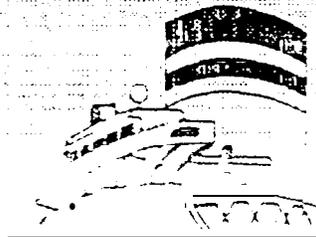


ADMINISTRATIVE
and
OPERATING PROCEDURES
for
MSC SHIPS
(LESS CONTRACT-OPERATED TANKERS)



COMSC INSTRUCTION 3120.2D 120.2D

MILITARY SEAIFT COMMAND
DEPARTMENT OF THE NAVY
WASHINGTON, D.C. 20390



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON D C 20390

REFER TO
COMSCINST 3120.2D
M-1
12 December 1979

COMSC INSTRUCTION 3120.2D

Subj: Administrative and operating procedures for MSC civil service manned ships (USNS)

1. Purpose. To prescribe standardized administrative and operating procedure for MSC civil service manned ships (USNS).
2. Cancellation. COMSCINST 3120.2C.
3. Policy. It is the policy of COMSC that MSC ships be maintained in a high state of operational readiness at all times and that all officers and crew be trained to act quickly and effectively in any emergency. A vigorous and effective afloat training program of the crew in damage control, safety, and emergency drills, shall be conducted on a continuing basis in accordance with the standards prescribed in this instruction.
4. Applicability. Parts I and II of this instruction are applicable to MSC civil service manned ships (USNS). Contract-operated tankers should refer to COMSCINST 3121.3D (TANKOPINS) for guidance.
5. Directives Control. The need for MSC subordinate commanders to issue supplemental directives covering matters peculiar to their local areas is recognized. However, prior to the issuance of directives to augment the procedures herein, such directives shall be carefully reviewed and evaluated for their applicability to ships of all commands. MSC area commanders having administrative control of ships shall direct a careful review of local instructions and cancel those found to be a duplication of, or in conflict with, the procedures contained herein. Recommendations for additions to or changes in these procedures are solicited. It is desired that recommendations be coordinated between commands prior to submission to COMSC.
6. Action. MSC subordinate commanders shall ensure that MSC ships are administered and operated in accordance with these procedures and that personnel aboard ships are thoroughly familiar with and function in accordance with these instructions.

B. KEENER, III

Distribution:
(See page 2)

Authenticated:

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Directives Control

COMSCINST 3120.2D
12 December 1979

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1-1-1 STATUS OF SHIPS

MSC civil service manned ships (USNS) are public vessels owned by or under bareboat charter to the United States; in the custody of the Department of the Navy; assigned to the Military Sealift Command. In accordance with the Geneva Convention of 1958 on the law of the sea, as well as custom and usage in international law, the United States claims and is generally afforded full sovereign privileges and immunities for USNS vessels, both those owned by the Government and those bareboat chartered. This includes, among other things, freedom from arrest and search, and immunity from taxation. Public vessels are also exempt, with certain exceptions, from flying the flag of the host nation while in port. As to this latter privilege, masters should comply with the procedures set forth in paragraph 2-1-6 of this instruction.

1-1-2 ASSIGNMENT OF SHIPS

Ships are assigned to the Commander, Military Sealift Command (COMSC) by the Chief of Naval Operations (CNO). COMSC delegates administration and operational control of ships to MSC subordinate commanders except that operational control for U.S. Naval Fleet Auxiliary Force ships remains with Fleet Commanders-in-Chief.

1-1-3 COMSC CONTROL

Instructions promulgated by COMSC to all echelons of command govern the administration and operation of ships except that operational control for U.S. Naval Fleet Auxiliary Force ships remains with Fleet Commanders-in-Chief. These instructions include ship operating schedules, schedule changes, designation of certain routes and employment plans, readiness standards, administrative and operating procedures, and the conduct of prescribed inspections.

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1-1-4 ADMINISTRATIVE CONTROL

Administrative control is exercised by MSC subordinate commanders over the assigned personnel, and over the maintenance and repair, supply, and inspection of ships.

1-1-5 OPERATIONAL CONTROL

Operational control for all ships, except U.S. Naval Fleet Auxiliary Force ships, is exercised by MSC subordinate commanders over the stowing, routing, sailing, and diversion. Administrative control does not necessarily accompany operational control, unless a ship is permanently transferred from one MSC commander to another. When a ship is permanently transferred, operational and administrative control will pass from the former MSC commander to the latter.

1-1-6 INPORT OPERATIONAL CONTROL

Inport operational control for all ships except U.S. Naval Fleet Auxiliary Force ships is delegated by MSC administrative commanders to MSC subarea commanders, commanding officers of MSC offices, and MSC representatives. This control includes all inport ship movements, billeting, stowing, issuance of sailing orders for the next leg of the voyage, and reports of any change in sailing time of more than 24 hours.

1-1-7 OPERATIONAL ASSISTANCE

At ports where there is insufficient MSC shipping to warrant the establishment of a permanent MSC command, military officials (naval attaches, NCSOs, and MAAG officers) designated as MSC representatives, will perform certain functions for MSC to assist ships and expedite turnaround.

1-1-8 CONTROL BY NCSORG

When it is necessary to sail MSC ships in the U. S. Naval Control of Shipping Organization, the ships that are under the operational control of COMSC will be under the operational control of the appropriate operational control authority (OCA). The sea areas of the world are divided into zones of responsibility, and the U. S. naval commander responsible for shipping control in his zone is designated the operational control authority. Masters of ships routed in the NCSORG will be briefed and issued voyage instructions by the local naval control of shipping officer. Operational control by the OCA is exercised for the purpose of routing, reporting, diversion and protection, when required. The OCA does not have cognizance over the general employment of MSC ships, harbor movements, or loading/unloading. Additional information in regard to NCSORG operational control is contained in COMSC Instruction 3121.1.

1-1-9 DIPLOMATIC CLEARANCE

Diplomatic clearance, as required for operational visits of MSC ships to foreign countries, will be obtained by the MSC area command or in the case of Naval Fleet Auxiliary Force ships by the Fleet Commander-in-Chief having operational control.

1-1-10 MOVEMENT REPORTS

United States Naval Ships when under the operational control of MSC report their movements under the MSC Movement Report System and in accordance with COMSCINST 3123.5. Those USNS ships not under the operational control of MSC (e.g., Naval Fleet Auxiliary Force ships) and USNS ships on special missions report their movements in accordance with the specific instructions of the commander having operational control. The MSC Movement Report System is an element of the U. S. Navy Movement Report System, the purpose of which is to collect, and make available to certain authorities, information on the location and movements of ships in which the U. S. Navy has a direct interest. The system is a network of information centers responsible for disseminating movement information to those who need to know. The appropriate Movement Report Center (MRC) is one of the addressees in an Address Indicating Group (AIG). The AIG system of addressing messages coupled with the MRC system of movement surveillance fulfills movement reporting requirements from ships with one message to limited addressees.

1-1-11 SHIP MOVEMENTS UPON THE OUTBREAK OF WAR OR DECLARED EMERGENCY

Upon the outbreak of war or declared emergency, each MSC ship will be treated on a case-by-case basis dictated by world conditions and the urgency of shipper services needs for specific ships or cargo. Actions to be taken by the masters are set forth in OPNAVINSTs 3120.5 and C3540.14 and COMSCINST 3000.1.

1-1-12 CONTROL BY SOP/SOPA

Normally, the senior officer present (SOP) or senior officer present afloat (SOPA) will not issue orders which interfere with the operating schedules of MSC ships. However, in emergencies such as rescue at sea operations, diversion to avoid heavy weather, and evacuation of stricken areas, the SOP/SOPA may direct the movement of MSC ships. In case of diversion for search and rescue or for other appropriate reason, the master or local MSC representative shall report the facts by message to COMSC, the cognizant MSC commander, and other commands affected by the change in schedule.

1-1-13 ENTERING PORT NOT DESIGNATED

When an MSC ship enters a port not designated in the sailing orders, the master shall, in accordance with COMSCINST 3121.1, report promptly to the cognizant MSC commander the reason for such entry and estimated time of delay. When the port is under foreign jurisdiction, the nearest diplomatic or consular representative of the U. S. Government shall also be informed.

1-1-14 TASK GROUPS

Under certain conditions, COMSC may assign ships to perform special shipping operations. If the operations require task force commanders, such commanders will be designated and operations will be carried out in accordance with MSC OPORDERS.

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1-1-15 CHANGE OF STATUS

As a result of decreases in requirements, MSC ships may be placed in reduced operational status (ROS) as defined in COMSCINST 3120.8. When ships are placed in reduced operational status the cognizant MSC command will determine the publications and records to be retained on board. When ships are released from MSC service for inactivation in the reserve fleet, all records, files, publications, and material pertaining to cargo, and ship operations and administration, will be transferred from the ship to the custody of the cognizant MSC command for screening, processing, and disposal in accordance with prevailing instructions. Preparation of ships for inactivation shall be the responsibility of the MSC command inactivating the ship.

1-1-16 TECHNICAL OPERATIONS

Sponsors of Scientific Support ships are responsible for obtaining clearances for technical operations in foreign waters, obtaining clearance for subsurface operations in U.S. Fleet Operating Areas, and for the explosion of underwater ordnance.

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PART 1

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1-2-1 ORGANIZATION (USNS)

MSC civil service manned ships will be organized into the following departments: Deck, Engine, Steward, Purser, and Medical. These departments will be headed and manned by licensed and unlicensed civilian marine personnel. Department heads are directly responsible to the master, to whom they report in regard to all matters pertaining to their respective departments. Personnel in each department are subordinate to the department head and subject to his lawful orders.

a. Employment and assignment of civilian marine personnel to MSC ships, in accordance with COMSC approved manning scales and policies are the responsibilities of the MSC administrative commander to whom ships are assigned. In the assignment of department heads, the desires of the master will be considered. In the assignment of personnel to the various departments, the desires of department heads will be considered to the maximum extent practicable.

b. Under COMSC policy, a U. S. Coast Guard license or document is required incident to the employment of civilian marine personnel. This does not mean, however, that the master or any member of the crew may appear as a witness in connection with any investigation or proceeding conducted by the Coast Guard without the consent of the Navy. Coast Guard Form 2692 (Vessel Casualty Report) and Coast Guard Form 924E (Personnel Accident Report) may be submitted to the U. S. Coast Guard via the cognizant MSC commander, provided, that only the information required on these forms is inserted and no additional voluntary information or opinion is given.

c. The administration of discipline of assigned civilian marine personnel shall be in accordance with Civilian Marine Personnel Instructions (CMPIs) and other related COMSC instructions.

1-2-2 MILITARY DEPARTMENT

a. Efficient operation and administration require the master and OIC-MILDEPT to cooperate fully in their respective areas of responsibility. They shall show to each other the courtesy and respect commensurate with their scope of authority. The master will furnish the OICMILDEPT with every reasonable facility and assistance required for the efficient administration, safety, and well-being of personnel of the MILDEPT.

b. Except in extreme exigency, the master will not issue orders direct to assigned military department personnel, nor will the OICMILDEPT deal directly with members of the civilian marine crew without prior approval of the master.

c. The basic function of the Officer-In-Charge of the Military Department onboard MSC operated Naval Fleet Auxiliary Force and certain Scientific Support ships is to provide external communications; to collect, evaluate, and disseminate tactical and operational information; and to maintain and repair all electronic equipment not specifically assigned to other departments. Other MILDEPT personnel are assigned to certain Naval Fleet Auxiliary Force ships to perform additional functions such as data processing, etc.

1-2-3 SCIENTIFIC SUPPORT SHIPS

An Oceanographic Unit (OCEANUNIT), civilian sponsored personnel, and/or military personnel of all services may be assigned to some scientific support ships. The functional relationships between the Master and embarked personnel are defined in COMSCINST 5401.1/NAVOCEANOINST 5400.1, COMSCINST 5440.10, and/or the Memorandum of Agreement (MOA) between COMSC and the appropriate sponsor.

1-2-4 AUTHORITY

The master has paramount authority over all persons assigned to or embarked in the ship. He shall enforce all laws of the United States and all applicable orders and regulations of the Department of the Navy, the U. S. Coast Guard, and COMSC. In case of emergency, nothing in these instructions shall be construed as preventing the master from pursuing the most effective action, in his judgment, for rectifying the condition causing the emergency and for the preservation of life and property.

a. He shall restrain any person onboard when deemed advisable for the safety and well-being of other personnel or for the safety of the ship. (In case of emergency, he shall ensure that personnel are released immediately from confinement in the ship's brig.)

b. He has sole authority in the enforcement of immediate disciplinary actions against any and all civilians, regardless of status, embarked in the ship.

c. In civil service manned ships (USNS), the fundamental authority of the master over military personnel is delegated to the OICMILDEPT, except that disciplinary action involving physical restraint, confinement, or like punishment must be approved by the master before execution.

1-2-5 RESPONSIBILITY

Responsibility of the master is absolute, except when, and to the extent relieved therefrom by higher authority, or as otherwise provided in U. S. Navy Regulations. Delegation of authority and responsibility to subordinates shall not relieve the master of his continued responsibility for the safety, well-being, and efficiency of the ship's personnel.

