0106-LF-016-2636**

To: Commanding Officer, USS ALBUQUERQUE (SSN-706) Date of Report: 9 September 1991

1. I hereby report the following named person for the offense(s) noted:

| NAME OF ACCUSED | SERIAL NO. | SOCIAL SECURITY NO | RATE/GRADE | BR. & CLASS | DIV/DEPT |
|---|---|---|---|---|---|
| Boat, Paul T. | - | 123-45-6789 | TMSN(SS) | USN | TM/WEAPONS |

| PLACE OF OFFENSE(S) | DATE OF OFFENSE(S) |
|---|---|
| 1. USS ALBUQUERQUE (SSN-706) | 1. 8 September 1991 |
| 2. GROTON, CT | 2. 9 September 1991 |

DETAILS OF OFFENSE(S) *(Refer by article of UCMJ, if known. If unauthorized absence, give following info: time and date of commencement, whether over leave or liberty, time and date of apprehension or surrender and arrival on board, loss of ID card and/or liberty card, etc.):*

1. Viol. Art. 86, UCMJ--UA. Boat failed to appear for routine morning muster at 0730, 8 September 1991 and could not be found within this command until delivered back aboard by Shore Patrol at 1430, 9 September 1991.

2. Viol. Art. 92, UCMJ--Failure to obey a lawful order. Shore Patrol apprehended Boat in Big Lucy's Ranch, New London, Ct, (an off-limits establishment) on 9 September 1991; at time of apprehension Boat was requested to produce his ID card but did not have it in his possession.

| NAME OF WITNESS | RATE/GRADE | DIV/DEPT | NAME OF WITNESS | RATE/GRADE | DIV/DEPT |
|---|---|---|---|---|---|
| John A. Doe | BMCS | 1st | | | |
| Jane B. Doe | BMCS | 3d | | | |
| Jack R. Frost | Detective, New London Police Dept. | | | | |

BMCS, USN, Shore Patrol *(Rate/Grade/Title of person submitting report)*

John A. Doe *(Signature of person submitting report)*

I have been informed of the nature of the accusation(s) against me. I understand I do not have to answer any questions or make any statement regarding the offense(s) of which I am accused or suspected. However, I understand any statement made or questions answered by me may be used as evidence against me in event of trial by court-martial (Article 31, UCMJ).

Witness: Floss A. Brush, CDR, USN *(Signature)* Acknowledged: Paul T. Boat *(Signature of Accused)*

PRE-MAST RESTRAINT

☐ PRE TRIAL CONFINEMENT

☐ NO RESTRICTIONS

☐ RESTRICTED: You are restricted to the limits of _____ in lieu of arrest by order of the CO. Until your status as a restricted person is terminated by the CO, you may not leave the restricted limits except with the express permission of the CO or XO. You have been informed of the times and places which you are required to muster.

*(Signature and title of person imposing restraint)* *(Signature of Accused)*

**INFORMATION CONCERNING ACCUSED**

| CURRENT ENL. DATE | EXPIRATION CURRENT ENL. DATE | TOTAL ACTIVE NAVAL SERVICE | TOTAL SERVICE ON BOARD | EDUCATION | GCT | AGE |
|---|---|---|---|---|---|---|
| 1 JAN 1986 | 31 DEC 1991 | 4 YRS 1 MO | 9 MOS | 13 (1 YR College) | 62 | 22 |

| MARITAL STATUS | NO. DEPENDENTS | CONTRIBUTION TO FAMILY OR QTRS ALLOWANCE *(Amount required by law)* | PAY PER MONTH *(Including sea or foreign duty pay, if any)* |
|---|---|---|---|
| Married | 2 | NONE | BP - 1001.40<br>SUB - 95.00 SEADU - None |

RECORD OF PREVIOUS OFFENSE(S) *(Date, type, action taken, etc. Nonjudicial punishment incidents are to be included.)*

NONE

**Figure 2-2. Report and Disposition of Offense(s), NAVPERS 1626/7 (Rev. 8-81).**

inquiry, the statements of the witnesses and the accused, and any evidence connected with the case. The commanding officer then will dismiss the case, award nonjudicial punishment, or refer the case to a court-martial. If the preliminary inquiry, XOI, or captain's mast involves you in any way, your participation will be as a witness.

The reverse side of the form concerns disposition of the case, preliminary investigation results and recommendations, actions of the executive and commanding officers, and final administrative action (appeal, service record entry, etc.).

## REVIEW QUESTION

Q4. When placing a person on report, you may orally notify the COC.

1. True
2. False

### Rights of the Accused

One area deserves special caution: preservation of the subject's rights. Under article 31, *UCMJ*, an official must inform all suspects of the charges against them and of their right to remain silent. That official must advise suspects that anything they say may be used as evidence against them at a trial by court-martial. Under other provisions of law, a suspect also may have a right to legal counsel before and during any interview. The official must advise suspects of those rights and provide them with the opportunity to exercise those rights before questioning them. Failure to do so could prevent the use of self-incriminating statements made by suspects in disciplinary proceedings. That could result in the loss of the entire case.

You should not question any suspect, but should leave that task to personnel with proper training, such as legal or law enforcement personnel. In some cases though, you may have to question the person you are placing on report about the offense(s) he or she allegedly committed. If this situation does occur, make sure you properly advise that person of his or her rights under article 31 of the *UCMJ*.

Remember that the report chit you start—the act of placing someone on report for violating the *UCMJ*—could eventually lead to a court-martial of that person.

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**REVIEW QUESTION**

Q5. Under article 31 of the *UCMJ* special caution is cited for which of the following areas?

1. Preservation of the accused's rights
2. Right to see the results of inquiry
3. Preservation of the identity of the accuser
4. Communication with the accuser

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### Redress of Grievances/Complaints of Wrongs

As a second class petty officer, you need to be aware that under article 138 of the *UCMJ* "any member of the armed forces who believes himself wronged by his commanding officer, and who, upon due application to that commanding officer, is refused redress, may complain to any superior commissioned officer, who shall forward the complaint to the officer exercising general court-martial jurisdiction over the officer against whom it is made. The officer exercising general court-martial jurisdiction shall examine into the complaint and take proper measures for redressing the wrong complained of; and shall, as soon as possible, send to the Secretary concerned a true statement of that complaint, with the proceedings had thereon."

In addition, under article 1150, *United States Naval Regulations*, "if any person in the naval service considers themself wronged by an act, omission, decision, or order of a person who is superior in rank, or command, that member shall not fail in maintaining a respectful bearing toward such superior, but may report the wrong to the proper authority for redress in the manner provided in this article." The report should clearly identify the respondent (the superior against whom it is made), the wrong complained of, and the redress desired. A complainant (the person submitting a report under this article) may be held accountable by the officer responsible for the resolution of the report if the report is found to be vexatious, frivolous, or false. The report may not be joined with reports by other complainants.

A complaint of wrong does not apply when a subordinate complains about another petty officer shouting at him or her or a similar incident that can be handled at a lower level in the chain of command. A complaint of wrong is a very serious charge and should not be made lightly. The first step is to seek advice from someone in authority. Consult with a division officer, command master chief, leading chief petty officer, or the appropriate official for the situation. Then request a review. The *Manual for the Judge Advocate General*, JAGINST 5800.7, chapter III, gives further guidance for filing a complaint.

---

**REVIEW QUESTION**

Q6. What is the first step a petty officer must do when considering a complaint of wrong?

1. Tell the commanding officer
2. Seek advice from someone in authority
3. Put in a request chit
4. Start a preliminary investigation

### Courts-Martial

Based on article 16 of the *UCMJ*, courts-martial are of three types—summary, special, and general. The captain decides the type of court-martial to award based on the nature, time, and place of the offense.

A summary court-martial (SCM) consists of one commissioned officer. If there is only one commissioned officer with the command, that officer acts as the summary court officer. A summary court can award any sentence that may be given at mast. It also can award the additional punishments of confinement for 1 month, hard labor without confinement for 45 days, restriction for 2 months, or forfeiture of two-thirds pay per month for 1 month.

A special court-martial (SPCM) consists of not less than three members. The accused can request that enlisted personnel serve on the court. In that event, enlisted personnel make up at least one third of the court membership. The accused has the right to consult with a defense counsel and to request that the court consist of only the military judge. A SPCM may award a more severe punishment than a SCM. For example, it can award a bad-conduct discharge, confinement for 6 months, loss of two-thirds pay per month for 6 months, and hard labor without confinement for 3 months.

A general court-martial (GCM) consists of a military judge and not less than five members. As in a special court-martial, the accused may request that enlisted personnel serve on the court. Under the conditions described for a SPCM, the accused may request that the court consist of only a military judge. A GCM can award any punishment not forbidden by the *UCMJ*, including death when specifically authorized for the offense.

All accused persons have the right to be represented before special and general courts-martial by defense counsel. This counsel may be a civilian attorney, at the expense of the accused, or a military attorney detailed to represent the accused.

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**REVIEW QUESTION**

Q7. Who decides which type of court-martial to award?

1. Accuser
2. Accused
3. Executive officer
4. Commanding officer

## USING JUDGMENT IN REPORTING VIOLATIONS

The need for using good judgment is vital in reporting violations. Some violations are minor in nature and some are major. As a petty officer, you need to become familiar with separating the two. Good judgment ability is not an inherited trait. You must develop it over a period of time. You have to develop the ability to decide and to form an opinion objectively when you report violations of the *UCMJ*. The judgment you use may affect the rest of a person's naval career.

You are going to see violations of the *UCMJ* every day. Some will be minor and some will be major. If you see a violation, stop for a minute to think before you act. You cannot smile away a violation one day and rebuke it the next. Under these conditions personnel don't know where they stand. At times you need only offer a word of caution to correct a problem. At other times you may need to take more action.

Study your personnel, watch them, learn their language and points of view, work with them, guide them, and counsel them. Then, you can commend the good personnel and, as often as you must, report the bad ones without fear or favor.

If you were to report minor violations all the time, you would bog down our justice system; and your effectiveness as a leader would rapidly decline. Remember to stop and think before you act. Use discretion in reporting a violation.

### Violations That Should Be Reported

Remember, a violation is a violation and should not go unanswered. At times your judgment as a petty officer comes into play. You need to take a hard look at the violation and see if it warrants reporting.

Some examples of offenses that normally warrant reporting (major violations) are as follows:

- Assault of a superior commissioned officer or willful disobedience of a superior commissioned officer's orders
- Disrespect towards a superior commissioned officer
- Being drunk while on duty
- Drunken or reckless driving
- Willful destruction of government property

Those are only a few of the violations you must report. For a complete picture of the violations you must report, examine the *Uniform Code of Military Justice* (*UCMJ*). Doing so will help you recognize offenses which are major violations.

### Violations That Should Not Be Reported

Now that you have read about some of the major violations you should report, consider some minor violations you should not report. These simply involve inadequate behavior that stems from not doing the job or meeting standards. Some examples are as follows:

- Being late from time to time for routine muster
- Falling down on the job from time to time and also lack of attention to nonvital details
- Occasionally not completing work on time

This type of behavior usually is not serious enough for placing a person on report. However, it does require some form of action by you, such as counseling, lowering of evaluations, extension of working hours, or withholding of special privileges for a time. Be mindful that this type of behavior is usually minor in nature but also may be the beginning of a behavior pattern leading to something more serious. Reporting minor offenses that are not habitual or extreme burdens the legal system unnecessarily and tells your superiors you are not fulfilling your responsibility as a leader to counsel and discipline your subordinates. That does not mean reporting an offender shows a failure on your part. Just be sure you have done everything in your power to straighten out an offender before placing him or her on report for repeated minor offenses.

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**REVIEW QUESTION**

Q8. Being late for a routine muster is an offense that must be reported.

1. True
2. False

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## UNIFORMS

**Learning Objectives:** Identify how to conduct sea-bag inspections. Identify the correct manner of wearing a petty officer's insignias.

Uniforms are observed and evaluated as part of military bearing. Each Sailor was issued an allowance of uniforms and accessories upon joining the Navy and is subsequently charged with upkeep, maintenance, and proper use of each garment. As petty officers, we not only must be mindful of our appearance but we must compliment or correct our subordinates' appearance. Observations on appearance must be part of each Sailor's training in order for them to set a good example. With this in mind, we should be knowledgeable of the various uniforms and the correct way to wear those uniforms.

### SEA-BAG INSPECTIONS

As part of a Sailor's general military duties, a second class petty officer may be assigned to hold sea-bag inspections. Initial uniform requirements for enlisted personnel will be provided at the Recruit Training Center in compliance with DoD Directive 1338.5 and DoD Instruction 1338.18, *Armed Forces Clothing Monetary Allowance Policy and Procedures*. Individuals are responsible for properly maintaining uniforms appropriate to assigned duties. The minimum numbers of uniform components required are listed in *United States Navy Uniform Regulations*, NAVPERS 15665. The *United States Navy Uniform Regulations* also states that commanding officers shall require clothing of all E-1/E-2/E-3 personnel to be inspected at regular intervals to ensure that each person possesses a complete sea bag. Clothing of petty officers (E-4/E-5/E-6) may be inspected on an individual basis as appropriate. Only those items listed in tables found in the *Uniform Regulations* may be required for uniform sea-bag inspection. Prior to transfer to another ship or station the sea bags of all E-1/E-2/E-3 personnel shall be inspected, and the individual shall be required to have at least the items and quantities indicated in tables found in the *Uniform Regulations*. In addition, inspections often are held on individuals placed on restriction or those returning from an unauthorized status.

The sea-bag allowance is reviewed on regular bases. This means that to perform sea-bag inspections, a current copy of the *Uniform Regulations* along with current changes must be obtained and used to perform the inspection. Anytime an inspection is held the person being inspected shall have all items as required by the *Uniform Regulations*. Remember these required items are supported for upkeep, replacement, and maintenance by annual clothing allowances. No excuses should be accepted for not having the required sea bag.

The *Uniform Regulations* call for uniform components of E-l through E-6 personnel to have

ownership markings. Markings shall be a stencil consisting of owner's surname and last four digits of owner's social security number placed inside the garment as outlined in *Uniform Regulations*. Stencil letters shall be approximately l/2-inch high and blocked. Markings shall be black on white uniforms, and white on blue uniforms. Blue chambray/utility shirts shall be marked in black. Blue working jackets and dungaree/utility trousers shall be marked in white. Embroidered letters on chambray/utility shirts, dungarees/utility trousers, and blue working jackets shall be approximately l/2-inch high and blocked. Embroidered letters on camouflage uniforms and Navy coveralls shall be approximately 3/4-inch high and blocked. Name tape shall match color and fabric of the uniform component and shall be the length of the width of the pocket. Blue chambray/utility shirts shall be embroidered in black. Blue working jackets and dungaree/utility trousers shall be embroidered in white. Coveralls shall be embroidered in silver for E-6 and below. There are many other uniform requirements. Therefore, *Uniform Regulations* must be reviewed for current information.

When charged with holding sea-bag inspections consult local instructions for prescribed procedures. The petty officer assigned to hold sea-bag inspections could use the following as a guide for the inspection:

- Prescribe a time and a place to hold the inspection. Remember the sea bag contains many items, so room for the items to be laid out will be needed.
- Have a current list of all required items along with a copy of the stencil marking section from the *Uniform Regulations*.
- Instruct the person to present each item as you call it off the list, or the person can present an item and you can mark it off the list. Remember to check the quantity of each item.
- Check the clothing for required stenciling and other required markings.
- When the inspection is complete, have the person sign the inspection list to acknowledge items missing, needing replacement, or maintenance.

## PETTY OFFICER'S INSIGNIA

As a petty officer, you should set an example for subordinates both in conduct and in appearance. An important part of your appearance is the manner in which you wear your uniform and insignia. The term *insignia* includes cloth rating badges, which are worn on the left sleeve of your uniform, collar insignia, and insignia worn on military headgear.

### Rating Badges

Rating badges for petty officers differ according to paygrade, specialty, size, and color. They consist of a perched eagle with extended wings pointing upward and its head facing right. As shown in figure 2-3, chevrons, indicating the wearer's rate, and a specialty mark, indicating the wearer's rating, make up the badge. Rating badges worn on blue working jackets and chambray shirts have no specialty mark. Chambray iron-on or sew-on rating badges are permitted on chambray shirts. Chevrons on rating badges for men, E-4 through E-6, measure 3 1/4 inches wide. Chevrons on women's rating badges measure 2 1/2 inches wide and their rating insignia are three fourths of the size of men's insignia. The men's size rating badge is worn on the pea coat whether the pea coat is worn by a man or a woman.

**Figure 2-3. E-4, E-5, and E-6 rating badges.**

Standard navy blue rating badges have embroidered backgrounds and are worn on navy blue uniforms. You may wear navy blue badges mounted on fabric which matches the fabric color and cleaning characteristics of the uniform on which it is worn. Rating badges with white backgrounds match the fabric of uniforms on which they are worn. Colors of the eagle, specialty mark, chevrons, and service stripes for prescribed uniforms and components are described in table 2-1.

**Table 2-1. Proper Badge/Uniform Combination**

| Uniform | Rating Badge Background | Eagle/ Specialty Mark | Chevrons Service Stripes[1] |
|---|---|---|---|
| Service Dress Blue | Navy Blue | White/Silver | Scarlet/Gold[2] |
| Service Dress White | White | Blue | Blue |
| Summer White | White | Blue | Blue |
| Winter Blue/ Winter Working Blue | Navy Blue | White | Scarlet |
| Dungaree | Blue Chambray | Dark Blue (Eagle Only) | Dark Blue |
| Pea Coat | Navy Blue | White | Scarlet |
| Overcoat (E-4/E-5/E-6 Women) | Navy Blue | White | Scarlet |
| Blue Working Jacket | Medium Blue | White (Eagle Only) | Scarlet |
| [1]Service stripes are worn on Dress Blue/Service Dress White uniforms for men and Service Dress Blue only for women. | | | |
| [2]Gold service stripes and gold chevrons, when authorized, are only worn on the Service Dress Blue uniforms. | | | |

Rating badges are worn on the left sleeve of the garment; centered vertically between the shoulder seam and the elbow, as shown in figure 2-4.

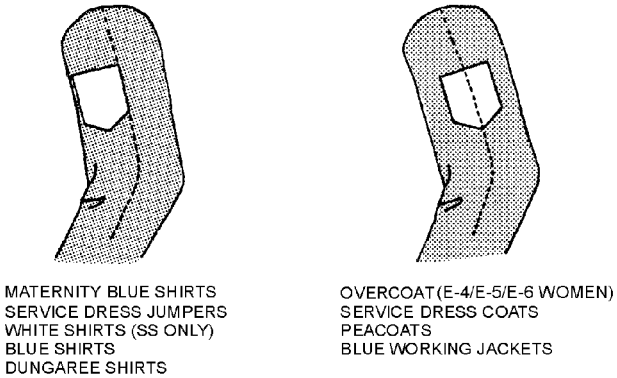


**Figure 2-4. Proper positioning of rating badges.**

## Collar Devices

Petty officers in paygrades E-4 through E-6 wear pewter miniature collar devices on collar tips of the blue windbreaker and the blue raincoat. The collar device depicts a perched eagle over chevrons indicating the wearer's rate. Center the insignia 1 inch from the front and lower edges of the collar and place the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point, as shown in figure 2-5. The perched eagles face toward the front (inward).

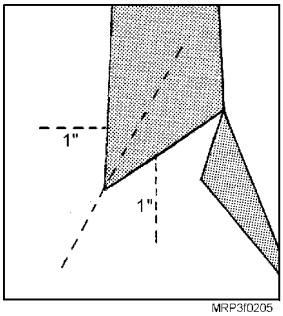


**Figure 2-5. Proper positioning of collar devices.**

## Cap Devices

You are already familiar with the cap device for E-l through E-6 personnel. It consists of an oxidized, silver, spread eagle, with oxidized silver block letters "USN" placed horizontally between the wing tips and centered above the eagle's head.

This device is worn on the women's combination hat, garrison cap, and beret. It also is worn on the tropical helmet.

Service stripes are worn on Dress Blue/Service Dress White uniforms for men and Service Dress Blue only for women.

Gold service stripes and gold chevrons, when authorized, are only worn on the Service Dress Blue uniforms.

With local prescribing authority authorization, petty officers may wear insignias on command ball caps. The insignias worn on ball caps consist of an eagle and chevrons of either silver or bright gold finish. Petty officers entitled to wear gold rating badges and service stripes on their Service Dress Blue uniforms wear gold chevrons vice silver on their cap device. The device is centered on the front of the ball cap 1 1/4 inches above the visor. This command ball cap insignia may be worn by E-4 through E-6 personnel.

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**REVIEW QUESTION**

Q9. Chevrons on rating badges worn on the pea coat of both male and female Sailors measure 3 1/4 inches wide.

1. True
2. False

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## GROOMING STANDARDS

**Learning Objective:** Recognize the regulations concerning male and female grooming standards.

Grooming standards are based on several elements—including neatness, cleanliness, safety, military image, and appearance in uniform. The standards are not intended to be overly restrictive or designed to isolate Navy men and women from society. The limits are reasonable; they ensure that personal appearance contributes to a favorable military image, yet they allow a degree of individuality. The seeming difference between the policy on grooming for male and female members is simply recognition that there is a difference between the sexes—mustaches and sideburns for men, longer hair and cosmetics for women.

### GROOMING STANDARDS FOR MEN

Hair will be neat and clean and present a groomed appearance. Hair above the ears and around the neck will be tapered from the lower hairline upward at least 3/4 inch. Hair on the back of the neck may not touch the collar. Hair will be no longer than 4 inches and groomed so that it does not touch the ears or collar, extend below the eyebrows when headgear is removed, or interfere with proper wearing of the headgear. The primary consideration is a neatly groomed hairstyle in relation to the individual's type of hair.

Sideburns are permitted, but they are to be even width (not flared) and end with a clean-shaven horizontal line. Sideburns cannot extend below the middle of the ear. In most instances, mustaches also are permitted but must be kept neatly trimmed so that they don't appear ragged. No eccentricities, such as long, drooping mustaches, are permitted.

Such articles as pencils, pens, watch chains/fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, or pipes must not be worn or carried exposed upon the uniform. Wristwatches, bracelets, and inconspicuous rings (one ring per hand is authorized, plus a wedding ring), but no oddities of dress, such as earrings, are permitted. While in uniform, men may wear one necklace or choker; but it must not be visible.

Navy personnel assigned to Marine Corps units, when wearing Marine Corps uniforms, shall abide by the grooming standards established for Marines; otherwise, when wearing Navy uniforms (including fatigues), they must abide by Navy regulations.

### GROOMING STANDARDS FOR WOMEN

Hair must be neatly arranged and styled to present a feminine appearance but may not fall below the lower edge of the uniform collar. No hair is to show under the front brim of the hat. The only ornaments permitted in the hair are bobby pins (inconspicuously arranged) and barrettes (two maximum) of a color that matches the hair.

Fingernails must not exceed 1/4 inch measured from the tip of the finger. Nail polish must be a soft shade, complementary to the skin tone.

Cosmetics should be of conservative color and applied sparingly. No eccentricities or faddishness of dress, jewelry, or grooming is permitted. No pencils, pens, pins, handkerchiefs, or jewelry may be worn or exposed on the uniform. Earrings must be the 6-mm ball (approximately 1/4 inch) type with a brushed matte finish; either the screw-on or post type may be worn. E-6 and below must wear silver earrings; CPOs and officers must wear gold. Small single pearl earrings are authorized for dinner or formal dress uniforms. While in uniform, women may wear one necklace or choker; but it must not be visible.

The wearing of the maternity uniform is mandatory for all pregnant women in the Navy when a uniform is prescribed and regular uniforms no longer fit.

## REVIEW QUESTION

Q10. While in uniform women may wear both a necklace and a choker.

1. True
2. False

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## SUMMARY

This chapter has covered the Navy's view of discipline as a method of training that corrects, molds, strengthens, or perfects mental faculties and character. The general authority and organizational authority of a petty officer was explained as well as what a lawful order means. You have seen how unique the Navy is in giving you added responsibility and letting you develop to the fullest. You know how to report a violation properly by using the report chit. You have seen the processing of a chit through the chain of command, and you are aware of the importance of the rights of the accused.

You should understand that along with your responsibility you need to use good judgment when reporting major offenses. Some ideas were presented on how to correct minor violations through counseling, extended working hours, or the temporary loss of special privileges.

No matter what your position, as a petty officer, you are a disciplinarian for the Navy. You will use at one time or another every form of discipline to get the job done. How you fare will depend on your approach. As a petty officer, you have the responsibility to help maintain good order and discipline within the Navy. When you place a person on report, you are stating that all other methods to maintain good order and discipline have failed. That means the only action left is for the command to take appropriate disciplinary action against the person who has violated the *UCMJ*. Do not treat serious charges and grievances lightly. Seek the advice of someone in authority.

As a petty officer, you not only will be watched by your superiors but also by your subordinates and peers. The time you take at the barbershop/beauty shop getting a neat haircut will not only keep you looking sharp in the eyes of the civilian community and your shipmates but will give you pride in yourself. The sea bag of clothing issued to you at enlistment is to be maintained and updated with the appropriate uniforms throughout your Navy career. Take pride in your crow (slang for PO rating badge). Make sure it is sewn on properly. Your appearance in uniform reflects the pride you have in the Navy and your self-respect. Wear your uniform with pride and dignity; you'll not go wrong.

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*United States Navy Regulations*, Department of the Navy, Washington, DC, 1990.

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## REVIEW ANSWERS

A1. **(2)** The purpose of EMI is to correct a training deficiency; however, depriving someone of normal liberty is not a purpose of EMI.

A2. **(1)** As per the U*niform Code of Military Justice*, EMI will not be assigned nor conducted on the member's Sabbath.

A3. **(2)** Your responsibility as a petty officer never ends. It is a 24-hour-per-day duty that can be very trying at times.

A4. **(1)** Placing a person on report means letting the proper authority know of the apparent misconduct. Your notification can be oral or in the form of a written report.

A5. **(1)** You should not question any suspect but should leave that task to personnel with proper training. However, if the situation does occur, make sure you properly advise that person of his or her rights under article 31 of the *UCMJ*.

A6. **(2)** A complaint of wrong is a very serious charge and should not be made lightly. The first step is to seek advice from someone in authority.

A7. **(4)** The captain decides the type of court martial to award based on the nature, time, and place of the offense based on article 16 of the *UCMJ*.

A8. **(2)** This type of behavior usually is not serious enough for placing a person on report. However, it does require some form of action by you such as counseling.

A9. **(1)** Although male and female rating badges are different sizes on other uniforms, the rating badge on the pea coat is the same size.

A10. **(2)** While in uniform, women may use one necklace or choker, but it must not be visible.

# CHAPTER 3
# QUALITY OF LIFE

The Navy's most valuable asset is its people. As a future petty officer, you have the requirement to help safeguard this asset. The Navy has taken great pains to set up programs to train and help you manage and nurture the quality of life of this resource.

The purpose of this chapter is to provide you information on programs that support the Department of the Navy Core Values Charter, shown in figure 3-1. To do this, the importance of promoting quality of life issues will be presented first. Then you will be provided with information on specific programs that benefit the Sailor.

## PURPOSE

**Learning Objective:** Recognize the purpose of quality of life programs.

Why is it so important to know about these programs? As a future petty officer and leader, you must be able to help your people. You must be aware that resources are available to help in different situations. Then you must be able to direct your people to the right person or source to get the information or help they need.

> *I am a man, and nothing human can be of indifference to me.*
>
> —Terence The Self-Torturer

The purpose of quality of life programs is to promote the effective use of the Navy's human assets. Thus, the various programs within this system have been designed to allow individuals the chance to develop their capabilities to the maximum. This development of abilities promotes sound leadership, which strengthens the chain of command. As the chain of command exercises good leadership principles, the entire Navy benefits by seeing an improvement in areas such as the following:

- Management
- Order and discipline
- Acceptance of responsibility
- Authority and accountability
- Pride and professionalism
- Motivation
- Retention

## PROGRAMS

**Learning Objectives:** Recognize the purpose of the personal excellence program. Recognize how to help shipmates in regard to personal financial management. Recognize programs available in the quality of life initiative. Recall the purpose of the casualty assistance calls officer. Recall the military cash awards program. Recall the Navy's family housing policy. Recall the equal opportunity and human rights elements of leadership programs and policies.

When individuals use their full potential, the Navy, in turn, reaches its goal of improved combat readiness and capability. The Navy encourages people to use their potential by instilling a sense of pride and professionalism as well as the desire for personal excellence. The Navy achieves its goal through people like you who work to improve and develop individual leadership and counseling skills. Good leadership and counseling results in personnel stability and improved communications.

The quality of life initiative has the following major programs:

- Personal Excellence
- Family Support
- Equal Opportunity
- Navy Alcohol and Drug Abuse
- Health and Physical Readiness
- Navy Family Housing

Each of these programs will be described in detail. By using these programs properly, you will enhance your leadership and management skills. As a leader, you must be familiar with each of these programs to be able to properly support your people and the chain of command.

# Department of the Navy

# CORE VALUES CHARTER

***As in our past, we are dedicated to the Core Values of Honor, Courage and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service - active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission; deter conflict around the globe and, if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage and Commitment as our abiding duty and privilege.***

## "HONOR"

***I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.***

*I will:*

- *Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.*
- *Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.*
- *Be honest and truthful in my dealings within and outside the Department of the Navy.*
- *Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.*
- *Encourage new ideas and deliver bad news forthrightly.*
- *Fulfill my legal and ethical responsibilities in my public and personal life.*

## "COURAGE"

***Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.***

*I will:*

- *Have the courage to meet the demands of my profession and the mission entrusted to me.*
- *Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.*
- *Overcome all challenges while adhering to the highest standards of personal conduct and decency.*
- *Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.*

## "COMMITMENT"

***The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves.***

*I will:*

- *Foster respect up and down the chain of command.*
- *Care for the professional, personal and spiritual well-being of my people.*
- *Show respect toward all people without regard to race, religion or gender.*
- *Always strive for positive change and personal improvement.*
- *Exhibit the highest degree of moral character, professional excellence, quality and competence in all that I do.*

| Commandant of the Marine Corps | Chief of Naval Operations | Secretary of the Navy |
|---|---|---|

NAVSO P-3682
S/N 0516I P7544800

PCN NO. 21700500009

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**Figure 3-1. Department of the Navy Core Values Charter.**

## REVIEW QUESTION

Q1. The purpose of quality of life programs is to promote effective use of human resources.

1. True
2. False

---

## PERSONAL EXCELLENCE PROGRAM

The purpose of this program is to promote the personal development of Navy members in order to contribute to their self-satisfaction, morale, and quality of life. It also benefits the quality of the Navy and the American society. The program focuses internally on Navy personnel and, where feasible, externally on our nation's school age population, pre-school through twelfth grade. The four principal goals of the Personal Excellence Program are education, health/fitness, citizenship, and the Navy Personal Excellence Partnership Program.

Personal excellence is the achievement of an individual's highest potential in education, health/fitness, and citizenship. The acquisition of knowledge and skills, health habits, and basic personal values can best be promoted in service to others in the community. That is as true for Navy personnel as it is for young people in the United States who are the focus of the Navy Personal Excellence Partnership Program.

### Education

Education has a twofold definition. In relation to Navy personnel, it consists of the multiple avenues for personal intellectual growth and achievement. It includes programs to improve basic competencies under the Navy Skill Enhancement Program (SEP). In relation to external partnerships, education refers to subjects, such as reading, writing, English, foreign languages, math, science, computer skills, geography, history, humanities, social studies, and knowledge of other cultures.

### Health/Fitness

Health promotion programs are those activities that promote a healthy lifestyle. These programs include physical fitness, sports, nutrition, weight/body fat management, alcohol and drug abuse prevention, smoking prevention or cessation, stress management, back injury prevention, and high blood pressure screening and control. The Navy Personal Excellence Partnership Program addresses these topics as well as personal safety in the use of car restraints and motorcycle helmets.

### Citizenship

This personal excellence goal addresses the development of core values. They are the fundamental qualities of morally and socially responsible members of American society, including the Navy person and his or her family. The focus of the citizenship aspect of the Personal Excellence Program is on the following core values:

- Integrity—honesty, honor, and responsibility
- Professionalism—competence, teamwork, and loyalty
- Tradition—concern for people, patriotism, courage, and personal values

The citizenship focus of the Navy Personnel Excellence Partnership Program cultivates the same values but concentrates on their effect on American society. Additionally, this program highlights personal responsibility for one's actions, justice, compassion, respect for self and others, and community service.

### Navy Personal Excellence Partnership Program

This aspect of the personal excellence effort functions externally within the community. It is a collaborative effort among Navy commands, public and/or private sector organizations, and schools or youth organizations. The intent is to obtain and pool resources and volunteers for the purpose of strengthening the personal excellence of American youth. The long-term goal of this program is to promote a sense of self-worth and to reinforce in young people the knowledge, traits, attitudes, and skills essential for responsible citizenship and effective participation in the American work force.

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## REVIEW QUESTIONS

Q2. The Personal Excellence Program focuses externally on our nation's schools through what grade?

1. 12th
2. 8th
3. 6th
4. 4th

Q3. The long-term goal of the Personal Excellence Partnership Program includes an effort to promote

1. Navy values
2. self-worth
3. responsible citizenship
4. both 2 and 3 above

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## FINANCIAL RESPONSIBILITY

Financial management is the responsibility of every Sailor in the Navy. As a second class petty officer, you will have many occasions to counsel and advise your people on their personal financial management, responsibilities, and debts. In today's society, finance is very complex and difficult even for experienced wage earners. If a person does not manage money wisely, the repercussions can be devastating and cause a bad credit rating that could last for years. In addition, indebtedness is a prosecutable offense under the *UCMJ*.

You can help your people gain knowledge about finances that will help them balance their income, savings, and spending. Navy men and women should adopt a system of accounting to keep their financial matters straight. Many of our young, inexperienced Sailors do not effectively manage their money. Many coming straight out of school to the Navy have not had to deal with earning and budgeting.

Every command assigns financial counseling as a collateral duty to a qualified Sailor. These Sailors attend a financial counseling training session given by the Navy to provide them with knowledge and tools to help Sailors budget and manage their money. The *Basic Military Requirements* (*BMR*), NAVEDTRA 14277, has a very comprehensive section on financial management. You should review the BMR material to reacquaint you with facts that will help you when counseling, advising, and training your people on financial affairs. Some of the information may be elementary to you. However, because many young Navy members often do not grasp these facts, they get into financial trouble. If you are thoroughly familiar with these basics, you will be in a better position to help your shipmates with their financial management. Keep in mind, the Family Support Program also provides financial counseling and classes for Sailors and their spouses. Encourage your people in need of personal financial help to seek counseling. The Navy also provides information in OPNAVINST 1740.5, *Personal Financial Management*.

## FAMILY SUPPORT PROGRAM

> *Commanders are responsible for providing the opportunity for a reasonable quality of life for Navy personnel and their families. It is both ethical and pragmatic for Navy leaders to care for their families - ethical because it is the right thing to do and pragmatic because care of Navy members and their families directly impacts upon job performance, retention, and readiness. Navy members must be able to concentrate their energy on the successful accomplishment of the Navy mission.*
>
> —OPNAVINST 1754.1A

The Navy family matters! Healthy families contribute to combat readiness and career retention. To promote high-quality family life in the Navy, the CNO set up the Family Support Program in 1979. The program's mission is to increase readiness and retention of service members by providing information, resources, and services that support and enrich the lives of Navy families as well as single Sailors. The Family Support Program includes Family Service Centers, the Family Advocacy Program, Family Home Care Programs, and the Casualty Assistance Calls Program.

### Family Service Centers

All bases with 500 or more active-duty members have installation Family Service Centers (FSCs). They are located throughout the United States and at many overseas locations. FSCs offer a variety of programs for single and married Sailors and their families. While individual FSCs will tailor services and programs to fit the needs of the local military community, all centers offer 13 core programs. These programs fall into one of three areas: (1) information and referral, (2) education and training, and (3) counseling.

**INFORMATION AND REFERRAL.—** Resources for the family are abundant. Often active-duty members and families require assistance in obtaining specific information about relocating to a new duty station and establishing themselves in the military community. Each FSC has an information and referral specialist who provides assistance and makes specific referrals for services and programs available on base and in the civilian community. FSCs also have

a team of relocation assistance personnel available to locate information about present and future duty stations. Welcome Aboard Packages for bases are available as well as the Standard Installation Topics Exchange (SITES), which lists general information for military installations worldwide.

**PREVENTIVE EDUCATION AND ENRICHMENT.—**A proverb states, "An ounce of prevention is worth a pound of cure." FSC staffs have an interest in positive family growth. Every local center sponsors a wide variety of classes on subjects ranging from balancing family budgets to spouse employment. These classes are opportunities to gain and improve on family skills, thereby avoiding a crisis before it develops.

**SHORT-TERM NONMEDICAL COUNSELING.—**Sailors and their families occasionally need professional support while they are trying to cope with some situation or problem. Often many personal, financial, marital, and family problems can be resolved with short-term counseling. FSCs offer such counseling through counselors and social workers who hold recognized professional credentials. The aid of these counselors may be a starting point for referral to another type of counseling, such as pastoral counseling by a Navy chaplain, long-term counseling by a Navy medical officer, or other forms of counseling conducted by civilian agencies. Many counseling services at the FSC are confidential; however, some are not. Information about confidentiality is provided to all counseling customers before counseling begins. Confidentiality information is available by calling the FSC and requesting to speak with any counselor about the privacy act in regard to FSC counseling services.

### Family Advocacy Program

> *Child and spouse abuse are unacceptable and incompatible with high standards of professional and personal discipline. Abusive behavior by DON personnel destroys families, detracts from military performance, negatively affects the efficient functioning and morale of military units, and diminishes the reputation and prestige of the military service in the civilian community.*
>
> —SECNAVINST 1752.3

Every year active-duty members, spouses, and children die as a result of domestic violence. The Family Advocacy Program (FAP) was established by the Department of Defense to address issues relating to this social problem. The FAP is implemented worldwide on all military installations by every branch of the services. Spouse abuse and child abuse have a negative effect on military readiness, effectiveness, and good order and discipline.

**GOALS.—**The five primary goals of the FAP are as follows:

1. Prevention
2. Victim safety and protection
3. Offender accountability
4. Rehabilitative education and counseling
5. Community accountability/responsibility for a consistent and appropriate response

The FAP pursues these goals through prevention programs, identification of domestic violence, investigation of alleged incidents, reports to appropriate military and community response agencies, and treatment of families identified. Commanding officers are ultimately responsible for victim safety and the successful implementation of the FAP within their commands. The FAP staff is located within each FSC.

**PETTY OFFICER RESPONSIBILITY.—**Petty officers should be aware of the FAP and its resources. Further, petty officers are responsible to report all alleged cases of abuse or neglect to the family advocacy representative (FAR). As a representative of the military community, the FAR will coordinate case management and report to appropriate agencies.

### Family Home Care and Family Care Policy

The demands of Navy lifestyles make parenthood challenging. By taking full advantage of the resources available, parents can make their lives, and their children's lives, more rewarding and less stressful.

Navy parents have more help available to them than ever before because of FSC programs and expanding childcare options. FSCs provide information, referral, educational, and other counseling services designed to help parents and their children. Childcare is always a big concern—and often a big headache—for parents. The capacity of Navy-operated childcare facilities is not always enough for the number of children eligible to use them.

The Family Home Care (FHC) Program allows spouses of Navy members to care for children of Navy personnel in government quarters. FHC serves over 30 commands stateside and overseas. Those who wish

to open their homes for day care must complete training that includes cardiopulmonary resuscitation (CPR) instruction. Child care providers involved in the FHC Program must purchase insurance, which is available through the Navy Personnel Command (NAVPERSCOM) at a nominal fee. A professional monitor ensures that the childcare offered is of the highest quality by providing training, screening and background checks, and monthly visits to FHC homes.

The nature of naval service dictates that members must be ready to deploy on short notice and be able to execute fully their military and professional duties. Planning to ensure the care of family members and dependents is of great value and is required of every service member. It is especially important for single members with dependents and members of dual military couples with dependents. Therefore, the Navy requires all single parents and dual military couples with children to complete a Family Care Plan Certificate, NAVPERS 1740/6, which provides a plan for dependent care arrangements. The plan must include details, such as who will provide care for the children during the parent's normal duty hours, temporary additional duty (TAD) assignments, and deployments, as well as other pertinent information. The parent also must provide a will with guardianship provisions and a power of attorney authorizing medical care. OPNAVINST 1740.4, *Department of the Navy Family Care Policy*, outlines the family care plan and specifies the information parents must include on the certificate.

Some people worry that their status as a single parent may hurt their Navy career, but this simply is not true. As long as parents keep an up-to-date family-care certificate in their record, they have no limits on what they can achieve. Parenting in the Navy is not easy, but an understanding of Navy policy can help a Sailor's career run smoothly. Parents should realize the Navy expects them to accept full responsibility for the care of their children as well as their job requirements.

**REVIEW QUESTIONS**

Q4. FSCs are on all bases with which of the following minimum number of active-duty personnel?

1. 100
2. 500
3. 1,000
4. 1,500

Q5. FSCs offer programs for married sailors ONLY.

1. True
2. False

**Casualty Assistance Calls**

The broad purpose of the Casualty Assistance Calls Program (CACP) is to offer support to the next of kin of Navy members involved in a casualty. The Navy seeks to accomplish this through personal visits by a uniformed Navy representative called a casualty assistance calls officer (CACO). Only an officer with a minimum of 2 years of active duty or a qualified senior enlisted member of paygrade E-7 or above may serve as a CACO. Persons given the task of CACO normally assume this responsibility as their primary duty; it takes precedence over all assigned duties.

The CACP offers support in the following ways:

- Assuring the next of kin of the Navy's interest in their well-being
- Showing concern for members reported missing while the search for them is under way
- Extending sympathy in the case of death
- Helping survivors adjust to situations imposed upon them by a tragic circumstance

## MILITARY CASH AWARDS PROGRAM

The Military Cash Awards Program (MILCAP) was developed to encourage individuals to suggest practical ways to reduce costs and improve productivity in the Navy, Department of Defense, and other federal government operations. MILCAP provides for payment of cash incentives based on the amount of money saved by a suggestion. If you think you know a better, cheaper, or more efficient way to get a job done, check into OPNAVINST 1650.8. This instruction gives all the details on how to submit your suggestions and inventions to the Navy for consideration. You may help the Navy to improve its way of doing business and get a cash reward to boot.

## NAVY FAMILY HOUSING PROGRAM

The Navy's Family Housing Program will continue to be a high priority for quality of life issues. The Navy's mission assures that military members have suitable housing in which to shelter themselves

and their families. Congressional and Department of Defense policy requires that the civilian housing market be the primary source of housing for military personnel. Authority for construction of military family housing occurs when the civilian housing market cannot meet the needs of the local military community.

- Military family housing Navywide numbers more than 70,000 units.
- Resource sponsorship (funding) of the Navy Family Housing Program is under the Deputy Chief of Naval Operations.

The Navy reviews its housing construction plan annually based on a Military Family Housing (MFH) survey sponsored by the Naval Facilities Engineering Command (NAVFACENGCOM). There is a continuing effort to get more funding to modernize existing units.

**Policy**

Navy policy concerning family housing is as follows:

- All military members with dependents, including single parents attached to deployable units, are eligible for MFH.
- Single parents in MFH may receive authority for live-in housekeepers.
- A member married to a member not drawing Basic Allowance for Housing (BAH) and assigned to ships homeported at the same location may receive assignment to MFH.
- A member married to a member simultaneously deployed will have no requirement to vacate the house.
- The basis for bedroom entitlement is on family composition for enlisted personnel and junior officers, but includes both rank and family composition for assignment of senior officers.
- Members can accept shelter payment for housing foster children in MFH.
- All members assigned to an unaccompanied overseas tour have assurance of continued occupancy in MFH.
- Dependents of members who die in the line of duty may keep housing without charge for 90 days from the death of the member.

**Housing Referral Services**

Every Sailor, with the receipt of permanent change of station (PCS) orders, receives direction to check in with Housing Referral Services (HRS) before contracting for community housing. The HRS clerk will help in locating safe, affordable community housing when military housing is unavailable.

The following are additional services provided to naval personnel by HRS:

- Members may get a listing of available rental units.
- Members may get a list of units/agents on the sanction list. Members may not enter into contract with agents on the sanction list.
- Members may list their property for rent or sale.

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**REVIEW QUESTION**

Q6. Single parents in MFH may receive authority for live-in housekeepers.

1. True
2. False

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## EQUAL OPPORTUNITY PROGRAM

*The objective of the Equal Opportunity program is to promote positive command morale and quality of life and to provide an environment in which all personnel can perform to the maximum of their ability unimpeded by any institutional or individual biases based on racial, ethnic, gender, or religious stereotypes.*

—OPNAVINST 5354.1D

As a petty officer, you are in charge of maintaining good morale. You can only achieve this by treating all people equally and by giving everyone an equal chance to learn new skills and benefit from the many opportunities available in the Navy. The Navy's Equal Opportunity (EO) Program assures that Navy personnel have equal access to the opportunities and rewards of the Navy organization. The EO Program guarantees the rights of equality of opportunity and treatment for all, regardless of race, ethnicity, religion, gender, or national origin within constraints of the law.

If unequal or unfair treatment exists, it will show up quickly in low personnel performance. Mix unequal or unfair treatment with poor leadership and you have the makings of trouble. Active use of equal and fair treatment coupled with good leadership provide a successful formula for outstanding performance. Always remember to treat others the way you want them to treat you.

### Equal Opportunity and Human Rights as an Element of Leadership

The qualities of an effective leader were previously described. Now you will study an element that is part of basic leadership. It is equal opportunity. All personnel should set an outstanding example, motivate subordinates, and always enforce standards to prevent discrimination. There is no room in the Navy for discrimination. We must enforce the standards set for us to make sure race, ethnicity, religion, gender, or national origin within constraints of the law are not factors in the treatment of our people or their families on or off base.

EO, treatment, and understanding of cultural differences are all parts of leadership and supervision. By practicing EO, you will attain and maintain a high state of moral and military effectiveness. EO must aim toward a Navy environment in which consideration and treatment are equal to all based on individual effort, performance, conduct, diligence, and talent.

The achievement of EO and human rights is part of meeting the challenge of high moral, ethical, and behavioral standards. Making sure these standards are upheld and not degraded through ignorance, neglect, or indifference is the responsibility of all Navy personnel. Senior petty officers betray their juniors when they fail to support EO or fail to insist that others support EO. Similarly, a senior does not fulfill his or her responsibility to the Navy by tolerating laxity, slackness, lack of discipline, or unmilitary behavior by those over whom the senior has supervisory responsibility.

Therefore, as an element of leadership, EO and human rights enhance the total quality of life of Navy personnel. They also increase the capability of the Navy to fulfill its mission.

### Command Managed Equal Opportunity

The Command Managed Equal Opportunity (CMEO) Program ensures that equal opportunity exists at the unit level. CMEO is a tool for detecting and preventing discrimination. Under this program, individual commands are required to monitor their EO climate, conduct command assessments, provide EO training, and ensure proper handling and reporting of complaints and incidents. An environment in which equal opportunity exists for all members is essential to attaining and maintaining high command morale, discipline, readiness, and military effectiveness. CMEO aids in achieving these goals.

### Command Assessment Teams

Conducting a successful and effective EO program requires each command to accurately assess its current EO status. The command assessment focuses on the treatment and achievements of individuals. It also looks at the overall effectiveness of command EO programs and the follow-up actions on previous EO issues. The assessment uses command demographic information (factors such as age, race, ethnicity, gender, rank, paygrade, designator, and rating). This is a formal assessment that includes the command assessment team (CAT) and data sources.

The CAT is a group of command personnel trained to plan and conduct a command assessment. They also are trained to analyze the data they collect. CATs receive training from a CNET activity, MTT, or EOPS from a major command or staff. The command must record this training in the member's service record. The following guidelines apply to the CAT:

- Mandatory membership includes the executive officer (XO), at least one department head, and the command master chief (CMC) or equivalent. When a command has a command career counselor and/or personnel officer and/or legal officer, they should be members. Remaining members should be a cross-section of paygrades, genders, races, and departments of the command. All CAT members, including those who have mandatory membership, must receive formal training. The commanding officer has the prerogative to increase the size or scope of the CAT. Regardless of team composition, final responsibility for CAT effectiveness remains with the commanding officer.

- Members of the CAT who have not participated as an active member for over 24 months must repeat the formal training.

- Members of the CAT should complete the *Equal Opportunity in the Navy* nonresident training course (NAVEDTRA 13099-E) within 3 months of assignment to the assessment team.

- Prospective CAT members must have a minimum of 18 months remaining from their assignment date before their PRD (does not apply to mandatory membership).

**DATA SOURCES.—**The CAT receives specific training in using the following resources to conduct command assessments:

- Command training records, records on the Sailor of the month/quarter/year award file, meritorious mast records, records on discrimination and sexual harassment complaints, and retention files
- Interviews to gain valuable information, such as what is actually happening in a command as well as what people perceive is happening and how they feel about it
- Observations (made without disturbing the environment or injecting a bias) to determine what people actually do or how they behave and interact
- Surveys to detect the command climate

**COLLECTION AND MAINTENANCE OF DEMOGRAPHIC DATA.—**One of the primary functions of the annual command assessment is collection of demographic data on retention, advancement, and discipline. Each command determines the most effective method of data collection for its organization. All commands take the following steps in the collection and maintenance of demographic data:

- Classify all demographic data collection and analysis by race/ethnic group, gender, paygrade, rating, division, and department.
- Collect and analyze all reenlistment and separation data (raw numbers and percentages). Retention data include personnel who are eligible to reenlist as well as those who are ineligible. Separation data show types of separations by race/ethnic group.
- Analyze advancement data on personnel in zone for advancement. Data show those personnel who are eligible for advancement, are recommended for advancement, were advanced, passed but were not advanced, and failed.
- Analyze military justice data, including the number and proportion of persons put on report, screened by the executive officer (XO), dismissed, and assigned extra military instruction (EMI). Also analyze the number and proportion of persons referred to commanding officer's mast and to courts-martial and the results of those masts and courts-martial. Analyze types of punishment for similar offenses between race/ethnic groups and by gender for disparities in severity of punishment.

Retain demographic data and the results of the command assessment for at least 36 months and then destroy them.

**ACTION PLANNING.—**Once commands identify specific issues, they can address those problems systematically. The CAT first defines and analyzes the problem and then generates and evaluates courses of action. Finally, it recommends to the commander the most appropriate courses of action. The command then develops plans of actions and milestones (POA&Ms) to monitor its effectiveness.

**Sexual Harassment**

Sexual harassment is a type of sex discrimination. Like all discrimination, it is prohibited. It violates the standards of honesty, integrity, and impartiality required of all DON personnel. All Navy personnel have a responsibility to maintain a working environment free of sexual harassment. Additionally, off-duty behaviors that affect the military workplace may be considered to be sexual harassment.

SECNAVINST 5300.26C defines sexual harassment as follows: "A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or,

B. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or,

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment."

Leaders must set the example in treating all people with dignity and respect. Sexual harassment in any form must not be ignored or condoned. Individuals who believe they have been sexually harassed should be encouraged to address their concerns or objections. Additionally, the recipients of sexual harassment must

be assured that they also subsequently will not be the victims of reprisal or retaliation. Leaders and supervisors must foster a positive climate and take appropriate corrective action when conduct is disruptive, provoking, discriminatory, or otherwise unprofessional. All DON personnel, military and civilian, are accountable for their actions and are responsible for treating others with dignity and respect.

**Fraternization**

The Navy historically has relied upon custom and tradition to define the bounds of acceptable personal relationships among its members. The Navy always encourages proper social interaction among officer and enlisted members. Unduly familiar personal relationships between officer and enlisted members traditionally have been contrary to naval custom. Such relationships undermine the respect for authority that is essential to the Navy's ability to accomplish its military mission. Naval custom prevents personnel from using a senior grade or position to show (or give the impression of showing) favoritism or preferential treatment or for personal gain. It also helps prevent officers from becoming involved in other actions that undermine good order, discipline, authority, or unit morale. In a like manner, custom requires that junior personnel recognize and respect the authority inherent in a senior's grade, rank, or position.

*Fraternization* is the traditional term used to identify personal relationships that cross the usual bounds of acceptable senior-subordinate relationships. Although its common application applies to the officer-enlisted relationship, fraternization also includes improper relationships between senior and junior officer members and between senior and junior enlisted personnel.

Fraternization is punishable as an offense under the *UCMJ* when it is prejudicial to good order and discipline or brings discredit to the naval service. This manual cannot cite every act that may be prejudicial to good order and discipline or is service discrediting; the circumstances often have more to do with making the act criminal than the act itself. However, dating, cohabitation, or sexual intimacy between officers and enlisted members is clearly inappropriate. A private business partnership between officers and enlisted persons also is inappropriate. Likewise, such conduct between officers and between enlisted members in which a senior-subordinate supervisory relationship exists is equally inappropriate. Conduct that is fraternization is not excused by a later marriage between the offending parties.

The responsibility for preventing inappropriate relationships rests primarily on the senior member. The Navy expects the senior party to control and prevent the development of inappropriate senior-subordinate relationships. However, since the Navy's fraternization policy applies to both members, both are accountable for their own conduct.

A review by all hands of *Navy Fraternization Policy*, OPNAVINST 5370.2, is required by commands on an annual basis.

**REVIEW QUESTIONS**

Q7. Sexual harassment is NOT allowed in which of the following situations?

1. On or off duty
2. On base/ship
3. Off base/ship
4. All of the above

Q8. Although the common application of fraternization applies to the officer-enlisted relationship, fraternization also includes improper relationships between officer members and between enlisted personnel.

1. True
2. False

## PERSONAL EXCELLENCE PROGRAMS—HEALTH AND FITNESS

**Learning Objectives:** Recognize the petty officer's responsibility in the Navy's drug and alcohol abuse prevention and control program. Recall the programs for counseling and treating personnel with drug and/or alcohol problems. Recall indicators of a potential suicide. Recognize health and physical readiness program initiatives.

### NAVY ALCOHOL AND DRUG ABUSE PROGRAM

*Drug and alcohol abuse is costly in terms of lost man-hours and unnecessary administrative and judicial processing. Additionally it is a critical draw down of morale and esprit de corps. It undermines the very fiber of combat readiness, safety,*

*discipline, judgment, and loyalty. It is not just the abuser who is affected, but the abuser's shipmates as well. "Zero Tolerance" recognizes that drug and alcohol abuse is incompatible with the maintenance of high standards of performance, military discipline, and readiness and is destructive of Navy efforts to instill pride and promote professionalism.*

—OPNAVINST 5350.4B

The war against alcohol and drug abuse has been going on for quite some time. The Navy has lost good people and seen the destruction of many families due to alcohol and drug abuse. The basis of the Navy's Alcohol and Drug Abuse Program (NADAP) is "zero tolerance on and off duty, afloat and ashore." The program begins in recruit training by educating all Navy personnel on the dangers of alcohol and drug abuse. From then on information or classes are readily available for those who want more education on the subject. Additionally, the Navy has trained many highly qualified personnel to help those who abuse alcohol or drugs. Educating and helping abusers have allowed many of our personnel to reenter the mainstream of productivity within our Navy and society.

The Navy has an excellent program to combat alcohol and drug abuse. It is the Navy Alcohol and Drug Safety Action Program (NADSAP). However, the Navy does not work alone in combating alcohol and drug abuse. It works very closely with civilian organizations, such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA), and local and federal authorities.

### Petty Officer's Responsibility

Today's Navy is essentially drug free. Young Sailors know they have chosen a profession that requires a drug-free work place. The Navy's zero tolerance policy is succeeding due to aggressive education programs, leadership involvement, and group peer pressure. Now it is equally important to impart the principles of leadership responsibility, command responsibility, shipmate responsibility, and personal responsibility to the avoidance of alcohol abuse.

This is where you come into play as a future petty officer. You have a responsibility not only to yourself but also to your shipmates and the Navy to help in the war against alcohol and drug abuse. You can help by educating your people on the pitfalls of using alcohol and drugs. If we are to win the battle against alcohol and drug abuse, it will be through the efforts of dedicated petty officers.

We all have problems of one sort or another and at times need help. The Navy has many helping resources available to aid its members. The best resources available to you are usually the senior Navy people around you. Your leading petty officer, division chief, command master chief, and chaplain have the experience, seniority, and knowledge necessary to give you the proper guidance. This does not mean jumping the chain of command, as jumping the chain of command is never a good practice. However, if you find yourself in a situation in which your experience or knowledge will not provide you good judgment, you should inform your seniors of the problem and request their help. Unless the situation requires complete confidentiality, you should not keep your senior petty officer out of the picture. Even then, if the problem is serious enough, such as an incident that could be a violation of the *UCMJ*, you should inform your supervisor. Then you should make sure the problem gets to the proper level within the chain of command for action.

