

**Refer to A3/FF13-6
Serial 5059**

**UNITED STATES FLEET
DESTROYERS, ATLANTIC FLEET**

**Care of Fleet Post Office,
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RESTRICTED

From : Commander Destroyers, U S. Atlantic Fleet.

To : All Commanding Officers and Prospective Commanding Officers of 2100-Ton Destroyers.

Subject: Standard Organization for 2100 ton Destroyers.

1. Standard Organization for 2100 ton Destroyers is issued herewith, and is effective upon receipt.
2. This book is a revision of the Destroyers Atlantic Fleet Standard Organization Book for 1500 - 1630 Ton Destroyers issued March, 1943. Its use is mandatory for new construction destroyers upon commissioning. Operating destroyers will revise their bills to include the general principles laid down in this organization.
3. The subject Organization has been referred to Commander Destroyers, Pacific Fleet and is concurred in by him. Changes recommended by Commander Destroyers, Pacific Fleet have been incorporated.

M. L. DEYO.

STANDARD ORGANIZATION FOR 2100 TON DESTROYERS

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BATTLE ORGANIZATION

Chapter I

Section A - Conditions I and II or III

I-A-1

The Battle Bill is based on current instructions and war experience. It provides for the following:-

1. Condition I or General Quarters. For Condition I every officer and man on the ship is assigned a battle station. The ship and damage control stations, engineering plant and the armament are fully manned.
2. Condition II or III or War Cruising. For Condition II or III provisions are made for the following:-
 - (a) Ship control stations fully manned.
 - (b) All lookout stations fully manned.
 - (c) All detection apparatus manned.
 - (d) Water-tight Integrity Watch posted.
 - (e) Engineering installation operating with split plant on one half boiler power.
 - (f) One half the armament manned with sufficient personnel to permit opening fire immediately in case of sudden encounter with enemy submarines, surface or aircraft.
 - (g) Sufficient men not assigned watches to permit preparation and serving of meals and caring for the sick.
 - (h) Setting Condition I without any man being required to shift stations. To accomplish this it is necessary that certain officers and men be assigned alternate battle stations but the number must be kept to an absolute minimum to eliminate confusion.

I-A-2

Assignments are for the ultimate armament of 2100 ton destroyers.

I-A-3

Officers Stations. The functions listed in the accompanying table are those which normally should be carried out by an officer.

Some of these functions can be combined and centered in one officer. The assignment of officers to battle stations or functions and combinations thereof as listed will be made with due considerations to the individual qualifications and aptitude.

Whenever functions are combined the primary station number shall be entered opposite the secondary functions to show such combination.

I-A-1

(NOTE: Each ship will eventually have a Disbursing Officer).

Column two of the table shows type assignment for eleven line officers plus one medical officer.

STATION and DUTIES	TYPE Assignment	Twelve Officers	Thirteen Officers
1. Command; Target Designation-Bridge	Captain		
2. Combat Inp. Center or Secondary Ship Control - Sec. Con.	Executive Officer		
3. Main propulsion-Fwd. Eng. Room	Engineer Officer		
4. In-Charge Fire Rooms-No. 2 Fire Room	*Assistant Eng. Off.		
5. Damage Control-Repair I	1st Lieutenant		
6. Main Battery Control-5" Director	Gunnery Officer		
7. Plotting Room Officer-Plotting Room	Ass't. Gun. Officer		
8. Spot I-5" Director	Officer or Enlisted		
9. Illumination Control-5" Director	Ass't. Gun. Officer		
10. Machine Gun Control-Sec. Con.	Sec. Cont. Officer		
11. Torpedo Control-or Chemical Rec.	Torpedo Officer		
12. Sound and Depth Charge Control - C.I.C. - Chart House	Sound Officer		
13. Battle Lookouts - Bridge	11		
14. Communication Control - Bridge	Communication Off.		
15. Coding Room	14		
16. Battle Dressing - Repair I	Medical Officer		

* After Engine Room for Split Plant Operation.

I-A-4

Stations of the crew. The Battle Bill is made up to indicate:-

- (a) The necessary functional operations to operate simultaneously at maximum efficiency the ship and all its appurtenances.
- (b) The stations required to be manned for war cruising.
- (c) An indicated method of manning stations for war cruising so that:-
- (1) No officer or man is required to stand more than a watch in three.
 - (2) Sufficient men are relieved of all watches to permit preparation of meals and caring for the health of the crew.
 - (3) Condition I can be assumed with a minimum of time and confusion and without any man having to shift stations.

I-A-5

The columns of the bill are as follows:

Column I (station). Lists the stations and the individual functions required at these

I-A-2

stations. It indicates the total number of functions required to be performed at these stations simultaneously.

Column 2 (Name). Indicates name of man assigned station at General Quarters. To be filled in by individual ships.

Column 3 (Rate). Indicates the type of rating required by the function listed in Column 1. Where no technical knowledge is required the necessity for a man is indicated by the entry of the numeral 1.

Column 4 (Division) to be filled in by individual ships.

Columns 5, 6 and 7 (Condition II or III (War Cruising)) indicates stations required to be manned for each watch in war cruising condition. Letter and numeral in these columns indicates general quarters station of man who normally should man station for each watch. The numeral 1 indicates that the station is required to be manned for war cruising condition but the specific assignment is left to individual ships. Space is available in each column for entry of men's names.

I-A-3

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
Ship Control							
(a) Bridge							
Commanding	Captain						

Communications	Communication Officer						
J.O.O.D.	Sound Officer						Radar & Sound, or Chem. Recorder.
1. Ass't. Nav.		CQM					Tracking Station
2. Quartermaster		SM		1	1	1	
3. Helmsman		1		1	1	1	
4. Signals		SM		a-4	a-5	a-2	
5. Signals		SM					
8. Talker		CY					
9. Talker		RDM					At Gen. Quarters Alter. with a-15
10. Messenger		RDM		1	1	1	At Gen. Quarters Alter. with a-16
11. Bridge Radio		RM					
12. RDF Operator		a-11					

I-A-4

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
(b) Secondary Control							
Sec. Control Officer							
1 Helmsman		QM					
(c) CIC STATION							
1. Evaluator	Officer						
2. Ass't. to Eval	(CIC Watch Officer)			1	1	1	Other Officer
3. Surface Plotter		1					
4. Surface Plot Recorder		1					
5. Air Plotter		1					
6. Air-Plot Recorder		1					

7. Air Search Radar		1		1	1	1	
8. Air Search Radar		1					
9. Surface Search Radar		1		1	1	1	
10. Surface Search Radar		1					
11. Sound Operator		1		1	1	1	
12. JW Talker		1		1	1	1	
13. JA Talker		1					
14. TBS Recorder Talker		1					

I-A-5

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
15. RBH-TBL Recorder Talker		1					
16. Plotter (Not for General Operator)				1	1	1	
17. Radar Transmitters		RDM					
(d) Radio Central							
1. In Charge		CRM					
2. Operator		RM		d-2	a-11	e-1	
3. Operator		RM		d-3	1	1	
4. Messenger		RT					
(e) Emergency Radio							
1. Operator		RM					
(f) Steering Gear Room							
1. Helmsman and Repair		EM		1	1	1	
2 Repair		MM					
(g) I.C. Room							
1. Control Board and Gyro		EM		g-1	h-4	j-2	

I-A-6

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
(h) REPAIR ONES							
1. In Charge		CBM					
2. FC Repair		FC					
3. Radar and Radio Repair		RT					
4. Electrical Repair		EM					
5. W. T. Integrity		SF		h-5	1	j-3	
6. F. O. Soundings		WT					
7. Eng. Repair		MM					
8. Eng. Repair		MM					
10. Battle Dressing	Medical Officer						
11. Battle Dressing		PhM 3c					
							Mess Cook
							Mess Cook
14. Talker		1					Mess Cook
(i) REPAIR TWO							
1. In Charge		CMM					

I-A-7

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
2. Oil King		WT					
3. Electrical Repair		CEM					
4. Boiler Repair		Bmkr.					
5. Eng. Repair		MM					
6. Eng. Repair		MM					

7. Eng. Repair		MM					
							Mess Cook
							Mess Cook
10. Talker		1					Mess Cook
(j) REPAIR THREE							
1 In Charge		MM					
2. Electrical Repair		EM					36" Searchlight at Night
3. Repair		CM					
4 Repair		Msmth					
5. Eng. Repair		MM					
6. Eng. Repair		MM					
8. F.O. Soundings		F					

I-A-8

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
9. Radio Repair		RT					
10. After Battle Dressing		CPhm					
							Mess Cook
							Mess Cook
13. Talker		1					Mess Cook
(k) Forward Engineerroom							
ENGINEER	Engineer Officer			Engineer Officer	Assistant Engineer Officer	Assistant Engineer Officer	

1. In Charge		CMM		CMM	CMM	CMM	
2. Assistant In Charge		MM		MM	MM	MM	
3. Throttleman		MM		MM	MM	MM	
4. Lower Level		MM					
5. Pumps-Lower Level		MM		MM	MM	MM	
6. Forward Main Board		EM		EM	EM	EM	
7. Evaporators		F		F	F	F	
8. Talker		F					
9. Talker		F					
10. Messenger		F		F	F	F	

I-A-9

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
(1) After Engineerroom							
1. In Charge		CMM		MM	MM	MM	
2. Throttleman		MM		MM	MM	MM	
3. Upper Level		MM					
4. Lower Level		MM					
5. Pumps Lower Level		MM		MM	MM	MM	
6. After Main Board		EM		EM	EM	EM	
7. Talker		F					
8. Talker		F					
9. Messenger		F		F	F	F	
(m) Forward Fireroom							
Supervision		CWT					
1. In Charge		WT		WT	WT	WT	
2. Blower Control		WT		F	F	F	

3. Feed Check		F		F	F	F	
4. Feed Check		F					
5. Burners		F		F	F	F	
6. Burners		F		F	F	F	

I-A-10

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
7. Burners		F					
8. Burners		F					
9. Talker		F					
10. Messenger							
(n) After Fire-room							
Supervision	Ass't. Engineer						
1. In Charge		WT		WT	WT	WT	
2. Blower Control		WT		F	F	F	
3. Feed Checks		F		F	F	F	
4. Feed Checks		F					
5. Burners		F		F	F	F	
6. Burners		F		F	F	F	
7. Burners		F					
8. Burners		F					
9. Talker		F					
10. Messenger							
FIRE CONTROL							

I-A-11

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	

(o) 5" Director							
Control Officer	Gunnery Officer		Assistant Gunnery	Assistant Officer	Gunnery Officer	Assistant Gunnery Officer	
1. RF Operator and Spotter		FC		o-1	o-5	o-6	
2. Radar Operator		RDM		o-1	o-5	o-6	
3. Pointer		1		o-3	o-7	o-9	
4. Trainer		1		o-4	o-8	p-5	
5. Ass't. RF Opr. & Spotter		FC					
6. Fire Control Repair		FC					Barbette
7. Talker		1					
8. Talker		1					
9. Talker		1					
(p) Plotting Room							
Plotting Room Officer							
1. Range Rate		CFC		p-1	p-2	p-3	
2. Bearing Rate		FC					
3. Elevation Rate		FC					
4. Leveler		FC					

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STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
5. Cross Leveler		1					
6. F. C. Switchboard		FC		p-4	p-6	h-2	

MAIN BATTERY							
(q) Gun ONE							
1. Gun Captain		BM		q-1			
2. Pointer		1		q-2			
3. Trainer		1		q-3			
4. Sight Setter		1		q-3			
5. Fuze Setter		1		q-2			
6. Rammerman & Shell Loader		1		q-6			
7. Powder Loader		1		q-7			
8. Gun Operator Gun Repair		GM		q-7			
9. Hot Shellman		1		q-7			
Upper Handling Room							
10. In Charge		SC					
11. Hoist Operator		1		q-11			
12. Powder Scuttleman		1		q-12			
13. Passer		1		q-13			

I-A-13

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
14. Passer		1					
15. Passer							
16. Passer							
17. Fuze Cap Remover		1					
Lower Handling Room							
18. Tank Top Remover		1					
19. In Charge Hoist Operator		1					
20. Passer		1					
21. Passer		1					
22. Magazine Passer		1					
23. Passer							

(r) GUN TWO							
1. Gun Captain		BM			r-1	r-8	
2. Pointer		1			r-2	r-4	
3. Trainer		1			r-3	r-5	
4. Sight Setter		1			r-3	r-5	
5. Fuze Setter		1			r-2	r-4	
6. Rammerman & Shell Loader		1			r-6	r-9	
7. Powder Loader		1			r-7	r-10	

I-A-14

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
8. Spade Operator Gun Repair		GM			r-7	r-10	
9. Hot Shellman		1			r-7	r-10	
Upper Handling Room							
10. In Charge		1					
11. Hoist Operator		1			r-11	r-14	
12. Powder Scuttleman		1			r-12	r-17	
13. Passer		1			r-13	r-18	
14. Passer		1					
15. Passer							
16. Passer							
17. Tank Top Remover		1					
18. Fuze Cap Remover		1					
Lower Handling Room							
19. In Charge Hoist Operator		1					
20. Passer		1					
21. Passer		1					
22. Passer		1					
23. Passer							

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STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
(s) GUN THREE							
1. Gun Captain		BM					
2. Pointer		1					
3. Trainer		1					
4. Sightsetter		1					
5. Fuzesetter		1					
6. Rammerman & Shell Loader		1					
7 Powder-Loader		1					
8. Spade Oper. Gun Repair		GM					
9. Hot Shellman		1					
Upper Handling Room							
10. In Charge		1					
11. Hoist Operator		1					
12. Powder Scuttle Man		1					
13. Passer		1					
14. Passer		1					
15. Passer							
16. Passer							
17. Fuze Cap Remover		1					
18. Tank Top Remover		1					

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STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
Lower Handling Room							
19. In Charge		SC					
20. Passer		1					
21. Passer		1					

22. Passer		1					
23. Passer							
(t) GUN FOUR							
1. Gun Captain		COX		t-1		t-8	
2. Pointer		1		t-2		t-4	
3. Trainer		1		t-3		t-5	
4. Sightsetter		1		t-3		t-5	
5. Fuzesetter		1		t-2		t-4	
6. Rammerman & Shell Loader		1		t-6		t-9	
7. Powder Loader		1		t-7		t-10	
8. Spade Operator Gun Repair		GM		t-7		t-10	
9. Hot Shellman		1		t-7		t-10	
Upper Handling Room							

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STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
10. In Charge		1					
11. Hoist Operator		1		t-11		t-14	
12. Powder Scuttleman		1		t-12		t-17	
13. Passer		1		t-13		t-18	
14. Passer							
15. Passer							
16. Passer							
17. Fuze Cap Remover		1					
18. Tank Top Remover		1					
Lower Handling Room							
19. In Charge		1					
20. Passer		1					
21. Passer		1					
22. Passer		1					

23. Passer							
(u) GUN FIVE							
1. Gun Captain		COX		u-1			
2. Pointer		1		u-2			
3. Trainer		1		u-3			

I-A-18

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
4. Sightsetter		1			u-3		
5. Fuzesetter		1			u-2		
6. Rammerman & Shell Loader		1			u-6		
7. Powder Loader		1			u-7		
8. Spade Operator Gun Repair		GM			u-7		
9. Hot Shellman		1			u-7		
Upper Handling Room							
10. In Charge		1					
11. Hoist Operator		1			u-11		
12. Powder Scuttleman		1			u-12		
13. Passer		1					
14. Passer		1					
15. Passer							
16. Passer							
17. Fuze Cap Remover		1					
18. Tank Top Remover		1					
Lower Handling Room							
19. In Charge		1					
20. Passer		1					

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				Condition II or III	
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STATION	NAME	RATE	DIV.	W-I	W-II	W-III	Notes
21. Passer		1					
22. Passer		1					
23. Passer							
(v) 36" SEARCHLIGHT							
1. In Charge		1		1	1	1	Night Only
2. Pointer No. 1 or 2		1		1	1	1	Night Only
3. Trainer No. 1 or 2		1					Night Only
4. Pointer No. 2		1					Night Only
5. Trainer No.		1					Night Only
6. Operator		1		1	1	1	
(w) MACH. GUN CONTROL							
Control Officer	Sec. Con. Officer						
1. Talker		1					
(x) 40 MM BATTERY							
1. In Charge		GM					
(y) DIRECTOR No. 1							
1. Operator		1					*See Note
2. Range Setter		1					

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STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
No. 1 MOUNT							
3. Mount Captain		GM					*See Note
4. Pointer		1					
5. Trainer		1					
6. Loader		1					

7. Loader		1					
8. Passer		1					
9. Passer		1					
10. Clipper		1					
11. Clipper		1					
(z) DIRECTOR No.2							
1. Operator		1					
2. Range Setter		1					
No. 2 MOUNT							
3. Mount Captain		GM					
4. Pointer		1					
5. Trainer		1					
6. Loader		1					

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				Condition II or III			
STATION	NAME	RATE	DIV.	W-I	W-II	W-III	Notes
7. Loader		1					
8. Passer		1					
9. Passer		1					
10. Clipper		1					
11. Clipper		1					
(aa)DIRECTOR No. 3							
1. Operator		1		y-1	z-1	aa-1	
2. Range Setter		1		7-2	z-2	aa-2	
No.3 MOUNT							
3. Mount Captain		GM		y-3	z-3	aa-3	
4. Pointer		1		y-4	z-4	aa-4	
5. Trainer		1	y-5	z-5	aa-5		
6. Loader		1	y-6	z-6	aa-6		
7. Loader		1	y-7	z-7	aa-7		

8. Passer		1	y8	z8	aa 8		
9. Passer		1	y-9	z-9	aa9		
10. Clipper		1	y-10	z-10	aa-10		
11. Clipper		1	y-11	z-11	aa-11		
20 MM BATTERY							

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STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
(bb) Group ONE							
1. In Charge		GM					
2. Gunner Gun		1		bb-2	bb-5	bb-8	
3. Ass't. Gunner Gun		1		bb-3	bb-6	bb-9	
4. Loader Gun 1		1					
5. Gunner Gun 2		1					
6. Asst. Gunner Gun 2		1					
7. Loader Gun 2		1					
8. Gunner Gun 3		1					
9. Ass't. Gunner Gun 3		1					
10. Loader Gun 3		1					
(cc) GROUP TWO							
1. In Charge		GM					
2. Gunner Gun 4		1		cc-2	cc-3	cc-5	
3. Ass't. Gunner Gun 4		1		cc-4	cc-7	cc-6	
4. Loader Gun 4		1					
5. Gunner Gun 6		1					
6. Ass't. Gunner Gun 6		1					
7. Loader Gun 6		1					

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				Condition II or III			

STATION	NAME	RATE	DIV.	W-I	W-II	W-III	Notes
(dd) GROUP THREE							
1. In Charge		GM					
2. Gunner Gun 5		1		dd-2	dd-3	dd-5	
3. Ass't. Gunner Gun 5		1		dd-4	dd-7	dd-6	
4. Loader Gun 5		1					
5. Gunner Gun 7		1					
6. Ass't. Gunner Gun 7		1					
7. Loader Gun		1					
(ee) GROUP FOUR							
1. In Charge		GM					
2. Gunner Gun 8		1					
3. Ass't. Gunner Gun 8		1					
4. Loader Gun 8		1					
5. Gunner Gun 9		1					
6. Ass't. Gunner Gun 9		1					
7. Loader Gun 9		1					
8. Gunner Gun 10		1		ee-2	ee-5	ee-8	
9. Ass't. Gunner Gun 10		1		ee-3	ee-6	ee-9	

I-A-24

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
10. Loader Gun 10		1					
TORPEDO BATTERY							
(ff) TORPEDO CONTROL	Torpedo Officer						
1. Director Operator		CTM					
2. Director Trainer		TM					
(gg) TORPEDO TUBE No. 1							
1. Tube Captain		TM					
2. Tube Trainer		TM					

3. Gyro Angle Setter		TM					
(hh) TORPEDO TUBE No 2							
1. Tube Captain		TM					
2. Tube Trainer		TM		hh-1	hh-2	hh-3	
3. Gyro Angle Setter		TM		1	1	1	
(ii) DEPTH CHARGE CONTROL	Sound Officer						
1. Bridge Release Operator		TM		ff-2	ii-i	kk-1	
(ii) DEPTH CHARGE PROJECTORS							
1. Starboard		1		1	1	1	Assisted by After Repair Party

I-A-25

STATION	NAME	RATE	DIV.	Condition II or III			Notes
				W-I	W-II	W-III	
2. Port		1		1	1	1	Assisted by After Repair Party
(kk) DEPTH CHARGE RACKS and S GUN							
1. Port and Starboard		TM		1	1	1	
(II) BATTLE LOOKOUTS							
1. In Charge		CPO		1	1	1	
2. Horizon Forward		1		1	1	1	
3. Surface Forward		1		1	1	1	
4. Surface Forward		1		1	1	1	
5. Sky Forward		1		1	1	1	
6. Sky-Forward		1		1	1	1	
7. Surface Aft		1		1	1	1	
8. Surface Aft		1		1	1	1	
9. Sky Aft		1		1	1	1	

10. Sky Aft

1

1

1

1

I-A-26**NOTES**

1. The Chief Gunner's Mate: General ordnance repair in charge of ammunition supply, magazine security, battery officer aft until required elsewhere.
2. Billets in the shell and powder supply at guns will be filled to the limit available and supplemented as practicable from other stations.
3. All hands will be instructed in first aid.
4. All stations assist as battle lookouts and gas sentries so far as primary duties permit and as directed specifically by control stations for the existing circumstances.
5. Repair parties will assist in reloading depth charge projectors and in supply of ammunition to automatic weapons as circumstances permit.
6. Lookouts shall be rotated with men on nearby stations as often as necessary to prevent loss of efficiency from eye strain and exposure. Continuous watches should not be stood by lookouts for periods greater than one (1) hour under any conditions.
7. Additional automatic weapons, if installed, should be manned by stations not normally engaged in anti-aircraft action (torpedomen, depth charge personnel, etc.).