1-2-6 COMPLIANCE WITH ORDERS

The master is subject to orders, regulations, and policies of COMSC and the MSC commander having administrative control of the ship. He shall operate his ship in compliance with voyage sailing orders and other directives issued by the cognizant MSC commander or other competent naval authority, except that safety of the ship, and cargo shall take precedence over time schedules and sailing orders.

a. He shall be alert for emergency orders enroute from MSC or other naval authority with jurisdiction over the waters through which his ship passes.

b. The master who departs from orders or instructions does so on his own responsibility and shall immediately report the circumstances to the authority from whom prior orders were received.

1-2-7 SHORE-TO-SHIP LINES OF AUTHORITY

Staff personnel of each MSC command serve as advisors to the commander and to personnel aboard ships assigned to that command. They also represent the cognizant MSC authority in ensuring compliance by personnel afloat with all standing orders, regulations, and instructions issued by COMSC or the MSC commander. Orders will not be issued by staff personnel ashore direct to personnel afloat, except as specifically authorized by the cognizant MSC commander. However, personal contact between personnel ashore and afloat is required and encouraged so that MSC policies and procedures may be understood and carried out, and for the exchange of information and advice required for efficient performance of MSC functions.

1-2-8 LEADERSHIP

The master shall provide the leadership necessary to assure compliance with MSC standards and requirements. He shall delegate to department heads responsibility for efficient administration and proficiency of operations within their respective departments, but shall personally supervise the training of the crew in prescribed emergency drills and exercises, navigation, safety, and security.

1-2-9 CONDUCT AND DISCIPLINE OF CREW

The master shall ensure that all officers and crew conduct themselves properly at all times, and that they present a clean, neat, and smart appearance. He shall also:

a. Require a daily muster of the crew. (The possibility of illness or accident to an absentee shall not be overlooked.)

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b. Take appropriate disciplinary act. . against crew members for infractions of ships' regulations and orders.

c. The Code of Conduct applies specifically to members of the Armed Forces but does contain information which should be well known by civilian marine personnel who may be subject to capture in time of war. The Code of Conduct shall be brought to the attention of all personnel by posting on bulletin boards and by such other means as will ensure proper dissemination.

1-2-10 LEAVE, LIBERTY, AND OTHER PRIVILEGES

In order to provide efficient ocean transportation for the Department of Defense, operating schedules of MSC ships allow little time in port. As a consequence, it is difficult to grant leave and liberty to assigned personnel in the same degree as in ships assigned other commands. In the interest of morale and in support of career incentive objectives of the Navy, it is COMSC policy that naval personnel assigned aboard MSC ships be given every reasonable consideration in regard to leave, liberty, and other privileges. It is also COMSC policy that civilian marine personnel be given every consideration in regard to leave, liberty, and other privileges.

a. In granting leave and liberty to Navy personnel, the OICMILDEPT will be guided by the provisions of Articles 0921 through 1118 of the U. S. Navy Regulations and Article 3020075 of the BUPERSMAN. In granting leave and liberty to civilian marine personnel, the master will be guided by CMPI 630.

b. It is imperative, however, that an adequate security watch be maintained aboard all ships, at all times when in port, in accordance with Article 1-5-1. Aboard civil service manned ships, at least one licensed deck and engineer officer will be aboard when the ship is in port. For ships in ROS or activation status, security watch shall be established consistent with readiness status of the ship.

c. While the master has full authority to grant shore leave or liberty to civilian crew members in foreign ports, consistent with CMPI 630 and the requirements set forth herein, in certain ports or other areas under military control outside the CONUS restrictions on liberty may be imposed for reasons of security. Under these conditions, the reason for the restriction shall be requested in writing, over the signature of an officer designated to sign for the command, so that it may be published for the crew. When commercial launch service is required in connection with liberty for civilian marine personnel, it shall be furnished in accordance with CMPI 630.

d. Every reasonable provision shall be made to reduce the work load requirements of personnel aboard ships, when in U. S. ports, which would limit the amount of leave and liberty that might normally be granted. Contract labor for loading stores, cleaning boilers, and painting, is authorized and shall be utilized as necessary to carry out this policy.

e. Subject to the provisions of OPNAVINST 5720.2, COMSC may authorize Navy and civilian marine personnel to have members of their families aboard during intra-harbor and inter-harbor shifts of ships not involving overnight transit. In granting this authority, it is mandatory that personnel aboard ships maintain proper decorum at all times. Should untoward or discreditable incidents occur as a result of this privilege, this authority may be rescinded.

1-2-11 DELIVERY OF PERSONNEL TO CIVILIAN LAW ENFORCEMENT
AGENCIES

Requests for the delivery of personnel onboard MSC ships to civilian law enforcement agencies shall be governed by the following:

a. Requests for the delivery of persons in the Navy or Marine Corps shall be processed in accordance with Chapter 13, Manual of the Judge Advocate General (JAGINST 5800.7). Upon delivery of persons in the Navy or Marine Corps, the OICMILDEPT will comply with Section 1306 of the JAG Manual.

b. Within the continental United States, Alaska, Hawaii, the Canal Zone, or Puerto Rico, including the territorial waters thereof, if delivery of an MSC civilian crew member is requested by federal, state, territorial, or local authorities pursuant to a warrant of arrest, and the ship to which the person named in the warrant is attached is within the jurisdiction of the court out of which the warrant issues, service of the writ, which would include taking into custody of the person named therein, will be permitted, provided that such action does not jeopardize or limit personnel from defending themselves and compliance with the mandate of the process does not seriously prejudice the public interest.

c. In many countries, the delivery of personnel to civilian law enforcement agencies is governed by a treaty or agreement. In other countries, no treaty or agreement exists. In those countries where a treaty does exist, if delivery of a civilian crew member is requested by civil authorities, the master should comply with local United States military regulations, implementing the applicable treaty or agreement.

d. If the local MSC representative or other local U. S. Armed Forces activity is unable to advise (1) as to the applicable treaty or agreement or (2) where no treaty or agreement exists as basic authority for delivery, the master shall refuse delivery and request instructions by message from the cognizant MSC commander.

e. When a civilian crew member is taken into custody by civilian law enforcement agencies, a written report of the arrest shall be made to the crew member's appointing authority, with copies to the local MSC command, COMSC, and the Judge Advocate General of the Navy. This report is assigned Report Control Symbol JAG 5821-1.

f. Civilian crew members who are separated from the ship as a result of arrest by civilian law enforcement agencies will, upon release, be repatriated as provided in CMPI 4651.

1-2-12 EFFECTS OF ABSENTEE OR DECEASED PERSONNEL

Responsibility for the processing and disposition of personal effects of absentee or deceased Navy personnel rests with the OICMILDEPT in accordance with BUPERSMAN. Responsibility for the processing and disposition of personal effects of absentee or deceased civilian marine personnel rests with the master and the MSC administrative commander at the home port.

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- a. Personal effects of civilian marine personnel include personal property acquired for use aboard ship, as well as articles ordinarily aboard for personal use, wear, comfort, or convenience of the seaman. Articles of apparel, whether used for ornamentation or otherwise, and articles used in the performance of duties aboard, are considered to be personal effects.
- b. The master shall designate two officers to inventory the personal effects of absentee or deceased personnel. An original and five copies of the inventory shall be prepared.
- c. The inventory shall list all valuables, such as monies, negotiable instruments, personal papers, jewelry, clothing, etc.
- d. Items of Government issue shall be turned over to the appropriate department head.
- e. Soiled clothing, or other items that could endanger the health of others, because of contamination with disease, will be destroyed.
- f. The balance of personal effects will be packed in the owner's suitcase or other suitable container, with one copy of the inventory affixed securely thereto, and placed in locked stowage aboard ship pending delivery to the administrative commander at the home port. When ships are deployed outside the CONUS, and delivery cannot be effected in accordance with the foregoing, shipment of personal effects to the CONUS will be as directed by the cognizant MSC commander.
- g. Each container will be marked or tagged with the name of the individual, position title, and name of the ship. The inventory will list the individual's last known address and name and address of the next of kin, the name of the ship, and date individual departed therefrom. The master or purser will sign the inventory as a witness.
- h. When personnel miss the ship, an inventory of personal effects will be taken as soon as possible after sailing.
- i. It is imperative that the master obtain customs clearance on personal effects prior to delivery to the administrative commander at the home port. One copy of the inventory will be retained by the customs official, who will sign the original and remaining copies to indicate clearance.
- j. The master shall ensure that all valuable and personal effects, with the original and two copies of the inventory, are delivered to the administrative commander at the home port. The designated representative of the administrative commander will receipt for the material by signing the ship's copy of the inventory. Under no circumstances will the effects of absentee or deceased personnel be released to the family or friends of the owner without prior approval of the administrative commander.
- k. When an individual is hospitalized ashore at an overseas port, an inventory of personal effects accompanying the individual will also be prepared.

Copies of this inventory will be furnished the hospital and the nearest MSC representative. In event of death of the individual in the hospital, shipment of personal effects to the CONUS will be as directed by the cognizant MSC commander. It is essential that copies of the inventory accompany the shipment for clearance through customs.

1. In event of accidental death aboard ship, or death under unusual or suspicious circumstances, nothing shall be moved or removed until after a thorough examination of the remains and an investigation of the area and circumstances surrounding the death have been conducted. Under these conditions, disposition of personal effects shall be accomplished only upon authorization of the master.

1-2-13 MAN OVERBOARD OR MISSING AT SEA

If a person is observed falling into the sea, the master shall ensure that all possible actions are taken to rescue the person. If a person is reported missing at sea, a thorough search of the ship shall be made immediately. If the person is not found, the time he was last seen shall be ascertained and the following actions shall be taken:

- a. Execute a Williamson turn to retrace the ship's course at reduced speed, sound the man overboard alarm, station additional lookouts and, if at night, man the ship's searchlights.
- b. Transmit to all ships in the area and to other rescue agencies as appropriate, an emergency message including the time, latitude and longitude, course speed, and distance steamed since the person was last seen. (See Article 1-4-8.)
- c. Search thoroughly the reverse of the ship's DR track and adjacent waters until the person is found or until recovery is determined to be hopeless.

PART 1

CHAPTER 3
REGULATIONS

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D)

1-3-1 ENFORCEMENT

To be legally enforceable, all persons concerned must be cognizant of ship's regulations. Every available means, including posting on bulletin boards, publishing in the ship's newspaper, and announcing over the public address system, will be used to acquaint ship's personnel with pertinent regulations as soon as practicable after embarkation. Additional regulations, other than as specified herein, may be promulgated by the master.

1-3-2 ALCOHOLIC BEVERAGES

The introduction, possession, or use of alcoholic liquors for beverage purposes by any person onboard MSC ships is prohibited except:

a. As authorized for medical purposes.

b. As cargo properly sponsored and manifested by a shipper service.

c. As authorized by Article 1150, U.S. Navy Regulations, subject to the following restrictions:

(1) Navy and/or civilian marine personnel assigned to MSC ships are authorized to bring onboard, for personal use ashore, not more than one U.S. wine gallon of alcoholic liquor during each return voyage from a foreign port.

(2) The person who brings alcoholic liquor onboard shall file with the master a statement of the quantity and kind of alcoholic liquor brought onboard by him, together with his certification that its importation will be in compliance with customs and internal revenue laws and regulations and applicable state or local laws at the place of embarkation.

(3) The person who brings alcoholic liquor onboard will waive all claims against the Government for loss or breakage.

(4) Alcoholic liquors will be delivered to the custody of the master immediately upon embarkation, in sealed packages, securely packed, and properly marked.

(5) Alcoholic liquor will be securely stored throughout the voyage and returned to individuals at the time of debarkation.

d. As authorized by SECNAV memo dated 28 January 1982, regarding consumption of two cans of beer by each member or embarked unit aboard MSC ships which have been at sea for 45 continuous days on high tempo operations in the Indian Ocean. Administrative area commands' 1700 series instructions pertain.

e. Transportation of alcoholic liquor for personal use ashore also is authorized from the CONUS or between ports outside the CONUS, subject to the above restrictions and provided that the individuals complies with customs regulations at the foreign port entry.

f. The foregoing is intended to provide practical limitations on the amount of alcoholic liquors individuals may bring aboard ship for personal use ashore. It does not ensure the importation of alcoholic liquors tax and duty free. Supplemental instructions concerning the collection, stowage, and distribution of alcoholic liquors brought aboard ships by individuals will be promulgated by cognizant MSC administrative commands.

1-3-3 NARCOTICS AND NARCOTIC SUSPECTS

The introduction, possession, or use of narcotics or marijuana, or substances containing narcotics, or instruments which are used to administer, dispense, or carry narcotics, except for authorized medical purposes or when transported as protected cargo properly manifested and securely stowed, is prohibited aboard MSC ships by Article 1151, U. S. Navy Regulations. In addition, civilian marine personnel are subject to the provisions of Public Law 500, 83rd Congress, which specifically states that an original seaman's document may be denied to any applicant who, within ten years prior to the date of the application, has been convicted of a violation of the narcotic drug laws of the United States or of any state or territory; or, any applicant who, unless he furnishes satisfactory evidence that he is cured, has been a user or addicted to the use of a narcotic drug. The law also provides for a seaman's document to be revoked if the seaman, subsequent to 15 July 1954, is convicted of a violation of the narcotic drug laws of the United States or any state or territory. For further guidance relating to U. S. Customs inspection procedures for the illegal flow of drugs and contraband, see COMSCINST 5840.7.

a. Masters will take every possible precaution, including but not limited to the following, to prevent the smuggling of narcotics aboard ship:

(1) Prohibit foreign merchants from conducting sales of any nature to personnel aboard ship.