By applying common sense in the handling of any problem whether your own or one of your subordinates, you can reach a solution that is best for all concerned.

**REVIEW QUESTION**

Q9. Which of the following responsibilities does a petty officer have in the prevention of alcohol and drug abuse?

1. Inform seniors of problems regarding alcohol and drug use
2. Apply common sense
3. Educate personnel on the pitfalls of drugs and alcohol
4. All of the above

### Programs and Resources

This section covers the programs and resources available to combat alcohol and drug abuse. These resources are the Navy Alcohol and Drug Safety Action Program (NADSAP), the Drug and Alcohol Program Advisors (DAPAs), the Right Spirit Campaign, Alcohol Treatment Facilities (ATFs), the Navy Drug and Alcohol Counselors (NDACs), and Alcohol Rehabilitation Centers (ARCs).

**NAVY ALCOHOL AND DRUG SAFETY ACTION PROGRAM.—**The Navy has a reputation

for keeping up with the times. Things change and so does the Navy. In 1974 the Navy started its campaign in the war against alcohol abuse with the Navy Alcohol Safety Action Program (NASAP). In 1980 the Navy Drug Safety Action Program (NDSAP) began to combat use of illegal drugs. Several years later the two programs combined to form the Navy Substance Abuse Prevention Program (NASAPP). The program name changed in 1985 to the present title of Navy Alcohol and Drug Safety Action Program (NADSAP). The purpose of NADSAP is the prevention of alcohol misuse and illegal drug use through the process of individual education.

NADSAP provides for the early identification of problem drinkers and alcoholics. NADSAP identifies problem drinkers not only through arrests for traffic violations and driving while intoxicated (DWI) but also through other alcohol-related offenses or incidents. Some of these incidents are job accidents, safety violations, fights, unauthorized absences and other breaches of discipline, family difficulties, or hospital treatment. NADSAP's objective is to promote zero tolerance of alcohol abuse. NADSAP also provides educational programs designed to increase awareness of drug abuse and to educate and positively motivate people with drug abuse problems. The policy for drug abuse is the same as that for alcohol abuse—zero tolerance. Any drug abuse or irresponsible use of alcohol by Navy personnel is viewed as a grievous failure to meet Navy standards and may result in disciplinary action or separation from military service.

**DRUG AND ALCOHOL PROGRAM ADVISORS.—**The DAPAs are responsible for advising commanding officers on all NADSAP matters. These advisors are responsible for setting up command education, prevention, screening, and counseling programs. DAPAs also provide aftercare, probationary supervision, motivational training, and referral services for individuals who have been treated for alcohol abuse and have returned to full duty. All commands have DAPAs assigned as a full-time or a collateral duty. They are your primary points of contact for drug and alcohol abuse problems.

**RIGHT SPIRIT.—**The "Right Spirit" campaign was started in 1996 to improve the quality of life for Navy members and their families and to ensure a safe and productive work environment. Although the use of alcohol is depicted as fashionable in society, alcohol contributes to many of the country's serious health and social problems. The goal of "Right Spirit" is to deglamorize alcohol and prevent alcohol abuse. Navy commands are required to promote an "it's okay not to drink" environment. Preventing alcohol abuse and alcoholism before problems occur greatly benefits the Navy in terms of lost workdays and costly treatment. The campaign includes the following two education programs.

**Alcohol Aware.—**This program is a command-level alcohol abuse prevention and deglamorization course designed for all hands. The goals of the Alcohol Aware program are to make the participants aware of (1) the basic nature of the drug, alcohol; (2) the risks involved in using and abusing alcohol; (3) the Navy's expectations, instructions, and core values; and (4) the definition of responsible use of alcohol. Each participant is asked to evaluate, anonymously, his or her own pattern of drinking to determine if it is appropriate and to make adjustments as needed.

**Alcohol Impact.—**This program is designed for intervention. It is normally given during off-duty hours. Alcohol Impact is not treatment; it is the first intervention step in the treatment of alcohol abuse. It is an intensive, interactive educational experience designed for alcohol incident personnel. The course is primarily an educational tool, but objectives within the course could reveal that a higher level of treatment might be needed.

**ALCOHOL TREATMENT FACILITIES.—**ATFs provide help to fleet and shore commands by counseling personnel involved with drugs and alcohol. Individuals not requiring inpatient treatment may receive help in these nonresident-counseling programs. Many ATFs have a drug and alcohol abuse counselor who provides limited outpatient evaluation and counseling services. ATFs serve as local drop-in and crisis centers. They also provide continuing counseling services for personnel who previously were patients in other rehabilitation facilities and have returned to full duty.

**NAVY DRUG AND ALCOHOL COUNSELORS.—**The NDACs provide evaluation and referral services at ATFs. These counselors are responsible for helping commanding officers process individuals identified as drug or alcohol abusers. They also provide individual and group counseling to drug and alcohol abusers. The NDAC is a contact point for commanding officers and individuals seeking help or information on all matters regarding drug and alcohol abuse.

**ALCOHOL REHABILITATION CENTERS.—**The Navy's ARCs provide a program of intense and

comprehensive rehabilitation. ARCs are for active-duty Navy and Marine Corps personnel who are suffering from alcoholism. These centers are naval activities under a commanding officer. Depending on their location, the centers range in capacity from about 75 to over 200 beds.

**REVIEW QUESTION**

Q10. Which location offers intense and comprehensive drug and alcohol rehabilitation for active duty members?

1. Sick bay
2. ATF
3. ARC
4. All of the above

## SUICIDE PREVENTION

The Navy is very aware that at times our shipmates may be unable to deal with the stress and pressure of Navy life. Some of our shipmates or family may turn to abusive relief, such as drugs and/or alcohol. However, that behavior contributes to the problem; it does not solve the problem. When there seems to be no relief from stress and pressures, they may succumb to the idea of suicide to end their pain.

The Navy has a very aggressive program to identify potential suicide patients. Sailors are provided training periodically, especially around holidays, on what to look for when evaluating someone suspected of having suicidal thoughts. Supervisors and instructors who deal with young Sailors are especially trained in the observance of this behavior. Additionally, specific information for Medical Corps personnel on suicide evaluation can be found in NAVMEDCOMINST 6520.1. Some common behaviors or symptoms of suicide and the intensity of risk associated with each are shown in table 3-1.

Here is a list of conditions that may help you make a positive evaluation of a potential suicide. They are in no special order and are not of equal weight, but the more of these symptoms the individual exhibits the more likely he or she is suicidal.

1. Means. Is a suitable suicidal tool available to the person? This factor carries double weight if the person frequently mentions that he or she has the means.

2. Previous attempt. Recent studies corroborate that approximately 75 percent of accomplished suicides have made a previous attempt.

3. Family history. Statistically, persons who have had a suicide in the family (especially one or both parents) are more likely to commit or attempt suicide than those who have not had a suicide in the family.

4. Lack of roots. Very few persons commit suicide in the town or region of their birth. The farther away from home, family connections, and close friends a person gets, the more likely suicide becomes.

5. Withdrawal. The potential suicide victim often systematically eliminates social contacts. He or she will drop out of clubs, church, and job, and will avoid old friends. The person then can reasonably say, “I’m not needed.”

6. Confusion. The potential suicide victim is unable to separate and evaluate problems. He may say in the same breath, “My wife has left me and I’m two payments past due on the TV set. ” The person cannot deal effectively with a problem because his or her mind is not clear of other problems.

7. Vague illness. The person often will complain about an indefinite physical illness or an “ache-all-over type of feeling.” Chronic psychosomatic signs are important because they reflect a high degree of disorganization.

8. Urge to kill. The potential suicide victim may be seeking revenge; thinking, “You may be sorry when I’m gone.” This is a dangerous attitude because it may lead to homicide.

9. Fear of the future. Although it sounds incongruous, many people commit suicide because they fear death. “I know it’s cowardly to think of suicide,” they say, but actually they are thinking that if they can accomplish suicide they won’t have to fear the things that really worry them.

10. Financial reverse. This situation may cause the loss of status as much as the loss of money.

11. Rationalization. Occasionally the potential suicide victim will attempt an aggressive defense of suicide. This especially is true when the person is following in the footsteps of a relative.

12. Negative protest. This is a tricky factor. If a person tells you in an overemphatic way that he or she is not contemplating suicide, be careful.

13. Feeling of failure. Despite any past successes, the potential suicide will harp on his or her failures, even small ones. They will say they are inefficient, forgetful, and make mistakes that others notice.

**Table 3-1. Common Behaviors or Symptoms of Suicide**

| BEHAVIOR OR SYMPTOM | INTENSITY OF RISK | | |
|---|---|---|---|
| | LOW | MODERATE | HIGH |
| Depression | Mild | Moderate | Severe |
| Isolation/withdrawal | Vague feeling of depression; no withdrawal | Some feeling of helplessness, hopelessness, and withdrawal | Hopeless, helpless, withdrawal, and self-deprecating |
| Daily functioning | Fairly good in most activities | Moderately good in some activities | Not good in any activities |
| Coping strategies | Generally constructive | Some that are constructive | Predominately destructive |
| Significant others | Several who are available | Few or only one available | Only one or none available |
| Psychiatric help in past | None or positive attitude toward | Yes and moderately satisfied with | Negative view of help received |
| Life style | Stable | Moderately stable or unstable | Unstable |
| Alcohol/drug use | Infrequently to excess | Frequently to excess | Continual abuse |
| Previous suicide attempts | None or of low lethality | None to one or more of moderate lethality | None to multiple attempts of high lethality |
| Disorientation/ disorganization | None | Some | Marked |
| Hostility | Little or none | Some | Marked |
| Suicidal plan | Vague, fleeting thoughts but not plan | Frequent thoughts, occasional ideas about a plan | Frequent or constant thought with a specific plan |

When you are counseling a person for any reason and feel there is potential for a suicide, report your concern to the chain of command. DO NOT try to psychoanalyze the person. You are not a psychologist. Keep the following in mind:

- If you feel the person is about to attempt suicide, do not leave the person; call for help.
- If you feel the person has attempted a suicide, report it to the chain of command.
- If you feel the person, for any cause, reason, or circumstance, is thinking of suicide, report it.
- If you feel the person abuses alcohol or uses illegal drugs, that person may have severer problems. Assist this person in getting help from a trained person such as a DAPA.

## HEALTH AND PHYSICAL READINESS PROGRAM

Health and physical readiness are a matter of great concern to the Navy. To ensure the operational effectiveness of the Navy, every member is expected to achieve and maintain standards of physical readiness and participate in a lifestyle that promotes optimal health. This program is designed to support and enhance the physical readiness of all personnel. Physical readiness training is a complete conditioning program designed to reduce excess body fat and develop and maintain flexibility, cardiorespiratory endurance, muscular strength, and the stamina needed to perform routine and emergency tasks. The program is a part of the Navy's Health Promotion Program. This program includes physical fitness and sports, weight/fat control, nutrition education, high blood pressure identification, stress management, smoking

education and prevention, lower back injury prevention, and alcohol/drug abuse prevention.

**Exercise, Physical Fitness, and Weight Control**

Each command is required to ensure personnel meet the Navy's physical readiness standards. All personnel must pass a semiannual Physical Readiness Test (PRT) that consists of meeting height/weight or body fat standards, doing a minimum amount of sit-ups and push-ups, and running a 1.5 mile run within a set time. Personnel who do not meet the Navy's standards or fail the PRT are required to participate in a command remedial program. Command remedial programs are coordinated by each command's fitness coordinator and vary from command to command, but the basic program is controlled through the *Physical Readiness and Personal Excellence Program*, OPNAVINST 6110.1. Counseling and assistance centers and residential rehabilitation centers are available to help personnel conform to Navy PRT standards. Personnel who continually fail the PRT may be ineligible for promotion or reenlistment or administratively separated from the Navy.

All personnel are responsible for maintaining an acceptable state of physical readiness at all times. Participation in a personal physical conditioning program should occur at least three times a week. The individual physical conditioning activities should be at least 40 minutes in duration during which at least 20 minutes is continuous aerobic activity.

Commands provide physical fitness and nutrition education through General Military Training (GMT). GMT should stress healthy food choices, exercise, and lifestyle changes.

Each base has a Morale, Welfare, and Recreation (MWR) department that coordinates an intramural sports program for all commands attached to the base. The intramural sports program promotes morale and helps personnel obtain and maintain an optimum fitness level. All personnel are encouraged to participate in their base's intramural sports program.

**Nutrition Education**

The primary goal of this program is to help Navy personnel become more fit and healthy. We have Navy remedial programs at the command level, counseling and assistance centers, and naval drug rehabilitation centers. These programs educate, counsel, and treat individuals who do not meet standards.

A comprehensive plan guides Navy personnel concerning proper nutrition. Improved training for mess specialists, menu analysis, and increased food options in chow halls are a part of the nutrition education plan.

**High Blood Pressure Identification**

The Navy's goal is for all active-duty personnel, dependents, civilians, and retirees to be aware of the risk factors associated with high blood pressure. The Navy recognizes that high blood pressure is a health problem; Navywide health fairs and some medical sites provide mass screening, education, and referral. Active-duty members receive a high blood pressure screening as a regular part of all medical and dental exams. Navy medical units will provide the control (prescription/medication) and follow-up.

**Stress Management**

Stress is a real part of Navy life, and learning to cope effectively is essential. The goal is for 100 percent participation in stress awareness and education programs for service members, dependents, and civilians. Programs exist in medical units, host commands, and FSCs.

**Smoking Education and Prevention**

The Surgeon General of the United States has determined that the smoking of tobacco is the most preventable cause of illness and death. The Environmental Protection Agency states that involuntary/passive smoking poses a public health risk larger than the hazardous air pollutants from all industrial emissions combined. Medical evidence shows overwhelmingly that the use of tobacco products adversely impacts on the health and readiness of the entire Navy. Tobacco use impairs such critical military skills as night vision and eye/hand coordination. It increases susceptibility to disease. It also impairs cardiorespiratory endurance, exercise tolerance, and stamina. The Department of the Navy (DON) supports the concept that each person has an obligation to preserve one's health. Additionally, the DON recognizes its responsibility to enact and enforce appropriate environmental protective measures to ensure a safe, healthy, and unpolluted work and living environment.

**Lower Back Injury Prevention**

The Navy Health and Physical Readiness Program supports the wellness and physical fitness of all Navy personnel. One element of the program is lower back injury prevention. Back injuries affect over 90 percent of all service members at some point in their careers. Over 50 percent of lost workdays experienced annually by the Navy are due to back injuries. Education programs delivered by physical therapy officers can result in a significant reduction in the incidence of back injuries. These programs contribute to a higher state of physical readiness to meet mission requirements.

## REVIEW QUESTIONS

Q11. To maintain physical readiness, a person should exercise at least three times a week for (a) at least how many minutes total duration and (b) how many minutes of continuous aerobic activity?

1. (a) 60 (b) 40
2. (a) 50 (b) 30
3. (a) 40 (b) 20
4. (a) 30 (b) 25

Q12. The Navy's goal is for what percentage of participation in stress management awareness programs?

1. 75%
2. 85%
3. 95%
4. 100%

## SUMMARY

This chapter introduces the Navy's people programs that address quality of life issues. The main thrust of these programs is to help the Navy reach its goal of sustained combat readiness and capability using all its human potential.

By design, the various programs give all Navy personnel the chance to develop their capabilities to the maximum. In turn, this maximum development promotes sound leadership and strengthens the chain of command. The entire Navy benefits when people perform at their best.

In this chapter, you studied the following programs:

- The Personal Excellence Program—Encourages adherence to and support of education, health/fitness, citizenship, and personal excellence partnerships.
- The Family Support Program—Provides information, resources, and services to support and enrich the lives of Navy families as well as single members.
- The Equal Opportunity Program—Guarantees impartial treatment for all and eliminates unlawful discrimination, thereby creating a favorable climate for maintaining high morale, discipline, and readiness.
- The Navy Alcohol and Drug Abuse Program—Stresses that alcohol and drug abuse costs lost labor hours and unnecessary administrative and judicial processing. The abuse of alcohol and drugs weakens a person's combat readiness, safety, discipline, judgment, and loyalty. Zero tolerance stresses that there is no toleration of alcoholism and drug abuse in the Navy.
- The Health and Physical Readiness Program—Every Navy member should strive to achieve and maintain the highest standard of physical readiness to ensure operational effectiveness in the Navy.
- The Military Cash Awards Program—Provides for payment of cash incentives based on the amount of money saved by a suggestion to reduce costs and improve productivity in the Navy, Department of Defense, and other federal government operations.
- The Family Housing Program—Assures military members that suitable housing is available for them and their families. Construction authority for military housing occurs when the civilian housing market cannot meet military personnel needs.

In addition to these programs, you read about two areas of special concern to the Navy—personal finance and suicide prevention. You, as a supervisor or petty officer, must be knowledgeable in each of these two areas to pass on information and help your subordinates and shipmates whenever possible. The Navy provides counselors in a number of different programs to provide expert advice and assistance.

## REFERENCES


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*Military Cash Awards for Military Personnel for Suggestions, Inventions, Scientific Achievements and Disclosures*, OPNAVINST 1650.8C, Chief of Naval Operations, Washington, DC, 1988.

*Department of the Navy (DON) Policy on Sexual Harassment*, SECNAVINST 5300.26C, Secretary of the Navy, Washington, DC, 1997.

*Family Advocacy Program*, OPNAVINST 1752.2A, Chief of Naval Operations, Washington, DC, 1996.

*Family Advocacy Program*, SECNAVINST 1752.3A, Secretary of the Navy, Washington, DC, 1995.

*Family Service Center Program*, OPNAVINST 1754.1A, Chief of Naval Operations, Washington, DC, 1999.

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*Military Alcohol and Drug Abuse Prevention and Control*, OPNAVINST 5350.4C, Secretary of the Navy, Washington, DC, 2000.

*Navy Equal Opportunity (EO) Manual*, OPNAVINST 5354.1G, Chief of Naval Operations, Washington, DC, 1996.

*Navy Fraternization Policy*, OPNAVINST 5370.2A, Chief of Naval Operations, Washington, DC, 1994.

*Physical Readiness Program*, OPNAVINST 6110.1F, Chief of Naval Operations, Washington, DC, 2000.

## REVIEW ANSWERS

A1. **(1)** The various programs within this system have been designed to allow individuals a chance to develop their capabilities to the maximum.

A2. **(1)** The program focuses internally on Navy personnel and, where feasible, externally on our nation's school age population, pre-school through twelfth grade.

A3. **(4)** The long-term goal of this program is to promote a sense of self-worth and to reinforce in young people the knowledge, traits, attitudes, and skills essential for responsible citizenship and effective participation in the American work force.

A4. **(2)** All bases with 500 or more active duty members have installation Family Service Centers. They are located throughout the United States and at many overseas locations.

A5. **(2)** The program's mission is to increase readiness and retention of service members by providing information, resources, and services that support and enrich the lives of Navy families as well as single sailors.

A6. **(1)** Upon application to the appropriate housing office, single parents may receive authority for live-in housekeepers.

A7. **(4)** Sexual harassment is a type of sex discrimination. Like all discrimination, it is prohibited. It violates the standards of honesty, integrity, and impartiality required of all DON personnel.

A8. **(1)** Fraternization includes improper relationships between senior and junior officer members and between senior and junior enlisted personnel.

A9. **(4)** As a petty officer you have a responsibility not only to yourself but also to your shipmates and the Navy to help in the war against alcohol and drug abuse.

A10. **(3)** The Navy's ARCs provide a program of intensive and comprehensive rehabilitation. ARCs are for active duty Navy and Marine Corps personnel who are suffering from alcoholism.

A11. **(3)** All personnel are responsible for maintaining an acceptable state of physical readiness at all times. Physical conditioning program should occur at least three times per week. The conditioning activities should be at least 40 minutes in duration of which at least 20 minutes should be continuous aerobic activity.

A12. **(4)** Stress is a real part of Navy life and learning to cope effectively is essential. The goal is for 100 percent participation in stress management awareness programs.

# CHAPTER 4
# CAREER INFORMATION

The U.S. Navy is a highly complex organization. It is complex not only because of its ships and sophisticated equipment but also because of its Sailors and their many occupational fields. As a Sailor and a future petty officer, your leadership will help to keep our Navy the g*reatest Navy in the world*.

Nowhere in society today can you advance as fast and as far as you can in the Navy. The opportunities for you to have a successful naval career are limited only by your abilities and efforts. This chapter is designed to get you started on the path to a rewarding naval career. The first section of this chapter deals with the Navy enlisted classification structure. This system is covered because it provides the framework for your career development. The next sections contain information on duty assignments to special programs and projects and the enlisted warfare specialist program. The last section provides information on enlisted service records.

You might be asking yourself, why do I need to know this information? The answer is simple—many Sailors know little about the administrative details that affect their careers. The information contained in this chapter is vital to a successful naval career. It deals with the factors used, in part, to determine where you will be assigned, when you will advance, and what special programs you are qualified to enter.

If you have any questions, contact your leading petty officer, division or department career counselor, command career counselor, or educational services officer (ESO). Because of frequent changes to personnel policies by both the Navy and the Department of Defense, some of the information provided here may have changed by the time you receive this course.

## THE NAVY ENLISTED CLASSIFICATION STRUCTURE

**Learning Objective:** Recall the function and use of the Navy Enlisted Classification (NEC) system.

The Navy Enlisted Occupational Classification System (NEOCS) is presented in *Basic Military Requirements*, NAVEDTRA 14325. NEOCS consists of three major subsystems:

1. Enlisted rating structure
2. Navy Enlisted Classification (NEC) structure
3. Special qualifications

In this chapter, the NEC structure is presented.

The NEC structure supplements the enlisted rating structure. It identifies special knowledge and skills requiring specific recognition not provided by rates and rating—skills that are not rating-wide requirements. Those special skills and knowledge required in specific billets or manpower authorizations are categorized by special NEC codes. These codes are identified by the Chief of Naval Personnel (CHNAVPERS).

When the rating structure alone provides insufficient information for manpower management purposes, the NEC coding system more precisely identifies personnel and manpower requirements. Management continually compares the number of billets requiring special NEC codes with the number of personnel who have the skills and knowledge designated by those codes. It then uses that comparison to plan and control the input of people into the formal courses that prepare them for vacant NEC billets.

The official reference for NECs is the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068, Section II. For more information about NECs, you may contact your division, department, or command career counselor. Your career counselor or your Personnel Support Detachment can provide you with the latest information.

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**REVIEW QUESTION**

Q1. Which of the following does the NEC NOT identify?

1. Skills that are not rating-wide
2. Special knowledge and skills not provided by rate and rating
3. Special skills and knowledge required for a specific billet
4. Special skills obtained through OJT

## PETTY OFFICER QUALITY CONTROL PROGRAM

**Learning Objective**: Recall the purpose of the Petty Officer Quality Control Program.

The Navy needs qualified, responsible people in positions of leadership. Many opportunities and efforts are made to retain experienced Sailors. Some of the opportunities like formal schools for a trade or skill and leadership training would cost a civilian thousands of dollars. We are privileged because the Navy takes care of its highly motivated Sailors by promotion opportunities and advanced schooling. The importance of our welfare is reflected by many programs for the family, recreation, health (hospitals, doctors, etc.), and nonmilitary schools. Sailors are guided to more career opportunities by boards, called Professional Development Boards (PDBs), established by BUPERSINST 1040.5

Additionally, there is an effort by the Navy to ensure that those personnel with problems that affect the Navy adversely are counseled and given help to resolve those problems. In chapter 1, we covered the need for petty officers to counsel subordinates with performance and behavior problems. However, all Sailors need to be aware of the consequences of continued bad performance and behavior, which could lead to retention in the Navy being denied. Career petty officers, usually E-5 and above, are screened by way of the Petty Officer Quality Control Program when there is an indication of deficiencies.

The Petty Officer Quality Control Program can be found in *MILPERSMAN,* article 3410180. Established in 1980, the focus of the Petty Officer Quality Control Program was to provide centralized oversight of career petty officers with identified performance or behavior deficiencies, to provide guidance to improve those deficiencies, and to monitor their performance for improvement. When first established BUPERS screened service records of E-5 and above for performance problems.

As outlined in NAVADMIN 253/96, BUPERS no longer screens service records to identify individuals who should not be reenlisted for performance or behavior deficiencies. This oversight function has been delegated to unit commanding officers. The commanding officer may set up a board as needed to review service records of members who warrant review.

### GENERAL CATEGORIES OF PERFORMANCE

The following quality-standard categories of performance are considered by the commanding officer and, if needed, by the board in their evaluations and recommendations:

- Financial responsibility
- Sobriety
- Leadership
- Military/personal conduct
- Performance of duty
- Willful racism, sexism, or acts that deny equal opportunity to others
- Appearance and compliance with Navy fitness standards

### FUNCTION OF THE REVIEW BOARD

If the board determines that the performance of a petty officer is below standard in one of the above groups, it will take one or more of the following actions:

1. Advise the petty officer that it would be to his or her personal benefit to request a transfer to the Fleet Reserve, Navy Retired List, or Naval Reserve Retired List.
2. Process the petty officer for administrative separation.
3. Enter a letter of warning into the permanent service record of the petty officer. (The member would then require approval from the Chief of Naval Personnel before reenlistment or extension of current service or before other appropriate administrative action.)
4. Recommend denial of reenlistment. (The member would then require approval from the Chief of Naval Personnel before reenlistment or extension of current service or before other appropriate administrative action.)

In addition, members under Petty Officer Quality Control Program review will be informed by letter via their commanding officers. All subsequent requests for reenlistment or extension would be submitted directly to the member's commanding officer. If a service member objects to a decision to deny reenlistment, the commanding officer will forward a denial of reenlistment recommendation to CHNAVPERS (PERS-83). The affected service member shall be provided the opportunity to make a statement. CHNAVPERS (PERS-8) will make the final determination of reenlistment eligibility.

## REVIEW QUESTION

Q2. What is the main purpose of the Petty Officer Quality Control Program?

1. To ensure that only top-performing petty officers reenlist
2. To identify career petty officers with performance or behavior deficiencies
3. To screen the service records of all petty officers
4. To recommend petty officers for collateral assignments

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## SPECIAL PROGRAMS AND PROJECTS DUTY ASSIGNMENTS

**Learning Objective:** Recognize the options for special programs and/or assignments. Recall the eligibility requirements for the Chief Warrant and Limited Duty Officer Program.

The mission of today's Navy is increasing in complexity. To provide for this ever-increasing complexity, the Navy has established special programs to take care of those tasks not assigned to a specific rating or NEC. Once a long-term requirement for a particular skill exists, the applicable program becomes a part of the regular naval organization. If necessary, new ratings may be established for specific skills. This portion of the chapter will acquaint you with some of the duty assignments involved in those special programs and projects. Chapter 9 of the *Enlisted Transfer Manual* (*TRANSMAN*), NAVPERS 15909, outlines special programs not mentioned in this text.

### LAW ENFORCEMENT

Law enforcement, physical security duty, permanent shore patrol, armed forces police detachments, and Navy absentee collection units exist at many shore activities. The armed forces police detachments usually are located overseas where several services are represented. For selection to this type of duty, personnel must have qualities such as common sense, sound judgment, initiative, unquestioned reliability, and honesty. To qualify for law enforcement duty, you must meet the qualifications outlined in chapter 9 of the *TRANSMAN*. If you qualify for this type of duty, you may submit a request through the chain of command to NAVPERSCOM.

### BRIG STAFF DUTY

Brig staff duty throughout the United States and at a few overseas locations provides exceptional opportunities for personnel to enhance their leadership qualities without regard to their military specialty. Personnel must meet certain basic qualifications for this type of duty. They must have served a minimum of 24 months active duty following recruit training, have a clear record, and have a General Classification Test (GCT) or word knowledge score of at least 45. They also must be at least a PO3, be mature and emotionally stable, and be able to issue commands and instructions clearly in the English language. Chapter 9 of the *TRANSMAN* lists the other requirements personnel must meet for this type of duty. Requests should be submitted through your chain of command to NAVPERSCOM.

### U.S. NAVAL CEREMONIAL GUARD

The U.S. Naval Ceremonial Guard is located in Washington, D.C., at the U.S. Naval Station, Anacostia. It is the official ceremonial unit of the Navy and, as such, is a presidential support activity. A component of the naval district in Washington, the Guard performs at functions such as parades, funerals, and various presidential functions. It is a "spit and polish" unit that has attained national recognition and has received many awards for its work.

Non-petty officers are selected for the Guard directly from the recruit training command, and petty officers are selected from those who are eligible for shore duty. Petty officers serve 36-month tours with the U.S. Naval Ceremonial Guard Unit.

### NAVY AIRCREW PROGRAM

One major advantage of being assigned to duty in the Navy Aircrew Program is that you become eligible for flight pay—a form of hazardous duty pay. Chapter 9 of the *TRANSMAN* outlines tour lengths; however, they may vary depending upon the sea/shore code for the activity to which you are assigned. Only enlisted aviation personnel who meet the qualifications for Aircrew Program training, as outlined in the *TRANSMAN*, chapter 9, may qualify for this program. A request for assignment to this program should be submitted to NAVPERSCOM via your commanding officer.

## NAVY SPECIAL WARFARE AND EXPLOSIVE ORDNANCE DISPOSAL PROGRAMS

The Navy special warfare community includes enlisted personnel qualified for assigned secondary NECs 5321, 5322, 5326, 5327, 5332, and 5333. Additionally, these personnel carry the enlisted designator DV (qualified as a diver) or PJ (qualified as a parachutist) or both. Once qualified, personnel may be assigned to special warfare operations as underwater demolition/sea-air-land (UDT/SEAL) team operators or to explosive ordnance disposal operations as explosive ordnance disposal (EOD) technicians. Personnel who request this type of duty must meet the qualifications listed in the *TRANSMAN*, chapter 9. Personnel who successfully complete training may receive specialty pay and assignment to an appropriate billet.

## CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER PROGRAMS

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 presented in the following paragraphs.

The Navy has a continuing need for CWOs to serve as officer technical specialists and LDOs to serve as officer technical managers. The LDO and CWO Programs are the primary enlisted-to-officer Navy sponsored programs that do not require a college education. Competition for entrance into either 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 knowledge by on-the-job training and specialized training through schools and correspondence courses.

### Chief Warrant Officer Program

The Chief Warrant Officer Program provides a direct path of advancement to CWO for outstanding enlisted personnel who have reached the paygrade of E-7 or above. To be eligible for appointment, applicants must meet the following requirements:

- Be a U.S. citizen.
- Be serving on active duty as a CPO, SCPO, or 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 a 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 the 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.

BUPERSINST 1131.1 spells out the application procedures for active and inactive duty personnel for the Chief Warrant Officer Program.

### 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's final multiple must be equal to, or greater than, the lowest final multiple for PASS 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 BUPERSINST 1131.1.

**REVIEW QUESTION**

Q3. What is the maximum length of service allowed for an applicant to the Chief Warrant Officer Program?

1. 12 years
2. 16 years
3. 20 years
4. 24 years

## REQUIREMENTS FOR ENLISTED WARFARE SPECIALIST DESIGNATION

**Learning Objective:** Recall the requirements for enlisted warfare specialist designations.

The purpose of the enlisted warfare specialist designation is to recognize through a formal qualification program exceptional achievement, initiative, and professional qualifications of enlisted personnel.

To qualify as an enlisted warfare specialist, you must complete a qualification program that is part of the personnel qualification standards (PQS). The qualification program consists of general knowledge requirements of the overall mission, engineering capabilities, combat systems and other mission-essential systems, and basic equipment involved in the particular warfare specialty.

### WARFARE DESIGNATORS

The Navy has four enlisted warfare specialist designations: Enlisted Surface Warfare Specialist (ESWS), Enlisted Aviation Warfare Specialist (EAWS), Enlisted Submarine Specialist (ESS), and Enlisted Seabee Combat Warfare Specialist (ESCWS). Figures 4-1 through 4-4 show the designated pins to be awarded after all qualifications have been met and approved.

**Figure 4-1. Enlisted Surface Warfare Specialist insignia.**

**Figure 4-2. Enlisted Aviation Warfare Specialist insignia.**

**Figure 4-3. Enlisted Submarine Warfare Specialist insignia.**

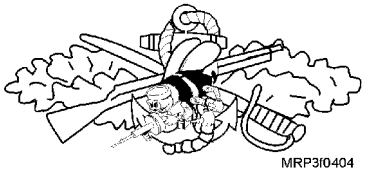


**Figure 4-4. Enlisted Seabee Combat Warfare Specialist insignia.**

### QUALIFICATIONS

For details and the most up-to-date eligibility requirements, consult the following community-specific instruction. The instructions are Enlisted Surface Warfare Specialist Qualification, OPNAV 1414.1; Enlisted Aviation Warfare Specialist Qualification Program, OPNAV 1414.2; Enlisted Requirements for Submarine Qualification,

COMSUBLANT/COMSUBPACINST 1552.16; and Seabee Combat Warfare Qualification, OPNAV 1410.1. The general qualifications to receive a warfare specialist designation are as follows:

- Be assigned to a command authorized to award a warfare specialist designator.
- Be attached for a specific length of time.
- Maintain an overall performance mark set by specific instruction.
- Pass a written and/or oral examination.
- Be recommended by the chain of command.
- Be approved by the commanding officer.
- Obtain a page 13 entry in your service record.

As mentioned above, the instruction for each warfare specialty gives specific qualifications. They include requirements for any waivers, administrative procedures, disqualification guidelines, requalification requirements, and any related PQS requirements.

**REVIEW QUESTION**

Q4. The qualifications for Enlisted Surface Warfare Specialist can be found in what publication?

1. Command instruction
2. NAVSEA instruction
3. CNO instruction
4. OPNAV instruction

## ENLISTED SERVICE RECORDS

**Learning Objectives:** Recognize the contents of the enlisted service record. Recognize the Record of Emergency Data (page 2). Recall the types of information found on the Enlisted Qualification History (page 4).

The enlisted service record is the official history of a person's Navy career. The information contained in the service record starts when you apply for enlistment and is added to throughout your naval service. The record is the property of the Navy and must be safeguarded against loss and against access by unauthorized persons. Service record entries are made by those personnel who are given such authority by the commanding officer. The enlisted service record, NAVPERS 1070/600, is a flat folder containing various forms concerning your enlisted service. Your service record will contain only the forms that apply to you.

The right-hand side has certain forms in a specific order. The order in which these forms are filed has led to their being referred to as pages. For example, your enlistment contract is the first, or bottommost, form. It is referred to as page 1. Some of the forms found in all service records will be discussed later.

Other papers required for safekeeping or record purposes are filed on the left-hand side of the folder. A separator, entitled Career Performance Data, NAVPERS 1070/617, divides the left-hand side. Beneath this separator are your evaluation report and counseling record, commendations, and awards correspondence. If you have a previous enlistment, copies of any Certificates of Release or Discharge from Active Duty, DD Forms 214, are filed beneath the separator. All other papers are filed above the separator in chronological order, the most recent date on top.

Only two forms from the enlisted service record will be discussed in this chapter. The remaining forms are more or less of an administrative nature. Some pages require several sheets during an enlistment. For example, there usually will be several page 13s.

**REVIEW QUESTION**

Q5. Which of the following personnel is/are allowed to make entries in your service record?

1. Immediate supervisor
2. Yourself
3. Authorized personnel
4. Department head

### RECORD OF EMERGENCY DATA

The Dependency Application/Record of Emergency Data, NAVPERS 1070/602, commonly known as page 2, is a multipurpose form and is used for both officer and enlisted personnel.

Part I of this form serves as an application for dependency allowances. It is completed at the recruit training command or first duty station and whenever you gain or lose a dependent.

NAVPERS 1070/602 (Rev. 7-72) (PART II) (BACK)

77. LOCATION OF WILL OR OTHER VALUABLE PAPERS

78. REMARKS

Is beneficiary designation of S

NOTE: THIS FORM DOES NOT DESIGNATE OR CH

79. SIGNATURE OF DESIGNATOR

I have reviewed the data entered on this form and certify
Execute a new NAVPERS 1070/602 if data is not correct.

| DATE | SIGNATURE OF DE |
|---|---|
| | |
| | |
| | |
| | |
| | |

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA

| | | | |
|---|---|---|---|
| 1. UNIT I.D. 63295 | 2. SHIP OR STATION NROTC UNIT, RENSSELAER POLYTECHNIC INSTITUTE, TROY, NY 12180-3590 | | 3. 4. |
| 5. NAME OF SPOUSE | | 6. DATE OF BIRTH OF SPOUSE | 7. RELATIONSHIP |
| 8. PLACE OF MARRIAGE (CITY & STATE OR COUNTRY) | | 9. DATE MARRIED | 10. CITIZENSHIP OF SPOUSE |
| | 11. ADDRESS OF SPOUSE | | 12. DEP |
| 13. NAME OF CHILD OR DEPENDENT | | 14. DATE OF BIRTH | 15. RELATIONSHIP |
| 16. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT) | | | 17. DEP |
| 18. NAME OF CHILD OR DEPENDENT | | 19. DATE OF BIRTH | 20. RELATIONSHIP |
| 21. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT) | | | 22. DEP |
| 23. NAME OF CHILD OR DEPENDENT | | 24. DATE OF BIRTH | 25. RELATIONSHIP |
| 26. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT) | | | 27. DEP |
| 28. NAME OF CHILD OR DEPENDENT | | 29. DATE OF BIRTH | 30. RELATIONSHIP |
| 31. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT) | | | 32. DEP |
| | 33. NAME OF FATHER | | |
| 34. ADDRESS OF FATHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 35) | | | 35. DEP |
| 35 NAME OF MOTHER | | | |
| 37. ADDRESS OF MOTHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 37) | | | 38 DEP |
| 41. WERE YOU PREVIOUSLY MARRIED? YES NO | 42. PRIOR MARRIAGE DISSOLVED BY DEATH ANNULMENT DIVORCE | 41. DATE | 42. PLACE (CITY & STATE OR COUNTRY) |
| 43. WAS SPOUSE PREVIOUSLY MARRIED? YES NO | 44. PRIOR MARRIAGE DISSOLVED BY DEATH ANNULMENT DIVORCE | 45. DATE | 46. PLACE (CITY & STATE OR COUNTRY) |

| | | | |
|---|---|---|---|
| 47. OTHER | 48. ADDRESS | 49. RELATIONSHIP | |
| 50. NEXT OF KIN OF SPOUSE (NOT HUSBAND, WIFE OR MINOR CHILD) | 51. ADDRESS | 52. RELATIONSHIP | |
| 53. BENEFICIARY(S) FOR UNPAID PAY AND ALLOWANCES | 54. ADDRESS | 55. RELATIONSHIP | 56. % |
| 57. PERSON TO RECEIVE ALLOTMENT IF IN A MISSING STATUS. SUBJECT TO SECNAV DETERMINATION | 58. ADDRESS | | 59. % 80 |
| 60. BENEFICIARY(S) FOR GRATUITY PAY (NO SPOUSE OR CHILD SURVIVING | 61. ADDRESS | 62. RELATIONSHIP | 63. % |
| 64. LIFE INSURANCE DATA (NAME OF CO) (DO NOT INCLUDE SGLI) | 65. ADDRESS | 66. POLICY NUMBER | |

| | | | | | |
|---|---|---|---|---|---|
| 67. RELIGION | 68. | 69. | 70. RANK/RATE MIDN | 71. PAGE 1 | 72. OF PAGES 1 |
| 73. NAME OF DESIGNATOR (LAST, FIRST, MIDDLE) | | | 74. SSN | 75. USN | 76. USNR |

NAVPERS 1070/602 (Rev. 7-72) S/N 0106-LF-018-6035 PART II BUREAU OF NAVAL PERSONNEL

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**Figure 4-5. Dependency Application/Record of Emergency Data (page 2), NAVPERS 1070/602.**

Part II of this form (fig. 4-5) provides an immediately accessible, up-to-date record of emergency data for casualty reporting and notification of the next of kin. Therefore, you should have this part of the form updated whenever any of your dependents have a change of address or change of status. If your page 2 was updated at a command with an automated data system, it will look a little different than figure 4-5; the information, however, will be the same.

## ENLISTED QUALIFICATIONS HISTORY

The Enlisted Qualifications History, NAVPERS 1070/604, is page 4 of the service record. The initial page 4 is prepared by the classification section at the Military Entrance Processing Station (MEPS). This form is a permanent part of your enlisted service record and accompanies you throughout your active-duty or inactive-duty career. Subsequent page 4s are prepared by your command after a section becomes filled with entries. The page 4 has a wealth of information that is of considerable value to you and the Navy. It includes but is not limited to the following:

1. Education experience level (highest grade completed, General Education Development [GED]). See figure 4-6, section 1.
2. Classification/Armed Services Vocational Aptitude Battery (ASVAB) testing qualifications. (This section is to be completed by enlisted classifiers only.) See figure 4-6, section 2.
3. Off-duty education/non-required Navy correspondence courses (Scholastic Aptitude Test [SAT], American College Test [ACT] scores). See figure 4-7, section 3.
4. Training courses (courses qualifying the member to operate or maintain specific types of equipment). See figure 4-7, section 4.
5. Navy service schools/military training courses. See figure 4-8, section 5.
6. Correspondence courses required for advancement. See figure 4-8, section 6.
7. Navy Enlisted Classification (NEC) codes. See figure 4-9, section 7.
8. Personnel advancement requirements. See figure 4-9, section 8.
9. Rate advancements. See figure 4-9, section 9.
10. Designators (special warfare, etc.). See figure 4-9, section 10.
11. Awards (personal military decorations and unit awards). See figure 4-10, section 11.
12. Personnel Qualification Standards (PQS). See figure 4-11, section 12.

ENLISTED QUALIFICATIONS HISTORY

1. EDUCATIONAL EXPERIENCE LEVEL

| GED (HS) EQUIVALENT TEST | | | COLLEGE LEVEL GENERAL EXAMS | | PRESENT LEVEL OF EDUCATION | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| DATE ISSUED | ISSUING STATE | INIT | DATE PASSED | INIT | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | | | | | |

2. CLASSIFICATION/ASVAB TESTING QUALIFICATIONS

| TEST FORM ID | DATE ADMIN. | AFQT | GS | AR | WK | PC | NO | CS | AS | MK | MC | EI | VE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |

ASVAB ADMINISTERED BY:

SPECIAL TEST SCORES

| NAME | FORM | DATE | SCORE |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

CLASSIFIER'S SIGNATURE:

MRP3f0406

**Figure 4-6. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 1 and 2.**

3. RECORD OF OFF-DUTY EDUCATION/VOC/TECH TRAINING AND NON-REQUIRED CORRESPONDENCE COURSES

| NUMBER/TITLE OF COURSE OR TEST | SCHOOL | DATE COMPLETED | GRADE | INIT | NUMBER/TITLE OF COURSE OR TEST | SCHOOL | DATE COMPLETED | GRADE | INIT |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
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4. OTHER TRAINING COURSES/INSTRUCTIONS COMPLETED

| DATE COMPLETED | TYPE OF COURSE AND/OR INSTRUCTION | DURATION | LOCATION | INIT |
|---|---|---|---|---|
| | | | | |
| | | | | |
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| | | | | |

| NAME (Last, First, Middle) | SOCIAL SECURITY NUMBER | BRANCH AND CLASS |
|---|---|---|
| | | |

NAVPERS 1070/604 (Rev. 7/91)
S/N 0106-LF-012-2500

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**Figure 4-7. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 3 and 4.**

36

5. NAVY SERVICE SCHOOLS/MILITARY TRAINING COURSES

| COURSE TITLE/SCHOOL | NEC | DATE ENROLLED/COMPLETED | COURSE TITLE/SCHOOL | NEC | DATE ENROLLED/COMPLETED |
|---|---|---|---|---|---|
| | | | | | |

| COURSE LENGTH | GRADE | MANNER OF COMPLETION | INIT | COURSE LENGTH | GRADE | MANNER OF COMPLETION | INIT |
|---|---|---|---|---|---|---|---|
| | | ☐ GRADUATED ☐ DROPPED | | | | ☐ GRADUATED ☐ DROPPED | |

| COURSE TITLE/SCHOOL | NEC | DATE ENROLLED/COMPLETED | COURSE TITLE/SCHOOL | NEC | DATE ENROLLED/COMPLETED |
|---|---|---|---|---|---|
| | | | | | |

| COURSE LENGTH | GRADE | MANNER OF COMPLETION | INIT | COURSE LENGTH | GRADE | MANNER OF COMPLETION | INIT |
|---|---|---|---|---|---|---|---|
| | | ☐ GRADUATED ☐ DROPPED | | | | ☐ GRADUATED ☐ DROPPED | |

6. CORRESPONDENCE COURSES REQUIRED FOR ADVANCEMENT

| DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER | DATE COMPLETED | INIT | DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER | DATE COMPLETED | INIT |
|---|---|---|---|---|---|
| | | | | | |
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**Figure 4-8. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 5 and 6.**

| 7. NAVY ENLISTED CLASSIFICATIONS | | | | 8. PERSONNEL ADVANCEMENT REQUIREMENTS | | |
|---|---|---|---|---|---|---|
| PRIMARY CODE | SECONDARY CODE | DATE | INIT | DESCRIPTION | DATE COMPLETED | INIT |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| 9. ENLISTED RATE/RATING | | | | 10. DESIGNATOR RECORD | | | |
|---|---|---|---|---|---|---|---|
| RATE | DATE | TIME IN RATE | INIT | DATE | DESIGNATOR | QUAL/REVOCATION | INIT |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

| NAME (Last, First, Middle) | SOCIAL SECURITY NUMBER | BRANCH AND CLASS |
|---|---|---|
| | | |

NAVPERS 1070/604 (Rev. 7/91) PAGE 2 4

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**Figure 4-9. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 7-10.**

36

| 11. AWARDS | | | | |
|---|---|---|---|---|
| AWARD NAME | DATE OF AWARD | AUTHORITY | ADV PNTS | INIT |
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| NAME (Last, First, Middle) | SOCIAL SECURITY NUMBER | BRANCH AND CLASS |
|---|---|---|
| | | |

NAVPERS 1070/604 (Rev. 7/91) PAGE 3 4

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**Figure 4-10. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Section 11.**

36

| 12. PERSONNEL QUALIFICATION STANDARDS (PQS) | | | | | | | |
|---|---|---|---|---|---|---|---|
| PQS TITLE | PQS STATION # | DATE | INIT | PQS TITLE | PQS STATION # | DATE | INIT |
| | | | | | | | |
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| | | | | | | | |

| NAME (Last, First, Middle) | SOCIAL SECURITY NUMBER | BRANCH AND CLASS |
|---|---|---|
| | | |

NAVPERS 1070/604 (Rev. 7/91) PAGE 4 ☆ U.S. GOVERNMENT PRINTING OFFICE: 1996—604-002/42422

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**Figure 4-11. Enlisted Qualifications History (page 4), NAVPERS 1070/604, Section 12.**

When you reenlist, a new NAVPERS 1070/604 is prepared for the Field Service Record. A copy of all previously completed page 4s will be maintained in the Field Service Record (right side). All originals are forwarded to the Bureau of Naval Personnel for inclusion in your permanent service record.

When you are discharged from the Navy, you will be given copies of all of your page 4s. Upon application for reenlistment, your page 4s should be presented to the recruiter along with a copy of your DD 214.

## FLEET RESERVE AND RETIREMENT

**Learning Objectives:** Recognize the Fleet Reserve and retirement program.

One of the major attractions of a military career has always been the retirement package. Most members become eligible for retirement after 20 years of service, regardless of age, rate, or rank. Military retirement rights and benefits provide not only an element of security, but also an opportunity to embark on a second career while still enjoying many benefits of the first. In this section, you will find information on the benefits you will receive upon retirement and where to go for help or information.

Before making a decision to retire, you should talk with your career counselor about your retirement rights and benefits and how to apply for retirement or transfer to Fleet Reserve. You also should make every effort to attend a retirement seminar given at your command. You will be given useful information that may help you in making your decision. Certain changes to the military retirement system have been proposed. To ensure your information on retirement rights and benefits is up to date, contact your command career counselor.

### CATEGORIES OF RETIREMENT

There are different categories of retirement. This section will briefly describe the Fleet Reserve, the Regular Navy Retired List, the Naval Reserve Retired List, the Retired Reserve, Temporary Disability Retired List, and the Permanent Disability Retired List. In some cases, Congress and the President can authorize application for retirement by Temporary Early Retirement Authority (TERA) message for an early retirement after 15 years of service. The TERA program lasts only for short periods and only when reduction in forces is needed. For detailed information on the TERA program, contact your career counselor.

The following are categories of retirement with a brief description of each:

**Fleet Reserve** — The Fleet Reserve was established to provide experienced personnel for the first stages of mobilization during an emergency or in time of war. Therefore, the Fleet Reserve is made up of former enlisted members of the regular Navy or Naval Reserve who can fill such billets without further training. As an enlisted member of the regular Navy or Naval Reserve, you are eligible for transfer to the Fleet Reserve upon the completion of at least 20 years of active service in the armed forces. While serving as a member of the Fleet Reserve, you may be ordered to active duty without your consent. After you have completed 30 years of service (which includes active-duty and Fleet Reserve time combined), you will be transferred to the retired list.

**Regular Navy Retired List** — Any enlisted member of the regular Navy who has completed at least 30 years of active federal service may be retired upon application. Unlike transfer to the Fleet Reserve, the 30-year retirement is a right guaranteed by law. As a retired member, you may be ordered to active duty in time of war or national emergency at the discretion of the Secretary of the Navy. You may not be ordered to active duty under any other conditions without your consent.

**Naval Reserve Retired List** — The Naval Reserve Retired List is composed of members of the Naval Reserve who are entitled to receive retired pay. Retired members of the Naval Reserve may be ordered to active duty without their consent. However, this may be done only if the Secretary of the Navy, with the approval of the Secretary of Defense, determines that the Navy does not have enough qualified reservists in an active status.

**Retired Reserve** — The Retired Reserve consists of reservists who have been transferred to the Retired Reserve List without pay.

**Temporary Disability Retired List** — The Temporary Disability Retired List consists of members who are temporarily unable to perform the duties of their rank or rating because of a physical disability.

**Permanent Disability Retired List** — The Permanent Disability Retired List consists of members who are permanently unable to perform the duties of their rank or rating because of a physical disability.

## BENEFITS OF RETIREMENT

Retirement benefits available at the conclusion of a Navy career are superior, in many respects, to similar plans in civilian life. On a day-to-day basis, the most important difference is that service members pay nothing toward the accumulation of their benefits.

Retired personnel and their dependents may be entitled for life to many of the same medical services provided their active-duty counterparts. However, these benefits have been severely curtailed during recent years. Retirees and their dependents also have the privilege of making purchases in commissaries, exchanges, and ship's service stores. Retired members have the privilege to use U.S. armed forces' base facilities subject to the availability of space and facilities, the capabilities of the command, and any overseas agreements.

Retired personnel often do not realize that they may be entitled to many benefits from the Department of Veterans Affairs (VA) and from the state in which they reside. These benefits may include employment counseling, home and farm loans, unemployment compensation, burial rights, and VA benefits for veterans with disabilities.

## TRANSFER TO FLEET RESERVE

A transfer to the Fleet Reserve requires that you complete 2 years at your duty station and submit the application no sooner than 12 months or later than 6 months before your requested transfer date. Send applications for Fleet Reserve to the Chief of Naval Personnel (PERS-273). Submit NAVPERS 1830/1 in quadruplicate and NAVPERS 1070/621 (Agreement to Extend) or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) as appropriate. Refer to *MILPERSMAN*, article 3855180, for more detailed information.

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### REVIEW QUESTION

Q6. As a retired member with 30 years of service you may be ordered to active duty by which of the following personnel?

1. Chief of Naval Operations
2. Vice President of the United States
3. Secretary of the Navy
4. Vice Chief of Naval Operations

## SUMMARY

The Navy offers many programs to help you develop a rewarding, successful career in the Navy. The "key" to these opportunities is knowing the administrative details that can affect your career.

Several factors affect your Navy career—your NECs, your varied assignments, and enlisted warfare specialist designations. Other factors such as evaluations are discussed in *Basic Military Requirements*, NAVEDTRA 14325.

For many Sailors, eligibility for the Fleet Reserve or retirement is an important factor in deciding to make the Navy a career. As a career Sailor, your eventual retirement should be a consideration in every decision made during your naval service. Planning for post-retirement finances and job opportunities should begin as early as possible in your career.

## REFERENCES

*Basic Military Requirements*, NAVEDTRA 14325, Naval Education and Training Professional Development and Technology Center, Pensacola, FL, 1999.

*Enlisted Transfer Manual*, NAVPERS 15909G, Bureau of Naval Personnel, Washington, DC, 2000.

*In-Service Procurement for Appointment Under the Active and Inactive Limited Duty Officer and Chief Warrant Officer Programs*, BUPERSINST 1131.1, Department of the Navy, Bureau of Naval Personnel, Washington, DC, 1993.

*Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068F, Bureau of Naval Personnel, Washington, DC, 1990.

*Naval Military Personnel Manual*, NAVPERS 15560C, Bureau of Naval Personnel, Washington, DC, 1999.

## REVIEW ANSWERS

A1. **(4)** The NEC structure supplements the enlisted rating structure. It identifies special knowledge and skills requiring specific recognition not provided by rates and rating, skills that are not rating-wide requirements and those special skills and knowledge required in a specific billet.

A2. **(2)** The Petty Officer quality Control Program is an effort by the Navy to ensure that those personnel with problems that effect the Navy adversely are counseled and given help to resolve those problems.

A3. **(4)** Applicants for CWO must have completed at least 12 years but not more than 24 years of service on 16 January of the year in which application is made.

A4. **(4)** For details and most up-to-date eligibility requirements for Enlisted Surface Warfare Specialist consult OPNAV 1414.1.

A5. **(3)** Service record entries are made by those personnel who are given such authority by the commanding officer.

A6. **(3)** A retired member with 30 years of service may be ordered to active duty without his or her consent only by the Secretary of the Navy.

# CHAPTER 5

# UNITED STATES MILITARY ORGANIZATION

*I can imagine no more rewarding career. And any man who may be asked in this century what he did to make his life worthwhile, I think can respond with a good deal of pride and satisfaction: "I served in the United States Navy."*

—President John F. Kennedy

After graduating from Navy recruit training, you went on to your first school or duty station. At that time you were probably either a seaman recruit or a seaman apprentice. As you progressed to seaman, you learned from others. You were trained to stand watches and perform your job properly. As you go up in rate you will receive additional responsibilities and authority along with the privileges of each new paygrade. At this time, you are preparing for advancement to petty officer third class and above.

Depending upon where you are stationed, you may be assigned to any variety of positions of authority. You even may be called upon to help in some of the training of your shipmates. The experience and training you have gained while moving up the advancement ladder will be a valuable asset to you in performing your present and future duties.

In this chapter, you will study the military organization and some typical military duties a petty officer class will be expected to perform.

## MILITARY ORGANIZATION OTHER THAN DEPARTMENT OF THE NAVY

**Learning Objectives:** Recall the mission and function of the President, Secretary of Defense, secretaries of the military departments, Chairman and Joint Chiefs of Staff, and the unified combatant commands of the U.S. Armed Forces.

While standing watch as petty officer of the watch (POOW), you will on many occasions be "passing the word" for official visitors to your ship or station. Words such as "COMPHIBRON FIVE, arriving" or "COMDESGRU TWO, departing" are examples of the proper way to announce arrivals or departures. You will need to know the names and abbreviations and be aware of the missions of major commands within the Department of the Navy. On many quarterdecks there are pictures of members of the chain of command (COC) and any other COC or officials deployed at that command. You should become familiar with them for sight recognition.

In addition as a second class petty officer knowing the military chain of command starting with the Commander in Chief of the United States Armed Forces will serve as a foundation for military bearing. Knowing the "big" picture and the importance of each activity's role in the chain of command will aid you in understanding and explaining to subordinates how our military works.

### PRESIDENT (COMMANDER IN CHIEF)

Article II, section 1, of the Constitution provides that the executive power shall be vested in a President of the United States of America. The President shall hold office for a term of 4 years, together with the vice president, chosen for the same term. In addition to the powers set forth in the Constitution, the statutes have conferred upon the President specific authority and responsibility covering a wide range of matters. The President is the administrative head of the executive branch of the government, which includes numerous agencies, both temporary and permanent, as well as the 14 executive departments.

The President's power as the Commander in Chief of the Armed Forces is extensive. That power increases in war or any other national emergency. For example, the President may declare an emergency and call out the military reserves. He or she may even order the armed forces into military action before Congress actually declares war. Often in cases of national emergency of vital American interests, a President has referred a matter to Congress after the fact.

## REVIEW QUESTION

Q1. What article of the Constitution provides that the executive power shall be vested in a President of the United States?