I-A-27**SECTION B - STRIP SHIP BILL**

I-B-1 The objectives of the Strip Ship Bill are:

- (a) Elimination or reduction of fire hazards.
- (b) Elimination or reduction of missile hazards.
- (c) Maintenance of watertight integrity.
- (d) Readiness to repair damage and to effect replacement of damaged parts.

I-B-2 To accomplish the above objectives the Strip Ship Bill is divided into three parts:

- (a) Steps to be taken to eliminate or reduce fire hazards.
- (b) Steps to be taken to eliminate or reduce missile hazards.
- (c) Steps to be taken to assure the maintenance of watertight integrity and fighting efficiency.

I-B-3**PART (a)**

ITEM	DISPOSITION
<p>1. Wooden articles, including the following: Excess racks for brooms and swabs, excess portable tables and benches, gratings, chests, lockers, sawhorses, step ladders, bulletin boards, boxes and cartons, lumber not suitable for shoring, wooden and wicker furniture, (except that necessary for crew's mess), cots in excess of five (5).</p>	<p style="text-align: center;">Land</p>
<p>2. Non-fireproof fabrics and paper including the following: Bulk canvas, hose covers, depth charge rack and smokescreen generator covers, side curtains, below deck covers, decorating flags and dressing lines, curtains, rugs, chair and transom covers, officers dress uniforms and accoutrements, civilian clothes, trunks and unnecessary personal effects, old and surplus charts, files (not required for current administration), correspondence over one year old, awnings, canvas ladder screens, upholstered lounge chairs. (except standard navy issue), paper and office supplies in excess of three (3) months supply.</p>	<p style="text-align: center;">Land</p> <p>Note: 1. Fire control and topside instrument covers to be retained.</p> <p>2. All canvas retained aboard shall be treated with flame resistant compound.</p> <p>3. Fiber glass curtains and covers may be retained.</p> <p>4. Kapok life jackets shall be treated with flame resistant compound.</p>
<p>3. Inflammable fluids and acids including the following: gasoline, kerosene, alcohol, ordnance oils, cleaning and lighter fluids, paint, varnish, paint remover, furniture polish, boat lubricating oils, oil and grease.</p>	<p style="text-align: center;">Land</p> <p>Note: 1. The following may be retained and stowed in the paint and inflammable liquids storeroom (paint locker) and issued in small quantities: one (1) five gallon tin of gasoline, (2) five gallon tins of kerosene, four (4) five gallon tins of torpedo alcohol, two (2) five</p>

I-B-1

PART (a), (Continued)

ITEM	DISPOSITION
3. Inflammable fluids and acids, (Cont'd.)	gallon tins of hot running oil for torpedoes, five (5) five gallon tins of hydraulic oil (Univis 54), one (1) five gallon tin of symbol 2110 or 2135 oil, three (3) five gallon tins of boat lubricating oil, three (3) months supply of oil and grease used in operation and overhaul of machinery, inflammable medical liquids.
4. Inflammable foods, oils, matches and medical supplies.	Stow in compartments below the waterline and issue in small quantities.
5. Paintwork.	The key idea is the reduction of fire hazards resulting from paint. Comply explicitly with current instructions.
6. Linoleum.	Remove
7. Impregnated bedding bags:	Provide for all bedding including officers.
8. Equipment , including wooden brows, gangways and fittings, boat booms with ladders and rigging gear, towing spars including line and reel.	<p style="text-align: center;">Land</p> <p>Notes: 1. Retain one (1) brow used for catwalk. 2. Retain one (1) boat boom with ladders and rigging. (Not approved for DesPac.). 3. Retain two (2) stages and two (2) boatswains chairs.</p>

Part (b)

1. Decorative equipment including the following: Pictures, athletic trophies with cabinets, decorative silver and plaques.	Land
2. Articles which are useful in time of peace but which do not contribute to the fighting efficiency , including the following: glass or other	<p style="text-align: center;">Land</p> <p>Notes: 1. Retain one (1) electric shore cable and reel.</p>

I-B-2

PART (b), (Continued)

ITEM	DISPOSITION
<p>2. Articles which are useful (continued) breakable doors and panels, glass in metal bulletin boards, surveyed material, titles B and C stores in excess of allowance, awning fittings, deck life jacket lockers, torpedo exercise heads, cameras (except official), airscoops and air port screens, excess reels for mooring lines and wire cables, electric shore cables and reels, surplus whips, blocks, tackles, fenders and pendants, bow numeral lights, joiner doors to officers rooms and in passages where watertight or gas-tight doors are provided, sounding machine and booms (for ships equipped with fathometer), wardroom and division commanders bookcases (except built-in types), buckets, metal ladder screens, garbage racks and chutes, oil burning running lights, kerosene lanterns and Wow torches (except for damage control), leadsman's chain, excess flasks of compressed gases.</p>	<p>2. Retain one (1) bucket for each ten men plus six (6) stowed in each repair locker.</p> <p>3. Reduce supply of compressed gasses to absolute minimum and land all surplus and empty flasks.</p>
<p>3. Semi-fixed equipment, including wrenches for doors, ports, hatches and deck pads, spanners, battle lanterns, electric heaters, chain falls.</p>	<p>Stow or lash in place.</p>

PART (c)

ITEM	DISPOSITION
<p>1. Deadlights on fireroom hatches.</p>	<p>Replace with metal.</p>
<p>2. Shores, wedges, leak stoppers and plugs.</p>	<p>Provide in each living compartment and engineering space below the main deck.</p>
<p>3. Flashlights.</p>	<p>Issue to personnel and stow spares in clips throughout the ship.</p>
<p>4. Chemicals for decontamination.</p>	<p>Provide and stow.</p>

I-B-3

PART (c) (Continued)

ITEM	DISPOSITION
5. Gas masks	Stow in sealed containers. Issue when directed by task group commander or senior destroyer officer present.
6. Protective clothing.	Impregnate and issue or stow in vicinity of battle stations.
7. Dry and canned provisions	Maintain small supply in area distant from regular storerooms.

I-B-4**SECTION C - GAS DEFENSE**

I-C-1. The object of the gas defense bill is to organize the ship's company to provide an adequate defense and protection against chemical warfare attacks.

Such an organization requires the early detection of presence of poison gas; the dissemination of this knowledge to all hands; the complete and rapid functioning of protective devices without disrupting the fighting efficiency of the ship; the determination of the kind of gas used in the attack; cleaning the ship; and treatment of casualties.

I-C-2. An officer shall be designated as Gas Defense Officer and will be responsible for the training of the crew, holding of drills, care of equipment, and details of the gas defense organization. He shall, by carefully studying the subject, be fully acquainted with the equipment and methods used. It is important that he be able to distinguish between contaminations. In case a graduate of the Chemical Warfare School is on board, he shall be detailed as Gas Defense Officer.

I-C-3. The signal of gas attack shall be the sounding of the chemical alarm and the word being passed over the announcer system.

I-C-4. On destroyers, defense against gas attacks is based on the utilization of the individual protection method (gas masks and gas protective clothing), and the taking of the necessary preventative measures to obviate contamination.

Defensive steps to be taken against contamination by gas attack include:

- (1) Prevention of the adherence of the chemical to the ship's structure.
- (2) Prevention or restriction of gas diffusion throughout the ship by maintaining strictly Condition Afirm.
- (3) Prevention of the delivery of the gas attack by shooting down planes, or maneuvering.

I-C-5. The clean-up squad is organized from the repair party and should consist of at least four men. All men in the repair party must receive special instruction in gas defense and clean-up material and methods. When circumstances indicate the advisability of same or when directed by competent authority, gas masks will be issued to every member of the ship's company. All men will be trained in the proper use of gas masks at frequent intervals. The Gas Defense Officer should endeavor to make the training and instruction of the gas sentries, clean-up squads, and remainder of the crew progressive. Protective clothing will be issued in accordance with directives contained in Strip Ship Bill.

I-C-1



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CHAPTER II - ADMINISTRATIVE ORGANIZATION

Section A - Officer and Enlisted Assignments

II-A-1. The assignment of administrative duties to officers will be based on the experience and capabilities of the officers, the Navy Regulations and such orders to officers as may be issued by the Bureau of Naval Personnel. In general the administrative duties will follow the duties under the battle organization.

II-A-2. When the number of officers on board is less than the necessary number of administrative assignments, these assignments will be combined to best meet the needs of the ship. The table in this section shows normal necessary administrative assignments of officers.

II-A-3. Additional officers will be assigned duties in such manner as to first relieve heads of departments of additional duties and in accordance with individual capabilities. They may be assigned as additional assistants to heads of departments, and as division J.O.'s.

II-A-4. Officer Assignments:

Detail	Duties
Commanding Officer	In Command - Morale.
Executive Officer	Personnel - Training - Organization - Navigator.
Engineer Officer	Administration and supervision of Eng. Dept. Machinery and Electrical Maintenance. "E" Division Officer. Watch in port.
First Lieutenant and Damage Control Officer	Administration and supervision of the C & R Dept. Hull and equipage Maintenance. Damage Control. 1st Division Officer. Watch.
Communications Officer	Rapid Communications. Ship's Secretary. Radio Material. Tactics. "C" Division Officer. Watch.
Ass't. Damage Control Off.	Ass't. Damage Control. 2nd Division Officer. Watch.
Stores Officer	Stores. Watch.
Commissary Officer	Commissary Officer. "S" Division Officer. Watch.
Ass't Engineer Off.	Ass't to Eng. Officer. "E Division, J. O. Watch in Port.
Torpedo Officer	Torpedoes, Depth Charges and Smoke Generators. "O" Division J. O. Watch.
Ass't. Gunnery Officer	Assistant to Gunnery Officer. "O" Division J. O.

Radar & Sound Officer	Radar and Sound Material and Training. "C" Division J. O.
Medical Officer	Administration and Training in Medical matters. Health, Sanitation.

It will normally be necessary to assign the collateral duties listed below. These duties will be assigned from time to time by special order to equalize the workload and to fit individual capabilities.

- | | |
|---------------------|----------------------|
| (1) Welfare | (5) Auditing Boards |
| (2) Ship's Service | (6) Inventory Boards |
| (3) Athletics | (7) Courts |
| (4) Motion Pictures | (8) Censors |
| | (9) Hull Boards |

II-A-5. Enlisted Assignments:

(a) For administration the Ship's Company is divided as follows:

II-A-1

1st Division - Deck Division, C&R Department.

2nd Division - Deck Division, C&R Department.

"O" Division - Ordnance Division, Ordnance Department.

"E" Division - Engineers Division, Engineering Department.

"C" Division - Communication Division, Navigation Department.

"S" Division - Supply Division, Supply Department.

(b)

(1) The first (1) and Second (2) Divisions consist of the following ratings: Boatswain's mates, Coxswains, Seamen, Carpenter's Mate, Shipfitters and Deck Artificers' strikers.

(2) The Ordnance "O" Division of Gunner's Mates, Torpedomen, Fire Controlmen, Radarmen, and Ordnance Strikers.

(3) The Engineers "E" Division of Machinist's mates, Motor Machinist's mates, Water Tenders, Electricians mate., Firemen, Boilermakers and Metalsmiths.

(4) The Communication "C" Division of Radiomen, Radio Technicians, Quartermasters, Soundmen, Yeomen, Signalmen, Pharmacist's mates, and Radarmen strikers.

(5) The Supply "5" Division of Commissary Stewards, Ship's Cooks, Bakers, Storekeepers, Officers Steward, Officers Cook, Mess Attendants, and Supply Strikers

(c) The primary division of the Ship's Company in war is the SECTION. Each administrative division is therefore divided into three sections for watch standing, condition watches, messing and berthing. Each section shall be completely adequate to maneuver and fight the ship within the limitations of personnel available. Each section shall include adequate ratings and numbers to man all watch stations and all required stations in emergency drills.

II-A-6. Assignment of Complement to Divisions:

The Ship's Complement is assigned to divisions as indicated below.

Any increase or decrease in the allowed complement shall be prorated among the several divisions in a similar ratio:

FIRST DIVISION

1st SECTION	2nd SECTION	3rd SECTION
Billet No. Rate*	Billet No. Rate*	Billet No. Rate*
1-101	1-201	1-301
1-102	1-202	1-302
1-103	1-203	1-303
1-104	1-204	1-304
1-105	1-205	1-305
1-106	1-206	1-306
1-107	1-207	1-307
1-108	1-208	1-308
1-109	1-209	1-309
1-110	1-210	1-310

II-A-2

SECOND DIVISION

1st SECTION	2nd SECTION	3rd SECTION
Billet No. Rate*	Billet No. Rate*	Billet No. Rate*
2-101	2-201	2-301
2-102	2-202	2-302
2-103	2-203	2-303
2-104	2-204	2-304
2-105	2-205	2-305
2-106	2-206	2-306
2-107	2-207	2-307
2-108	2-208	2-308
2-109	2-209	2-309
2-110	2-210	2-310
2-111	2-211	2-311
2-112	2-212	2-312
2-113	2-213	2-313
2-114	2-214	2-314
2-115	2-215	2-315
2-116	2-216	2-316
2-117	2-217	2-317
2-118	2-218	2-318

"C" DIVISION

1st SECTION	2nd SECTION	3rd SECTION
Billet No. Rate*	Billet No. Rate*	Billet No. Rate*
C-101	C-201	C-301
C-102	C-202	C-302
C-103	C-203	C-303
C-104	C-204	C-304
C-105	C-205	C-305
C-106	C-206	C-306
C-107	C-207	C-307
C-108	C-208	C-308
C-109	C-209	C-309

C-110	C-210	C-310
C-311	C-211	C-311
C-112	C-212	C-312
C-113	C-213	C-313
C-114	C-214	C-314
C-115	C-215	C-315

"S" DIVISION

1st SECTION		2nd SECTION		3rd SECTION	
Billet No.	Rate*	Billet No.	Rate*	Billet No.	Rate*
S-101		S-201		S-301	
S-102		S-202		S-302	
S-103		S-203		S-303	
S-104		S-204		S-304	
S-105		S-205		S-305	
S-106		S-206		S-306	

*These items to be filled in to meet the individual requirements of the ship.

II-A-3

"E" DIVISION

1st SECTION		2nd SECTION		3rd SECTION	
Billet No.	Rate*	Billet No.	Rate*	Billet No.	Rate*
E-101		E-201		E-301	
E-102		E-202		E-302	
E-103		E-203		E-303	
E-104		E-204		E-304	
E-105		E-205		E-305	
E-106		E-206		E-306	
E-107		E-207		E-307	
E-108		E-208		E-308	
E-109		E-209		E-309	
E-110		E-210		E-310	

E-111	E-211	E-311
E-112	E-212	E-312
E-113	E-213	E-313
E-114	E-211	E-314
E-115	E-215	E-315
E-116	E-216	E-316
E-117	E-217	E-317
E-118	E-218	E-318
E-119	E-219	E-319
E-120	E-220	E-320
E-121	E-221	E-321
E-122	E-222	E-322
E-123	E-223	E-323
E-124	E-224	E-324
E-125	E-225	E-325
E-126	E-226	E-326
E-127	E-227	E-327
E-128	E-228	E-328
E-129	E-229	E-329

"O" DIVISION

1st SECTION	2nd SECTION	3rd SECTION
Billet No. Rate*	Billet No. Rate*	Billet No. Rate*
O-101	O-201	O-301
O-102	O-202	O-302
O-103	O-203	O-303
O-104	O-204	O-304
O-105	O-205	O-305
O-106	O-206	O-306
O-107	O-207	O-307
O-108	O-208	O-308
O-109	O-209	O-309
O-110	O-210	O-310
O-111	O-211	O-311

O-112	O-212	O-312
O-117	O-217	O-317

*These items to be filled in to meet the individual requirements of the ship.

II-A-4

SECTION B - WATCH BILL

II-B-1. In Port.

(a) General:

The officers on board will be so detailed as to insure that a continuous officer-of-the-deck will be on the weather decks. Arrangement of watches for the officer-of-the-deck will be made by the Senior Watch Officer and approved by the Executive Officer. Normally all officers except the Captain and the Executive Officer, will stand watch. The Engineer Officer, when officer-of-the-deck in port, will be relieved one hour before getting underway.

The Officer-of-the-deck, Chief Petty Officer of the Watch, Petty Officer of the Watch and the Special Security Watches shall be armed. The Officer-of-the-deck shall be thoroughly familiar with the ship's organization, ship's orders, Navy Regulations and Special security orders, and shall see that responsible members of his watch are also familiar with the foregoing instructions.

Normally when at anchor, two-thirds of the officers and men will be on board at all times. When alongside a dock or in a Navy Yard, sufficient men will be retained on board to man half the armament, if the armament is in material condition for operation and ammunition can be supplied to the guns; and to provide fire watches, watertight integrity watches, and such other watches as are necessary for the security of the ship and the maintenance of the maximum degree of watertight integrity permitted by work in progress.

(b) Deck Force:

Except as noted above, two-thirds of the crew (two sections) will be on board assigned as follows:

- (1) Chief Petty Officers of the Watch.
- (2) Petty Officers of the Watch.
- (3) Messengers.
- (4) Sufficient men to man half of the armament.
- (5) Police Petty Officers.
- (6) Security Watches.

- (c) There will be a Chief Petty Officer of the Watch at all times. The Chief Petty Officer of the Watch is in all respects assistant to the Officer-of-the-deck.
- (d) Petty Officers of the Watch will stand regular four hour watches on deck.
- (e) Messengers for port watches will be furnished from the deck divisions (1st and 2nd). There will be a messenger on deck from 0800 to 1800.
- (f) There will be an anchor watch composed of seamen of the duty section. This watch will be stood on deck from 1800 to 0800 the following morning.
- (g) Guard Mail petty officers will be specifically detailed by name in accordance with United States Atlantic Fleet Regulations.
- (h) Engineer's Force: Except as noted in sub-paragraph (a) above, two-thirds of the engineer's force (two sections) will be on hoard assigned as follows:
- (1) Chief Petty Officer of the Watch.
 - (2) Two complete watch sections.
 - (3) Police Petty Officer.
- (i) The watches actually stood in the Engineering Department will be in accordance with existing Fleet, Force or Type Instructions. All men standing auxiliary watches in the fireroom must be qualified. The Engineer Officer will be responsible that these men are examined and an entry made in their service records when qualified.

II-B-1

(j) Communication Watches:

Regular Radio and Signal Watches will be stood, when anchored. When moored alongside tender or nested with other vessels, watches will be in accordance with existing regulations and orders promulgated by local commanders.

(k) Such watches as Duty Yeoman, Ship's Cook with Day's Duty, Wardroom Watch Boy, Duty Electrician's Mate and Duty Boats' crew will be detailed from the duty section.

(l) All men provided with firearms will be instructed under the direction of the Gunnery Officer to insure that each man knows how to load and safely handle and fire the arm with which he is provided. The Gunnery Officer will maintain a list of those who are qualified to handle firearms. All firearms will be kept in an unloaded condition until circumstances of a suspicious nature warranting loading are observed. Should any firearm be loaded, the Officer-of-the-deck will be notified of the circumstances.

(m) No stores will be struck below without the knowledge of the O.O.D. who will cause inspection of stores, spare part boxes, etc., to be made as a precaution to introducing incendiary or explosive devices into the storerooms of the ship.

II-B-2. SEA WATCHES.

Condition TWO is the normal wartime cruising condition of watches (Chapter 1 - Section A). (This is same as Condition THREE for destroyers).

II-B-2

SECTION C - MESSING BILL

II-C-1 The cafeteria type of messing will be used. The crew will eat at mess by SECTIONS, no seats being assigned.

II-C-2 (a) The General Mess will be supervised by Commissary Officer (Disbursing Officer if one assigned) who will be responsible for the procurement, stowage, preparation, issuing and proper accounting for food. In this he will be guided by Navy Regulations and special instructions issued by competent authority for the administration of ship's messes.

(b) The Chief Police Petty Officer shall closely supervise the mess cooks. To assist the Chief Police Petty Officer an assistant to act as mess cook petty officer will be detailed by the Executive Officer.

(c) Mess cooks are detailed in number by divisions as directed by the Executive Officer. Division Officers shall change mess cooks quarterly.

II-C-3 (a) Messmen shall have duties as follows:

- (1) Maintain their mess tables, benches, mess gear and mess equipment scrupulously clean.
- (2) Draw rations from the galley and serve same at the steam table. (3) Handle stores and provisions for the Commissary Department.
- (4) Assist the Ship's cooks as necessary in preparing vegetables.
- (5) Assist in cleaning the mess compartments as required by the Chief Police Petty Officer.

(b) All cooks and messmen will, when actually engaged in serving food, wear clean white uniforms and aprons, unless directed otherwise by the Executive Officer.

(c) Crew messmen shall muster in the vicinity of the Quarterdeck at 1130 daily and shall be inspected for cleanliness of uniform and person by the Officer-of-the-deck in port and by the relief Officer-of-the-deck at sea. The inspecting officer shall also inspect the galley for cleanliness and the food for quality. He shall

he furnished with sample ration if he so desires.