(2) Inspect all packages brought aboard at foreign ports.

(3) Post conspicuously, and bring frequently to the attention of all personnel, appropriate regulations.

(4) Conduct periodic surprise searches throughout the ship, especially after leaving a foreign port.

b. Appropriate disciplinary action will be taken against crew violators.

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c. Unauthorized narcotics or instruments discovered aboard ship will be confiscated, marked for positive identification by witnesses, sealed and securely stored until turned over to proper authority. Containers of narcotics or instruments confiscated will be handled carefully to prevent marring of any finger prints.

d. Upon discovery of narcotics, suspected substances, or suspected users or carriers, the master will:

(1) Send a message to the MSC command at the next port of call with information copy to the MSC administrative commander. The message will reference this instruction and article number and request that an MSC representative board the ship upon arrival. The message will not mention narcotics nor identify suspects.

(2) Request the MSC representative, upon boarding, to arrange for an analysis of the suspected substance, notification of appropriate officials, and disposition of the suspect.

(3) Forward a complete written report to the MSC commander at the home port.

1-3-4 CONCESSIONS

The conduct of any business in competition with the ship's store or MSC exchange location, or solicitation of orders by crew personnel for merchandise of any nature and/or services aboard MSC ships is prohibited. The master will ensure that all personnel are cognizant of this prohibition.

1-3-5 SMUGGLING AND BLACK-MARKETEERING

There are heavy criminal penalties attached to smuggling and black-market activities at outports and in U. S. ports. Heavy fines may be levied against individuals and the resultant adverse publicity would bring discredit upon the Navy and MSC. The master will establish and vigorously enforce positive measures to prevent the involvement of crew members in smuggling and black-marketeering. Disciplinary action will be taken against any crew member engaging in smuggling or black-market activities.

1-3-6 GAMBLING

Gambling is prohibited aboard MSC ships. The master shall ensure that regulations prohibiting gambling are posted conspicuously and shall take necessary lawful action to enforce compliance therewith by all personnel aboard. Funds seized in a gambling raid will be taken up by the disbursing officer/purser and credited to Treasury Account 171060, Forfeitures of Unclaimed Money and Property, in accordance with the NIF Handbook for MSC.

1-3-7 PERSONAL WEAPONS

The unauthorized possession by any person aboard ship of a dangerous weapon is a criminal offense. In the case of civilian crewmembers, confiscated articles will be turned in to the cognizant MSC commander with a report to assure that appropriate punitive action is taken.

1-3-8 SMALL ARMS

SECNAVINST 5500.4 and OPNAVINST 5530.13 set forth the requirements for maintaining maximum security precautions in the handling and custody of Government-owned firearms and for reporting of missing, lost, stolen, or recovered firearms to proper authority. Loss or theft of firearms (and ammunition) shall be reported, in accordance with this instruction. Exceptions to these requirements must be approved by COMSC.

a. Shipboard armories/arms stowage compartments that are designed (in ship plans) for small arms stowage and are used as divisional work centers require small arms lockers to be constructed for minimum 14 gauge steel and equipped with high security locks, hasps, and hinge security hardware. Small arms are required to be secured to racks by a rack locking device (i.e., locking bar cable, chain, etc., with a secondary Navy padlock).

b. Policy and guidance for small arms and weapons management is contained in NAVMATINST 8300.1A.

c. Physical inventory control shall be maintained for all small arms and weapons in accordance with OPNAVINST 5530.13. In addition, MSC Form 5500/2 (10-83) will be posted on small arms lockers at all times and will be annotated each time the locker is opened. Complete instructions are included on the form. The First Officer will retain completed forms for eighteen months and have them available for review during Command Inspections. (A

d. Disposal of all Department of the Navy excess small arms and weapons, including parts, shall be in accordance with the provisions of OPNAVINST 5530.13.

e. Allowances of small arms and ammunition are provided ships for emergency purposes. Personnel responsible for the custody, maintenance, and use of small arms will be trained adequately in safety precautions and firing procedures.

(1) The practice firing of small arms, during training exercises, is authorized provided appropriate safety precautions are observed. Firing shall be conducted from the fantail and directly astern.

(2) Weapons authorized to be in the possession of persons onboard shall at all times be free of ammunition except as specifically authorized by the master.

(3) Use of small arms will be at the discretion of the master.

f. Small arms and ammunition security measures, theft and unaccountable loss reporting, inventory and disposition procedures, the status of existing waivers and exceptions and the necessity for their continuance shall be examined during Inspector General (IG), explosive safety, security surveys, and other concerned command inspections and informal security assistance visits.

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1-3-9 MASCOTS

Only with the express authority of the master may animal mascots be kept by assigned personnel aboard MSC ships.

D)

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PART 1

CHAPTER 4
OPERATIONAL REPORTS

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1-4-1 CASUALTY REPORTS

COMSC requires reports of all casualties sustained by MSC ships. A speedletter or message report of each casualty, with COMSC as an information addressee, will be made immediately by the master to the cognizant MSC administrative and/or operational commander. Reports shall be in accordance with and in the format of COMSCINST 3123.7 and NWP-7A, Para. 4.6, and Annex B. If the casualty is significant, it shall be reported by message and CNO, the appropriate OCA, and SOP, if applicable, also will be made information addressees. If there is reason to believe that the casualty will result in a claim, addressees indicated in Article 1-4-2 also will be included in all reports. If in the opinion of the cognizant area commander, the circumstances of the casualty warrant additional information or recommendations, an investigation will be conducted in accordance with COMSCINST 5102.1. The officer appointed to conduct the investigation will be qualified for command.

a. A significant casualty is defined as one resulting in material damage to a ship's hull, propulsion plant, or other equipment, of such extent as to render the ship unseaworthy or otherwise to reduce significantly her ability to perform her mission.

b. Unless the requirements for security of information dictate otherwise, messages shall be in plain text, and the first word of the message shall be "CASREPT" for identification purposes. The initial "CASREPT" report will be forwarded as soon as possible after the casualty occurs, followed by consecutively numbered "SITREP" messages.

c. It is imperative that message reports of casualties provide complete information to enable COMSC and others concerned to fully determine the extent of damage and whether the ship can or cannot carry out its assigned employment. It is also imperative that SITREP messages with amplifying details be submitted at least once every 24 hours until the situation is fully resolved. When the ship is ready to resume unrestricted operations, a Casualty Correction Report (CASCOR) will be submitted in the format prescribed in NWP-7A.

d. Strict compliance with these instructions is required in every case of collision, grounding, or other casualty which affects the operation of the ship or safety of personnel or cargo.

1-4-2 CLAIMS AND LITIGATION

Every instance of damage caused by, or to, an MSC ship, and of damage occurring in the ship which may give rise to a claim, shall be reported immediately by message to COMSC, the cognizant MSC subordinate commander, the Office of the Judge Advocate General (Admiralty Division) Navy Department, the legal officer of the naval district, and the fleet or naval forces command where the incident occurred. Original documentary data relative to the incident shall be preserved as directed by Chapter III, JAGINST 5800.7 (Manual of the Judge Advocate General). Detailed instructions for reporting claims, surveys, and other matters in connection with claims and litigation are contained in that instruction.

a. Immediate reporting is essential in dealing with all situations involving potential claims by or against the Government.

b. The Judge Advocate General (Admiralty Division) and/or COMSC (Counsel) will take required action in regard to each casualty. The Judge Advocate General (Admiralty Division) or COMSC (Counsel), as appropriate, will instruct the District Legal Officer or the MSC Office of Counsel in the area in which the casualty occurred, to take the necessary steps to survey, investigate, and handle claims arising out of the incident.

c. If a request is made by the U. S. Coast Guard directly to the master for the furnishing of witnesses at a Coast Guard hearing or investigation, the request will be referred to the Commandant of the Naval District (Admiralty Legal Officer), or to the local SOP, who will secure the approval or nonapproval of such attendance from the Judge Advocate General of the Navy. The cognizant MSC administrative commander will be advised by the master of all such requests and subsequent action resulting therefrom.

1-4-3 REPORTING OF VITAL INTELLIGENCE SIGHTINGS

It is essential that personnel aboard MSC ships report immediately unidentified and suspicious ships and craft sighted at sea in order to permit active and immediate investigation. Masters will report in accordance with COMSCINST 3840.1.

1-4-4 SEARCH AND RESCUE

Under maritime laws and long standing traditions of the sea, MSC ships will aid in search and rescue operations (SAR) when circumstances warrant. The master shall render immediate search and rescue assistance when requested by a ship or craft in distress or when directed by competent authority.

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a. When an MSC ship becomes involved in a SAR operation, any change in operational control and communication guard will be reported immediately to the cognizant fleet command and OCA in accordance with COMSCINST 3121.1. The message will request that COMSC and the appropriate area or subarea commander be advised of such change. Upon termination of rescue operations or when released from operational control by the area SAR commander, another report shall be made in like manner indicating resumption of normal operational control and communication guard.

b. The entire SAR operation is aimed at the rescue of personnel in distress. Success depends on the prompt reporting of all available information pertaining to the distress incident to provide for proper coordination and rapid dispatch of rescue facilities to the scene.

c. Should an MSC ship require SAR assistance, a message request, direct to the SAR coordinator for the area, if known, will be transmitted via any U. S. Navy Ship-Shore Station. If the SAR coordinator for the area is not known, the Ship-Shore Station will be requested to immediately relay the message to the nearest SAR agency.

d. Personnel aboard MSC ships shall be trained in recognition of visual distress signals, proper use of lifesaving equipment, first aid, and rescue operations.

1-4-5 SALVAGE SERVICES

If an MSC controlled ship requires salvage assistance at sea, the master shall request assistance by immediate message from the appropriate military commander listed in subparagraph b below. Commander, Military Sealift Command, the cognizant MSC area or subarea commander, the cognizant Surface Force Commander (COMNAVSURFLANT or COMNAVSURFPAC), and the Chief of Naval Operations (CNO) shall be made information addressees on each request.

a. The request for assistance shall be submitted by immediate message as a Salvage Report and the initial message shall contain as much of the following information as is immediately available and applicable: (for identification, the first word of the message shall be "SALREPT"): (This report is assigned RCS MSC 4740-3.)

ALFA	Location
BRAVO	Weather conditions
CHARLIE	Sea conditions
DELTA	Nature of casualty
ECHO	Assistance required
FOXTROT	Other details
GOLF	Draft forward and aft before stranding
HOTEL	Draft forward and aft at high water after stranding
INDIA	Range and time of next high tide
JULIETT	Cargo or ballast on ship by tanks
KILO	Bunkers on ships by tanks
LIMA	Fresh water on ship by tanks

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MIKE	Type of bottom and nature of grounding (hard aground, etc.)
NOVEMBER	Hull damage (condition of watertight bulkheads, list of flooded compartments or tanks, ruptured strength members, etc.)
OSCAR	Availability of salvage ship

b. Depending on the geographical location of the ship, requests for assistance shall be made to a command listed below:

<u>Address request to</u>	<u>When ship is</u>
Commander in Chief, U.S. Pacific Fleet (CINCPACFLT)	in Pacific or Indian Ocean Areas
Commander Naval Forces, Korea (COMNAVFORKOREA)	in Korean Area
Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT)	in Gulf of Mexico and Western Atlantic
Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT)	in Eastern Atlantic Ocean
Commander, Naval Forces, Caribbean (COMNAVFORCARIB)	in Caribbean Sea
Commander, Naval Forces, Caribbean (COMNAVFORCARIB)	in Pacific waters near Canal Zone
Commander in Chief, U.S. Naval Forces Europe (CINCUSNAVEUR)	in Mediterranean

c. When considered advisable, Commander, Military Sealift Command will notify a commercial contract salvage facility, as to the nature of the possible assistance required; and, in case of stranding, Commander, Military Sealift Command may also order the MSC Ship Salvage Team to the scene as provided in COMSCINST 5420.2.

d. Situation reports in the same format as the Salvage Report shall be made whenever major changes occur. The first word of these reports shall be "SITSALREIT" for identification purposes.

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e. Nothing in these instructions is to be construed as prohibiting the master from making a direct request to a commercial contract salvage facility for assistance under the contract, when such action appears warranted, or from taking any other emergency action as is deemed necessary.

1-4-6 SALVAGE CONTRACTS

a. The Naval Sea Systems Command has an annual contract with Murphy Pacific Marine Salvage Company (New York) for the salvage of naval vessels along the Atlantic and Gulf coasts and in the Caribbean area. This company maintains salvage ships regularly on station in Key West, Florida as well as ships available for service in New York and Kingston, Jamaica. On the West Coast NAVSEA currently has salvage contracts with Fred Devine Diving and Salvage Company (Portland) for casualties north of latitude 42°N and with Crowley Maritime Salvage Company (San Francisco) for casualties south of latitude 42°N. These services should be used when an MSC ship requires organized salvage assistance (assistance at sea or as a result of stranding) and naval assistance is not available or is inadequate or when the master determines that a direct request to a commercial salvor is warranted by the circumstances. Requests for the services of these companies can be made directly to their agents, but preferably should be made to one of the following: Assistant Supervisor of Salvage (Admiralty), United States Navy, Suite 8833, One World Trade Center, New York, New York 10048 ((212)264-5982 or 5983); Supervisor of Salvage, USN, Washington, DC 20362 ((202)697-7403).

b. NAVSEA has two salvage contracts in the Western Pacific: United Salvage Party (Melbourne) and Selco (Singapore) Ptc. Ltd. Requests for services under these contracts should be made in the same manner as indicated above.

c. The NAVSEA salvage contracts are resolicited every three years.