1. V
2. II
3. III
4. IV

## DEPARTMENT OF DEFENSE

The President, as the Commander in Chief, heads the military chain of command within the Department of Defense (DoD). The Commander in Chief is kept abreast of all matters affecting the ability of the DoD to defend the United States and its allies. Figure 5-1 shows the DoD chain of command.

The DoD is responsible for providing the military forces needed to deter war and protect the security of our country. As of 1999, the major elements of these forces are the Army, Navy, Marine Corps, and Air Force, consisting of approximately 1.4 million men and women on active duty. They are backed, in case of emergency, by the approximately 1.5 million members of the Reserve and National Guard. In addition, there are about approximately 742,000 civilian employees in the Defense Department.

The DoD is comprised of the offices of the Secretary of Defense (SECDEF), the Joint Chiefs of Staff (JCS) and their supporting establishments (the Departments of the Army, Navy, and Air Force), and various unified and specified commands. The DoD carries out the military policies of the United States. Its function, simply stated, is to maintain and employ armed forces to accomplish the following:

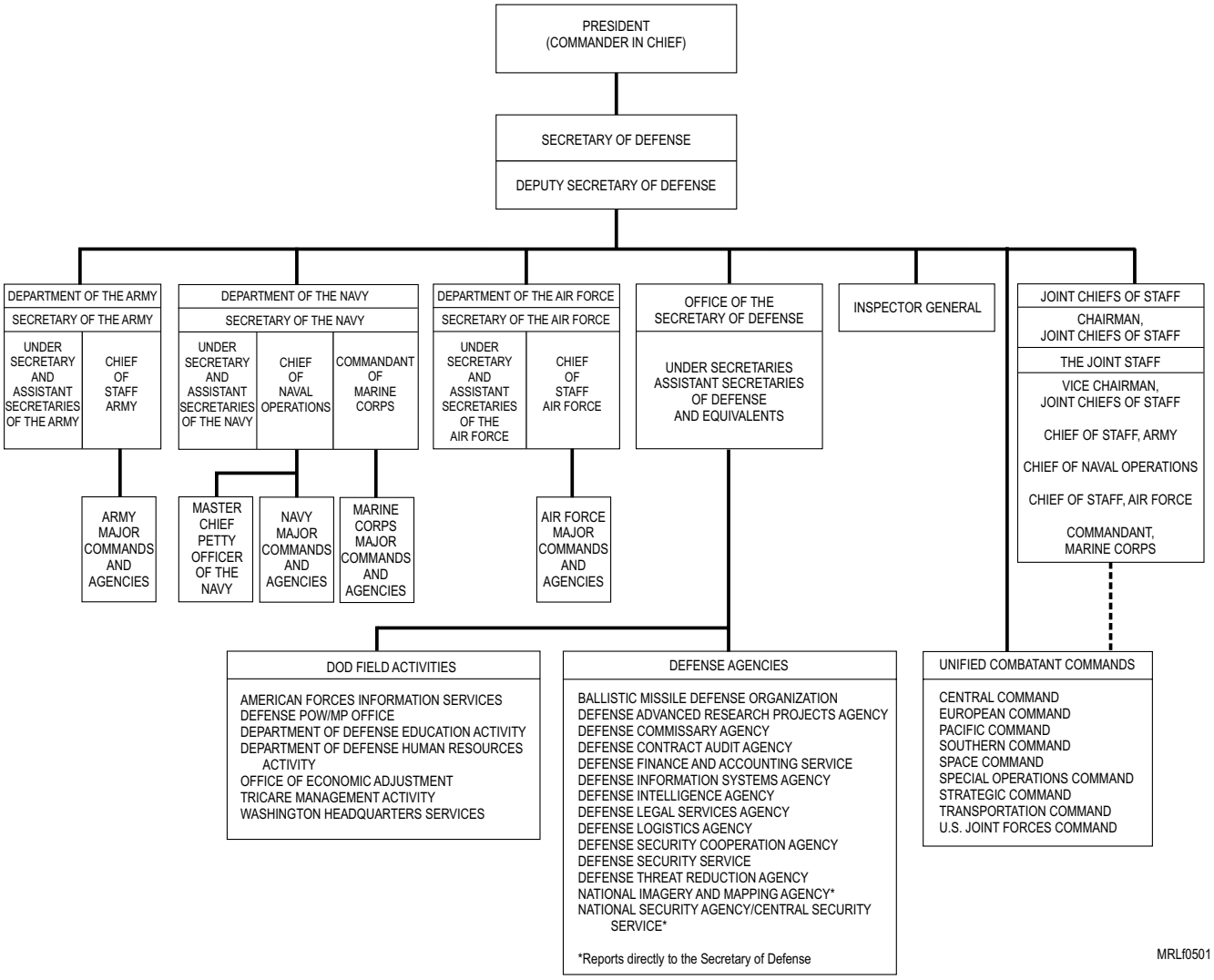


**Figure 5-1. DoD chain of command.**

- Support and defend the Constitution of the United States against all enemies.
- Protect the United States, its possessions, and areas vital to its interests.
- Advance the policies and interests of the United States.
- Safeguard the internal security of the United States.

The DoD is headed by the SECDEF, who is appointed to the President's cabinet and the National Cabinet Security Counsel.

**Secretary of Defense**

The National Security Act Amendments of 1949 redesignated the National Military Establishment as the Department of Defense and established it as an executive department with the SECDEF as its head. Since that time, many legislative and administrative changes have occurred, evolving the department into the structure under which it currently operates.

Under the President, the SECDEF, by virtue of an executive order, has responsibility for all the President's functions involving the DoD. Those functions include the President's powers, duties, and authorities. As the President's principal assistant in DoD matters, the SECDEF reports to the President on all DoD military matters. SECDEF authority includes the separately organized military departments of the Army, Navy, and Air Force; the Joint Chiefs of Staff; the unified combatant commands; and various defense agencies established for specific purposes. The SECDEF is the principal defense policy adviser to the President. SECDEF is responsible for the formulation of general defense policy and policy related to DoD, for the execution of approved policy, and for exercising direction, authority, and control over the DoD.

Under the SECDEF, each military department (the Department of the Navy [DoN] includes naval aviation and the United States Marine Corps) is separately organized under its own secretary and functions under the authority, direction, and control of the SECDEF. The secretary of each military department is responsible to the SECDEF for the operation and efficiency of his or her respective department. Orders to the military departments are issued by the SECDEF through the secretaries of these departments, or their designees, under authority specifically delegated in writing by the SECDEF, or provided by law. The commanders of the unified combatant commands are responsible to the President and the SECDEF for accomplishing the military missions assigned to them and exercising command authority over forces assigned to them. The operational chain of command runs from the President to the SECDEF to the commanders of the unified combatant commands. The Chairman of the Joint Chiefs of Staff functions within the chain of command by transmitting the orders of the President or the SECDEF to the commanders of the unified combatant commands.

**Joint Chiefs of Staff**

The Joint Chiefs of Staff consist of the Chairman; the Vice Chairman; the Chief of Staff, U. S. Army; the Chief of Naval Operations; the Chief of Staff, U.S. Air Force; and the Commandant of the Marine Corps. Supported, subject to the authority of the chairman, by the Joint Staff, they constitute the immediate military staff of the SECDEF. The chairman is the principal military adviser to the President, the National Security Council, and the SECDEF. The chairman is appointed by the President with approval from Congress. The other members of the Joint Chiefs of Staff are military advisers who may provide additional information upon request from the President, the National Security Council, or the SECDEF. They also may submit their advice when it does not agree with that of the Chairman. The vice chairman of the joint chiefs acts as chairman in the absence of the chairman. Subject to the authority of the President and the SECDEF, the chairman is responsible for the following:

- Assisting the President and the SECDEF in providing for the strategic direction and planning of the armed forces
- Allocating resources to fulfill strategic plans
- Comparing the capabilities of American and allied armed forces with those of potential adversaries
- Preparing and reviewing contingency plans that conform to policy guidance from the President and the SECDEF
- Preparing joint logistic and mobility plans to support contingency plans
- Recommending assignment of logistic and mobility responsibilities to the armed forces to fulfill logistic and mobility plans

The chairman advises the SECDEF on critical deficiencies and strengths in force capabilities

(including manpower, logistic, and mobility support) and assesses the effect of such deficiencies and strengths on meeting national security objectives and policy and on strategic plans. He or she establishes and maintains a uniform system for evaluating the preparedness of each unified combatant command to carry out assigned missions. The chairman advises the SECDEF on the priorities of the requirements identified by the commanders of the unified combatant commands. He or she determines the extent to which program recommendations and budget proposals of the military departments and other DoD components for a fiscal year conform to priorities established in requirements of the unified combatant commands. He or she is responsible for submitting to the SECDEF alternative program recommendations and budget proposals, with guidance provided by the SECDEF, to achieve greater conformance with priorities established by the unified combatant commands. The chairman also advises the SECDEF on the extent to which major programs and policies of the armed forces in the area of manpower conform to strategic plans and assesses military requirements for defense acquisition programs. Additionally, the chairman:

- Formulates doctrine and training policies and coordinates military education and training
- Represents the United States on the Military Staff Committee of the United Nations
- Performs such other duties as may be prescribed by law or by the President and the SECDEF
- Convenes and presides over regular meetings of the Joint Chiefs of Staff
- Assists the Joint Chiefs in carrying on their business as promptly as practicable
- Schedules issues for consideration by the Joint Chiefs

The chairman, while so serving, holds the grade of general or admiral and outranks all other officers of the armed forces. The vice chairman of the Joint Chiefs performs duties assigned by the chairman, with the approval of the SECDEF. The vice chairman acts as chairman when there is a vacancy in the office of the chairman or in the absence or disability of the chairman. The vice chairman, while so serving, holds the grade of general or admiral and outranks all other officers of the armed forces except the chairman of the Joint Chiefs of Staff.

The Joint Staff under the chairman of the Joint Chiefs of Staff assists the chairman and, subject to the authority of the chairman, the other members of the Joint Chiefs of Staff in carrying out their responsibilities. The Joint Staff is headed by a director who is selected by the chairman in consultation with the other members of the Joint Chiefs of Staff, and with the approval of the SECDEF. Officers assigned to serve on the Joint Staff are selected by the chairman in approximate equal numbers from the Army, Navy, Marine Corps, and Air Force. The Joint Staff is composed of all members of the armed forces and civilian employees assigned or detailed to permanent duty to perform the functions assigned to the chairman of the Joint Chiefs of Staff.

**Unified Combatant Commands**

The unified combatant commands are military commands with broad continuing missions for maintaining the security and defense of the United States against attack; supporting and advancing the national policies and interests of the United States and discharging U.S. military responsibilities in their area of responsibility; and preparing plans, conducting operations, and coordinating activities of the forces assigned to them in accordance with the directives of higher authority. The unified combatant commands are part of a military Unified Command Plan subject to the direction of the President. The commanders of the unified combatant commands exercise command authority over forces assigned to them under the authority, direction, and control of the SECDEF, also subject to direction of the President. The latest change to the Unified Command Plan, signed by President Clinton September 30, 1999, changed missions and replaced the U.S. Atlantic Command with the U.S. Joint Forces Command. The change also included the mission to assist civil authorities in the event of an attack or accident involving weapons of mass destruction and to strengthen the United States' ability to counter cyberwarfare. The operational chain of command runs from the President to the SECDEF to the commanders of the unified combatant commands. The chairman of the Joint Chiefs of Staff functions within the chain of command by transmitting to the commanders of the unified combatant commands the orders of the President or the SECDEF. Subject to the authority, direction, and control of the SECDEF, the chairman of the Joint Chiefs of Staff serves as the spokesman for the commanders of the unified combatant commands, especially on the operational requirements of their commands. The unified combatant commands are as follows:

- U. S. Joint Forces Command (USJFCOM)
- Central Command (USCENTCOM)
- European Command (USEUCOM)
- Pacific Command (USPACCOM)
- Southern Command (USSOUTHCOM)
- Space Command (USSPACECOM)
- Special Operations Command (USSOCOM)
- Strategic Command (USSTRATCOM)
- Transportation Command (USTRANSCOM)

**Department of the Air Force**

The Department of the Air Force (USAF) is responsible for defending the United States through control and exploitation of air and space. The USAF was established as part of the National Military Establishment by the National Security Act of 1947 and came into being on September 18, 1947. The National Security Act Amendments of 1949 redesignated the National Military Establishment as the DoD, established it as an executive department, and made the USAF a military department within the DoD. The USAF is separately organized under the Secretary of the Air Force. It operates under the authority, direction, and control of the SECDEF. The department consists of the Office of the Secretary of the Air Force, the Air Staff, and field organizations. The USAF is administered by the Secretary of the Air Force, who is responsible for and has the authority to conduct all affairs of the department. The secretary's responsibilities include matters pertaining to organization, training, logistical support, maintenance, welfare of personnel, administration, recruiting, research and development, and other activities prescribed by the President or the SECDEF.

**Department of the Army**

The mission of the Department of the Army is to organize, train, and equip active-duty and reserve forces for the preservation of peace, security, and the defense of our nation. As part of our national military team, the Army focuses on land operations; its soldiers must be trained with modern arms and equipment and be ready to respond quickly. The Army also administers programs aimed at protecting the environment, improving waterway navigation, controlling flood and beach erosion, and developing water resources. It provides military assistance to federal, state, and local government agencies, including natural disaster relief assistance.

The American Continental Army, now called the United States Army, was established by the Continental Congress on June 14, 1775, more than a year before the Declaration of Independence. The Department of War was established as an executive department at the seat of government by act approved August 7. The Secretary of War was established as its head. The National Security Act of 1947 created the National Military Establishment, and the Department of War was designated the Department of the Army. The title of its secretary became Secretary of the Army. The National Security Act Amendments of 1949 provided that the Department of the Army is a military department within the DoD. The Army Organization Act of 1950 provided the statutory basis for the internal organization of the Army and the Department of the Army. The act consolidated and revised numerous earlier laws, incorporated various adjustments made necessary by the National Security Act of 1947 and other postwar enactment, and provided for the organization of the Department of the Army in a single comprehensive statute, with certain minor exceptions. In general, the act followed the policy of vesting broad organizational powers in the Secretary of the Army, subject to delegation by the secretary, rather than specifying duties of subordinate officers.

The Secretary of the Army is the head of the Department of the Army. Subject to the direction, authority, and control of the President as Commander in Chief and of the SECDEF, the Secretary of the Army is responsible for and has the authority to conduct all affairs of the Department of the Army, including its organization, administration, operation, efficiency, and such other activities as may be prescribed by the President or the SECDEF as authorized by law.

**REVIEW QUESTION**

Q2. Which of the following is the most senior officer in the armed forces?

1. Commandant of the Marine Corps
2. Chief of Naval Operations
3. Chairman of the Joint Chiefs of Staff
4. Secretary of Defense

**Other Department of Defense Agencies**

DoD is the largest government agency in the United States. It spends a major portion of the national budget and employs nearly 4 million people (military and civilian) to serve and protect the interest of the American people. The business of this department affects every soldier, sailor, marine and airman in all facets of life. Civilians and industries benefit economically and technologically because of the need by the military for more sophisticated weapons, electronics, communications, and computers. The Internet was largely financed and developed by the military. The following are some of other DoD agencies of interest to military personnel.

**BALLISTIC MISSILE DEFENSE ORGANIZATION.—**The Ballistic Missile Defense Organization (BMDO), formerly the Strategic Defense Initiative Organization, was established as a separate agency of the DoD. BMDO is Presidentially chartered and mandated by Congress to develop ballistic and cruise missile defense systems that are capable of providing a limited defense of the United States and a flexible, interoperable family of theater missile defense systems that may be forward deployed to protect elements of the U.S. Armed Forces and allies of the United States.

The agency's mission is to manage and direct DoD's ballistic missile defense acquisition programs, which include theater missile defense, and to develop and deploy, if directed, a national missile defense program designed to protect the United States from a long-range missile threat posed by rogue nations. The agency also is responsible for the continuing research and development of follow-on technologies that are relevant for long-term ballistic missile defense. These programs will build a technical foundation for evolutionary growth in future ballistic missile defenses. In developing these programs, the agency utilizes the services of the military departments, the Department of Energy, the National Aeronautics and Space Administration, private industries, and educational and research institutions.

**DEFENSE ADVANCED RESEARCH PROJECTS AGENCY.—**The Defense Advanced Research Projects Agency is a separately organized agency within the DoD under a director appointed by the SECDEF. The agency, under the authority, direction, and control of the Director of Defense Research and Engineering (DDR&E), engages in advanced and applied research and development projects essential to the DoD. The agency conducts prototype projects that embody technology that may be incorporated into joint programs, programs in support of deployed U.S. forces, selected military department programs, or dual-use programs and, on request, assists the military departments in their research and development efforts.

**DEFENSE COMMISSARY AGENCY.—**The Defense Commissary Agency was established by direction of the SECDEF on November 9, 1990, and operates under DoD Directive 5105.55. The Defense Commissary Agency is a defense agency subject to the authority, direction, and control of the Under SECDEF for Personnel and Readiness and the operational supervision of the Commissary Operating Board. The agency is responsible for providing an efficient and effective worldwide system of commissaries for reselling groceries and household supplies at low, practical prices (consistent with quality) to members of the military services, their families, and other authorized patrons, while maintaining high standards of quality, facilities, products, and service. Commissary savings are a valued part of military pay and benefits. They also are important in recruitment and reenlistment of the all-volunteer force. The publication, How To Do Business with DeCA (Defense Commissary Agency) is available free of charge from the Director, Small and Disadvantaged Business Utilization, Headquarters, Defense Commissary Agency, 1300 "E" Avenue, Fort Lee, VA 23801-1800.

**DEFENSE CONTRACT AUDIT AGENCY.—**The Defense Contract Audit Agency was established in 1965 and operates under DoD Directive 5105.36 under the authority, direction, and control of the Under SECDEF (Comptroller). The agency performs all necessary contract audit functions for the DoD and provides accounting and financial advisory services to all defense components responsible for procurement and contract administration. These services are provided in connection with the negotiation, administration, and settlement of contracts and subcontracts. Services include evaluating the acceptability of costs claimed or proposed by contractors and reviewing the efficiency and economy of contractor operations. Other government agencies may request the agency's services under appropriate arrangements.

**DEFENSE FINANCE AND ACCOUNTING SERVICE.—**Defense Finance and Accounting Service (DFAS) was established by direction of the

SECDEF on November 26, 1990, and operates under DoD Directive 5118.5. DFAS is under the authority, direction, and control of the Under SECDEF (Comptroller). The Service is responsible for making all payments, including payroll and contracts, and for maintaining all finance and accounting records for the DoD. The service is responsible for preparing annual financial statements for DoD in accordance with the Chief Financial Officers Act of 1990. The service also is responsible for the consolidation, standardization, upgrade, and integration of finance and accounting requirements, functions, processes, operations, and systems in the DoD.

**DEFENSE INFORMATION SYSTEMS AGENCY.—**The Defense Information Systems Agency (DISA) originally established as the Defense Communications Agency, is a combat support agency of the DoD. DISA is under the authority, direction, and control of the Assistant SECDEF for Command, Control, Communications, and Intelligence. The agency is organized into a headquarters and field activities acting for the director in assigned areas of responsibility. The field organizations include the White House Communications Agency, Joint Interoperability and Engineering Organization, DISA Western Hemisphere, Joint Interoperability Test Command, Defense Information Technology Contracting Organization, Defense Technical Information Center, and the Joint Spectrum Center. The agency is responsible for planning, developing, and supporting command, control, communications, and information systems that serve the needs of the National Command Authorities under all conditions of peace and war. It manages the Defense Information Infrastructure (DII) and is responsible for DoD telecommunications and information processing facilities. It provides guidance and support on technical and operational and information systems issues affecting the Office of the SECDEF, the military departments, the Chairman of the Joint Chiefs of Staff, the unified combatant commands, and the defense agencies. It ensures the interoperability of DII, theater and tactical command and control systems, North Atlantic Treaty Organization and/or allied systems, and those national and/or international commercial systems that affect the DISA mission. It supports national security emergency preparedness telecommunications functions of the National Communications System (NCS), as prescribed by Executive Order 12472 of April 3, 1984.

**DEFENSE INTELLIGENCE AGENCY.—**The Defense Intelligence Agency (DIA) was established by DoD Directive 5105.21, effective October 1, 1961, under provisions of the National Security Act of 1947, as amended (50 U.S.C. 401 et seq.). DIA is under the authority, direction, and control of the Assistant SECDEF for Command, Control, Communications, and Intelligence. The DIA is a combat support agency committed to the provision of timely, objective, and cogent military intelligence to the warfighters—soldiers, sailors, airmen, and marines—and to the decision makers and policymakers of DoD and the federal government. To accomplish its assigned mission, DIA produces military intelligence for national foreign intelligence and counterintelligence products; coordinates all DoD intelligence collection requirements; operates the Central Measurement and Signature Intelligence (MASINT) Organization; manages the Defense Human Intelligence (HUMINT) Service and the Defense Attach System; operates the Joint Military Intelligence College; and provides foreign intelligence and counterintelligence support to the SECDEF and the Chairman of the Joint Chiefs of Staff. The Director of DIA coordinates the Defense General Intelligence and Applications Program, an element of the DoD Joint Military Intelligence Program, and manages the General Defense Intelligence Program within the National Foreign Intelligence Program.

**DEFENSE LEGAL SERVICES AGENCY.—**The Defense Legal Services Agency was established August 12, 1981. It is currently chartered under DoD Directive 5145.4. The agency is under the authority, direction, and control of the General Counsel of the DoD, who also serves as its Director. The agency provides legal advice and services for defense agencies and DoD field activities. It also provides technical support and assistance for development of the department's legislative program; coordinates positions on legislation and Presidential executive orders; provides a centralized legislative and congressional document reference and distribution point for the department; and maintains the department's historical legislative files. In addition, the agency includes the Defense Office of Hearings and Appeals program and the DoD Standards of Conduct Office.

**DEFENSE LOGISTICS AGENCY.—**The Defense Logistics Agency (DLA) was established by the SECDEF, operates under DoD Directive 5105.22, and is under the authority, direction, and control of the Under SECDEF for Acquisition and Technology. It supports both the logistics requirement of the military services and their acquisition of weapons and other

materiel. Support begins with joint planning with the services for parts for a new weapons system, extends through production, and concludes with the disposal of material which is obsolete, worn out, or no longer needed. The agency provides logistics support, contract administration services, and technical services to all branches of the military and to a number of federal agencies. Within the agency's Defense Logistics Support Command (DLSC), professional logisticians buy and manage a vast number and variety of items used by all of the military services and some civilian agencies. The military services determine their requirements for supplies and materiel and establish their priorities. Agency supply centers consolidate the services' requirements and procure the supplies in sufficient quantities to meet the services' projected needs, critical to maintaining the readiness of our forces. The agency manages supplies in eight commodity areas: fuel, food, clothing, construction material, electronic supplies, general supplies, industrial supplies, and medical supplies. The DLSC also manages the distribution function for the agency through the Defense Distribution Center. Distribution is defined as all actions involving the receipt of new procurements, redistribution, and field returns; storage of materiel, including care of materiel and supplies in storage; the issuance of materiel; consolidation and containerization of materiel; preservation, packaging, packing, and marking; physical inventory; quality control; traffic management; other transportation services, unit materiel fielding, and set assembly/disassembly; and transshipment and minor repair.

**DEFENSE SECURITY SERVICE.—**The Defense Security Service, formerly the Defense Investigative Service, was established by the SECDEF in the Defense Reform Initiative dated November 1997. The service is chartered by DoD Directive 5105.42 and is under the authority, direction, and control of the Assistant SECDEF for Command, Control, Communications, and Intelligence. The service provides a full range of security support services for the DoD, other federal government agencies, defense contractors, and other authorized customers. It is responsible for all personnel security investigations for department components and, when authorized, investigations for other U.S. government activities. These include investigation of allegations of subversive affiliations, adverse suitability information, or any other situation that requires resolution to complete the personnel security investigation. The service also is responsible for industrial security management; automated systems security; polygraph research, education, training, and examinations; and security research, education, and training.

**DEFENSE THREAT REDUCTION AGENCY.—**The Defense Threat Reduction Agency (DTRA) was established as a separate agency of the DoD on October 1, 1998, by DoD Directive 5105.62. DTRA was formed by the consolidation of selected elements of the Office of the SECDEF, the Defense Special Weapons Agency, the On-Site Inspection Agency, and the Defense Technology Security Administration. DTRA is a combat support agency of the DoD and is under the authority, direction, and control of the Under SECDEF for Acquisition and Technology. DTRA is responsible for threat reduction to the United States and its allies from nuclear, biological, chemical (NBC), and other special weapons, as well as advanced conventional weapons. Through the execution of technology security activities, cooperative threat reduction programs, arms control treaty monitoring and on-site inspection, force protection, NBC defense, and counterproliferation, DTRA supports the U.S. nuclear deterrent and provides technical support on weapons of mass destruction matters to DoD components.

**NATIONAL IMAGERY AND MAPPING AGENCY.—**The National Imagery and Mapping Agency (NIMA) was established on October 1, 1996, as a member of the intelligence community and a DoD combat support agency. It is chartered under DoD Directive 5105.60, pursuant to the National Imagery and Mapping Agency Act of 1996 (10 U.S.C. 441 et seq.). NIMA operates under the authority, direction, and control of the SECDEF, with the advice of the Chairman of the Joint Chiefs of Staff, and in accordance with the policies and priorities established by the Director of Central Intelligence. The Assistant SECDEF for Command, Control, Communications, and Intelligence exercises overall supervision over NIMA. The agency is responsible for providing timely, relevant, and accurate imagery, imagery intelligence, and geospatial information in support of the national security objectives of the United States. With a vision of guaranteeing the information edge, NIMA is committed to delivering the imagery and geospatial information that gives national policymakers and military users information superiority in a rapidly changing global environment. NIMA supports national policy objectives by committing substantial imagery analysis resources to national priorities, especially as they relate to diplomatic and regional

security policy, arms control and treaty monitoring activities, counterterrorism, nonproliferation, chemical and biological warfare, and information operations activities. NIMA also provides geospatial information, such as natural and cultural feature data, elevation data, controlled imagery, international boundaries, and place names necessary to understanding the context of intelligence information. This information supports a full range of diplomatic, disaster relief, countermobility, no-fly zone enforcement, force protection, and humanitarian and multi-national peacekeeping activities. NIMA also provides accurate and current geospatial information required by the unified combatant commands to plan, operate, and if necessary, fight and win. NIMA's strategy supports operational readiness through a concentrated investment in geospatial foundation data, including controlled imagery, digital elevation data, and selected feature information, which can be rapidly augmented and fused with other spatially referenced information, such as intelligence, weather, and logistics data. The result is an integrated digital view of the mission space that is crucial for diplomatic, military, and civil relief operations. NIMA is headquartered in Bethesda, MD, and operates major facilities in Washington, DC, Reston, VA, and St. Louis, MO.

The military organization is complex and constantly changing. There are numerous publications and instructions that the petty officer must consult to keep current. OPNAVINST 5400 series and the *United States Government Manual* printed by the Office of the Federal Register National Archives and Records Administration covers missions and functions of Navy and other armed forces commands. Additionally there are many government and Navy sites on the Internet that give general information regarding naval organization.

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**REVIEW QUESTION**

Q3. Who serves as the spokesman for the commanders of the unified combatant commands?

1. Commander of the U.S. Joint Forces Command
2. Chairman of the Joint Chiefs of Staff
3. Secretary of the Army
4. Secretary of the Air Force

**Department of the Navy**

**Learning Objectives:** Identify the names, abbreviations, and missions of major commands within the Department of the Navy, shore establishments, and operating forces.

The primary mission of the Department of the Navy (DoN) is to protect the United States, as directed by the President or the SECDEF, by the effective prosecution of war at sea including, with its Marine Corps component, the seizure or defense of advanced naval bases; to support, as required, the forces of all military departments of the United States; and to maintain freedom of the seas. The United States Navy was founded on October 13, 1775, when Congress enacted the first legislation creating the Continental Navy of the American Revolution. The DoN and the Office of Secretary of the Navy were established by act of April 30, 1798. For 9 years prior to that date, by act of August 7, 1789, the conduct of naval affairs was under the Secretary of War. The National Security Act Amendments of 1949 provided that the DoN be a military department within the DoD. The Secretary of the Navy (SECNAV) is appointed by the President as the head of the DoN and is responsible to the SECDEF for the operation and efficiency of the Navy. The DoN includes the U.S. Coast Guard when it is operating as a Service in the Navy.

The SECNAV is responsible for the policies and control of the DoN, including its organization, administration, functioning, and efficiency. The DoN has two tasks. The first task, directed by the President or the SECDEF, is to organize, train, equip, prepare, and maintain the readiness of Navy and Marine Corps forces to perform military missions. The second task, directed by the SECDEF, is to support Navy and Marine Corps forces, as well as the forces of other military departments assigned to the unified combatant commands. Support includes administrative, personnel, material, funding, and technological support through research and development.

The SECNAV assigns department-wide responsibilities essential to the efficient administration of the DoN to civilian executive assistants. These assistants consist of the Under Secretary of the Navy, the Assistant Secretaries of the Navy, and the General Counsel of the Navy. They are SECNAV's principal advisors and assistants on DoN administrative affairs. Each civilian executive assistant has a certain area of responsibility. The civilian executive assistants carry out their duties in cooperation with the Chief of Naval

Operations, the principal naval advisor and executive to the SECNAV.

The DoN has many functions and needs a large contingent of personnel, both civilian and military, and offices to adequately run the enormous department. The following describes a few of those offices.

**OFFICE OF LEGISLATIVE AFFAIRS.—**A naval officer heads the Office of Legislative Affairs. It supervises, coordinates, and arranges for the presentation of statements, testimonies, briefings, and reports to members and committees of Congress. Military and civilian personnel of the DoN make these presentations. The office also monitors and evaluates congressional proceedings and actions affecting the DoN.

**OFFICE OF INFORMATION.—**The Office of Information, headed by a military officer, provides services to the public. These services include the answering of inquiries and the coordination of Navy participation in community events. The Office of Information also ensures a prompt and accurate flow of information to the news media.

**OFFICE OF THE JUDGE ADVOCATE GENERAL.—**Headed by a military officer, the Office of the Judge Advocate General (JAG) provides legal services within the DoN. It provides legal services in all areas except those areas of business and commercial law assigned to the General Counsel of the Navy. The JAG office supervises the administration of military justice throughout the DoN based on the Uniform Code of Military Justice (UCMJ). It provides free legal counsel for any member of the naval service charged with a serious offense under the UCMJ. The JAG office also conducts investigations, provides legal help and advice, processes various claims for and against the Navy, and advises on maritime law.

**OFFICE OF THE AUDITOR GENERAL.—**The Office of the Auditor General is responsible for internal audits within the DoN.

**OFFICE OF PROGRAM APPRAISAL.—**The Office of Program Appraisal (OPA) provides an appraisal of the Navy. It ensures existing and proposed Navy and Marine Corps programs achieve the goals of the DoN. OPA analysis gives the SECNAV information on the validity, need, and usefulness of Navy programs. SECNAV then uses that information to assess the overall direction of the Navy.

**REVIEW QUESTION**

Q4. What office monitors and evaluates congressional proceedings and actions that affect the Department of the Navy?

1. Office of Information
2. Office of the General Counsel of the Navy
3. Office of Program Appraisal
4. Office of Legislative Affairs

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**ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND RESERVE AFFAIRS).—**The Assistant Secretary of the Navy (Manpower and Reserve Affairs) supervises all DoN manpower and Reserve component affairs. The Assistant Secretary supervises policy and administration of affairs related to military (active and inactive) and civilian personnel.

**ASSISTANT SECRETARY OF THE NAVY (RESEARCH, ENGINEERING, AND SYSTEMS).—**The Assistant Secretary of the Navy (Research, Engineering, and Systems) manages all stages of DoN acquisition programs. The only exception is the acquisition of naval ships funded by the appropriation "Ship Building and Conversion, Navy." The Assistant Secretary ensures the technical maintenance or alteration of material and directs all DoN research, development, engineering, test, and evaluation efforts. These efforts include management of the appropriation "Research, Development, Test and Evaluation, Navy." The Assistant Secretary also directs acquisition programs for oceanography, ocean engineering, and closely related matters.

**ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT).—**As Comptroller of the Navy, the Assistant Secretary of the Navy (Financial Management) manages all DoN financial matters. The Assistant Secretary's responsibilities include budgeting, accounting, disbursing, and financing; progress and statistical reporting; and management information systems and equipment (except those concerning weapons systems).

**ASSISTANT SECRETARY OF THE NAVY (SHIPBUILDING AND LOGISTICS).—**As an acquisition executive, the Assistant Secretary of the Navy (Shipbuilding and Logistics) procures aircraft and naval ships. This executive manages all stages of acquisition of naval ships in the 5-year shipbuilding

program, including design and weapons system integration. The Assistant Secretary's responsibility includes business and contractual policy and logistic support of all DoN acquisition programs. It includes the maintenance, alteration, supply, distribution, and disposal of material; the Mutual Defense Assistance Program; all transportation matters; printing and publications; and industrial security. It also includes labor relations of contractors with the DoN. The Assistant Secretary supervises the acquisition, construction, use, improvement, alteration, maintenance, and disposal of DoN real estate and facilities.

**OFFICE OF THE GENERAL COUNSEL OF THE NAVY.—**The Office of the General Counsel of the Navy provides legal advice, counsel, and guidance to SECNAV, SECNAV's civilian executive assistants, and their staffs. These legal services concern matters of business and commercial law.

**CHIEF OF NAVAL OPERATIONS.—**The Chief of Naval Operations (CNO), under the direction of SECNAV, takes precedence above all other officers of the naval service. The CNO is the Navy member of the Joint Chiefs of Staff. The CNO, under the Secretary of the Navy, exercises command over certain central executive organizations, assigned shore activities, and the Operating Forces of the Navy. The CNO plans for and provides the manpower, material, weapons, facilities, and services to support the needs of the Navy, with the exception of the Fleet Marine Forces; maintains water transportation services, including sea transportation services for the DoD; directs the Naval Reserve; and exercises authority for matters of naval administration, including matters related to customs and traditions of the naval service, security, intelligence, discipline, naval communications, and naval operations. The CNO exercises area coordination authority over all shore activities of the DoN to ensure that total efforts afford adequate support to the combatant forces and are coordinated among them to assure economy and efficiency of operation. In addition, the CNO has the following specific responsibilities:

- To organize, train, equip, prepare, and maintain the readiness of Navy operational forces
- To determine and direct the efforts needed to fulfill current and future Navy requirements for manpower, material, weapons, facilities, and services.
- To exercise leadership in maintaining a high degree of competence among Navy officers and enlisted and civilian personnel
- To maintain the morale and motivation of Navy personnel and the prestige of a Navy career
- To plan and provide health care for personnel of the naval service and their dependents
- To direct the organization, administration, training, and support of the Naval Reserve
- To monitor the DoN to determine and maintain efficiency, discipline, and readiness
- To determine the need for and to provide for the conduct of research, development, test, and evaluation that meet long-range goals, immediate requirements, and fiscal limitations
- To devise Navy strategic plans and policies and help devise joint and combined strategic plans and policies
- To budget for commands, bureaus, and offices assigned to the CNO's command and for other activities and programs as assigned

The Vice CNO and the Vice CNO's Assistant, Directors of Major Staff Offices (DMSOs), and Deputy Chiefs of Naval Operations help the CNO carry out these responsibilities. Of particular interest to the enlisted community is the master chief petty officer of the Navy (MCPON).

**MASTER CHIEF PETTY OFFICER OF THE NAVY.—**In 1966 the SECNAV's Task Force on Navy/Marine Corps Personnel Retention recommended the creation of the office of the master chief petty officer of the Navy (MCPON). The function of the office is to provide a direct, unofficial channel of communication between enlisted personnel and the senior policy level of DoN. The office was formally set up on 1 March 1967 with a tour length of 4 years.

The MCPON performs the following duties:

- The MCPON's assignment is to the immediate office of the CNO. The MCPON serves as the senior enlisted representative of the Navy and acts as the primary enlisted advisor to the CNO. The MCPON advises the Chief of Naval Personnel (CHNAVPERS) in all matters regarding active-duty and retired enlisted members and their dependents.

- The MCPON serves in an advisory capacity on various boards pertaining to enlisted members, including the following boards.
  - Board of Managers of the Navy Relief Society
  - Board of Administrators of the BUPERS Central Nonappropriated Funds
  - Board of Equal Opportunity for Women
  - Rating Review Board
  - Navy Wives Club of America (Liaison)
  - Fleet Reserve Association (Liaison)
  - Navy Resale System Advisory Board
- The MCPON, when called upon, testifies before congressional committees and subcommittees. The MCPON occasionally accompanies the CNO and CHNAVPERS on official trips and the Navy Inspector General on selected inspection trips. The MCPON travels extensively throughout the fleet and serves as the Navy enlisted representative of the DoN at special events, celebrations, and ceremonies.
- The MCPON recommends ways to develop effective leadership and training at all enlisted levels and to attain high standards of conduct and general appearance within the enlisted community. The MCPON acts always to maintain and promote the chain of command and its associated chain of communications. Further, the MCPON advises the CNO about existing or potential situations, procedures, and practices affecting the morale, retention, career enhancement, human goals, and general well-being of the Navy enlisted personnel and their dependents.
- The MCPON does not work alone. In addition to a staff, the MCPON relies on the quality and experience of the fleet, force, and command master chiefs to carry out the duties of the office.

## REVIEW QUESTION

Q5. The Master Chief Petty Officer of the Navy is assigned to what immediate office?

1. Chief of Naval Personnel
2. Chief of Naval Operations
3. Secretary of the Navy
4. Assistant Secretary of the Navy

**THE OPERATING FORCES.—**The Operating Forces of the Navy are responsible for naval operations necessary to carry out the DoN's role in upholding and advancing the national policies and interests of the United States. The Operating Forces of the Navy include fleets, seagoing forces, Fleet Marine Forces and other assigned Marine Corps forces, the Military Sealift Command, the Commander, U.S. Naval Forces Central Command; Commander, Operational Test and Evaluation Force; Commander, Naval Special Warfare Command; Naval Reserve forces, and other forces and activities as may be assigned by the President or the Secretary of the Navy. The CNO is responsible for the command and administration of the Operating Forces of the Navy. The Pacific Fleet is composed of ships, submarines, and aircraft operating throughout the Pacific and Indian Oceans. The Atlantic Fleet is composed of ships, submarines, and aircraft that operate throughout the Atlantic Ocean and Mediterranean Sea. Naval Forces, Europe, includes forces assigned by the CNO or made available from either the Pacific or Atlantic Fleet to operate in the European theater.

Fleet Marine forces are under the administrative control of the Commandant of the Marine Corps. These forces operate, as do other types of commands, under their respective fleet commander in chief.

The operating forces' commanders and commanders in chief (CINCs) have dual chains of command. Administratively, they report to the CNO to provide, train, and equip naval forces. Operationally, as naval forces, they report to the appropriate unified commander in chief. The units of a fleet also have dual chains of command. As units enter an area of responsibility for a particular Navy CINC, they are operationally assigned to the appropriate numbered fleet. Ships provided by type commanders make up the operational (numbered) fleets. The Pacific Fleet includes the Third and Seventh Fleets, the Atlantic Fleet has the Second Fleet, the Fifth Fleet is under the U. S. Naval Forces Central Command, and Naval Forces Europe mainly consists of the Sixth Fleet. The Navy units also have an administrative chain of command in which the various ships report to the appropriate forward-area commanders, known as type commanders.

For example, administratively a destroyer may belong to a squadron (DESRON) that is part of a cruiser-destroyer group (CRUDESGRU). The CRUDESGRU, in turn, is part of the surface force (SURFLANT) that reports to the Commander in Chief,

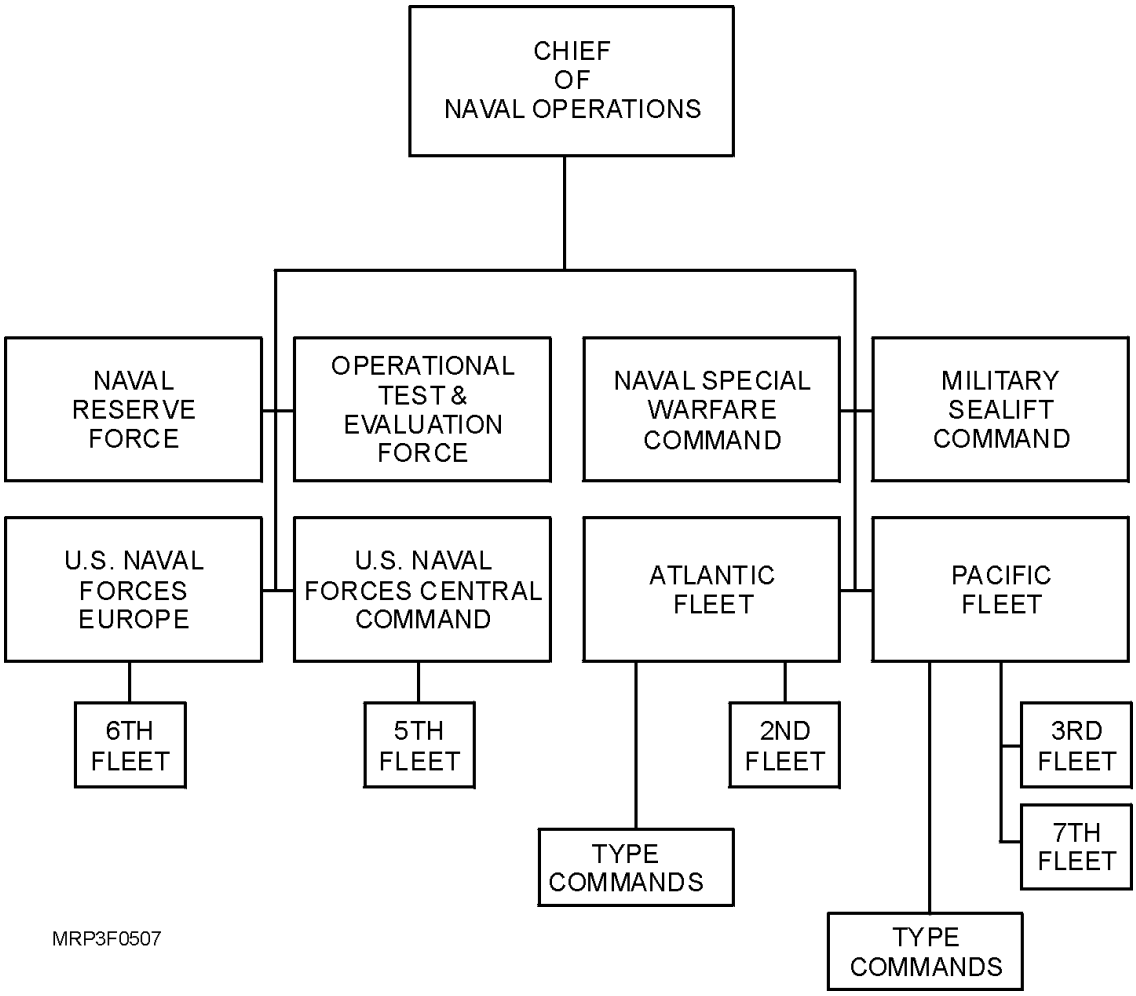


**Figure 5-2. DoN organization, operating forces.**

Atlantic Fleet (CINCLANTFLT). Operationally the same destroyer may be deployed as part of a task element, unit, group, and force that are part of the Seventh Fleet answering to CINCPACFLT.

A *task force* (TF) is a subdivision of a *fleet*. Sometimes a fleet is large enough and its duties are extensive enough to require division into many TFs. When that happens, the TFs become part of groupings called *task fleets*. A TF is composed of several types of ships according to operational necessity. Thus a TF may include battleships, aircraft carriers, cruisers, amphibious craft, and auxiliary vessels, such as tenders or supply ships. The division of a TF creates *task groups* (TGs). TGs have numbers corresponding to the particular TF of which they are a part. For instance, if TF 77 has a task group assigned to reconnaissance, its set number will be TG 77.3. Task groups may be subdivided even further into *task units* (*TUs*) and *task elements*. For example, TU 77.3.1 is Task Unit 1 of Task Group 3 of Task Force 7 of the Seventh Fleet.

The operating forces carry out naval operations needed to support the DoN's role in upholding and advancing the national policies and interests of the United States. The major operating forces are shown in figure 5-2. Each has an area of responsibility and mission, some unique, some are shared as explained below.

**Naval Reserve Force.—**Commander, Naval Reserve Force (NAVRESFOR) provides mission-capable units and individuals to the Navy-Marine Corps team throughout the full range of operations from peace to war. The Naval Reserve Force, numbering over 728,000 men and women, consists of the Ready Reserve, the Standby Reserve, and the Retired Reserve. The Ready Reserve is made up of Selected Reserve (SELRES) personnel and Individual Ready Reserve (IRR) personnel. The SELRES is the Navy's primary source of immediate mobilization manpower. The SELRES represents those reservists who are paid either as weekend drillers or who serve in full-time support on active-duty status as Temporary

Active Reserves (TAR) in the training and administration of the Naval Reserve Force program.

**Operation Test and Evaluation Force.—** Commander, Navy Operational Test and Evaluation Force (COMOPTEVFOR) provides an independent and objective evaluation of the operational effectiveness and suitability of aviation, surface, subsurface, cryptologic, and space systems.

**Naval Special Warfare Command.—** Commander, Naval Special Warfare Command (COMNAVSPECWARCOM) prepares forces to carry out maritime special operations missions. The command develops special operation doctrine, strategy, and tactics in support of naval operations.

**Military Sealift Command.—**Commander, Military Sealift Command (COMSC) is operated by the Navy for all armed services. The command consists of ships, tankers, and commercial vessels manned by civil service and contract personnel. The prime mission of COMSC is to provide immediate sealift capability in an emergency. The ships of this command transport service personnel, their dependents, combat troops, and material throughout the world.

**U.S. Naval Forces Europe.—**Commander in Chief, U. S. Naval Forces Europe (CINUSNAVEUR) consists of forces assigned by CNO or made available from either the Pacific or Atlantic Fleet to operate in the European theater.

**U.S. Naval Forces Central Command.—** Commander, U. S. Naval Forces Central Command (COMUSNAVCENTCOM) consists of forces assigned from other major operating forces including certain Marine Corps detachments. The area of responsibility as of June 1998 is the Arabian Gulf and most of the Middle East.

**Atlantic Fleet.—**Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT) provides interoperable, trained, and combat-ready naval forces to the Atlantic theater and other U.S. unified commanders. The Atlantic Fleet is composed of ships, submarines, and aircraft operating throughout the Atlantic Ocean and the Mediterranean Sea.

**Pacific Fleet.—**Commander in Chief, U.S. Pacific Fleet (CINCPACFLT) provides interoperable, trained, and combat-ready naval forces to the Pacific theater and other U.S. unified commanders. The U.S. Navy's Pacific Fleet covers more than 50 percent of the earth's surface—encompassing just over 100 million square miles. Each day, Pacific Fleet ships are at sea in the Pacific, Indian, and Arctic Oceans, from the West Coast of the United States to the Arabian Gulf. CINCPACFLT keeps the sea-lanes open, deters aggression, provides regional stability, and supports humanitarian relief activities.

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**REVIEW QUESTIONS**

Q6. The U. S. Naval Forces Central Command's area of responsibility includes which of the following areas?

1. Mediterranean
2. Middle East
3. Continental United States
4. South America

Q7. The Pacific Fleet's area of responsibility includes which of the following areas?

1. Southeast Asia
2. Arctic Ocean
3. U. S. west coast
4. Both 2 and 3 above

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**THE SHORE ESTABLISHMENT.—**The shore establishment provides support to the operating forces (known as "the fleet"). This support includes facilities for the repair of machinery and electronics; communications centers; training areas and simulators; ship and aircraft repair; intelligence and meteorological support; storage areas for repair parts, fuel, and munitions; medical and dental facilities; and air bases. This section discusses the major shore commands responsible for training, supplying, maintaining, and supporting the operating forces. These major shore commands are shown in figure 5-3. The mission of the shore commands is to deliver material, services, and personnel to the fleet. Shore commands answer directly to CNO to carry out their missions.

**Chief of Naval Personnel.—**Chief of Naval Personnel (CHNAVPERS) plans and directs the procurement, distribution, administration, and career motivation of regular and reserve Navy personnel. Through the administration of the Navy Personnel Command (NAVPERSCOM), CHNAVPERS meets the quantitative and qualitative manpower requirements determined by the Chief of Naval Operations. CHNAVPERS plans the amount of

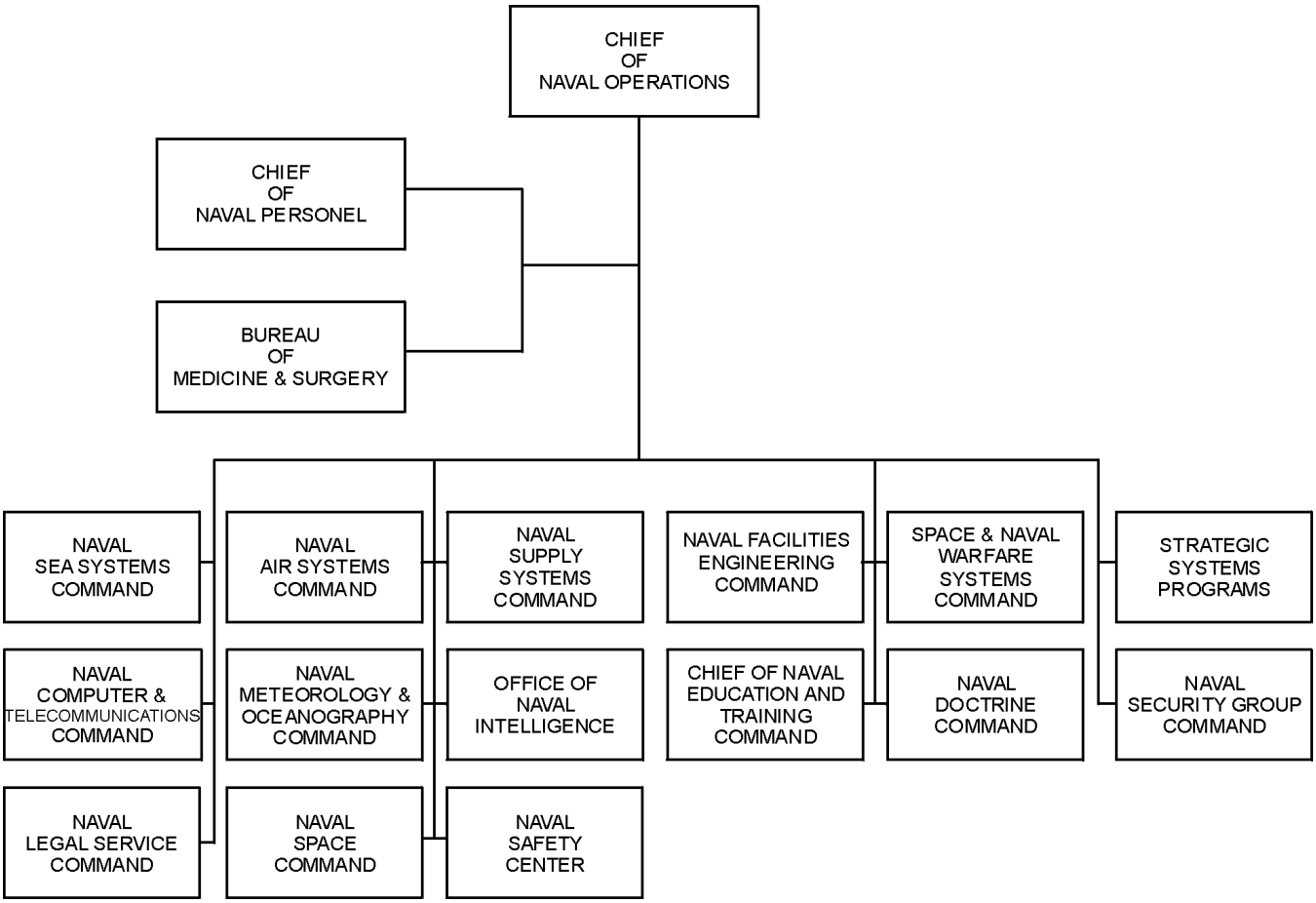


**Figure 5-3. DoN organization, shore establishment.**

education and training needed by Navy personnel, including that of the Naval Reserve, to meet manpower requirements determined by CNO. CHNAVPERS additionally has the responsibility to develop, implement, manage, and administer the Navy Civilian Personnel/Equal Employment Opportunity Programs and to develop service-wide programs for improved human resources management.

**Bureau of Medicine and Surgery.—**Chief, Bureau of Medicine and Surgery (BUMED) directs the provision of medical and dental services for authorized personnel within assigned geographic and mission-specific commands. BUMED makes sure health care program policies are maintained and carried out. It also maintains all assigned activities in a proper state of readiness to fulfill assigned peacetime and contingency missions. In addition, BUMED:

- Directs the provision of medical and dental services for Navy and Marine Corps personnel and other persons authorized by law
- Ensures that health care program policies are optimally executed through the acquisition and effective utilization of financial and manpower resources
- Maintains all assigned activities in a proper state of material and personnel readiness to fulfill assigned peacetime and contingency mission tasking
- Administers the execution and implementation of contingency support plans and programs that provide for an effective medical and dental readiness capability
- Acquires, trains, and maintains a force of professional and technical personnel

- Provides professional and technical medical and dental service to the Fleet, Fleet Marine Force, and shore activities of the Navy
- Ensures that assigned activities are able to achieve successful accreditation and recognition by appropriate governmental and civilian agencies and commissions
- Ensures cooperation with civil authorities in matters pertaining to public health disasters and other emergencies, in conjunction with maintaining and safeguarding the health of Navy and Marine Corps personnel

**Naval Sea Systems Command.—**Commander, Naval Sea Systems Command (COMNAVSEA SYSCOM or NAVSEA) researches, develops, procures, and furnishes logistic support and other material functions. The command carries out these functions for ships and craft, shipboard weapons systems and expendable ordnance, and air-launched mines and torpedoes. This command also is responsible for the above functions in shipboard systems and components; some of these are propulsion (including nuclear), power generation, sonar, search radar, and auxiliary equipment. NAVSEA is responsible for ship system integration and for coordination of logistic support. NAVSEA has central authority for ship and nuclear power safety; for explosives, propellants, and actuating parts; and for explosive safety and explosive ordnance disposal. This command also provides technical and material support for diving and for salvage of stranded and sunken ships, craft, aircraft, and other objects. NAVSEA also coordinates shipbuilding conversion and repair in the Navy and DoD.

**Naval Air Systems Command.—**Commander, Naval Air Systems Command (COMNAVAIR SYSCOM or NAVAIR) is responsible for research, development, test, evaluation, procurement, and logistic support in several areas. These areas include Navy and Marine Corps aircraft, air-launched weapons, and other aviation-related equipment. This command manages target ranges and test facilities in support of these needs.

**Naval Supply Systems Command.—**Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM or NAVSUP) develops supply management policies and methods. NAVSUP also controls the Naval Supply System, publications and printing, the resale program, the Navy Stock Fund, and field purchasing services. NAVSUP provides material support for materials handling, food service equipment, and special clothing. It provides accounting support to Navy activities as assigned and is responsible for transportation of Navy property.

**Naval Facilities Engineering Command.—**Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM or NAVFAC) plans, designs, develops, procures, constructs, alters, estimates costs, and inspects. The command is responsible for these functions as they relate to public works, public utilities, construction, transportation, and weight-handling equipment at all shore activities. NAVFAC acquires and disposes of real estate for the Navy and manages Navy family housing. It directs the repair and upkeep of all public works, public utilities, and housing of the Navy. NAVFAC supports fleet construction forces and provides material support of nuclear power plants, shore and construction equipment, cranes, and fixed ocean structures. In addition, this command provides technical management of shore facility maintenance, environmental protection, natural resource conservation, and fire protection.

**Space and Naval Warfare Systems Command.—**Commander, Space and Naval Warfare Systems Command (COMSPAWARSYSCOM or SPAWAR) researches, develops, tests, evaluates, and procures airborne and shipboard electronics. The command's functions involve space systems; command, control, and communications; electronic warfare; navigation; countermeasures; surveillance; air traffic control; and cryptography for naval battle forces. COMSPAWARSYSCOM is the Navy's central authority for electronics standards, technology, and compatibility.

**Strategic Systems Programs.—**Director, Strategic Systems Program (DIRSSP) provides for the development, production, and material support for fleet ballistic missile and strategic weapon systems. This support includes the missiles, platforms, and associated equipment; security; training of personnel; and the installation and direction of necessary supporting facilities.