(d) Cooks, messmen, and officers' servants shall be inspected at least once each week by the Medical Officer or Chief Pharmacist's Mate to prevent serving of food by personnel suffering from contagious disease. The result of this inspection shall be reported to the Executive Officer **in writing**.

II-C-4 The galley is provided for the sole purpose of preparing food. Under no circumstances will this space be used for washing or drying clothes.

II-C-5 The Commissary Officer will have prepared the Bill of Fare, S&A Form 333, for each week. It will be submitted to the Commanding Officer for approval **not later than 1000 each Friday**. The approved Bill of Fare must always be followed whenever possible. A copy of the approved Bill of Fare will be posted in the galley.

II-C-6 The cold storage spaces, provision storerooms, bread locker, and such other places where general mess supplies are stowed shall habitually be kept locked. The keys will be kept in the custody of the Commissary Officer or such other person as may be duly authorized by him.

II-C-1

SECTION D - BERTHING AND AIR BEDDING BILLS

II-D-1 Berthing Bill:

(a) Men shall be berthed as near as practicable to their own battle stations. In berthing, men of each rating shall be divided between the forward and after spaces in order to prevent shell fire or explosion from disabling a large proportion of men of any given rating.

(b) Assignments to berths and lockers in the Chief Petty Officers' quarters shall be made by the Executive Officer.

(c) The following assignment of berthing and locker spaces is made. Division Officers shall assign spaces to individuals. Bunks are numbered to correspond with lockers so that a man has the same locker and bunk number.

II-D-2 Bunks and Locker Assignments.

Division	C.P.O.'s	1st	2nd	S
Men				
First Section				
Second Section				

Third Section				
No. CPO's				
Total Bunks				
Total Lkrs.				

Spaces to be filled in to meet the individual requirements of the ship.

II-D-1

II-D-2 (Cont'd)

Division	C	O	E	Remarks
Men				
First Section				
Second Section				
Third Section				
No. CPO's				
Total Bunks				
Total Lkrs.				

Spaces to be filled in to meet the individual requirements of the ship.

II-D-2

II-D-3 Air Bedding Bill.

(a) Spaces for airing bedding are assigned as follows:

Officers _____ *

Chief Petty Officers _____ *

First Section _____ *

Second Section _____ *

Third Section _____ *

- (b) Bedding will be stopped on the rail beginning at the forward frame specified and rowing aft without "holidays". The Officer-of-the-deck will insure that this is carried out.
- (c) Ordinarily bedding will be aired at 0800 weather permitting on Mondays and Thursdays except when getting underway in the forenoon.
- (d) Men having the forenoon watch will air bedding before going on watch. Men having the afternoon watch will take down their aired bedding at 11:30.
- (e) In laying out bedding, the mattress cover and blankets shall be folded neatly over the mattress. Bunk straps shall be used to secure bedding to the rail. Pillows, if used, shall be secured on the inboard side of the mattress.

*These items to be filled in by the ship to meet individual requirements.

II-D-3

SECTION E - MAINTENANCE AND CLEANING BILL

II-E-1 In general, responsibility for maintenance (cleanliness and upkeep of watertight doors, bulkheads, valves, piping, machinery, etc) is as follows:

- (a) The Engineer Officer will be responsible for machinery spaces and machinery as set forth in Articles 984 to 986, inclusive, U. S. Navy Regulations.
- (b) The First Lieutenant will be generally responsible for all parts of the ship not specifically assigned to the heads of departments.
- (c) The Gunnery Officer will be responsible for the efficiency of the armament and of all appurtenances connected therewith including fire control radar, and for the cleanliness of all ammunition stowage spaces and ordnance workshops.
- (d) The Communication Officer will be responsible for all radio, search radar, sound and signal apparatus and material, and the compartments in which they are located.
- (e) The Commissary Officer will be responsible for the galley, cold storage spaces and all provision storerooms.

II-E-2 Weekly hull sheets shall be submitted to the following officers: First Lieutenant (Deck Divisions), Engineering Officer, Gunnery Officer, Communication Officer and Commissary Officer. On these weekly hull sheets they shall indicate the results of their inspections, which shall be submitted to the

Commanding Officer for examination before being filed by the First Lieutenant in the Hull Book. The foregoing officers are also responsible that proper entries are made in the C&R Repair Record (Ref. Art. 1360, U. S. Navy Regs.).

II-E-3 The Engineer Officer, First Lieutenant and Navigator shall make a weekly inspection of the mechanical devices for the management and safety of the ship as required by Navy Regulations. A report of this weekly inspection will be submitted to the Commanding Officer. It may be made on the back of the Hull Book sheets.

II-E-4 A Current Ship's Maintenance Project will be maintained for the material and spaces under their supervision by the following officers: Navigator, Gunnery Officer, Engineer Officer and First Lieutenant. Ship's Maintenance Projects will be kept filed in one place under the cognizance of the Executive Officer. Copies of Current Ship's Maintenance Project cards will be kept by each of the foregoing officers for his department.

II-E-5 In order to facilitate locating and identifying spare parts, each Head of Department shall maintain a spare part record book in which shall be recorded each spare part with its location. A continuous program of inspection and inventory of spare parts shall be maintained to insure inspection of each spare part at least once each year. Replacement or repair of spare parts shall immediately be undertaken as soon as the need becomes apparent. Copies of requisitions or orders for replacements of spare parts shall be kept by each Head of Department until the items are received. Work requests for repairs to spare parts shall be prepared and retained in the Current Ship's Maintenance Program until such repairs are accomplished.

II-E-6 Divisions are assigned cleaning spaces as set forth below:

(a) First Division:

A-1W	Peak Tank.
A-1O1-1/2ME	Deck Gear Locker.
A-101-1/2E	Vent fan room starboard.
A-101-ME	Vent fan room port.
A-201-A	Lamp Locker.
A-202-EA	Windlass room.
A-202	Trunk room.
A-203-1L	Crews water closet and shower.

II-E-1

II-E-6 (Cont'd)

A-301-IT A. T. trunk.

A-301-2A Paint locker.

A-301-4A C&R stores.

A-401-A Boatswain's
locker.

A-402-E Chain locker.

A-501-W Peak tank.

A-506-V Void.

All the main deck and exterior shell plating from stem to frame 72 including the anchor windlass, capstan and anchor gear, liferafts 1, 2, 3 and 4.

All the superstructure deck and the bulkhead up to the superstructure deck from main deck. No. 1 M.W. B., its davits and gear.

The foremast and rigging.

(b) Second Division:

B-101-E Uptakes.

B-102-AE Vent fan room and deck gear
locker.

B-105-E Repair locker.

B-107-L Passage.

B-109-E Uptake space.

B-111-ALAI Passage.

B-111-ALM Crew's washroom.

C-101-LE Locker and fan space.

C-207-AEL Passage.

C-207-AEL Pea Coat locker.

C-207-AEL Carpenter's and Shipfitter's shop.

C-207-AEL Canvas and Awning storeroom.

C-311-V Void.

C-502-V Void.

All exterior shell plating Frame 72 to stern of ship.

All external surfaces of amidship and after deck house superstructure, except deck from Frame 89 to 130 and deck and shields of 10mm. gun and director platforms.

No. 1 and 2 stacks (outside) including 36" searchlight platform. Main (weather) deck, Frame 72 to stern.

All towing gear, the brow, gangway, and boat winch.
 No. 2 M.W.B., its davits and gear. All life rafts and floater nets abaft Frame 72.
 Mooring line reels, and deck gear cleaning lockers abaft Frame 72.

(c) Ordnance Division:

A-0301-C Fire control station interior and exterior.
 A-0101-LME 40mm ready service and clipping room.
 A-0105-A1 Pyrotechnic locker (inside only).
 A-101-ME Gun I handling room.
 A-102-LA Landing force locker (inside only).
 A-102-LAC Radar room.
 A-106-T Gun director trunk (interior).
 A-204-ILM Gun 2 handling room.
 A-207-C Plotting room (Fire control equipment).
 A-406-M 5" powder magazine, gun 1.
 A-407-M 5" projectile stowage and handling room.
 A-408-M 5" powder magazine, gun 2.
 A-409-M 5" projectile stowage and handling room.
 A-504-M 20mm belt link stowage.
 A-505-M Small arms magazine.
 B-110-E Torpedo and Ordnance workshop.

II-E-2

II-E-6 (Cont'd)

B-111-ALM Gun 3 handling room.
 B-111-ALM Gun 4 handling room.
 C-0201-M 40mm clipping room and ready service.
 C-0101-ACEL Radar drive motor room.
 C-204-LM Gun 5 handling room.
 C-207-AEL Port and starboard chemical warfare stowage.
 C-301-M 5" projectile magazine gun 3.

C-302-M	10mm ammunition magazine.
C-303-M	5" powder magazine guns 3 and 4.
C-304-M	5" projectile magazine guns 4 and 5.
C-SO5-M	5" powder magazine guns 4 and 5.
C-306-M	Depth charge locker (interior only).
C-307-A	Ordnance storeroom.
C-310-M	Small arms magazine.
C-311-A	Chemical warfare locker.

The 5" gun director interior and exterior.

All 5" guns, mounts and loading machine including the deck under the mounts. All 5" ammunition hoists (interior only through living spaces). The 40mm gun director and gun stand.

The 40mm gun and director platforms and shield.

All 20mm guns, mounts and shields.

All 20mm ready service lockers. All torpedo tubes and the amidships superstructure deck from Frame 89 and 130.

All torpedo directors and control panels.

The torpedo impulse powder locker.

The depth charges, racks, throwers, arbors, depth charge and torpedo davits and chainfalls.

The depth charge projector firing buttons and rack release mechanism. The smoke screen generators and release mechanism.

The torpedo and depth charge detonator lockers.

The alcohol locker, interior only.

(d) Engineering Division:

A-2-F Fuel oil service tank.

A-S-F Fuel oil service tank.

A-4-U Cofferdam.

A-207-C I. C. room (except fire control instruments).

A-305-1E Diesel emergency generator room.

A-410-5E Ice machine room - machinery only.

A-507-F Fuel oil or ballast tank.

A-508-F Fuel oil or ballast tank.

A-509-F Fuel oil or ballast tank.

A-510-F Fuel oil or ballast tank.

A-511-F Fuel oil or ballast tank.

B-1-1 Forward fireroom.
 M-1-2 Blower room.
 B-1-3 Blower room.
 B-1-4 Blower room.
 B-1-5 Blower room.
 B-2 Forward engine room.
 B-3-1 After fire room.
 B-3-2 Blower room.
 B-3-3 Blower room.
 B-3-4 Blower room.
 B-3-5 Blower room.
 B-4 After engine room.
 B-5-W Fresh water tank.

II-E-3

II-E-6 (Cont'd)

B-6-W Fresh water tank.
 B-7-W Reserve feed water tank.
 B-8-W Reserve feed water tank.
 B-9-W Fresh water tank.
 B-10-W Fresh water tank.
 B-11-W Reserve feed water tank.
 B-12-W Reserve feed water tank.
 B-106-E Battery charging room.
 B-111-ALM Crew W. C.
 B-107-L Log room.
 B-301-Lub Lubricating oil settling tank.
 B-501-Lub Lubricating oil storage tank.
 B-502-Lub Lubricating oil storage tank.
 C-2-EA Engineers stores and stuffing box.
 C-3-F Fuel oil separating tank.
 C-4-F Fuel oil service tank.
 C-5-F Stuffing box compartment.

C-6-F	Diesel oil tank.
C-7-F	Fuel oil or ballast tank.
C-8-F	Fuel oil or ballast tank.
C-9-F	Fuel oil or ballast tank.
C-10-F	Fuel oil or ballast tank.
C-11-F	Fuel oil or ballast tank.
C-202-E	General workshop.
C-308-A	Engineers storeroom.
C-501-F	Diesel oil tank.

The 36" searchlights and platform under them.

The siren and whistle.

(e) Supply Division:

A-102-LAC	Wardroom messroom and passage.
A-102-LAC	Division Commanders' cabin and stateroom.
A-103-L	Division Commander's W. C. and shower.
A-104-L	Wardroom pantry.
A-105-A	Bread locker.
A-202-EA	Wardroom stores.
A-205-L	Wardroom passage and rooms.
A-206-IL	Passage to wardroom W.C. and Shower.
A-206-IL	Wardroom rooms.
A-206-2L	Wardroom, W.C. and shower.
A-305-2AL	Ship's Service Stores.
A-305-2AL	Scullery and Steam table.
A-403-A	Supply department storeroom.
A-404-A	Provision storeroom.
A-410-1A-2A-3A-4A	Refrigeration stores and refrigerator.
A410-5A	Provision storeroom.
A-410-5AE	Ice machine room (except machinery).
A-502-A	Supply Department storeroom.
A-503-A	Provision storeroom.
B-103-L	Vegetable preparing space.

B-103-L	Provision issue room.
B-103-L	Galley.
B-104-E	Laundry.
B-107-L	Supply Office.
B-113-ALM	Ship's Service Store.
C-309-A	Bulk storeroom.

All vegetable locker and deck space under them.
Abandon Ship provisions. Slop chute.

II-E-4

II-E-6 (Cont'd)

(1) Communication Division:

A-102-LAC	Combat Information Center.
A-102-LAC	Pilot house.
A-102-LAC	Chart house.
A-102-LAC	Torpedo tracking room, bridge deck and bulkheads, chart stowage.
A-102-LAC	Sea cabin.
A-102-LAC	Light lock and passage.
A-102-LAC	Navigation stores.
A-102-LAC	Coding room.
A-0102-C	Radio Central.
A-0103-L	Bridge Urinal.
A-206-1L	Ship's office.
A-206-1L	Library and mail orderly office.
A-405-C	Underwater sound room.
A-503-1/2-C	Rodmeter compartment.
C-0101-ACEL	Emergency radio room.
C-206-E	Steering gear room.

The top of the pilot house and director platform deck. The 24" and 12" signal searchlight.
Director platform, flag bags and all halyards.
Secondary conning station, including all instruments.

MISCELLANEOUS: C. P. O. Messman shall care for C. P. O. mess, quarters, pantry, W. C. and washroom.

Messing compartments shall be cared for by the messmen assigned to the messes in these compartments. The scullery shall be cared for by messmen as directed by the Chief Police Petty Officer.

Each man shall care for his own locker and bunk.

Compartment cleaners under the direction of the Police Petty Officers of the compartment will care for the compartment in which assigned.

Mess tables and mess gear shall be cared for by messmen.

Laundry and drying room shall be cared for by the laundrymen.

Boats shall be cleaned by their crew. Repair work, however, shall be done only by authority of the First Lieutenant, on the hulls; or the Chief Engineer, on the power plant.

Ship's Service store shall be cared for by the operator.

GENERAL NOTES:

(a) Before doing any work on bulkheads, overhead or deck surfaces, ascertain the material of which it is made and comply explicitly with Bureau instructions contained in detail plans pertaining thereto. (Ref. BuC&R Manual, Chapter V, Section C).

(b) All ladders belong to the deck or compartment into which they descend.

(c) Knife edges and outside of hatch coamings belong to the compartment or space in which the hatch is located. The inside of coamings belong to the compartment which the hatch closes. The knife edges of watertight doors belong to the compartment into which they project.

(d) Abrasives such as steel wool, emery cloth, sand-paper or powder containing gritty substances, or any material that will scratch the surface, will not be used on corrosion-resisting steel (CRS) or aluminum fittings. Berths in crew's spaces are made of polished aluminum, and abrasive substances will not be used to polish or brighten them.

(e) Corrosion-resisting steel (CRS) surfaces will not be chipped to remove paint. Use paint remover.

(f) Cable arid pipe tags shall not be removed therefrom.

(g) Deck drain valves will riot be removed from deck drains except by members of the Repair Force who will be responsible for their prompt replacement.

(h) Dogs on doors and hatches will not be removed except by authorized persons.

II-E-5

- (i) Fire hose will be scrubbed by division to which plug is assigned. It will be scrubbed with soap and thoroughly rinsed.
- (j) Moving parts such as hinges on doors and hatches will be lubricated at least once each month.
- (k) Rubber gaskets may be cleaned with a piece of wood but neither knives nor metal scrapers will be used for the purpose. Gaskets will be kept free of paint and oil.
- (l) Inside of all uptakes, ventilators, and machinery hatches leading to engineer spaces shall be cleaned by the Engineer Division. The outsides, gratings, and hatch coverings, by the deck division concerned.
- (m) The Engineer Division is responsible for the cleanliness of all electric fans throughout the ship and of light globes in machinery spaces. Light globes and fixtures in parts of the ship other than machinery spaces shall be cleaned by the division concerned.

II-E-6

SECTION F - QUARTERS BILL

II-F-1. The following table shows division parades for fair and foul weather:

Division	Fair Weather	Foul Weather
1st Division	Forecastle, stbd.	Compt. A-304-L
2nd. Division	Main deck, stbd., Frame 170 to stern.	Compt. C-204-L
Ord. Division	Amidships, stbd., Frames 92 to 122.	Compt. C-205-L, Stbd. side.
Comm. Division	Forecastle, port.	Compt. A-303-L
Supply Division	Amidships, port, Frames 92 to 122.	Compt. C-205-L, Port side.
Eng. Division	Main deck, port, Frame 170 to stern.	Compt. C-203-L

When entering and leaving port all divisions on main deck will close in forward forming one unit on each side of ship.

II-F-2. The Executive Officer will receive reports from division Officers during fair weather on the main deck, frame 74. Officers shall fall in facing forward, senior Officer on starboard side. During foul weather the Executive Officer will receive reports in Compartment A-305-2AL, starboard side.

II-F-1

SECTION G - UNDERWAY, ANCHORING & MOORING

II-G-1. Unless otherwise ordered, the evolution of getting underway, coming to anchor, mooring alongside, or mooring in the stream, will be performed by all hands. Those not assigned definite details or who are not actually employed, including one section of engineers, will fall in at quarters in the uniform of the day.

H-G-2. Normally the following procedure will be carried out when getting underway:

- (a) At least six hours before time set for getting underway, start the master gyro compass.
- (b) 45 Minutes before time set for getting underway:
 - (1) Test complete steering system;
 - (2) Test anchor windlass;
 - (3) Test engine order telegraphs, revolution telegraphs, indicators, all communication systems;
 - (4) Energize required telephones, rig and test;
 - (5) Test depth indicator, QC equipment;
 - (6) Hoist in boats as directed; Obtain permission from the Executive Officer before hoisting in last boat.
- (c) 30 minutes before time set for getting underway:
 - (1) Set condition BAKER.
 - (2) Obtain permission from the Commanding Officer to try out the main engines when the Engineering Department has reported ready for testing (Art. 1068, USNR). An officer will always be stationed on the bridge when testing the main engines, to keep the ship from making either headway or sternway. These tests will be made prior to singling up lines.
- (d) 15 Minutes before time set for getting underway or coming to anchor:
 - (1) Pass the word "Up Anchor"; "Unmoor Ship"; as applicable. When an all hands evolution, preface word by "All Hands". Idlers to designated parades.
 - (2) Station the special sea details.
 - (3) Record the draft of the ship forward and aft.
 - (4) Heave short; single up lines when directed by Captain.
- (e) Ten minutes before time set for getting underway:
 - (1) All departments report as to readiness for getting underway. (Includes a report that Condition BAKER is set).
Report ship ready for getting underway to Executive Officer who will further report to the Captain when all is in readiness for getting underway.

II-G-3. Normally the following routine will be observed before and during entries into port:

- (a) One hour prior to anchoring or entering restricted waters, notify all officers and the engineroom.
- (b) When permissible, dump all trash and garbage overboard while well at sea. Blow tubes of steaming boilers; pump bilges.
- (c) Weather permitting, remove such canvas covers as are normally taken off when in port. Place covers on identification lights.
- (d) Obtain information from Executive Officer designating boats to be put in the water and notify the coxwains concerned. Each Coxswain is responsible for assembling his crew and preparing his boat for hoisting out.
- (e) Prepare anchors for letting go and lay out mooring lines if they will be required.
- (f) Thirty minutes prior to anchoring, mooring or entering restricted waters, pass the word for all top side details and idlers (as directed) to shift into uniform of the day.
- (g) Twenty minutes prior to anchoring, mooring, or entering restricted waters, station the special sea detail.
- (h) Fifteen minutes prior to anchoring or mooring ship pass word (as directed) for all idlers to fall in at quarters.

II-G-1

II-G-3. (Cont'd)

- (i) Immediately prior to entering harbor set all depth charges on safe, insert safety bars or straps in depth charge racks, remove impulse charges from depth charge projectors and torpedo tubes, put propeller locks in torpedoes.

II-G-4. In addition to regular details the following special stations will be manned when getting underway and coming to anchor (mooring):

- (a) Officers:

DUTY

In charge forward (Anchor and lines.)

In charge amidships (boats and gangway.)

Normal Assignment

First Lieutenant.

Ass't. Gunnery Officer.

In charge aft (lines)	Gunnery Officer.
Engineroom (Art. 991 (2), U.S.N.R.)	Engineer Officer.
Signals and Communications (Bridge) O.O.D. Conn	Communication Officer.

Officers will be rotated at the Conn and as O.O.D.

(b) Special Details:

Title	Station	Division Furnishing
Engineroom telegraphs.	Bridge	S
Anchor ball	Director Platform	C
Jack	Forecastle	C
Colors	Gaff	2nd
Colors*	Flagstaff	O
Talker JV	Bridge	C
Talker	Forecastle	1st
Talker	After deck house	2nd
Talker*	Aft	O
Leadsmen (2)	Chains	1st & C
Hand Steering (3)	Steering Eng. Rm.	C(1) & E(2)

* May be same man.