1-4-7 SALVAGE SERVICES RENDERED

Whenever an MSC ship renders salvage service to private shipping, or to ships owned or operated by Government departments other than the Navy, a complete letter report of all services rendered, facilities used, and costs shall be forwarded to the Supervisor of Salvage, USN, Suite 8833, One World Trade Center, New York, NY 10048, for use in preparing a claim. Rendering salvage service shall include proceeding to the aid of a ship in distress whether or not any actual salvage service is performed.

a. Masters shall submit promptly these letter reports to the MSC representative at the first port of call. The MSC representative shall prepare copies for distribution to COMSC, the cognizant MSC operational and/or administrative commander and the local fleet commander. (This report is assigned Report Control Symbol MSC 4740-6.)

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b. Where practicable, the following information shall be included in the report:

(1) Detailed summary of all events from the time and point of departure for the scene and return to port or original course.

(2) Name of the vessel assisted, principal dimensions, and official number.

(3) Owner, operator, and/or agents.

(4) Fuel, lube oil, and water consumed and cost thereof.

(5) A statement of the wages and overtime for the crew and/or the daily pay of military personnel attached.

(6) The cost of subsistence consumed during the time lost due solely to salvage operations.

(7) Material lost, damaged, or expended and replacement cost thereof.

(8) Any special equipment, such as pumps, beach gear, and diving equipment if divers are used.

(9) Any damage incurred to or caused by Navy-controlled ships.

(10) A written acknowledgement from the salvaged ship of the services rendered.

1-4-8 ASSISTANCE-AT-SEA MISSIONS

Assistance-at-sea missions are incidents in which medical or other services of a humanitarian nature are furnished to an individual or individuals of another command or commercial agency. The master shall submit to COMSC, with copy to the cognizant MSC commander, a letter report of each assistance-at-sea mission as occurring. Photographs of the incident should be taken, where possible, but submission of photographs shall not delay the report. They may be forwarded later under separate cover. The report will contain the following information to enable COMSC to reconstruct the degrees and cost of participation.

a. Date and hour of diversion to perform mission.

b. Nature of mission.

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- c. Location, details of any essential data pertaining to the mission, including names of other ships involved.
- d. Date and hour of release from mission.
- e. Date and hour of return to regular schedule.
- f. Labor costs directly related to the incident.

1-4-9 WEATHER REPORTS

The importance of reliable weather forecasts and storm warnings to the safety of all forms of ocean traffic cannot be overemphasized. In order to provide the best possible weather service to ships, it is essential that accurate and prompt weather reports be available from as many ships as possible.

a. The master may contact, U. S. Weather Bureau Offices or Naval Weather Units in order to obtain advice or assistance in connection with taking, recording, and transmission of weather reports, instrument checks and calibrations.

b. It is essential that ship's aneroid barometers be compared with a standard instrument at least once every three months to determine corrections that should be applied to observed readings.

c. Routine unclassified weather reports shall be made to the appropriate Weather Collection Centers. Addresses of Weather Collection Center, U. S. Weather Bureau Offices and Naval Weather Units, together with additional information relative to the submission of weather reports, are contained in COMSCINST 3140.1.

1-4-10 HYDROGRAPHIC REPORTS

The Oceanographic Office is engaged in a continuing survey program covering all ocean areas of the world. COMSC desires to cooperate with the Oceanographer in obtaining needed observations by utilizing the services of MSC ships to the maximum extent practicable during scheduled operations.

a. The master will be guided by instructions and procedures set forth in H. O. Publications in the 606 series. Important information, which may not be covered in current H. O. Publications, will be reported to the Oceanographic Office, via the cognizant MSC administrative commander. If information discovered indicates immediate danger to shipping, a message report will be made to cognizant authorities in the area, United States and foreign, as directed in publications of the Oceanographic Office.

b. If information indicates deficiencies in aids to navigation in United States waters, a copy of the report will be furnished the nearest U. S. Coast Guard Office.

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1-4-11 BATHYTHERMOGRAPH OBSERVATIONS

MSC civil service manned ships equipped with bathythermographs will take observations twice daily between 0800 and 0900 and 1600 and 1700 (local time), when in waters greater than 100 fathoms. Observations will be recorded in the Bathythermograph Log, PRNC-NODC 3167/10 (Series), and transmitted by message in accordance with instructions contained in the log. (This report is assigned Report Control Symbol OCEANAV 3167-1.) While rough weather or operating schedule may prevent the taking of observations for one or two days, it is expected that observations, to the maximum extent possible, will be taken as directed above during each voyage. Reports are not required when observations cannot be made.

a. Log sheets together with the slides for each month shall be mailed to the National Oceanographic Data Center, Washington, DC 20390.

b. Messages will be transmitted by the radio officer, if on watch, or during the next following watch period, as a part of normal duties. Strict adherence to the prescribed format for messages is essential for automatic machine processing and analysis.

c. Messages will be addressed as follows:

(1) For all areas in the North Atlantic East of 30°W longitude and in the Mediterranean.

ACTION: British Admiralty
INFO: Fleet Numerical Weather Facility, Monterey;
NAVOCEANO

(2) For all areas in the North Atlantic West of 30°W longitude and in the Gulf of Mexico.

ACTION: NAVOCEANO
INFO: CANFLAGLANT (Halifax); Fleet Numerical
Weather Facility, Monterey

(3) For all areas in the Pacific.

ACTION: Fleet Weather Central/Joint Typhoon Warning
Center (FWC/JTWC) Guam
INFO: CANFLAGPAC; Fleet Numerical Weather
Facility, Monterey

d. Stocks of the Bathythermograph Log are available at the U. S. Naval Oceanographic Distribution Office, U. S. Naval Supply Depot, 5801 Tabor Avenue, Philadelphia, Pennsylvania 19111, or U. S. Naval Oceanographic Distribution Office, Clearfield, Utah 84015. Administrative commanders shall order an adequate supply of logs to furnish applicable ships.

e. The U. S. Naval Oceanographic Office, Washington, DC, will be notified by message of lost or defective BTs (fishes). Defective BT shall be returned to NAVOCEANO and lost BTs will be surveyed. Replacement BTs will be supplied to ships by NAVOCEANO.

1-4-12 LOGISTICS REQUIREMENTS REPORT

At least 48 hours in advance of arrival at each port of call, the master will forward by message, to addressees specified by the cognizant MSC administrative commander, a Logistics Requirements Report (LOGREQ). The abbreviation LOGREQ will precede the body of the message in order that it may be readily identified. The basic information to be furnished and type of logistics support that may be requested, will likewise be specified by the cognizant MSC administrative commander. This report parallels that required by NWP-7.

1-4-13 PERSONAL INJURY REPORTS

All injuries and illnesses involving personnel on board an MSC ship will be entered into the ship's deck log. A report of the injury or illness will be made by the master as soon as feasible. That report should include: the time at which the injury or illness occurred; the time at which the injury or illness was reported; a description of the circumstances surrounding the injury or illness; a full description of the physical ailment; the treatment received; and a list of witnesses if the incident involves a personal injury. The report will be forwarded immediately to the cognizant MSC administrative or operational commander. If the injury or illness is significant, it shall be reported by message to the cognizant administrative or operational commander with COMSC as an information addressee.

a. Civil service officers and seamen who man MSC ships have an exclusive remedy for personal injuries under the Federal Employees' Compensation Act. Consequently, report of personal injuries to these individuals should also be sent to the Civilian Personnel Office of MSC.

b. Longshoremen, harbor workers, repairmen, guests, and visitors, may file suit for their injuries against the Government under the Public Vessels Act. Report of injuries to these categories of individuals should be made to the Judge Advocate General of the Navy. Documentation of injuries to such individuals should be gathered in accordance with Chapter XII of the Manual of the Judge Advocate General (Admiralty Claims).

c. All injuries, illnesses or other incidents which involve the potential liability of the Government should be immediately reported.

PART 1

CHAPTER 5
GENERAL

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1-5-1 SECURITY

The importance of providing maximum security and safety of personnel embarked in MSC ships cannot be overemphasized. The master will ensure that sufficient qualified and properly instructed crew personnel are retained onboard at all times when in port to ensure the safety and security of the ship, property, and personnel. Sufficient crew personnel, properly instructed, also will be retained onboard at all times when in port to provide:

- a. Overall security of the ship.
- b. A continuous gangway watch to control personnel and material coming aboard or leaving the ship.
- c. An adequate fire patrol to check all areas, with particular emphasis placed on inspection of areas worked in by shore gangs.
- d. An engineering donkey watch consistent with the type of ship and requirements for auxiliary service.
- e. Ship-to-shore communications (telephone watch).
- f. Attendance at mooring lines, as required, and the means for getting underway within a minimum of time in event of heavy weather or emergency.

1-5-2 GANGWAY SECURITY WATCH

When in port, qualified and thoroughly instructed crewmembers will be stationed at or in the immediate vicinity of the gangway(s) at all times. Personnel assigned this duty shall be delegated authority and responsibility for the control of all persons and material coming aboard or leaving the ship.

a. The Bridge-Gangway Log (MSC Form 5211/11) will be maintained at the gangway when the ship is in port. The gangway watch will enter in the log the names of all persons coming aboard and departing the ship together with the time of each boarding and departure.

b. Stevedore and repair personnel, boarding in groups, need not sign individually. Such personnel will be recorded as a group by their supervisor or person in charge. They will, however, be carefully counted and checked upon boarding and departure of the ship.

c. In ports under military control, where large groups of visitors are allowed to come aboard after embarkation, the commanding officer/master will, in coordination with the MSC commander, prescribe special instructions concerning the manner in which these groups will be accounted for, escorted, and controlled.

d. Of major importance to inport security is assurance that unauthorized personnel are prevented from boarding the ship. Personnel not assigned to the ship will, unless otherwise recognized, be required to furnish proper identification and authority before boarding.

e. The watch will check the authority for the movement of all material over the gangway, and be instructed in regard to actions to be taken in connection with the attempted removal of items from the ship or the introduction of prohibited or unauthorized items into the ship.

1-5-3 SECURITY IN PORTS AND UNDERWAY

Recent events of piracy, terrorist activity, and hostile military/paramilitary actions in various parts of the world have heightened concern for the safety of U.S. mariners. All ports of call in the Indian Ocean/South China Sea area may be considered areas of potential military or terrorist activity. Incidents have been reported in the Caribbean. The narrow confines of the Straits of Malacca and the Bab El Mandeb cause shipping to be particularly vulnerable to attack by military, paramilitary or terrorist groups, and pirates while transiting those passages. Normally in overseas areas Military Sealift Command representatives and local national security forces and/or military authorities are available for advice and assistance. Depending upon a local evaluation of the type and magnitude of the threat, there are various actions available to the ship which can significantly enhance security. Some of these are:

a. General

- (1) Review ship's security bill.
- (2) Review damage control procedures.

(3) If in port, ship may get underway and steam in secure areas off shore during nighttime or other high threat periods.

(4) Restrict or prohibit shore leave by crew, if appropriate.

(5) Maintain sea watches in port, if appropriate.

(6) Maintain engines at an appropriate level of readiness to be able to get underway on short notice.

(7) Prohibit bum boats alongside; prohibit vendors onboard and, if possible, on the pier.

(8) Provide training and qualification in use of firearms for appropriate ship's personnel.

(9) Provide a general alarm signal to alert crewmembers to emergencies described herein.

(10) Use helicopters to screen area during ship's stay in port, not just while ship is entering and leaving port.

(11) Use divers to sweep entire pier area before ship's arrival and during ship's stay; extending sweep to include ship's hull and area under ship.

b. Inport-Alongside Pier

(1) Ensure gangway watch can contact and receive assistance from local security forces.

(2) Gangway watches should be alert for unauthorized visitors; particular attention should be paid to packages or containers for weapons/explosives.

(3) Use rat guards on all mooring lines.

(4) Do not leave accommodation ladders or jacob's ladders at water edge unless actually in use.

(5) Provide illumination for ship's sides and waterline from sunset to sunrise.

(6) Provide roving patrols using military sentries, when available, civilian guards, and/or a deck watch to maintain vigilant watch for swimmers under piers or who may be approaching ship. Also from small craft, suspicious vehicles/personnel approaching the ship.

(7) Use harbor patrol boats, if appropriate and available.

(8) Conduct underwater hull searches in port (if divers available).

(9) Turn over ship's screws ahead or astern at slow speed at frequent random intervals.

(10) Ensure bow/stern ramps are up and secured except when actually in use.

c. Inport-At Anchor

(1) Use anchor chain collar and messenger line on anchor chain to determine if anything has been attached.

(2) Use covers on all chain hawse.

(3) Turn over ship's screws ahead and astern at slow speed at frequent random intervals.