**Naval Computer and Telecommunications Command.—**Commander, Naval Computer and Telecommunications Command's (COMNAV COMTELCOM) mission is to organize, train, and equip computer and telecommunications activities. These activities provide quality information systems and services to the fleet, support commands, and higher authority as well as manage, process, and transfer information for command, control, and administration of the Navy.

**Naval Meteorology and Oceanography Command.—**Commander, Naval Meteorology and Oceanography Command's (COMNAVMET OCCOM) mission is to collect, interpret, and apply atmospheric and oceanic data and information for safety at sea; strategic and tactical warfare; and weapons system design, development, and deployment. The command provides meteorological, oceanographic, and mapping, charting, and geodesy services to increase the effectiveness of our Navy both in peacetime and in war. In addition, COMNAVMETOCCOM and the Superintendent, U.S. Naval Observatory, are responsible for the science, technology, engineering, operations, and those personnel and facilities associated with each, which are essential to explore the ocean and the atmosphere and to provide astronomical data and time for naval and related national objectives. Oceanography examines how naval operations are influenced by the physical environment and applies its findings to the development of technology and methods for improving naval operations. The Naval Oceanographic Program embraces five major disciplines of physical science to investigate the nature and behavior of the ocean environment in which the Navy operates. The five major disciplines are:

- Hydrography to collect data for the charting of the oceans and to establish geodetic references for navigation
- Oceanography to define the characteristics of the water volume for use in ocean reporting and prediction, and studies of underwater acoustics, water dynamics, corrosion, and other factors influencing the performance of naval systems
- Meteorology to define the characteristics of the atmosphere for use in weather reporting and prediction, and studies of upper atmosphere winds and currents, refractive indices for radar performance, and similar factors
- Astrometry to determine the position and motions of celestial bodies required for accurate navigation, operational support, and use in calculating precise geodetic positions and azimuth references on Earth
- Precise Time to determine, provide, and manage the distribution of precise time and time interval (frequency), both atomic and astronomical, for use in electronic navigation and command, control, and communications

**Office of Naval Intelligence.—**Director, Office of Naval Intelligence (ONI) oversees the DoN's intelligence and security requirements and responsibilities.

**Chief of Naval Education and Training Command.—**Chief of Naval Education and Training (CNET) is responsible for assigned shore-based education and training of Navy, certain Marine Corps, and other personnel. Education and training efforts support the fleet, naval shore establishment, Naval Reserve, security assistance program, and interservice training programs. CNET also develops specific education and training afloat programs for the fleet and controls Navy support for youth programs. This command acts as the DoD agent for the Defense Activity for Nontraditional Education Support (DANTES) and executes the Navy's responsibility for dependents' education. CNET takes part in research and development activities to develop and carry out the most effective teaching and training systems and devices.

**Naval Doctrine Command.—**Commander, Naval Doctrine Command (COMNAVDOCCOM) is the primary authority for the development of naval concepts and integrated naval doctrine and is charged with development and evaluation of Navy service specific policy and strategy.

**Naval Security Group Command.—**Commander, Naval Security Group Command (COMNAVSECGRUCOM) provides, operates, and maintains an adequate naval security group. It approves requirements for the use of existing naval security group capabilities and resources and coordinates the execution of approved cryptologic programs.

**Naval Legal Service Command.—**Commander, Naval Legal Service Command (COMNAVLEGSVC COM) administers the legal service program within the Navy and provides command direction for all Naval Legal Service Command activities and resources.

**Naval Space Command.—**Commander, Naval Space Command (COMNAVSPACECOM) provides direct space systems support to naval forces and helps prepare the naval service for larger space systems involvement. This command supports the coordinated mission and hardware development for future space activities. It commands and supports the naval space systems, including surveillance, environmental monitoring, communications, and navigation, in support of national maritime strategy.

**Naval Safety Center.—**Commander, Naval Safety Center (COMNAVSAFECEN) enhances the war-fighting capability of the Navy and Marines by arming our Sailors, Marines and civilians with the knowledge they need to save lives and preserve resources. This mission is accomplished by investigating and advocating new methods, technology, and initiatives to improve the safety process and by setting naval safety policy.

## REVIEW QUESTIONS

Q8. What command plans the amount of education and training needed by Navy personnel to meet manpower requirements?

1. CHNAVPERS
2. CNET
3. DIRSSP
4. COMNAVDOCCOM

Q9. What command acquires and disposes of real estate for the Navy and manages Navy family housing?

1. COMNAVSEASYSCOM
2. COMNAVSUPSYSCOM
3. COMNAVFACENGCOM
4. COMSPAWARSYSCOM

Q10. What command is responsible for shore-based education and training of Navy, certain Marine Corps, and other personnel?

1. CHNAVPERS
2. BUMED
3. DIRSSP
4. CNET

Q11. What command enhances the war-fighting capability of the Navy and Marines by arming our Sailors, Marines, and civilians with the knowledge they need to save lives and preserve resources?

1. COMNAVSAFECEN
2. COMNAVSECGRUCOM
3. COMNAVSPACECOM
4. ONI

### Commandant of the Marine Corps

The Commandant of the Marine Corps (CMC) commands the Marine Corps. The commandant is directly responsible to SECNAV for the administration, discipline, internal organization, training requirements, efficiency, readiness, and total performance of the Marine Corps. The commandant also operates the material support system of the Marine Corps. The commandant keeps the SECNAV fully informed on matters considered or acted upon by the Joint Chiefs of Staff. As the Marine Corps member of the Joint Chiefs of Staff, the commandant is responsible to the President and the SECDEF for duties external to the DoN as prescribed by law. The commandant is directly responsible to the CNO for the organization, training, and readiness of Marine Corps forces assigned to Navy operating forces. Marine Corps forces, when so assigned, are subject to the command exercised by the CNO over the Navy operating forces. Likewise, Navy members or organizations assigned to the Marine Corps are subject to the command of the Commandant of the Marine Corps.

The United States Marine Corps was established on November 10, 1775, by resolution of the Continental Congress. Marine Corps composition and functions are detailed in 10 U.S.C. 5063. The Marine Corps, which is part of the DoN, is the smallest of the nation's combat forces and is the only service specifically tasked by Congress to be able to fight in the air, on land, and at sea. Although Marines fight in each of these dimensions, they are primarily a maritime force, linked with the Navy to move from the sea to fight on land. For most of the country's history, integrated Navy-Marine Corps expeditionary forces have been routinely forward deployed around the world. The Marine Corps is tasked by law to be "the most ready when the Nation is least ready." All Marines, regardless of specialty, are fundamentally the same, forged from a common experience in boot camp or officer training, sharing a common set of values, and trained as a cohesive air-ground team from the moment they join the Marine Corps. The Marine Corps conducts entry-level training for its enlisted marines at two bases, Marine Corps Recruit Depot, Parris Island, SC, and Marine Corps Recruit Depot, San Diego, CA. Officer candidates are evaluated at Officer Candidate School at Marine Corps Combat Development Command, Quantico, VA. The Marine Corps has a global perspective, which is not focused on any

particular threat. While the primary responsibility for winning wars lies with the Army, Navy, and Air Force, the Marine Corps wins battles, ever ready to respond to international "brush fires." Marines train to be first on the scene to respond to attacks on the United States or its interests, acts of political violence against Americans abroad, disaster relief, humanitarian assistance, or evacuation of Americans from foreign countries. Operating from Navy ships afloat, the Navy-Marine team provides a unique range of options for the country's leadership. At sea, these units can operate from a protected sea base, unencumbered by political constraints often encountered by U.S. forces based in foreign countries.

## SUMMARY

Organization is not a new concept. In its simplest form, organization is the orderly arrangement of assets. As a person approaching middle management, you must understand the organization of our Navy.

Our Constitution authorized the building and supporting of our military forces. The Constitution also stated that the President of the United States would be the Commander in Chief of the military forces. In this chapter you have read how presidential actions to protect our national security affirm the power of the Commander in Chief.

In 1949 an amendment to the National Security Act (NSA) set up the Department of Defense as we know it today. The NSA set up the position of Secretary of Defense (SECDEF) and gave the position presidential cabinet rank. The NSA also set up the Joint Chiefs of Staff (JCS). The JCS consists of the top individuals from each service who advise the SECDEF and the President on all military matters. The naval representative to the JCS is the Chief of Naval Operations (CNO). The CNO is a member of the Department of the Navy (DoN), and so are you.

Our military organization starting with the President, includes the Army, Navy, Air Force, Joint Chiefs of Staff, and unified combatant commands. The DoN is composed of three major parts—the Navy Department, the shore establishment, and the operating forces—in addition to other supporting offices and agencies. This chapter presented these major activities and supporting services.

## REFERENCES

*Basic Military Requirements*, NAVEDTRA 14325, Naval Education and Training Professional Development and Technology Center, Pensacola, FL, 1999.

*Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32C, Chief of Naval Operations, Washington, DC, 1994.

*The United States Government Manual — 1999/2000*, Office of the Federal Register National Archives and Records Administration, Washington, DC, Revised June 1, 1999.

## REVIEW ANSWERS

A1. **(2)** Article II, section 1, of the Constitution provides that executive power shall be vested in a President of the United States.

A2. **(3)** The Chairman of the Joint Chiefs of Staff, while so serving, holds the grade of general or admiral and outranks all other officers of the armed forces.

A3. **(2)** Subject to the authority, direction, and control of the SECDEF, the Chairman of the Joint Chiefs of Staff serves as the spokesman for the commanders of the unified combatant commands especially on the operational requirements of their commands.

A4. **(4)** The naval officer who heads the Office of Legislative Affairs also monitors and evaluates congressional proceedings and actions affecting the DoN.

A5. **(2)** The MCPON's assignment is to the immediate office of the CNO. The MCPON serves as the senior enlisted representative of the Navy and acts as the primary enlisted adviser to the CNO.

A6. **(2)** As of June 1998, the U.S. Naval Forces Central Command's area of responsibility consists of the Arabian Gulf and most of the Middle East.

A7. **(4)** The U.S. Navy's Pacific Fleet covers more than 50% of the Earth's surface, encompassing just over 1 million square miles. Pacific Fleet ships are at sea in the Pacific, Indian, and Arctic oceans from the west cost of the United States to the Arabian Gulf.

A8. **(1)** CHNAVPERS plans the amount of education and training needed by Navy personnel, including that of the Naval Reserve to meet manpower requirements determined by the Chief of Naval Operations.

A9. **(3)** COMNAVFACENGCOM acquires and disposes of real estate for the Navy and manages Navy family housing.

A10. **(4)** CNET is responsible for assigned shore-based education and training of Navy, certain Marine Corps, and other personnel. Education and training efforts support the naval shore establishment, Naval Reserve program, and interservice training programs.

A11. **(1)** COMNAVSAFECEN arms our Sailors, Marines, and civilians with the knowledge they need to save lives and preserve resources. This mission is accomplished by investigating and advocating new methods, technology, and initiatives to improve the safety process.

# CHAPTER 6

# SAFETY AND HAZARDOUS MATERIALS INFORMATION FOR THE PETTY OFFICER

Personnel safety is the responsibility of all hands. Without personnel safety, many injuries and deaths would occur. The Navy has lost many man hours and good people because safety procedures were not practiced continuously. As you study this topic, you will see the various aspects of personnel safety. Personnel safety is important to each of us, and this topic explains why.

## SAFETY

**Learning Objectives:** Recognize the necessity for work center and job site safety. Recall how to perform duties of a divisional safety petty officer. Recall the purpose and function of the command's safety council. Recall how to conduct safety awareness training. Identify the procedures to audit the tag-out log.

> *...out of this nettle, danger, we pluck this flower, safety.*
>
> —William Shakespeare
> Henry IV, I.3

Safety rules and regulations concern all of us, regardless of the job to which we are assigned. All types of tasks, from the simplest to the most hazardous, have safety regulations. We often will not observe safety precautions unless we are fully aware of the dangers involved. Therefore, as a petty officer, you are responsible for ensuring that other personnel are aware of the dangers and know the safety precautions to combat these dangers.

The objective of any safety program is to improve operational readiness by reducing personnel deaths and injuries and by decreasing material loss and damage. To achieve that objective, you should ensure safety is an all-hands effort that is set in motion and monitored by the entire chain of command.

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**REVIEW QUESTION**

Q1. The objective of any safety program is to improve operational readiness.

1. True
2. False

## ORGANIZATIONAL SAFETY RESPONSIBILITIES

Ultimate responsibility for the safety of the unit lies with the commanding officer, and each individual plays a part in that safety. The commanding officer can enhance the safety program of the ship or unit, but you are also important to the success of the program. Specific safety responsibilities of the commanding officer, safety officer, department and division safety officers, and master-at-arms/safety force can be found in *Basic Military Requirements*, NAVEDTRA 14325. You may be involved in the program at many different levels. For example, you may be assigned the duty of division safety petty officer early in your career. Later, you may be responsible for training others in safety.

### Division Safety Petty Officer

The division safety petty officer reports directly to the division safety officer in all matters concerning division safety. In performing this duty, the division safety petty officer is responsible for the following:

- Becoming thoroughly familiar with all safety directives and precautions concerning the division
- Conducting assigned division mishap prevention training and maintaining appropriate records
- Assisting in mishap investigations as directed
- Making recommendations about the safety program to the division safety officer
- Assisting the division safety officer in the execution of assigned safety duties
- Acting as a technical adviser on matters of mishap prevention within the division
- Serving on the safety committee or council

**REVIEW QUESTION**

Q2. Who is responsible for mishap prevention training and maintaining appropriate records?

1. Executive officer
2. Command master chief
3. Division safety petty officer
4. All hands

**REVIEW QUESTION**

Q3. What is the purpose of the command safety council?

1. Mandate safety policy
2. Enforce safety policy
3. Develop recommendations on safety policy
4. Conduct safety training

**Safety Council**

Some large commands may have a safety organization, which starts with a departmental safety council that sends a representative to a command level safety council. As the division safety petty officer, you may serve as the representative of your division to a department or command safety council. Members of the department safety council will consist of the department head or department representative, department safety officer, and divisional representatives.

On the command level, the safety council convenes monthly to develop recommendations for policy on safety matters and to analyze progress of the overall safety program. The command's safety council is composed of the commanding officer or executive officer (chairperson), the unit safety officer (recorder, when not the executive officer), department heads, senior enlisted adviser/command master chief, and a medical department representative. The safety officer prepares an agenda in advance of each meeting. The agenda reflects the extent of any problem(s) and documents the need to take action. The safety council suggests ways to resolve problems submitted by the safety committee or any other unit members. The safety council also reviews all statistics compiled by the safety officer and hears medical department representative's reports on injuries. The council also hears from department heads on all other mishaps that occur within their departments. Further, the safety council reviews the recommendations of the enlisted safety committee and, by endorsement of the commanding officer, indicates which actions are being considered.

**Individual Responsibilities**

SAFETY IS AN ALL-HANDS RESPONSIBILITY. So what are *your* responsibilities for safety? Your personal responsibilities for safety—everywhere and at all times—are as follows:

- Observe all the precautions related to your work or duty. You may have gotten by with being careless with safety rules in the past, but your luck will not hold out forever. If you continually cross a street without looking, eventually a vehicle will hit you.

- Report unsafe conditions or any equipment or materials you think might be unsafe. Do not just walk by an open manhole or turn in a cracked tool without saying anything. REPORT IT AND FOLLOW UP WITH CORRECTIONS!

- Warn others of hazards. If you see persons knowingly, or unknowingly, placing themselves or others in danger, say something. If necessary, report the situation to your supervisor.

- Report any injury or ill health to your supervisor. A splinter in your finger or a scratch on your leg, if treated immediately, usually will cause no further trouble. However, if an injury is left untreated, infection may set in. A 10-minute trip to sick bay may save you a 10-day stay there. A person who keeps working while feeling dizzy or nauseated is risking injury or death.

- Wear or use protective clothing or equipment. If you are issued a hard hat for work, wear it. The same rule applies to safety shoes, goggles, respirators, hearing protectors, rubber gloves, and similar safety equipment.

- Be safety conscious. Always remain alert to possible danger. Use your senses of sight, smell, touch, and hearing.

- Always inspect equipment and associated attachments for damage before using the equipment. Check the safety precautions that pertain to each piece of equipment. Be sure the equipment is suited to the job. For example, never use a 10,000-rpm grinding wheel on a grinder that operates at 15,000 rpm.

### Master-at-Arms/Safety Force

The Master-at-Arms (MAA)/safety force is a vital link in the unit safety organization. You may be assigned as a division safety petty officer or as a member of the safety force because you are a 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 safety force also assists the safety officer in keeping the safety program visible to all personnel as well as ensuring that the program is a workable system.

A good safety program is improved through MAA/safety force inspections and through a system of internal reporting. These inspections focus command attention on material deficiencies and operating practices that may harm personnel and equipment. As a division safety petty officer, you should make every effort to support the members of the MAA/safety force, as they are the key to a safe working environment.

### Promoting Safety

Why do we always promote safety? The Navy wants to keep you as safe as possible for as long as possible. That's where the safety program comes in. By promoting safety on and off the job, you improve your chances of living a long life and having a fulfilling naval career.

You can promote safety within your division in various ways. One way is through the use of posters. A picture is said to be worth a thousand words; but, in this case, a picture may be worth a thousand lives. Use posters as safety reminders. Change or rotate safety posters regularly to different workspaces to draw attention to them. When personnel see the same posters in the same place for months, they start to view them as part of the bulkhead. They then begin to ignore the posters; write on them; and cover them with notices, schedules, and watch bills.

Warning and caution signs are also effective in promoting safety. For example, figure 6-1 shows signs indicating the type of personal protective equipment a person should use when involved in a potentially hazardous operation. Other signs are shown in figures 6-2 and 6-3.

Another helpful method of promoting safety within a division is periodic safety patrols or inspections made by the division safety petty officer.

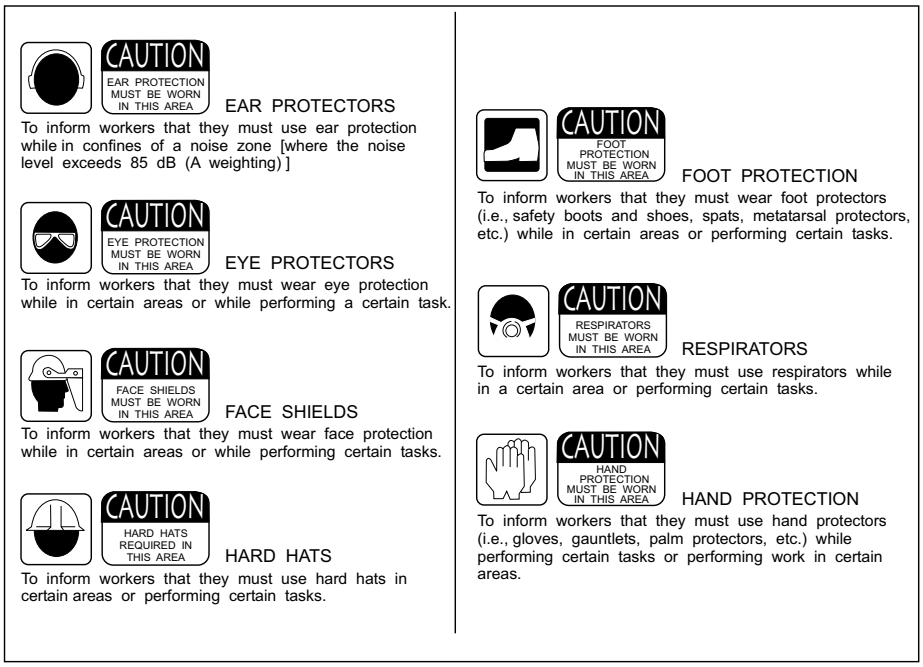


**Figure 6-1. Personal protective caution signs.**

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**Figure 6-2. Laser warning signs.**

MRP3f0603

**Figure 6-3. Typical warning signs.**

## REVIEW QUESTION

Q4. Which of the following items promotes safety awareness?

1. Posters
2. Caution signs
3. Inspections
4. All of the above

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## EQUIPMENT TAG-OUT PROCEDURES

Post DANGER tags, CAUTION tags, and instrument OUT-OF-COMMISSION tags or OUT-OF CALIBRATION labels following authorized procedures. Those tags and labels will help ensure the safety of personnel and prevent improper operation of equipment. Do not remove or break posted safety tags without proper authorization. Chapter 6 of *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32, contains basic guidelines and standardized procedures for tag-out procedures. *Basic Military Requirements*, NAVEDTRA 14277, discusses the tag-out procedures in detail. In this topic the purpose of the tag-out bill, tag-out logs, record sheets, and audits will be presented.

### Purpose

An equipment tag-out bill has three purposes. The first purpose is to provide a procedure for personnel to use to prevent the improper operation of a component, piece of equipment, a system, or portion of a system that is isolated or in an abnormal condition. The second purpose is to provide a procedure for personnel to use in operating an instrument that is unreliable or not in a normal operating condition. This procedure is similar to the tag-out procedure except that it requires the use of labels instead of tags to indicate instrument status. The last purpose is to provide separate procedures for personnel to use when accomplishing certain planned maintenance system (PMS) maintenance actions. These procedures apply only to non-nuclear surface ships and craft and non-nuclear, non-propulsion areas of nuclear surface ships. PMS tag-out procedures are not authorized aboard submarines, submarine tenders, submarine rescue vessels, in propulsion areas of nuclear surface ships, or within submarine support facilities.

All U.S. Navy ships and repair activities must use standardized tag-out procedures.

### Tag-out Logs

Tag-out logs are used to control the entire tag-out procedure. The number of tag-out logs required depends on ship size. For example, a minesweeper may only require one tag-out log for the whole ship, while a major surface combatant may require a separate log for each department. Individual force commanders specify the number of logs that various ship classes must maintain and what areas of the ship must 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 the tag out is authorized. Examples of systems that may require such coordination are ship 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:

- 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.)

- 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 also are used in audits of the log to provide a ready reference of existing tag outs. The cognizant department head may remove the index pages with all tag outs listed as cleared.)

- 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.)

Tags in a common system (for example, ship's radar or a fire-control system) are logged on one DANGER/CAUTION tag-out record sheet. Subsequent sheets on the same system are kept together.

**RECORD SHEETS.—**Some ships going through an overhaul have used between 2,000 and 3,000 DANGER/CAUTION tags. Ship's personnel use the record sheets to keep 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/time of tag out issue, and reason for the tag out. The sheet also contains a place for documentation (blueprints, rip outs, etc.) and authorizing signatures. On the back of the

record sheet, you will find a record of the numbers of the tags, the persons hanging the tags, and the persons 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 is properly filled out for the removal of the tags, place the sheet in the back of the tag-out log in the cleared section for destruction at a later time. Record the date and time cleared in the tag-out index/audit record.

**AUDITS.—**Audits are an important part of the tag-out system. Audits are required at least every 2 weeks; nuclear-powered ships require audits 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 and tags and/or labels have been visually inspected.

## REVIEW QUESTIONS

Q5. The number of tag-out logs required depends on the size of the ship.

1. True
2. False

Q6. After the tags are cleared and the record sheet is filled out, where should you place the sheet?

1. At the front of the tag-out log
2. At the back of the tag-out log in the cleared section
3. In the index/audit record
4. In the documentation file

## HAZARDOUS MATERIALS

**Learning Objectives:** Define hazardous material and recall the sources of information for using, handling, and disposing of hazardous material. Recognize the importance of instructing personnel in work-related hazards, safety precautions, and in the use and maintenance of personal protective equipment and clothing. Recall the types of cleaning solvents and the safety precautions for handling and using solvents. Recognize proper safety, handling, and inspection procedures when disposing of hazardous materials.

We use hazardous materials (HAZMATS) daily, afloat and ashore, in maintenance, repair, and cleaning. We could not maintain our operational effectiveness without using hazardous materials. In using HAZMATS, however, we may also produce hazardous waste.

We can use hazardous materials effectively and safely if we take care in their handling, storage, and disposal. To help ensure our safety, the Occupational Safety and Health Administration (OSHA) passed a regulation called *Hazard Communication Standard*, 29 CRF 1910.1200. Since DoD and SECNAV have adopted that regulation, all civilian and military employees of the federal government must comply with the regulation.

If handled improperly, the hazardous materials you must use to do your job can be hazardous to your health, the health of others, and the environment. Therefore, you have the right to be trained in the use of HAZMATS and to know any information about those materials that could threaten your safety or health.

To protect your rights and to ensure personnel comply with OSHA and Environmental Protection Agency (EPA) regulations, the Navy has developed a hazardous material control and management program. The *Environmental and Natural Resources Program Manual*, OPNAVINST 5090.1(Series); *Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat*, OPNAVINST 5100.19 (Series); and *Navy Occupational Safety and Health (NAVOSH) Program Manual*, OPNAVINST 5100.23 (Series), contain hazardous material control and management information.

The Naval Supply Systems Command manages the overall program for hazardous material control and management for the Navy. The program's objectives are as follows:

- Minimize the amount of hazardous materials in use.
- Use hazardous materials safely.
- Decrease the amount of hazardous waste we produce.

## DEFINITION OF HAZARDOUS MATERIAL

What is hazardous material? "Hazardous material" can be defined as any material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a real hazard to human health or the environment. Hazardous materials include the following categories:

- Flammable and Combustible Material
- Toxic Material
- Corrosive Material
- Oxidizers
- Aerosols
- Compressed Gases

Separate directives cover some materials considered hazardous. They include mercury; asbestos; propellants; bulk fuels; ammunition; medical waste; and chemical, biological, and radiological materials.

Afloat units turn in used or excess HAZMATS to Public Works Centers or other shore collection sites. The shore site then restores, recycles, or disposes of the used or excess hazardous materials.

## HAZARDOUS MATERIALS INFORMATION SYSTEM

The Hazardous Materials Information System (HMIS) is a computerized database of material safety data sheets (MSDSs). It provides information for people working in hazardous material management. The system provides basic technical information required for all levels of hazardous materials to aid in their proper handling, storage, transportation, and disposal. In addition, HMIS provides information about safety, health, and environmental functions.

The HMIS database provides useful information on more than 70,000 hazardous materials used by DoD. The Naval Supply Systems Command distributes the database quarterly as part of the *Hazardous Material Control and Management (HMC&M)* CD-ROM, which contains the following materials:

- HMIS database with MSDSs and labels
- *Ship Hazardous Material List (SHML)*
- *Shelf Life Management Chart*
- *Hazardous Material User's Guide (HMUG)*
- *Shipboard Safety Equipment Shopping Guide*
- *Glossary of Hazardous Terms*
- *HMIS/HMC&M Feedback Form*
- *Navy Inventory Control Point SHML Feedback Report*
- *DOT Guides*
- *Tutorial for hardware and software*

Each ship and most shore stations have been issued a computer compact disk (CD) player and are on distribution for *HMC&M* updates.

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**REVIEW QUESTION**

Q7. Occupational Safety and Health Administration passed a regulation that requires all civilian and military employees of the federal government to comply with what regulation?

1. *Hazardous Material Control and Management*
2. *Hazard Material and Refuse Management*
3. *Hazard Communication Standard*
4. *Hazardous and Toxic Material Disposal*

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## WORK CENTER SUPERVISORS RESPONSIBILITIES

Work center supervisors have the following responsibilities when working with HAZMATS:

- Ensure that approved personal protective clothing and equipment are maintained and used.

- Ensure that prior to initial use or handling any hazardous materials, workcenter personnel have been trained on the hazards associated with that material and are familiar with what an MSDS is, what it contains, and where a copy is available for review.

- Ensure that, prior to using any hazardous material, personnel under their supervision are trained on the hazards associated with that material, and that they have been provided with necessary protective clothing and equipment (i.e., eye protection, respirators, gloves).

- Ensure that adequate supply and exhaust ventilation is maintained in all spaces where hazardous materials are used, that such systems are in good operating condition, and that they have been evaluated as adequate by the industrial hygiene survey team. Keep ventilation intakes clear of hazardous material at all times.

**REVIEW QUESTION**

Q8. When personnel are working with hazardous material, supervisors are NOT responsible for ensuring that approved personal protective clothing and equipment are maintained.

1. True
2. False

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## CLEANING SOLVENTS

As a petty officer third class, you may be assigned the task of supervising a cleanup detail. No matter what the job—from paint removal to swabbing the decks—precautions must be taken to guard against the careless use of cleaning solvents. Take for example the Sailor who did not read the labels on the cleaning materials he was using to clean a commode. While using a chlorine-based cleaner to clean the commode, he decided to clean the drains at the same time. Therefore, he added a granulated drain cleaner to the commode containing the chlorine-based cleaner and then left the head. A few minutes later, he heard a loud explosion. The chemical reaction of the drain cleaner and the chlorine-based cleaner caused an explosion in the commode. Luckily, no one was hurt, but the head was a mess.

### Precautions

Solvents used in paints, adhesives, rubber and plastic materials, and in degreasing solutions can be hazardous to your health. Most solvents are toxic and, with a few exceptions, are flammable. Appropriate measures must be taken to reduce their toxic and flammable effects. In addition, solvents that come in contact with your skin can cause serious skin problems. When using solvents, always observe the following precautions:

- MAKE sure the space in which you are working has adequate ventilation.
- WEAR protective clothing, goggles, respirators, gloves, and other appropriate equipment.
- MAKE sure accessible fire-fighting equipment is nearby.
- TAKE every precaution to prevent excessive vapors from contaminating the air.
- CHECK the labels on all containers of liquids.
- WIPE up spilled solvents immediately.
- AVOID contact with your eyes, skin, or clothing. You should NEVER swallow solvents and should always avoid breathing the vapors.
- KEEP solvent containers tightly closed when you are not using them.
- CHECK containers for leakage; if a container is defective, transfer the solvent to a new container.
- MAKE sure containers are empty before you discard them. You must observe the approved practices for disposal of solvents, cleaners, and their containers.
- LABEL all containers used to store solvents.
- READ and comply with all instructions and precautions on the label.

For information on cleaning solvents, refer to *Naval Ships' Technical Manual* (*NSTM*), chapter 631.

When working with solvents, you must stress safety precautions to your people. Solvents should NEVER be used in an unventilated space under any circumstances. Special clothing requirements also must be observed when using some solvents. As a petty officer, you MUST make sure all safety precautions are observed at all times. Laxity on anyone's part could cause a mishap, resulting in injuries or even deaths. By observing safety precautions, you and your people will reduce mishaps and save lives.

Damage to containers, including dents, pitting, rust, creases, cracks, and damage to closures and gaskets, may lead to leakage and dangerous spills. Containers in flammable liquid stowage facilities will be inspected weekly. Containers of other hazardous materials will be inspected monthly and inventoried quarterly. *OPNAVINST 5100.19 (Series)* describes proper stowage, handling, container inspection, and disposal of hazardous general-use combustibles.

### Types of Solvents

As mentioned throughout this topic, the Navy uses many types of solvents for a multitude of cleaning assignments. Many of these solvents are highly toxic and some are highly flammable. You must take special care when using many of these solvents; make sure you store them in cool, dry areas. *NSTM*, chapter 631, contains a list of approved solvents and their flash

points (lowest temperature at which vapors ignite in air when exposed to flame). Figure 6-4 shows a list of commonly used solvents approved by the Navy and the flash points of these solvents. *OPNAVINST 5100.19 (Series)* describes proper stowage, handling, and disposal of these solvents.

Most cleaning solvents contain toxic substances. These substances can cause injuries if they are inhaled, absorbed by the skin, or ingested. All toxic materials must be handled carefully to prevent injury. The following paragraphs contain information about two general categories of toxic cleaning solvents. There is another type—fluorocarbon refrigerants and solvents; however, special approval is required to obtain and use them. If you have any questions about the solvent you are going to use, check the maintenance requirement cards (MRCs) for the task; ask your supervisor; or check the *NSTM*, chapters 631 and 670.

**CHLORINATED-CLEANING SOLVENTS.—**Chlorinated-cleaning solvents can be highly toxic if used improperly. They may be irritating to the skin and toxic if ingested. Toxic vapors may cause damage to the lungs, eyes, and nervous system when the vapors are present in confined spaces, in spaces with inadequate ventilation, or when the vapor concentration is increased by heating. Solvents decompose at high temperatures and produce gases more toxic than the solvents themselves. Solvents react with alkalies, oxidizers, and powdered metals to produce toxic gases.

Common types of chlorinated-cleaning solvents are trichloroethane (inhibited methylchloroform), trichloroethylene, tetrachloroethane, and tetra-chloroethylene (perchloroethylene, dry-cleaning solvent). Because of the extreme dangers involved, the Navy severely restricts the use of these solvents. For detailed restriction information on solvents, refer to *NSTM*, chapter 670, section 3.

| Solvent | Flashpoint (closed up) |
|---|---|
| Acetone | −17.8 °C (0 °F) |
| Amyl acetate | 28.9 °C (84 °F) |
| Butyl acetate | 28.9 °C (84 °F) |
| n-Butyl alcohol | 35.0 °C (95 °F) |
| Butyl carbitol (diethylene glycol monobutyl ether) | 101.0 °C (214 °F) |
| Butyl cellosolve (ethylene glycol monobutyl ether) | 60.0 °C (140 °F) |
| Carbitol (diethylene glycol monoethyl ether) | 95.5 °C (204 °F) |
| Cellosolve (ethylene glycol monoethyl ether) | 42.0 °C (108 °F) |
| Cellosolve acetate (ethylene glycol monoethyl ether acetate) | 51.1 °C (124 °F) |
| Cyclohexanone | 43.9 °C (111 °F) |
| Diacetone alcohol | 47.2 °C (117 °F) |
| Ethyl acetate | −4.4 °C (24 °F) |
| Ethyl alcohol | 12.8 °C (55 °F) |
| High-flash naptha | 43.3 °C (110 °F) |
| Isobutyl acetate | 17.8 °C (64 °F) |
| Isobutyl alcohol | 27.8 °C (82 °F) |
| Isophorone | 81.7 °C (179 °F) |
| Isopropyl alcohol | 11.7 °C (53 °F) |
| Methyl n-butyl ketone | 22.8 °C (73 °F) |
| Methyl cellosolve (ethylene glycol monomethyl ether) | 41.7 °C (107 °F) |
| Methyl cellosolve acetate (ethylene glycol monomethyl ether acetate) | 49.4 °C (121 °F) |
| Methyl ethyl ketone | −1.1 °C (30 °F) |
| Methyl isobutyl ketone | 15.6 °C (60 °F) |
| Mineral spirits (paint thinner) | 42.8 °C (109 °F) |
| SOLVATONE solvent M | 25.6 °C (78 °F) |
| Dry cleaning solvent, type II | 58.9 °C (138 °F) |
| Styrene | 32.2 °C (90 °F) |
| Toluene | 4.4 °C (40 °F) |
| Turpentine | 35.0 °C (95 °F) |
| VM&P naptha | −6.6 °C (20 °F) |
| Xylene | 17.2 °C (63 °F) |

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**Figure 6-4. Approved Navy solvents.**

Never stow chlorinated-cleaning solvents near heat sources or open flames. Do not allow them to come in contact with hot surfaces. Make sure stowage areas are well ventilated and monitored regularly by the gas-free engineer. Additionally, do not stow these solvents near incompatible materials. Incompatible materials include strong alkalies, such as sodium hydroxide; oxidizers, such as calcium hypochlorite and sodium nitrate; and powdered metals, such as aluminum.

When handling chlorinated-cleaning solvents, wear the following personal protective equipment (PPE):

- Neoprene gloves
- Safety goggles that will protect against splashes or a face shield
- A chemical cartridge respirator for protection against small amounts of organic vapors or for protection for a short duration; or an air line respirator (or some other type of supplied-air respirator) if use is extensive or in a confined space
- Coveralls

Make sure work areas in which you use chlorinated-cleaning solvents have proper ventilation. For enclosed spaces, an air change every 3 minutes is recommended. Consult the gas-free engineer to determine if the ventilation is adequate.

**ORGANIC-CLEANING SOLVENTS.—** Organic-cleaning solvents include toluene, xylene, some alcohols, acetone, methyl ethyl ketone, ethyl acetate, dry-cleaning solvent (PD-680, Type II), kerosene, petroleum, ether, turpentine, morpholine, and other related compounds. These compounds are highly flammable and moderately to highly toxic. Some also cause corrosion. Inhalation of concentrated vapors may cause dizziness, nausea, or vomiting.

Stow organic-cleaning solvents in a flammable liquid storeroom, or flammable liquid lockers, according to *OPNAVINST 5100.19 (Series)*, Chapter C23, Appendix C23-C. Keep the solvents away from heat, open flames, or spark-producing devices. Stow them away from oxidizers, such as calcium hypochlorite, sodium nitrate, and hydrogen peroxide.

When handling organic-cleaning solvents, wear the following PPE:

- Neoprene gloves
- Safety splash goggles
- Coveralls (recommended)

In addition, if vapors accumulate over 100 parts per million (ppm), wear an oxygen-breathing apparatus (OBA) and notify the gas-free engineer.

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**REVIEW QUESTIONS**

Q9. When working with solvents, which of the following actions should you take?

1. Make sure the space in which you are working does not have adequate ventilation
2. Remove protective clothing if it gets too hot
3. Leave spilled solvents on the deck
4. Check the labels on all containers of liquid

Q10. Most cleaning compounds do NOT contain toxic substances.

1. True
2. False

---

**DISPOSAL OF HAZARDOUS MATERIAL.—** When it becomes necessary to dispose of any hazardous material, it is important to consult with the command's hazardous material control authority. Containers of unused, contaminated, toxic, corrosive, and so forth, material have different guidelines for disposal. Absorbents used in cleaning, applying, or packing HAZMATS should be treated using the same precautions followed for the hazardous material they absorbed. The many procedures and directives that govern the disposal of hazardous material are constantly changing and being updated. As mentioned earlier, supervisors are charged with following established safety procedures. *OPNAVINST 5100.19 (Series)*, gives further details on disposal of hazardous material.

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**REVIEW QUESTION**

Q11. Absorbents used in cleaning, applying, or packing hazardous materials will be treated and disposed of using the same precautions followed for the material they absorbed.

1. True
2. False

## CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSE

**Learning Objectives:** Recall the types of risk assessments used to evaluate the appropriate levels of Mission Oriented Protective Posture (MOPP). Recall the four levels of MOPP and the associated countermeasures. Identify the use of chemical, biological, and radiological (CBR) protective clothing and equipment for each level of MOPP. Recall how to instruct personnel on entering, exiting, and personal cleaning in the collective protective system (CPS) decontamination station.

This topic will present the use of chemical, biological, and radiological (CBR) protective clothing and equipment for each level of Mission Oriented Protective Posture (MOPP) and the types of risk assessments used to evaluate the appropriate levels of MOPP. For basic information on CBR you should study the *Basic Military Requirements*, NAVEDTRA 14325.

### MISSION ORIENTED PROTECTIVE POSTURE

MOPP procedures are used to establish levels of readiness for a chemical agent attack. The procedures are flexible. They allow the commanding officer (CO) to adapt the requirements for protective clothing and equipment to the degree of the threat and working conditions at any given time. As an example, personnel doing heavy work in hot weather may suffer heat exhaustion in heavy protective clothing and gas masks. Therefore, unless an attack is actually under way, the CO may relax the protective clothing requirements to prevent certain injury or sickness from heat. Other examples include personnel who cannot do their work wearing protective gear, those who need to eat or attend to body functions, and those who must meet other requirements not possible in protective clothing. The command decision to implement each level of MOPP must be the result of a risk assessment.

### RISK ASSESSMENT

Risk is defined as the assessed difference between the threat level and the activation of appropriate levels of shipboard countermeasures. The risk of casualties and contamination must be evaluated and weighed against the ability of personnel to perform their duties while being hindered by individual protective equipment and the effects of heat stress.

### CBR PROTECTIVE EQUIPMENT AND CLOTHING

Personnel protective equipment used in chemical warfare (CW)/biological warfare (BW) defense includes masks, clothing, decontamination kits, and antidotes for certain chemical agents. Depending on your duty station and actual combat assignment, you may be issued certain items of this equipment. Knowing the correct procedures for the use of the equipment is vital. *Chemical, Biological, and Radiological Defense, Handbook for Training*, S-5080-AA-HKB-010, and *NSTM*, chapter 470, list detailed procedures for the use and maintenance of CW/BW protective equipment. However, only practice can assure that you execute the procedures properly.

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### REVIEW QUESTIONS

Q12. MOPP procedures used to establish levels of readiness for a chemical agent attack are flexible.

1. True
2. False

Q13. The command decision to implement each level of MOPP must be the result of a risk assessment.

1. True
2. False

---

### MOPP LEVELS AND ASSOCIATED COUNTERMEASURES

The risk of a CBR threat can be categorized into four levels of probability:

1. **SUSPECTED**. An adversary who has CBR-capable delivery systems within the operations area (OPAREA) presents a suspected threat. Implementation of MOPP-1 countermeasures is indicated.

2. **POSSIBLE**. The expressed affirmation or assessed political will of an adversary to use CBR warfare increases the threat potential to a possible involvement in a CBR environment. Implementation of MOPP-2 countermeasures is indicated.

3. **PROBABLE**. Statements of intent to employ CBR warfare, directed at U.S. forces or allies, changes in political or military posture of an adversary possessing CBR capabilities, or use of CBR warfare within the OPAREA present a chance of probable involvement in a CBR environment. This threat level requires an estimate of the earliest time the CBR environment will be encountered. This estimate must be based on the strike ranges of delivery systems and the time it takes the strike to arrive at the nearest range limits. Implementation of MOPP-3 countermeasures is indicated.

4. **IMMINENT**. Confirmation of increased activity involving delivery systems, recognized platform attack patterns, electronic or visual indication of employment of delivery systems, or the immediate proximity of known CBR hazard areas present an imminent danger of contamination and/or casualties. Implementation of MOPP-4 countermeasures is essential.

## RISK MANAGEMENT AND IMPLEMENTATION OF MOPP

The decision to initiate or upgrade the ship's MOPP begins with determining the threat level, ship's mission, and corresponding MOPP-level countermeasures that provide the minimum acceptable degree of risk. An increase in the threat level does not necessarily justify immediate execution of all countermeasures included in the corresponding MOPP level.

The next step is to determine the time at which the countermeasures comprising that MOPP level should begin. The time required to take countermeasures must be compared to the time remaining until either the threat level increases or the risk becomes unacceptable. Waiting too long to start countermeasures increases the risk to the ship's mission because of the risk to personnel survivability. Alternately, starting countermeasures too early will degrade the crew's performance for sustained operations in the CBR environment and will ultimately limit the ship's ability to complete the mission. All countermeasures must be in effect immediately before the ship becomes involved in a CBR environment.

Immediately following the attack, an assessment of the ship's involvement in the CBR hazard is required to determine which countermeasures should remain in effect to enhance survivability and sustain operation. Frequent reassessments should be made to identify the earliest practical time(s) to secure the countermeasures and upgrade crew performance for optimum mission capability.

## REVIEW QUESTIONS

Q14. The risk of a CBR threat can be categorized into how many levels of probability?

1. One
2. Two
3. Three
4. Four

Q15. The term *MOPP* stands for Mission Organization Protective Plan.

1. True
2. False

---

### MOPP Level-1 (Suspected Threat) Protection

During MOPP level-1 the following actions must be taken:

1. Individual protection — Issue the following individual protective equipment and medical supply items to shipboard personnel and maintain them at respective battle stations:

- Protective masks (fitted for immediate use)
- Chemical protection
  - Protective masks (with new, unopened canister)
  - Chemical protective overgarments (2 piece)
  - Chemical protective overboots
  - Chemical protective glove set
  - Personnel decontamination kit
- Medical supply items
  - Atropine auto-injectors (3)
  - Auto-injectors (2)
  - Pyridostigmine pretreatment tablets (21)
- Biological protection — Consists of the same protective equipment required for chemical protection, minus the medical items. Chemical threat is assumed to be "worst case," unless reliable intelligence indicates otherwise.

- Radiological protection — Requires the mask only (with new, unopened canisters).

2. Collective activities — Review survival standards and basic operating standards for CBR environments as described by the ship's CBR defense bill.

   - Verify that personnel are assigned to CBR defense teams and review required procedures.

   - Inventory stowed detection and monitoring equipment, as applicable, for maximum authorized levels, current shelf life, presence of all components, and function within normal limits.

   - Inventory stowed supplies for personnel decontamination stations, shipboard decontamination teams, and biological sampling.

   - Inventory stowed water canteens to ensure adequacy of allowance serviceability.

   - Replace expired, missing, or consumed equipment, components, and supplies to maximum authorization levels.

   - Set readiness Condition III (wartime steaming). Set material condition YOKE.

3. Shipboard systems:

   - Operationally test collective protection systems, where available.

   - Test installed detection and monitoring systems.

**MOPP Level-2 (Possible Threat) Protection**

During MOPP level-2 the following actions must be taken:

1. Individual protection — For all CBR threats, maintain protective mask in carrier and on person.

2. Collective activities:

   - Designate primary and secondary personnel decontamination stations with respective weather-deck and internal access/exit routes.

   - Pre-position decontamination supplies in decon stations and at respective repair lockers as required by the ship's CBR defense bill.

   - Pre-position stowed detection, monitoring equipment, and supplies at locations designated by the ship's CBR defense bill.

   - Pre-position empty canteens at staging areas as designated by the ship's CBR defense bill.

   - Set material condition ZEBRA (modified).

3. Shipboard systems — Operationally test countermeasures washdown system. Test shipboard alarms.

**MOPP Level-3 (Probable Threat) Protection**

During MOPP level-3 the following actions must be taken:

1. Individual protection:

   - For all CBR threats, install new filter canisters on protective masks; maintain in carrier and on person.

   - Provide wet-weather gear for donning over other protective clothing and equipment for all weather-deck activities.

   - Chemical:

     – Don chemical protective overgarments (CPOs) (jumper and trousers) with hood down.

     – Don chemical protective overboots.

     – Stow personnel decontamination kit in mask carrier.

     – Stow chemical protective glove set and medical supply items in the jumper cargo pocket.

     – Initiate pyridostigmine pretreatment regimen.

   - Biological:

     – Don chemical protective overgarments (jumper and trousers) with hood down.

     – Don chemical protective overboots.

     – Stow personnel decontamination kit in mask carrier.

- Radiological:
  - Don battle dress.
  - Issue individual dosimeters and dose indicators (DT-60, etc.).

2. Collective activities:

- Direct the ship to general quarters (readiness Condition I may be relaxed and readiness Condition II set at CO's discretion).
- Fill pre-positioned canteens with potable water.
- Assign personnel to decontamination stations and assure operability.
- Post CBR detection and monitoring teams equipped with required instruments and supplies designated by the ship's CBR defense bill for readiness Condition I or II.
- Strike below, as appropriate, vulnerable flammable and absorbent weather-deck materials.
- Set material condition ZEBRA.
- Limit weather-deck activities to essential functions.
- Post and monitor installed CBR detection equipment and materials as designated by the ship's CBR defense bill.

3. Shipboard systems — Activate counter-measures washdown system intermittently. Ensure collective protection systems are fully operational and access/exit procedures are in effect.

**MOPP Level-4 (Imminent Threat) Protection**

During MOPP level-4 the following actions must be taken:

1. Individual protection:

- For all CBR threats, don protective mask.
- Chemical/Biological:
  - Secure jumper hood over head and around mask.
  - Don chemical protective glove set.
- Radiological — Don battle dress.

2. Collective activities:

- Direct the ship to general quarters (if not previously in effect).
- Implement mandatory water-drinking regimen.
- Initiate continuous monitoring and operation of detection equipment.
- Set Circle WILLIAM on ventilation systems (except CPS).
- Radiological — Secure sea chests for underwater nuclear detonations, as directed by the ship's CBR defense bill.
- Prepare NBC Warning and Reporting system (NBCWRS) messages for transmission.
- Shipboard systems — Activate counter-measures washdown system to operate continuously.

**REVIEW QUESTION**

Q16. Readiness condition III (wartime steaming) is set during what MOPP level?

1. 1
2. 2
3. 3
4. 4

## PERSONNEL DECONTAMINATION STATIONS

To instruct personnel on entering, exiting, and personal cleaning in the CPS decontamination station, we must review the basics of the procedure. If you work at a command with nuclear facilities, you will be trained in further detail by qualified personnel. For the situation of nuclear attacks and blasts, review the basic information contained in the *Basic Military Requirements*, NAVEDTRA 14325.

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 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 paragraphs 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 area, 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.

**REVIEW QUESTION**

Q17. Each decontamination station is divided into how many parts?

1. One
2. Two
3. Three
4. Four

---

## DAMAGE CONTROL PETTY OFFICER

**Learning Objectives:** Recall the procedures for making damage control closure log entries. Recall the procedures for maintaining damage control fittings and equipment.

The safety of the ship and its crew is of utmost importance in carrying out the command's mission. The damage control organization plays a critical part in ensuring this safety function. An essential person assigned the responsibilities to oversee the material condition of areas of damage control at the division level and upward throughout the chain of command is the Damage Control Petty Officer (DCPO). These responsibilities maybe assigned as a Divisional Damage Control Petty Officer (DDCPO) and you should know them or a Divisional Damage Control Petty Officer (Duty) when you may have to perform them.

### DESIGNATION

A petty officer who has completed his or her personnel qualifications standards (PQS) can be designated as the DCPO in each work center based on type commanders (TYCOM) instructions. Division officers nominate DCPOs and duty DCPOs for endorsement by the chain of command. The executive officer gives the final approval for nomination, replacement, and rotation of all DCPOs. DCPOs normally serve for a period of 6 months. They check in with the fire marshal and damage control assistant (DCA) when first assigned to or relieved from this duty.

### RESPONSIBILITIES

Two specific responsibilities of the DCPOs and duty DCPOs are making damage control closure log entries and maintaining damage control fittings and equipment. The following information pertains to the performance of these duties.

### Damage Control Closure Log Entries

The closure log is maintained at all times, whether the ship is in port or under way. The closure log is used to show the following:

- The location where the existing material condition of readiness has been modified

- The type, number, and classification of the fitting; the name, rate, and division of the person who requested permission to open or close the fitting

- The date and time the fitting was opened or closed; the date and time the fitting was returned to its specified material condition of readiness setting

- The name and rate/rank of the person granting permission

The commanding officer prescribes the limit to which the DCA or OOD may approve the modification of a material condition of readiness. Reporting the temporary closing of a fitting that should be open is just as important as reporting the opening of one that should be closed. For example, a ZEBRA watertight hatch that is secured at the time general quarters is sounded could seriously interfere with personnel trying to get to their battle stations.

The damage control closure log is normally kept on the quarterdeck in port, on the bridge at sea, and in damage control central (DCC) during general quarters. However, if your ship has a 24-hour watch in DCC at all times, the closure log will be kept there regardless of the ship's location. The closure log is updated when there is a change in the status of a classified closure or fitting. If a classified closure is to remain open for several days, it must be logged open each day. The maximum time a closure or fitting may be logged open is 24 hours.

### Maintaining Damage Control Fittings and Equipment

DCPOs are charged with ensuring that the material condition of spaces assigned to them is maintained according to the command's damage control, fire fighting, and defense procedures. In assigned spaces, the DCPO performs the following:

- Conducts daily inspections of spaces for the elimination of fire hazards.

- Assists officers in charge in the inspection of spaces for cleanliness and preservation and assists in the preparation of required reports.

- Ensures the preparation and maintenance of damage control check-off lists for all spaces under their cognizance.

- Weighs portable $CO_2$ bottles, inspects and tests damage control and fire-fighting equipment, and prepares, for approval of the officer in charge, all required reports based on current instructions and planned maintenance system (PMS) requirements.

- Ensures all battle lanterns, dog wrenches, spanners, and other damage control equipment in all assigned spaces are in place and in usable condition.

- Ensures all compartments, piping, cables, and damage control equipment are properly stenciled or identified by color codes based on *NSTM*, chapter 079 and chapter 505.

- Ensures posting in required spaces of safety precautions and operating instructions.

In addition to these duties, the DCPO may be called upon to perform other actions in regard to damage control and maintenance of spaces that are directed by the leading petty officer, officer in charge, fire marshal, DCA, and executive officer.

## WATCH, QUARTER, AND STATION BILL

As a DCPO, you may be required to update and/or assign personnel to the watch, quarter, and station (WQS) bill. The contents of the WQS bill are described in the *Basic Military Requirements*, NAVEDTRA 14325. Personnel rely upon the WQS bill for manning situations for battle, lifeboat assignments, watch stations, and so on. To man certain stations, personnel must be qualified by means of a sign-off procedure outlined in the PQS program. Your job is to ensure you have qualified personnel assigned to each station. The DCPO, and all second class petty officers and above, must be very familiar with the WQS bill and how to prepare this bill.

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## REVIEW QUESTIONS

Q18. The closure log is maintained at all times.

1. True
2. False

Q19. DCPOs are responsible for maintaining damage control fittings and equipment.

1. True
2. False

## SUMMARY

The Navy has gone to great expense to train people like you to safely operate and maintain its ships. Without you and your shipmates, we would not have a Navy. In this chapter, you have been given information about personnel safety. Safety is not automatic; you must practice it constantly. The Navy still has injuries, but they are less frequent than in the past because crew members now practice good safety habits.

One of the items stressed in this chapter is the tag-out system. Without it, there would be a great increase in injuries and deaths. It is a working system that, when correctly used, saves many lives.

In this chapter you have been made aware that the Navy uses many HAZMATS especially cleaning solvents that may be toxic and highly flammable. As a petty officer, you must be familiar with all safety precautions dealing with HAZMATS and know the procedures for their handling, storage, transportation, and disposal. You must know how to inspect containers for leaks and when to reject them if they are damaged. The responsibilities are great; but as a leader and a supervisor, you must get the job done in a safe manner.

The responsibilities of the duty DCPO are both numerous and important. Training your division personnel in damage control, fire fighting, egress, and CBR defense could save their lives during a crisis situation. You must ensure that the material condition of your spaces is properly set and that fire-fighting and damage control equipment are in excellent condition. These precautions will provide your division with a fighting chance in the event of a fire or CBR attack. Knowing the procedures for decontamination stations is part of CBR and for those who work around nuclear facilities.

Damage control is an integral part of the safety of personnel and equipment. As a DCPO your job will be the safety of the ship during different conditions. The closure log must be maintained. The DCPO also has the responsibility to maintain fittings and equipment to ensure the material condition of readiness of the command. The WQS bill provides personnel with their battle stations, lifeboat assignments, and watch stations. The whole command is set up as a supporting organization to ensure all aspects of safety in every division and department.

We are a safety-conscious Navy and will be that way as long as we have personnel like you working aboard our ships. Never let down in your effort to practice safety whether on or off ship. Because you are valuable to the Navy and your loved ones, we want you to be as safe as possible.

## REFERENCES


*Basic Military Requirements*, NAVEDTRA 14325, Naval Education and Training Professional Development and Technology Center, Pensacola, FL, 1999.

*Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat*, OPNAVINST 5100.19, Chief of Naval Operations, Washington, DC, 2000.

*Naval Safety Supervisor*, NAVEDTRA 14167, Naval Education and Training Program Management Support Activity, Pensacola , FL, 1993.

*Naval Ships' Technical Manual*, Chapter 079, "Damage Control, Practical Damage Control," Naval Sea Systems Command, Washington, DC, 1998.

*Naval Ships' Technical Manual*, Chapter 631, "Preservation of Ships in Service (Surface Preparation and Painting)," Naval Sea Systems Command, Washington, DC, 1986.

*Naval Ships' Technical Manual*, Chapter 670, "Stowage, Handling, and Disposal of Hazardous General Use Consumables," Naval Sea Systems Command, Washington, DC, 1987.

*Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3l20.32C, Chief of Naval Operations, Washington, DC, 1994.

*United States Navy CBR-Defense/United States Marine Corps NBC Defense Handbook*, OPNAV P-86-1-95, Chief of Naval Operations, Washington, DC, 1995.

*United States Navy Chemical, Biological, and Radiological Defense Handbook for Training*, NAVSEA S-5080-AA-HBK-010, Naval Sea Systems Command, Washington, DC, 1985.

*United States Navy Regulations*, Department of the Navy, Washington, DC, 1990.

## REVIEW ANSWERS

A1. **(1)** True. The objective of any safety program is to improve operational readiness by reducing personnel deaths and injuries and by decreasing material loss and damage.

A2. **(3)** The division safety petty officer is responsible for conducting assigned division mishap prevention training and maintaining appropriate records.

A3. **(3)** On the command level, the safety council convenes monthly to develop recommendations for policy on safety matters and to analyze progress of the overall safety program.

A4. **(4)** You can promote safety through the use of posters, periodic safety patrols or inspections, and through the use of warning and caution signs.

A5. **(1)** True. The number of tag-out logs required depends on the ship size. For instance, larger ships may require a separate log for each department while a minesweeper may only require one tag-out log for the whole ship.