(c) Division indicated station men as required to man the following:

Detail	Division
Anchor gear	1st
Forward lines (1 to 3; bow brest)	1st
Lower boom	1st
No. 1 Motor Whale Boat	1st
No. 2 Motor Whale Boat	2nd
Gangway (Side ladder).	2nd
After lines (4 to 6; stern brest).	O & 2nd
Signals	C

II-G-5. Mooring lines are designated as follows:

No. 1 - Bow line. No. 4 - Quarter After Spring.
 No. 2 - Bow After Spring. No. 5 - Quarter Forward Spring.
 No. 3 - Bow Forward Spring. No. 6 - Stern Line.

II-G-2

SECTION H - FUELING BILL

II-H-1 The Engineer Officer will be in general charge of fueling operations, and will see that the instructions contained in the Navy Regulations and Manual of Engineering Instructions are complied with. He will enforce safety precautions in his department; fuel oil accounting will be in accordance with existing instructions.

II-H-2 The Officer-of-the-Deck is responsible for the enforcement of the safety measures which principally concern the deck force and the ship as a whole. The following instructions will be followed: Smoking lamp out; no naked lights within 50 feet of oil tank vents; powder flag hoisted; high frequency radio secured; electrical appliances and machinery likely to spark within 50 feet of tank vents or oil hose, secured; galley door closed; draft of ship before and after fueling; watch on open manholes; chafing gear on hose as necessary.

II-H-3 Prior to fueling, whether at sea or in port, the Engineer Officer will have oil tanks trimmed in such manner as to permit fuel to be received rapidly. He will see that soundings of tanks and tests of fuel are made. He will keep the Officer-of-the-Deck informed of progress so that lines may be handled promptly on completion. He will furnish the Officer-of-the-Deck with the time of starting and completing fueling, and the amount taken, for entry in the log.

II-H-4 Fueling at Sea:

(a) General:

Standard procedures for fueling at sea are covered in the Bureau of Ships (C&R) Manual and in Appendix S to PAC-10. The Executive Officer, the Engineer Officer, First Lieutenant and other officers and petty officers as designated by the Commanding Officer shall study the above instructions immediately prior to each such evolution. Various fueling ships will be found to employ variations of the above methods and the ship must be prepared to change plans quickly.

(b) Officer Stations:

Commanding Officer - Bridge; Conn.
 Executive Officer - Bridge; Assist Commanding Officer.
 Communication Officer - Bridge, Supervise communications.

First Lieutenant - Forecastle; supervise line handling party.

Engineer Officer - Main Deck; supervise hose handling details, sounding of tanks, etc.

Assistant Engineer Officer - Main Deck; assist Engineer Officer as directed.

Assistant Gunnery Officer - Main Deck aft; supervise line handling detail aft (if required).

(c) Communications:

(1) Man 1JV outlets at following stations:

Bridge

Each Engineroom

Steering Engineroom

Forecastle Main Deck aft

(2) Man 2JV outlets at following stations:

Bridge

Each Engineroom

Each Fireroom

Forward fueling station

After fueling station

Note: Rig temporary leads to stations not having outlets desired.

II-H-1

(3) Engineer Officer station men in vicinity of fuel oil tank overflow pipes. Establish voice communications between these men and fuel trunk (s) in use.

(4) Communication Officer and Engineer Officer be prepared to man any telephones sent over from fueling ship.

(d) Line and Hose Handling Parties:

All personnel of the deck divisions not on watch shall be available to the First Lieutenant as line handling parties. All engineering personnel not on watch shall be available to the Engineer Officer as hose handling parties. The officers concerned shall distribute and organize their details as necessary.

II-H-5 In port, the Officer-of-the-Deck with the morning watch will be responsible for the fueling of all boats. He will require that the prescribed personnel are present during the operation and that safety regulations are observed. The oil king or, in his absence, his designated relief will be in charge of fueling boats. When in port, boats will be fueled each day, during the morning watch. Before a boat is hoisted on board, it must be fueled to capacity. Only in cases of emergency will boats be fueled between sunset and

sunrise, or in the skids.

The smoking lamp will be out in the vicinity of fueling operations. The boat being fueled will be isolated from all other activities. A CO2 fire extinguisher will be kept on deck ready for use near the hose. The Engineer Officer will prepare and issue instructions for fueling and safety precautions to be observed.

II-H-2



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CHAPTER III

SECTION A - GENERAL

III-A-1. The following bills are designed to take care of casualties which directly affect the safety of the ship or members of the crew. They will be handled in the same manner regardless of whether or not the ship may be in action at the time the casualty occurs.

III-A-2. Whenever a fire or collision occurs the general alarm will be sounded and the crew will man their general quarters stations. The casualties will then be handled by repair parties assisted by men from battle stations in the immediate vicinity of the casualty.

III-A-3. The general alarm shall only be used for an actual emergency or for purposes of test. It may be tested daily when circumstances permit. Prior to testing general alarm the following word shall be passed throughout the ship:

"Testing general alarm."

Upon completion of test the following word shall be passed:

"Test of general alarm completed."

The general alarm shall not be used for drills. Four or five strokes on the chemical (gas) alarm may be used for drill purposes if desired and word passed for all hands to man their battle stations. Word shall then be passed giving the location and type of casualty that is being simulated.

III-A-4. The crew will man their battle stations and set condition AFILM without further instructions and regardless of whether or not the general alarm is sounded whenever any of the following occur:

- (a) There is a fire within the ship.
- (b) The ship is involved in a collision.
- (c) A gun is fired.
- (d) Depth charges are dropped.
- (e) The ship is hit by shellfire, bombs, torpedoes or mines, or a heavy shock is felt or an explosion heard.
- (f) The collision signal is sounded on the siren.

III-A-1

SECTION B - FIRE BILL

III-B-1 This bill provides an organization for handling fires on board under all conditions.

III-B-2 Anyone discovering a fire on board shall notify the Officer-of-the-Deck and take immediate steps to extinguish the fire or prevent it from spreading.

III-B-3 Under all conditions, in case of fire the crew will man their battle stations and set condition AFIRM. The fire will be handled by the repair parties assisted by men on battle stations in the vicinity of the scene of the fire as directed by the Executive Officer, the Damage Control Officer, or the Officer-of-the-Deck.

III-B-4 Calls:

(a) Sound general alarm.

(b) Rapid ringing of ship's bell, followed by:

- (1) One stroke if the fire is forward.
- (2) Two strokes if the fire is amidships.
- (3) Three strokes if the fire is aft.

(c) Boatswain's mates pass word, giving location, naming compartment as well as giving compartment number.

III-B-5 Secure:

"Secure" over all battle telephone circuits. Divisions fall in at quarters and division Officers report to Executive Officer on quarterdeck (if directed).

III-B-6 General:

(a) The repair lockers will be kept unlocked at all times except when moored to a dock. Keys will be kept in the Captain's key locker and in custody of the Officer-of-the-Deck.

(b) Water will not be turned on unless specifically ordered by the officer in charge at the scene of the fire.

III-B-7 Officers Stations and Duties:

(a) Commanding Officer - In Command - Bridge - Relieve deck.

(b) Executive Officer or Officer-of-the-Deck - At scene of fire, in charge.

(c) All other officers - Man regular battle stations.

III-B-8 General duties of crew:

- (a) All hands man battle stations and establish telephone communications.
- (b) If fire-is forward it will be handled by repair one assisted by repair two and men from crew of a forward five inch gun.
- (c) If fire is amidships it will be handled by repair two assisted by repair one, the torpedo tube crew and other men in the vicinity.
- (d) If fire is aft it will be handled by repair three assisted by repair two and men from crew of an after five inch gun.
- (e) Each repair party will be provided with the following equipment:
 - 1. Three C02 fire extinguishers.
 - 2. Three buckets of sand.
 - 3. One rescue breathing apparatus with spare oxygen bottles.
 - 4. One spare nozzle, spanner wrench and gaskets.
 - 5. One electrical repair kit, fuses, flashlight, etc.
 - 6. One hammock-smotherer.
 - 7. One first-aid kit.
 - 8. One male-female adapter for fire plugs.
 - 9. One fog nozzle.

III-B-1

III-B-9 The locations of fireplugs is as follows:

- | | |
|----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |

- 10.
- 20.

Individual ships fill in locations.

Fifteen pound C02 extinguishers are stowed in the following locations:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Individual ships fill in locations.

III-B-2

SECTION C - COLLISION BILL

III-C-1 This bill provides an organization for handling damage caused by collision, stranding or underwater explosion. It is applicable at all times regardless of whether or not the ship may be in action.

III-C-2 The crew will man their battle stations and set condition affirm. The collision damage will be handled by repair parties assisted by men on battle stations in the vicinity of the collision as directed by the Executive Officer, the Damage Control Officer or the Officer-of-the-Deck.

III-C-3 Calls:

- (a) Sound general alarm.
- (b) One long blast on the siren.
- (c) Word passed by boatswain's mates giving location of the damage.

III-C-4 Secure:

- (a) Three blasts of the siren.
- (b) "Secure" over all battle telephone circuits.

Divisions fall in at quarters and division officers report to Executive Officer on the quarterdeck. (If directed).

III-C-5 General Requirements:

- (a) Set condition afirm.
- (b) Localize flooding, shoring decks and bulkheads if necessary.
- (c) Pump out flooded compartments.
- (d) Maintain ship on even keel by shifting fuel, water, stores, ammunition, etc.
- (e) Rig emergency power, light and communication leads.

III-C-6 Officers' Stations and Duties:

- (a) Captain - Bridge, relieves deck.
- (b) Executive Officer or Officer-of-the-Deck - At scene of collision - in charge.
- (c) Communication Officer - Stand by codes, ciphers and important records and papers.
- (d) All other officers - Man battle stations.

III-C-7 General Duties of the Crew:

- (a) All hands man battle stations and establish telephone communications.
- (b) If collision is forward the damage will be handled by repair one assisted by repair two and men from a forward 5" gun crew.
- (c) If collision is amidships the damage will be handled by repair two assisted by repair one, the torpedo tube crews and other men in vicinity.
- (d) If collision is aft the damage will be handled by repair three assisted by repair two and men from crew of an after five inch gun crew.
- (e) Each repair party will be provided with the following equipment:

- (1) Shores and shore blocks.
- (2) Conical plugs.
- (3) Portable electric submersible pump complete with electric leads, suction and discharge hose, spanners, gaskets, etc.
- (4) Electrical repair kit including tools, flashlights, fuzes, test light, portable lights, etc.
- (5) Two fifteen pound CO2 fire extinguishers.
- (6) Assorted tools including sledge, mauls, axe, drills, stilson wrenches, dog wrenches, etc.

III-C-1

- (7) Shackling outfit.
- (8) Two heaving lines, seizing line, five fathoms 21 thread manila.
- (9) First-aid kit.
- (10) Rescue breathing apparatus.

III-C-8 Location of Equipment:

- (a) Equipment for repair one will be located in Forward Repair Locker.
- (b) Equipment for repair two will be located in Midship Repair Locker.
- (c) Equipment for repair three will be located in After Repair Locker.

III-C-2

SECTION D - ABANDON SHIP BILL

III-D-1. The abandon ship bill is divided into two parts. Part one, preparation for abandoning ship, to be accomplished when ship is in danger of sinking or loss from fire, collision, grounding or enemy action. Part two, actual abandoning of the ship to be accomplished when all hopes of saving the ship have been abandoned and the saving of the lives of the crew becomes paramount.

III-D-2. Water, food, first aid kits, a sharp knife, hand lanterns and other helpful equipment except fire arms will be kept secured on each life float and stored in the immediate vicinity of each boat. Life jackets will be issued to each officer and man and they will be worn or kept within reach at all times except when ship is at anchor or moored to a dock. If time permits, rifles, pistols and ammunition will be issued to each boat and float prior to abandoning ship and navigational equipment furnished to each boat.

III-D-3. Part one-Preparation for abandoning ship.

(a) Calls:

- (1) Pass word "All hands prepare to abandon ship" on all communication systems and by boatswains mates.

(b) Action required:

- (1) Securing detail takes stations.
- (2) Crew assembles at assigned stations in vicinity of boats and floats.
- (3) Boats rigged out and prepared for lowering and floats prepared for launching.

(c) Secure:

(1) Secure by boatswain's mates. If directed crew fall in at quarters and division officers report to the Executive Officer on the Quarterdeck.

III-D-4. Part two-Abandoning ship.

(a) Calls:

(1) Pass word "All hands abandon ship" on all communication circuits and by boatswains mates.

(b) Action required:

(1) Launch all boats and floats except one assigned to securing detail.

(2) All hands except securing detail abandon ship in assigned boats and floats and propel same clear of ship.

(3) Securing detail remain on station and continue securing ship unless and until directed to abandon by Commanding Officer.

III-D-5. Officers' Stations.

Commanding Officer - Command Bridge.

Executive Officer - In general charge of preparations of and launching of boats and floats.

Gunnery Officer - In charge of embarkation starboard side.

First Lieutenant - In charge of embarkation port side.

Engineer Officer - In charge of securing detail.

Communication - Saves important records and destroys confidential codes and publications.

Disbursing Officer - Saves records and accounts and cash if possible.

III-D-1

III-D-6. Securing and Ship handling detail.

In case the ship still remains float and the Captain may have hopes of saving it without the risk of too many lives being lost, and also for ship handling during drills a special detail shall be assigned comprised of the following:

Engineer Officer - In charge.

CBM - Assistant to Executive Officer for lowering boats.

CTM - Sets all depth charges on safe.

CGM - Issues rifles, pistols and ammunition. CMM - In charge of Enginerooms.

CRM - Radio watch.

CQM - Bridge - Quartermaster, signals.

TM - Helmsman.

1 Sea - Messenger for Captain.

4 Sea - Assistant CBM.

4 MM

2 WT Secure Firerooms and Enginerooms.

2 EM

2 F

III-D-7. Station Assignments.

No. 1 Float-No. 1-5" gun and handling room crews.

No. 2 Float-No. 2-5" gun and handling room crews.

No. 3 Float-Fire room crews and Group two 20mm. crews.

No. 4 Float-Engine Room crews and Group three 20 mm. crews.

No. 5 Float-No. 3-5" gun and handling crews.

No. 6 Float-No. 4-5" gun and handling room crews.

Gig - Bridge and radio personnel.

Whaleboat-5" Director crew, lookouts, Torpedo tube crew, group one 20mm. crew.

No. 1 Floater Net-Repair one and two.

No. 2 Floater Net-Repair three and No. 1 40mm. crew.

No. 3 Floater Net-No. 2 40mm. crew and miscellaneous.

No. 4 Floater Net-Securing detail.

No. 5 Floater Net-No. 3 40mm.

No. 6 Floater Net-No. 5 - 5" Gun handling room crews.

No. 7 Floater Net-Securing detail.

III-D-8. Special Station and Duties:

(a) The Chief Quartermaster send following gear to gig and whaleboat: Sextant, Charts, Nautical Almanac, parallel rulers, chronometer, Bowditch, Ageton or HO-214, and Navigator case. Deliver to each boat officer the magnetic course and distance to nearest land or assistance.

- (b) The Chief Yeoman obtain copy of last quarterly report of personnel with all subsequent changes. Save ships logs and war diary.
- (c) Signalmen provide pyrotechnic signaling equipment for gig and whaleboat and hand signal flags and binoculars for each boat and float.
- (d) Regular boat crews man boats.

III-D-2

SECTION E - MAN OVERBOARD

III-E-1. Object: To recover man from the water as expeditiously as possible in accordance with the general instructions of FTP 143, paragraphs 841 - 844, and FTP 188, Section 32.

III-E-2. Anyone seeing a man fall overboard will at once pass the word "Man overboard port (starboard.)" This word will be picked up by all Boatswain's Mates and passed over the ship.

III-E-3. (a) At anchor, all and any boats in the water will act as life boats when required.

(b) Underway, at sea, ship will be maneuvered to pick up man, if circumstances permit. Boats will not be lowered.

III-E-4. Detailed Duties.

At Anchor or Underway in Protected Waters:

(a) Officer of the Deck.

1. Cause lifebuoy to be thrown to man.
2. Call away all boats. -
3. Station lookouts.
4. Man searchlight (at night).
5. If relieved of deck take charge of first boat ready.

(b) Commanding Officer.

1. Relieve the Deck.

(c) All Hands.

1. All hands not assigned boat duties fall in quarters.

(d) Signal Watch or Quartermaster.

1. Man 24" searchlight at night.
2. Keep watch on man.
3. Be prepared to signal to life boat.

(e) Pharmacist's Mate.

1. Man boat first ready equipped with first aid kit.

Underway in Dangerous Waters:

(a) Officer of the Deck.

1. General. Upon coming on watch determine the action to be taken in case of man overboard under the conditions of steaming and weather existing in accordance with general instructions given in paragraph III-E-1.

2. Upon Man Overboard. (a) Cause lifebuoys to be released.

- (b) Have boatswain's mate pass word "Man Overboard".

- (c) Handle ship and make signals in accordance with tactical instructions.

- (d) If steaming independently stop propellers and attempt to swing stern away from man. Then maneuver to pick up man.

- (e) Send lookout aloft.

(b) Captain or Executive Officer.

1. Relieve the deck.

(c) Deck divisions:

1. Station men with heaving lines along both sides of ship. Put rescue nets over side.

2. Have strong swimmer equipped with lifejacket and safety line ready to go to assistance of man in water and place line about man for hoisting him aboard.

(d) Signal Watch.

1. Keep watch on man.

(e) Pharmacist's Mate.

1. Stand by to render first aid.

III-E-1



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CHAPTER IV**SECTION A - STEERING BILL**

IV-A-1. A qualified helmsman will be on watch in the steering gear room at all times underway. He will be kept informed of courses set and will hold himself in readiness to take control and steer the ship upon orders from the bridge or secondary conning station.

IV-A-2. (a) Steering casualty procedure will be as follows:

(1) **Helmsman.**

- (a) Reports "Lost Steering Control" to OOD.
- (b) Sounds Steering Casualty Alarm when ordered by OOD.
- (c) Continues to steer using Rudder angle indicator (Press bell signal to attract attention of steering engine room helmsman if he does not match up at once.

(2) **Quartermaster** notify Captain, Executive Officer and Engine room.

(3) **OOD.**

- (a) Verify loss of steering control before sounding Steering Casualty Alarm.
- (b) Man 1JV phone, handset, and give orders as desired, to steering engine room helmsman.
- (c) Shift cable selector switch (Selsyn control) to neutral.

(4) **Steering Engine Room Helmsman.**

- (a) Engage trick wheel, when alarm sounds.
- (b) Match pointers on Rudder Angle Indicator.
- (c) Shift cable selector switch to neutral, and report "Steering Engine Room has control."
- (d) Man 1JV phone (if not already wearing headset) and, *if ordered*, steer course by gyro repeater.
- (e) If casualty is a loss of power obtain men from living compartment to operate pumps by hand, or request O.O.D. to detail men as available.

(B) Before shifting control back to bridge the O.O.D. shall:

- (1) Know reason for casualty and that repairs have been completed.
- (2) Have good communication on 1JV circuit with Steering Engine Room.
- (3) Assure that Bridge rudder pointer is amidships.
- (4) Place bridge cable selector switch on desired cable (port or starboard).
- (5) Order Steering Engine room helmsman to "Put rudder amidships." (This may be done by rudder angle indicator).
- (6) Order steering to "Shift control to Bridge, Use port (starboard) cable"- (On this order steering engine room shifts cable selector switch to the cable ordered and reports "shifted." After report in (g) below, disengage trick wheel).
- (7) Test rudder control and report to steering engine room "Bridge has control." If bridge does NOT have control, repeat casualty procedure.

IV-A-3. Control Stations.

- (a) Bridge (electric).
- (b) Steering gear room (hand and electric).
- (c) Secondary conning station (Telephonic communication over 1JV phone).

IV-A-1

IV-A-4. Steering by hand control.

*(a) By trickwheel.

- (1) Stop motors if running, and disconnect port motor, shifting port motor clutch handle to the forward position.
- (2) Connect up hand cranks.
- (3) Shift "6 way" valve to port hydraulic unit by pushing pump transfer cock lever to port. (This lever is located under the trick wheel). (Where applicable).
- (4) Turn hand cranks continually in direction of arrow.
- (5) Steer by trick wheel.

(b) By hand crank.

- (1) Disengage the pin from differential unit lever and engage it in the fixed quadrant to the pump control hand lever. (Normally the pin should be inserted in the hole in the hand lever marked "40%" (of full stroke).
- (2) Turn the cranks in direction of arrow for right rudder and in opposite direction for left rudder.

(c) By pump control hand lever.

- (1) Disengage the pin from differential unit lever.
- (2) Fix extension handle to pump control hand lever.
- (3) Turn cranks continually in direction of arrow.
- (4) Steer by moving pump control hand lever up, from the zero point on scribe marker for right rudder, and down for left rudder.

(d) By hand crank alternate method.

- (1) Disengage follow up clutch lever from forward position and pin it in after position.
- (2) Turn the cranks in direction of arrow for right rudder and in opposite direction for left rudder.
- (3) **This method to be used only if all other methods fail.**

(e) By varying turns made on port and starboard engines.

*NOTE: All methods of hand steering require the use of port motor, therefore steps 1, 2 and 3 of paragraph IV-A-4 (a) are applicable to any method used.

IV-A-5. Shifting conductor cables and motors while power is on.

(a) The Officer-of-the-Deck will:

- (1) Sound steering emergency siren.
- (2) Order helmsman to put wheel mechanical pointer on zero, and man 1JV handset phone.
- (3) Throw cable transfer switch to other cable.
- (4) When steering gear room reports having control, direct that cable transfer switch be shifted to other cable and that motors be shifted.
- (5) When shift has been completed, direct that steering control be returned to the bridge.