(4) If feasible, anchor ships in locations so that sappers cannot take advantage of currents to float explosive devices and/or swimmers to ships. Currents can sometimes be utilized to inhibit swimmers.

(5) Random shifts of anchorage to disrupt attempts to target a ship by sappers or to target rocket/mortar fire from an unsecured shoreline.

(6) Provide illumination for ship's sides and waterline from sunset to sunrise.

(7) Ensure bow/stern ramps are up and secured except when actually in use.

(8) Use harbor patrol boats, if appropriate and available.

(9) Gangway/deck watch should be alert for unauthorized visitors. Particular attention should be paid to packages or containers for weapons explosives.

(10) Provide roving patrols using military sentries, when available, civilian guards, and/or a deck watch to maintain a vigilant watch for swimmers or small craft approaching ship.

d. Underway

(1) Depending upon proximity of land, ship's speed, freeboard, etc., the possibility of surreptitious or overt boarding of a ship while underway by personnel who may or may not be armed must be considered. A review of possible contingencies, e.g., boarding by armed pirates, and consideration of possible courses of action to defend the ship including evasive maneuvering, use of firehoses, or other appropriate force to repel boarders, etc., are the first steps in averting hazardous incidents.

(2) The most effective safeguards in potentially hazardous areas or situations are an intelligent analysis of the situation and realistic appraisal of the threat potential, before the fact, coupled with unremitting vigilance.

e. Ship Reaction Force

(1) In organizing for shipboard physical security, the master must assign qualified men to a ship's Reaction Force. At least two of the men assigned to this force shall be armed when the force is called out. The purpose of the Reaction Force is to:

(a) Act as a "Show of Force" to discourage potential terrorists/
pirates.

(b) Act as a repelling force against attackers attempting to board your
ship.

(c) Act with deadly force, when necessary, to protect the ship and its
crew.

(2) The Reaction Force may be called out at any time the master or the mate on watch feels that their presence is required; this may be underway, at anchor, or alongside a pier. Some of the circumstances that may require the Reaction Force are:

(a) Civil disturbances on the pier.

(b) Unidentified boat approaching or coming alongside the ship.

(c) Unauthorized persons trying to board the ship.

(d) Unauthorized persons discovered aboard the ship.

(e) Riot among the ship's crew.

(3) The make-up of the Reaction Force is up to the discretion of the master with the following suggested priorities:

(a) Officer in charge - armed with shotgun and revolver.

(b) Assistant officer in charge - armed with shotgun and revolver.

(c) Two men armed with M-14 rifles.

(d) Four men armed with spars, large fids, marlin spikes, or batons and ready to man high pressure hoses.

(4) The first line of action in order to repel boarders should be the "Show of Force" and the high pressure hoses. Normally this plus the sounding of the General Alarm and the beam of a searchlight will rout any would be invaders. If this fails and added force is required, circumstances under which a weapon may be fired are as follows:

(a) To protect own life or the life of another person where no other means of defense will serve in the particular situation

(b) To prevent the escape of a person known to have committed a serious crime (such as armed robbery, murder, or rape) when there is no other effective means available to prevent such escape.

(c) To prevent acts of sabotage, arson, or other crimes against the government after all other available means of preventing these crimes have failed.

1-5-4 BOMB THREAT PROCEDURES

a. Introduction. In recent years, militant groups superpatriots, criminal elements, and scores of others have manufactured and used explosives and incendiary devices in their rebellion against "the establishment." Bomb-incident data reflect the bomb incidents pose a continuing and ever-present threat to civilian and military personnel, property, and operations. Lives have been lost, injuries sustained, and millions of dollars in property damages have resulted from bombings. These incidents have not decreased significantly in the past few years and will probably continue to plague military and civil facilities and organizations. For this reason, there is a need for practical knowledge to cope with the violent activities of the people who represent segments of unrest in our society. This need has been partially met by various law enforcement agencies; yet it must be remembered that the protection of life and property is a responsibility that cannot be delegated solely to law enforcement — especially in ships. Bomb threats, in substantial numbers, are received by all types of Navy commands each year; and it is reasonable to assume that a United States Naval Ship might be the recipient of a bomb threat in the future. Because of this possibility, it is recommended that every USNS ship prepare a bomb threat response plan that meets the particular requirements of the ship's own situation. This chapter covers planning and preparation for bomb threats, what to do when a bomb threat is received, evaluating its seriousness and credibility, evacuating a threatened area, search techniques, and a check-off list of actions to be taken. Sources of the material herein are issuances of the U.S. Coast Guard, Federal Bureau of Investigation; Alcohol, Tobacco, and Firearms (ATF) Division, Internal Revenue Service; Naval Investigative Service (NIS), Naval Intelligence Command; and Department of the Army — all of which have expertise in handling bomb threats and bombings.

b. Planning and Preparation. Factors and procedures that should be considered when formulating a bomb threat response plan are as follows:

(1) Selected members of the crew (all officers and gangway watchstanders) should be made aware of the bomb threat problem and these procedures.

(2) Individuals onboard who are most likely to receive bomb threats should receive instructions on what to do.

(3) Personnel access control measures should limit non-ship personnel to access through one monitored entrance. Package control measures also should be instituted.

(4) A list of individuals, agencies, and commands that must be notified in the event of a bomb threat and a list of emergency services should be prepared.

(5) The master should designate a Bomb Scene Officer having authority, under the master, for all decisions relating to the bomb threat. Decisions as to the credibility of the bomb threat, whether to re-enter the threatened area should be made by the

master or the Bomb Scene Officer. Additionally, the location of a command center should be established where the Bomb Scene Officer has access to good communications.

(6) Mature officers and crewmembers who are familiar with specific areas of the ship should be selected to serve on search teams.

c. Receiving and Evaluating Bomb Threats. Officers and crewmembers who are most likely to receive a bomb threat should receive the most intensive training. Bomb threat receipt procedures follow:

(1) Every effort should be made to keep the caller on the line as long as possible. The caller should be asked to repeat what he said. Every word that the caller says should be recorded. Appended is an example of a bomb threat data sheet indicating the kinds of information that should be noted for subsequent investigation.

(2) An attempt should be made to encourage the caller to reveal where the bomb is located and when it is supposed to detonate. Additionally, if the caller is kept talking, he may inadvertently reveal who or where he is. By informing the caller that the ship is manned and that innocent people might be harmed, the caller may be influenced into revealing additional information.

(3) The recipient of the bomb threat should notify the proper ship authorities, usually the master and the Bomb Scene Officer, and should then remain available to answer any questions that law enforcement personnel may have about the call.

(4) Personnel should be briefed on how to identify possible letter or package bombs. Lack of mail processing marks, unusual shapes, and disproportionate weight-to-size ratios are good indicators of a possible bomb. If a written or postal bomb threat is recognized, further handling should be avoided in order to preserve the letter/package as evidence for examination. The appropriate ship authorities (the master and the Bomb Scene Officer at least) should be immediately notified upon discovery of a written bomb threat or a letter/package bomb.

(5) Once the master or Bomb Scene Officer received notification of a bomb threat, he must evaluate the credibility and seriousness of the threat. Factors to be considered are the content and specificity of the threat, a possible history of receiving bomb threats, the degree of security/accessibility maintained by the ship, the mission of the ship, whether the threat may have been precipitated by news reports of other calls, whether immediate evacuation will expose ship personnel to greater danger, the number of people who must be evacuated, and external factors such as terrorist activity. When evaluating a bomb threat, the master or Bomb Scene Officer must consider whether the caller is merely attempting to disrupt normal work routine or is genuinely aware of a bomb and is attempting to warn the ship in order to minimize potential injuries.

(6) The credibility of the bomb threat having been determined, the master or Bomb Scene Officer must take certain actions:

(a) Reporting the message to proper authorities.

(b) Search without evacuation.

(c) Partial or total evacuation and search.

d. Evacuation Procedures. When the bomb threat is of a serious nature and it has been determined that at least a partial evacuation is necessary, an evacuation signal should be sounded. This signal will be one long blast followed by at least twelve short blasts on the ship's whistle. Amplifying information is then to be passed to the crew by whatever means is available to the ship. Crewmembers should be instructed to open doors and air ports to lessen the effects of a bomb blast. (R)

e. Search Procedures

(1) Selected and trained search team members should conduct and direct the search. A search unit should always consist of at least two members. They may receive assistance/advice from the support EOD (Explosive Ordnance Disposal) unit. Search team members should be familiar with their areas and must be reminded that they are searchers and not bomb experts.

(2) Radios, such as walkie-talkies, should not be used by search team members for communications because of the potential for detonating an electric blasting cap by the radio signal.

(3) During the search, a set of master keys should be available so that locked areas can be checked.

(4) Generally, the search should proceed from outboard to inboard, the lower decks to the upper, the more public areas to the least public areas, and from the deck to the overhead, unless specific information is received as to the location of the bomb.

(5) When first entering a compartment, the search team should stop and listen, with eyes closed, to determine whether they can hear any ticking sound.

(6) Once an area has been searched, the search team should post a notice to keep the area from being searched again. Then the team should report the completion of their search to the command center. The preferred report is "No bomb was found" — not "There was no bomb."

(7) Should a suspicious object be found, the command center should be notified immediately and an EOD unit dispatched to the area. Search team members should never attempt to do anything with a suspected bomb. It must be emphasized that the discovery of one device should not end the search, as other devices may be present. The entire activity must be searched. It may be necessary to request divers to search the outside of the ship's hull, the propeller(s), and the rudder(s).

(8) The EOD unit should take charge of any suspected bomb. Ideally — although doing so is not possible in many ships — an area of at least 300 feet around the device and a potential removal route should be cleared of all personnel. This includes decks above and below the suspected bomb. The doors and airports of the area should be open to minimize blast damage.

(9) Should an explosion occur, there should be no attempt to tamper with the debris except to remove injured personnel and secure the area until EOD officials can take control.

(10) If an area has been evacuated, re-entry must not be permitted until the entire area has been searched and no devices are found, or the EOD unit has removed/disarmed any device(s) discovered. The decision to re-enter should be made by the master or the Bomb Scene Officer.

f. Bomb Threat Action Check-Off List and Bomb Threat Record Forms

(1) In case of a bomb threat, actions to be taken by the ship will vary with the situation: alongside, in nest, at anchor, at buoy, underway; in CONUS waters, international waters, foreign ports; shore activities; type(s) of cargo; state of loading or discharging; local jurisdictions; FOS or ROS; number of crew onboard; etc. Hence no all-inclusive action check-off list is feasible. However, a generalized list of actions plus a bomb threat record form are suggested on the following page.

(2) Based on limited usage of the above forms, local reproduction is authorized. The forms will be numbered as indicated on the samples and two copies furnished COMSC when implemented.

BOMB THREAT ACTION CHECK-OFF LIST

MSC FORM 8027/1 (11-77)

- ___ Record the bomb threat telephone call. Use attached form.
- ___ Preserve written or postal bomb threat; preclude further handling.
- ___ Evaluate bomb threat.
- ___ Consider evacuation.
- ___ Sound evacuation signal.
- ___ Open doors and airports.
- ___ Consider getting underway in order to clear the pier or other ships, if appropriate to do so.
- ___ Notify, as appropriate and feasible.
 - ___ Master and Bomb Scene Officer, whether onboard or ashore.
 - ___ Local police.
 - ___ Local fire department.
 - ___ Local ambulance service.
 - ___ Naval Investigative Service (NIS).
 - ___ Base security.
 - ___ Nearest MSC organizational element.
 - ___ U.S. Coast Guard.
 - ___ SOPA.
 - ___ FBI.
 - ___ EOD (Explosive Ordnance Disposal): Navy or Army, local police/fire department, or ATF.
- ___ Send on OPREP-3 report. (Include, as addressees, COMSC and MSC commander having OPCON.)
- ___ Break out emergency gear; lead out firehoses, if appropriate.
- ___ Commence search.
- ___ Do not move, jar, or touch a strange or suspicious object or anything attached thereto.
- ___ Place sandbags or mattresses — not metal shield plates — around the object, do not attempt to cover the object.
- ___ Leave the disarming and removal of a bomb or suspicious object to the professionals in Explosive Ordnance Disposal (EOD).

BOMB THREAT RECORD

INSTRUCTIONS BE CALM BE COURTEOUS LISTEN DO NOT INTERRUPT THE CALLER

DATE

TIME

EXACT WORDS OF PERSON PLACING CALL _____

QUESTIONS TO ASK

- 1 When is the bomb going to explode? _____
- 2 Where is the bomb right now? _____
- 3 What kind of bomb is it? _____
- 4 What does it look like? _____
- 5 Why did you place the bomb? _____

TRY TO DETERMINE THE FOLLOWING (*circle as appropriate*)

Caller's identity Male Female Adult Juvenile Age (____ years)
Voice Loud Soft High pitch Deep Raspy Pleasant Intoxicated Other ____
Accent Local Not Local Foreign Regional
Speech Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp
Language Excellent Good Fair Poor Foul Other _____
Manner Calm Angry Rational Irrational Coherent Incoherent
Deliberate Emotional Righteous Laughing
Background Noises Office machines Factory machines Bedlam Trains Animals Music
Soft voices Mixed Airplanes Street traffic Party atmosphere

ADDITIONAL INFORMATION _____

ACTION TO TAKE IMMEDIATELY AFTER CALL

- ASHORE** - Notify Immediate Supervisor and Security Officer or Staff Duty Officer
- AFLOAT** - Notify Watch Officer, Master, Senior Deck Officer onboard

SAVE THIS FORM FOR INVESTIGATION

1-5-5 BARRICADED CAPTOR/HOSTAGE SITUATIONS

(A

Masters are responsible for the planning and operational procedures contained in COMSCINST 5520.1. Additionally, masters are advised to follow and be guided by pertinent directives of Commander of the Naval District where in the ship may be berthed at the time of any barricaded captor/hostage incident. Masters or Commanding Officers will be the decision makers and should designate the First Officer or other responsible individual as the negotiator for such situations where circumstances prohibit immediate notification of the appropriate area commander, Naval Investigative Service Office, or law enforcement officials.