A6. **(2)** After the tags have been cleared and the record sheet is properly filled out for the removal of the tags, place the sheet in the back of the tag-out log in the cleared section for destruction at a later time.

A7. **(3)** The *Hazard Communication Standard* was passed to ensure the safety of every civilian and military employee of the federal government.

A8. **(2)** False. As a supervisor you are responsible for the welfare and safety of your personnel. When handling HAZMAT, protective clothing and equipment must be used and maintained.

A9. **(4)** Check the labels on all containers. In dealing with the hazards involved in solvents, you should always follow all safety precautions that pertain to hazardous material.

A10. **(2)** False. Most solvents are toxic, and with a few exceptions, are flammable.

A11. **(1)** True. Absorbents used in cleaning, applying, or packing HAZMATS should be treated using the same precautions followed for the hazardous material they absorbed.

A12. **(1)** True. MOPP procedures allow the CO to adapt the requirements for protective clothing and equipment to the degree of the threat and working conditions at any given time.

A13. **(1)** True. Risk is the assessed difference between the threat level and the activation of appropriate levels of shipboard countermeasures.

A14. **(4)** There are four MOPP levels of probability.

A15. **(2)** False. MOPP stands for Mission Oriented Protective Posture.

A16. **(1)** A collective activity during MOPP level 1 is to set readiness condition III.

A17. **(2)** Each decontamination station is divided into two parts: (1) a contaminated or unclean section and (2) a clean section.

A18. **(1)** True. The closure log is maintained at all times, whether the ship is in port or under way.

A19. **(1)** True. DCPOs are charged with ensuring that the material condition of spaces assigned to them is maintained according to the command's damage control, fire fighting, and defense procedures.

# CHAPTER 7
# SUPPLY PROCEDURES

When a piece of equipment becomes inoperative because of a broken part, you must replace the broken part. If you do not have a replacement or spare part, you must order one from supply.

What must you do to obtain materials from the supply department? What forms are used to requisition materials? As a petty officer, you should be able to answer those questions. Why is that so important? Because as a petty officer, you may be the work center supervisor responsible for maintaining the equipment within your center.

The purpose of this chapter is to help you become familiar with the workings of the supply department. By understanding how the supply department works, you can use the Navy supply system to help you carry out your duties more effectively. You will be provided information on material identification (that is, national stock number format, etc.), requisition documents, and material expenditures.

This chapter is not intended to make you an expert in the area of supply. Rather, it is designed to give you a basic understanding of supply matters to improve your supervisory abilities.

The following definitions of the basic supply terms should help you understand the material in this chapter:

CONTROLLED EQUIPAGE—Items requiring special management control because the material is essential to the protection of life or is relatively valuable and can be converted easily for personal use.

LOGISTICS—The science of planning and carrying out the movement and maintenance of military forces. In its most comprehensive sense, logistics involve those aspects of military operations that deal with the following areas:

1. Design, development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of material
2. Acquisition, construction, maintenance, operation, and disposition of facilities
3. Acquisition and furnishing of services
4. Movement, evacuation, and hospitalization of personnel

MATERIAL—All items necessary to equip, operate, maintain, and support an activity.

SUPPLIES—All items necessary to equip, maintain, and operate a military command, including food, clothing, equipment, arms, ammunition, fuel, materials, and machinery of all types.

SUPPLY—The procurement, distribution, maintenance (while in storage), and salvage of supplies, including the determination of the type and quality of supplies.

SUPPLY CONTROL—The process by which an item of supply is controlled within the supply system, including requisitioning, receipt, storage, stock control, shipment, disposition, identification, and accounting.

## MATERIAL IDENTIFICATION

**Learning Objectives:** Recognize the different types of stock and control numbers. Recall the purpose of cognizance symbols. Recall the purpose of the special material identification code. Recognize sources of identifying material when a stock number is not available. Recognize the uses of the following supply publications: *ML-N*, *MCRL*, *MRIL*, *ASG*, and *COSAL*.

What is meant by material identification? Why is it necessary? What tools are available for you to use in identifying material? The problem of material identification is not peculiar to the Navy or the military. You probably have had occasion to purchase a part for your car or an appliance or to use a mail-order catalog. Those items were all identified by a catalog or part number as part of the manufacturer's or supplier's identification system. Companies use an identification system for the same reason the Navy does. It is a brief, accurate means of identifying one specific item of material. Each company develops a system to meet its own needs.

The Department of Defense (DoD) supply system stocks over 4 million items. The Navy supply system alone stocks over 1 million items. Because of that, the federal catalog system was developed. It ensures the proper requisitioning of items from either an activity ashore or from a unit of the mobile logistics support force.

The federal catalog system is responsible for naming, describing, classifying, and numbering all items carried under centralized inventory control by the DoD and the civil agencies of the federal government. In all supply functions from purchase to final disposal, only one identification may be used for each item.

This system also serves as an economy measure. Instead of the Army, Navy, Air Force, and civil agencies each purchasing and maintaining large stocks of materials, all agencies can make use of centralized stocks. North Atlantic Treaty Organization (NATO) countries also use the federal catalog system.

## STOCK AND CONTROL NUMBERS

Stock and control numbers are used to identify and order material in the supply system. The identification numbers are known as

- national stock numbers (NSNs),
- NATO stock numbers (a variation of the NSN)
- Navy item control numbers, and
- local item control numbers.

A definition and description of the types of stock and control numbers are stated in the following paragraphs.

### National Stock Numbers

The national stock numbers (NSNs) are the most common numbers used to identify material. An NSN is a 13-digit number consisting of a 4-digit federal supply classification (FSC) code number and a 9-digit national item identification number (NIIN). Figure 7-1 shows the typical NSN format.

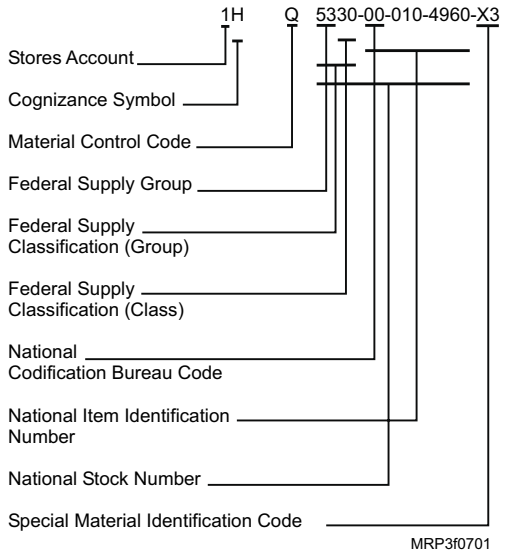



**Figure 7-1. Typical NSN format.**

The FSC number identifies an item by commodity or description. The first two digits of the FSC are called the FSC group, and the last two digits of the FSC are called the FSC class. Figure 7-2 is an example of the FSC system. The first two digits denote the group or major division of the commodities; for example, group 53 is hardware and abrasives. The last two digits (for example, 05) denote the class or subdivision within a group. In other words, screws are a class or subdivision in the hardware and abrasives group.

The NIIN identifies each item of supply used by the DoD and NATO. The NIIN relates to identification data that makes an item of supply different (as far as DoD is concerned) from every other item of supply. The amount and type of identification data depend on the item and its intended use. Although the NIIN is part of the NSN, it is used independently to identify an item. Except for identification lists, most federal supply catalogs are arranged in NIIN order.

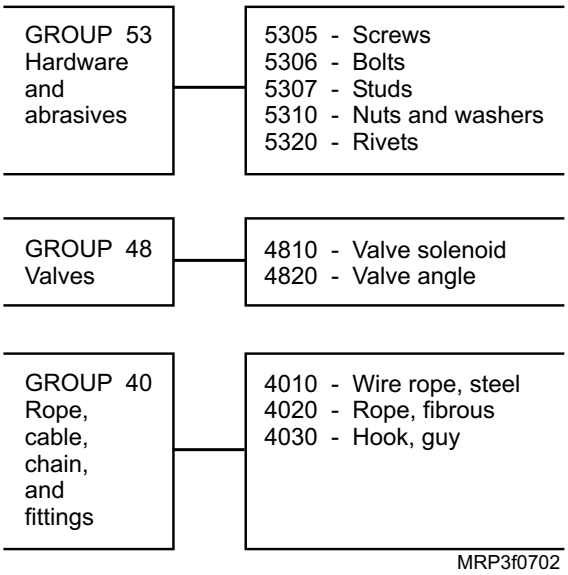



**Figure 7-2. Classes of material within stock groups.**

### NATO Stock Numbers

A NATO agreement provided for the adoption of the United States NSN system as the basis for the NATO item identification system. A NATO stock number is identical to an NSN with the exception of the national codification bureau (NCB) code. The NCB code consists of the first two digits of the NIIN (see fig. 7-1). The NCB code either identifies the country that assigned the stock number or indicates that the stock number is used by two or more countries. For example, an NCB will be 00 or 01 to indicate the

United States. The NCB codes currently assigned to each NATO aligned country are found in the *Afloat Supply Procedures*, NAVSUP P-485.

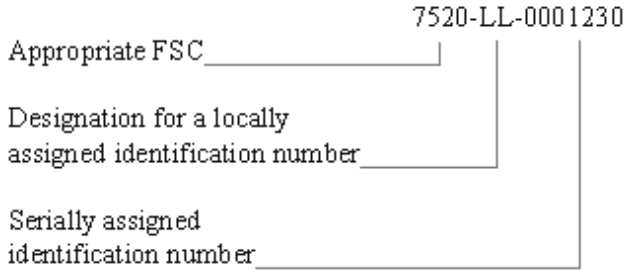
### Navy Item Control Numbers

Items of material not included in the federal catalog system but stocked or monitored in the Navy supply system are identified by Navy item control numbers (NICNs). NICNs are 13-character item identification numbers used for permanent or temporary control of selected non-NSN items. An NICN consists of four numerals in the first four positions. The next two positions consist of an alpha code (NICN code) that identifies the type of NICN. Finally there are seven digits or alphanumeric characters that, in conjunction with the NICN code, uniquely identify each NICN item in the Navy supply system. Some examples of NICNs and their codes are as follows. Other NICNs may be found in NAVSUP P-485.

| NICN | NICN CODE | APPLICATION |
|---|---|---|
| 0108-LF-504-2201 | LF | Cog I stock number for forms |
| 1234-LK-YA1-2345 | LK | Aircraft change kit numbers |
| 0530-LP-485-0000 | LP | Cogs OI and OP stock numbers for publications |

### Local Item Control Numbers

Local item control numbers (formerly called local stock numbers) may be assigned by local supply activities for consumable items not identified by an NSN, a NATO stock number, or an NICN. A local item number also consists of 13 characters. The first four characters are numerals that correspond to the FSC of similar NSN items, the fifth and sixth (NCB code area) are LL, and the remaining seven are all numerals. For example:




Locally assigned item control numbers are authorized for local use only (that is, for shipboard stock records, locator records, bin tags, issue documents, etc.). The numbers are not to be used in requisitions because they would be meaningless within the supply system.

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**REVIEW QUESTIONS**

Q1. How many digits in the NSN designate the FSC?

1. 2
2. 4
3. 9
4. 13

Q2. What is the most common number used to identify material?

1. Navy item control number
2. Local item control number
3. National stock number
4. NATO stock number

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## COGNIZANCE SYMBOLS

A cognizance (cog) symbol is a two-character, alphanumeric code (for example, 1H, 2T, 6T, and 9Z). This symbol identifies and designates the cognizant inventory manager who exercises supply management over specific categories of material. Although not part of the stock number, the cognizance symbol may be prefixed to the stock number in some supply publications and allowance listings (for example, 2T 1350-00-123-4567). However, the cognizance symbol is not prefixed to the stock number on supply documents, forms, or records.

The first numeric character of the cognizance symbol denotes the stores account of the item. Briefly, the numerical characters indicate the following:

| | |
|---|---|
| 1, 3, 5, 7 | Material is held in the Navy stock account (NSA). When this material is issued, it must be paid for by the requisitioner. |
| 9 | Material purchased by the defense stock fund and held in the NSA account. When this material is issued, it must be paid for by the requisitioner. |

2, 4, 6, 8 Material held in the appropriations purchases account (APA) and issued without charge to the requisitioner.

0, 8A Material is not in a stores account (nonstores) and is issued without charge to the requisitioner.

The second character (letter), in conjunction with the first numeric character, identifies the specific inventory control point, office, or inventory manager that has cognizance or controls the issuance of the material.

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**REVIEW QUESTION**

Q3. Is the cognizance symbol a part of the national stock number?

1. Yes
2. No

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## SPECIAL MATERIAL IDENTIFICATION CODE

Special material identification codes (SMICs) are assigned to certain items to ensure their technical integrity. Because of the nature of these items, they have stricter requirements regarding procurement, issue and receipt, inspections, tests, storage, and handling. An example would be items specially designed, manufactured, and tested for use in nuclear reactor plants, which require special handling, machining, and so forth, before being installed and used.

A SMIC is a two-digit alpha or alphanumeric code (for example, 5330-00-010-04960-X3). NAVSUP P-485, appendix 9L, lists and explains the SMICs currently authorized.

## NOMENCLATURE

As part of the federal catalog system, each item of supply is assigned an official government name. Personnel frequently refer to material by trade names or common terms, rather than the official name. Referring to an item by its common term is not wrong. However, only the official name of an item should be used when recording or requisitioning supplies.

## OTHER SOURCES OF IDENTIFICATION DATA

Assume that you do not have a stock number for an item and cannot locate it in the allowance lists. You then have two primary sources of information for identifying the item: (1) other identification data relating to the item itself and (2) identification publications in which available data are recorded and used.

If you can find other identification data, such as reference numbers for the item, your supply department may be able to locate the correct NSN. A reference number may be a part, type, catalog, or drawing number; or it may be a specification or nomenclature designation that the manufacturer, contractor, or governmental agency has applied to the item. A superseded stock number is also a type of reference number. One of the most important sources of identification is the information on nameplates. The nameplate may include manufacturer's name, make, model number, size, voltage, and the like. Identification publications, such as a manufacturer's technical manual, may also help you in identifying an item.

### Manufacturers' Part Numbers

Commercial catalogs and instruction booklets issued by manufacturers contain valuable information you should use in preparing procurement documents for nonstandard material. Use these catalogs and booklets as supplements to Navy publications to identify commercial equipment, repair parts, and accessories accurately.

### Serial Numbers

Certain technical material may be serially numbered, either by direction of the responsible bureau or systems command or by the manufacturer. These serial numbers are used in maintaining records on the material. They appear on all vouchers, records, custody cards, and survey reports.

### Nameplates

Material identification, particularly of portable and installed equipment, is made easier by referring to nameplates attached to the equipment. Nameplate data

includes the manufacturer's name and the equipment make or model number, serial number, size, voltage, and the like.

### Drawing Numbers

Certain technical material may be identified only by a drawing or sketch number. These numbers may be assigned by the manufacturer, controlling bureau, or systems command. When you are requisitioning nonstandard items, be sure to include the drawing number, if available, to aid in positive identification.

### Markings

Various items of electronic equipment are identified by joint electronics-type designations (JETDs) nomenclature (for example, AN/UYK-7[V]). They are also identified by Navy type or model number and manufacturer's model number, as well as stock number and serial number.

### Contractors' Service Bulletins

Contractors' service bulletins include contractors' recommendations for modifying or repairing specific equipment. They cover a wide range of equipment and usually contain part numbers, nomenclature, and names of manufacturers.

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**REVIEW QUESTION**

Q4. Which of the following items would require a SMIC?

1. Office supplies
2. Firefighting equipment parts
3. Parts designed for nuclear plants
4. Aircraft engine parts

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## SUPPLY PUBLICATIONS

When you turn in a requisition for supplies, you set in motion a long chain of events involving movement of materials, maintaining stock records, and procurement actions. Because of this chain of events, you (the requisitioner) must supply accurate information to ensure prompt results from the requisition.

The *Management List-Navy* (*ML-N*) and several related publications provide you with information for submitting accurate and error-free requisitions. The *Federal Logistics Data* (*FEDLOG*), NAVSUP P-2002, or the *Naval Logistics Library*, available on compact disk (CD), describes the format and use of these publications. The supply department is the primary user of these publications. However, as a division supply petty officer, you may have an occasional need for information contained in them. For that reason, the following short descriptions of these publications is provided.

### Management List-Navy

The *ML-N* is the basic publication relating to NSN management data. It is published in NIIN sequence and includes only items for which Navy interest has been recorded. Although it includes ammunition items, you still must use the *Catalog of Navy Ammunition Stock*, NAVSEA OD 12067/NAVAIR 11-1-116, for ordering and reporting items of ammunition.

The *ML-N* omits subsistence items, such as food. The source for subsistence items is the book edition of the *Federal Catalog for Subsistence* compiled by the Defense Personnel Support Center. The *ML-N* also omits cryptographic, cryptologic, and defense nuclear items, which are listed in security classified catalogs produced by the respective DoD agencies.

The *ML-N* is a Navy-tailored publication; therefore, many NSNs may be located in the *Master Cross-Reference List* (*MCRL*) that will not be found in the *ML-N*. If the item being researched is not found in the *ML-N* (including deleted items) and a continuing requirement exists, the using activity must take the necessary action to establish Navy interest in procuring that item. Figure 7-3 shows the format of the *ML-N*. Table 7-1 lists the contents of the *ML-N*.

For definitions and explanations of the various codes used in the columns of the *ML-N*, refer to *FEDLOG*, NAVSUP P-2002.

### Master Cross-Reference List

The *MCRL*, Part I (fig. 7-4), provides a cross-reference from a reference number (manufacturer's part number, drawing number, design control number, etc.) to its assigned NSN. The *MCRL*, Part II (fig. 7-5), provides a cross-reference from an NSN to a reference number.

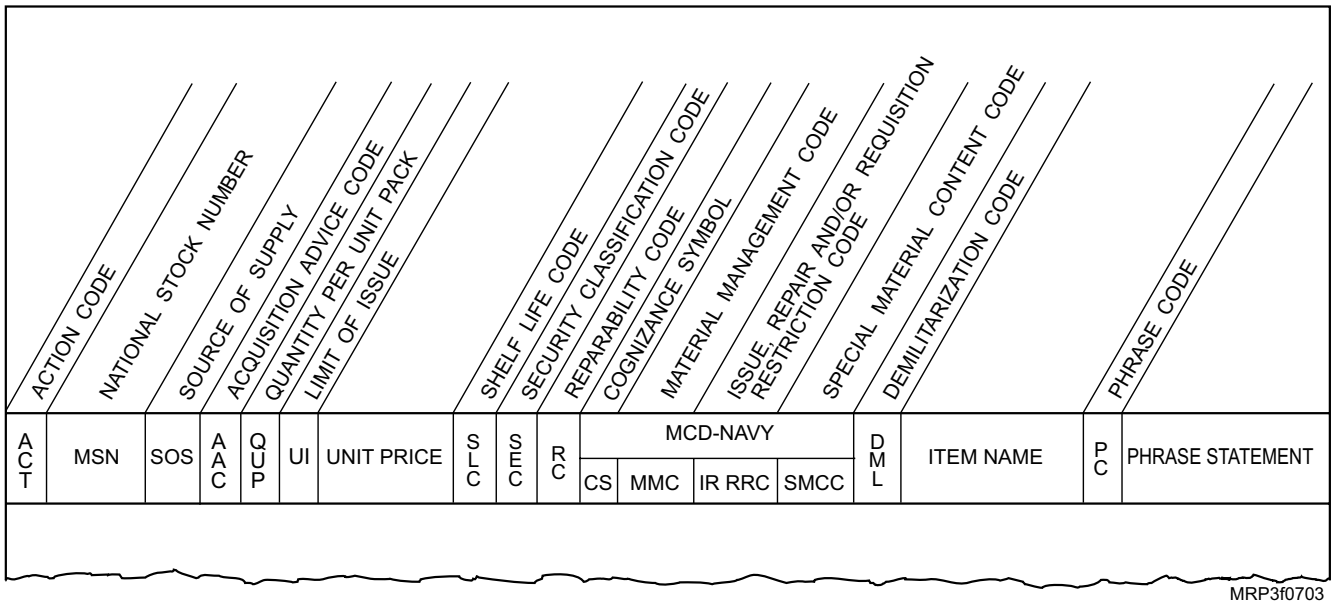



**Figure 7-3. Management List-Navy (ML-N).**

**Table 7-1. ML-N Contents**

| COLUMN TITLE | DATA PRINTED |
|---|---|
| ACTION CODE | A one-position alpha code that designates the type of action required by the file maintenance computer to enter/update/delete data in various cyclic or master files |
| NATIONAL STOCK NUMBER | A 13-digit number that uniquely identifies an item of supply |
| SOURCE OF SUPPLY | The routing identifier of the managing activity, which is a potential source of supply |
| ACQUISITION ADVICE CODE | A code indicating how (as distinguished from where) and under what restrictions an item will be acquired |
| QUANTITY PER UNIT PACK | A code representing the number of units of issue included in the first tie, wrap, or container in which the NSN is prepared for shipment |
| UNIT OF ISSUE (LIMIT) | The abbreviations printed represent determinate amounts or quantities that have been established as standards of measurement for issue of materials or supplies |
| UNIT PRICE | The dollars and cents of the item per unit of issue (For material control code “A” and acquisition advice code “L,” prices are estimated.) |
| SHELF LIFE CODE | A code indicative of the interval of shelf-life time (based on established technical factors) beyond which the item may not be satisfactory for use (See NAVSUPINST 4410.52 for further guidance.) |
| SECURITY CLASSIFICATION CODE | A code indicative of the degree of security assigned an item |
| REPAIRABILITY CODE | A one-position code that indicates whether or not an item is repairable (Repairability code for Navy-managed items is the material control code [MCC].) |
| COGNIZANCE CODE (SYMBOL) | A code designating a segment of material for management by a specific inventory manager and the funding involved; that is,odd digit for Navy stock fund (NSF), even digit for APA |

**Table 7-1. ML-N Contents (continued)**

| COLUMN TITLE | DATA PRINTED |
|---|---|
| MATERIAL CONTROL CODE (MANAGEMENT) | A code used to indicate a reporting segment, interchangeability grouping, specialized distribution channel, and so forth, as applied to the NSN for logistic management purposes (This code is the special material identification code [SMIC].) |
| ISSUE REPAIR AND/OR REQUISITION RESTRICTION CODE | A code that indicates restrictions on issuing or instructions for requisitioning, item repair/overhaul, turn-in, exchange, or disposal |
| SPECIAL MATERIAL CONTENT CODE | A code indicating that an item represents or contains peculiar material requiring special treatment, precautions, or management control |
| DEMILITARIZATION CODE | A code indicating the degree of demilitarization required and indicating when demilitarization is not required or when demilitarization requirement has been determined by the inventory control point (ICP) |
| ITEM NAME | The approved name of the item as established by the federal catalog system (The length of an item name has been restricted to its first 19 characters because of space limitations.) |
| PHRASE CODE | A code assigned to a phrase used in the management list to denote changes or relationships between NSNs and reference data; for example, technical document number and qualitative expressions |
| PHRASE STATEMENT | A series of phrases to denote changes or relationships between NSNs and information-type data |

MCRL PART I

| REF. NO. | FSCM | RNVC | NSN |
|---|---|---|---|
| 55599 | 62983 | 2 | 4320-00-057-0782 |
| 556 | 24161 | 2 | 3030-00-269-9669 |
| 556-012-001 | 16665 | 2 | 5950-00-237-7237 |
| 556-1137 | 46859 | 2 | 5841-00-323-0747 |
| 556-1182 | 46859 | 2 | 5365-00-323-0749 |
| 556-2332 | 46859 | 2 | 5305-00-433-9273 |
| 556-35-1246FW160P 2 | 01351 | 2 | 3020-00-967-4607 |
| 556-3541 | 46859 | 2 | 5365-00-514-0363 |
| 556-3541-1 | 46859 | 2 | 5365-00-200-5226 |

MRP3f0704

**Figure 7-4. Master Cross-Reference List (MCRL), Part I.**

### *Master Repairable Item List*

The Navy's *Master Repairable Item List (MRIL*) is provided to identify Navy-managed mandatory turn-in repairable items. It also provides shipping instructions for unserviceable repairables that must be turned in to a designated repair facility.

The *MRIL* consists of two basic parts: Part I—Listing of Items and Part II—Shipping Addresses. Part I (fig. 7-6) lists all repairables that are no longer serviceable and gives disposition instructions. Usually, unserviceable components are shipped to a designated repair facility or collection point. The repairables are listed in sequence by the last 9 characters of their 13-character NSN or NICN.

Part I also lists the shipping code of the activity to which an unserviceable repairable must be shipped. Part II (fig. 7-7) lists the shipping addresses of designated repair activities (military and civilian contractors) and collection points to which the repairables are to be sent.

As a work center supervisor or division supply petty officer, you must cooperate with the supply department by returning replaced parts. By doing that, you will help the fleet use assets more efficiently.

### Afloat Shopping Guide

The *Afloat Shopping Guide* (*ASG*), NAVSUP P-4400, is another source used for identification purposes. It is designed to assist fleet and Navy supply support personnel in identifying an NSN for those items of supply which do not have a part/reference number. Descriptions and illustrations may be used to determine substitutions and applicable NSNs in the general hardware area.

The *ASG* consists of seven volumes containing descriptive data and illustrations accompanied by alphabetic and NIIN indexes of the groups/classes. The NIIN index also indicates the availability of an item from the mobile logistics support forces. The ASG is updated annually, and each volume is reissued in its entirety every fourth year. Figure 7-8 shows a page from the *ASG*.

### Coordinated Shipboard Allowance List

The *Coordinated Shipboard Allowance List* (*COSAL*) is both a technical and a supply document. It is technical in that nomenclature, operating characteristics, technical manuals, and so forth, are described in *Allowance Parts Lists* (*APLs*) and *Allowance Equipage Lists* (*AELs*). It is a supply document in that the *COSAL* provides a complete list of all parts required to operate and maintain the equipment installed at all ship/shore activities.

The *COSAL* is prepared for individual ship/shore activities. It lists the following:

1. Equipment or components required for the ship/activity to perform its operational assignment
2. Repair parts and special tools required for the operation, overhaul, and repair of these equipments
3. Miscellaneous portable items needed for the care and upkeep of the ship/activity

The *COSAL* is based on equipment configuration data contained in the computerized weapons system file (WSF) at the Ships Parts Control Center (SPCC). The WSF includes the reported equipment configuration installed on each ship as well as the individual repair parts applicable to those equipments. Configuration information for the *COSAL* must be precise. Therefore, the initial establishment of a configuration database must be accurate. Thereafter, changes resulting from additions, deletions, or modifications of equipments must be reported promptly. The quality of the *COSAL* is only as good as the equipment configuration data available to the various activities involved in its development.

MCRL PART II

| NSN | REF. NO. | FSCM | RNVC |
|---|---|---|---|
| 4320-00-057-0782 | 55599 | 62983 | 2 |
| 5365-00-200-5226 | 556-3541-1 | 46859 | 2 |
| 5950-00-237-7237 | 556-012-001 | 16665 | 2 |
| 3030-00-269-9669 | 556 | 24161 | 2 |
| 5841-00-323-0747 | 556-1137 | 46859 | 2 |
| 5841-00-323-0749 | 556-1182 | 46859 | 2 |
| 5305-00-433-9373 | 556-2332 | 46859 | 2 |
| 5365-00-514-0363 | 556-3541 | 46859 | 2 |
| 3020-00-967-4607 | 556-35-1246FW160P 2 | 01351 | 2 |

MRP3f0705

**Figure 7-5. Master Cross-Reference List (MCRL), Part II**

## PART I - LISTING OF ITEMS

| LONG SUPPLY IND. | SCHED REMOVAL COMP CARD CODE | COG SYMBOL/ MAT'L CONTROL CODE | | NATIONAL STOCK NUMBER/ NAVY ITEM CONTROL NUMBER | SPEC. MAT'L IDENT CODE | REPAIR LEVEL CODE | SECUR-ITY CLASS | SHIP-PING CODE | MOVEMENT PRIORITY DESIGNA-TOR | NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| L S I | S R C | C O G | M C C | NSN/NICN | SMIC | R L C | S E C | SHPG CODE | M P D | NOTES |
| * | Y | 7E | H | 1325-LL-HDZ-0925 | | D | U | N00163 | 13 | |
| | | 2R | H | 1560-00-076-4591 | GT | I | U | W20203 | 13 | WISSA |
| | Y | 2R | H | 1630-00-085-2625 | LC | I | U | W20243 | 13 | DMISA |
| | | 2R | H | 6610-00-086-1632 | FZ | I | U | N00207 | 13 | HI-BURNER |
| | | 2R | E | 5865-00-100-7298 | FE | I | U | C20079 | 13 | CLAMP |
| * | | 2R | H | 5865-00-117-4136 | BA | I | U | XX | 13 | |
| | | 7H | H | 1010-00-381-0658 | | D | U | N00189 | 13 | CTNR 7835002 |
| | | 6A | Q | 4935-00-412-5854 | | D | U | N00612 | 06 | SEE SP4423.39 FIRM ITEM |
| | Y | 7H | E | 1440-00-421-4388 | | D | U | N00109 N60701 | 03 | REDSTRIPE |

MRP3f0706

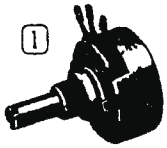
**Figure 7-6. Master Repairable Item List (MRIL), Part I.**

## PART II - SHIPPING ADDRESSES

| SHIPPING CODE | SHIPPING INSTRUCTIONS | UNIT IDENTIFICATION CODE/FEDERAL SUP-PLY CODE FOR MANUFACT. |
|---|---|---|
| SHIPPING CODE | SHIPPING INSTRUCTIONS | UIC/FSCM |
| C44100 | SHIP TO:<br>CDR DCASR NEW YORK<br>C/O TREADWELL<br>CORPORATION<br>RAILROAD STREET<br>THOMASTON, CONN 06787<br><br>SPECIAL MARKINGS:<br>FOR OVERHAUL AND<br>REPAIR ON CONTRACT<br>N00104-71A-0174 | Q81412 |

MRP3f0707

**Figure 7-7. Master Repairable Item List (MRIL), Part II.**



Specification Data–MIL-R-94

| TYPE | TAPER | WATTS | BUSHING SIZE | SHAFT DIA. | BODY DIM. | FIG |
|---|---|---|---|---|---|---|
| RV2 | A | 1 | 3/8-32 | 1/4 | .64 x .42 | 1 |
| RV2 | C | 1/2 | 3/8-32 | 1/4 | .64 x .42 | 1 |
| RV4 | A | 2 | 3/8-32 | 1/4 | .90 x .45 | 1 |
| RV4 | C, F | 1 | 3/8-32 | 1/4 | .90 x .45 | 1 |
| RV5 | A | 1/2 | 1/4-32 | 1/8 | .75 x .37 | 1 |
| RV6 | A | 1/2 | 1/4-32 | 1/8 | .50 x .37 | 2 |
| RV6 | C, F | 1/4 | 1/4-32 | 1/8 | .50 x .37 | 2 |

1 WATT

Locking bushing, 5/8 in. lg shaft.

| | Ohms | Mil Type RV2LAYSA |
|---|---|---|
| 00-815-5498 | 10K | 103A |

Standard bushing, 7/8 in. lg shaft.

| | Ohms | Mil Type RV2N |
|---|---|---|
| 00-835-8870 | 1.5K | AYSD152A |
| 00-577-6803 | 10K | AYSD103A |
| 00-964-6059* | 10K | BYSD103A |
| 00-853-0798 | 100K | AYSD104A |

*With SPST switch.

2 WATT

Locking bushing, 5/8 in. lg shaft.

| | Ohms | Mil Type RV4LAYSA |
|---|---|---|
| 00-681-8688 | 50 | 500A |
| 00-503-5984 | 100 | 101A |
| 00-503-6218 | 250 | 251A |
| 00-539-4897 | 500 | 501A |
| 00-646-5958 | 1K | 102A |
| 00-539-2567 | 2.5K | 252A |
| 00-539-2479 | 5K | 502A |
| 00-518-5595 | 10K | 103A |
| 00-501-7314 | 25K | 253A |
| 00-501-5184 | 50K | 503A |
| 00-665-4992 | 100K | 104A |
| 00-552-2093 | 250K | 254A |
| 00-518-5593 | 500K | 504A |
| 00-518-5609 | 1MEG | 105A |
| 00-552-5487 | 5MEG | 505A |

Locking bushing, 7/8 in. lg shaft.

| | Ohms | Mil Type RV4LAYSD |
|---|---|---|
| 00-577-3717 | 2.5K | 252A |
| 00-577-3645 | 25K | 253A |
| 00-556-3042 | 100K | 104A |
| 00-023-7931 | 1MEG | 105A |

Standard bushing, 1/2 in. lg shaft.

| | Ohms | Mil Type RV4NAYSB |
|---|---|---|
| 00-542-8046 | 1K | 102A |
| 00-646-5957 | 10K | 103A |
| 00-646-5981 | 25K | 253A |
| 00-643-6284 | 50K | 503A |
| 00-542-8048 | 100K | 104A |
| 00-542-8051 | 1MEG | 105A |

Standard bushing, 7/8 in. lg shaft.

| | Ohms | Mil Type RV4NAYSD |
|---|---|---|
| 00-556-3041 | 100 | 101A |
| 00-552-2859 | 500 | 501A |
| 00-552-5478 | 1K | 102A |
| 00-577-9976* | 1K | |
| 00-539-5013 | 2.5K | 252A |
| 00-643-5626 | 5K | 502A |
| 00-578-4471 | 7.5K | 752A |
| 00-556-3350 | 10K | 103A |
| 00-552-5479 | 15K | 153A |
| 00-539-1559 | 25K | 253A |
| 00-539-4900 | 50K | 503A |
| 00-644-6693 | 100K | 104A |
| 00-552-5476 | 250K | 254A |
| 00-893-9499 | 500K | 504A |
| 00-501-7307 | 1.5MEG | 155A |
| 00-655-3312 | 2MEG | 205A |

*With SPST switch, MIL Spec type RV4NBYSD102A.

Standard bushing, 1-1/4 in. lg shaft.

| | Ohms | Mil Type RV4NAYSG |
|---|---|---|
| 00-811-1750 | 2.5K | 252A |

Standard bushing, 2-1/2 in. lg shaft.

| | Ohms | Mil Type RV4NAYSK |
|---|---|---|
| 00-539-4999 | 100 | 101A |
| 00-539-2568 | 250 | 251A |
| 00-557-4637 | 500 | 501A |
| 00-500-7588 | 1K | 102A |
| 00-542-8724 | 2.5K | 252A |
| 00-666-1036 | 5K | 502A |
| 00-665-5095 | 10K | 103A |
| 00-581-2846* | 10K | |
| 00-500-7879 | 25K | 253A |
| 00-542-8744 | 50K | 503A |
| 00-339-4576 | 100K | 104A |
| 00-539-4578 | 250K | 254A |
| 00-539-4998 | 500K | 504A |
| 00-552-2254 | 1MEG | 105A |

*With SPST switch, MIL Spec type RV4NBYSK103A

C TAPER

1/4 WATT

Standard bushing, 7/8 in. lg shaft.

| | Ohms | Mil Type RV5NAYSD |
|---|---|---|
| 00-802-7951 | 5K | 502C |

| | Ohms | Mil Type RV6NAYSD |
|---|---|---|
| 00-851-5648 | 5K | 502C |
| 00-954-4038 | 10K | 103C |

1 WATT

Locking bushing, 7/8 in. lg shaft.

| | Ohms | Mil Type RV4LAYSA |
|---|---|---|
| 00-578-9051 | 1MEG | 105C |

Standard bushing, 7/8 in. lg shaft.

| | Ohms | Mil Type RV4NAYSD |
|---|---|---|
| 00-681-6172 | 500 | 501C |
| 00-552-3480 | 10K | 103C |

Standard bushing, 7/8 in. lg. (Shaft and panel sealed.)

| | Ohms | Mil Type RV4SAYSD |
|---|---|---|
| 00-542-9406 | 500 | 501C |

Standard bushing, 2-1/2 in. lg shaft.

| | Ohms | Mil Type RV4NAYSK |
|---|---|---|
| 00-553-9970 | 2.5K | 252C |
| 00-578-4134 | 50K | 503C |

F TAPER

1/4 WATT

Locking bushing, 5/8 in. lg shaft.

| | Ohms | Mil Type RV6LAYSA |
|---|---|---|
| 00-752-3377 | 50K | 503E |

1 WATT

Locking bushing, 5/8 in. lg shaft.

| | Ohms | Mil Type RV4LAYSA |
|---|---|---|
| 00-683-5996 | 10K | 103E |

INDUSTRIAL TYPE. A taper. Fully inclosed body with 1/4 in. diameter slotted shaft and mounted by a 3/8 - 32 thread bushing.

Single section

2-1/4 Watt at 70 deg C, body dimension. 11/16 in. lg x 1-5/32 in. diameter, 1-7/16 in. lg shaft, panel sealed bushing, 3 solder lug terminals.

00-482-4992 350 OHMS 10% tol

3 Sections

2 Watt at 70 deg C, body dimension. 1-29/32 in. lg x 1-5/32 in. diameter, 5/8 in. lg shaft, 9 solder lug terminals.

00-264-7818 2.5 meg, 2.5 meg, 20%, 25K, 10%

MRP3f0708

**Figure 7-8. Page from the Afloat Shopping Guide (ASG).**

## REVIEW QUESTIONS

Q5. The *COSAL* is both a technical and supply document.

1. True
2. False

Q6. Cryptographic, or cryptologic items are listed in the *ML-N*.

1. True
2. False

---

## MATERIAL PROCUREMENT

**Learning Objectives:** Recognize the procedures to requisition supplies and material through the Navy supply system. Recall the purpose of MILSTRIP. Recognize the documents used to order material. Recall the purpose of UMMIPS. Recall how the priority designator is determined. Recognize the purpose of the various types of CASREPs. Recall the purpose of MTR items.

Once you have determined that a replacement part is required and you have its NSN, you are ready to order the part. In the Navy, this process is called procurement.

Procurement is the process of obtaining materials and services to support the operation of an activity. The two basic methods of procurement in the Navy are by requisition and by purchase.

As a division supply petty officer or perhaps as a work center supervisor, you will play an important role in the procurement of materials and services. If you are in one of these positions, you will be required to decide the necessity of material requested by the work center supervisors in your division or by your own subordinates. You also must know if the material is authorized for use by your command, division, or work center. In addition, you must determine the importance of the material over other material and properly assign a priority designation. As a supply petty officer or work center supervisor, you will be the principal adviser to your division leading chief petty officer and division officer on all matters of procurement at the division level.

## MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURE

A requisition is a request for materials or services. The most common method of requisitioning materials is through a DoD system known as the Military Standard Requisitioning and Issue Procedure (MILSTRIP).

As the name implies, MILSTRIP is used for the requisitioning and issuing of materials. Many transactions must take place between the time a requisition is submitted and the material is received. Some of these transactions include the furnishing of supply status information, follow-up requests, redistribution orders, referral orders, and cancellation requests. Such transactions are all an integral part of the MILSTRIP.

With the exception of certain classes of material, MILSTRIP is used for ordering material through the Navy supply system. These exemptions are listed in *Operating Procedures Manual for MILSTRIP/MILSTRAP*, NAVSUP P-437.

### Requisition Documents

MILSTRIP requisitioning is based upon coded, single line item (one stock number) documents. Several types of documents are used to order material. The most commonly used documents are as follows:

1. NAVSUP Form 1250-1
2. DD Form 1348
3. DD Form 1348-6
4. DD Form 1149

Under certain circumstances, requisitions may be submitted either by message or by letter.

The following paragraphs describe the purpose and basic requirements for the forms just mentioned. Complete information concerning the preparation of these documents is contained in NAVSUP P-485.

NAVSUP Form 1250-1 (fig. 7-9) is used as a consumption document by all forces and as a MILSTRIP requisitioning/issuing document by nonautomated ships of the submarine forces. The form is used primarily for procuring materials or services. Submarine tenders or bases also use the form as an invoice for materials supplied to supported units of the fleet. NAVSUP Form 1250-1 was developed to meet two needs: (1) to improve

inventory control procedures and (2) to report consumption under the maintenance data system (MDS). Prepare NAVSUP Form 1250-1 according to the following general instructions:

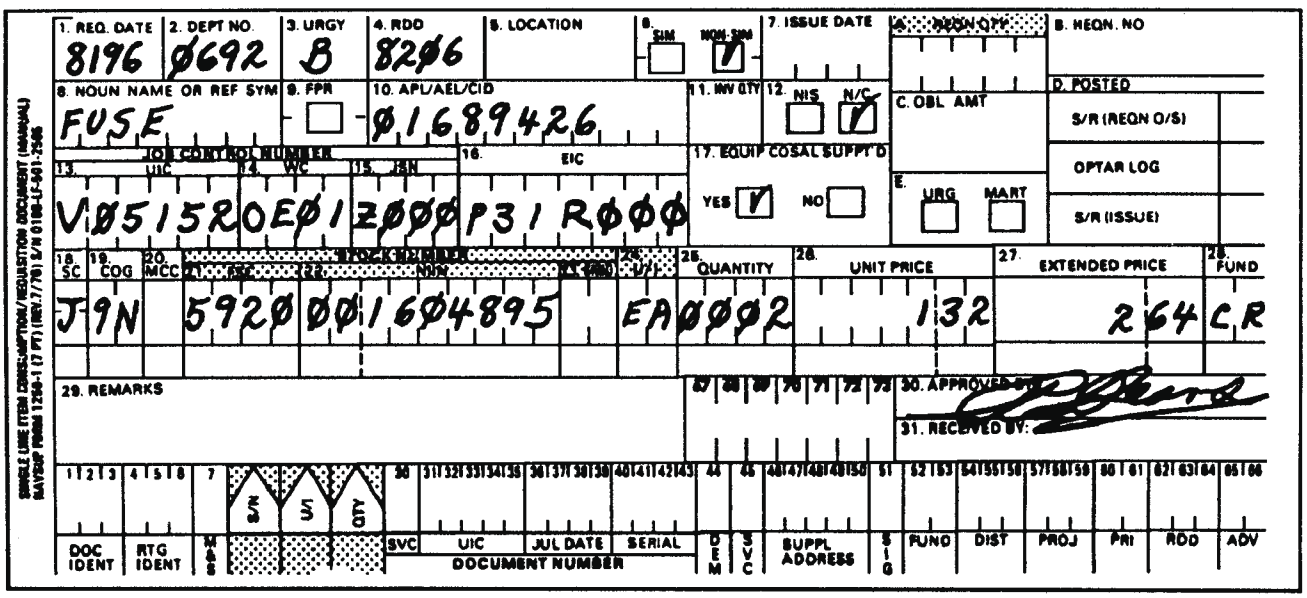
1. Use a ballpoint pen or typewriter.
2. Annotate each entry in the proper data block.
3. To avoid confusion between the numeric 0 and the alphabetic O, use the communication Ø for zeroes.

For non-NSN requirements, the Non-NSN Requisition form (NAVSUP Form 1250-2) consolidates the information previously submitted on two forms (NAVSUP Form 1250-1 and DD Form 1348-6). Distribution and preparation procedures for this seven-part form (fig. 7-10) are identical to those for NAVSUP Form 1250-1. Additional information on this form can be found in NAVSUP P-485.

The Single Line Item Requisition System Document (Manual), DD Form 1348 (fig. 7-11), is used to requisition material from naval supply activities. The form also is used to follow up, modify, cancel, or trace previously submitted requisitions. The form is available as two-part, four-part, or six-part carbon interleaved forms for manual use or as a single-card form for mechanized use. All copies of the manual forms are identical except for data blocks T and U. These blocks are blank on the original, but the copies have a place printed on them to show the unit and total price. The mechanized form is basically the same as the manual form, except that data blocks A and B are omitted.

Codes are used extensively in MILSTRIP requisitioning because only 80 alphanumeric characters can be placed on the card. (This does not include the activity names shown in data blocks A and B.) Selecting the correct code to convey the proper information to the supplier is essential. The correct codes are just as important on a requisition as the correct NSN. A "ready reference" code list that applies to your ship is a time-saver when selecting and interpreting such MILSTRIP codes as routing identifiers, project codes, advice codes, status codes, and fund codes. *MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409, lists all of the supply system codes and is available through the supply system. Use the NAVSUP P-409 to find codes that apply to your situation when making your "ready reference" code list.

Use a typewriter or ballpoint pen to prepare the DD Form 1348. Do not use a pencil. Pencil marks can cause errors when the requisition is processed through mark-sensing equipment at shore activities. You do not have to space the entries within the tick marks printed on the form, but you must make the entries within the proper data blocks. Remember to use the communication Ø on MILSTRIP requisitions when zeroes must be used.




MRP3F0709

**Figure 7-9. Single Line Item Consumption/Requisition Document (Manual), NAVSUP Form 1250-1.**

# NON-NSN REQUISITION (4491)

| A. REQ.DATE | B. DEPT NO | C. URGY | D. RDD | E. LOCATION | F. SIM ☐ NON-SIM ☐ | G. ISSUE DATE | H. REQN QTY | I. REQN NO |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

| J. NOUN NAME OR REF SYM | K. FPR ☐ | L. APL/AEL/CID | M. INV QTY | N. NIS ☐ N/C ☐ | O. OBL AMT | P. POSTED |
|---|---|---|---|---|---|---|
| | | | | | | S/R (REQN O/S) |

| JOB CONTROL NUMBER | | | T. EIC | U. EQUIP COSAL SUPPT'D | V. | |
|---|---|---|---|---|---|---|
| Q. UIC | R. WC | S. JSN | | YES ☐ NO ☐ | URG ☐ MART ☐ | OPTAR LOG |
| | | | | | | S/R (ISSUE) |

| DOCUMENT IDENTIFIER | ROUTING IDENTIFIER | M & S | NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER: SERV | REQUISITIONER | DATE | SERIAL | SC |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 2 3 | 4 5 6 | 7 | 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 | 23 24 | 25 26 27 28 29 | 30 | 31 32 33 34 35 | 36 37 38 39 | 40 41 42 43 | W |
| | | | | | | | | | | |

| DEMAND | SERV | SUPPLEMENTARY ADDRESS | SIGNAL | FUND CODE | DISTRI-BUTION CODE | PROJECT CODE | PRIORITY | REQUIRED DELIVERY DATE | ADVICE CODE | BLANK | REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY) | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 44 | 45 | 46 47 48 49 50 | 51 | 52 53 | 54 55 56 | 57 58 59 | 60 61 | 62 63 64 | 65 66 | 67 68 69 70 71 72 73 74 75 76 77 78 79 80 | 65 | 66 |
| | | | X | | | | | | | | | |

## IDENTIFICATION DATA

AA MANUFACTURER'S CODE AND PART NUMBER

BB MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC)

DD TECH MANUAL NO./BLUEPRINT

EE END ITEM APPLICATION

CC SHIP'S POC

NAME _____

RATE _____

DIVISION _____

PHONE ( ) _____

FF MANUFACTURER'S CATALOG IDENTIFICATION

GG CATALOG DATE

HH TECHNICAL ORDER NO.

II NAME OF ITEM REQUESTED/CIRCUIT SYMBOL NO.

JJ DESCRIPTION OF ITEM REQUESTED/COMPLETE NAME PLATE DATA FROM EXISTING UNIT

| MAKE | MODEL NO. |
|---|---|
| SERIES | SERIAL NO. |
| COLOR | SIZE |

KK SOURCE OF SUPPLY (Incl phone and POC if avail)

LL ACCOUNTING DATA

MM REQUISITIONER (Clear text name and address)

NN APPROVED BY: (Supply/Contracting/Ordering Officer)

NAME _____ RANK _____

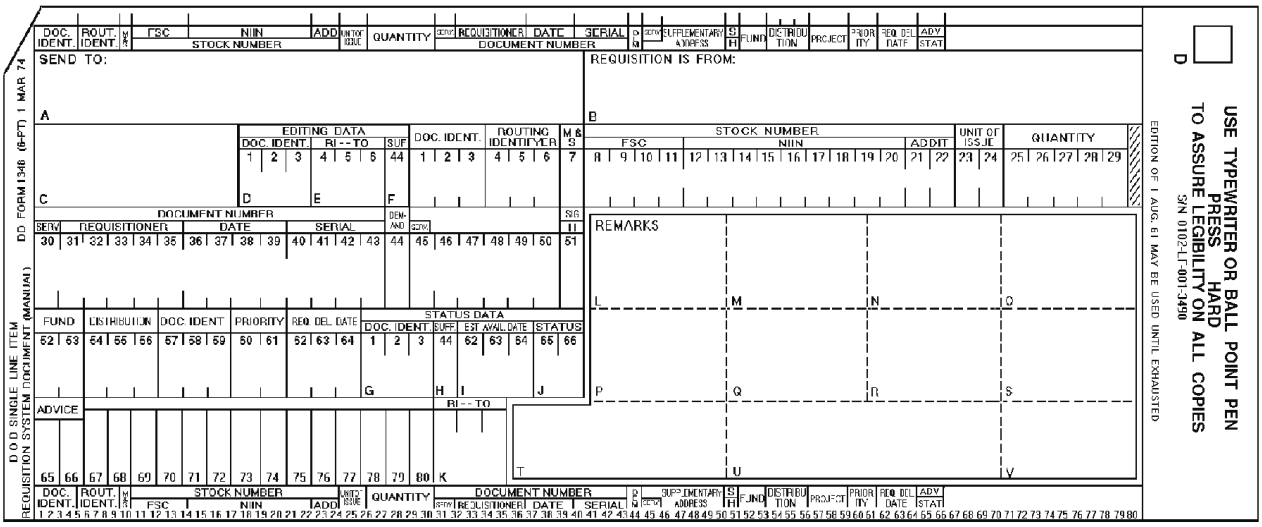
SIGNATURE _____

FOLD LINE

FOLD LINE

NAVSUP FORM 1250-2 (7PT) (2-86) MRP3f0710 S/N 0108-LF-501-2520

**Figure 7-10. Non-NSN Requisition, NAVSUP Form 1250-2.**




MRP3f0711

**Figure 7-11. DoD Single Line Item Requisition System Document (Manual), DD Form 1348.**

Regardless of the form used, the NSN is the most important identification data for any item. Check the *ML-N* before listing the stock number on the 1250-1 or 1348-6 to ensure the stock number is up to date and accurate and the unit price and unit of issue are correct.

If the NSN is not available for repair parts, use the DD Form 1348-6 (fig. 7-12) to requisition the parts. The DD Form 1348-6 consists of two sections. The first, or top, section consists of 80 card columns of MILSTRIP data; the second, or bottom, section consists of nine data blocks of additional identification data. The bottom section permits the inclusion of all available technical or descriptive data. This data will assist the supply source in the identification and procurement of the requisitioned item.

Storekeepers requisition most material requirements on DD Form 1348. However, certain items excluded from MILSTRIP are ordered on DD Form 1149 (fig. 7-13). Examples of these items are bulk fuel, library books, communications security equipment, and materials controlled by the Naval Oceanographic Office.

NAVSUP P-409 is a handy desk guide to MILSTRIP that gives an excellent overview of MILSTRIP documents. However, for detailed guidance about the use of these forms, refer to NAVSUP P-485.

### Message Requisitions

In certain situations, urgent material requirements demand the need for procurement by message, rather than by submission of standard requisition documents. Message requisitions are submitted in a specified format and must convey the same data that is required on DD Form 1348 or 1348-6.

Overseas activities use message requisitions for priority requisitions unless transmission by other means, such as mail or courier, is more expedient. Messages also may be used for routine priority requisitions when transmission by mail will not ensure delivery of the requisitioned material by the required time. When a message requisition is prepared, a DD Form 1348 or 1348-6 is also prepared for each item requested in the message. The original of each DD Form 1348 or 1348-6 is discarded, and the remaining copies are distributed according to established procedures. A message requisition must not be longer than one page and is generally limited to a maximum of seven requisitions.

The Defense Automatic Addressing System (DAAS) is a “real time” random access digital computer system. This system uses the automatic digital network (AUTODIN) switching centers of the Defense Communications System to receive and retransmit MILSTRIP messages automatically to the proper addressees. An input message to DAAS may include multiple requisitions, follow-ups, requisition modifiers, and cancellation requests. All retransmittals are accomplished via AUTODIN. AUTODIN automatically provides the addressee with a punched card (or magnetic tape image) for each document included in the originator’s message; therefore, no message handling or keypunch effort is required of the addressee.

| DOCUMENT IDENTIFIER | ROUTING IDENTIFIER | M & S | ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other) FSCM | PART NUMBER | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER SERV | REQUISITIONER |
|---|---|---|---|---|---|---|---|---|
| 1 2 3 | 4 5 6 | 7 | 8 9 10 11 12 | 13 14 15 16 17 18 19 20 21 22 | 23 24 | 25 26 27 28 29 | 30 | 31 32 33 34 35 |

| DOCUMENT NO. (Cont.) DATE | SERIAL | DEMAND | SERV | SUPPLEMENTARY ADDRESS | SIGNAL | FUND CODE | DISTRIBUTION CODE | PROJECT CODE | PRIORITY | REQUIRED DELIVERY DAY OF YEAR | ADVICE CODE | BLANK |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 36 37 38 | 39 40 41 42 | 43 | 44 45 46 | 47 48 49 50 | 51 | 52 53 | 54 55 56 | 57 58 59 | 60 61 | 62 63 64 | 65 66 | 67 68 69 |

| | REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY) | IDENTIFICATION DATA |
|---|---|---|
| 70 71 72 73 74 75 76 77 78 79 80 | 65 66 | *1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22) |
| | | 2. MANUFACTURER'S NAME |

FOLD LINE

| | | |
|---|---|---|
| 3. MANUFACTURER'S CATALOG IDENTIFICATION | 4. DATE (YYMMDD) | 5. TECHNICAL ORDER NUMBER |
| 6. TECHNICAL MANUAL NUMBER | 7. NAME OF ITEM REQUESTED | |
| 8. DESCRIPTION OF ITEM REQUESTED | | 8a. COLOR<br>8b. SIZE |
| 9. END ITEM APPLICATION | | 9a. SOURCE OF SUPPLY |
| 9b. MAKE | 9c. MODEL NUMBER / 9d. SERIES | 9e. SERIAL NUMBER |
| 10. REQUISITIONER (Clear text name and address) | 11. REMARKS | |

FOLD LINE

DD Form 1348-6, FEB 85 *Edition of Apr 77 may be used until exhausted.* *S/N 0102-LF-013-2273*

**DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT** *(MANUAL - LONG FORM)*

MRP3f0712

**Figure 7-12. Single Line Item Non-NSN Requisition (Manual), DD Form 1348-6**

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

| REQUISITION AND INVOICE/SHIPPING DOCUMENT | SHEET NO. / NO. OF SHEETS | 5. REQUISITION DATE | 6. REQUISITION NUMBER |
|---|---|---|---|
| 1. FROM | 7. DATE MATERIAL REQUIRED | | 8. PRIORITY |
| 2. TO | 9. AUTHORITY OR PURPOSE | | |
| | 10. SIGNATURE | | 11a. VOUCHER NUMBER AND DATE |
| 3. SHIP TO - MARK FOR | 12. DATE SHIPPED | | b. |
| | 13. MODE OF SHIPMENT | | 14. BILL OF LADING NUMBER |
| | 15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO. | | |

| 4. APPROPRIATION AND SUBHEAD | OBJ. CL. | BUR. CONT. NO. | SUBAL. LOT | AUTHORIZATION ACCT'G ACTIVITY | TRANS. TYPE | PROPERTY ACCT'G ACTIVITY | COUNTRY | COST CODE | AMOUNT |
|---|---|---|---|---|---|---|---|---|---|

| ITEM NO. (a) | FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b) | UNIT OF ISSUE (c) | QUANTITY REQUESTED (d) | SUPPLY ACTION (e) | TYPE CONTAINER (f) | CONTAINER NOS. (g) | UNIT PRICE (h) | TOTAL COST (i) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

| 16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO | 17. SPECIAL HANDLING | CONTAINER |
|---|---|---|

| RECAPITULATION OF SHIPMENT 18. | ISSUED BY | TOTAL CONTAINER | TYPE CONTAINER | DESCRIPTION | TOTAL WEIGHT | TOTAL CUBE |
|---|---|---|---|---|---|---|
| | CHECKED BY | | | | | |
| | PACKED BY | | | | | |
| | | | | ← TOTAL → | | |

| RECEIPT 19. | CONTAINERS RECEIVED EXCEPT AS NOTED | DATE | BY | SHEET TOTAL |
|---|---|---|---|---|
| | QUANTITIES RECEIVED EXCEPT AS NOTED | DATE | BY | GRAND TOTAL |
| | POSTED | DATE | BY | 20. RECEIVER'S VOUCHER NO. |

DD FORM 1 MAR 59 1149 (9-PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED S/N 0102-011-1801 **ORIGINAL**

MRP3f0713

**Figure 7-13. Requisition and Invoice/Shipping Document, DD Form 1149.**

## REVIEW QUESTIONS

Q7. MILSTRIP is used for which of the following transactions?