(b) Watch in steering gear room will:

- (1) When siren is heard, open selsyn control switch.
- (2) Engage trick wheel.
- (3) Inform bridge that he has control.

IV-A-2

- (4) When directed to shift, move pump transfer cock lever to position for whichever motor is to be used.
- (5) Throw cable transfer switch to other position.
- (6) Notify Officer-of-the-Deck that bridge has control.
- (7) Disengage trick wheel when mechanism is functioning properly.

IV-A-6. General Instructions.

(a) Orders for steering gear room watch:

- (1) The steering gear room watch will not leave the steering gear room until properly relieved and after obtaining permission of the Officer-of-the-Deck.
- (2) He will wear a 1JV phone headset at all times.
- (3) He will keep himself informed of course being steered.
- (4) Check gyro repeater with bridge every half hour.
- (5) Check level of oil in expansion tank constantly and if it falls below red indicator, notify the Officer-of-the-Deck.
- (6) Report any abnormal functioning of steering apparatus such as excessive noise or heat, to the Officer-of-the-Deck immediately.

(b) Tests one half hour prior to getting underway.

- (1) Test starboard motor, using starboard cable.
- (2) Test port motor using port cable.
- (3) Test port motor using starboard cable.
- (4) Test starboard motor using port cable.
- (5) Check rudder angle indicators at all steering stations.
- (6) Test steering telegraph.
- (7) Align mechanical indicator on bridge with rudder.
- (8) Test steering emergency signal.

(c) Miscellaneous instructions:

- (1) Before shifting control from any station to any other station, make certain that rudder and the control wheel are in the same position before the synchro tie power switches are thrown, preferably amidships.

(d) Exercising at shifting steering control.

- (1) Whenever the vessel is underway and steaming independently, not in restricted waters or congested shipping. The Officer-of-the-Deck will, at least once each watch, exercise at emergency shifting of steering control by actually shifting control from the bridge to the steering gear room trick wheel and steering from that station for a short period.
- (2) The starboard cable on the starboard motor will be used on odd days and the port motor and cable on even days. The shift will normally be made during the morning watch.

IV-A-7. The following methods of communication are available from Bridge to Steering Engine Room:

- (a) 1JV phone.
- (b) X1JV phone.
- (c) 1MC, general announcing system.
- (d) Rudder angle indicator.

IV-A-3

SECTION B - TOWING BILL

IV-B-1. The towing equipment of this vessel consist of 3 fathoms of 1 3/8" die locked chain with an "E" link at one end; one 1 3/8" detachable link; one special shackle to connect to 7/8" wire hawser (600 ft.) one pelican hook and shackle.

IV-B-2. (a) The following is the towing procedure to be followed:

- (1) Shackle Pelican hook to towing padeye on fantail.
- (2) Secure inboard end of tow chain to the pelican hook. Lead chain through stern chock and lead around to lee side and temporarily stop up on deck with manila.
- (3) Shackle swivel (1 3/8"), (if available, to outboard end of manila tow chain and shackle swivel to thimble of towing wire. Fake towing wire out on fantail fore and aft and stop forward bites on deck to prevent wire from running out too quickly.
- (4) Secure 3" messenger to outboard end of towing wire and fake it down on deck. (5) Secure a 21 thread manila messenger to eye of 3" messenger and send over to vessel to be towed by line throwing gun.
- (6) Have towed vessel haul towing hawser aboard and shackle to their tow chain.

(b) The towing vessel should take station on the windward quarter of vessel to be towed and pass her slowly, as close aboard as practicable to windward. When the forecastles are even the 21 thread manila messenger should be sent.

- (c) The towing vessel should increase speed very slowly, to from 5 to 8 knots depending on the sea running.
- (d) The towed vessel will tend the tow line veering enough so that the ships will be "in step", that is riding the crests together in so far as practicable.

IV-B-3. The following is the procedure for being towed:

- (a) Shackle chain stopper to towing padeye on the forecastle.
- (b) Secure inboard end of towing chain to the pelican hook of the chain stopper.
- (c) haul towing hawser on board through the bullnose and secure to towing shackles.
- (d) Stop up the lee anchor and unbend its chain.
- (e) Secure lee chain to towing hawser thus length of towline can be varied by veering or hauling chain as desired to keep vessels in step.
- (f) Sufficient chain must be needed to provide a heavy towing catenary. At least 25 fathoms should be paid out.

IV-B-4. The following is the code of sound signals for towing.

- I am putting my rudder right-1 short blast.
- I am putting my rudder left-2 short blasts.
- Go ahead-2 short blasts.
- Stop-1 long, 2 short blasts.
- All fast-2 long, 1 short blast.
- Haul away-2 short, 1 long blast.
- Let go-2 long, 5 short blasts.
- Pay out more line-1 short, 2 long blasts.
- Avast hauling-3 short blasts.
- I am letting go-3 groups of 5 short blasts each.

Flag signals may be obtained from the General Signal Book (for naval vessels); or H.O.87. (for merchantmen).

IV-B-1

SECTION C - PLANE GUARD BILL

IV.C.1. The mission of a plane guard is: (1) To rescue aviation personnel who may have a forced landing, and (2) to act as anti-submarine screen for the carrier.

IV-C-2. When detailed as a plane guard, operating personnel should familiarize themselves with the provisions of U.S.F. 12, the current Fleet Instructions and other pertinent information or instructions issued by the vessel guarded.

IV-C-3. Before the commencement of flight operations or upon receiving orders to lane guard duty, equipment should be broken out and assembled as indicated below:

(a) In one motor whaleboat (lee boat):

- Regular boat equipment.
- 2 life rings with lanyards.
- 2 sheath knives.
- 50 fathoms of 3" manila line.
- First aid medical kit.
- Wire cutters.
- 2 grapnels.
- Marker buoy with anchor and line.
- 2 blankets.
- Axes.
- 2 electric lanterns (if at night).

(b) In other motor whaleboat:

Duplicate as much of the equipment in the first motor whaleboat as possible.

(c) On forecastle:

- 2 grapnels.
- 3 heaving lines.
- 50 fathoms 3" manila line.
- Buoy with anchor and line.
- 2 electric lanterns (if at night).

IV-C-4. During actual taking off and landing of planes, personnel will take stations as follows:

(a) Officers:

Captain	Bridge.
Executive Officer	Bridge.
Relief O.O.D.	At motor whaleboat as Boat Officer.

(b) Enlisted men (from each section):

Abreast the motor whaleboat designated as crash boat.

Coxswain	1st or 2nd Division.
Bow hook	1st or 2nd Division.
Engineer	"E" Division.
SM	"C" Division.
PhM	"C" Division.
2 TM	"O" Division.

Abreast the other whaleboat:

Lifeboat crew of the watch. (If this boat is used also, O. O. D. send signalmen from bridge).

IV-C-1

On main deck:

BM	-1st or 2nd Division.
6 Sea	-1st or 2nd Division.
On bridge or lookout platform.	
2 Sea (Special Lookouts)	-1st Division.
2 Sea (Special Lookouts)	-2nd Division.

(c) At night, searchlight will be manned and ready to turn on throughout the flight operations.

IV-C-5. Whenever planes are operating from carrier, one motor whaleboat will be completely equipped and ready to be placed in the water. The engine will be warmed up prior to time set for commencing flight operations and will be kept warm until all planes have returned to the carrier. Another motor whaleboat will be the standby crash boat. It will be kept at the davit and will not be lowered without specific orders.

IV-C-6. The personnel assigned to the crash boat will be selected from men who are good strong swimmers. They shall be instructed in regard to the general construction features of the different aircraft, the manner in which a plane in the water should be approached and how to attach towing lines, grappels and other gear to tow a plane. Also they should be thoroughly familiar with the location, in each type of

plane, of the flotation gear lever, and the hoisting slings. The Assistant Gunnery Officer will have charge of the instruction of the personnel assigned to the crash boat, and he will keep himself informed of the several types of planes on each carrier and should inspect at his earliest opportunity any new types of planes with which he is not familiar.

IV-C-7. The Officer-of-the-Deck will have the word passed for "Crash Party Take Stations," in sufficient time to permit personnel to be at their stations prior to the commencement of flight operations.

IV-C-8. Handling of Crashes.

(a) Forced Landing-Plane and Personnel undamaged. On arrival alongside plane, the first conceit is the safety of the personnel of the plane, the second is the salvaging of the plane.

(b) Plane Damaged and Sinking-Personnel submerged. In this case make every effort to rescue personnel first but while doing so, a line should be attached to the plane by grapnels or otherwise, as quickly as possible so that the sinking plane will be retarded thus giving more time to disengage any personnel that may be entangled in the wreckage or held in the plane. In case it is necessary for any member of the rescue boat's crew to go overboard in an effort to extricate personnel from a wrecked plane he should always have a line attached to his body and be properly tended by a man in the boat. Men going overboard under these circumstances must be cautioned regarding the possibility of becoming entangled in the wreck should it suddenly sink.

IV-C-9. Officer and men concerned with the rescue of personnel should be instructed concerning their duties. Training courses in aviation seamanship and other available material should be used.

IV-C-2

SECTION D - ARMED BOAT BILL

IV-D-1. When called upon to provide one armed boat's crew, such boat crew shall be manned as follows:

(a) Personnel (each section will be prepared to provide complete party):

- (1) *Chief Petty Officer.
- (2) *One gunner's mate from Ordnance Division.
- (3) *Four seamen from Deck Divisions.
- (4) *One QM or SM from "C" Division.
- (5) Either boat available for duty.
- (6) Boat's crew.

NOTE: * Armed with pistol.

(b) Equipment:

- (1) 2 Thompson Sub-Machine guns.
- (2) Signal flags, Very's pistol, and blinker tube.
- (3) Ammunition for sub-machine gun.
- (4) Pistol and ammunition for those indicated* under personnel.

IV-D-1**SECTION E - LANDING FORCE BILL**

IV-E-1. The Landing Force Organization will consist of two rifle squads.

IV-E-2. The First Lieutenant will be in charge of the Landing Force.

IV-E-3. The call for the Landing Force is the word passed by Boatswain's Mate, "Away Landing Force."

IV-E-4. The rifle squads will be organized as follows:

(a) No 1 Rifle Squad:

1 P.O. & Rifleman, 2 Automatic Riflemen, 7 Riflemen.

Duty	Rate	Equipment	Div. No.
Rifleman & Squad Leader	P. O. (BM2c)	Rifle	2nd 1
Rifleman & Scout	Sea	Rifle	2nd 2
Rifleman & Scout	Sea	Rifle	2nd 3
Rifleman & Scout	Sea	Rifle	2nd 4
Automatic Rifleman	Sea	Thompson Sub-Machine Gun.	2nd 5
Automatic Rifleman	Sea	Thompson Sub-Machine Gun.	1st 6
Rifleman	Sea	Rifle	1st 7
Rifleman	Sea	Rifle	1st 8
Rifleman	Sea	Rifle	1st 9
Rifleman-Sec. in Com.	Sea 1c	Rifle	1st 10

(b) No. 2 Rifle Squad:

1 P.O. & Rifleman, 2 Automatic Riflemen, 7 Riflemen.

Duty	Rate	Equipment	Div. No.
-------------	-------------	------------------	-----------------

Rifleman & Squad Leader	GM1c	Rifle	O	1
Rifleman & Scout	F	Rifle	E	2
Rifleman & Scout	F	Rifle	E	3
Rifleman & Scout	F	Rifle	E	4
Automatic Rifleman	F	Thompson Sub-Machine Gun.	E	5
Automatic Rifleman	F	Thompson Sub-Machine Gun.	E	6
Rifleman	F	Rifle	E	7
Rifleman	F	Rifle	E	8
Rifleman	F	Rifle	E	9
Rifleman - Sec. in Com.	F1c	Rifle	E	10

IV-E-5. Parade for the Landing Force on board ship is: Main deck aft.

IV-E-6. Boats will be used as necessary. After embarkation boats form as directed and proceed to landing designated. Each boat will have a Boat Officer, Chief Petty Officer or Petty Officer first class, not connected with the Landing Force in charge of the boat.

IV-E-7. If landing through a surf is to be undertaken, special attention will be given to equipment and crew of boat.

IV-E-8. Equipment and supplies provided will depend upon the nature of the assignment.

IV-E-1

SECTION F - VISIT AND SEARCH BILL

IV-F-1. Two visit and search crews will be detailed and trained. The officers designated as examining and assistant examining officers of each crew will familiarize themselves with their duties as prescribed in "Instructions for the Navy of the United States Governing Maritime and Aerial Warfare-May 1941." They are responsible for organization and instruction of their respective visit and search crews. Attention is particularly invited to paragraph 56 of the above mentioned publication.

IV-F-2. Visit and Search Bill.

(a) First Party:

(1) Examining Officer-1st Lt. (Wears Pistol).

(2) Assistant Exam. Officer-Asst. Gunnery Officer (Wears Pistol).

Duty	Rate	Equipment	Division
Coxswain	Cox or Sea 1c	----	1st or 2nd
Engineer	F1c	----	"E"
Bowman	Sea	Thompson Sub-Machine Gun.	1st or 2nd
GM	GM	Thompson Sub-Machine Gun.	"O"
*Interpreter	----	Carbine (Pistol)	----
*SM	SM	Carbine (Pistol)	"C"

(b) Alternate Party:

- (1) Examining Officer - Torpedo Officer (Wears Pistol).
- (2) Asst. Exam. Officer-Asst. Eng. Officer (Wears Pistol).

Duty	Rate	Equipment	Division
Coxswain	Cox or Sea 1c	----	1st or 2nd
Engineer	F1c	-----	"E"
Bowman	Sea	Thompson Sub-Machine Gun.	1st or 2nd
GM	GM	Thompson Sub-Machine Gun.	"O"
*Interpreter	----	Carbine (Pistol)	----
*SM	SM	Carbine (Pistol)	"C"

NOTE: * Accompanies Examining Officer aboard ship.

IV-F-3. Two rifles and two Thompson Sub-Machine guns with four bandoliers of ammunition will be carried in each boat. These rifles and guns will not be removed from the boat while the visit and search is being conducted. All men in the party will be experienced in the use of the weapons carried.

IV-F-4. The examining officer may be accompanied on board the vessel being visited by not more than two (2) men-unarmed. The examining officer and the assistant examining officer will wear sidearms as specified above when boarding the vessel to be visited.

IV-F-5. There will be maintained in the ship's office a list of interpreters available and the language in which qualified. This list will be amended from time to time when men are transferred, new men added, etc.

IV-F-1

IV-F-6. It is of vital military importance when sending a search, or salvage, party that the ship be always on the alert for enemy submarines and/or aircraft. The boat manned at the rail will be lowered at the highest safe speed under prevailing sea conditions. After the boat is in the water the ship will then increase speed and make an irregular patrol, maintaining an alert sound watch. The ship will be at general quarters with guns and torpedoes trained on the ship being investigated.

IV-F-7. The following is quoted from the British instructions pertaining to the investigation of strange merchantmen by detached ships or units on patrol:

"When a cruiser (or other type of vessel) is operating independently of the fleet and requires to examine a strange vessel, the customary signal to order her to heave to is a shot across her bows. If the vessel is suspected of being hostile and armed, the following procedure should be carried out:

- (a) After the vessel has stopped, the cruiser, whilst keeping end-on, should close to a position about a mile ahead of her, to minimize the danger of torpedo fire.
- (b) If it is decided to board, a boat should be lowered and the vessel ordered to close it.
- (c) The cruiser should not remain stopped in waters where submarines may be operating, but should steam away as soon as the boat is in the water.
- (d) The boat should not be recovered near the position where boarding has taken place, as a submarine in the vicinity will realize that the cruiser may return for this purpose.
- (e) If the weather prevents the merchant ship towing the boat to a suitable recovery position (e. g. about 5 miles away), the boat should be abandoned and her crew and the boarding party recovered from the merchant ship later, or the merchant ship ordered to land the crew at the nearest friendly port.
- (f) As soon as possible the Captain should be warned that his ship will be sunk if heard using radio.
- (g) If boarding is impossible, the vessel should be ordered to take station astern.
- (h) If examining a vessel at night, a searchlight should be used as little as possible. It will usually be preferable to defer boarding until daylight.

IV-F-8. In regards to paragraph (a) and (d) above, the possibility of a submarine operating with a merchantman should always be assumed when approaching a merchantman.

IV-F-2

SECTION G - FIRE AND RESCUE BILL

IV-G-1. The Fire and Rescue Party may be called to assist a vessel on fire, to prevent the flames from spreading to shipping, to render assistance ashore, and to rescue personnel from a ship in distress. One complete Fire and Rescue Party shall be maintained in each watch section, the relief watch (or duty) section being called away, when two or more sections are on board.

The Fire and Rescue Party is composed of three (3) details, namely:

- (a) The Rescue Detail.
- (b) The Fire Detail.
- (c) The Relief Detail.

IV-G-2. Calls.

- (a) Boatswain's Mate passes word, "Away Fire and Rescue Party ----- Section".

IV-G-3. General Instructions.

- (a) At sea, the lifeboats shall be used; in port such boats as are available will be called away. Normally the Torpedo Officer is Boat Officer of the first boat; the Assistant Engineer Boat Officer of the second. If these officers are not available, the first available officer will act as boat officer. Boat Officers shall take charge of manning and clearing away their boats and bringing them to available fitting out stations.
- (b) The First Lieutenant, if available, otherwise the Officer-of-the-Deck, shall muster the Fire and Rescue Party on the quarterdeck, and direct such personnel and equipment to boat fitting out stations as may be designated by the Commanding Officer.
- (c) The deck and "E" divisions will furnish necessary boat crews and make all preparations for lowering, including providing sea ladders at sea. The Carpenter's Mate, Shipfitter, or Metalsmith (depending upon section) shall standby the Fire and Rescue Lockers to issue gear.

IV-G-4. No man will be assigned to the Fire and Rescue Details unless he is a qualified swimmer.

IV-G-5. Rescue Detail.

This detail is for the immediate rescue of personnel at sea or in port.

- (a) At Sea: Lee Life Boat.

- (1) Boat Officer -Torpedo Officer (or First available Officer.)
- (2) Regular life boat crew.
- (3) Pharmacist's Mate with first aid kit.
- (4) Signalmen with hand flags or signal lamp, and Very signal equipment.
- (5) Two men from 2nd division provide stretcher.
- (6) One man from 1st division provide hand grapnel with line.
- (7) All hands will wear life preservers, and ring life buoys will be kept in both boats.

IV-G-1

IV-G-6. Fire Detail.

- (a) Purpose - For rapid emergency and rescue work.
- (b) Boat Officer - Assistant Engineer Officer (or first available officer.)
- (c) Personnel and Equipment - Will be provided by the divisions indicated in the following table, each section supplying a complete party:

Division	Personnel	Equipment
1st	1 Sea	1 length fire hose.
	2 Sea	CO2 fire extinguishers, unshackling kit.
2nd	2 Sea	2 lengths fire hose.
	2 Sea	6 buckets.
		6 bucket lanyards.
		1 ball & peen hammer.
		1 axe.
		1 crowbar.
	Fire	1 cold chisel.
	and	2 heaving lines.
	Rescue	1 nozzle.
	chest	2 spanners 1 1/2".
	2 grapnels with lanyards.	
	1 tow line.	
"O"	1 TM	Rescue breathing apparatus.
"C"	1 SM	Signal flags and/or signal light.
	1 PhM	First aid kit, stretcher.
"E"	1 EM	Electrical kit.
	2 F1c(MM)	Gasoline handy billy pump, suction hose.
	2 F2c	2 CO2 fire extinguishers.

2 electric hand lanterns.

(d) The Fire Detail will fall in abreast of the gangway, or if not rigged on the ship where the gangway is usually rigged.

IV-G.7. Relief Detail.

(a) Purpose-To relieve or augment Fire and Rescue Details.

(b) Personnel:

Torpedo Officer or Assistant Engineer Officer, unless away in first details.

1 Signaller from Communication Division.

1 Gunner's Mate from Ordnance Division.

1 Torpedoman from Ordnance Division.

1 Seaman first class from First Division.

2 Seamen first class from Second Division.

3 Machinist's Mates second class or Fireman first class from Engineer's Division.

(c) Equipment:

This detail will fall in aft of the gangway, or if not rigged, on the port side of the ship, just forward of No. 20mm gun. It will be equipped as necessary, depending upon the emergency. If required for guard duty, it will be equipped with rifles, bayonets, and ammunition.

(d) Boats:

Any available boat will be used to transport this detail to the scene of the emergency.

IV-G-2

IV-G-8. Summary of personnel required from each section:

Division	Rescue Detail	Fire Detail	Relief Detail	Total
1st	1 *Sea	1 *Sea 2 *Sea	1 *Sea	5
2nd	2 *Sea	2 *Sea 2 *Sea	2 *Sea	8
"O"		1 TM	1 GM 1TM	3
"C"	1 PhM(a) 1 SM(a)	1 PhM(a) 1 SM(a)	1 SM(a)	5
"E"		1 EM 2 *MM(or F1c) 2 F2c	3 *MM2c (or F1c)	8
Total	5	15	9	

(*) Does not include boat crew.

(a) Will accompany the first party to leave the ship.

IV-G-9 Life jackets will be worn by all members of the Fire and Rescue Details.

IV-G-10 Ship's company not detailed as members of the Fire and Rescue parties will fall in at regular division parades.

IV-G-11 Equipment to be kept in the Fire and Rescue, and Repair Lockers is listed below:

(a) Fire and Rescue and Repair Lockers.