1-5-6 STOWAWAYS

The master is responsible to ensure that every possible security measure is enforced to prevent the entry of a stowaway into the ship. A systematic and thorough search of the entire ship for stowaways shall be made prior to departure from every foreign port.

a. If a stowaway is discovered after the ship has put to sea and return of such individual can be effected without undue delay in schedule by debarkation into a small boat alongside, a message request for boat assistance will be made to appropriate port authorities.

b. If a stowaway is discovered after the ship has put to sea and it is impracticable to comply with a above, every effort shall be made to return the individual to the port where illegal entry into the ship is considered to have been effected or to any other port of the country. In this connection, MSC ships will accept transfer of a stowaway from another MSC ship to expedite return.

c. If return of a stowaway cannot be accomplished in accordance with a and b above, every effort will be made to debark such individual at the first port of call, consistent with the laws applicable to stowaways at that particular port.

d. A stowaway discovered aboard ship shall be placed under such custody and surveillance as required to ensure delivery to proper authorities. His nationality shall be determined and an affidavit, indicating the port where the individual is known to have stowed aboard, shall be prepared for delivery with the individual to proper authorities.

e. When a stowaway is discovered aboard, a message report shall be made to the MSC command to which the ship is assigned for administrative control, with information copies to the MSC command at the port where the individual is known to have stowed aboard and the MSC commander of the area in which the ship is operating. This report is assigned RCS MSC 5820-1.

f. If a stowaway is a member of the armed forces of the United States, he shall be delivered to proper military authorities ashore at the earliest opportunity.

g. The master lacks jurisdiction, in the absence of an empowering treaty, to apprehend a stowaway who escapes from MSC custody in a foreign port. In the event a stowaway should escape, cognizant local authorities shall be notified immediately.

1-5-7 NAVIGATION

The master is responsible for the safe navigation of his ship except when transiting the Panama Canal and as otherwise indicated in Article 1-5-8. MSC ships will be navigated in compliance with 33 CFR Subchapter D, International Navigation Rules (Parts 80-82) and Subchapter E, Inland Navigation Rules (formerly CG 169, Navigation Rules, International/Inland). The master shall ensure that watchstanders are thoroughly familiar with the International/Inland Navigation Rules, that these Rules are carefully observed, and that watchstanders are properly trained to handle emergency situations. Watchstanders shall maintain their proficiency in recognizing the international signals, contained in the International Code of Signals, and Visual-signaling by the International Morse Code. See Part 2, Chapter 2, for specific navigation responsibilities of the Second Officer and the Watch Officer at Sea.

a. When there is reason to believe that hostile action may be encountered at sea, the master will take preparatory measures to ensure maximum watertight integrity of the ship and institute necessary evasive action. In port, preparatory measures will be taken to permit immediate slipping of moorings or of anchor cable. Condition of watches, engines, and other preparations for action may be directed by competent authority.

b. No precaution which ensures the safety of the ship is to be regarded as excessive. When the ship's safety calls for extra special attention in heavy weather, maintenance of schedule will be a secondary consideration.

1-5-8 USE OF RADAR

Collisions of radar-equipped ships vividly highlight the ineffective use of radar. While radar, as an extension of the navigator's vision is a boon to navigation, it is only an aid. To be effective, information obtained by radar must be plotted and interpreted correctly. In fog, radar cannot substitute for good judgment and seamanship, strict compliance with the International Navigation Rules, moderate speed, and an alert lookout. The courts place an additional requirement on ships, equipped and manned to use radar, to make use of this equipment while underway during periods of reduced visibility. However, this in no way relieves the master of his responsibility for observing all normal precautionary measures. Relative motion plotting is essential to determine the true course and speed of other ships. Except in isolated cases, this cannot be done by "seaman's eye" alone. Relative motion plotting is therefore mandatory.

a. The advantages of the Fraser luminous maneuvering board, an allowance item for all MSC ships, over the regular maneuvering board plotting sheet (H.O. 2665-A) are:

- (1) Maintenance of night vision.
- (2) Speed in plotting.
- (3) Color identification of numerous plots.
- (4) Indelible record in case of collision.

b. It is COMSC policy that the safety of the ship take precedence over the maintenance of schedules. Schedules are to be considered as desirable targets. However, they shall not be met by accepting undue risks of collision with other ships, heavy weather or ice damage, or otherwise violating the principle that the safety of the ship is paramount to all other considerations.

c. The master shall carry out this policy by:

(1) Strict adherence to the International/Inland Navigation Rules.

(2) Reducing speed in fog, particularly in restricted or pilot waters.

(3) Making effective use of radar in hazy weather, including relative motion plots of other ships.

(4) Avoiding course changes in restricted waters unless required by the circumstances. (With sufficient sea room, course changes should be made early enough and large enough so that there will be no doubt regarding intentions and so that passing will be well clear.)

(5) Ensuring that navigators can plot accurate maneuvering board relative motion situations, particularly to determine the closest point of approach (CPA) and course changes for safe passing.

(6) Determining and posting on the bridge, the ship's stopping distances at various speeds (deceleration tables).

(7) Observing all practices of good seamanship, including proper lookouts, speed, lights, signals, radar, use of radiotelephone, where appropriate, and setting material conditions of readiness.

1-5-9 PILOTAGE

The master may employ licensed pilots, when deemed necessary, paying no more than the local rate. Employment of a pilot might be deemed necessary at any port when required by applicable law or regulations. However, compulsory pilotage laws of the various states are not applicable to public vessels of the United States. The following statement by an attorney general of the United States is quoted for information: "The public vessels of the Government have the right of entering the ports and harbors of the United States without employment of pilots, if the officers in command, under instructions, shall deem it consistent with the safety of their command.*** This exemption extends to all ships which belong to the United States, and employed in the public service, whether they be armed ships or not."

a. The master shall be guided by his own judgment in the employment of pilots when such employment is not required by applicable laws and regulations.

b. Only when transiting the Panama Canal can the master legally surrender his navigational responsibilities to the pilot. At all other times, a pilot is merely an advisor and his presence onboard does not relieve the master or his subordinates of responsibility for the safe navigation of the ship.

c. Rule 30 of "Rules of Regulations Governing Navigation of the Panama Canal and Adjacent Waters directs (1) that the pilot assigned to a ship in those waters control the navigation and movement of the ship and (2) that the ship deliver to the "boarding party" crew lists prepared on Panama Canal forms. This latter requirement applies only to civil service manned ships. To meet this requirement, MSC crew lists, in duplicate, attached to CA Form 1509 and signed by the master, will be accepted by the Canal Zone authorities.

d. Article 0752, U.S. Navy Regulations, govern the movement of ships at naval shipyards. When a ship not under her own power is moved by direction of the commanding officer of the yard, that officer shall be responsible for any damage that result therefrom. When a ship is being drydocked under her own power, the master shall be fully responsible until the extremity of the ship first to enter the drydock reaches the dock sill and the master is relieved by the docking officer. Likewise, at commercial shipyards the master is responsible for the safety of the ship until the ship actually enters drydock and responsibility is assumed by the yard.

1-5-10 OPTIMUM TRACK SHIP ROUTING PROGRAM

The National and Naval Weather Services provide OTSR services for MSC ships on a routine basis. FLEWEACEN Norfolk and FLENUMWEACEN Monterey have been staffed with specially trained personnel to provide these services. Complete information in regard to this program and operational procedures for Optimum Track Ship Routing are contained in COMSCINST 3141.1. Optimum track routing will be utilized at all times when available.

1-5-11 POLLUTION ABATEMENT AND CONTROL

a. It is the responsibility of the master and other supervisory shipboard personnel to be fully aware of their responsibilities in connection with the various Federal, state, local, COMSC, and area commander regulations for environmental protection. It also is required that all officers and crewmembers be familiar with and observe these laws and regulations as applicable to their ships' departments.

b. It is COMSC policy to comply with all Federal, state, and local environmental protection laws and regulations to the maximum extent possible. Nothing in these or other MSC instructions shall be construed to take the place of any law or Federal regulation except where MSC requirements are more restrictive, nor do they relieve the master of his responsibility for the safety of the ship, crew, and cargo.

c. Masters are required to retain a copy of COMSCINST 6240.4C (Military Sealift Command Environmental Protection and Enhancement Program; policy, procedures, and assignment of responsibilities for) which is the implementing pollution abatement and control MSC directive. Accordingly, masters are to comply with COMSC Shipboard Pollution Control Regulations (MSC Chart 6240) and any COMSC notices providing guidance on environmental protection laws, policy, concepts, etc.

1-5-12 EMERGENCY EVACUATION PLANS

It is COMSC policy that MSC ships be prepared to conduct safely, expeditiously, and creditably, the support of higher authority in the sealift evacuation of noncombatants from danger areas abroad in accordance with the effective edition of COMSC Concept Plan 9202. To be fully prepared to discharge these responsibilities, MSC ships shall develop and maintain an Evacuation Bill. It will be kept up-to-date, with necessary corrections and modifications made by the Master. An example of an Evacuation Bill follows.

EVACUATION BILL (SAMPLE)

1. Purpose. To establish procedures and assign responsibilities for the embarkation, accommodation, and debarkation of evacuees.
2. Background. USNS _____ could be called upon to respond with little notice to provide humanitarian or operational evacuations of U.S. or alien personnel. To effectively handle such evacuations, the ship must be prepared to receive, process, and transport personnel for short periods (less than 24 hours) with minimal support such as messing and medical attention or for longer periods (over 24 hours) where additional support such as berthing must be provided.
3. Planning. When planning for the arrival of evacuees, consideration must be given to the following factors:
 - a. Method of arrival
 - b. Evacuee identification
 - c. Evacuee processing
 - d. Treatment of injuries and illnesses
 - e. Provision of personal items (i.e., clothing, blankets, etc.)
 - f. Feeding
 - g. Storage requirements
 - h. Berthing requirements (men, women, children)
 - i. Length of embarkation
 - j. Safety/Security (including disarming refugees)
 - k. Sanitation
 - l. Fresh water (ship storage and distilling capability)

m. Communications

n. PAO/Media

4. Responsibility

a. Master. The master is the overall ship evacuee coordinator. He will ensure that the evacuees are received and processed in accordance with this instruction. When informed of the arrival of evacuees, he will make arrangements and coordinate efforts to process, berth, feed, and provide whatever assistance is required in light of the resources, including possible military assistance, at his disposal. He will inform the crew as to the particular nature of the evacuation and specifically designate:

- (1) Spaces designated for berthing and messing
- (2) Location of processing center
- (3) Medical isolation area
- (4) Suitable stowage areas
- (5) Suitable dispensary area
- (6) Assigned crewmen (by name) to evacuation stations

b. Chief Mate. The Chief Mate is responsible for:

- (1) Preparing for evacuee arrival and debarkation method
- (2) Preparing designated areas to be used for berthing, processing, and stowage and messing
- (3) Establishing a procedure for collecting and storing valuables

c. Second Mate. The Second Mate is responsible for:

- (1) Establishing a procedure to receive and receipt for firearms, weapons surrendered as the evacuees embark
- (2) Providing armed guards for initial processing area, storage areas, and general security

d. Chief Steward

- (1) Provide cleaning gear and whatever habitability items are available for evacuees
- (2) Plan messing in designated areas and plan means of preparing and serving food and drink

- e. Purser. The Purser will develop a plan for:
 - (1) Identifying evacuees
 - (2) Completing evacuee census cards
 - (3) Processing evacuees embarking and debarking
- f. Chief Engineer. The Chief Engineer will develop plans for providing:
 - (1) Interim sanitary facilities
 - (2) Potable and bathing water storage/dispensing facilities

g. Ship's Nurse/Designated Medical Department Representatives. The Ship's Nurse/Designated Medical Department Representative will develop plans and procedures for:

- (1) Medical evaluation of all evacuees
- (2) Provide assistance in treating illness and injuries
- (3) Designating those evacuees to be medically isolated

5. Action

a. When information has been received that an evacuation contingency exists, the Master shall brief his action officers and review and update the ships plan of action with them.

b. Evacuees may embark from pier-side, surface craft, or helicopter. All will be immediately processed as close as possible to the point of embarkation. Initial processing will consist of the assignment of a sequential number written on an identification tag.

c. After initial processing, the evacuees will begin secondary processing consisting of the following:

- (1) A search of all persons and baggage will be conducted for firearms, weapons, and other contraband. Baggage requiring checking will be tagged with the same sequential number as assigned to the evacuee.