1. Requisitioning material
2. Issuing material
3. Cancellation of material requests
4. All of the above

Q8. Which of the following forms is/are used to order material?

1. DD Form 1348
2. DD Form 1348-6
3. DD Form 1149
4. All of the above

Q9. If the NSN is not available for a repair part, what form should you use to requisition the part?

1. NAVSUP Form 1250-1
2. DD Form 1348
3. DD Form 1348-6
4. DD Form 1149

## UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM

Uniform Material Movement and Issue Priority System (UMMIPS) is a vital and integral part of the MILSTRIP system. MILSTRIP provides forms and procedures for requisitioning material. UMMIPS sets priorities for the issuance and movement of material. Each activity that requests resources for logistics systems, such as transportation, would like for its request to take top priority. However, requests must be processed according to the military importance of the activity and the urgency of the need. Each activity indicates this priority information by a force/activity designator (F/AD) and an urgency of need designator (UND). These designators determine the priority designator (PD) assigned to the requisition.

### Force/Activity Designator

A F/AD is a Roman numeral (I-V) that identifies and categorizes a force or activity on the basis of its military importance (fig. 7-14). NAVSUP P-485 outlines the assignment of F/ADs.

| TABLE RELATING F/AD AND UND TO PRIORITY DESIGNATORS | | | | | |
|---|---|---|---|---|---|
| | F/AD | | | | |
| | I | II | III | IV | V |
| URGENCY OF NEED DESIGNATOR | PRIORITY DESIGNATOR | | | | |
| A (Unable to perform) | 01 | 02 | 03 | 07 | 08 |
| B (Performance impaired) | 04 | 05 | 06 | 09 | 10 |
| C (Routine) | 11 | 12 | 13 | 14 | 15 |

MRP3f0714

**Figure 7-14. Table for determining a priority designator.**

### Urgency of Need Designator

The UND is a letter (A, B, or C) that indicates the relative urgency of a force's or activity's need for a required item of material. The force or activity requiring the material assigns the UND.

The basic definitions for the urgency of need designator are as follows:

| UND | DEFINITION |
|---|---|
| A | 1. Requirement is immediate.<br>2. Without the material needed, the activity is unable to perform one or more of its primary missions.<br>3. The condition noted in definition 2 has been reported by established casualty reporting (CASREP) procedures (explained later). |
| B | 1. Requirement is immediate or known to be required in the immediate future.<br>2. The activity's ability to perform one or more of its primary missions will be impaired until the material is received. |
| C | 1. Requirement is routine. |

### Priority Designator

The PD is a two-digit number (01, the highest, to 15, the lowest). The PD is determined by using the table of priority designators (fig. 7-14). The table is easy to use. For example, if your activity is assigned an F/AD of **II** and your requirement is of a routine nature, the priority to be assigned would be 12.

In addition to providing standardized criteria for assigning priorities, UMMIPS provides acceptable maximum processing times for use by supply activities in furnishing material. NAVSUP P-485 contains the processing time standards and additional codes used in MILSTRIP and UMMIPS.

## REVIEW QUESTIONS

Q10. The priority designator is determined by using the table of priority designators.

1. True
2. False

Q11. What is the lowest two-digit priority designator?

1. 01
2. 11
3. 13
4. 15

## CASUALTY REPORTING

The casualty report (CASREP) is designed to support the Chief of Naval Operations (CNO) and fleet commanders in the management of assigned forces. The effective use and support of Navy forces requires an up-to-date, accurate operational status for each unit. An important part of operational status is casualty information. The CASREP system contains four types of reports: initial, update, correct, and cancel. These reports are described in general in the following paragraphs. CASREPs are not a substitute for, but are in addition to and complement, 3-M data. For more complete information on the preparation and submission of CASREPs, see *Operational Reports*, NWP 10-1-10.

### Initial Casualty Report (INITIAL)

An INITIAL CASREP identifies the status of the casualty and any parts or assistance needed. Operational and staff authorities use this information to set priorities for the use of resources.

### Update Casualty Report (UPDATE)

A unit uses an UPDATE CASREP to submit changes to previously submitted information.

### Correction Casualty Report (CORRECT)

A unit submits a CORRECT CASREP when equipment that has been the subject of casualty reporting is repaired and is back in operational condition.

### Cancellation Casualty Report (CANCEL)

A unit submits a CANCEL CASREP when equipment that has been the subject of casualty reporting is scheduled to be repaired during an overhaul or some other scheduled availability. Outstanding casualties that will not be repaired during such availability will not be canceled and will be subject to normal follow-up casualty reporting procedures as specified.

## MANDATORY TURN-IN REPAIRABLES

You will, no doubt, encounter the terms *mandatory turn-ins* and *repairables* in the process of obtaining replacement parts from supply. Therefore, you need to understand your responsibilities in regard to mandatory turn-in repairable items (MTR).

When any of your equipment fails, your primary concern is to locate the trouble, correct it, and get the equipment back on the line. In most instances, you first trace the trouble to a defective part and then prepare a NAVSUP Form 1250-1 (or DD Form 1348) to obtain the replacement part from the supply storeroom. Next, you install the replacement part and throw away the defective part. However, when the defective part is expensive and repairable, it becomes a part of the repairables program.

A large number of parts can be economically repaired when they fail. This results in savings of dollars and time. Repairing an item is quicker and cheaper than contracting for and buying a new one—provided the old item is promptly returned in repairable condition.

For the program to work as intended, you and others have certain responsibilities. At the time you submit your request for a mandatory turn-in item, supply will tell you to return the defective item. Your responsibilities begin at this point. You must remove the defective part and give it adequate protection to prevent further damage before turning it in to supply. The most effective way to protect the defective part is to place it in the same container in which you received the replacement part. The defective part or equipment must be accompanied with a copy of the OPNAV 4790/2K, Work Request form describing the failure of

the part or equipment. Your protection of the part will help the designated overhaul point (DOP) diagnose and repair the defective component and return the part to service more quickly. Do not cannibalize components you might use sometime in the future.

When the required part is not in the storeroom, supply then must take appropriate action to obtain the replacement part. You still must return the failed part. Try to turn it in before you receive the replacement part. Entering the failed part into the repair cycle before receiving the replacement makes the repaired part available for reissue that much sooner.

## REVIEW QUESTION

Q12. Cannibalizing inoperative equipment is an authorized practice to obtain replacement parts.

1. True
2. False

## SUMMARY

The supply department at your command plays a vital role in the efficient operation of the entire command. It purchases all materials needed by the command—consumables, nonconsumables, and repair parts, as well as food items.

If you work in a nonsupply rating, you will be concerned primarily with the procurement of consumable supplies (for example, office supplies and cleaning materials) and repair parts. As a petty officer, you may be required to fill out the proper material requests or ensure the requests are forwarded to the supply department. This chapter has provided you with some of the information needed for ordering supplies.

The supply information in this chapter is not intended to make you an expert in supply matters. Rather, this section was written to give you a basic understanding of supply matters to help you develop a good working relationship with your supply department.

## REFERENCES


*Afloat Shopping Guide*, NAVSUP P-4400, Navy Fleet Material Support Office, Mechanicsburg, PA, 1993.

*Afloat Supply Procedures*, NAVSUP P-485, Naval Supply Systems Command, Arlington, VA, 1993.

*Federal Logistics Data* (*FEDLOG*), NAVSUP P-2002, Naval Supply Systems Command, Arlington, VA, 1994.

*MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409, Naval Supply Systems Command, Arlington, VA, 1993.

*Naval Logistics Library*, Compact Disk (CD-ROM), Naval Supply Systems Command, Arlington, VA, 1998.

*Operating Procedures Manual for MILSTRIP/MILSTRAP*, NAVSUP P-437, Naval Supply Systems Command, Arlington, VA, 1993.

*Operational Reports*, Naval Warfare Publication, NWP 10-1-10, Chief of Naval Operations, Washington, DC, 1987.

*Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32C, Chief of Naval Operations, Washington, DC, 1994.

*Storekeeper 3 & 2*, NAVEDTRA 14242, Naval Education and Training Program Management Support Activity, Pensacola, FL, 1996.

## REVIEW ANSWERS

A1. **(2)** The first 4 digits of the NSN make up the FSC. In 5330 00 010 4960 the first 2 digits of the FSC are called the FSC group, and the last 2 digits are called the class.

A2. **(3)** All material purchased and maintained by the federal government is maintained by national stock number.

A3. **(No)** Although NOT part of the stock number, the cognizance symbol may be prefixed to the stock number in some supply publications. However, the cog symbol is not prefixed to the stock number on supply documents, forms, and records.

A4. **(3)** Items specially designed, manufactured, and tested for use in nuclear reactor plants, which require special handling, machining, and so forth before being installed and used require a SMIC.

A5. **(1)** Its technical nomenclature operating characteristics, technical manuals, and so forth are described. It is a supply document in that the *COSAL* provides a complete list of parts required to operate and maintain the equipment.

A6. **(2)** The *ML-N* omits cryptographic and cryptologic items which are listed in security classified catalogs produced by the respective DoD agencies.

A7. **(4)** As the name implies, MILSTRIP is used for all transactions from requisitioning of material to issuing the material.

A8. **(4)** All of the listed documents are MILSTRIP requisitioning documents used to order material.

A9. **(3)** The bottom section of the DD Form 1348-6 permits the inclusion of all available technical or descriptive data. This data will assist the supply source in the identification and procurement of the requisitioned item.

A10. **(2)** The priority designator is determined by using the table of priority designators.

A11. **(4)** The priority designator is based on a scale of 01 to 15 with 01 being the highest and 15 being the lowest priority.

A12. **(2)** Do not cannibalize components you might use sometime in the future.

# CHAPTER 8

# MILITARY RESPONSIBILITIES AND DUTIES

*As a vision for the future, let me just say we will steer by the stars and not the wake. And I see four stars of equal magnitude in the constellation that will guide us: operational primacy, teamwork, leadership and pride.*

—Admiral J. Johnson

Chief of Naval Operations

As you strive to become a leader in today's Navy, you will confront many difficult leadership challenges. You will have to deal with recruits in an all-volunteer force environment, ensuring equality for all, ending drug and alcohol abuse, and retaining valuable personnel. Leaders should know how to analyze these challenges objectively and take creative and innovative action to handle them.

## MILITARY DUTIES OF THE PETTY OFFICER

**Learning Objectives:** Recall the duties and responsibilities of the petty officer of the watch (POOW). Recall how to prepare naval and business correspondence. Identify who is authorized to sign official Navy documents. Recall the importance of the ship's deck log. Recognize the entries in the ship's deck log. Identify how to train personnel in the safeguards against acts of terrorism and victimization. Identify how to train personnel in procedures pertaining to bomb threats. Recall the procedures to relieve an armed watch. Recognize honors rendered to officers and officials boarding and departing the ship. Recognize POOW responsibilities concerning weather. Recognize POOW responsibilities when your ship is moored or anchored. Recognize the duties of petty officer military watches (petty officer of the watch, master-at-arms, police petty officer, shore patrol, etc.).

In this section you will be introduced to some of the typical military duties of a petty officer, both aboard ship and ashore.

### PETTY OFFICER OF THE WATCH

The POOW is the primary enlisted assistant to the officer of the deck (OOD) when the ship is in port. The POOW assists the OOD in carrying out the ship's daily routine and in ensuring the security and safety of the ship.

In this section, you will be familiarized with several areas of POOW responsibility to include administration, watch standing, communications, security, and safety.

#### Administration

Later in this section we will discuss the administration of logs and records associated with watch standing. Now let's look at administrative responsibilities in the area of general correspondence that are applicable to the petty officer as a work center leader, as well as a POOW. As a petty officer, especially a second class petty officer, you need to be familiar with naval correspondence procedures. For details of naval correspondence, consult the *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5. When corresponding internally or externally there are set procedures for the context and format of the various types of correspondence. Records, logs, and reports are correspondence and require signatures by the authority assigned or designated. Certain records, logs, and reports must be forwarded for review by higher authority and they may require a cover letter. Higher authority also releases messages, another form of correspondence.

**CORRESPONDENCE.—**As a petty officer, you will be required to compose correspondence from brief notes and occasionally from oral instructions. You will be required to prepare draft correspondence that should need only minor changes before it is ready for smooth typing. You must master the art of writing short, concise, routine correspondence. In some situations,

you will have to determine the type of correspondence to be drafted. To meet that requirement, you must understand the basic policies and procedures for preparing various types of correspondence.

A rough draft of official outgoing correspondence is prepared. Then higher authority within the department "chop" or edit the rough draft before it is sent to the executive officer or the administrative assistant for approval.

When preparing correspondence, bear in mind that the usual purpose of Navy correspondence 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 chop chain or you may wind up doing the whole thing over. Some of the usual causes of confusion and rambling in a letter are as follows:

- Failure to follow a basic pattern of presenting the purpose, circumstances, and action required or taken
- Failure to keep to a single idea in a sentence, one central thought in a paragraph, or a single subject in a letter.
- Failure to consider the reader (Can your wording be misinterpreted?)

You should follow certain rules to ensure good organization and continuity in your writing. First, understand what the letter is to accomplish. Then arrange the information in a logical order. Complete each unit of information before moving on to the next. Then 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 actions 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. For example: "Reference (a) requested information about the allowance lists for the next 3 fiscal years." or "Reference (b) pointed out that such information is available only for 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.

**TYPES OF CORRESPONDENCE.—**Official correspondence in its true sense covers all recorded communications, including messages. The *Department of the Navy Correspondence Manual* covers naval messages, official letters and endorsements, memoranda, and even electronic correspondence. When composing and writing any type of correspondence, you should consult the manual to get the proper format and any special instructions that may apply.

**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)

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.

**DELEGATING SIGNATURE AUTHORITY.—**The CO may delegate signature authority to military and civilian subordinates and may authorize those

subordinates to further delegate signature authority. 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." The following are a few examples of signature authority that may be delegated to the leading petty officer.

- Signing or initialing of all service record pages except Page 1 (DD Form 4 or NAVPERS 1070/601) and DD Form 214
- Signing of special request chits recommending or not recommending approval
- 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* gives specific guidance on signature authority.

## REVIEW QUESTIONS

Q1. What is the minimum number of paragraphs for a unit of information in naval correspondence?

1. One
2. Two
3. Three
4. Four

Q2. The CO, OIC, or person acting in either position is not required to personally sign which of the following documents?

1. Those which establish policy
2. Those which change policy
3. Ship's deck log
4. Special liberty chit

**Watch Standing**

You must think about your appearance before you take over any watch. While on watch, you are a direct representative of the commanding officer. Your hair should be properly maintained to Navy grooming standards and you should wear a neat uniform.

While on watch, you must ensure that the quarterdeck area or gangway is clean, neat, and not occupied by unauthorized personnel. The first place a visitor sees when boarding your ship is the quarterdeck area. A visitor's first impression may strongly influence thoughts about the entire ship or the Navy in general. Always do your best to give everyone who crosses your quarterdeck a good first impression of your command.

When assigned as the POOW, you will have the following duties, responsibilities, and authority:

- Assist the OOD and the junior officer of the watch (JOOW) and supervise and instruct sentries and messengers.
- Wear the prescribed uniform and ensure orderliness of watch-standing equipment during each morning watch.
- Carry out the daily routine and orders as the OOD may direct.
- Notify the OOD and the JOOW of any changes in the weather or changes in barometric pressure readings of 0.04 inch or more in any one hour. The quartermaster of the watch, when assigned, will assume this responsibility.
- In all classes of submarines, hourly observe and log draft readings. Ensure draft readings are reviewed periodically by the in-port duty officer.
- Make entries in the deck log for all events of interest as directed by the OOD. Erasures should not be made in the deck log. The quartermaster of the watch, when assigned, will assume this responsibility.
- Ensure the messenger makes the calls listed in the call book kept on the quarterdeck. The quartermaster of the watch, when assigned, will assume this responsibility.
- Return salutes and carry out the watch routine for the OOD or the JOOW when neither is at the gangway.

- Call away boats in sufficient time to make sure that they are ready to leave the ship at the time prescribed in the boat schedule.
- Keep a list of personnel (such as boat crews) expected to be absent on duty from the ship during meal hours. Notify the ship's duty cook of the approximate number of personnel that will be absent and the time they will return for the meal.
- Assemble liberty parties in ample time for inspection by the OOD before departure of scheduled liberty boats.
- Perform other duties as directed by the OOD or JOOW.

These duties may seem like a lot to do while on watch, but you probably have observed and are familiar with many of them, having stood sentry or messenger watches in the past. While you are standing the POOW, you should be alert for the display of significant flags and pennants from other ships. You should ensure the correct display on your ship. This area will be covered later in this section.

Another of your responsibilities is knowing how to operate any of the equipment found on the quarterdeck and bridge.

### Quarterdeck and Bridge Equipment

The Navy has many different types and classes of ships. Each ship type has installed equipment to enable that ship to do its job. It would be impossible to describe each and every piece of equipment that can be found on the bridge of each ship. Each ship in the Navy contains instruments or apparatuses that are used for the following purposes:

- Steering
- Depth sounding
- Indicating ship's head
- Indicating rudder angle
- Measuring speed
- Measuring temperature and atmospheric pressure
- Measuring wind direction and speed
- Communicating speed orders to engine room
- Taking bearings and ranges
- Making celestial observations
- Controlling running, anchor, aircraft, and warning lights
- Indicating revolutions made by the engines
- Communicating with other departments in the ship
- Activating alarms

You may be familiar with some of this equipment. Only the equipment that is important to the POOW will be described.

### Internal Communications

At times during your POOW duties, you will be required to communicate with personnel in various parts of your ship. You should have a working knowledge of the mass communication (MC) systems—sound-powered telephones, voice tubes, pneumatic tubes, and ship's service telephones. For more information on internal communication equipment, refer to *Basic Military Requirements*, NAVEDTRA 14325.

### Logs, Records, and Reports

As you stand the POOW, you will be required to maintain various logs, records, and reports. If your ship is in port, you may have to maintain a weather log. The equipment you will use to take weather readings will be covered later in this chapter. In this section you will be looking at the ship's deck log and also at several other logs, records, and reports.

**SHIP'S DECK LOG.—**Probably the most important log you will be maintaining is the ship's deck log. The basic requirements for maintaining the ship's deck log are contained in *U.S. Navy Regulations* and *Standard Organization and Regulations of the U.S. Navy*. A more detailed explanation can be found in OPNAVINST 3100.7. The ship's deck log is a complete daily record, by watches, of every circumstance and occurrence of importance or interest about the crew and the operation and safety of the ship.

A ship's deck log has both historical importance and legal standing. It may be used at times in naval, admiralty, and civil courts. In an incident involving the ship, the log may be the only available evidence upon which to base a legal decision. At sea, the quartermaster of the watch keeps the ship's deck log. In port, chronological entries are made, but these entries are made by the POOW.

OPNAV 3100/99 (Rev. 7-84)
S/N8107-LF-031-0498

# SHIP'S DECK LOG SHEET

IF CLASSIFIED STAMP SECURITY MARKING HERE

USE BLACK INK TO FILL IN THIS LOG

| D | A | SHIP TYPE | HULL NUMBER | YEAR | MONTH | ZONE | DAY | E |
|---|---|---|---|---|---|---|---|---|
| | | DDGN | 1170 | 3 | 07 | Q | 01 | |

1 2 3-4 5-7 12 13-14 15 16-17 22

JAN 12 1974

USS UNDERWOOD

AT/PASSAGE FROM NORFOLK, VA.

TO VA CAPES OP. AREA

CLASS: μ HANDL:

78 79

| POSITION | ZONE | TIME |
|---|---|---|
| 0800 | | |
| L | BY | |
| λ | BY | |

| POSITION | ZONE | TIME |
|---|---|---|
| 1200 | | |
| L | BY | |
| λ | BY | |

| POSITION | ZONE | TIME |
|---|---|---|
| 2000 | | |
| L | BY | |
| λ | BY | |

LEGEND
1- CELESTIAL
2- ELECTRONIC
3- VISUAL
4- D.R.

| TIME | ORDER | CSE | SPD | DEPTH | RECORD OF ALL EVENTS OF THE DAY |
|---|---|---|---|---|---|
| 18-21 | 23-29 | 30-32 | 33-36 | 37-40 | 41 77 |
| | | | | | 00-04 |
| 2342 | | | | | Assumed the watch. Moored portside to |
| | | | | | USS ROYAL (DD-000) at Pier 3, Birth 32, |
| | | | | | Naval Operating Base, Norfolk, Virginia with |
| | | | | | standard mooring lines doubled and springplay |
| | | | | | out fore and aft. Receiving miscellanious |
| | | | | | services from the pier. Cold iron and |
| | | | | | security watches have been posted. Material |
| | | | | | condition YOKE has been set throughout the |
| | | | | | ship. Ships present include various units |
| | | | | | of the U.S. Atlantic Fleet. SOPA is: Com Burlant |
| | | | | | embarked in USS REMINGTON (AD-00). |
| 2351 | | | | | |
| 0059 | | | | | Security watch reports all conditions normal. |
| 0156 | | | | | Security watch reports all conditions normal. |
| 0259 | | | | | Security watch reports all conditions normal. |
| | | | | | R. C. Fox |
| | | | | | R. C. FOX, BTC, USN |
| | | | | | |
| | | | | | 04-08 |
| 0345 | | | | | Assumed the watch. Moored as before. |
| 0358 | | | | | Security watch reports all conditions normal. |
| 0506 | | | | | Security watch reports all conditions normal. |
| | | | | | W. J. Tiger |
| | | | | | W. J. TIGER, LTJG, USN |
| | | | | | |
| | | | | | 08-12 |
| 0725 | | | | | Assumed the watch. Moored as before. |
| 0830 | | | | | Captain arrived on board. |
| NAT 0910 | | | | | Received fuel, water and draft report. Draft |
| | | | | | fwd. 13', aft 14'0", mean ~~13'9"~~. 13'7". |
| 0930 | | | | | Stationed the special sea detail. |
| | | | | | N. A. Trout |
| | | | | | N. A. TROUT, LT, USN |
| | | | | | |
| | | | | | 08-12 (Continued) |
| 0950 | | | | | Captain and Navigator are on the bridge. |
| 0952 | | | | | Steering shifted to bridge. |
| 0955 | | | | | Completed all preparations for getting underway. |

REPORT SYMBOL
OPNAV 3100-10

IF CLASSIFIED STAMP REVIEW/DECLASSIFICATION DATE HERE

IF CLASSIFIED STAMP SECURITY MARKING HERE

**Figure 8-1. Ship's deck log sheet.**

Entries in the ship's deck log should be handwritten with a black ballpoint pen or typewritten. Entries must be neat and legible. Use only standard Navy phraseology. Because the log may be used as evidence in legal proceeding, erasures are not permitted. If you make a mistake, draw a single line through the original entry (so that it remains legible), insert the correct entry, and place your initials in the left margin. The log is signed at the end of each watch by the OOD. The name of the OOD also must be printed beneath the signature. Facsimile signatures are not acceptable. Figure 8-1 is an example of a deck log sheet.

In keeping the log, remember two important points: (1) All entries must be clear, concise, and accurate; and (2) every entry must be preceded by the time of its occurrence or when the information becomes known.

In some instances, the OOD will tell you what to note and when; but normally you are expected to make proper, standard entries on your own without being told. If you are in doubt as to whether or not an entry should be made, check with the OOD. The overall responsibility for the deck log belongs to the OOD. OODs must sign the deck log at the end of their watch to show relief of the watch and validity of entries. The following are a few of the entries that are always recorded:

1. Convening of courts-martial or fact-finding bodies
2. Inspections held, including administrative, material, personnel, lower deck, and magazine inspections
3. Injuries, accidents, and casualties
4. Official visits
5. Salutes fired and flags displayed
6. Arrivals and departures of the commanding officer and executive officer and, if on board, flag officers and civil officials
7. Drills held
8. Observance of sunrise and sunset
9. Reports made to the OOD; for example, fuel and water, chronometer, magazine temperatures, and so forth
10. Equipment casualties
11. Watch changes (relief of watches)
12. Absentees
13. Personnel arrests/suspensions

During the morning watch (0800-1200), the ship's casualty alarms are tested to make sure they operate properly. The procedure is normally kept in a notebook in the quarterdeck area. It explains how to properly pass the word for the test and what alarms are tested. Some ships do not test all alarms every day. They test different alarms on various days. However, all alarms must be tested before getting under way. Make sure you log the testing of alarms in the ship's deck log, along with the time of the test and the name of the alarm tested. When the alarms are tested, they must have the proper sound. If they do not have the proper sound, notify the OOD, who will, in turn, have you notify the division that is responsible for the repair work. All the alarms MUST work properly because they are the primary means of notifying the crew when something is wrong.

Each day the POOW having the midwatch enters the status of the ship (moored, anchored, in dry dock, etc.), location, services being received, ships present, and senior officer present afloat (SOPA). Subsequent watches make the entry "moored as before" or whatever is appropriate. The following sample entries are provided as guidance for making entries in the log. They are not all-inclusive, nor are they in the only acceptable style. Any entry that is complete, accurate, clear, and in standard Navy phraseology is acceptable. Remember one important thing about the log—you can put too little in the log but never too much. For a more complete listing of sample entries, see OPNAVINST 3100.7B, *Preparing, Maintaining, and Submitting the Ship's Deck Log*.

**DAILY INITIAL WATCH ENTRIES-IN PORT**

00-04

0000 Moored starboard side to USS TRUETT (FF 1095) with standard mooring lines in a nest of three frigates. USS MOINESTER (FF 1097) moored outboard of TRUETT to starboard. TRUETT moored fore and aft to buoys B-5 and B-6, Norfolk, Va. Ships present: _____, SOPA _____.

00-04

0000 Anchored in Berth B-4, Trinidad, the West Indies, in 12 fathoms of water, mud bottom, with 60 fathoms of chain to the starboard anchor on the following anchorage bearings: South Point Light 060, etc. Ship in condition of readiness THREE; material condition _____ set

and darkened except for anchor lights. Engineering department on 30 minutes notice before getting under way. Heavy weather plan in effect. Anchor detail standing by. Wind 45 knots from 070. Weather reports indicate possibility of winds up to 60 knots before 0400. Ships present: _____, SOPA_____.

00-04

0000 Moored starboard side to Pier 3, Berth 35, U.S. Naval Base, Norfolk, Va., with standard mooring lines doubled. Receiving miscellaneous services from the pier. Ships present: _____, SOPA _____.

00-04

0000 Resting on keel blocks in dry dock No. 3, Puget Sound Naval Shipyard, Bremerton, Wash., receiving miscellaneous services from the dock. Ships present:_____, SOPA _____.

**NOTE:** On succeeding watches the first entry is "Moored as before," "Anchored as before," or "Dry-docked as before."

**AMMUNITION**

1400 Commenced loading (transferring) ammunition.

1600 Completed (loading) (transferring) ammunition, having (received from) (transferred to) USS FLINT (AE 32) 400 rounds 5"/38 cal. illum. projectiles, 250 5"/38 cal. smokeless, and 250 5"/38 cal. flashless charges.

**DAMAGE**

1155 USS BOULDER (LST 1190), in coming alongside to port, carried away 39 feet of the ship's port lifeline forward, with stanchions, and indented the side to a depth of 4 inches over a space 10 feet long and 4 feet high in the vicinity of frames 46-51. No personnel casualties.

**DRILLS AND EXERCISES**

**GENERAL**

1000 Exercised at general drills.

**ABANDON SHIP**

1005 Held abandon ship drill.

1045 Secured from abandon ship drill.

**CBR ATTACK**

1440 Set material condition _____ and CBR condition _____.

1450 Set CBR condition _____.

**COLLISION**

1350 Held collision drill.

1354 Material condition _____set.

1410 Secured from collision drill. Set material condition _____.

**FIRE AND RESCUE**

1100 Held fire drill.

1110 Secured from fire drill.

1300 Called away the fire and rescue party.

1305 Fire and rescue party embarked in starboard boat and clear of ship.

1330 Fire and rescue party returned aboard. Further assistance not required.

**HONORS, CEREMONIES, OFFICIAL VISITS**

**VISITS**

1430 Their Royal Majesties, the King and Queen of _____, with their official party, made an official call on VADM J. A. DOE, USN, COMSIXTHFLT. Rendered honors and fired a salute of 21 guns.

1530 The royal party departed. Rendered honors and fired a salute of 21 guns.

**CALLS**

1000 The commanding officer left the ship to make an official call on COMCRUDESGRU 4.

1605 RADM Jack FROST, USN, COMCRUDESGRU 4, came aboard to return the official call of the commanding officer.

**PERSONAL FLAGS**

1200 RADM Water T. DOOR, USN, COMCARGRU 3, broke his flag in this ship.

1300 The Honorable Very C. Pistol, Secretary of the Navy, came aboard; broke the flag of the Secretary of the Navy.

1500 The Secretary of the Navy departed; hauled down the flag of SECNAV.

1530 COMPHIBRON 2 shifted his pennant from USS SAIPAN (LHA 2) to USS MOUNT WHITNEY (LCC 20).

**MANNING THE RAIL**

1000 Manned the rail as the president of the United States came aboard for an official visit. Fired 21 gun salute; broke the president's flag at the main-truck.

**INSPECTIONS**

**ADMINISTRATIVE, PERSONNEL, READINESS**

0930 RADM Paul T. BOAT, USN, COMTRAPAC, accompanied by staff members and inspecting party from USS MIDWAY (CV 41), came on board and commenced surprise (administrative) (personnel) (readiness) inspection. Broke flag of COMTRAPAC.

1100 COMTRAPAC, staff members, and inspecting party left the ship. Hauled down flag of COMTRAPAC.

1110 COMTRAPAC broke his flag in USS MIDWAY (CV 41).

**LOWER DECK**

1315 Commenced captain's inspection of lower decks, holds, and storerooms.

1400 Secured from inspection.

**PERSONNEL**

0900 Mustered the crew at quarters for captain's inspection (of personnel and upper decks).

1010 Secured from inspection.

**NAVIGATIONAL ENTRIES**

**TIDE**

0733 Commenced swinging to flood tide, stern to port.

1046 Completed swinging to flood tide, heading 347.

**TIME ZONE CHANGE**

0001 Set clocks ahead 1 hour to conform with +3 zone time.

**GETTING UNDER WAY**

0660 Commenced preparations for getting under way. Set material condition _____.

0730 Stationed the special sea detail.

**SEA/WEATHER**

1130 Visibility decreased to 1 mile because of (fog) (heavy rain). Commenced sounding fog signals and stationed (extra lookouts) (lookouts in the eyes of the ship). Winds southeast 25 knots. Sea southeast 8 feet and increasing.

1212 Visibility increased to 5 miles. Ceased sounding fog signals.

**NOTE:** Entry for commencement and cessation of sounding fog signals must always be made.

**PERSONNEL**

**ABSENTEES**

0800 Mustered the crew (at quarters) (at foul weather parade) (on stations) (at quarters for captain's inspection). Absentees:

(None) (No new absentees) SA Jon T. BOATE, USN, 111-11-1111, absent without authority from muster (FN Able B. SEAMAN, USN, 222-22-2222, UA since 0700 this date).

**NOTE:** There is no legal distinction between absence over leave and absent without leave. All are logged as unauthorized absence or UA. In the case of a person's continued absence, the initial entry indicating absence or UA will suffice until the person returns, is declared a deserter, or is otherwise transferred or detached from the ship.

0900 A systematic search of the entire ship for SA Jon T. BOATE, USN, 111-11-1111, who missed 0800 muster, disclosed that (he was not on board) (he was found to be sleeping in BOSN's Locker Comp. A-301-A).

1000 NAVSTA, Charleston, Va., 051600Z JAN 91 reports that BTFN Jane B. DOE, USN, 333-33-3333, UA since 0800, 15 December 1990; returned to naval custody and being held at that station pending disposition of charges.

**NOTE:** Such an entry reflects that an absentee has returned to naval jurisdiction.

**ABSENTEES, RETURN OF**

2200 PN3 Floss A. BRUSH, USNR, 444-44-4444 (returned aboard) (was delivered on board by the Armed Services Police) having been UA since 0800 this date.

2300 SH3 Mary N. CHRISTMAS, USN, 555-55-5555, UA since 0700 this date, was delivered on board under guard from NAVSTA,

Norfolk, Va.; accused of drunk and disorderly conduct at that station. By order of the commanding officer, she was restricted to the limits of the ship pending disposition of charges.

**COURT OF INQUIRY**

1000 The Court of Inquiry, CAPT V. PISTOL, USN, senior member, appointed by COMNAVSURFPAC ltr 3100, serial 2634, of 5 January 1991, met in the case of the late BM3 Jon T. BOATE, USN, 111-11-1111.

1030 The Court of Inquiry in the case of the late BM3 Jon T. BOATE, USN, 111-11-1111, adjourned to meet ashore at the scene of the death.

**SPECIAL COURTS-MARTIAL**

1000 The Special Court-Martial, CDR Jane B. DOE, USN, senior member, appointed by CO USS FORRESTAL (CV 59) ltr 3100, serial 102, of 5 January 1991, met in the case of SA Jack R. FROST, USN, 999-99-9999.

1200 The Special Court-Martial which met in the case of SA Jack R. FROST, USN, 999-99-9999, recessed to meet again at 1300 this date.

**NOTE:** A court adjourns if it will not meet again that date; but if it is to meet again on the same date, it recesses. If known, the date and time of the next meeting are logged.

**SUMMARY COURTS-MARTIAL**

0900 The Summary Court-Martial, LT F. A. BRUSH, USN, opened in the case of SA Jack R. FROST, USN, 999-99-9999.

1100 The Summary Court-Martial in the case of SA Jack R. FROST, USN, 999-99-9999, adjourned to await the action of the convening authority.

**DEATHS**

0416 GM1 Able B. SEAMAN, USN, 888-88-8888, died on board as a result of _____.

**DESERTERS**

0800 Floss A. Brush, USNR, 444-44-4444, was this date declared a deserter from this ship, having been UA since 0800 1 December 1990, a period of 30 days.

**INJURIES**

1035 During drill on the 5" loading machine, GMSN Paul T. BOAT, USN, 777-77-7777, suffered a compound fracture of the right foot when a drill shell fell on his foot. Injury not caused by his own misconduct. Treatment administered by the medical officer. Disposition: placed on the sick list.

**TEMPORARY ADDITIONAL DUTY**

1400 Pursuant to COMNAVAIRPAC ltr, serial 104, of 5 January 1991, ENS John A. DOE, USN, 666-66-6666, left the ship for TAD with NAS Barbers Point, Hawaii.

1700 ENS John A. DOE, USN, 666-66-6666, having completed TAD with NAS Barbers Point, Hawaii, returned aboard and resumed his regular duties.

**PASSENGERS**

1000 Mr. Water T. DOOR, Civilian Technician, embarked for transportation to GUAM, M.I. Authority: CNO msg 051120Z JAN 91.

**NOTE:** All passengers should be logged in and out.

**PATIENTS**

1306 Transferred LT Mary N. CHRISTMAS to U.S. Naval Hospital, Yokosuka, Japan, for treatment. Diagnosis: _____.

**NOTE:** The names of patients transferred with expected length of absence over 30 days or when ship is sailing outside of continental U.S. waters should be logged. Diagnosis should be included, if known.

**PERSONAL EFFECTS**

1300 Personal effects of the late GM1 Able B. SEAMAN, USN, 888-88-8888, were inventoried and forwarded to _____.

**SHORE PATROL**

1305 Pursuant to orders of the commanding officer, PHC Jane B. DOE, USN, 123-45-6789, in charge of 17 men, left the ship to report to Senior Shore Patrol Officer, Norfolk, Va., for TAD.

**LEAVE**

1100 COMDESRON 3 hauled down his pennant and departed on 5 days' leave.

1110 The commanding officer departed on 5 days' leave.

0700 The commanding officer returned from 5 days' leave.

**NOTE:** Flag officers and unit commanders embarked and commanding officers are the only personnel who must be logged out and in on leave.

**SHIP MOVEMENTS**

1100 USS CANNOLI (FF 1056) got under way and stood out of the harbor.

1130 USS SPRUANCE (DD 963) stood into the harbor and anchored (in Berth D-3) (moored alongside Pier 4).

1300 USS CHARLES F. ADAMS (DDG 2) got under way from alongside this ship and anchored in Berth D-8.

1600 USS SEMMES (DDG 18) stood in and moored alongside (to port) outboard of USS SIERRA (AD 18).

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**REVIEW QUESTIONS**

Q3. When is the POOW the primary enlisted assistant to the OOD?

1. At sea
2. In port
3. On watch on the bridge
4. On watch in battle conditions

Q4. At times deck logs may be used in which of the following legal actions?

1. Naval courts
2. Admiralty proceedings
3. Civilian courts
4. All of the above

Q5. The overall responsibility for the deck log belongs to the

1. OOD
2. JOOD
3. POOW
4. CDO

---

**OTHER LOGS, RECORDS, AND REPORTS.—**Besides the ship's deck log, you will have other logs, records, and reports to keep track of or initial when they are presented to you upon completion of a specific event. Remember, when a log is presented to you for your initials, do not sign it just so that you will not be bothered for another hour—look over the figures and see if there are any indications of problems. When you have read the log and understand it, initial or sign in the correct area. If you have questions, ask them. Do not take "that's the way it has always been," for an answer if you suspect that there is a problem. Remember, the watch is yours and you are a representative of the commanding officer.

The following are some of the logs that you may come in contact with while the POOW. You may receive from different departments logs in the form of hard copy reports to be forwarded to the OOD, CDO, XO, and so forth.

- Security clearance list. This is a list, signed by the commanding officer, of all the clearances of the ship's company and all authorized personnel cleared to work on your ship or unit.

- Passdown log. This log is used to pass pertinent information along to each watch stander. The log contains information on policy changes and routine items, such as liberty call times. It is useful as a reminder of out-of-the-ordinary events in the watch routine.

- Weapons custody log. This log is used primarily for logging the turnover of the weapons used by watch standers. Each weapon is signed in and out along with the correct count of ammunition turned over to each watch.

- Sounding and security log. This is a report of the readings taken by the sounding and security patrol. The log is filled out on an irregular time basis. The security patrol never makes a patrol at the same time of the hour.

- Vehicle log. This log is used to record the daily routine maintenance and use of all government vehicles. It contains a list of all authorized drivers for your ship or unit.

- Visitors log. This log contains a verified list of all visitors that are expected to arrive aboard your ship or unit. It will indicate if the visitor will need an escort or not.

Most of these logs, records, and reports are located in the quarterdeck area and are vital to the everyday functions of the ship. Some of the logs may contain the only indication that something is wrong. Be alert and look at all your logs carefully. Remember, the OOD and ultimately your shipmates are relying on you, while you are on watch, to keep the command safe.

**Security**

In recent years we have increased security in the Navy because of an upswing in terrorism and the success by some countries to obtain our secrets. It is estimated that Russia has more than 4,000 intelligence officers gathering information. These Russian officers work hard and are dedicated to obtaining our secrets and undermining our armed forces. In recent years we have become more aware of secret intelligence gathering and spying by the People's Republic of China. We are ever on the alert of Mid-East factions exporting terrorist actions to the United States and our other interests around the world. In the world of terrorism and intelligence gathering there is no nationality, country, or state of which we do not remain cautious and ever vigilant.

How can you do your share to prevent security breaches from happening within your unit? It is not an easy job. All hands have to take an active part, or the efforts are wasted. When you stand duty as the POOW, you play an important part in the security of your ship or unit. A list of personnel who are authorized to work in the various departments is kept in the quarterdeck area. These people may be shipyard personnel, civilian vendors, or even personnel attached to a repair facility.

Limiting access on a need-to-know basis is the key to security, whether aboard a ship or at a shore station. With people going and coming all the time, it is hard to keep track of them. Some people require escorts and some do not. What and who determine the rules? This decision is governed by instructions and is enforced by the OOD or the security force. The level of security of the command is determined by the sensitivity of various parts of the command and/or the state of prevention, such as sabotage, attacks by terrorists, and so forth.

It was mentioned earlier in this chapter that the quarterdeck area should be clear of extra people all the time. This effort will cut down on the opportunity for unauthorized persons to come aboard. Watch standers have the responsibility to account for all personnel who cross the quarterdeck. All persons coming aboard your unit should show proper identification. If they do not have proper identification, deny them access and contact the OOD for guidance. OPNAVINST 5510 series gives further details dealing with security.

What should you do when an unauthorized person gains entrance to your ship or unit? You should sound the proper alarm and pass the word following instructions concerning unauthorized visitors aboard your unit or ship. Remember, if you are in doubt as to whether or not to sound an alarm and pass the word, do it. The unauthorized person may be a terrorist or an enemy agent.

There are some areas of your ship that you cannot watch; watching these areas is the job of the security patrol or roving patrol. These patrols watch for fires, out-of-the-ordinary happenings, and unauthorized personnel. If an unauthorized person is found who cannot account for being in a space or tries to leave the area, an alarm should be sounded and appropriate action taken to apprehend the person. This action is a function of the Security Alert Team (SAT) aboard your ship.

In security matters we must always be alert for things that may not look just right. Stay alert and watch for anything that may threaten the lives of your shipmates; their lives are in your hands while you are on watch.

Bomb threats are to be treated seriously at all times. Petty officers must be trained to handle this serious situation and lead their people. Even before a threat arises, the training of subordinates will prepare the crew to act instead of react to the threat. Safety is of a major concern.

A bomb threat is a message delivered by telephone or letter. A bomb incident is the detonation/ignition of a bomb, discovery of a bomb, or receipt of a bomb. Each requires the petty officer to act appropriately for the situation.

In the case of a bomb threat, information is the key to disarming and avoiding catastrophe. Information such as who, what, when, and most certainly where should be obtained.

- Who — look/listen for clues to identify the person. Is the person male or female, young or old, calm or stressed? Does the voice reveal a possible nationality such as a foreign dialect or accent?

- What — determine what type of bomb has been planted. Is it dynamite, chemical, pipe bomb, etc.?

- When — the time is important. When is the bomb set to detonate? Will there be many people around or few people, such as midnight when most personnel are on liberty?

- Where — narrow down the location of the bomb. This will save time in evacuating personnel, locating the bomb, and disarming it. If the threat made is to kill as many people as possible that information might lead searchers to look in populated areas. If the threat made is

to destroy the operation of machinery, that information might lead searchers to look in that area of machinery.

The *Basic Military Requirements*, NAVEDTRA 14325, also covers security matters and extensively covers bomb threats. Review this information and use it to train your personnel on the issues of terrorism and bomb threats.

**Small Arms and Ammunition**

Weapons in the hands of inexperienced or careless persons are largely responsible for the saying, "It's always the unloaded gun that kills." A number of duty assignments in the Navy may require you to be armed with a rifle or pistol. Examples of shipboard duty assignments where you may be armed include the forecastle, fantail, and pier security watches; examples of ashore assignments are base security forces and the duties of Seabee personnel. Although none of these assignments may be included in your normal watch standing duties, you may be required to support these or other security forces at any time. That is why you must be familiar with the proper use of small arms and their safety precautions as discussed in the *Basic Military Requirements*, NAVEDTRA 14325.

**WATCH STANDING WEAPON SAFETY.—** The following safety rules should never be forgotten when you are standing any kind of watch with a pistol:

1. Keep the pistol in its holster except when the watch is relieved or circumstances require you to use the pistol. NEVER engage in horseplay with any weapon—it can be deadly and always must be treated as such.

2. Never surrender your pistol to any unauthorized person.

3. The pistol normally is carried unloaded aboard ship with one or more loaded clips (magazines) in pouches attached to the pistol belt. Leave the clips in their pouches. If the practice aboard your ship is to carry the pistol loaded, NEVER have a round in the chamber.

4. When being relieved, always unload the pistol and inspect it for a clear chamber. With the pistol pointed in a safe direction, release the slide and snap the trigger.

The use of a firearm comes under the term *deadly force*. Deadly force is that *force* which a person uses with the purpose of causing—or which they know, or should know, would create a substantial risk of causing—death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

- Self-defense
- Defense of property involving national security
- Defense of property not involving national security but inherently dangerous to others, such as the theft of operable weapons or ammunition
- Prevention of the commission of a serious offense involving violence and threatening death or serious bodily harm
- Authorized detention, apprehension, and escape prevention of a person likely to cause death or serious bodily harm to another
- Direction by lawful order of a superior authority

Details of the above circumstances can be found in OPNAVINST 3120.32.

**WATCH-TO-WATCH WEAPONS TURNOVER.—**Having stood your watch, it is now time to be relieved as POOW. Besides passing along all the necessary information to your relief, you now have to turn over your weapon to your relief as well. In the quarterdeck area or nearby, you should find a logbook that is used to record passing of the custody of your weapon and the ammunition provided for it to your relief. Usually there are three magazines with your pistol. Two of the magazines, each containing five rounds, are in pouches attached to the pistol belt. The third magazine is empty and is in the pistol to protect internal parts of the pistol from the weather, dirt, and dust. Remember, a dirty weapon can jam when firing and cause serious injury to you.

If the pistol has a lanyard attached to it, keep the lanyard around your neck until your relief has positive control of the pistol. Then remove the lanyard from around your neck and place it around the neck of your relief. This effort prevents the pistol from being dropped and damaged. Verify the serial number of the pistol with your relief. Also count the ammunition by looking at the side of the magazine where there are small openings to make sure that all the rounds are there. If there are five rounds in a magazine, you will see the brass casing of the bullet in the third opening from the bottom of the magazine.

## REVIEW QUESTIONS

Q6. In the case of a bomb threat what is the key to disarming the situation and avoiding catastrophe?

1. Information
2. Knowledge
3. Security force
4. MAA force

Q7. When the pistol has a lanyard attached, what must be done during exchange of the pistol to the next watch stander?

1. Keep the lanyard around your neck until your relief has positive control of the pistol
2. Keep the lanyard at your side so it won't get in the way
3. Keep the lanyard in your hand that doesn't hold the pistol
4. Detach the lanyard from the weapon during the exchange

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### Drills and Emergencies

In the Navy you have been taught that training pays off. The more you train, the better you perform. The same is true with drills. Drills are held for only one reason and that is to be prepared in a real situation. Proper damage control training has made the difference between winning and losing battles on several occasions.

As a petty officer you will be assigned greater responsibility within the damage control (DC) organization. You may be assigned duties as a division damage control petty officer (DCPO), which is covered in chapter 6, or in any other position in DC. You may be called on to assist in training assigned personnel. As a trainer, you must ensure that your trainees are capable and ready to respond should damage occur. All damage control personnel must know how to apply the correct principles and use the materials available in the most effective way possible. That knowledge can be gained only through education, training, and actual practice.

Injury or incapacity of one individual should not significantly reduce the effectiveness of any damage control function. For example, repair party personnel must be "jacks-of-all-trades." They should be able to do each other's jobs, and this can be done only by cross training in each other's skills. In an emergency, widespread capability may be needed to save a ship.

### Safety Precautions

As mentioned earlier, your duties as the POOW are many and varied. One of your most important jobs is safety. Safety is not yours alone, but a responsibility of all hands. The greatest killer of our people is a disregard for safety when doing a task. As you perform your duties, you should watch for violations of safety rules. When you notice a safety violation being committed, you should remain calm and explain to the violator what is being done wrong and how to correct the situation. Next you want to discuss the matter with the supervisor of the working party. It is that person's responsibility to ensure that all safety standards are being adhered to on the job, no matter how large or small the job may be.

Every ship in the Navy has certain safety devices to protect you and your shipmates. Two examples are the small grounding strap on a piece of electrical equipment on the quarterdeck and the lifelines that surround the main deck area.

While on watch if you notice frayed wires on equipment, painted grounding straps on gear, or any other unsafe area, notify someone immediately so that the situation can be corrected and the hazard removed.

Even routine jobs, such as loading stores with a crane, require a great deal of attention to safety. The store's loading party on the main deck, as well as the party on the pier, must wear safety helmets at all times.

Another area subject to high risk is the eyes. If you see Sailors scaling paint without eye protection, stop and have them put on safety glasses or a face shield. It is for their own protection. As was mentioned earlier, safety is an all hands responsibility. Be safety minded at all times. If you see a problem, correct it immediately before it is too late.

### Honors and Ceremonies

The U.S. Navy is rich in tradition and pride. While standing the POOW, you are a part of that tradition. This section will help you to better understand the many honors and ceremonies in which you will be involved. You will need to know about various flags, pennants, and side honors.

**FLAGS AND PENNANTS.—**While on watch as POOW, you should be alert for the display of significant flags and pennants from other ships and

flag displays on boats. The Navy uses many different flags and pennants to identify persons, ships, and events and to communicate information to others. You are probably familiar with many of them.

Do you know the conditions under which our flag is displayed in a small boat? Is any flag or pennant flown superior to the national ensign? How do you know when an officer of flag rank is embarked in a boat? If you do not know the answers to these questions, you should review the material in *Basic Military Requirements,* NAVEDTRA 14325.

**SIDE HONORS.—**Side honors, rendered to officers and officials boarding and departing the ship, are part of the honors stipulated for an official visit. The honors consist of parading the proper number of side boys and piping the side by the honors boatswain's mate. Officers appropriate to the occasion also attend the side. Side boys are not paraded on Sunday or on other days between sunset and 0800 or during meal hours of the crew, general drills and evolutions, and periods of regular overhaul, except in honor of civil officials and foreign officers. Then side boys may be paraded at any time during daylight hours. Side boys are paraded only for scheduled (official) visits.

The term *official* means a formal visit of courtesy requiring special honors and ceremonies. An informal visit of courtesy requiring no special ceremonies is a call.

**Honors for Official Visits.—**The honors specified for an official visit are rendered on arrival as follows:

1. When the rail is manned, personnel are spaced uniformly at the rail on each weather deck, facing outboard.

2. The command "Attention" is sounded as the visitor's boat or vehicle approaches the ship.

3. If a gun salute is prescribed on arrival, it is fired as the visitor approaches and is still clear of the side. The proper flag or pennant is broken on the first gun and hauled down on the last gun except when it is to be flown for the duration of the visit. Other ships firing a concurrent salute also haul down, on the last gun, the flag or pennant displayed in honor of the visitor.

If the ship visited is moored to the pier in such a position that it is impractical to render the gun salute before arrival on board, the salute is rendered—provided local regulations do not forbid gun salutes— after the official arrives on board and the commanding officer is sure that the dignitary and party are moved to a position in the ship that is well clear of the saluting battery.

4. The boat or vehicle is piped as it comes alongside.

5. The visitor is piped over the side; and all persons on the quarterdeck salute and the guard presents arms until the termination of the pipe, flourishes, music, or gun salute, depending on which is rendered last.

6. If the gun salute is not prescribed on arrival and a flag or pennant is to be displayed during the visit, it is broken at the start of the pipe.

7. The piping of the side, the ruffles and flourishes, and the music are executed in the order named. In the absence of a band, "To the Colors" is sounded on the bugle, instead of the national anthem, when required.

8. The visitor, if entitled to 11 guns or more, is invited to inspect the guard upon completion of the gun salute or is given such other honors as may be accorded.

On departure, the honors prescribed for an official visit are as follows:

1. The rail is manned, if required.

2. The command "Attention" is sounded as the visitor arrives on the quarterdeck.

3. When the visitor is ready to leave the ship, the guard presents arms, all persons on the quarterdeck salute, and ruffles and flourishes, followed by music, is sounded. The visitor then is piped over the side. The salute and present arms terminates with the call. If no gun salute is fired, the flag or pennant displayed in honor of the visitor is hauled down.

4. The boat or vehicle is piped away from the side.

5. If a gun salute is directed upon departure, it is fired when the visitor is clear of the side. If a flag or pennant is displayed in honor of the visitor, it is hauled down with the last gun of the salute.

When possible, the same honors and ceremonies are rendered for an official visit to a naval station.

**Side Boys.—***Sides boys* is a traditional term that is used for male and female members of this detail. As mentioned earlier in this chapter, the first impression a visitor gets of your ship or unit is that of the quarterdeck area. When side honors are rendered, side boys are usually posted. They always should appear sharp and squared away. Their uniforms should be immaculate, and their hair should be well trimmed. They must be properly trained to perform their duties.

If they are not properly trained, it will reflect negatively on all concerned.

### Special Evolutions

Special evolutions involve many out of the normal routine events that may occur aboard ship. The following are some of these special evolutions:

- Weapons handling
- Hazards of electromagnetic radiation to ordnance (HERO) restrictions
- Diving operations
- Man aloft
- Refueling and defueling
- Working over the side

When you are standing POOW duties, you will be responsible for knowing the flags and pennants associated with each of the special evolutions. You also should be aware of any special rules and regulations that pertain to each event.

Details concerning each of the evolutions listed, and others, can be found in the local SOPA regulations.

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**REVIEW QUESTIONS**

Q8. Which of the following activities is NOT considered a special evolution?

1. Weapons handling
2. Refueling
3. Diving operations
4. Mess operations

Q9. Side boys are NOT paraded during which of the following times?

1. Between sunset and 0800
2. Meal hours
3. General drills
4. All of the above

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### Weather

To seafarers the state of the weather is of greater importance than it is to most people ashore. The elements affect us all at one time or another. They can be very pleasant or they can be devastating for all concerned. As the POOW, you will have to know something about weather. Accurate weather forecasting may not be as vital today as it was in the days of sailing ships. However, situations still arise when the safety of the ship and the lives of the crew depend upon the accurate reporting of and reacting to an approaching storm.

In addition to helping you learn about the heavy weather bill, this section will present some of the POOW responsibilities concerning weather.

**HEAVY WEATHER BILL.—**There is no weather bill to follow if the weather is nonthreatening. As the POOW, you may be required to keep the weather log at the quarterdeck area. If you notice that the barometer has fallen 0.04 inch or more in 1 hour, notify the OOD, as this is the first indication of an approaching storm. Most of our weather information today comes from local sources, and they tell us of approaching storms.

The heavy weather bill will be placed in effect during periods of actual or forecasted high wind and seas, hurricanes, typhoons, tidal waves, and so forth. To be effective, you must take the steps contained in the bill before heavy weather commences. You will probably be called upon to help the OOD implement the heavy weather bill.

You may be assisting the OOD with some of the following responsibilities:

- Keeping informed of the weather condition in effect and ensuring that proper preparations are being taken
- Stationing personnel to tend lines as appropriate
- Requesting tugs to clear any ships from alongside
- Ensuring that all service lines not actually required are removed from the ship
- Keeping the captain, executive officer, and command duty officer informed of the status of preparations to get under way or cope with the storm if the ship is to remain in port
- If expecting a tidal wave (tsunami), having additional mooring lines run out making sure considerable slack is left in regular mooring lines; if necessary, having fenders placed between the ship and the pier

More information concerning the heavy weather bill can be found in *Standard Organization and Regulations of the U.S. Navy.*

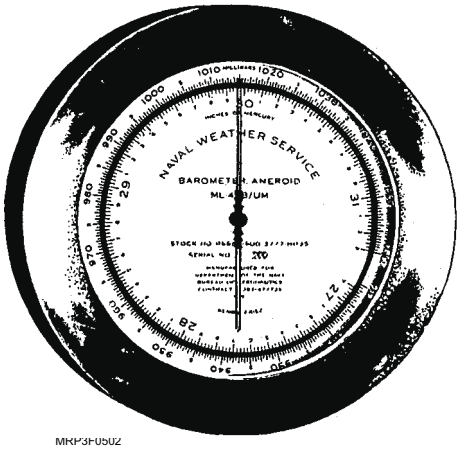
**ADDITIONAL WEATHER-RELATED RESPONSIBILITIES.—**In addition to the assistance you may provide during heavy weather, you will have other POOW responsibilities concerning weather. Some of those responsibilities are the measuring of temperature, atmospheric pressure, and wind speed. You also must have a working knowledge concerning weather flags and pennants.

**Measuring Temperature.—**You probably don't need to be told that a thermometer is an instrument for measuring temperature. The ship's thermometer is usually located on the bridge, but on some small ships it is located near the quarterdeck area. Most Navy thermometers are liquid-filled and practically all of them use the Fahrenheit (F) scale which is based on the freezing point of water being 32°F and the boiling point being 212°F.

A thermometer must be read properly for you to obtain an accurate result. First, if you must handle it, be sure that you do not touch the lower part of the glass containing the liquid. The heat from your body can affect the height of the liquid column and give an erroneous temperature reading. Make sure that the top of the column is level with your eyes; otherwise, you will be reading a higher or lower graduation than the one actually indicated.

Another weather device that you must use to forecast the approach of a storm is the barometer.