Amount	Equipment
1	Rescue breathing apparatus attachment.
4	Rescue breathing apparatus outfits.
12	Spare oxygen cylinders.
4	CO2 Fire extinguishers.
1	Portable acetylene cutting outfit.
2	Pair asbestos mittens.
2	Life lines (for men wearing rescue outfits).
2	Suits, gas proof and flash proof clothing.

10	Pairs gloves, leather, gas impervious.
1	Strainers, suction, for submersible pump.
1	Valve, check, for submersible pump.
5	Gas masks.
10	Pair boots, leather, gas impervious.
1	Jigger (block, 4" double, wood, no becket). (Reg. No. 10; block 4", single, wood, with becket, No. 10; falls, manila, 1 3/4", 12 fathoms).
2	Axes, fire, pick-head, 6 pounds.
1	Bar, crow, 1 1/4" dia., 5 ft. long.
1	Clipper, pipe, hand, heavy 2 1/2"-4".
10	Flashlights.

IV-G-3

Amount	Equipment
2	Frames, hacksaw, adjustable, and 12 blades.
4	Gloves, rubber (acid proof).
1	Hammer, machinist, ball peen, 2 lb.
1	Maul, 5lb.
50	Plugs, wood, assorted sizes (For broken pipes, voice tubes, rivet holes).
2	Rods, sounding, or tapes.
1	Sledge, 12lb.
2	Straps, manila, 1 1/2" 12 ft. long.
4	Wedges, steel, 10" long x 2" x 1 1/2".
4	Wedges, steel, 6" long x 1 1/2" x 1".
20	Wedges, wood, assorted sizes.
1	Wrench, pipe, adjustable stillson type, 36".
1	Wrench, screw, monkey, 12".
1	Wrench, screw, monkey, 21".
24	Wedges, oak, cut from 4" material (Shore blocks for shores).
1	Hand lantern.
1	Grapnel and line.
1	Heaving line.
1	Marker buoy.
6	Buckets and lanyards.
50	Fathoms 3" line.

2	Cold chisels.
6	Hose gaskets.
1	Spanner 1 1/2".
1	Spanner 2 1/2".

(b) Kit, Electrical Repair - In Fire and Rescue Locker.

Amount	Equipment
1	Test Lamp, 440 volts.
1	Pliers, combination, slip joint, 8".
1	Pliers, diagonal cutting 6".
1	Pliers, side cutting, 6".
1	Hammer, machinist, ball peen, 24oz.
1	Hacksaw and 6 blades.
2	Screw drivers, 8" and 6".
1	Adjustable open-end wrench.
2	Rolls friction tape.
2	Rolls splicing tape.
1	Pair rubber gloves.
50	Feet twisted lamp cord.
1	Rubber insulating pad to stand on.
1	Flashlight.
1	Set assorted fuses.
1	Cold chisel
2	Fuze pullers, glass and cartridge.
3	Pounds marlin.

IV-G-4

SECTION H - BOARDING AND SALVAGE BILL

The Salvage Party is a modified and supplementary party to the Fire Detail of the Fire and Rescue Party. The Fire Detail as outlined in Chapter IV, Section G, of this organization will always precede the Salvage Party. The equipment of the Salvage Party enables it to combat flooding and sabotage in addition to fire. The added equipment will include:

- (a) Shores and wedges.
- (b) Bag of plugs and leak stoppers.
- (c) Extra suction hose.
- (d) Hand saw.
- (e) Asbestos gloves.
- (f) Flashlights.
- (g) Signal searchlight.
- (h) Two Thompson Sub-Machine guns and two rifles (if visit and search party has not preceded).
- (i) Rescue breathing apparatus.

IV-H-2. The personnel will be experienced engineer and artificer ratings drawn from the Repair Parties. When two or more sections are on board the relief watch section will provide the First Party and the second relief watch section will provide the Second Party. Both parties fall in when the Salvage Party is called away. The second party providing quick extra men and relief for absentees in the first party.

IV-H-3. The Engineer Officer will be in charge. If the First Lieutenant has not previously boarded the ship with the Visit and Search Party, he shall also go with the First Party.

IV-H-4. Boarding and Salvage Bill.

- (a) First Party: Salvage Officer - Engineer Officer (Wears Pistol).

Rate	Division	Provides
CM or SF	1st or 2nd	Plugs and Leak Stoppers. Hand saw.
Msmth	E	Asbestos gloves.
EM	E	Flashlights, repair kit.
MM	E	Shores and wedges.
MM	E	Extra suction hose.
F	E	*Thompson Sub-Machine Gun.
TM	O	Rescue breathing apparatus.
F	E	*Thompson Sub-Machine Gun.
Cox	1st or 2nd	*Rifle and Ammunition.

Sea1c	1st or 2nd	*Rifle and Ammunition.
SM	C	Signal searchlight, Flags.

NOTE: * If not taken by Visit and Search Party.

The Salvage Party will be sent when directed by the Commanding Officer.

(b) The Second Party will be in charge of the Damage Control Officer and will provide personnel and equipment similar to the First Party.

IV-H-1

SECTION I - JETTISON BILL

IV-I-1. The purpose of the Jettison Bill is to provide an organization that will, effectively and in the minimum amount of time, Jettison or strike down portable and semi-portable weights when the ship is in danger of foundering. This is a means of offsetting the loss of stability resulting from underwater damage.

IV-I-2. The principal items to be handled are:

Item	Disposition	Handling Detail
(a) Boats (2)	Launch, with crews	Repair Party.
(b) Ready Ammunition (5").	Overboard	Gun Crews.
(c) 20mm. guns.	Strike Down	Gun crews. (20mm.)
(d) Chests, furniture, supplies, benches, etc.	Overboard	Repair Party.
(e) Depth charge arbors.	Overboard	Torpedo crew.
(f) Depth charges. (set on safe and leave safety forks in place).	Overboard	Torpedo crew.
(g) Torpedoes.	Fire in safe Condition	Torpedo crew.
(h) Electric shore cable.	Overboard	CEM of repair party.
(i) Wire cable.	Overboard	Repair party.
(j) Anchors and chain.	*Let go	CBM of repair party.
(k) Towing hawser.	*Strike below	Repair party.
(l) Loading machine.	Overboard	Repair party & torpedo crew
(m) Torpedo Handling Truck	Overboard	Torpedo crew.
(n) Launch life rafts and tow alongside.		CBM

* The towing hawser and ground tackle will not be disposed of until specifically directed by the

Commanding Officer.

IV-I-3. The First Lieutenant will be responsible for the carrying out of the Jettison Bill and will have men detailed to dispose of each item listed.

IV-I-4. All men not actually employed in fighting the ship or immediately required for ship or damage control will augment the parties disposing material in their part of the ship.

IV-I-5. When it is decided to "Jettison Ship" the word will be passed as follows: "Jettison Ship." All available telephone circuits will be used to pass this word. In case telephone communication is out of commission the word will be passed by word of mouth with each man hearing the word passing it on to others.

IV-I-6. If loss of ship becomes imminent, steps will be taken immediately to effectively destroy all secret devices and registered publications. Details for handling these will be prearranged and laid down in a "Disposal Bill" (confidential). The Communication Officer will be responsible for this "Disposal Bill."

IV-I-1

SECTION J - SCUTTLE SHIP BILL

IV-J-1 There may be a time when it will be necessary to scuttle the ship or at least render it irreparable should it fall into enemy hand,;. It is inconceivable that this should occur at sea, so these instructions contemplate primarily a situation where the vessel is undergoing overhaul or in drydock, or otherwise immobile, and unless scuttled or destroyed would fall into the hands of the enemy.

IV-J-2 Every effort will be made to totally destroy certain items prior to scuttling the ship in order that they cannot later be salvaged by the enemy forces. Among these items are: Fire control equipment including directors, rangefinders, rangekeepers or computers, gun instruments, etc; guns and accessories; radars, detecting apparatus; radio equipment; switch boards and electrical equipment; main engines, boilers and auxiliary machinery.

IV-J-3 If time permit the following steps will be undertaken depending upon the time and facilities available and the location of the ship:

(a) Light oil all boilers, empty of water if practicable, otherwise with safety valves lifted, without feeding water to the boilers, in order to melt the tubes.

(b) Turn over main engines at maximum practicable speed without lubricating oil, in order to burn out all bearings and wreck blading and gears.

(c) Remove handhole and manhole covers to condensers, and bonnets of all sea valves, and throw

overboard in order to flood and sink the ship.

(d) Use oxy-acetylene burning torch on vital pieces of machinery, equipment and hull; such as shafting, boilers, pumps, piping, hull members, etc.

(e) If possible to sink the ship and if depth of water permits, several depth charges will be placed in each machinery space and magazine, set to the minimum setting in order to blow up the vessel and to prevent raising by salvage operations.

(f) If it is not possible to carry out (e) above and time permits, flood machinery spaces with fuel oil and set fire; start fires also in the magazines, I. C. gyro, plotting, distribution, radar and other rooms having large quantities of vital electrical wiring.

IV-J-4 Paragraphs 3(a), (b), (c) & (d) describe means quickly available under ordinary conditions and with no great danger to personnel. Items (e) and (f) will be even more effective, but they require more time and include more danger to personnel. If this vessel is immobile and likely to suffer do ;o range enemy attack with danger of subsequent capture by the enemy, preparations will he undertaken to carry out all items of paragraph IV-J-3 above.

IV-J-5 In the event that time is short, maximum damage possible will be done using axes and sledges on all fire control and detecting equipment. Oil should then be spread throughout the ship and ignited, and if depth of water permits the ship will be sunk with depth charges set on minimum settings to create as much damage as possible.

IV-J-6 A "Registered Publication Destruction Bill," in accordance with OpNav Communication Standing Order No. 7, will he drawn up and filed with the "Disposal Bill" (both confidential) by the Communication Officer, who will he responsible for the execution of this confidential bill.

IV-J-1

SECTION K - PRISONERS OF WAR BILL

IV-K-1 The treatment of prisoners of war shall be in accordance with U. S. Navy Regulations, Article 874 (5).

IV-K-2 Enlisted prisoners of war will be confined under guard in Compt. C-201-L. Commissioned prisoners of war will be confined under guard in one of the officer's staterooms as available. Prisoners of war will be delivered to a more suitable place of confinement (large ship) at earliest opportunity.

IV-K-3 All prisoners of war shall be thoroughly searched and all documents removed (Documents shall be considered to be written matter of any sort whatsoever).

IV-K-4 An interpreter, if available, shall be detailed to remain with the prisoners. He shall not attempt to question the prisoners but will talk freely with them, if they desire to talk. Prisoners shall not be questioned on board ship unless the Commanding Officer specifically orders it to be done.

IV-K-5 As soon as practicable a complete list of all prisoners shall be prepared showing the names, rank, service number, and any pertinent information. This list shall also show a complete record of all information obtained including copies of documents obtained from prisoners.

IV-K-6 If an additional interpreter is available, he shall be detailed as a guard over the prisoners, taking care that the prisoners are not aware that he understands their language.

IV-K-1

SECTION L - DEPTH CHARGE ATTACK BILL

	1st Team	Watch Team	Duties
Conning Officer	Captain	O. O. D.	Decisions and Conning.
Plotting Officer	As Selected		Runs DRT plot or other plot. Furnishes Course and Speed information.
Sound Officer	Sound Officer	J. O. O. D.	Coaches sound operator. Operates range recorder. Furnishes plotting information.
Sound Operator	Best Operator	Operator Making Contact	Operates Sound Equipment. Reports bearings, etc.
Stand-by Sound Operator	Second Best Operator	Stand-by Operator	Reports ranges and Doppler information. Determines center bearings.
Depth Charge Release	TM on watch	TM on watch	Directs Depth Charge crew by phone. Operates bridge release.
Signals	SM on watch	SM on watch	Furnishes information to other ships by signal.
Voice Radio			Furnishes information to other ships when signals will not suffice.
JA Phone Talker	Talker on watch	Talker on watch	Keeps control informed of target bearing.

Supersonic Depth Finder			Operates Depth Finder for ascertainment of Submarine's depth.
Stern Racks	TM	Man from gun in vicinity	Makes Depth Settings and assures release.
Starboard Throwers	TM	Man from gun in vicinity	Makes Depth Settings and assures firing.
Port Throwers	TM	Man from gun in vicinity	Makes Depth Settings and assures firing.

IV-L-1

SECTION M - RESCUE SURVIVORS BILL

IV-M-1 FOR THE RESCUE OF SURVIVORS: This bill will serve to indicate the problems to be handled and recommended methods for coping with them.

IV-M-2 PHYSICAL CONDITION OF SURVIVORS: In most cases of ship sinkings, the survivors are generally uninjured and able to talk. Exposure, exhaustion, and nervous reaction weaknesses usually do not prevent them from walking about and following directions once they are on board.

IV-M-3 PROPERTY OF SURVIVORS: Survivors may come on board with watches, money, billfolds, knives and oil-soaked clothes and without shoes. Shipping tags should be used to identify articles which may then be stowed temporarily in waste baskets until owners clean up, when articles may be distributed. Use envelopes for loose money. Throw oil-soaked clothing over the side in weighted bundles in order that it will sink.

IV-M-4 FOOD REQUIREMENTS: When word is passed to "Standby to Rescue Survivors", the cooks immediately shall begin making quantities of soup or coffee. The Medical Officer will prescribe the diets for injury cases.

IV-M-5 CLOTHES: Ship's company will probably have to outfit survivors from their own belongings. Have each man contribute one outfit as necessary. Same applies to blankets.

IV-M-6 MEDICAL DEPARTMENT: The Medical Officer will examine every survivor to diagnose and treat any injury.

IV-M-7 ORGANIZATION: As the survivors come on board, all uninjured cases go aft on the port side to the fantail, remove all clothes, scrub off fuel oil with diesel oil (or kerosene), bathe, dress, and thence go forward on starboard side to mess compartments to be examined by the medical officer. Injury cases are treated directly without removal of the oil by shower. After examination, patients eat soup and turn in,

filling up crews bunks from forward aft.

Hospital cases should be bunked at locations best adapted to receive close attention from the doctor.

IV-M-8 EQUIPMENT:

1. Ship's boats with the following equipment: steel helmets for coxswains and crew if enemy planes are near and for bailing water out of boat; life ring and floated line; screened water injection to prevent floating rubbish from fouling engine; grapnels and towing chains; paddles or oars; compass; boat hook; sheath knives; emergency rations and water
2. Cargo nets in permanent locations on deck ready to rig over side.
3. Small kapok puddings (or ring life buoys) and lines for throwing to single people in the water.
4. Stretchers on deck, ready.
5. Survivors kits, clothes, blankets, and towels should be gotten up and stowed in an available place in advance. If all hands contribute, ship will either have to secure from General Quarters or receive clothes from men during the day. Securing one gun at a time, etc., will accomplish this.
6. Securing lines for swimmers, who will take lines over to nearby rafts, etc.

IV-M-1

7. G-Gun with empty depth charge case and a fifty fathom buoyed line to fire abeam. Ship is put hard over towards floating depth charge and swept through an area with many survivors in it. Speed should be about 3-4 knots. As line draws parallel to ship, survivors are picked up over the side. The K-Gun line should be secured forward, to about 50 fathoms of unbuoyed line. This is taken in after firing. Projector charge should be a No. 3 cartridge to throw DC float and lines well clear. Adjust the length of line so that end will be forward of propellers when streamed alongside.
8. Snap harness and line to go under arms of man in water for lifting on board.
9. Shipping tags and waste baskets for belongings.
10. Rags and diesel oil (or kerosene) aft. (In bad weather, oil cleaning station must be taken one side of washroom.)
11. Plenty of soap in washroom, hand brushes, towels.

IV-M-9 PERSONNEL: As the ship will probably be at Battle Stations, members of the Repair Party plus

torpedomen and half of handling room crews must carry out assisting duties. Approximate stations are as follows:

Station

Personnel

First Lieutenant in charge on deck.	
Two boats, if used.	Coxswain and crews.
Cargo nets.	Four men each.
Haul-in-lines.	Swimmer and tender each.
Fuel Oil cleaning, aft.	Three men, rags, and diesel oil.
Washroom.	Two men, soap and towels.
Galley.	Four ship's cooks, bowls and spoons.
Scullery.	Two mess cooks.
On deck.	Pharmacist's Mate and Hospital Corpsman with ten blankets.
Forward Mess Compartment.	Doctor, Pharmacist's Mate and two helpers.
Living spaces.	Compartment cleaners and blankets.
On deck.	Stretcher bearers and stretchers.
On deck.	Yeoman, shipping tags, and wastebaskets.
K-Gun.	Torpedoman. Stand clear of burning powder if strong wind is blowing.

IV-M-2



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CHAPTER V - GENERAL INSTRUCTIONS

SECTION A - ROUTINES, DAILY AND WEEKLY

V-A-1. Daily Orders. The Executive Officer, or the next senior line officer on board, will each evening, prepare the orders for the next day. These orders will be supplementary to the regular sea or port routine, and may modify it as necessary. In case Heads of Departments desire any special items included in the daily orders, they will furnish the Executive Officer with a memorandum to that effect prior to 1500 each day.

V-A-2. When at sea, or in exposed anchorage, the Captain before retiring each evening, will furnish the Officer-of-the-Deck with his orders for the night. They will be written in the Captain's Night Order Book and will be read and initialed by the Navigator and each Officer-of-the-Deck during the night.

V-A-3.

DAILY ROUTINE IN PORT

0430-Call ship's cook with the watch.

0515-Call duty Police Petty officers.

0530-Reveille. All hands except the mid-watch keepers and other authorized late hammocks. Sunrise-Turn out anchor lights following motions of S.O.P.A.

0550-Pipe sweepers.

0600-Turn to for execution of morning ship's work.

0630-Up all hammocks.

0645-Mess gear.

0700-Time and uniform signal. Set uniform of the day.

-Breakfast for Relief Watch Section.

0720-Breakfast for Second Relief Watch Section.

0740-Breakfast for Section coming off watch.

0745-Size of colors signal.

0800-Colors. Test general alarm. Normally, expiration of liberty.

-Quarters for muster. Turn to. Drills as ordered.

0815-Sick call.

1000-Report (1) absentees (2) sick (3) hospital cases on board requiring transfer.

1130-Inspection of mess cooks and mess attendants.

-Retreat from drill or knock off work. Pipe sweepers.

1145-Mess gear.

1200-Dinner for Relief Watch Section.

1220-Dinner for Second Relief Watch Section.

1240-Dinner for Section coming off watch.

1300-Turn to. Ship's work. Drills as ordered.

1615-Knock off work. Pipe sweepers.

1630-Liberty.
1645-Mess gear.
1700-Supper for Relief Watch Section.
1720-Supper for Second Relief Watch Section.
1740-Supper for Section coming off watch.
Sunset-Colors. Turn on anchor lights.
1930-Motion pictures.
2000-Eight o'clock reports. Report all "X" and "Y" openings closed.
2130-Taps. Reports lights out.

V-A-1

V-A-4.

DAILY ROUTINE AT SEA

0430-Call ship's cook having the watch.
0545-Call boatswain's mates and police petty officers.
0600-All hands, except mid-watch keepers and other authorized late hammocks. Sunrise-Turn off running lights following motions of S.O.P.A.
0630-Up all hammocks.
0645-Mess gear.
0700-Breakfast for Relief Watch Section.
-Time and uniform signal. Test whistle and Siren (if permitted).
0720-Breakfast for Second Relief Watch Section.
0740-Breakfast for Section coming off watch.
0745-Size of colors signal.
0800-Quarters for muster (or muster on stations). Turn to. Weather permitting clear all Messing and Berthing Compartments until 1000.
-Drills as directed.
1000-Report (1) absentees, (2) sick, (3) hospital cases on board requiring transfer.
-Inspection of Messing and Berthing Compartments.
1130-Inspection of mess cooks and mess attendants. Retreat from drill. Knock off work. Pipe sweepers.
1145-Mess gear.
1200-Dinner for Relief Watch Section.
-Signal (1) fuel on hand, (2) fuel expended.
1220-Dinner for Second Relief Watch Section.
1240-Dinner for Section coming off watch.
1245-Signal 1200 position report (when required).
1300-Turn to. Ship's work.
1630-Knock off work. Pipe sweepers.
1645-Mess gear.
1700-Supper for Relief Watch Section.
-Report inspection of closure of all "X" and "Y" doors.
1720-Supper for Second Relief Watch Section.
Sunset-Turn on running lights following motions of S.O.P.A. and in accordance with existing orders.

1740-Supper for Section coming off Watch.

1900-Motion pictures.

2000-Eight o'clock reports. Signal

2000 position if requested.

2105-Taps.

V-A-5.

WEEKLY ROUTINE

(a) Sundays and Holidays.

0630-Reveille.

0815-Quarters for muster. Turn to. Ship's work.

0945-Knock off work.

V-A-2

(d) Monday and Thursday.

0800-Air bedding following motions of S.O.P.A.

1315-Pipe down aired bedding following motions of S.O.P.A.

(c) Friday.

A.M.-Field Day. Test magazine flooding and sprinkling systems and make prescribed weekly tests in all departments.

P.M.-Captain's Inspection of lower decks.

(d) Saturday.

A.M.-Captain's Inspection of crew and upper decks.

1300-Liberty commences after inspection.

V-A-3

SECTION B - LEAVE AND LIBERTY

V-B-1. Liberty will normally be granted by sections. During war, except when undergoing repairs in a Navy Yard, one section will be granted liberty and two sections will be on board. One will be the Duty Section, and one will be the Relief Duty Section, the duty commencing at 1200 daily. When undergoing repairs in a Navy Yard and the security of the yard permits, two sections may be granted liberty with one full section remaining on board.