- (2) Surrender of firearms and weapons is mandatory. If in the opinion of the Master, adequate safe stowage space is available, adequate security personnel are available and the stowage of firearms will not constitute a threat to the ship, receipts with the same sequential numbers assigned to the evacuees may be issued and the items reclaimed upon disembarkation. If any of the above conditions are not met, the Master shall jettison such weapons immediately. If the jettisoned weapons may constitute a future threat (shallow water permitting retrieval), they are to be rendered inoperable before being disposed of.

- (3) Evacuees will be required to fill out a Rescue-Evacuation Census Form (Annex B) immediately following the search. These forms will constitute a complete roster to be submitted to the Master for further transmittal to U.S. military on-scene commander.

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(4) All evacuees will then be medically screened with an appropriate evaluation annotated on the census form. Those requiring medical attention or isolation will be moved to the appropriate areas.

(5) Berthing assignments will then be made. Pertinent instructions on such items as safety, movements about the ships, meals, fire, abandonship, man overboard, and restrictions will complete the processing.

(6) Debarkation plans will be promulgated to all evacuees as soon as germane circumstances are known.

1-5-13 ASSISTANCE TO PERSONS, SHIPS, AND AIRCRAFT IN DISTRESS

In light of the situation which exists in many ports of the world today, it can be anticipated that MSC ships receive requests for assistance from foreign nationals who are attempting to flee from their native countries.

a. If such persons are in distress, the customs of the sea and Article 0925, U.S. Navy Regulations 1973, provide ample authority to supply such assistance as is deemed reasonable and appropriate. This assistance may include fuel, navigational advice, and such other supplies or information as may be required to enable the persons to continue their voyage in safety.

b. If the craft is unseaworthy or in such condition as to warrant apprehension as to whether or not it can safely reach its intended destination, the above referenced article is adequate authority to take the persons aboard to ensure their safety.

1-5-14 GRANTING OF ASYLUM AND TEMPORARY REFUGE

In the event a request is made for asylum, Article 0940 of the U.S. Navy Regulations 1973, is quoted for your compliance:

"1. If an official of the Department of the Navy is requested to provide asylum or temporary refuge, the following procedures shall apply:

"a. On the high seas or in territories under exclusive United States jurisdiction (including territorial seas, the Commonwealth of Puerto Rico, territories under United States Administration, and possessions):

"(1) At his request, an applicant for asylum will be received onboard any naval aircraft or waterborne craft, Navy or Marine Corps activity or station.

"(2) Under no circumstances shall the person seeking asylum be surrendered to foreign jurisdiction or control, unless at the personal direction of the Secretary of the Navy or higher authority. Persons seeking political asylum should be afforded every reasonable care and protection permitted by the circumstances.

"b. In territories under foreign jurisdiction (including foreign territorial seas, territories, and possessions):

"(1) Temporary refuge shall be granted for humanitarian reasons onboard a naval aircraft or waterborne craft, Navy and Marine Corps activity or station, only in extreme or exceptional circumstances wherein life or safety of a person is put in imminent danger, such as pursuit by a mob. When temporary refuge is granted, such protection shall be terminated only when directed by the Secretary of the Navy or higher authority.

"(2) A request by foreign authorities for return of custody of a person under the protection of temporary refuge will be reported to the CNO or Commandant of the Marine Corps. The requesting foreign authorities will be informed that the case has been referred to higher authorities for instructions.

"(3) Persons whose temporary refuge is terminated will be released to the protection of the authorities designated in the message authorizing release.

"(4) While temporary refuge can be granted in the circumstances set forth above, permanent asylum will not be granted.

"(5) Foreign national who request assistance in forwarding requests for political asylum in the United States will be advised to apply in person at the nearest American Embassy or Consulate.

"c. The Chief of Naval Operations or Commandant of the Marine Corps, as appropriate, will be informed by the most expeditious means of all action taken pursuant to paragraphs 1a and 1b above, as well as the attendant circumstances. Telephone or voice communications will be used where possible, but must be confirmed as soon as possible with an immediate precedence message, information to the Secretary of State (for actions taken pursuant to paragraphs 1b(1) and 1b(5) of this article, also make the appropriate American Embassy or Consular Office an information addressee). If communication by telephone or voice is not possible, notification will be effected by an immediate precedence message, as described above. The Chief of Naval Operations or Commandant of the Marine Corps will cause the Secretary of the Navy and the Deputy Director for Operations of the National Military Command Center to be notified without delay.

"2. Personnel of the Department of the Navy shall neither directly nor indirectly invite persons to seek asylum or temporary refuge."

a. In addition to the above, COMSC and the appropriate area commander will be info addressees on any message traffic concerning the above.

b. In special situations, where action other than as prescribed in U.S. Navy Regulations is deemed necessary, special instructions will be requested from the cognizant MSC commander.

1-5-15 MAINTENANCE STANDARDS

Unless specifically exempted by COMSC, MSC civil service manned ships will be maintained in class with the American Bureau of Shipping, and ships will carry Coast Guard Certification indicating compliance with applicable Coast Guard standards. Where pertinent, operational and maintenance procedures prescribed in NAVSHIPS Manual also will apply to MSC civil service manned ships. In regard to stability requirements, deviations from Coast Guard standards will not be permitted for commissioned ships or for civil service manned ships without prior approval of COMSC.

1-5-16 REPAIR WORK IN PRIVATE SHIPYARDS

Repair work performed by private contractors shall be inspected and certified as to its satisfactory completion by the master and a representative of the cognizant MSC command. Responsibility for inspection of work may be delegated to individual department heads, but it shall be the responsibility of the master to report to the cognizant MSC command all work not satisfactorily performed and for which certification as to satisfactory completion is being withheld.

1-5-17 SHIP'S FORCE WORK ON SHIPS IN PRIVATE SHIPYARDS

The ship's force may be utilized for routine maintenance and repair work while the ship is undergoing repairs in a private shipyard, but the scope of the work shall be confined to the maintenance and repair of those parts of the ship and its equipment not included in the repair contract for accomplishment by private contractors.

a. Except in emergency, or other fully justifiable condition, when failure to take action might result in loss or serious damage, the ship's force will not perform any work on underwater hull, shafting rudder, or sea valves while the ship is in a private drydock.

b. Care shall be taken to ensure that the ship's force does not interfere in any way with the contractor's workmen. The ship's force will not work on any part of any system where the contractor also is working, nor on items located in proximity to the contractor's items, if physical interference is likely.

c. In event of dispute with private shipyards and/or labor officials, the master shall immediately notify the cognizant MSC commander.

1-5-18 REPAIR WORK IN FOREIGN PORTS

Except when specifically approved by the cognizant MSC commander, the master will not use shore personnel in foreign ports for maintenance and repair work on a ship assigned to a continental United States MSC command. This does not preclude emergency repair work, required to ensure that the ship be in a safe and seaworthy condition until return to the United States, nor cleaning work approved by the cognizant MSC commander.

1-5-19 FIRST-AID KITS FOR LIFEBOATS

Experience has shown that a problem exists in safeguarding first-aid kits containing narcotics in lifeboats and liferafts. Therefore, narcotics are to be removed from such kits and securely stowed until such time that the master deems it appropriate, because of unusual operating conditions, to replace narcotics in first-aid kits.

1-5-20 SHIPS SMARTNESS

It is a mission of COMSC to provide ocean transportation for personnel and material of the Department of Defense in an efficient and economical manner. In many instances Naval Fleet Auxiliary Force ships, ships assigned to scientific and special projects, are

the only known representatives of the U. S. Navy and Government. Therefore, in addition to providing efficient and economical ocean transportation, it is essential that MSC ships be truly representative of DOD and, in turn, of the United States. This requires that each ship of the MSC fleet create a favorable impression wherever it goes. To do this, each must be "smart" in the broadest sense of the word. Specific standards of smartness are contained in COMSCINST 3120.16A.

1-5-21 SHIPBOARD PHYSICAL SECURITY ORIENTATION TRAINING

The master of each ship will establish a "Shipboard Physical Security Bill" based on the material published in COMSCINST 5510.11 which contains the Shipboard Physical Security Program training package. This training directive will be used by the shipboard Training Officer on all MSC ships, both civilian marine manned and contract-operated, as a training instrument to maintain a high degree of threat awareness among crewmembers. On civilian marine manned ships, this indoctrination should be included in Phase II training exercises and will be evaluated during Command Inspections and Phase III exercises.

1-5-22 DIVING OPERATIONS

(A)

MSC personnel will not be utilized as divers except military personnel qualified under the provisions of NAVSEA 0994-LP-001-9010, NAVSEA 0994-LP-001-9020, Navy Diving Manual Volumes I and II and NAVSEAINST 9597.7 (Navy Diving Program) and only in compliance with the requirements of those documents. Diving by non-MSC military personnel will be in strict accordance with the requirements of the parent service. All contract diving will follow the provisions of EM-385-1-1 U.S. Army Corps of Engineers, Safety and Health Requirements Manual, part 26F and applicable sections of 29 CFR Subpart T, 1910.401-441, and/or 46 CFR Subchapter V, Subpart B, 197.200-488. No other diving is authorized without prior approval of COMSC. Request for authorization with full justification and description of the conditions including a job hazard analysis will be forwarded to COMSC (M-24) in sufficient time to review the operation.

1-5-23 INPORT EMERGENCY PROCEDURES

(A)

In the event emergencies occur while inport, the procedures as detailed in Chapter 1, Section 15 of COMSCINST 3541.5C (Damage Control Manual) shall be followed.

PART 1

CHAPTER 6
SAFETY

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1-6-1 GENERAL

The past accident experience of MSC indicates that the majority of injuries to crew members were the result of inattention to, and disregard of, instructions pertaining to safety. Injuries can be prevented if reasonable safety precautions are taken. The need for constant indoctrination of the crew in approved safety measures and practices throughout each voyage cannot be overemphasized. It is essential that the measures and practices delineated in OPNAVINST 5102.1, COMSCINST 5100.17, and the applicable NWP's be strictly enforced in order to eliminate the waste of human and material resources, and so that maximum efficiency of operation will be realized.

1-6-2 RESPONSIBILITY

MSC commanders are responsible for the safety of all personnel, equipment, and property under their jurisdiction. They shall give active and positive support to the Safety Features Program for MSC ships.

a. The master is responsible for the safety of the ship, cargo, and equipment, and all persons assigned to or transported therein. He shall designate an officer, as ship's safety officer, to establish, coordinate, and enforce, an effective safety program throughout the ship.

b. Each department head shall be responsible for the enforcement of safety precautions within his department. He shall maintain close supervision over work being performed and shall ensure that on-the-job safety discussions are conducted at least semimonthly throughout all work levels within his department.

1-6-3 SHIPBOARD SAFETY COMMITTEE

A safety committee, consisting of the safety officer, all department heads, the OICMILDEPT, and medical officer aboard civil service manned ships, and such other personnel as are deemed appropriate by the master, shall meet at least once in every month to:

a. Review the ship's accident record, the predominant types of accidents, and causes therefor.

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b. Review and discuss reports of accidents, safety suggestions submitted by individuals, and formulate recommendations. Pertinent excerpts of the minutes of committee meetings shall be published and posted in crew areas. Two copies of these excerpts shall be submitted to the home port commander, one of which shall be forwarded to COMSC.

c. Determine the necessity for, and promulgate rules and regulations governing hazards peculiar to the ship.

d. Discuss working practices, methods, and operations in order to develop improved safety measures for the ship.

1-6-4 BASIC REQUIREMENTS

a. The basic operating standards for shipboard safety in MSC commissioned ships shall be as prescribed for other ships of the Navy. Marine safety statutes and regulations promulgated by the U.S. Coast Guard shall be the basic operating standards for civil service manned ships.

b. Accident prevention shall have the active support of all personnel aboard ship.

c. Safety shall be considered a paramount factor in all phases of ship operations.

d. Personnel shall not be unnecessarily exposed to danger of injury due to failure on the part of persons in authority to enforce appropriate safety measures and provide necessary safety equipment.

e. Safety devices and protective equipment shall be available and used in connection with all hazardous work and dangerous operations.

f. Personnel shall be assigned only to such work as they are physically qualified to perform, and permitted to work only when they are physically fit.

g. All personnel, particularly food handlers, shall have periodic physical examinations.

1-6-5 SAFETY INSPECTIONS

Continuous inspections are required by ship's officers in performing the responsibilities of their position assignments aboard ship. Inspections are intended to reveal unsafe practices and conditions. The important factor in a safety inspection is the immediate correction of unsafe conditions. Unsafe conditions requiring corrective action which cannot be accomplished by the ship's force shall be reported to the cognizant MSC commander for necessary action.

1-6-6 ACCIDENT REPORTS

When an accident occurs, it is an indication that there is some weakness in the safety program. By studying all factors surrounding and leading up to the accident, these weaknesses can be ascertained. Accident reports are designed to

disclose the specific causes for the accident so that corrective measures can be implemented. Preparation of accident reports, recording all of the facts, are necessary to prevent a recurrence. All accidents occurring within the jurisdictional scope of MSC which result in injury and/or property damage shall be investigated and reported in accordance with OPNAVINST 5102.1 (Accident Investigation and Reporting).