**Measuring Barometric Pressure.—**The aneroid barometer, as shown in figure 8-2, contains a small metallic cell, called a Sylphon cell, which encloses a partial vacuum. As atmospheric pressure increases, the Sylphon cell contracts; as pressure decreases, it expands. As the Sylphon cell expands and contracts, it communicates motion to an indicating pointer on a graduated scale.

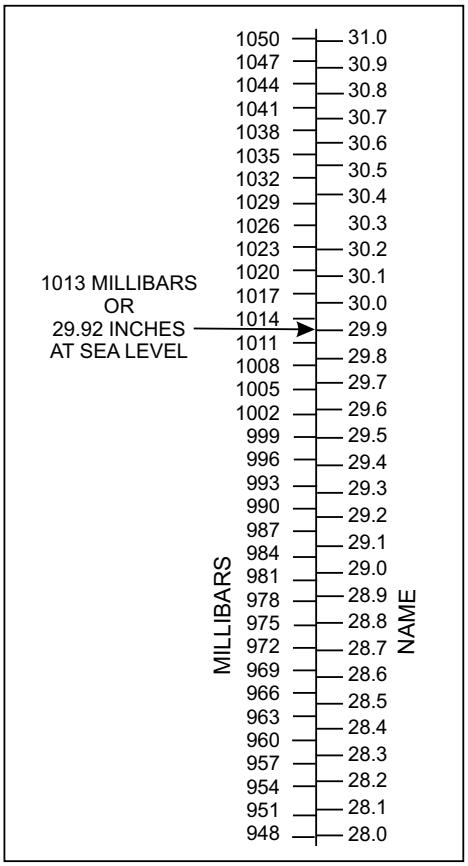



MRP3F0502

**Figure 8-2. Aneroid barometer.**

The aneroid barometer can be read in inches of mercury and in millibars (mb). Both inches and millibars are measurements of the weight of the atmosphere at a given time and point. The average atmospheric pressure at sea level is 29.92 inches or 1,013.2 millibars. Figure 8-3 shows the comparative readings on the inch and millibar scales.

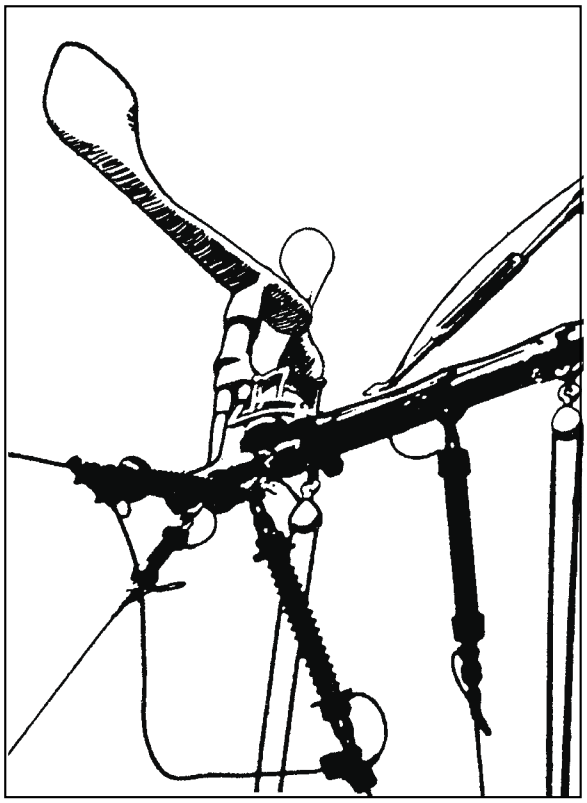
The aneroid barometer normally can be read no closer than 0.01 inch. Aneroid barometers are the standard pressure-indicating instrument aboard ship and the type of barometer that the POOW will encounter most frequently. Barometers are normally checked (calibrated) yearly by the quartermaster division, following the preventive maintenance system (PMS) procedures. Another important forecasting tool is the wind speed and direction indicator.




MRP3F0503

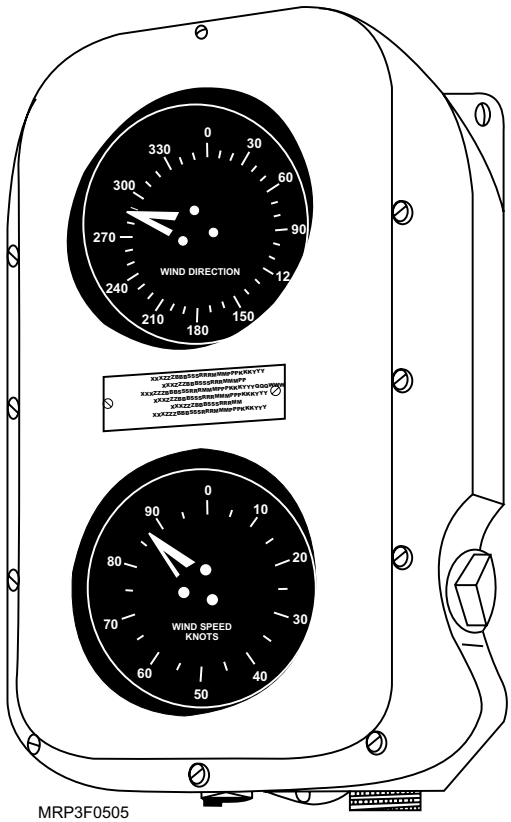
**Figure 8-3. Inches and millibars.**

**Measuring Wind Speed and Direction.—**An installed anemometer is shown in figure 8-4. It is an instrument fixed somewhere aloft, usually at the masthead of the ship. The wind blows on a propeller attached to one end of a wind vane that pivots. The whirling propeller revolves a spindle, communicating with a synchro repeater on the pilothouse or chart house bulkhead. Figure 8-5 shows one type of synchro repeater.



MRP3F0504

**Figure 8-4. An installed anemometer.**




MRP3F0505

**Figure 8-5. Synchro repeater showing relative wind velocity and direction.**

The upper dial of the repeater is graduated in 10-degree intervals and shows the relative direction from which the wind is blowing. In this illustration the direction is about 287 . The lower dial indicates the relative wind speed (true wind speed when the ship is stationary). The wind-speed dial in the illustration shows about 87 knots. This reading means that the force exerted by 87 knots of wind is whirling the anemometer propeller.

When you use an installed anemometer, always compare the readings observed with the wind conditions as they appear outside. If two anemometers are installed, ensure that the windward anemometer is used.

**United States Storm Warning Signals.—**The combinations of flags and pennants, as shown in figure 8-6, are hoisted at the National Weather Service and other shore stations in the United States to indicate the presence or future presence of unfavorable winds. The means of the various displays are as follows:

- Small craft warning: One red pennant displayed by day and a red light over a white light at night to indicate that winds up to 38 miles per hour (33 knots) and/or sea conditions dangerous to small craft operations are forecast for the area.

- Gale warning: Two red pennants displayed by day and a white light above a red light at night to indicate that winds ranging from 39 to 54 miles per hour (34 to 47 knots) are forecast for the area.

- Storm warning: One square red flag with a black center displayed during daytime and two vertical red lights at night to indicate that winds 55 miles per hour (48 knots) and above, no matter how high the speed, are forecast for the area. If the winds are associated with a tropical cyclone (hurricane), the storm-warning display indicates that winds within the range of 55 to 73 miles per hour (48 to 63 knots) are forecast.

- Hurricane warning (displayed only in connection with a tropical cyclone or hurricane): Two square red flags with black centers displayed at daytime and a white light between two vertical red lights at night to indicate that winds 74 miles per hour (64 knots) and above are forecast for the area.

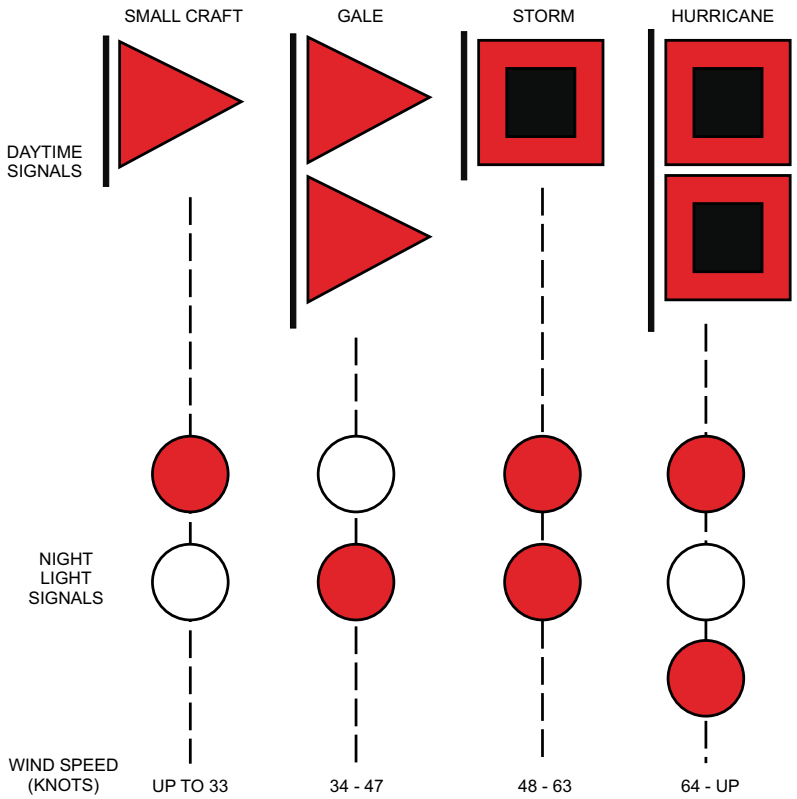



**Figure 8-6. Small craft, gale, storm, and hurricane warnings.**

**Table 8-1. Requirement for Surface Weather Observation by Ships**

| LATITUDES | SURFACE WIND SPEED (kts) | TIMES (GMT) FROM 0000Z | PRECEDENCE |
|---|---|---|---|
| All Latitudes | 0-33<br>34 and greater | every 6 hours<br>every 3 hours | Priority<br>Immediate |

Timely and accurate weather observations are basic to the development of meteorological and oceanographic forecasts in support of fleet operations. Since the U.S. Navy may be committed to operations anywhere in the world, total global observations of meteorological and oceanographic conditions are required. Ships in port are required to make regular weather observations and to report by electronic means unless there is a nearby U.S.-manned weather-reporting activity. In-port weather observations and reports of guard ship arrangements may be used for groups of ships at the discretion of the senior officer present. In such instances, the weather logs of exempted ships should bear a notation of the guard ship(s) and effective dates and times. Table 8-1 provides the minimum requirements for reporting weather observations by Navy ships.

Not all Navy ships make weather observations. Ships in port usually receive local weather messages that are sent out at various times to all commands. Weather messages usually contain the latest information compiled using U.S. weather satellites. They can show the approach of storms long before they reach your area. As a POOW you may not have to make weather readings or log weather information; but, at the approach of a storm, you may have to go to the bridge and record weather information for the OOD. If you ever have any questions about weather reporting, you should always consult the duty Quartermaster, as that knowledge is a part of the Quartermaster rating.

## REVIEW QUESTIONS

Q10. The heavy weather bill will be placed in effect if the forecast indicates a hurricane approaching.

1. True
2. False

Q11. When handling a thermometer, touching the lower part of the glass containing the liquid will not affect the temperature reading.

1. True
2. False

Q12. Winds at 39 to 54 miles per hour indicate what warning condition?

1. Small craft
2. Gale
3. Storm
4. Hurricane

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### Environmental Protection

What does environmental protection mean? It is the protecting of our planet from pollution. How is pollution caused? It is caused by the changes in chemical, physical, or biological conditions in the environment that harmfully affect the quality of human life. Pollution also affects animal and plant life and can even destroy well-developed cultures. Records of pollution date as far back as the ancient city of Troy. As early as 1273, the first smoke abatement law was passed in England. It is said that in 1306 a man was executed in London for breaking the law against burning coal. By the 1850s our country already was suffering from pollution associated with the industrial revolution. In the Chicago Sanitary and Ship Canal the scum was so thick in places that a person could walk on the water.

Today we can no longer breathe clean air in most large cities, and we can no longer see the bottom of the harbor in most ports. However, we have brought this problem on ourselves. The Navy is very strict about pollution. Naval personnel have received disciplinary action for pumping pollutants into a harbor or river.

As the POOW, you should be concerned with pollution of all kinds. While on watch, take note of any vessel, civilian or Navy, including your own, that is polluting the harbor or river. If you notice anyone polluting, notify the OOD, who will, in turn, take proper action and notify the responsible personnel. Anytime polluting is noted, be sure to log all the facts, times, and actions taken. Keeping our planet healthy is the job of all of us and not just a few concerned people. Although it is everyone's responsibility to prevent pollution, you are especially responsible while on watch.

When an oil or sewage spill occurs, you must make sure the spill is cleaned up and that the immediate commander or your commanding officer is informed. This notification usually results in an investigation of how and why the spill occurred and instructions for measures to be taken to ensure it does not happen again.

If there is a pollution spill, the area must be cordoned off to contain the spill and prevent it from spreading any further. If need be, chemicals that are nonhazardous to the environment will be added to the spill area to break up the spill. Often small craft designed for spill cleanups will aid in the cleanup.

### Rules of the Road

The POOW must know the rules of the road. This section will cover only what you need to know when your ship is moored to a pier or buoy or anchored in a harbor.

**MOORED.—**When your vessel is moored to a pier or buoy, it is normally highly visible and safe from a collision with another vessel during daylight hours. However, special precautions must be taken after sunset. You will be required to make sure the anchor lights and the aircraft warning lights are turned on at sunset and turned off at sunrise. The control box for these functions is located on the bridge. The duty quartermaster normally will have the proper light combinations set up on the control box. All that you have to do is turn a master switch on or off. Be sure to test all your lights 30 minutes before sunset to see if they are working properly. If not, you will have enough time to take corrective action. Remember that the lights go on at the first note of colors at sunset and off at sunrise. Red aircraft warning lights are normally located atop the mast. The anchor lights are normally located in the bow on top of the jack staff and in the stern atop the flagstaff. They shine completely around the horizon, a full 360º, and must be visible on a clear night for a distance of 3 nautical miles. Remember, all lights must be checked 30 minutes before sunset to make sure they are working properly.

**ANCHORED.—**When your ship is at anchor, you must be extremely alert. Other ships moving about the harbor can see your ship during the day, but how do they know you are at anchor? They are alerted by an anchor ball displayed in the forward part of your ship. The ball is black in color and a minimum of 2 feet in diameter. In addition, the ensign and union jack are flown during the day. The duty Quartermaster checks to make sure your ship is anchored securely. In addition to the duty Quartermaster, the anchor watch regularly reports the conditions, such as tension, status, and so forth, to the OOD.

When your ship is at anchor in a fog, the proper fog signals must be sounded to let other ships know you are in the area. The anchor lights are left on during the day and the anchor ball is up. Extra sensors, such as radar, should be used to indicate the location of ships within the area. Lookouts should be posted to help prevent a collision. In other words, when a ship is at anchor, care must be taken to protect the ship at all times. As the POOW, you are an important link in protecting the ship. You will be assisting the OOD as much as possible.

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**REVIEW QUESTIONS**

Q13. As the Petty Officer of the Watch you are NOT responsible for personnel throwing trash over the side into the water in your presence.

1. True
2. False

Q14. How many minutes before sunset should the ship's anchor lights be tested?

1. 60
2. 30
3. 20
4. 15

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## SECTION LEADER

Each division has a duty section leader, also called a duty representative (duty rep), who is the senior petty officer. On a small ship, you as a petty officer may be assigned the duties of a section leader. However, depending on the size or class of ship, you may not be assigned as a section leader until you become a second class petty officer. Aboard larger ships with large sections, you may have to wait until you make first class to become a section leader. 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 information to report. Always use the chain of command. During normal working hours you should report to your leading petty officer (LPO). If the LPO is a petty officer first class, he or she will, in turn, report to the leading chief petty officer (LCPO) or to the division officer. After normal working hours you report to your department duty officer, who reports to the command duty officer (CDO).

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 carry out your duties properly.

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. These activities include reveille, quarters for muster, observance of the proper uniform of the day, and of items posted in the Plan of the Day or Plan of the Week. In addition, you will be 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 pertinent information regarding the section. This information could involve new safety hazards or cleanliness of the ship.

## POLICE PETTY OFFICER

Your command may have a division police petty officer (PPO). This position may be called another name such as compartment petty officer, barracks petty officer, and so forth, but the duties and responsibilities are the same. The PPO is usually a junior petty officer and is not part of the master-at-arms (MAA) force. The PPO's duties encompass areas such as cleanliness of divisional berthing and stowage areas, holding reveille, maintaining silence after taps, and maintaining order. In addition to these duties, PPOs stand their regular watches and perform their normal duties. Sometimes they may be required to augment the MAA force in details such as searching the ship and provisioning for new personnel.

## REVIEW QUESTIONS

Q15. Which of the following factors will determine if a PO3 is assigned as a section leader?

1. Size of the command
2. Number of personnel assigned to your duty section
3. Both 1 and 2 above
4. Number of the departments in the command

Q16. Which, if any, of the following responsibilities belong to the police petty officer?

1. Apprehending violators
2. Keeping the quarterdeck clear of unauthorized personnel
3. Serving as court liaison
4. None of the above

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## MASTER-AT-ARMS

The chief master-at-arms (CMAA), often called the sheriff, is responsible to the executive officer for maintaining good order and discipline. Personnel of the MAA rating usually fill this billet on larger ships. On ships not having a CMAA, a chief petty officer from another rating usually will be appointed by the commanding officer and will be assigned CMAA as a collateral duty. If you are not part of the MA rating and are assigned to the MAA force, your tour of duty usually will be 6 months.

If you are assigned as an MAA, your job will require tact, a lot of common sense, and thorough knowledge of Navy and command regulations. Remember, an MAA is much like a police officer and, as such, must be courteous and friendly and must enforce regulations without favor to anyone.

## SHORE PATROL MISSION AND DUTIES

During your career, you will normally have the opportunity of being assigned to shore patrol (SP) duties. SP may be for a tour of duty or it may be for 24 hours or less. Your primary mission will be to preserve order among members of the armed forces who are on leave or in a liberty status. You should always be courteous and fair and keep a cool head at all times. You will be required to give assistance and information when necessary and to apprehend or otherwise control military personnel who violate the law or regulations. The shore patrol also apprehends deserters and members of the armed services who are unauthorized absentees.

The Secretary of the Navy has delegated the authority to create a shore patrol to the naval area representatives and to the senior officer present in any area outside the continental limits of the United States. Shore patrol duties in foreign countries will vary from nation to nation according to treaties, agreements, and as directed by the senior officer present.

### Duties within the United States

Shore patrol units, located within the United States and its territorial possessions, are limited to the following two functions:

1. They perform court liaison functions with civilian law enforcement agencies and courts in the immediate area. Court liaison functions are limited to the provision of an official Navy point of contact for the courts, the provision of advice for individuals and local commands, and court appearances with individuals from deployed commands.

2. They receive courtesy turnovers. Courtesy turnovers are limited to those individuals whose behavior and attitude are acceptable and who desire to be returned to the custody of their parent command. Courtesy turnovers will be accepted from jails, police stations, and so forth, but not directly from police officers on the scene.

### Duties Overseas

The following are some of the duties of the shore patrol overseas:

- They render assistance to members of the armed forces. As a shore patrol member, you should be able to supply information on curfew, out-of-bounds areas and establishments, uniform regulations, and lodging accommodations. You also should have knowledge of transportation, recreational facilities, first-aid procedures, and the locations of hospitals or other medical treatment centers.

- They maintain good order and discipline among military personnel and apprehend all unauthorized absentees (and other offenders as necessary). As a shore

patrol member, you should strive to anticipate and prevent trouble. In situations that will obviously result in disorder, take preventive measures before apprehension becomes necessary. Quiet, friendly words of advice often are sufficient to prevent a situation from getting out of hand. Above all, control your temper. If you let taunts or curses overcome your self-control, you only increase tension in a situation you are trying to prevent. Should the apprehension of an unruly person become necessary, do so as quietly and expeditiously as possible.

Do not permit yourself to become involved in an argument. You can help restore order and maintain discipline by demanding strict compliance with orders, rules, and regulations; but be tactful in exercising your authority. You also must be tactful and patient with military personnel who have had too much to drink. Some people in such a condition tend to become belligerent. If they persist in having a belligerent attitude after you have talked to them, you can cancel their liberty and send them back to their ship or station; or you can apprehend them and take them to patrol headquarters.

When apprehending unauthorized absentees, you have two courses of action (except in the case of deserters, who always must be taken to patrol headquarters). If persons present a neat and orderly appearance and furnish reasonable evidence that they are returning to their station, you should permit them to proceed. Reasonable evidence is their possession of a ticket to the proper destination, presence in a bus or railroad depot awaiting transportation, or actual presence on the train or bus. Avoid detaining the absentees to the extent that they miss their transportation. If, on the other hand, you are reasonably certain they will not, or cannot, comply with orders to return to their command, take them to patrol headquarters where arrangements will be made for their return.

- They report conditions or practices that appear prejudicial to the welfare of military personnel. The shore patrol must be alert for signs of uncleanliness or violations of sanitation and fire laws by restaurants, taverns, or dance halls patronized by service personnel. If any violations are found, notify your duty officer. The shore patrol always should be on the lookout for fire hazards. Check all exits to make sure that all people in the establishment can escape in case of fire.

Remember, as a shore patrol member, you are concerned not only with the health and welfare of service personnel but also with the health and welfare of civilians within your area of duty. If you make a careful inspection and turn in an unfavorable report, you may make a few enemies, but you also may save many lives.

Complaints of overcharging, shortchanging, misrepresentation, or other illegal or shady practices should be investigated. If the complaints continue, notify the shore patrol officer. If such practices are continued, the establishment can be placed off limits.

**Personal Appearance and Conduct**

When standing shore patrol duties, you are dealing with two communities—the military and the civilian. You must always present a sharp appearance. Be in a correct, clean, and neat uniform. Your hair must be neatly groomed, shoes shined, and hat squared. Service personnel are quick to notice and criticize faults in the uniform and behavior of the shore patrol. The people in the civilian community get their impressions of our armed forces from the way you look. You are an ambassador of the United States and the U.S. Navy. In other words, wear your uniform with pride at all times.

Your conduct as a member of the shore patrol reflects directly on the Navy and the United States. You are constantly in public view and must maintain a reputation for smartness, alertness, and efficiency. Never lounge or lean against buildings or objects, and public smoking is prohibited. Refrain from prolonged conversations outside the line of duty. Do not congregate with other patrol members except in the line of duty, and never linger in any public place or establishment. The authority vested in the shore patrol is represented by the uniform and brassard. You may exercise this authority only in the performance of assigned shore patrol duties. When you are not on duty, you have the same status as any other member of the armed forces not on duty.

You are never allowed to use your shore patrol credentials to solicit favors, gifts, or gratuities. Furthermore, these concessions should never be accepted when offered. When eating ashore as a member of the shore patrol, you must pay regular prices, whether on duty, on liberty, or on leave.

Members of the shore patrol are forbidden to drink any form of an intoxicating beverage or any other form of intoxicant while on duty or at any other time that may be prescribed by the shore patrol officer.

Remember, you must maintain respectful and friendly relations with the civil authorities and the civilian community in general. Be alert to your duty by preventing disharmony prejudicial to the armed forces.

**Jurisdiction**

The shore patrol has jurisdiction over all members of the armed forces. You have the authority to take corrective action against any member of the armed forces who breaks regulations or the law. The corrective actions include apprehension, if necessary; but apprehensions should not be made if corrective measures will suffice.

When standing shore patrol duties, you normally have no jurisdiction over civilians. When dealing with civilians in the continental United States, a member of the shore patrol may do only what any other citizen may do—call on the civil police for assistance. If a civilian is in the act of committing a felony, you can and should place the individual under citizen's arrest. Every citizen has the right and the moral duty to stop crime and apprehend a criminal.

Today many military personnel are allowed to wear civilian clothes ashore. Wearing civilian clothing does not free Sailors from the jurisdiction of the shore patrol. If persons in civilian attire are creating a disturbance, for instance, and you have reason to suspect they are service members, request they show their identification (ID) cards. If they refuse, seek the assistance of the civil authorities.

Foreign military personnel serving under a command of the U.S. Armed Forces also may be apprehended by the shore patrol. They may be apprehended under the same circumstances that justify the apprehension of U.S. Armed Forces personnel.

**Apprehension**

"Apprehension" means taking a person into custody. The *Uniform Code of Military Justice* (*UCMJ*) states that any person authorized to apprehend may do so upon reasonable belief that an offense was committed and the person apprehended committed the offense (article 7, Apprehension). So far personal appearance, conduct, and jurisdiction have been presented. Now the apprehension phase of your duties will be covered.

The policy of the Navy Department regarding liberty parties is that they be interfered with as little as possible. To do your SP job properly does not mean you should adopt a tough attitude and apprehend as many people as possible. Personnel should not be taken into custody for minor infractions of regulations if a warning will suffice. The warning should not be in the form of a reprimand. It should be given so that only the offender hears what you have to say.

When you request a person to show proper identification, do not be aggressive or overbearing in manner. A wrong attitude may only provoke trouble for you and your partner. Persons must be given every opportunity, within reason, to identify themselves. If you must send personnel to SP headquarters to determine their identification, always advise them that they are not being taken into custody; and that when they have properly identified themselves, they will be released. If a person refuses to be cooperative or becomes abusive, then that person must be apprehended and taken to headquarters. When this situation occurs, it must be handled as quickly as possible and very tactfully. Make sure you notify the personnel involved that they are being taken into custody. According to article 31 of the *UCMJ* (Compulsory Self-Incrimination Prohibited), persons taken into custody are to be advised of the charge(s) against them and of their right to remain silent. Also, advise them that any statement made by them may be used as evidence against them in the event of trial by court-martial.

When making an apprehension, use as little force as possible. You have a partner that can help you. The nightstick you are carrying is for self-defense and is to be used only when the offender cannot be subdued otherwise. If the nightstick is needed, never strike a person in the head as it can cause serious injury and even death. Strike the shoulder, arm, or leg; or use the nightstick for jabbing—a jab in the lower solar plexus (pit of the stomach) is most effective. When personnel are taken into custody, a written report must be submitted to the shore patrol officer stating all the circumstances about the apprehension and the circumstances that required the use of the nightstick.

**APPREHENDING OFFICERS.—**Only when situations offer no alternative should enlisted shore patrol personnel apprehend an officer. Such action is taken only to prevent disgrace to the service, to prevent the officer from committing an offense, or to prevent the escape of one who has committed a serious offense. If time permits, an officer of the patrol should be summoned to take necessary action; or the assistance of any available officer of the armed forces should be requested.

When an officer persists in violating regulations or rules of conduct after being duly and politely warned, the officer should be addressed as follows: "Sir (or ma'am), it is necessary that I obtain your name, organization, and station, and check your identification." After obtaining the data, salute and thank the officer. If the officer refuses to give such information or continues to create a disturbance, then proceed as previously discussed.

**APPREHENDING MEMBERS OF THE OPPOSITE SEX.—**The shore patrol must observe the following rules when taking armed forces personnel of the opposite sex into custody:

- Physical contact should be avoided. If force is absolutely necessary for restraining the person or taking the service member to patrol headquarters, the utmost care must be used.

- In connection with any offense the interrogation and/or search of a service member will be conducted, whenever possible, by or in the presence of a service member of the same sex. Members of the opposite sex will remain outside the search area but in close proximity. The only exceptions to this rule may be in demanding circumstances where an imminent danger to life or property exists and/or the facts and circumstances of the investigation necessitate an immediate interrogation when no service member of the same sex is available.

- Anytime you apprehend a member of the opposite sex, communicate immediately with headquarters for instructions.

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**REVIEW QUESTION**

Q17. After apprehending members of the opposite sex, what should be done as soon as possible?

1. Communicate immediately with headquarters for instructions
2. Request a member of the same sex to make apprehension
3. Request a member of the same sex to interrogate
4. Interrogate apprehended member yourself

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## CLOSE-ORDER DRILL

**Learning Objective:** Recall the procedures for conducting a close-order drill.

On occasion you will be required to take charge of a group of Sailors ashore and march them to a work detail, to the dispensary, or to and from classes at a training command. You also may have to take charge of such a group to prepare them for a parade or ceremony and observing military courtesies. When you are in charge of such a unit, you must give the proper commands at the right time to ensure that the unit moves with precision and smartness.

### DEFINITIONS

You should familiarize yourself with the following definitions. You need not learn them word for word, but you must understand them.

SQUAD: A squad at full strength normally consists of 12 persons.

SECTION: A section consists of two or more squads.

PLATOON: A platoon consists of two or more squads, a platoon headquarters, and a guide.

PLATOON HEADQUARTERS: A platoon headquarters consists of a platoon petty officer and one or more assistants.

COMPANY: A company consists of two or more platoons.

HEAD: The head is the leading element of a column.

CADENCE: Cadence is a rhythmic rate of march at a uniform step.

QUICK TIME: Quick time is cadence at 120 steps (12, 15, or 30 inches in length) per minute. Quick time is also the normal cadence for drills and ceremonies.

DOUBLE TIME: Double time is cadence at 180 steps (36 inches in length) per minute.

SLOW TIME: Slow time is cadence at 60 steps per minute and is used for funerals only.

SNAP: In drill, snap is the immediate and smart execution of a movement. In commands or signals, quality inspires immediate response.

COMMANDS: The two basic types of commands are the preparatory command, such as Forward, which indicates the type of movement to be made, and the command of execution, such as MARCH, which causes the desired movement to be made. For clarity, preparatory commands are printed in bold and the first letter is capitalized (Forward); commands of execution

are printed in capital letters (MARCH). Some commands are a combination of both preparatory commands and commands of execution, such as FALL IN, AT EASE, and REST, but are considered commands of execution. They are printed in bold, capital letters.

AS YOU WERE: This command cancels a movement or order that was started but not completed. At this command, troops resume their former position.

**INDIVIDUAL MOVEMENTS**

With the exception of right step, all steps and marches starting from a halt begin with the left foot. Normally, commands are given in the cadence of quick time. When the direction of the march is to be changed, both the preparatory command and the command of execution are given as the foot in the direction of the turn strikes the ground. For example, the commands Column Right, MARCH. The movement is to the right; therefore, the word Right is spoken as your right foot strikes the ground. An interval of silence follows as you take your next step, and the command MARCH is given as your right foot again strikes the ground.

Normally, only one step is taken between the preparatory and execution commands. However, in the early phases of recruit training and at other times as necessary, the interval between commands may be greater to allow the troops more time to think about their actions. With large bodies of troops, the intervals must be longer to allow subordinate commanders to repeat the preparatory commands or to give other preparatory commands as necessary.

QUICK TIME: To march forward in quick time, start from a halt and give the commands Forward, MARCH. At the command Forward, shift the weight of the body to the right leg without noticeable movement. At the command MARCH, step off smartly with the left foot and continue the march with 30-inch steps. Swing the arms easily in natural arcs about 6 inches straight to the front and 3 inches to the rear of the body.

DOUBLE TIME: To march in double time, begin at a halt or in march in quick time and give the commands Double Time, MARCH. If beginning from a halt, at the command MARCH, raise the forearms, fingers closed and knuckles out, to a horizontal position along the waistline. Take up an easy run with the step and cadence of double time (36-inch steps at 180 steps per minute), allowing the arms to make a natural swinging motion across the front of the body. If starting in quick time, be sure to keep the forearms horizontal; and at the command MARCH, given as either foot strikes the ground, take one more step in quick time and then step off in double time. To resume quick time from double time, give the commands Quick Time, MARCH. At the command MARCH, given as either foot strikes the ground, advance and plant the foot in double time; resume the quick time, dropping the hands to the sides.

SIDE STEP: The commands are Side Step, MARCH. At the command MARCH, place your right foot 12 inches to the right. Then place your left foot beside the right. Continue in the cadence of quick time. Stand as straight as you can without stiffness. The movement also may be made to the left.

HALF STEP: The commands are Half Step, MARCH. At the command MARCH, take steps of 15 inches instead of the normal 30 inches. Half step is executed in quick time only. To resume the full step from half step, give the commands Forward, MARCH.

BACK STEP: The commands are Backward, MARCH. At the command MARCH, take steps of 15 inches straight to the rear. The back step is executed in quick time only.

TO CHANGE STEPS: Change steps may be executed without orders by an individual to get in step with the rest of the unit. An entire unit may be ordered to change step to get in step with another unit. The commands are Change Step, MARCH. At the command MARCH, given as either foot strikes the ground, advance and plant the other foot. For example, plant the left foot, then plant the toe of the right foot near the heel of the left foot, and step off with the left foot.

MARCHING AT EASE: The commands are AT EASE, MARCH. When marching at ease, you must march in orderly ranks in silence, but you need not keep step or march at attention.

MARCHING IN ROUTE STEP: The commands are Route Step, MARCH. Marching is the same as when marching at ease, except that you need not maintain silence. (Route is pronounced to rhyme with “out.”) To resume marching in quick time from route step or at ease, give the command ATTENTION. At the command, troops come to attention and pick up the step (in step and in cadence).

MARCHING IN PLACE, QUICK TIME: To march in place at quick time, give the commands Mark Time, MARCH. The commands may be given from a

halt, marching at quick time, half step, or double time in place. The command of execution may be given as either foot strikes the ground.

- From a halt: On the command Mark Time, shift your weight to your right leg without noticeable movement. On the command MARCH, beginning with your left foot and then alternating, raise each foot so that the ball of the foot is approximately 2 inches and the heel is approximately 4 inches from the ground. Swing your arms naturally as in marching.

- When marching at quick time: On the command MARCH, take one more 30-inch step. Bring your heels together and begin marking time without loss of cadence. To resume the march at quick time, give the commands Forward, MARCH. On the command MARCH, take one more step in place and move out with a 30-inch step.

- When marching in place at double time: On the command MARCH, take one more step in place at double time and commence marking time.

MARCHING IN PLACE AT DOUBLE TIME: To march in place at double time, give the commands In Place, Double Time, MARCH. They may be given while halted, while marching at double time, or while marking time.

- From a halt: On the preparatory command, shift your weight to your right leg without noticeable movement. On the command MARCH, raise your arms as for double time and commence marching in place as for mark time; the cadence is 180 steps per minute and the feet are raised about 6 inches from the ground.

- When marching at double time: On the command MARCH, take two more double time steps. Bring your feet together and begin double time in place without loss of cadence.

At the commands Double Time, MARCH, resume the march at double time. On MARCH, take two more steps in place and move out at double time rate.

- When marking time: On the command MARCH, take one more step in mark time and commence marching at double time in place.

HALT: The commands are Squad, (Platoon, Company, as appropriate), HALT. The command of execution may be given as either foot strikes the ground.

- When marching in quick time: At the command HALT, execute a halt in two counts by taking an additional step and then bring the other foot alongside.

- When marching in double time: A halt is made in three counts. At the command HALT, take one more 36-inch step at double time, one 30-inch step at quick time, and bring the heels together.

- When side-stepping: The preparatory command is given when the heels are together, and the command of execution usually is given the next time the heels are together. After HALT is given, take one more step and bring the heels together.

- When marking time: Take one step after HALT is given and bring your heels together.

- From in place at double time: On HALT, take one step at double time, one step at quick time, and bring your heels together.

- When back-stepping: On HALT, take one more step and bring the forward heel back against the other.

**SQUAD DRILL**

A squad is a group of persons formed for the purpose of instruction, discipline, control, and order. Normally, no fewer than 8 and not more than 12 persons are under the direction of a squad leader. The usual formation is a single rank or line, or a single file or column, as shown in figure 8-7. The first formation is always in line, but the squad is marched only for short distances in this formation. When not at drill, a squad may be formed in two ranks and marched in a column of twos. Usually squads, as well as all other units, are formed at normal intervals.

MOVEMENTS: Most troop movements requiring changes in direction are accomplished by reversing direction or by flanking, oblique, or column movements. Many maneuvers, however, require a combination of two or more of these basic movements. For movements that can be made either to the right or left, you will be given the commands and descriptions for only those to the right. Unless indicated otherwise, you may assume that a movement can be made in either direction.

Preparatory commands for these movements are given so that the last word of the command is pronounced when the foot in the direction of the movement strikes the ground. Commands of execution also are given as that same foot strikes the ground.

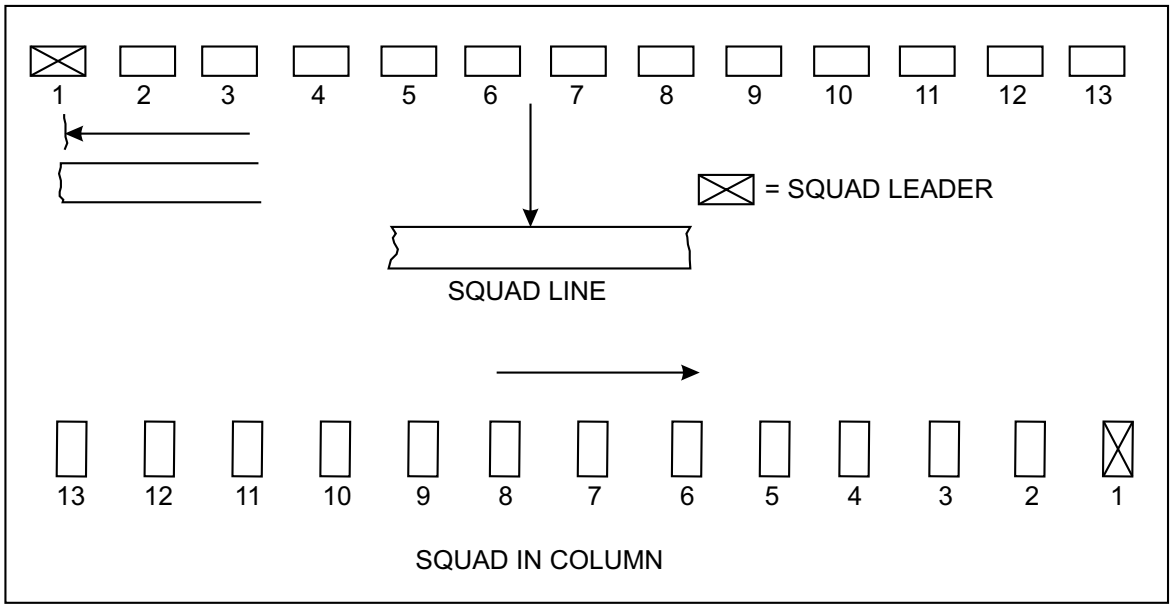


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**Figure 8-7. Squad formations.**

COLUMN RIGHT: The commands are Column Right, MARCH. At the command MARCH, the first member in the column takes one more step with the left foot, pivots 90° to the right on the ball of the left foot, and at the same time steps out in the new direction on the right foot (one count). The rest of the column continues to march along in the original direction. As each member reaches the point where the first member changed direction (pivot point), the member executes the movement as described.

When halted, at the command MARCH, the front member pivots to the right and steps out with the left foot. At the same time, other members march forward. As each member reaches the pivot point used by the front member, the member changes direction as described above.

- Quick time: On MARCH, take another step with the left foot in the original direction of march, turn 180° to the right on the balls of both feet, and step out on the left foot in the new direction.

- Double time: On MARCH, advance two steps in the original direction, turn to the right while taking four steps in place and in cadence, and step off on the left foot.

**NOTE:** If troops are at a halt and you desire to march them in the direction opposite from that which they are facing, give the commands About, FACE and Forward, MARCH.

TO MARCH TO A FLANK: This movement is performed only when marching. The commands are By the Right Flank, MARCH. On the command MARCH, given as the right foot strikes the ground, take a step with the left foot, turn 90° to the right on the ball of the left foot, and step out in the new direction on the right foot. The turn and the step in the new direction are performed at the same time. Flank movements are performed simultaneously by all hands.

TO MARCH AT AN ANGLE: The commands are Right Oblique, MARCH. Oblique is pronounced to rhyme with “like.” This movement is executed in the same manner as the flank movement, except the turn is 45° instead of 90° from the original direction.

The commands Forward, MARCH are given to resume original direction of march. MARCH is given as the foot toward the original front hits the ground; then each member takes another step, turns on the ball of that foot, and steps off to the front.

While marching at the oblique, the command HALT is given on the left foot to halt from right oblique and on the right foot to halt from left oblique. At the command, each member takes another step in the oblique direction, turns to the front on the ball of that foot, and halts on that spot.

When you wish to temporarily halt a unit marching at the oblique, the commands In Place, HALT are given. Each member halts in two counts, as at quick time, but remains facing in the oblique direction. The only commands that can be given after halting in place are Resume, MARCH. On MARCH, the movement continues in the oblique direction.

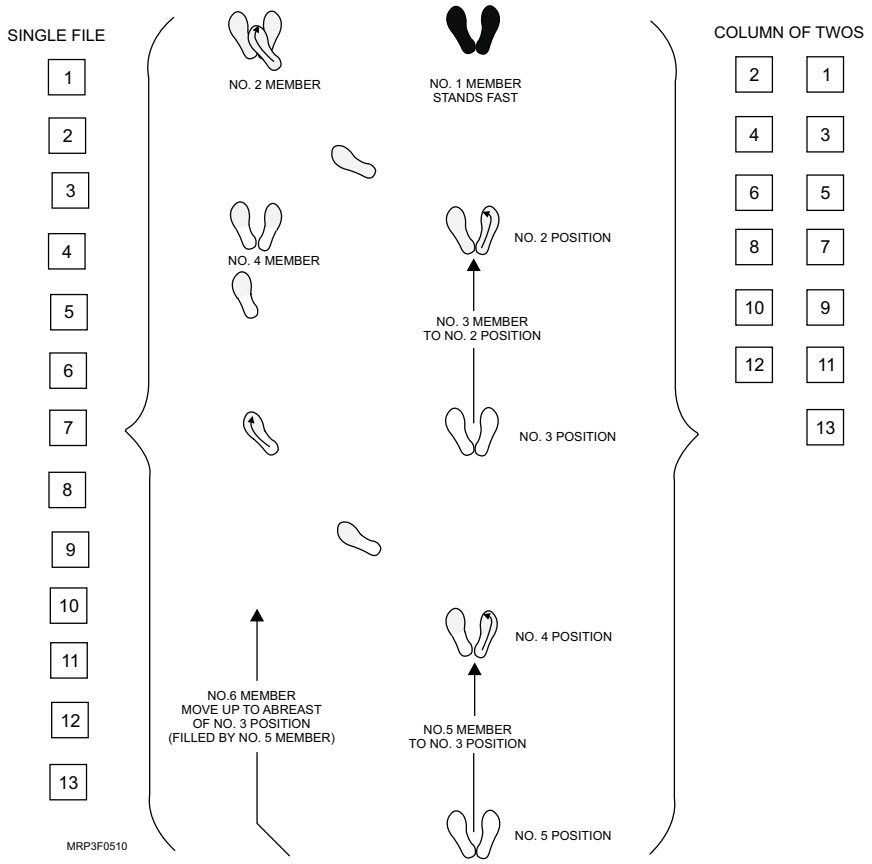


**Figure 8-8. From single file to column of twos.**

FROM SINGLE FILE TO COLUMN OF TWOS: This movement is done only from a halt, and all members required to move do so at the same time. The commands are Column of Twos To the Left, (or Right), MARCH. On MARCH, the front member stands fast. Even-numbered members (counting from front to rear) face half left on the ball of the right foot and at the same time step off on the left foot. Figure 8-8 shows this movement. These members take two steps, turning to the front on the ball of the right foot when that foot hits the ground. They march forward and halt when abreast and at normal intervals from the odd-numbered members that were formerly in front of them. Odd-numbered members (except the front member) march forward and halt upon reaching a normal distance from the members that are now in front of them.

FROM COLUMN OF TWOS TO SINGLE FILE: This movement, done from a halt, normally is used to return a squad to its original position after completing the movement just described. The commands are Column of Files from the Right (or Left, depending on the position of the members), MARCH. On the command MARCH, the number one and number two members (now the right and left front members) step off at the same time. Figure 8-9 shows this movement. The number one member marches forward. The number two member pivots to the half right on the ball of the right foot and steps off on the left foot, takes two steps, and pivots to the half left when the right foot hits the ground. The number two member now follows in file and at a normal distance behind the number one member.

The remaining odd- and even-numbered members step off in pairs, execute the same movements as numbers one and two, and follow in file at a normal distance.

**NOTE**

Many commands contain the words *from* and *to*, and they may be confusing. Therefore, remember that when going from a large number of files to a small number of files, the command contains the word *from*.

TO DISMISS THE SQUAD: A squad not under arms is dismissed by the single command DISMISSED. The command is given only when the members are at attention.

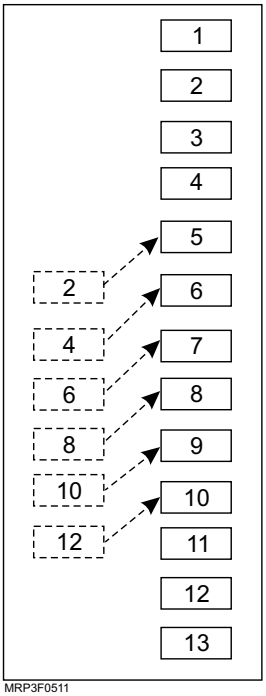

**Figure 8-9. From column of twos to single file.**

## REVIEW QUESTIONS

Q18. Which of the following entities make up a platoon?

1. Two or more squads
2. Platoon headquarters
3. Guide
4. All of the above

Q19. For quick time, at the command MARCH, step off smartly with the left foot and continue the march in steps of what length in inches?

1. 25
2. 30
3. 35
4. 40

## DRILL COMMANDS AND MILITARY BEARING

A good drill command is loud enough to be heard by everyone in the unit. Make it a practice to speak to the person farthest away from you. Take pains to be distinct. A mumbled command will only result in confusion and an unmilitary-like execution. Learn to speak with assurance. Give your preparatory command a rising inflection; deliver your command of execution with sharp emphasis.

If you make a mistake or two the first time you drill your unit, no harm is done provided you remember your mistakes. You will find that the more often you drill the unit, the more confident you will become.

To maintain a sharp military formation, observe the following practices:

- Present a smart appearance, whether you are exercising the formation at drills or only marching a work detail.
- Observe the formation constantly. Correct mistakes immediately but pleasantly.
- Stand far enough away from your unit to see all of them but close enough to detect mistakes and be heard by all.
- Do not keep the formation in any one position too long. Face them away from the sun, if possible.
- When not marching, give your command while standing at attention.
- Permit no smoking in ranks. Allow talking only while the group is at rest or when marching at route step.

## MILITARY COURTESIES AND FORMATIONS

**Learning Objective:** Recall how to perform military courtesies as a formation leader.

You should now feel secure in issuing the basic drill commands to your division. You are ready to present the division at an inspection, quarters, or a ceremonial event. Additional information on drills and ceremonies can be found in the *Drill and Ceremonies Manual and Interior Guard Manual*, SECNAVINST 5060.22.

### INSPECTIONS

When your division falls in to a formation, the ranks should be formed according to height with the tallest personnel at the end of the formation (opposite from the end where the inspecting party will arrive). Usually, the tallest person will be on your left as you face the formation. Have the division open ranks and stand at parade rest while awaiting the inspecting party. You or

the division officer should fall in so that the inspecting party will approach from the right. Call the division to attention when the inspecting party approaches. When the inspecting party is approximately six paces from you, order Hand, SALUTE. Greet the inspecting officer with "Good morning (afternoon) Commander (Captain, Commodore, Admiral)." The inspecting officer will then return your salute. You should now order TWO. You should address the inspecting officer as follows: "Division ready for your inspection, sir/ma'am, no authorized absentees (or the number of authorized absentees)." You should be prepared to give the inspecting officer an exact breakdown of your personnel, if requested. As your division is being inspected, you should fall in just behind the inspecting officer, on the side away from the rank being inspected. Some inspecting officers may request the division to be uncovered. At the request, give the commands About, FACE; UNCOVER; and TWO. At the completion of the inspection, give the commands COVER; TWO; About, FACE; and CLOSE RANKS. You should then place your division at parade rest until the inspecting party has finished inspecting the next division. You may then place the division at ease. Unless given orders otherwise, your division should remain at parade rest until the entire inspection has been completed.

## QUARTERS

Quarters are a little more informal than an inspection. You still need to have the division fall in to ranks of two or four. When the division officer approaches, have the division come to attention. The command will be Division, ATTENTION TO QUARTERS. Salute the division officer and greet him or her with "Good morning sir/ma'am." The division officer will then return your salute; at that time give the command Division, STAND AT EASE. You will then inform the division officer of the disposition of the division, and he or she will sign the muster report. The division officer will then pass on any word received at officer's call. At this time, if he or she desires to inspect the division, you should call the division to attention. Give the command OPEN RANKS, then UNCOVER, and TWO (if required). You should follow the division officer during the inspection and record any deficiencies he or she may notice. At the conclusion of the inspection, give the commands COVER, TWO, and CLOSE RANKS. If the division officer desires, he or she may go over the discrepancies found during inspection with the division or with the leading petty officer. At the conclusion of quarters give the command DISMISSED.

## CEREMONIES

You should review the numerous types of ceremonies covered in *Drill and Ceremonies Manual and Interior Guard Manual*, SECNAVINST 5060.22. However, a few general guidelines are presented here. For a ceremony, your division should fall in to formation just as if they were to be inspected. Your department head generally will be out in front of the formation and will require a report. The department head will call the department to attention and say "division officer's report." At the appropriate time you should salute and reply with "division, no authorized absences (or the number of absentees)." The department head will return your salute. The department head will place the department at ease, parade rest, or attention at the appropriate times.

Usually at ceremonial events, the national anthem is played. In this event, you will place the division at attention (if not already at attention) and salute the flag on the first note of the anthem.

## REVIEW QUESTIONS

Q20. As you face a formation, the tallest person should be in which of the following positions?

1. Middle of the formation
2. On your right
3. On your left
4. End closest to where the inspecting party will arrive

Q21. An inspection is more informal than quarters.

1. True
2. False

## SUMMARY

As a petty officer, your responsibilities and duties are much greater than those of a nonrated person. Every time you are advanced in rate, your responsibilities and duties expand accordingly. By completing all the requirements for advancement to petty officer, including your commanding officer's recommendation, you are declaring your readiness and willingness to accept more responsibility and authority.

This chapter has provided you with information on some of the typical duties you may be assigned, both aboard ship and ashore. Some of these duties include petty officer of the watch, shore patrol, section leader, master-at-arms, police petty officer, and military police. You also learned where you can find information on Navy correspondence to assist you in writing letters, messages, and reports.

The importance and seriousness of terrorist threats and security precautions were discussed. Bomb threats are included as part of this section for obvious reasons. They are a security threat and are the tools of terrorism as well as weapons of a distraught person. We must train to act against these threats for the safety of our personnel and facilities.

Close-order drill, in one form or another, has always been a part of the military. It provides an orderly, precise means of moving numbers of personnel from one location to another. The sharp execution of drill commands is an indicator of a sharp outfit. Drills and ceremonies are as old as organized militaries, and the Navy takes pride in the correct execution of both.

Remember, no matter what duties you are assigned as a petty officer, pride, professionalism, and dedication to duty is what being a petty officer is all about.

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## REVIEW ANSWERS

A1. **(1)** No rule exists about the number of paragraphs one unit of information should contain. No matter how many paragraphs you write, be sure to follow the rules for organization and continuity.

A2. **(4)** The CO, OIC, or person acting in either position must sign the following documents: those which establish policy, those which center on changes to the command's mission, and those required by law for regulation such as the ship's deck log.

A3. **(2)** The POOW is the primary enlisted assistant to the OOD when the ship is in port. The POOW assists the OOD in carrying out the ship's daily routine and ensuring the security and safety of the ship.

A4. **(4)** A ship's deck log has both historical importance and legal standing. It may be used at times in naval, admiralty, and civil courts. In an incident involving the ship, the log may be the only available evidence upon which to base a legal decision.

A5. **(1)** The overall responsibility for the deck log belongs to the OOD. OODs must sign the deck log at the end of the watch to show relief of the watch and validity of entries.

A6. **(1)** In the case of a bomb threat, information is the key to disarming and avoiding catastrophe. Information such as who, what, when, and most certainly, where, should be obtained.

A7. **(1)** If the pistol has a lanyard attached to it, keep the lanyard around your neck until your relief has positive control of the pistol. Then remove the lanyard from around your neck and place it around the neck of your relief. This effort prevents the pistol from being dropped and damaged.

A8. **(4)** Special evolutions involve many out of the routine events that occur aboard ship.

A9. **(4)** Side boys are not paraded on Sunday or on other days between sunset and 0800 or during meal hours of the crew, general drills and evolutions, and periods of regular overhaul, except in honor of civil officials and foreign officers.

A10. **(1)** In any periods of actual or forecasted high winds and seas, hurricanes, or tidal waves, the heavy weather bill will be in effect.

A11. **(2)** The heat from your body can affect the height of the liquid column and give an erroneous temperature reading.

A12. **(2)** Winds measured at 39 to 54 miles per hour constitute a gale warning.

A13. **(2)** As the POOW, you are responsible for reporting any kind of pollution.

A14. **(2)** To ensure the lights are working properly, all lights must be checked 30 minutes before sunset.

A15. **(3)** Depending on the size or class of the ship, you may not be assigned as a section leader until you become a second class petty officer. Aboard larger ships with large sections you may have to wait until you become a first class petty officer. Therefore, being assigned as a section leader depends upon the size of command and number of personnel in your section.

A16. **(4)** The police petty officer's duties encompass areas such as cleanliness of divisional berthing and stowage areas, holding reveille, maintaining silence after taps and maintaining order.

A17. **(1)** Any time you apprehend a member of the opposite sex, communicate immediately with headquarters for instructions.

A18. **(4)** A platoon consists of two or more squads, a platoon headquarters, and a guide.

A19. **(2)** Quick time is cadence at 120 steps (12, 15, or 30 inches in length) per minute.

A20. **(3)** Usually, the tallest person will be on your left as you face the formation.

A21. **(2)** Quarters is a little more informal than an inspection.

# APPENDIX I

**ADVERSARY—**An opponent; an enemy.

**AMPLIFY—**To make larger or more powerful; increase. To add to, as by illustrations; make complete.

**BAROMETER—**An instrument for measuring atmospheric pressure, used especially in weather forecasting.

**CARDIORESPIRATORY—**Relating to the heart and the respiratory system.

**CELESTIAL—**Of or relating to the sky or visible heavens (the sun, moon, and stars are celestial bodies).

**COGNIZANT—**Fully informed; conscious.

**CONCURRENT—**Happening at the same time as something else; operating or acting in conjunction with another.

**CONSTRUCTIVE—**Promoting improvement or development.

**CONSUMABLE—**Routine items used on a continuous basis, i.e., office supplies and cleaning materials.

**CONTAMINATE—**To make impure or unclean by contact or mixture.

**COUNTERMEASURE—**A measure or action taken to counter or offset another one.

**DECONTAMINATE—**To make safe by eliminating poisonous or otherwise harmful substances.

**DEFICIENCY—**The quality or condition of being deficient; incompleteness or inadequacy.

**DELEGATING—**Entrusting to someone else.

**DIGNITARY—**A person of high rank or position.

**DISCIPLINARIAN—**One who enforces order.

**DOSIMETER—**An instrument that measures and indicates the amount of x-rays or radiation absorbed in a given period.

**ENDORSEMENT—**Something, such as a signature or voucher, that endorses or validates.

**EVOLUTION—**A gradual process in which something changes into a different and usually more complex or better form; a movement that is part of a set of ordered movements.

**FEEDBACK—**Evaluative or corrective information about an action or process.

**FLAMMABLE MATERIAL—**A material that is capable of burning gas or vapor.

**FORECAST—**To estimate or calculate in advance, especially to predict (weather conditions) by analysis of meteorological data.

**GRIEVANCE—**A complaint or the formal expression of a complaint.

**GRIEVOUS—**Oppressive, serious, or grave.

**HAZARDOUS MATERIAL (HAZMAT OR HM)—**Any material that, because of its quantity, concentration, physical, chemical, or infectious characteristics may pose a substantial hazard to human health or the environment when released or spilled.

**HAZARDOUS WASTE (HW)—**Any hazardous material, liquid, solid, or gaseous, which is no longer usable for its original intended purpose or which has been contaminated by a foreign substance.

**INSIGNIA—**A badge or emblem of authority or honor.

**INTERVAL—**A space between two objects, points, or units; the amount of time between two specified instants, events, or states.

**JURISDICTION—**The limits or territory within which authority can be exercised.

**LOGISTICS—**The science of planning and carrying out the movement and maintenance of military forces.

**MATERIAL SAFETY DATA SHEET (MSDS)—**Manufacturer's information providing safety, fire, chemical, storage, disposal, and health data for specific chemicals.