V-B-2. All hands, including Chief Petty Officers, will be assigned to a section and will stand duty and rate liberty with their section.

V-B-3. No exchanges of liberty will be granted except by the Executive Officer. Men desiring to exchange liberty with another person must first obtain from the man who agrees to stand by and take his duty on board, an agreement slip filled in and signed on a standard form. This slip must be approved by the man's leading petty officer and division officer who will assure themselves that the man who agrees to stand by is in all respects qualified to handle the duties of the person for whom he is standing by. These slips shall be turned into the ship's office not later than 1000 each day. After this time, no exchanges will be permitted except in cases of emergency.

V-B-4. Liberty cards (standard identification cards) will be issued to leading division petty officers one-half hour prior to the commencement of liberty. Men must show their cards to the Officer-of-the-Deck as they go over the gangway. Promptly upon their return from liberty, they shall place their cards in the box provided for that purpose and kept at the gangway.

No man shall have another man's liberty (identification) card in his possession without proper authority. Mere possession of a liberty card does not entitle a man to liberty. Each man before going ashore on leave or liberty shall be responsible for determining that he is entitled to same.

Illegal use of a man's own or another's liberty card will be an offense against ship's orders in addition to the specific offense of absence without leave. Anyone finding another man's liberty card shall immediately turn same into the Ship's Office.

The Navy identification card will be considered as the ship's liberty card.

V-B-5. Men losing their liberty cards are not eligible for liberty until a new card has been issued. Before this can be done, a thorough search must be made to find the lost card, and time will be consumed in making out and issuing a new one. This naturally jeopardizes a man's liberty in that he cannot leave the ship until a new card has been issued, which may be several days.

V-B-6. Normally liberty will commence daily at 1630 and expire on board at 0800 the following morning. On Saturdays liberty may commence after the completion of Captain's Inspection. Week-end liberty will be granted as directed by the Executive Officer.

V-B-7. All liberty parties will be carefully inspected by the Officer-of-the-Deck before they are allowed to leave the ship. Men who do not present a smart, clean, and regulation appearance will not be allowed to go on liberty until they have remedied the unsatisfactory condition.

V-B-8. Absence from the ship over forty-eight hours is defined as leave in accordance with existing instructions and must be covered by regular leave papers.

V-B-9. The Commanding Officer will endeavor to grant each officer and enlisted man annual leave at such times as it is desired and requested, and their services can be spared.

V-B-1

SECTION C - CLEANING AND PAINTING INSTRUCTIONS

V-C-1. Painting of the ship shall conform to "Instruction for Painting and Cementing Vessels of the United States Navy" except where such instructions conflict with later orders of Commanders afloat or Navy Department, when the latter shall govern. Thick paint coats must be avoided. On interior surface, only one coat of fire retardant paint will be applied over a single coat of zinc chromate primer.

V-C-2. All officers and chief petty officers will instruct their divisions thoroughly in the care and treatment of the materials used in the structure of the ship and the equipment, and they will exercise vigilant supervision over all work of that nature. This is necessary because of the vast difference between the metals used in the construction of the ship and those used in old types, such as 1200 ton destroyers.

The principal metals used in the construction are:

- (a) Special treatment steel (STS).
- (b) Corrosion resisting steel (CRS).
- (c) high tensile steel (HTS).
- (d) Galvanized steel.
- (e) Aluminum alloy.
- (f) Copper nickel alloy.

V-C-3. Before doing any work of any nature on any metals in the ship's structure, the metal shall be identified. For aid in identification the following information is given:

(a) Special treatment steel has been used around the director, the pilot house, and anti-aircraft machine guns, and on 5" gun mounts. In many ships it has been removed from around all guns, including the 5" guns, and in some ships from around the pilot house. It is a ballistic steel and is effective as protection against splinters.

(b) Corrosion resisting steel has in general been used in the following places:

Masts	Watertight manhole covers
Flats	Scuttles
Watertight doors	Dogs
Watertight hatch covers	Inclined ladders
	Yardarms, platforms, etc.

Unpainted CRS can usually be identified by its bright finish. Painted CRS panel ling can be recognized by the fact that the panels are surrounded by small buttonhead rivets.

(c) High tensile steel has been used for shell plating and deck plating, except near the bow or stern. It has also been used for important longitudinals and deck beams, because of its great strength as compared with medium steel.

(d) Galvanized steel has in general been used as follows:

All inside work such as; foundations, W. T. bulkheads, and other structural and nonstructural steel work below the 10' water line.

Main deck plating forward and aft of the engineering spaces.

(e) Aluminum alloys have in general been used as follows:

Non-watertight bulkheads above the first platform deck.

Sheathing, ventilation piping, furniture, lockers, bunks, metal joiner doors, magazine sprinkler piping and magazine stowage racks.

Deck house plating.

Characteristics of aluminum alloys are; light weight, dull grey surface (if not polished), and low surface hardness.

V-C-1

V-C-4. Heat shall not be applied to any metals in the ship's structure without the approval of the Commanding Officer. Heat removes the corrosion resisting properties of corrosion resisting steel, and destroys the structural strength of aluminum and the protection of galvanizing.

V-C-5. Lye and cleaning substances containing lye shall never be used on aluminum. Lye dissolves aluminum. No abrasives, in any form, shall be used on corrosion resisting steel, galvanized surfaces or aluminum. Particles of such substances enter the metal surfaces and become transmitters of corrosion into the metals.

V-C-6. Bright CRS surfaces and interior unpainted aluminum surfaces, such as lockers, will be cleaned with Bon Ami (or a similar material). These surfaces are easily scratched and every care must be used to maintain their good appearance.

V-C-7. Galvanized surfaces shall be cleaned only with an ammonia or vinegar solution or scrub-bed with soap and water. Under no circumstances are galvanized surfaces to be polished or smoothed.

V-C-8. Paintwork shall be cleaned with approved cleaning compounds, soap powder or trisodium phosphate (1 or 2 tablespoons to 2 or 3 gallons warm water). The use of lye water and other strong solutions is prohibited.

V-C-9. Every effort must be made to avoid marring the finish of metal furniture, joiner doors, gunnery, firecontrol and electrical instruments.

V-C-10. The following prohibitions apply to all cleaning:

- (a) Labels or tags of any kind shall not be removed.
- (b) Drain valves shall not be handled by any unauthorized person.
- (c) Dogs shall not be removed except for adjustment or repair, and then only by an authorized person.
- (d) Gaskets shall be cared for by an authorized person.

Authorized persons, as mentioned herein, are the carpenter's mates, the shipfitter, the metalsmiths, boatswain's mates, and such other petty officers as are specifically designated by Heads of Departments for work within their departments.

V-C-11. In general, repainting shall be limited to that for the preservation of surfaces from which paint has been worn, or on which rust is in evidence. All external surfaces of the ship shall be painted with the appropriate dull, non-reflecting paint. The general rule is that any external part that might reflect light shall be painted with non-reflecting paint. Topside label plates and tags should not be painted, but may be covered with a dull shellac or grease.

V-C-12. Scaling hammers shall not be used on the ship without the approval of the Commanding Officer. In removing paint for repainting, care must be taken not to destroy the properties of the metal surface. All surfaces to be painted must be clean and dry.

V-C-13. Aluminum paint shall not be applied over ground cork, as such a combination becomes highly inflammable. Where it is necessary to match surrounding aluminum painted surfaces, inside white colored with lampblack to match the aluminum shall be used over the ground cork.

V-C-14. Aluminum berths and lockers shall not be painted. Interior fittings such as shelving bins, wire meshes, etc. shall not be painted.

V-C-15. No paint shall be kept aboard ship. It may be obtained for painting in accordance with current directives, from Navy Yards or tenders.

V-C-2

SECTION D - TESTS, INSPECTIONS AND SAFETY PRECAUTIONS

V-D-1. All Heads of Departments will make a painstaking and thorough search of the Navy Regulations, General Orders, Bureau Manuals, Instruction Pamphlets, and other sources of information and instructions issued by competent authority, to determine all required and desirable routine tests, inspections, and prescribed safety precautions, and will take steps to insure that they are strictly adhered to.

V-D-2. Daily and Weekly Check-off Lists

Each Head of Department will prepare form check-off lists for daily and weekly tests and inspections. A complete file of these lists will be maintained. The system of initialing these lists must insure that the required tests have been made.

V-D-3. Safety Precautions to be Posted

All Heads of Departments will prepare and post applicable safety precautions at guns, machinery, battle stations, in boats, etc. Frequent instruction will be held to insure that all hands are familiar with and thoroughly understand safety requirements. Frequent inspections will be made to insure that safety regulations are being strictly observed. Laxity in this important duty may result in the loss of life or serious damage to the ship and her fighting efficiency, and will not be tolerated.

V-D-4. Operating Instructions to be Posted

All Heads of Departments will prepare operating instructions for machinery and various machinery stations and orders for watch standers, and shall keep same posted in a location convenient to the machinery or the operating or watch standing station, as the case may be. Before any man is entrusted with a watch or with operating machinery, Heads of Departments must satisfy themselves that the man is thoroughly familiar with prescribed orders and operating instructions.

V-D-5. Boat Safety Precautions

The Engineer Officer will be responsible for preparing and posting in each ship's boat the safety precautions for same. In port the Officer-of-the-Deck, during the morning watch, shall cause the ship's boats to come alongside where he shall inspect them for cleanliness and to see that boat operating personnel are familiar with the requirements of prescribed safety precautions.

V-D-6. Gunnery Safety Orders

The Gunnery Officer will prepare and post at all battles stations a complete set of applicable gunnery safety orders. At frequent intervals, instruction in these safety regulations will be given to all personnel connected with the operation of the battery.

V-D-7. Precautions Before Going Aloft

Before any man is allowed to go aloft, permission must first be obtained from the Officer-of-the-Deck. Before granting this permission the Officer-of-the-Deck will notify the Radio Central to open all transmitter antenna switches and plainly tag them so that they will not be inadvertently closed until permission is granted to do so.

It is strictly forbidden to close any transmitter antenna switches after they have been ordered opened by the Officer-of-the-Deck, until he has again notified the radio personnel concerned that they may be closed.

V-D-8. Precautions During Fueling

During fueling the Officer-of-the-Deck and the Engineer Officer will be responsible for the strict enforcement of all prescribed safety regulations.

During fueling, radio high frequency transmitters will not be used.

V-D-1**V-D-9. Stowage of Ether, Hydrogen, Oxygen, Acetylene, and Helium**

Ether, hydrogen, oxygen, acetylene, and helium, if carried on board, will always be stowed in prescribed places on topside.

V-D-9. Motion Picture Safety Regulations.

Whenever motion pictures are being exhibited, no one will be permitted in the immediate area around the projector except the man actually operating the machine. Care will be taken not to expose more than one reel of film at a time. Whenever the motion picture projector is being used, a portable CO₂ fire extinguisher will be kept in close proximity to the machine and ready for instant use. Motion picture films and cans containing motion picture films will not be stowed below decks.

V-D-11. Precautions to be Observed When Ammunition Lighter is Alongside

Whenever an ammunition lighter or a boat containing ammunition is alongside, the following precautions

will be observed:

- (a) The smoking lamp is out.
- (b) A sentry will be posted on board ship in the vicinity of the boat or lighter to prevent anyone throwing anything over the side on to the lighter or into the boat, as the case may be.
- (c) A sentry will be stationed on the lighter, he will be equipped with a portable CO₂ fire extinguisher.

V-D-12. Men Over the Side Underway

No man will be allowed over the side when the ship is underway except in an emergency, and then only by express permission of the Commanding Officer via the Officer-of-the-Deck. The latter will assure himself that proper precautions, including the tending of a line secured by a bowline to the man working over the side, are carried out.

V-D-13. Before Entering Closed Compartments

Before entering a compartment that has been closed for any length of time or one which has contained fuel oil, or has been recently painted, or into which it is suspected there have been fuel oil leaks, Division Officers responsible for the compartment or space concerned are charged with taking steps to insure that all safety precautions as set forth in Navy Regulations, Bureau Manuals, and other competent authority, have been carefully observed before any man is allowed to enter the compartment or space concerned.

V-D-14. Weekly Inspection of Living, Messing and Food Spaces

At least once each week, the First Lieutenant in company with the Medical Officer (Pharmacist's Mate) shall make a thorough inspection of all berthing, messing, food stowage spaces, and all spaces where food is prepared, paying particular attention to sanitation. The results of this inspection will be reported to the Executive Officer and immediate steps will be taken to remedy any unsanitary conditions.

V-D-15. Inspect of Food Handlers

Once each week, all officers servants, cooks, messmen, and all personnel handling food will be inspected by the Medical Officer (Pharmacist's Mate) to determine whether or not they are afflicted with any contagious or infectious disease or diseases. At this inspection, particular care will be taken to determine whether or not they are infected with any venereal diseases.

A report of such inspections and results will be submitted to the Executive Officer.

V-D-2

V-D-16. Use of Gasoline Forbidden

Any unauthorized use of gasoline is strictly forbidden. Under no circumstances will gasoline ever be used for cleaning purposes.

V-D-17. Very Pistol Cartridges

All Very signal pistol ready service cartridges shall be inspected frequently. Those cartridges presenting an obviously swollen appearance, or having split cases, or otherwise being defective in appearance, shall be thrown overboard.

V-D-18. Life Ring at Gangway

Whenever a ship is in port, a life ring to which is attached a 10 fathom length of 21-thread manila will be kept at the gangway.

Y-D-19. Radio Safety Measures

The following important radio safety precautions will be observed:

- (a) No work whatsoever will be done on an antenna until it is definitely established that it is not energized and that the antenna on ships alongside, across a pier, or shore stations in the near vicinity, are not energized.
- (b) Transmitter adjustments are prohibited while motor generators are running or while rectifiers are energized unless the adjustments can be accomplished from the front of the panels.
- (c) Safety devices such as interlocks, overload relays, fuzes, etc., will not be altered in any way or disconnected. They shall be tested frequently to insure that they are operating properly.
- (d) The Communication Officer will compile and post all pertinent safety precautions relating to the operation of radio and sound equipment and weekly lie will hold instruction for all personnel concerned and assure himself that safety precautions are properly understood. lie shall make frequent inspections to insure that all safety precautions are being carefully observed.

V-D-20. Electrical Fires

The prevention of electrical fires should be the first consideration, and frequent inspections and insulation tests will reduce the danger of electrical fires. The following procedure should be used in fighting an electrical fire. (a) Cut out the circuits involved. (b) Extinguish the fire, using carbon dioxide extinguishers. After power has been removed from electrical conductors and if the fire has gone beyond the stage of electrical fire, water may be used, always keeping in mind, however, the serious damage that may be expected from the use of water on electric apparatus. If salt water is used, wash the equipment with fresh water as soon as possible and dry out thoroughly. (c) Stop ventilation and close up compartment, being guided by circumstances. (d) Small fires can be extinguished with carbon dioxide (CO₂).

V-D-21. Special Fire Precautions During Repair and Overhaul Periods

(a) During repair and overhaul periods it will be the duty of all hands to take all steps possible to minimize fire hazard by observing all safety precautions, maintaining fire fighting equipment in efficient condition and location, clearing up sources of spontaneous combustion, and by reporting any unsafe conditions immediately to the Officer-of-the-Deck.

V-D-3

(b) The following inspections will be made:

- (1) By the Relief Officer-of-the-Deck, after the close of working hours. If work is being conducted on a 24-hour basis this inspection will be made thrice daily, after each shift of workmen. For this inspection, all spaces in which any work has been done and spaces adjacent to those in which there has been welding or cutting, will be opened.
- (2) By the Deck Chief Petty Officer of the Watch, once during his watch, of those spaces noted in paragraph (b) (11) above.
- (3) By Division Officers and Chief Petty Officers, of their parts of the ship, frequently during working hours.
- (4) The purpose of inspections is to insure that all safety precautions are being carried out, fire fighting equipment is instantly available, trash, rags and other sources of spontaneous combustion are cleaned up, and that temperatures after welding or cutting are reduced to safe level before the compartment is secured.

(c) Special Precautions During Welding or Cutting

- (1) The Officer-of-the-Deck will keep himself informed of all welding or cutting in progress.
- (2) When any welding or cutting is done elsewhere than on the weather decks, a member of the ship's company will be stationed in the vicinity to enforce the safety precautions and to aid in the control of any fire that might break out.
- (3) There will be at hand a CO₂ fire extinguisher, ready for instant use.
- (4) Asbestos covers, supplied by the yard, will be used to shield inflammables from sparks.
- (5) Hatch covers will be closed where necessary to prevent sparks falling to lower decks.
- (6) When welding or cutting on boundaries, it is to be remembered that the compartment on

the opposite side from the one in which the work is being done is often in greater danger. When this condition exists, the sentry will be stationed on the opposite side from the workmen.

V-D-4

SECTION E - ROUTINE FUNCTIONS & CEREMONIES

V-E-1. Morning and Evening Colors

The Officer-of-the-Deck shall exercise painstaking care to insure that the ceremony of morning and evening colors is punctiliously observed.

Men detailed to stand by the jack, colors aft, absentee pennant, etc., will always be in the uniform of the day.

V-E-2. Honors

Normally, the only honors rendered by a destroyer are passing honors as set forth in Chapter 5, Section 4, U. S. Navy Regulations.

The whistle signals for executing passing honors are given by means of a police whistle and are:

One long blast "Attention" to starboard.

Two long blasts "Attention" to port.

One short blast "Salute".

Two short blasts "Two".

Three short blasts "Carry on".

V-E-3. Captain's Inspection

At Captain's Inspection, all hands will be assembled at their division parades and ranks will be opened. The following procedure will normally be followed:

(a) When the Captain approaches the division parade, the Division Officer brings his division to attention.

(b) The Division Officer will have his division salute the Captain, which salute will be returned, and the division executes "Two" of the salute. The Division Officer then reports the name of the division, the number of men in the division, and number of authorized absentees.

(c) When the Captain has finished inspecting the ranks, the Division Officer will give the order "About Face," followed by the order "Uncover."

(d) After the Captain has finished inspecting personnel and has left the vicinity of the division, the division will be covered, about faced, and formed in two ranks. Compartment cleaners, messmen, and others who stand by lockers, offices, and other spaces will be dismissed in order to permit them to take stations for standing by. All lockers, compartments, etc., will have men detailed to open same and stand by. Men standing by spaces announce name, rate, division, and space to inspecting officer.

(e) When the Captain has inspected all divisions on the weather decks, Division Officers may dismiss their divisions after cautioning them to remain topside and clear of the inspecting party.

V-E-4. Use of Boatswain's Pipes

Boatswain's Mates will habitually use their pipes when passing the word.

V-E-5. General Appearance of Ship and Boats

When in port, the Officer-of-the-Deck and the Deck Chief Petty Officer of the Watch will make frequent inspections to insure that the ship and the ship's boats are in a neat and ship-shape condition. Particular attention shall be paid to "Irish Pennants," to keeping signal halyards taut, searchlights trained fore and aft, boat falls crossed, garbage platform neat, and that canvas required to be off is removed before 0800 and is replaced by sunset.

V-E-1

Routine signals, such as hoisting meal pennant, and making uniform signals will be executed smartly.

V-E-6. Eight O'Clock Reports

The Eight O'clock Reports will be mustered as directed by the Officer-of-the-Deck.

The Executive Officer, or next senior line officer on board, will receive the Eight O'clock Reports.

Reports will be received from the senior officer or enlisted man on board in each department and from the Police Petty Officer.

It will be understood when each department reports secure that the following inspections have been made and conditions found satisfactory:

(a) Gunnery Department.

(1) Magazines, warhead locker, pyrotechnic locker, detonator boxes and ready service stowage have been inspected and are secure and all lights except special darken ship lights are out.

(2) Magazine sprinkling system valves have been inspected and are secure.

(3) Guns, machine gun mounts, torpedo tubes, gun director and torpedo directors are in proper state of readiness and/or security for the night.

(b) C & R Department.

(1) Ground tackle has been inspected and anchors are properly secured.

(2) All compartments under cognizance of C & R Department have been inspected or sounded and are free from water.

(3) All watertight doors and hatches required to be closed have been inspected and are properly secured.

(4) Deck spaces have been inspected and no loose gear is adrift about the decks.

(5) Boats have been inspected and are properly secured.

(6) Fire fighting equipment is in place and ready for instant use.

(7) Life boat has been inspected and is in all respects ready for use.

(c) Engineering Department.

(1) Bilges have been inspected and are free from any undue accumulation of water and oil.

(2) The entire Engineering Department has been inspected and is free from fire hazards such as oily waste, accumulation of rags, accumulation of oil on floor plates, etc.

(3) Fire fighting equipment has been inspected and is ready for immediate use.

(4) Personnel has been stationed for the watch during the night and have been issued orders in the Engineer's Night Order Book.

(5) Machinery in operation has been inspected and routine pressures and temperatures are being maintained and the entire plant is operating smoothly and efficiently.

(6) All watertight openings required to be closed have been properly secured for the night.

V-E-2

(d) Communication Department.

(1) All watertight openings required to be closed have been properly secured for the night.

(e) Commissary Department.

(1) The galley and ranges are secured for the night.

(2) All watertight openings required to be closed have been properly secured for the night.

(f) Chief Police Petty Officer (Duty Police Petty Officer in port).

(1) All prisoners and restricted men have been mustered and accounted for.

(2) 2000 lights and fires have been extinguished.