**MATERIAL—**All items necessary to equip, operate, maintain, and support an activity.

**METEOROLOGY—**The science that deals with the phenomena of the atmosphere, especially weather and weather conditions.

**NONCONSUMABLE—**Items requisitioned on an as-needed basis, i.e., specific repair parts and equipment.

**OBLIQUE—**Having a slanting or sloping direction, course, or position.

**OCEANOGRAPHY—**The exploration and scientific study of the ocean and its phenomena.

**ORDNANCE—**Military materiel, such as weapons, ammunition, combat vehicles, and equipment.

**PROCUREMENT—**The process of obtaining materials and services to support the operation of an activity.

**PSYCHOANALYZE—**To treat by means of psychoanalysis.

**RENDER—**To submit or present, as for consideration, approval, or payment; to give or make available, provide; to give what is due or owed.

**REQUISITION—**Obtaining material utilizing supply documents through the supply system.

**SEAFARER—**A sailor or mariner; one who travels by sea.

**SHIPS HAZARDOUS MATERIAL LIST (SHML)—**A record of the hazardous material authorized aboard U.S. Navy ships.

**SOLVENTS—**A substance, usually liquid that dissolves.

**SUBDELEGATING—**Entrusting to some-one else what has been entrusted to you.

**SUBORDINATE—**Occupying a lower class or rank.

**SUPPLIES—**All items necessary to equip, maintain, and operate a military command, including food, clothing, equipment, arms, ammunition, fuel, materials, and machinery of all types.

**SUPPLY—**The procurement, distribution, maintenance (while in storage), and salvage of supplies, including the determination of the type and quality of supplies.

**TOXIC—**Poisonous.

**UNIFIED—**Made into a unit or systematically connected.

# INDEX


**A**

Aircrew program, 4-3
Alcohol and drug abuse, 3-10
Authority, petty officer's, 2-1
    general, 2-1
    lawful orders, 2-2
    organizational, 2-1

**B**

Brig staff duty, 4-3

**C**

Cash awards, 3-6
Casualty assistance calls, 3-6
Casualty reporting (CASREP), 7-17
Ceremonial guard, 4-3
Ceremonies, POOW, 8-13
Chemical, biological, and radiological (CBR)
    defense, 6-11
    CBR protective equipment and clothing, 6-11
    MOPP levels, 6-11
    risk assessment, 6-11
    personnel decontamination stations, 6-14
Chief warrant officer, 4-4
Cleaning solvents, 6-8
Cognizance symbols, 7-3
Communications, POOW, 8-4

**D**

Damage control petty officer, 6-15
Division safety petty officer, 6-1
Drills and emergencies, POOW, 8-13
Drill, close-order, 8-24
    commands and military bearing, 8-29
    individual, 8-25
    squad, 8-26
Duty assignments, special programs, 4-3

**E**

Enlisted qualifications history, 4-8
Enlisted service records, 4-6
    page 2's, 4-7
    Page 4's, 4-8
Enlisted warfare specialist, 4-11
Environment, POOW, 8-19
Equal opportunity program, 3-7
    command assessment team, 3-8
    fraternization, 3-10
    sexual harassment, 3-9

**F**

Family housing, 3-6
Family support, 3-4
Financial responsibility, 3-4
Fleet reserve and retirement, 4-11

**G**

Grooming,
    standards for men, 2-11
    standards for women, 2-11

**H**

Hazardous materials, 6-6
Health and physical readiness, 3-14
Honors, see Ceremonies, POOW
Housing, 3-6

**I**

Insignia, petty officer's, 2-9
    cap devices, 2-10
    collar devices, 2-10
    rating badges, 2-9

**L**

Law enforcement duty, 4-3
Leadership
    accepting responsibility, 1-4
    continuum, 1-2
    counseling, 1-11
    followership, 1-3
    fundamentals, 1-1
    human behavior, 1-5
    individual worth, 1-6
    personal qualities, 1-3
Limited duty officer, 4-4
Logs, POOW, 8-4

**M**

Mandatory turn-in repairables (MTR), 7-17
Master-at-arms, 6-3
Material identification, see Supply procedures
Military organization other than Department of the
Navy, 5-1
Military standard requisitioning and issue procedure (MILSTRIP), 7-11

**N**

Naval organization, 5-9
    operating forces, 5-12
    shore establishment, 5-14
Navy enlisted classification (NEC), 4-1

**P**

Personal excellence program, 3-3
Personnel qualification standards (PQS), 1-13
Petty officer of the watch (POOW), 8-1
Petty officer quality control program, 4-2
Petty officer's authority, 2-1
    general, 2-1
    lawful orders, 2-2
    organizational, 2-1
Petty officer's insignia, see Insignia
Petty officer's responsibility, 2-3
    reporting violations, 2-7
    redress of grievances/complaints of wrongs, 2-6
Police petty officer, 8-20
Procurement, see Supply procedures

**Q**

Qualifications history, 4-8
Quarterdeck, POOW, 8-4

**R**

Record of emergency data, 4-6
Responsibility, petty officer's, 2-3
    reporting violations, 2-3
Rules of the road, POOW, 8-19

**S**

Safety, organizational, 6-1
Safety, POOW, 8-13
Section leader, 8-20
Security, POOW, 8-11
Service record, 4-6
Shore patrol, 8-21
Small arms, POOW, 8-12
Special evolutions, POOW, 8-15
Special material identification code (SMIC), 7-4
Special programs and projects, 4-3
Special warfare community, 4-4
Stock and control numbers, 7-2
Suicide prevention, 3-13
Supervisory skills, 1-7
    conflict resolution, 1-11
    continuous improvement, 1-13
    evaluating performance, 1-11

feedback, performance, 1-9
leadership continuum, 1-2
material and safety, 1-8
progress checks, 1-9
status reporting, 1-9
tasking, 1-8
Supply procedures, 7-1
material identification, 7-1
material procurement, 7-11
Supply publications, 7-5

**T**

Tag-out procedures, 6-5
Training subordinates, 1-14
aids, 1-19
methods and techniques, 1-15

**U**

Uniform material movement and issue priority system (UMMIPS), 7-16
Uniform, see Insignia, petty officer's
Uniforms, 2-8
sea-bag inspections, 2-8

**V**

Violations, reporting of, 2-3

**W**

Warfare specialist designation, 4-5
Watchstanding, POOW, 8-3
Weather, POOW, 8-15

# ASSIGNMENT 1

Textbook Assignment: "Leadership, Supervision, and Training," chapter 1, and "Military Justice and Bearing," chapter 2.

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1-1. Which of the following terms is interchangeable with *fundamentals of leadership*?

1. Total quality leadership
2. Motivational theory
3. Basic principles of leadership
4. Principles of supervision

1-2. The publications that govern the rules and regulations of a petty officer's actions are

1. *U.S. Navy Regulations* and *Manual for Courts-Martial* only
2. *U.S. Navy Regulations* and *Standard Organization and Regulations of the U.S. Navy* only
3. *U.S. Navy Regulations, Manual for Courts-Martial*, and *Standard Organization and Regulations of the U.S. Navy*
4. *Military Requirements for Petty Officer Third Class*

1-3. An effective leader should recognize that people as individuals have different values and beliefs.

1. True
2. False

1-4. Which of the following traits is/are common to all successful leaders?

1. Initiative
2. Dedication
3. Accountability
4. All of the above

1-5. Which of the following statements explains the relationship between followership and leadership?

1. The skills used are opposites
2. The skills used are not opposites
3. The skills used are unrelated
4. The roles are performed separately

1-6. When you realize you have made a wrong decision, admit your mistake, accept the responsibility, and

1. criticize others for the mistake
2. don't let subordinates know of your mistake
3. take steps to avoid repeating the error
4. do nothing else

1-7. You will be responsible for providing training to lower-rated personnel for which of the following reason(s)?

1. They may be inexperienced
2. They may be poorly trained
3. Advancement enhancement
4. All of the above

1-8. Not understanding the technical language of your rate results in which of the following problems?

1. Poor communication
2. Failure to advance in rate
3. Misinterpretation of official publications
4. All of the above

1-9. Human behavior is the result of attempts to satisfy certain

1. wants
2. ideas
3. whims
4. needs

1-10. Human behavior is classified into which of the following number of levels or groups?

1. Five
2. Six
3. Three
4. Four

1-11. What level of human behavior is the most important?

1. Esteem
2. Safety-security
3. Survival
4. Self-actualization

1-12. When dealing with people, you can NOT change which of the following human traits?

1. Wants
2. Thought processes
3. Skills
4. Emotional makeup

1-13. An effective leader uses personality and skill to motivate and influence people to do a job.

1. True
2. False

1-14. When you break a job down into tasks, you are performing what phase of supervision?

1. Directing
2. Planning and organizing
3. Rewarding and disciplining
4. Setting goals

1-15. What series of OPNAV instructions provides detailed instructions on a wide range of safety concerns?

1. 4400
2. 5100
3. 6100
4. 11200

1-16. In order to judge the progress of a job, which of the following basic questions must you answer before you begin the job?

1. Who and what
2. When and where
3. How
4. All of the above

1-17. When reporting status to a superior there are four “B’s” to remember: Be on time, Be accurate, Be brief, and Be

1. gone
2. courteous
3. formal
4. forceful

1-18. Nominating a subordinate for Sailor of the month is an example of what type of feedback?

1. Positive
2. Constructive
3. Good
4. Praise

1-19. A good rule of thumb to follow when giving feedback is to correct

1. openly and directly
2. in public and praise in private
3. in private and praise in public
4. when you and the other person have time

1-20. If 20% of your people are causing 80% of the problems, how much of your administrative time can you expect to spend dealing with this same 20%?

1. 20% to 30%
2. 40% to 50%
3. 60% to 70%
4. 80% to 90%

1-21. When counseling a subordinate, which of the following is NOT a key point to remember?

1. Be a good listener
2. Keep the individual's problem confidential
3. Help the individual grow in self-understanding
4. All problems are solvable in one session

1-22. During counseling you allow the subordinate to determine the direction of the session. What type of counseling session is this?

1. Self-directed
2. Nondirected
3. Undirected
4. Informal directed

1-23. The Personnel Qualification Standard (PQS) is designed to qualify a Sailor for a specific watch station at what level?

1. Minimum
2. Maximum
3. Intermediate
4. Expert

1-24. Which of the following methods is used for record keeping in PQS?

1. Chart only
2. Computer only
3. Either 1 or 2 above
4. Sign-off page

1-25. *Values* is one of the themes used as the foundation for the *Leadership Continuum* course. Which of the following themes is/are also used as the foundation?

1. Responsibility and authority
2. Unity of command, Navy, and services
3. Continuous improvement
4. All of the above

1-26. When deciding on a method of teaching, which of the following factors must you consider?

1. Nature of the trainee
2. Subject matter
3. Time limitations
4. All of the above

1-27. Detailed information on the duties and responsibilities of a training petty officer can be found in what document?

1. *Standard Organization and Regulations of the U. S. Navy*
2. *Personnel Qualification Standards Management Guide*
3. OPNAVINST 3500.34
4. OPNAVINST 5500

1-28. During class discussions and directed class discussions, what method of instruction is used?

1. Telling
2. Lecturing
3. Facilitating
4. Demonstrating

1-29. During a class discussion, what questioning technique should be used?

1. Yes or no
2. Thought provoking
3. Closed ended
4. Intimidating

1-30. After instruction, when the trainee is required physically to repeat the steps in a procedure, what method of teaching should have been used by the instructor?

1. Telling
2. Lecturing
3. Demonstrating
4. Discussing

1-31. During a lesson summary, which of the following major aims should be met to help the trainee?

1. Identification of subject matter
2. Organization of subject matter
3. Understanding of subject matter
4. All of the above

1-32. An instructor by asking well-directed questions can make the difference between a dull lecture and a lively discussion.

1. True
2. False

1-33. The technique of asking questions should NOT be used to review the lesson of instruction.

1. True
2. False

1-34. A Navy command with 130 assigned personnel is required to have how many people appointed to the command training team?

1. 5
2. 2
3. 3
4. 4

1-35. A petty officer receives general authority from what document?

1. *Standard Organization and Regulations of the U.S. Navy*
2. *U.S. Navy Regulations*
3. *Uniform Code of Military Justice*
4. Letter of Appointment

1-36. A petty officer receives organizational authority from what document?

1. *Standard Organization and Regulations of the U.S. Navy*
2. *U.S. Navy Regulations*
3. *Uniform Code of Military Justice*
4. Letter of Appointment

1-37. Any order imposing punishment outside the framework of the *Uniform Code of Military Justice* (*UCMJ*) is unlawful.

1. True
2. False

1-38. A petty officer can take certain measures to correct minor infractions under which of the following articles of the *UCMJ*?

1. 12
2. 13
3. 14
4. 15

1-39. Extra military instruction (EMI) is classified as what type of corrective action?

1. General
2. Punitive
3. Nonpunitive
4. Physical

1-40. EMI can be assigned for what maximum number of hours per day?

1. 1
2. 2
3. 3
4. 4

1-41. The purpose of EMI is to correct a training deficiency and deprive normal liberty.

1. True
2. False

1-42. EMI can NOT be assigned and conducted on the Sabbath.

1. True
2. False

1-43. Authority to assign EMI may be delegated to which of the following lowest levels?

1. E-6
2. E-7
3. Junior officer
4. Department head

1-44. A privilege is a benefit provided for the convenience or enjoyment of an individual.

1. True
2. False

1-45. From the list below which is NOT an example of a privilege?

1. Base parking
2. Base or ship library
3. Normal liberty
4. Exchange of duty

1-46. Withholding of a privilege rests with which of the following authorities?

1. The person in charge of the work center
2. The person that grants the privilege
3. The chief master-at-arms
4. The officer of the deck

1-47. "Authority should be delegated to the lowest level of competence commensurate with the subordinate's assigned responsibility and capabilities" means which of the following people is accountable for the performance of a task?

1. Command officer
2. Division officer
3. Petty officer assigning the task
4. Subordinate performing the task

1-48. Your responsibilities as a petty officer end when you are on liberty.

1. True
2. False

1-49. When an enlisted person violates a regulation in the presence of both an officer and a petty officer, who is responsible for correcting the violator?

1. Master-at-arms
2. Officer
3. Petty officer
4. Chief petty officer

1-50. Except for a major offense, a person should be put on report only as a last resort.

1. True
2. False

1-51. When placing a person on report, you may orally notify the chain of command (COC).

1. True
2. False

1-52. The results of a preliminary inquiry of an alleged offense are given to which person?

1. Accuser
2. Executive officer
3. Master-at-arms
4. Command master chief

1-53. Under article 31 of the *UCMJ* special caution is cited for which of the following areas?

1. Preservation of the accused's rights
2. Right to see the results of inquiry
3. Preservation of the identity of the accuser
4. Communication with the accuser

1-54. As a member of the armed forces, you believe you have been wronged by your commanding officer. After due application to the commanding officer, you are refused redress. Under what article of the *UCMJ* may you complain to any superior officer?

1. 1
2. 45
3. 115
4. 138

1-55. Who decides which type of court-martial to award?

1. Accuser
2. Accused
3. Executive officer
4. Commanding officer

1-56. Where can you find a list of offenses that must be reported?

1. *Uniform Code of Military Justice*
2. *Naval Regulations*
3. *Ships' Organizational and Regulation Manual*
4. *Code of Conduct*

1-57. Hair should be tapered from the lower hairline upward by at least how many inch(es)?

1. 1/2
2. 3/4
3. 1
4. 1 1/2

1-58. Pens or pencils used for work may be worn exposed on the uniform.

1. True
2. False

1-59. While in uniform women may wear both a necklace and a choker.

1. True
2. False

1-60. When are sea-bag inspections required for all E-3 and below personnel?

1. Annually
2. Biannually
3. Upon transfer
4. Upon check in at a new command

1-61. Chevrons on rating badges worn on the pea coat of both male and female Sailors measure 3 1/4 inches wide.

1. True
2. False

1-62. How far from the front and lower edge of the collar is the collar device placed?

1. 1/2 inch
2. 3/4 inch
3. 1 inch
4. 1 1/2 inches

1-63. The hat device is centered on the front of the ball cap how many inch(es) above the visor?

1. 1/2
2. 3/4
3. 1
4. 1 1/4

# ASSIGNMENT 2

Textbook Assignment: "Quality of Life," chapter 3, and "Career Information," chapter 4.

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2-1. The purpose of quality of life programs is to promote effective use of human resources.

1. True
2. False

2-2. Which of the following areas are improved by the quality of life programs?

1. Management
2. Motivation
3. Retention
4. All of the above

2-3. The Personal Excellence Program focuses externally on our nation's schools through what grade?

1. 12th
2. 8th
3. 6th
4. 4th

2-4. *Personal Excellence* is the achievement of an individual's potential in which of the following areas?

1. Education
2. Health/fitness
3. Citizenship
4. All of the above

2-5. The Navy Skills Enhancement Program (SEP) improves achievement in what area?

1. Rate knowledge
2. Rate skills
3. Basic competencies
4. Advanced competencies

2-6. Foreign languages are NOT part of the education external partnership of the SEP.

1. True
2. False

2-7. The focus of the citizenship aspect of the Personal Excellence Program is on which of the following core values?

1. Responsibilities
2. Teamwork
3. Patriotism
4. All of the above

2-8. The collaborative effort in the Personal Excellence Partnership Program is among which of the following groups?

1. Navy commands
2. Public/private sector organizations
3. School or youth organizations
4. All of the above

2-9. The long-term goal of the Personal Excellence Partnership Program promotes which of the following efforts?

1. Navy values
2. Self-worth
3. Responsible citizenship
4. Both 2 and 3 above

2-10. Financial management is the responsibility of every Sailor.

1. True
2. False

2-11. Information on personal financial management can be found in what OPNAVINST?

1. 1740.5
2. 5100.1
3. 5500.5
4. 6100.1

2-12. Who set up and established the Family Support Program in 1979?

1. President of the United States
2. U.S. Congress
3. Department of Defense
4. CNO

2-13. The Family Support Program does NOT include which of the following services?

1. Family Service Center
2. Equal Opportunity Program
3. Family Home Care Program
4. Casualty Assistance Program

2-14. Family Service Centers (FSCs) are on all bases with which of the following minimum number of active-duty personnel?

1. 100
2. 500
3. 1,000
4. 1,500

2-15. FSCs offer programs for married Sailors ONLY.

1. True
2. False

2-16. FSC has an information and referral specialist who provides assistance and makes specific referrals for services and programs available at which of the following facilities?

1. Military bases
2. Civilian community agencies
3. Both 1 and 2 above
4. Seagoing commands

2-17. The subject of spousal employment is covered as part of the FSC's preventive education and enrichment program.

1. True
2. False

2-18. Short-term counseling is offered through FSC in which of the following areas?

1. Personal problems
2. Financial problems
3. Marital problems
4. All of the above

2-19. Who established the Family Advocacy Program (FAP)?

1. President of the United States
2. U.S. Congress
3. Department of Defense
4. Chief of Naval Operations

2-20. Which of the following goals are related to FAP?

1. Domestic violence prevention
2. Victim safety and protection
3. Rehabilitative education and counseling
4. All of the above

2-21. FAP should be informed of all alleged cases of abuse and neglect.

1. True
2. False

2-22. The Family Home Care (FHC) Program allows spouses of Navy members to provide day care for children in their homes.

1. True
2. False

2-23. NAVPERSCOM provides insurance coverage for child care providers at a nominal fee.

1. True
2. False

2-24. The nature of naval service dictates that members must be ready to deploy on short notice. Therefore, single parents and dual military couples with dependent children must provide which of the following documentation?

1. Family Care Plan Certificate
2. Will
3. Power of attorney
4. All of the above

2-25. The broad purpose of the Casualty Assistance Program is to offer support to the next of kin of Navy members involved in a casualty.

1. True
2. False

2-26. Officers must have a minimum of how many years of service to be a casualty assistance calls officer?

1. 1
2. 2
3. 3
4. 4

2-27. The objective of the Equal Opportunity (EO) Program is to promote positive command morale and quality of life and to provide an environment in which all personnel can perform to the maximum of their ability unimpeded by any institutional or individual biases based on racial, ethnic, gender, or religious stereotypes.

1. True
2. False

2-28. Equal opportunity must aim toward a Navy environment in which consideration and treatment are equal to all on the basis of individual effort, performance, conduct, diligence, and talents.

1. True
2. False

2-29. The Command Managed Equal Opportunity (CMEO) Program ensures that equal opportunity exists at the unit level. CMEO is a tool for detecting and preventing discrimination.

1. True
2. False

2-30. Final responsibility for the effectiveness of the command assessment team remains with what person?

1. Commanding officer
2. Executive officer
3. Command Managed Equal Opportunity Officer
4. Command master chief

2-31. Sexual harassment is NOT allowed in which of the following situations?

1. On or off duty
2. On base/ship
3. Off base/ship
4. All of the above

2-32. Sexual discrimination involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when used only as rejection of a person for a job.

1. True
2. False

2-33. Although the common application of fraternization applies to the officer-enlisted relationship, fraternization also includes improper relationships between officer members and between enlisted personnel.

1. True
2. False

2-34. Fraternization is punishable as an offense when it is prejudicial to good order and discipline or brings discredit to the naval service according to which document?

1. *Naval Regulations*
2. *Ships Organizational and Regulation Manual*
3. *Uniform Code of Military Justice*
4. NAVSEAINST

2-35. Conduct that is fraternization is excused when which, if any, of the following conditions is met?

1. There is mutual agreement
2. Parties are in different jobs at the same command
3. Parties later get married
4. None of the above

2-36. Which statement is the basis of the Navy's Alcohol and Drug Abuse Program (NADAP)?

1. Any alcohol use will not be tolerated
2. First time drug use can be excused
3. Zero tolerance on and off duty, afloat and ashore
4. On liberty what you do is your own business

2-37. Which of the following programs is the Navy's program to combat alcohol and drug abuse?

1. NADSAP
2. DAPA
3. NDAC
4. FSC

2-38. Which of the following responsibilities does a petty officer have in the prevention of alcohol and drug abuse?

1. Inform seniors of problems regarding alcohol and drug use
2. Apply common sense
3. Educate personnel on the pitfalls of drugs and alcohol
4. All of the above

2-39. The Drug and Alcohol Program Advisors (DAPAs) are responsible for advising commanding officers on the Navy Alcohol and Drug Safety Action Program; setting up command education, prevention, screening, and counseling programs; and providing aftercare, probationary supervision, motivational training, and referral services.

1. True
2. False

2-40. "Right Spirit" is a command-level campaign designed for which of the following reasons?

1. Deglamorization of alcohol
2. Prevention of alcohol abuse
3. Intervention for treatment
4. All of the above

2-41. Which location offers intense and comprehensive drug and alcohol rehabilitation for active duty members?

1. Sick bay
2. Alcohol Treatment Facilities (ATFs)
3. Alcohol Rehabilitation Centers (ARCs)
4. All of the above

2-42. What course of action should you take if you are counseling someone and feel that he/she is at risk of committing suicide?

1. Analyze the person for further symptoms
2. Do not leave the person and report your concern
3. Comfort and reassure the person
4. Nothing

2-43. To ensure the operational effectiveness of the Navy, every member is expected to achieve and maintain standards of physical readiness and participate in a lifestyle that promotes optimal health.

1. True
2. False

2-44. Counseling and assistance centers and residential rehabilitation centers are available to help personnel who continually fail to conform to Navy PRT standards.

1. True
2. False

2-45. To maintain physical readiness, a person should exercise at least three times a week for (a) at least how many minutes total duration and (b) how many minutes of continuous aerobic activity?

1. (a) 60 (b) 40
2. (a) 50 (b) 30
3. (a) 40 (b) 20
4. (a) 30 (b) 25

2-46. Which of the following areas of physical readiness are stressed through General Military Training (GMT)?

1. Healthy food choices
2. Exercise
3. Lifestyle changes
4. All of the above

2-47. What is the Navy's goal for percentage of participation in stress management awareness programs?

1. 75%
2. 85%
3. 95%
4. 100%

2-48. Concerning back injuries (a) what percentage of all service members are affected and (b) what percentage of lost workdays are experienced annually due to back injuries?

1. (a) 60% (b) 10%
2. (a) 70% (b) 20%
3. (a) 80% (b) 40%
4. (a) 90% (b) 50%

2-49. The Military Cash Awards Program (MILCAP), which provides payment of cash incentives based on the amount of money saved by a suggestion, can be found in which instruction?

1. CNOINST 1650.8
2. NAVAIRINST 1650.8
3. NAVPERINST 1650.8
4. OPNAVINST 1650.8

2-50. The civilian housing market is the primary source of housing for military personnel. This policy was established by which of the following authorities?

1. Chief of Naval Operations
2. Chief of Naval Personnel
3. U. S. Congress and Department of the Defense
4. U. S. Congress and the President of the United States

2-51. Single parents in Military Family Housing (MFH) may receive authority for live-in housekeepers.

1. True
2. False

2-52. Dependents of members who die in the line of duty may keep housing without charge for 90 days from the death of the member.

1. True
2. False

2-53. Every Sailor, with the receipt of permanent change of station (PCS) orders, receives direction to check in with Housing Referral Services (HRS) before contracting for community housing.

1. True
2. False

2-54. HRS provides members with a list of units/agents on the sanction list and members may enter into contract with agents on the sanction list.

1. True
2. False

2-55. The Navy Enlisted Occupational Classification system consists of how many major subsystems?

1. One
2. Two
3. Three
4. Four

2-56. Which document is the official reference for Navy Enlisted Classification (NEC)?

1. *Enlisted Transfer Manual*
2. BUPERSINST
3. *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*
4. *Navy Enlisted Classification System*

2-57. What is the focus of the petty officer quality control program?

1. Identify top performers
2. Identify behavior deficiencies
3. Monitor advancement
4. Monitor school assignments

2-58. Which document is a reference for special programs and projects?

1. *Enlisted Transfer Manua*l
2. BUPERSINST
3. *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*
4. *Navy Enlisted Classification System*

2-59. To be eligible for brig staff duty, an applicant must have served a minimum of how many months of active duty following recruit training?

1. 24
2. 36
3. 48
4. 52

2-60. A petty officer NOT eligible for shore duty may be selected for the U. S. Naval Ceremonial Guard.

1. True
2. False

2-61. Navy Special Warfare community personnel can carry both the DV and PJ designator.

1. True
2. False

2-62. A candidate for chief warrant officer must have how many years, if any, of college?

1. None
2. 2
3. 3
4. 4

2-63. The qualifications for Enlisted Surface Warfare can be found in what publication?

1. Command instruction
2. NAVSEA instruction
3. CNO instruction
4. OPNAV instruction

2-64. Your enlisted service record belongs to you.

1. True
2. False

2-65. On the left-hand side of the service record, the separator is entitled

1. *Separator*
2. *Naval History Form*
3. *Career Performance Data*
4. *Certificate of Release or Discharge from Active Duty*

2-66. The page 2 of the service record is the

1. *Dependency Application/Record of Emergency Data*
2. *Naval History Form*
3. *Enlisted Qualifications History*
4. *Certificate of Release or Discharge from Active Duty*

2-67. The page 4 of the service record is the

1. *Dependency Application/Record of Emergency Data*
2. *Naval History Form*
3. *Enlisted Qualifications History*
4. *Certificate of Release or Discharge from Active Duty*

2-68. Where in the field service record can you find a copy of all previously completed page 4s?

1. Left side
2. Left side under the separator
3. Right side
4. Right side under the separator

2-69. You may be recalled to active duty from the fleet reserve list without your consent.

1. True
2. False

2-70. After how many total years of service (active-duty and fleet reserve time combined) are you eligible to be transferred to the retired list?

1. 15
2. 20
3. 25
4. 30

# ASSIGNMENT 3

Textbook Assignment: "Military Organization," chapter 5.

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3-1. What article of the Constitution provides that the executive power shall be vested in a President of the United States?

1. V
2. II
3. III
4. IV

3-2. The President is the administrative head of what branch of the government?

1. Executive
2. Legislative
3. Judicial
4. Congressional

3-3. The President may order the armed forces into military action before Congress declares war.

1. True
2. False

3-4. Who heads the military chain of command within the Department of Defense?

1. President
2. Joint Chiefs of Staff
3. Secretary of Defense
4. Department of the Army

3-5. Who is the principal advisor to the President on defense policy?

1. Joint Chiefs of Staff
2. Secretary of Defense
3. Commandant of the Marine Corps
4. Secretary of the Navy

3-6. The chairman of the Joint Chiefs of Staff outranks all other officers in the armed forces.

1. True
2. False

3-7. There are a total of how many unified combatant commands?

1. Nine
2. Six
3. Five
4. Four

3-8. In what year was the Department of the Air Force established?

1. 1947
2. 1949
3. 1950
4. 1951

3-9. As part of our military team, the Army focuses on what type of operations?

1. Land
2. Special
3. Air
4. Joint

3-10. On what date was the United States Navy founded?

1. August 7, 1798
2. April 30, 1789
3. July 1, 1776
4. October 13, 1775

3-11. What office monitors and evaluates congressional proceedings and actions that effect the Department of the Navy?

1. Office of Information
2. Office of the General Counsel of the Navy
3. Office of Program Appraisal
4. Office of Legislative Affairs

3-12. What office provides legal services within the Department of the Navy in all areas except business and commercial law?

1. Office of Program Appraisal
2. Office of the General Counsel of the Navy
3. Office of the Judge Advocate General
4. Assistant Secretary of the Navy

3-13. As an Assistant Secretary of the Navy, the Comptroller of the Navy is responsible for

1. financial management
2. shipbuilding and logistics
3. research, engineering, and systems
4. manpower and reserve affairs

3-14. The Chief of Naval Operations is the second most senior officer in the Navy.

1. True
2. False

3-15. The Master Chief Petty Officer of the Navy is assigned to what immediate office?

1. Chief of Naval Personnel
2. Chief of Naval Operations
3. Secretary of the Navy
4. Assistant Secretary of the Navy

3-16. What person advises the Chief of Navy Personnel on all matters regarding enlisted members and their dependents?

1. Chief of Naval Operations
2. Master Chief Petty Officer of the Navy
3. Secretary of the Navy
4. Vice Chief of Naval Operations

3-17. The operating forces of the Navy are combat or combat-support oriented.

1. True
2. False

3-18. A task force (TF) is a subdivision of a fleet.

1. True
2. False

3-19. What is the Navy's primary source of immediate mobilization manpower?

1. Individual Ready Reserve
2. Standby Reserve
3. Selected Reserve
4. Retired Reserve

3-20. The Military Sealift Command is operated by the Navy for all armed services.

1. True
2. False

3-21. U.S. Naval Forces Europe consists only of forces assigned by the CNO or from the Atlantic Fleet.

1. True
2. False

3-22. The U. S. Naval Forces Central Command's area of responsibility includes which of the following areas?

1. Mediterranean
2. Middle East
3. Continental United States
4. South America

3-23. The Atlantic Fleet's area of responsibility includes which of the following areas?

1. Mediterranean
2. Middle East
3. Cuba
4. Antarctica

3-24. The Pacific Fleet's area of responsibility includes which of the following areas?

1. Southeast Asia
2. Arctic Ocean
3. U. S. west coast
4. Both 2 and 3 above

3-25. Shore commands answer directly to CNO to carry out their missions.

1. True
2. False

3-26. What command plans the amount of education and training needed by Navy personnel to meet manpower requirements?

1. CHNAVPERS
2. CNET
3. DIRSSP
4. COMNAVDOCCOM

3-27. What command has central authority for ship and nuclear power safety?

1. COMNAVSUPSYSCOM
2. COMNAVSEASYSCOM
3. COMNAVFACENGCOM
4. COMSPAWARSYSCOM

3-28. What command is responsible for research, development, test, evaluation, procurement, and logistic support in aviation-related areas?

1. COMSPAWARSYSCOM
2. DIRSSP
3. COMNAVFACENGCOM
4. COMNAVAIRSYSCOM

3-29. What command develops supply management policies and methods?

1. DIRSSP
2. COMNAVSUPSYSCOM
3. COMSPAWARSYSCOM
4. COMNAVDOCCOM

3-30. What command acquires and disposes of real estate for the Navy and manages Navy family housing?

1. COMNAVSEASYSCOM
2. COMNAVSUPSYSCOM
3. COMNAVFACENGCOM
4. COMSPAWARSYSCOM

3-31. What command researches, develops, tests, evaluates, and procures airborne and shipboard electronics?

1. COMSPAWARSYSCOM
2. COMNAVSUPSYSCOM
3. COMNAVAIRSYSCOM
4. COMNAVFACENGCOM

3-32. What command's mission is to organize, train, and equip computer and telecommunications activities?

1. DIRSSP
2. COMNAVDOCCOM
3. COMNAVCOMTELCOM
4. COMNAVMETOCCOM

3-33. What command's mission is to develop, produce, and support fleet ballistic missile and strategic weapon systems?

1. DIRSSP
2. COMNAVDOCCOM
3. COMNAVSEASYSCOM
4. COMSPAWARSYSCOM

3-34. What command’s mission is to collect, interpret, and apply atmospheric and oceanic data for safety and strategic and tactical planning?

1. COMNAVSEASYSCOM
2. COMNAVMETOCCOM
3. COMNAVFACENGCOM
4. COMNAVSECGRUCOM

3-35. What command provides, operates, and maintains an adequate naval security group?

1. ONI
2. COMNAVSECGRUCOM
3. CNET
4. COMNAVSPACECOM

3-36. What command is responsible for shore-based education and training of Navy, certain Marine Corps, and other personnel?

1. CHNAVPERS
2. BUMED
3. DIRSSP
4. CNET

3-37. What command is responsible for the development of naval concepts and integrated naval doctrine?

1. COMNAVLEGSVCCOM
2. COMNAVDOCCOM
3. CHNAVPERS
4. BUMED

3-38. What command oversees DoN's intelligence and security requirements and responsibilities?

1. COMNAVSECGRUCOM
2. COMNAVSAFCEN
3. COMNAVLEGSVCCOM
4. ONI

3-39. What command administers the legal service program within the Navy?

1. DIRSSP
2. COMNAVLEGSVCCOM
3. COMNAVSECGRUCOM
4. COMNAVSAFCEN

3-40. What command provides direct space systems support to naval forces and helps prepare the naval service for larger space systems involvement?

1. COMNAVSAFCEN
2. COMNAVSECGRUCOM
3. COMNAVSPACECOM
4. ONI

3-41. What command enhances the war-fighting capability of the Navy and Marines by arming our Sailors, Marines, and civilians with the knowledge they need to save lives and preserve resources?

1. COMNAVSAFECEN
2. COMNAVSECGRUCOM
3. COMNAVSPACECOM
4. ONI

3-42. The United States Marine Corps is part of the Department of the Navy.

1. True
2. False

3-43. What is the largest government agency in the United States?

1. DoD
2. DoN
3. USN
4. CNO

3-44. What organization is presidentially chartered and mandated by Congress to develop ballistic and cruise missile defense systems that are capable of providing a limited defense of the United States?

1. Defense Advanced Research Projects Agency
2. Ballistic Missile Defense Organization
3. Defense Intelligence Organization
4. Defense Information Systems Agency

3-45. What organization assists the military departments in their research and development efforts?

1. Defense Intelligence Agency
2. Defense Contract Audit Agency
3. Defense Finance and Accounting Service
4. Defense Advanced Research Projects Agency

3-46. What agency is responsible for providing an efficient and effective worldwide system for reselling groceries and household supplies?

1. Defense Contract Audit Agency
2. Defense Finance and Accounting Service
3. Defense Commissary Agency
4. Defense Logistics Agency

3-47. What agency is responsible for making all payments, including payroll and contracts, for DoD?

1. Defense Finance and Accounting Service
2. Defense Information Systems Agency
3. Defense Legal Service Agency
4. Defense Commissary Agency

3-48. The Defense Information Systems Agency is a combat support agency.

1. True
2. False

3-49. What agency provides foreign intelligence and counterintelligence support to the SECDEF and the Chairman of the Joint Chiefs of Staff?

1. Defense Information Systems Agency
2. Defense Threat Reduction Agency
3. Defense Security Service
4. Defense Intelligence Agency

3-50. Who serves as the director of the Defense Legal Services Agency?

1. General Counsel of the DoD
2. Joint Chiefs of Staff
3. JAG
4. SECDEF

3-51. The Defense Logistics Agency is NOT responsible for the acquisition of weapons for the military services.

1. True
2. False

3-52. What agency is responsible for polygraph research, education, training, and examinations?

1. Defense Threat Reduction Agency
2. Defense Security Service
3. Defense Intelligence Agency
4. Defense Legal Services

3-53. What agency is responsible for threat reduction to the United States and its allies from nuclear, biological, chemical, and other special weapons?

1. Defense Security Agency
2. Defense Intelligence Agency
3. Defense Information Systems Agency
4. Defense Threat Reduction Agency

# ASSIGNMENT 4

Textbook Assignment: "Safety and Hazardous Materials Information for the Petty Officer," chapter 6, and "Supply Procedures," chapter 7.

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4-1. The division safety petty officer has ultimate responsibility for safety matters within the division.

1. True
2. False

4-2. On the command level the safety council meets at what intervals?

1. Monthly
2. Bimonthly
3. Annually
4. Biannually

4-3. In which document would you find the basic guidelines and standardized procedures for tag-outs?

1. *Standard Organization and Regulations of the U.S. Navy*
2. *Basic Military Requirements*
3. *Hazard Communication Standard*
4. *Hazardous Material Control and Management*

4-4. An equipment tag-out bill provides procedures for which of the following actions?

1. Prevention of improper operation of equipment in an abnormal condition
2. Operation of unreliable instrument
3. PMS
4. All of the above

4-5. How many documents does the tag-out log contain?

1. One
2. Two
3. Three
4. Four

4-6. In a tag-out log, the front of the record sheet contains the

1. record sheets that have been cleared and completed
2. tag-out index and record of audits
3. copy of the main instruction and other amplifying directives for administering the system
4. name of the system or component, serial number of the tag-out, date/time of tag-out issue, and reason for the tag-out

4-7. On non-nuclear powered ships, audits for tag-outs are required at what minimum interval?

1. Every 2 weeks
2. Every 3 weeks
3. Monthly
4. Quarterly

4-8. Occupational Safety and Health Administration (OSHA) passed a regulation that requires all civilian and military employees of the federal government to comply with what regulation?

1. *Hazardous Material Control and Management*
2. *Hazard Material and Refuse Management*
3. *Hazard Communication Standard*
4. *Hazardous and Toxic Material Disposal*

4-9. To protect your rights and to ensure personnel comply with OSHA and Environmental Protection Agency (EPA) regulations, the Navy established what program?

1. Hazardous Material Control and Management
2. Hazard Material and Refuse Management
3. Hazard Communication Standard
4. Hazardous and Toxic Material Disposal

4-10. The Hazardous Materials Information System (HMIS) is a computerized database of which of the following items?

1. *Hazardous Material User's Guide (HMUG)*
2. *Material Safety Data Sheets (MSDSs)*
3. *Ship Hazardous Material List (SHML)*
4. *Hazardous Material Afloat Program (HMAP) Management Guide*

4-11. HMIS is distributed on CD-ROM every

1. week
2. 2 weeks
3. month
4. quarter

4-12. For information on cleaning solvents, refer to which of the following chapters in the *Naval Ships' Technical Manual (NSTM)*?

1. 670
2. 660
3. 631
4. 630

4-13. Storage areas for chlorinated-cleaning solvents should be monitored regularly by the

1. command duty officer
2. fire marshal
3. engineer officer
4. gas-free engineer

4-14. For enclosed storage spaces that contain chlorinated solvents, an air change is recommended every

1. 1 minute
2. 2 minutes
3. 3 minutes
5. 4 minutes

4-15. When handling organic-cleaning solvents, wear which of the following personal protective equipment (PPE)?

1. Neoprene gloves
2. Safety splash goggles
3. Protective coveralls
4. All of the above

4-16. In addition to wearing PPE for organic-cleaning solvents, you must wear an oxygen breathing apparatus (OBA) and notify the gas-free engineer if vapors accumulate over how many parts per million?

1. 50
2. 100
3. 150
4. 200

4-17. Mission Oriented Protective Posture (MOPP) procedures used to establish levels of readiness for a chemical agent attack are flexible.

1. True
2. False

4-18. The risk of a chemical, biological, and radiological (CBR) threat can be categorized into how many levels of probability?

1. One
2. Two
3. Three
4. Four

4-19. During what MOPP level is individual protective equipment issued?

1. One
2. Two
3. Three
4. Four

4-20. During what MOPP level will the individual protective mask be maintained in carrier and on person?

1. One
2. Two
3. Three
4. Four

4-21. During what MOPP level will individuals don chemical protective overgarments?

1. One
2. Two
3. Three
4. Four

4-22. During what MOPP level will individuals don their protective masks?

1. One
2. Two
3. Three
4. Four

4-23. Which of the following periods is the maximum time a closure or fitting may be logged open?

1. One watch period
2. During normal working hours
3. 12 hours
4. 24 hours

4-24. Items requiring special management control because the material is essential to the protection of life or is relatively valuable and easily can be converted for personal use are called

1. expendable items
2. replacement items
3. controlled equipage
4. consumable items

4-25. Which system is responsible for naming, describing, classifying, and numbering all items carried under centralized inventory control by DoD and civil agencies of the federal government?

1. Federal catalog
2. Navy supply
3. Local supply
4. National supply

4-26. Stock and control numbers used to identify and order material in the supply system are known by which of the following terms?

1. National stock numbers
2. Navy item control numbers
3. Local item control numbers
4. All of the above

4-27. A national stock number (NSN) consists of a total of how many digits?

1. 9
2. 11
3. 12
4. 13

4-28. The national item identification number (NIIN) identifies each item of supply used by which of the following organizations?

1. Department of Defense
2. North Atlantic Treaty Organization
3. Both 1 and 2 above
4. United Nations

4-29. A Navy item control number (NICN) has how many characters?

1. 9
2. 11
3. 12
4. 13

4-30. The NICN code for the Cog I stock number for forms is

1. LF
2. LK
3. LP
4. LL

4-31. A cognizance (cog) symbol has how many alphanumeric characters?

1. Five
2. Two
3. Three
4. Four

4-32. The first character of a cog symbol used for material purchased by the defense stock fund and held in the Navy stock account is

1. 1
2. 7
3. 3
4. 9

4-33. Special material identification codes (SMICs) are assigned to certain items when their technical integrity is not important.

1. True
2. False

4-34. Let's assume that you do not have a stock number for an item and cannot locate it in the allowance lists. Which of the following means may be of use to identify the item?

1. Manufacturer's part number
2. Nameplate
3. Contractor's service bulletin
4. All of the above

4-35. The *Management List-Navy (ML-N)* and NAVSUP P-485 provide you with information for submitting accurate and error-free requisitions.

1. True
2. False

4-36. The *ML-N* is the basic publication relating to national stock number (NSN) management data.

1. True
2. False

4-37. On the *ML-N* what information is in the column under ACTION CODE?

1. A one-position alpha code that designates the type of action required by the file maintenance computer to enter/update/delete data in various cyclic or master files
2. The routing identifier of the managing activity, which is a potential source of supply
3. A code indicating how and under what restrictions an item will be acquired
4. A code representing the number of units of issue included in the first tie, wrap, or container in which the NSN is prepared for shipment

4-38. On the *ML-N* what information is in the column under REPAIRABILITY CODE?

1. A one-position alpha code that designates the type of action required by the file maintenance computer to enter/update/delete data in various cyclic or master files
2. The routing identifier of the managing activity, which is a potential source of supply
3. A one-position code that indicates whether or not an item is repairable
4. A code representing the number of units of issue included in the first tie, wrap, or container in which the NSN is prepared for shipment

4-39. On the *ML-N* what information is in the column under COGNIZANCE CODE?

1. A one-position alpha code that designates the type of action required by the file maintenance computer to enter/update/delete data in various cyclic or master files
2. The routing identifier of the managing activity, which is a potential source of supply
3. A one-position code that indicates whether or not an item is repairable
4. A code designating a segment of material for management by a specific inventory manager and the funding involved

4-40. Because of space limitations on the *ML-N*, the length of an item name has been restricted to how many characters?

1. 11
2. 13
3. 15
4. 19

4-41. For definitions and explanations of the various codes used in the columns of the *ML-N*, refer to *FEDLOG*, NAVSUP P-2002.

1. True
2. False

4-42. The *Afloat Shopping Guide (ASG),* NAVSUP P-4400, is designed to assist fleet and Navy supply support personnel in identifying an NSN for those items of supply which do not have a part/reference number.

1. True
2. False

4-43. The *ASG* consists of how many volumes?

1. Seven
2. Five
3. Three
4. Four

4-44. The *Coordinated Shipboard Allowance List (COSAL)* is both a technical and a supply document.

1. True
2. False

4-45. The *COSAL* is based on equipment nomenclature data contained in the computerized Weapons System File at the Ships Parts Control Center.

1. True
2. False

4-46. Exemptions from using MILSTRIP for ordering material through the Navy supply system are listed in *Operating Procedures Manual for MILSTRIP/MILSTRAP*, NAVSUP P-437.

1. True
2. False

4-47. Which of the following forms is/are used to order material?

1. DD Form 1348
2. DD Form 1348-6
3. DD Form 1149
4. All of the above

4-48. NAVSUP Form 1250-1 is used for which of the following reasons?

1. To improve inventory control procedures
2. To report consumption under the maintenance data system (MDS)
3. To procure materials and services
4. All of the above

4-49. For non-NSN requirements, NAVSUP Form 1250-2 consolidates the information previously submitted on two forms, NAVSUP Form 1250-1 and DD Form 1348-6.

1. True
2. False

4-50. The Single Line Item Requisition System Document (Manual), DD Form 1348, should not be used to follow up, modify, cancel, or trace previously submitted requisitions.

1. True
2. False

4-51. Codes are used extensively in MILSTRIP requisitioning because there is limited space on the DD Form 1348 card. What maximum number of alphanumeric characters can be placed on the card?

1. 50
2. 60
3. 70
4. 80

4-52. If the NSN is not available for a repair part, what form should you use to requisition the part?

1. NAVSUP Form 1250-1
2. DD Form 1348
3. DD Form 1348-6
4. DD Form 1149

4-53. Message requisitions are submitted in a specified format and must convey the same data that is required on which of the following forms?

1. NAVSUP Form 1250-1
2. DD Form 1348 or 1348-6
3. DD Form 1149
4. NAVSUP Form 1250-2

4-54. An urgency of need designator (UND) is assigned by which activity?

1. CNO
2. NAVSEA
3. NAVSUP
4. Activity requisitioning the material

4-55. Which of the following letters is used in the UND to convey that the activity's ability to perform one or more of its primary missions will be impaired until the material is received?

1. A
2. B
3. C
4. D

4-56. Under the Uniform Material Movement and Issue Priority System (UMMIPS), what is the highest two-digit priority designator (PD)?

1. 01
2. 11
3. 13
4. 15

4-57. The casualty reporting (CASREP) system contains five types of reports: initial, update, correct, resubmission, and cancel.

1. True
2. False

4-58. What type of CASREP report, if any, is submitted when equipment is back in operational condition?

1. Resubmission
2. Correction
3. Cancellation
4. None

4-59. In most cases when any of your equipment fails, you first trace the trouble to a defective part and then prepare what document?

1. DD Form 1149
2. CASREP
3. NAVSUP Form 1250-1 or DD Form 1348
4. Message report

# ASSIGNMENT 5

Textbook Assignment: "Military Responsibilities and Duties," chapter 8.

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5-1. When is the petty officer of the watch (POOW) the primary enlisted assistant to the officer of the deck (OOD)?

1. At sea
2. In port
3. On watch on the bridge
4. On watch in battle conditions

5-2. For detailed information on preparing naval correspondence, you should refer to what document?

1. *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5
2. *Preparing, Maintaining and Submitting the Ship's Deck Log*, OPNAVINST 3100.7B
3. *U.S. Navy Regulations*
4. *Standard Organization and Regulations of the U.S. Navy*

5-3. The commanding officer, officer in charge, or the person acting in either position must personally sign which of the following documents?

1. Those which establish policy
2. Those which make changes to the command's mission
3. Those required by law or regulation
4. All of the above

5-4. If signature authority has been delegated to the leading petty officer, which of the following documents is he/she NOT allowed to sign?

1. Service record pages
2. Special request chits
3. DD 214
4. 3M weekly schedule

5-5. The basic requirements for maintaining the ship's deck log are contained in which of the following documents?

1. *U.S. Navy Regulations*
2. *Standard Organization and Regulations of the U.S. Navy*
3. Both 1 and 2 above
4. *Naval Ships' Technical Manual*

5-6. At times deck logs may be used in which of the following legal actions?

1. Naval courts
2. Admiralty proceedings
3. Civilian courts
4. All of the above

5-7. If you make a mistake in a deck log, you must take what corrective action?

1. Use white out
2. Scratch out the error
3. Tear out the page and rewrite the entry
4. Draw a single line through the mistake

5-8. Deck log entries must be clear, concise, accurate, and be

1. signed by the commanding officer
2. typewritten
3. preceded by the time of occurrence
4. written in red ink

5-9. The overall responsibility for the deck log belongs to the

1. OOD
2. JOOD
3. POOD
4. CDO

5-10. To confirm that the ship's casualty alarms are operating properly, the POOW tests them during what watch?

1. 0800 - 1200
2. 1200 - 1600
3. 1600 - 2000
4. 2000 - 2400

5-11. Deck log entries regarding the status of the ship (moored, anchored, in dry dock, etc.), location, services being received, ships present, and senior officer present afloat (SOPA) are made during what watch?

1. 2000 - 2400
2. 1600 - 2000
3. 1200 - 1600
4. 0000 - 0400

5-12. What log contains information on policy changes and routine items, such as liberty call times?

1. Security log
2. Passdown log
3. Visitor’s log
4. Deck log

5-13. The level of security of a command is determined by the

1. OOD when assuming the watch
2. sensitivity of different parts of the command and/or the state of prevention, such as attacks by terrorists
3. population on the ship at the time
4. presence of the commanding officer

5-14. What security force is called away by an alarm when there is an unauthorized entry by an unknown person?

1. Shore Patrol
2. Base police
3. Security Alert Team
4. Roving patrol

5-15. There is only one reason to surrender your weapon to an unauthorized person.

1. True
2. False

5-16. The use of deadly force is justified only under conditions of extreme necessity as a last resort when all lesser means have failed or cannot reasonably be employed and only under one or more explicit circumstances.

1. True
2. False

5-17. Which naval authority has defined the term *deadly force*?

1. SECNAV
2. NAVSEA
3. OPNAV
4. NAVPERS

5-18. Normally how many magazines are issued with a pistol?

1. One
2. Two
3. Three
4. Four

5-19. When the pistol has a lanyard attached, what must be done during exchange of the pistol to the next watch stander?

1. Keep the lanyard around your neck until your relief has positive control of the pistol
2. Keep the lanyard at your side so it won’t get in the way
3. Keep the lanyard in your hand that doesn’t hold the pistol
4. Detach the lanyard from the weapon during the exchange

5-20. When there are five rounds in a magazine, you can see the brass casing of a bullet in what opening from the bottom of the magazine?

1. First
2. Second
3. Third
4. Fourth

5-21. Side boys are NOT paraded on what day?

1. Payday
2. Saturday
3. Sunday
4. Any holiday

5-22. Side boys are NOT paraded during which of the following times?

1. Between sunset and 0800
2. Meal hours
3. General drills
4. All of the above

5-23. An informal visit of courtesy requiring no special ceremonies is a/an

1. sight visit
2. call
3. look and see
4. informal request

5-24. When a gun salute is prescribed on arrival, it is fired as the visitor approaches and is

1. at the first step onto the deck
2. still inside transportation
3. still clear of the side
4. on deck

5-25. When a gun salute is not prescribed on arrival and a flag or pennant is to be displayed during the visit, the flag is broken at which of the following points of the pipe?

1. End
2. Start
3. Either 1 or 2 above
4. During

5-26. When a visitor is ready to leave the ship, the guard presents arms; all persons on the quarterdeck salute; and ruffles and flourishes, followed by music, is sounded. What happens next?

1. “Two” is sounded
2. Anthem is played
3. Flag or pennant is displayed
4. Visitor is piped over the side

5-27. When a gun salute is directed upon departure, it is fired

1. at the visitor’s first step off the deck
2. when the visitor is getting in/on transportation
3. when the visitor is clear of the side
4. while the visitor is still on deck

5-28. The POOW should notify the OOD of a change during any 1-hour period in the barometric pressure reading of a minimum of how many inches?

1. 0.05
2. 0.02
3. 0.03
4. 0.04

5-29. What instrument is designed to measure barometric pressure?

1. Thermometer
2. Aneroid barometer
3. Wind vane
4. U-tube manometer

5-30. What is the average atmospheric pressure at sea level in inches of mercury?

1. 30.30
2. 29.92
3. 28.32
4. 25.92

5-31. What weather condition(s) does an anemometer measure?

1. Temperature and pressure
2. Wind speed and direction
3. Atmospheric temperature
4. Speed of ocean currents

A. Up to 38 miles per hour
B. 39 to 54 miles per hour
C. 55 to 73 miles per hour
D. 74 miles per hour and above

Figure 5A

IN ANSWERING QUESTIONS 5-32 THROUGH 5-35, REFER TO FIGURE 5A. SELECT THE CORRECT WIND SPEEDS FOR EACH OF THE FOLLOWING WARNINGS.

5-32. Gale warning

1. A
2. B
3. C
4. D

5-33. Hurricane warning

1. A
2. B
3. C
4. D

5-34. Small craft warning

1. A
2. B
3. C
4. D

5-35. Storm warning with tropical winds

1. A
2. B
3. C
4. D

5-36. As POOW, you will be required to make sure the anchor lights and the aircraft warning lights are turned on at sunset and turned off at sunrise when the ship is in which of the following conditions?

1. Moored
2. Under tug support
3. At sea
4. Piloted through narrow waterways

5-37. How many minutes before sunset should the ship's anchor lights be tested?

1. 60
2. 30
3. 20
4. 15

5-38. The anchor lights must be visible on a clear night for how many nautical miles?

1. 5
2. 2
3. 3
4. 4

5-39. The anchor ball, displayed in the forward part of the ship, is what color(s)?

1. Red
2. Orange
3. Black
4. Black and white

5-40. Which of the following factors will determine if a PO3 is assigned as a section leader?

1. Size of the command
2. Number of personnel assigned to his or her duty section
3. Both 1 and 2 above
4. Number of the departments in the command

5-41. As a section leader, you report to what person after normal working hours?

1. LPO
2. OOD
3. CDO
4. Department duty officer

5-42. Which, if any, of the following responsibilities belong to the police petty officer?

1. Apprehending violators
2. Keeping the quarterdeck clear of unauthorized personnel
3. Serving as court liaison
4. None of the above

5-43. When you are assigned as a temporary master-at-arms, how long is the usual tour of duty?

1. 1 month
2. 3 months
3. 6 months
4. 12 months

5-44. Authority to create a shore patrol outside the continental limits of the United States has been delegated to naval area representatives by the

1. President of the United States
2. U.S. Congress
3. SECNAV
4. CNO

5-45. When serving on shore patrol overseas, you apprehend an unauthorized absentee who presents an orderly appearance and is obviously returning to base. You should permit the Sailor to proceed.

1. True
2. False

5-46. Shore patrol personnel should never accept concessions, such as favors or gifts.

1. True
2. False

5-47. When standing shore patrol duties, you normally have jurisdiction over military dependants (civilians) and military personnel.

1. True
2. False

5-48. Enlisted shore patrol personnel should apprehend an officer only when situations offer no alternative.

1. True
2. False

5-49. When apprehending members of the opposite sex, it is never permissible to have physical contact.

1. True
2. False

5-50. A squad at full strength normally consists of how many personnel?

1. 10
2. 11
3. 12
4. 13

5-51. A platoon consists of a minimum of how many squads?

1. One
2. Only two
3. Two or more
4. Only three

5-52. A company consists of how many platoons?

1. One
2. Only two
3. Two or more
4. Only three

5-53. Quick time is cadence at how many steps per minute?

1. 30
2. 60
3. 120
4. 240

5-54. Slow time is cadence at how many steps per minute?

1. 15
2. 30
3. 60
4. 120

5-55. For quick time, at the command MARCH, step off smartly with the left foot and continue the march in steps of what length in inches?

1. 25
2. 30
3. 35
4. 40

5-56. For back step, at the command BACKWARD MARCH, take steps straight to the rear in what length of step in inches?

1. 15
2. 20
3. 25
4. 30

5-57. For a column right, on the command column right, MARCH, what pivot angle is taken to the right?

1. 45 degrees
2. 50 degrees
3. 65 degrees
4. 90 degrees