V-E-3

SECTION F - MISCELLANEOUS

V-F-1. Keys

(a) Spare keys will be kept in the custody of the First Lieutenant. Master keys for each group will be kept in the custody of the Executive Officer.

(b) The keys to the alcohol and narcotic locker will be kept by the Medical Officer, and if there be no Medical Officer on board, by the Executive Officer.

(c) The keys to magazines, warhead lockers, pyrotechnic locker, and detonator cases will be kept in the custody of the Captain, and such other persons as he may designate. (U. S. Navy Regulations Art. 853).

V-F-2. Library

The Navigator will have charge of the Ship's Library and shall be responsible for the necessary routine to insure that books are kept intact. One man normally a pharmacist's mate, will be assigned additional duty as Librarian to assist the Navigator in the discharge of the requirements of this article. Magazines shall come under the cognizance of the librarian.

V-F-3. Athletics

Whenever practicable, organized athletics will be encouraged, particularly the ship's soft ball team. An officer will be appointed as Athletic Officer in charge of all athletics.

V-F-4. Swimming

Whenever practicable swimming parties will be organized. Non-swimmers will be encouraged, in every manner practicable, to learn to swim.

V-F-5. Education

Educational activities on board will be under the direct supervision of the Executive Officer. He will be assisted by all other officers in the preparation and examination of training courses.

All hands will be encouraged and urged to better qualify themselves in professional subjects, by completing the required Navy Training Courses.

Progress cards for the men taking training courses will be turned in to the Educational Officer by Assistant Educational Officers at the end of each quarter or when a man is about to be transferred from the ship. When men are transferred, these cards will be forwarded to their new stations along with their service records.

V-F-6. Anchor Record Book

The leading boatswain's mate, under the supervision of the First Lieutenant, will maintain an Anchor Record Book in which will be recorded all pertinent information concerning ground tackle, such as position of shots in the cable, serial numbers of shots and of anchors, etc.

An entry will be made in the Anchor Record Book each time an anchor is let go, showing name of port, depth of water, scope of chain out, which anchor was used, and whether the anchor was let go or backed out.

V-F-7. Safe Combinations

Each officer will submit to the Commanding Officer in a sealed envelope a slip of paper on which is written the combination to his safe or safes, except Disbursing Officers safe, the paper being folded so as to prevent the reading of the combination without opening the envelope.

V-F-1

V-F-8. Articles For The Government of the Navy

The Articles for the Government of the Navy will be read to all hands at least once a month. A copy will be kept posted on the bulletin board.

V-F-9. Special Details

(a) The following special details will normally be supplied by the divisions as indicated:

Detail	Division	Duration of Detail
Chief Police Petty Officer	1st (CBM)	Permanent
Police Petty Officer (3)	2nd, "O", "E" (1 each)	Semi-permanent
Crew's messmen (10)	1st (3), 2nd (3), "E" (4)	Quarterly
CPO messmen	(2) 2nd (1), "E" (1)	Quarterly
Lamplighter-Capt. of the Hold	1st	Permanent
Captain of the Head	(2) 2nd (1) "E" (1) 1st (1), 2nd (2)	Quarterly
Compartment Cleaners (7)	"O" (1), "E"(2), "C" (1)	Quarterly
CPO Compartment Cleaners	1st (1)	Quarterly
Painter	1st	Permanent
Sculleryman	2nd	Quarterly
Jack of the Dust	"S"	Permanent
Oil King	"E"	Permanent
Boat coxswain (2)	1st (1), 2nd (1)	Permanent
Relief boat coxswains	(2) 1st (1), 2nd (1)	Permanent
2nd Relief boat coxswains (2)	1st (1), 2nd (1)	Permanent
Boat Engineer (2)	"E" (2)	Permanent
Relief Boat Engineer (2)	"E" (2)	Permanent
2nd Relief boat engineer (2)	"E" (2)	Permanent

(b) The following special details draw extra compensation and are selected for their qualifications regardless of division:

- (1) Mail Clerk.
- (2) Ship's Service Operator and Store Operator.
- (3) Barbers (2).
- (4) Laundrymen (4).
- (5) Movie Operators (2).

V-F-10. Strikers

(a) Men will normally be detailed to strike for ratings as follows:

Gunner's mates	6
Torpedomen	3
Signalmen or quartermaster	3
Fire Controlman	3

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Radiomen	4
Electrician's mates	3
Yeoman	1
Storekeeper	1
Ship's cooks	3
Shipfitter	1
Carpenter's Mates	1
Sound Operators	4
Radar	3
Materialmen	
Metalsmith	1
Radarmen	3

The above strikers will be considered a minimum for training purposes and the quota will normally be kept filled at all times.

(b) In addition to the above strikers the following "ratings in training" will be assigned:

Seamen Radiomen	4
Seamen Signalmen	2
Seamen Fire Controlmen	2

If possible these billets will be filled by Class "A" School graduates.

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SECTION G - GENERAL POLICE REGULATIONS AND SHIP'S ORDERS

Index of Ship's Orders.

Number	Subject
1	General.
2	Men received, transferred or discharged.
3	Alcoholic Beverages and Narcotics.
4	Issue of alcohol.
5	Smoking.
6	Tobacco ashes and butts.
7	Portable electric household appliances.
8	Accepting gratuities.
9	Unauthorized possession of clothes and personal effects.
10	Civilian clothing.
11	Possession of weapons.
12	Cameras.
13	Requirements in case of exposure to venereal disease.
14	Contagious diseases.
15	Injuries to personnel.
16	Extra duty.
17	Muster of restricted men.
18	Sleeping on topside while underway.
19	Censorship regulations.
20	Security of Information.
21	Heavy weather clothing.

V-G-1 SECTION G - GENERAL POLICE REGULATIONS AND SHIP'S ORDERS

Index of Ship's Orders.

SHIP'S ORDER NO. 1

GENERAL

Contained in this chapter are orders and instructions of a general police nature, and such orders and instructions shall have full force and effect as ship's orders.

SHIP'S ORDER NO. 2

MEN RECEIVED, TRANSFERRED, OR DISCHARGED

The Officer-of-the-Deck will not permit any man to leave the vessel on discharge or transfer until such man has presented a clearance card completely filled in. After signature by the Officer-of-the-Deck, clearance cards will be returned to the Ship's Office. Before any man is allowed to leave the vessel for transfer, or when any man transferred to this vessel is received on board, the Officer-of-the-Deck will have subject man examined physically by the Doctor or pharmacist's mate.

SHIP'S ORDER NO. 3

ALCOHOLIC BEVERAGES AND NARCOTICS

It is strictly forbidden to bring on board this vessel, or into any of the boats belonging to this vessel, or on any barge or any other floating equipment alongside the vessel, any alcoholic liquor or narcotic substance or any container for same. It is further strictly forbidden to use on board this vessel for internal consumption or have in possession any alcoholic liquor fit for human consumption or any narcotic substance. This regulation shall apply in every case except as follows:

(a) Liquors containing alcohol may be used when prescribed by the Medical Officer, or Pharmacist's Mate, after approval by the Commanding Officer.

(b) Narcotic substances may be administered by a Medical Officer, or the Pharmacist's Mate with the approval of the Commanding Officer.

SHIP'S ORDER NO. 4

ISSUE OF ALCOHOL

Alcohol will be stored in the alcohol locker. Heads of departments desiring the issue of alcohol will submit their requests for same to the Executive Officer. Alcohol will be issued only upon approval of the Executive Officer.

SHIP'S ORDER NO. 5

SMOKING

Smoking is forbidden at all times in the following spaces:

(a) All spaces, compartments, trunks and storerooms below the second platform deck, except:

(1) Engine rooms.

(2) Fire room lower gratings in front of boilers in operation. (b) In paint and oil storeroom and in lamp locker.

(c) In the alcohol locker.

(d) In the CPO bunk room between taps and reveille. (e) In the Crew's W.C. and washroom.

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(f) Smoking is forbidden in all berthing compartments between taps and reveille, and above decks when the ship is darkened.

(g) In all handling rooms and clipping rooms.

(h) In the galley.

(i) Smoking is forbidden under the following conditions:

(1) Throughout the vessel when taking fuel on board or discharging fuel.

(2) Throughout the vessel when loading or unloading inflammables or explosives.

(3) Throughout the vessel when transferring inflammables or explosives within the vessel.

(4) Throughout the vessel during drills or exercises.

(5) Throughout the vessel at such other times when the word is passed that "The smoking lamp is out".

SHIP'S ORDER NO. 6

TOBACCO ASHES AND BUTS

It is strictly forbidden to throw on deck, or overboard from main deck level or above, or from anywhere in the mast, or from off the top of the deck houses, or superstructures, any cigarette or cigar butts or pipe

ashes. All hands shall habitually deposit butts or knock ashes from pipes into receptacles provided for that purpose.

SHIP'S ORDER NO. 7

PORTABLE ELECTRIC HOUSEHOLD APPLIANCES

Portable electric household appliances such as irons, coffee pots, etc., will not be used on board except by permission of the Executive Officer. No broadcast receivers will be allowed on board except the RBO receiver in main radio. Requests will be submitted via the Engineer Officer for his comment. The Engineer Officer will supervise all installations.

SHIP'S ORDER NO. 8

ACCEPTING GRATUITIES

No member of this command shall accept any emolument or gratuity, either directly or indirectly, from any person or persons, or any commercial firm or firms transacting business with the general mess, officer's mess, Ship's Service, or who furnishes other supplies to the vessel for use therein. No member of the crew of this vessel shall present to any person or persons a list of the members of the crew.

SHIP' ORDER NO. 9

UNAUTHORIZED POSSESSION OF CLOTHES AND PERSONAL EFFECTS

It is forbidden for any person on board this vessel, except with permission from the proper authority, to have in his possession any clothing or other articles belonging to another person. For this purpose, proper authority is to be construed to be written authority from the Executive Officer.

SHIP'S ORDER NO. 10

CIVILIAN CLOTHING

Enlisted men shall not have civilian clothing in their possession aboard ship.

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SHIP'S ORDER NO. 11

POSSESSION OF WEAPONS

It is prohibited for any person, except as may be necessary in the proper performance of duty or as may be authorized by proper authority, to have in his custody or possession, or concealed about his person, any deadly or dangerous weapon or explosive substance.

SHIP'S ORDER NO. 12

CAMERAS

No person shall introduce aboard, use, or have in his possession aboard, a camera or any other equipment for taking pictures, except as authorized by Commanding Officer for official use.

SHIP'S ORDER NO. 13

REQUIREMENTS IN CASE OF EXPOSURE TO VENEREAL DISEASE

Any man who has been exposed to possible venereal infection shall, upon his return to the ship, take the prescribed prophylactic treatment which is available at all times in the prophylactic locker. He shall fill in the information required on the form provided at the prophylactic locker. This form shall be collected daily by the pharmacist's mate. Every person having reason to believe that he is suffering from venereal disease, regardless of where or when acquired, shall report immediately to the Pharmacist's Mate. Concealing venereal disease is an offense against General Order No. 14, which the Navy Department considers of such nature as to warrant trial by summary court-martial.

SHIP'S ORDER NO. 14

CONTAGIOUS DISEASES

Any person in this command who has at any place been exposed to any contagious or infectious disease, or who has reason to believe that he may have contracted any such disease, shall immediately upon his return to the vessel report the circumstances to a Pharmacist's Mate or Medical Officer for such action as is appropriate.

SHIP'S ORDER NO. 15

INJURIES TO PERSONNEL

Whenever any person is injured on board this vessel, he shall be examined immediately by the Pharmacist's Mate or Medical Officer, if available. The Division Officer of the man concerned, in collaboration with the Pharmacist's Mate, will prepare a report for the Commanding Officer, via the Executive Officer, furnishing one copy to the Officer-of-the-Deck, setting forth the following:

(a) Name, rating, and service number of man injured.

- (b) Description of injury and how it occurred.
- (c) Names of all witnesses.
- (d) An opinion as to whether or not the person injured was at fault, and whether or not others were at fault. If the latter, the names of those at fault will be included in the report.
- (e) Whether the injury was the result of a failure of any equipment.
- (f) Whether any changes in equipment or methods of using equipment are recommended to prevent recurrences.

When any person attached to this vessel is injured while away from this vessel, he shall be examined by a Pharmacist's Mate upon his return to the ship and applicable sections of the above part of this article will be carried out.

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The Officer-of-the-Deck will make an appropriate entry in the ship's log covering all injuries to personnel, with the ratings and service numbers of the men concerned, and setting forth pertinent facts relating thereto as contained in the above-mentioned report. Similar entries shall be made in the ship's log of all injuries sustained by personnel who are injured when away from this vessel and unable to return to the ship, using the best information available.

SHIP'S ORDER NO. 16

EXTRA DUTY

Men sentenced by competent authority to perform extra duty will perform same under direction of the Chief Police Petty Officer. Extra duty will be worked only outside of normal working hours. No extra duty will be worked on Sunday.

SHIP'S ORDER NO. 17

MUSTER OF RESTRICTED MEN

When in port, the Officer-of-the-Deck will have restricted men mustered at times as follows:

- (a) 15 minutes after reveille.
- (b) At 1930.
- (c) At least once every 24 hours at an unscheduled time.

SHIP'S ORDER NO. 18
SLEEPING ON TOPSIDE WHILE UNDERWAY

Sleeping about the weather decks or in boats while this vessel is underway is forbidden.

SHIP'S ORDER NO. 19
CENSORSHIP REGULATIONS

Censorship of all outgoing private mail and a percentage of incoming mail is effective immediately.

All outgoing private' mail shall be posted unsealed in letter boxes on board ship for censoring prior to mailing.

Private mail shall be censored on board ship by the Ship's Censors. Censors shall familiarize themselves thoroughly with Censorship regulations, U. S. Navy, 1942, and shall be guided thereby.

Under no circumstances shall open or hidden reference be made in letters to any of the following:

- (a) The location, identity, movement or prospective movement of any merchant ship, aircraft, naval vessel or naval or military force. (In the case of merchant shipping and commercial aircraft, approximate but no precise dates of sailing are permissible. The use of picture postcards showing old or scenic views, which have heretofore had a general sale is permitted).
- (b) The defensive or offensive forces, weapons, installations or plans of the U. S., or her allies, discussion of strictly naval information, such as fire control apparatus, turret gear, torpedoes, mines, guns, target practice, radio apparatus, aviation equipment, contents of secret or confidential publications, etc., is also prohibited. Reference shall not be made to weather conditions.
- (c) The production, movement or supply of ammunition or the location or progress of war industry in any form.
- (d) The routine or employment of any naval or military unit of the U. S., or her allies.

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(e) The effect of enemy operations, or casualties to personnel or material suffered by the U. S., or her allies, previous to the official publication of such information.

(f) The criticism of equipment, appearance, physical condition or morale of the collective or individual armed forces of the U. S., or her allies.

(g) Matter, the dissemination of which might benefit enemy military, economic or financial interests, or which might interfere with the national effort of, or disparage the foreign relations of the U. S., or her allies. Agreements arrived at, or published as a consequence of the 1942 American Republics meeting in Rio De Janeiro, Brazil, are considered as coming under this head.

6. Letters may be signed at the discretion of the writer, but he must place his family name, with initials, at the foot of the text. Use of rank or rating may be made in the text or in the addresses on outgoing or incoming mail. In the case of post cards, the writer's full name must also be stated but his return address should not appear thereon. In no event should the location of the addressor's ship be indicated either in the text or on the envelope.

7. (a) As the U. S. Postal authorities require a return address on all registered mail, the sender shall place the following in the upper left hand corner of the envelope:

John Doe, CY
U. S. S. _____
Care of Fleet Post Office,
San Francisco, Calif. (or New York, N. Y., as applicable).

(b) The above form may also be used for return address of private mail.

8. (a) Letters written by persons aboard ships shall not be carried ashore for mailing by any person other than regular Navy Mail carriers or mail orderlies, nor shall letters, in violation of the provisions of paragraph 5, be written on shore for posting ashore.

(b) In home ports telegrams, cablegrams or radiograms for dispatch ashore will be handed to the Ship's Censor written on a plain piece of paper. After being censored and stamped by the Censor, the Communication may be delivered by the originator to a commercial communication office for transmission to destination.

(c) It is forbidden to reveal by telephone ashore any information which, if written, would be subject to suppression by Naval Censors. Personnel serving afloat shall be particularly instructed and cautioned in this respect. Any improper disclosure of information by telephone constitutes a violation of these regulations and, upon coming to the attention of the Navy Department, or other proper authority, will be made a matter of disciplinary action.

9. The mail of Commanding and Executive Officers shall be censored the same as other private correspondence unless the envelope or cover is initialed by the writer, which initials shall indicate compliance with all requirements. All such mail shall be stamped and passed by the censor without reading.

10. No censor shall censor his own correspondence.

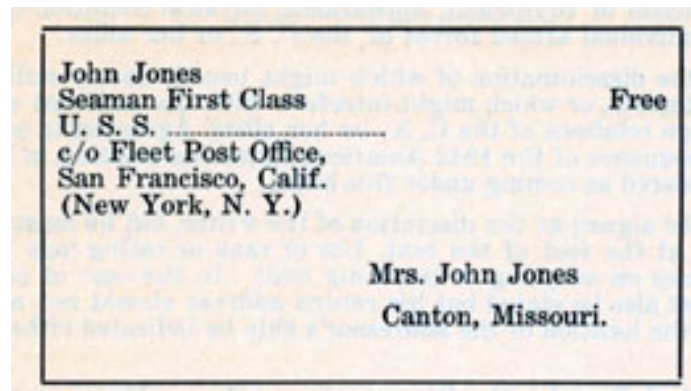
11. (a) Private mail shall not be delivered to the Mail Clerk until stamped "Passed by Naval Censor", sealed, and properly initialed by Censor.

(b) Postmarking stamps for use during Naval Censorship, as distinguished from the stamps used by the Censors, will print a circle, one and a quarter inches in diameter, with "U. S. Navy" printed inside the periphery of the circle.

(c) Naval Censors shall provide themselves on Naval requisition with rubber stamps for their use, as set forth in subparagraph (a) above, printing a circle one and a quarter inches in diameter, with "Passed by Naval Censor" printed inside the periphery of the circle. The space at the center of circle is left blank for the initials of the Naval Censors.

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12. First class letter mail may be sent free. The proper way to address an envelope of free mail is in accordance with this diagram:



The writer must write name and rate or rank in the upper left hand corner in his own handwriting.

13. The attention of all hands is directed to the necessity for strict compliance with this order, and especially those parts that deal with the disclosure of ship's location and letters written on shore for posting ashore. It is perfectly obvious that a man attached to a ship discloses the location of his ship by mailing a letter which is postmarked with the name of the town in which it is mailed. Also it is prima-facie evidence that when a letter or telegram arrives addressed to a ship at Boston, Mass., that the addressee has disclosed the location of the ship to the person originating the correspondence.

14. The official mailing address of this ship is "Care of Fleet Post Office, San Francisco, Calif., (or New York, N. Y.)," and none other until changed by proper authority.

15. Appropriate disciplinary action in all cases of violation of censorship regulations will be taken.

SHIP'S ORDER NO. 20

SECURITY OF INFORMATION

It must be assumed that positive steps may be taken by a skillful and determined enemy, foreign or anti-government, to destroy vessels of this Fleet, singly, or in groups. Therefore, officers and crew shall be vigilant at all times to insure the internal and external security of the ship by:

- (a) Safeguarding all secret and confidential matter.
- (b) Close observation of shore boats and other small craft maneuvering in close proximity.
- (c) Observation of all merchant vessels passing or at anchor near vessels of the fleet.
- (d) Close examination of all packages, stores, and materials received on board.
- (e) **REFRAINING FROM DISCUSSING NAVAL SUBJECTS IN PUBLIC PLACES ASHORE.**

In port the petty officer of the deck watch and signal watch shall pay special attention to all shore boats and other small craft and merchant vessels operating in the vicinity, and notify the Officer-of-the-Deck of any peculiar or suspicious action either in maneuvering or by the persons aboard.

Drills and exercises shall not be conducted whenever such action will disclose anything of a confidential or secret nature to unauthorized persons.

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SHIP'S ORDER NO. 21

HEAVY WEATHER CLOTHING

1. The First Lieutenant shall have the sole custody of all heavy weather clothing and shall supervise the marking, issue, collection from men to be transferred, and cleaning of this clothing.
2. The First Lieutenant shall carry out the following procedure in connection with this clothing.

Marking-

Each item of clothing shall be plainly stenciled with a white number, one inch high, in the locations as indicated below:

Helmets	-On the top, center.
Jackets	-On the back between the shoulders.
Trousers	-On the back, center, above the waist.
Overshoes	-On the inner side, at the ankles.
Face Piece	-On the inside, at front and bottom.
Gloves	-On the top, center.
Rain Proof Parka	-On the back, between the shoulders.
Rain Proof Trousers	-On the back, center above the waist.

4. Issue

(a) The First Lieutenant shall issue one complete outfit, each article bearing the same number, to one man. Each man receiving this clothing shall sign a receipt for it. All receipts shall be kept in the custody of the First Lieutenant.

(b) No man shall wear the clothing of another man.

5. Transfer of Man

When men are transferred from the ship, they shall turn into the First Lieutenant all clothing which has been issued to them, and receive the receipts which they have signed.

6. This clothing shall be worn only when prescribed by proper authority. At times, a partial uniform, such as the jacket only, may be authorized. It shall never be worn when painting or engaged in dirty work. It is not a substitute for dungarees and shall not be used as dungarees.

7. The First Lieutenant shall avail himself of every opportunity to have this clothing cleaned.

8. No names, designs, or marks except the numbers prescribed in paragraph 3 shall be placed on this clothing.

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