1-6-7 PREPARATION OF REPORTS

The master and/or OICMILDEPT shall report all injuries to personnel in MSC ships. Reports, as required by cognizant bureaus and offices of the Navy Department, will be prepared by the OICMILDEPT for all injuries involving assigned Navy personnel.

1-6-8 SUBMISSION OF REPORTS

The master shall sign, as reviewing official, all reports of accidents occurring aboard ship.

a. Signed copies of all reports of accidents will be submitted by the master to the administrative commander. Reports of accidents involving invitees will be submitted in triplicate. All others will be submitted in duplicate.

b. Two copies of OPNAV Form 5102/1 involving civilian marine personnel will be furnished the safety branch at the home port with a copy to COMSC.

c. At the end of each quarter, forward to the Safety Branch at the home port, the original and one copy of OPNAV Form 5100/5, "Quarterly Report of Navy Occupational Injuries and Illnesses."

PART 1

CHAPTER 7
TRAINING

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1-7-1 RESPONSIBILITY

The master is responsible for the readiness of his ship and crew to meet any emergency. This includes the establishment of an effective damage control organization, the proper maintenance of all damage control, fire-fighting, and lifesaving equipment, and continuous underway training of the crew in emergency drills and engineering casualty control drills.

1-7-2 OBJECTIVES

Training in MSC ships has as its objectives:

- a. Efficient operation of ships.
- b. The highest possible degree of ship safety and operational readiness.
- c. Prevention, control, and repair of casualties.
- d. Protection of personnel in emergencies.

1-7-3 INDIVIDUAL AND TEAM TRAINING

Individual and team training are essential to accomplish the above objectives. Each officer and crew member must be qualified in their normal operational duties and also in their emergency duties. They must also be drilled regularly as a member of a team in the normal operations of their department and also as a member of a repair party, fire party, or boat crew, for emergency action. An effective training program, designed to train individuals and teams in normal operations and emergency drills, will assure the proficiency of each officer and crew member.

1-7-4 READINESS

It is imperative that MSC ships be maintained in a high state of readiness at all times in order to handle any emergency that may occur. The need for all officers and men to act quickly and effectively to carry out prearranged plans (emergency bills) in an emergency cannot be overemphasized. This can only be achieved through realistic and practical drills which assure the proficiency of the crew and the readiness of emergency equipment. A readiness objective should be

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to train crews to a state of "surplus skills" so that, in casualty situations when they cannot perform at peak effectiveness, they will still be able to handle their emergency assignments satisfactorily.

1-7-5 DRILLS

To assure the readiness of MSC ships, the master will conduct the emergency drills and exercises prescribed in Chapters 8 and 9, Part 2 of this instruction.

PART 1

CHAPTER 8
INSPECTIONS

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1-8-1 INSPECTIONS BY MSC COMMANDERS

COMSC Instruction 5041.5 prescribes the number and type of inspections to be conducted in MSC ships by MSC administrative commanders during each fiscal year. To be eligible for a "Smart Ship Award", in connection with the Inspection and Reliability Program, ships must meet or exceed these standards and requirements.

1-8-2 INSPECTIONS BY MASTER

The master should conduct, throughout each fiscal year, such inspections as he deems necessary to ensure that his ship meets COMSC requirements and that personnel under his command maintain high standards of proficiency in carrying out their assigned responsibilities.

1-8-3 INSPECTIONS BY DEPARTMENT HEADS

Department heads should conduct, on a continuing basis, inspections of all spaces and equipment, machinery, stores, and supplies, and records for which they are responsible.

1-8-4 SANITARY INSPECTIONS

The ship's medical officer, accompanied by such personnel as are designated by the master and OICMILDEPT, shall conduct daily sanitary inspections of the ship. Immediate action shall be taken to correct unsanitary conditions.

1-8-6 MATERIAL INSPECTIONS

Material inspections will be regularly conducted aboard MSC controlled ships. Basically there are four types of inspections (material) that masters should concern themselves with:

- a. Coast Guard Certification
- b. ABS Classification Surveys
- c. INSURV Inspections
- d. Informal inspections conducted by area commanders

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Masters shall be aware of which types of inspections pertain to their ships, and shall be aware of when such an inspection is due. Masters shall keep fully aware of those deficiencies that would result in an adverse finding by the inspection board/surveyor and ensure that repair requests are submitted; every attempt should be made to correct deficiencies discovered during inspections as soon as possible.

PART 1

CHAPTER 9
CUSTOMS, IMMIGRATION, QUARANTINE

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1-9-1 CUSTOMS

The master shall assist any proper examination by a customs officer of the United States aboard his ship. He shall not permit a foreign customs officer to make any examination on board. (For further guidance relating to U.S. Customs inspection procedures for the illegal flow of drugs and contraband see COMSCINST 5840.7.)

a. Government-owned Stores and Cargo. By the established precedent of international courtesy, Government-owned stores and cargo are normally exempt from customs duties. However, a declaration of such stores and cargo, excluding any classified material, when required by local customs regulations, shall be made. The master shall prevent, as far as possible, disputes with local authorities in such cases, but shall protect the ship and the Government-owned stores and cargo from any search or seizure.

b. Crew Member's Declaration (Customs Form 5129). Preparatory to customs inspection at the United States port of entry from a foreign voyage, each crew member (military and civilian) will prepare a declaration (Customs Form 5129).

(1) Each article acquired in a foreign country shall be listed. Items to be retained on board shall be listed under "Other Articles". If a crew member desires to land only part of his articles, the customs official clearing such articles will have him prepare a new declaration covering the articles to be landed.

(2) Crew members with no items to declare shall so indicate by writing "NONE" across the form.

(3) A current crew list shall be furnished the customs official for use as a check-off list. The seven-digit generalized number appearing in red on each completed Customs Form 5129 shall be inserted in the right margin of the crew list opposite each name.

(4) After completion, Customs Form(s) 5129 will be collected and the pages separated. The originals (white copies) shall be submitted with the annotated crew list to the boarding customs officer. The crew list shall be endorsed by the master as follows: "I certify that this list, with supporting crew members' declarations contains a true and complete manifest of all articles in the possession of myself, and officers and crew members of this ship, other than articles exclusively for use on the voyage."

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(5) The yellow copies of Customs Form 5129 will be assembled and available for the enforcement division of the Bureau of Customs. The pink copies shall be retained on board until completion of the next voyage, at which time they may be destroyed.

1-9-2 IMMIGRATION

a. The Immigration and Naturalization Service, Bureau of Customs, and U.S. Public Health Service have agreed to accept, from MSC ships upon arrival at U.S. ports, the MSC civilian crew list in lieu of Immigration Form I-418.

b. Preparation and submission of Immigration Form I-95 to immigration officials will not normally be required of MSC civil service manned ships. However, should a ship arrive in the United States with an alien crew member aboard, Form I-95 is required unless (1) such crew member departs in the same ship in which he arrived and (2) he has in his possession an unmutilated landing permit, with space for additional endorsements, issued to him as a member of that ship.

1-9-3 QUARANTINE

MSC ships will comply with all quarantine regulations and restrictions, United States or foreign, for the port or area within which the ship is located. Detailed instructions for importation of fruits, vegetables, plants, and animals are contained in COMSCINST 4440.7, Chapter 5 (paras. 5203 & 5204). The master shall cooperate with and give all information required by visiting health officers, U.S. or foreign, insofar as military security allows. No concealment shall be made of any circumstances which may subject a ship of the Navy to quarantine.

a. The master shall allow no contact with a port area or with other ships until they have consulted with health authorities when: (1) doubt exists as to the sanitary regulations or health conditions of the port or area, (2) a quarantineable condition exists aboard their ship, or (3) coming from a suspected port area or one actually under quarantine.

b. The master of a vessel destined for a port under the control of the United States shall report promptly by radio to the Medical Officer in charge at the port of entry and whenever practicable not less than four hours before the expected arrival of the ship, the occurrence or suspected occurrence of any communicable disease presenting any of the following during the past 15 days or since the last United States port (whichever is shorter):

(1) Temperature of 100^oF (38^oC) or greater which was accompanied or followed by any one or all of the following:

- (a) Rash,
- (b) jaundice, or
- (c) glandular swelling.

(2) Temperature of 100^oF (38^oC) or greater which persisted for two days or more.

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(3) Diarrhea severe enough to interfere with work or normal activity.

(4) Venereal disease, if untreated, or inadequately treated.

c. The master shall report the presence of a quarantineable disease aboard his ship to higher authority as current instructions direct and, if in port, to the health authorities having quarantine jurisdiction. He shall hoist the quarantine flag and prevent all contacts likely to spread the disease until pratique is received.

1-9-4 ADDITIONAL REQUIREMENTS

Information herein is intended to cover the minimum standard requirements of ship arrivals at U.S. ports. Requirements at outports on established ship itineraries and supplemental requirements at U.S. ports will be promulgated by cognizant MSC area commanders in local instructions.

PART 1

CHAPTER 10
PUBLIC RELATIONS AND INFORMATION

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1-10-1 MSC PUBLIC INFORMATION PROGRAM

The MSC Public Information Program is an "all hands" job, demanding the whole-hearted cooperation and assistance of all MSC personnel, military and civilian, ashore and afloat.

a. Dissemination of adequate and accurate MSC information demands that the MSC Public Information Program be conducted with zeal and alacrity with the overall newsworthy status of MSC operations. A negative approach can be measured by inadequate and often erroneous press coverage which leads to an ineffective MSC Public Information Program. Numerous spectacular operations and exploits of MSC have engendered with the American public and commercial press, radio, and TV media a cogent interest in the activities of MSC. A positive approach to the field of public information will generate a continuous and uninterrupted flow of "quality" information in answer to the demands of the public and press.

b. The Commander, Military Sealift Command reiterates his concurrence with Department of the Navy policy to provide the public and press, within the limits of security, with accurate information to satisfy normal interest in the actions of the Navy and its elements. Matters affecting the relations of MSC with the public are of great importance and constitute one of the functions of command.

c. In support of the overall Public Information Program of COMSC, masters and designated public information officers on MSC ships are directed to encourage and stimulate the submission, to COMSC public information officer, of appropriate photographs and articles for possible publication in the Sealift Magazine.

1-10-2 SEALIFT MAGAZINE

The purpose of the Sealift Magazine is to:

- a. Disseminate items of technical and professional interest concerning MSC.
- b. Promote safety, efficiency, and economy in MSC.

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c. Encourage individual and collective proficiency of military and civilian personnel in meeting MSC's operational requirements.

d. Present discussions of current developments of the maritime industry affecting military seaborne transportation.

e. Serve as a medium for the exchange of ideas and experience mutually beneficial to all areas and levels of MSC command.

1-10-3 RESPONSIBILITY OF MASTER

The master is responsible for assisting in the implementation of the MSC Public Information Program by:

a. Forwarding promptly to COMSC and the cognizant MSC commander all pertinent information and photographs of noteworthy incidents involving his ship or crew to be used as the basis for news releases by COMSC and/or the MSC commander.

b. Transmitting to COMSC and the cognizant MSC commander details of newsworthy incidents considered particularly timely or of wide general interest such as dramatic rescues at sea.

1-10-4 SHIP'S PUBLIC INFORMATION OFFICER

Aboard each MSC ship, an officer will be designated as the ship's public information officer. The ship's public information officer will assist the master in carrying out his public information responsibilities by preparing material and obtaining photographs of all noteworthy incidents concerning the ship or crew. Aboard civil service manned ships, the OICMILDEPT will assume the responsibility of the master. In port, he will coordinate his activities with the MSC service information officer of the cognizant MSC command.

1-10-5 RELATIONS WITH OTHER SERVICES

As the single sea transportation agency for the Department of Defense, MSC bears an important responsibility not only to the Department of the Navy but to all branches of the armed services. The necessary liaison with the latter must continue to be characterized by a spirit of cooperation, teamwork, and common endeavor. The successful accomplishment of the MSC mission to date is in no small part due to the early establishment of such a spirit. It is the personal responsibility of every member of MSC to help maintain this spirit in every way he or she can. To date, MSC has established an enviable record in its sea transportation operations and will strive continually to improve this record even though faced with much larger tasks. This goal can only be achieved through the continued attention to duty, close coordination, and wholehearted cooperation of all concerned with members of the other services.

PART 1

CHAPTER 11
DAMAGE CONTROL

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1-11-1 POLICY

It is COMSC policy that a vigorous and effective Damage Control Program be conducted on a continuing basis aboard MSC ships.

1-11-2 OBJECTIVES

Objectives of shipboard damage control are:

- a. To prevent damage before it occurs by:
 - (1) Maintenance of watertight integrity.
 - (2) Elimination of fire hazards.
 - (3) Maintenance of ship and emergency equipment.
 - (4) Realistic drills in proper use of equipment.
- b. To minimize and localize damage that does occur by:
 - (1) Combating fire.

- (2) Control of flooding.
- (3) Maintenance of stability and buoyancy.
- c. To accomplish emergency repairs as quickly as possible to permit continued operation of the ship.
- d. To protect personnel in emergencies by:
 - (1) Safeguarding personnel.
 - (2) First-aid treatment of injured personnel.
 - (3) Safe and orderly abandonment of a ship which cannot be saved.
- e. To train ship's personnel in damage control techniques, impress crews with the fact that damage control is an all-hands responsibility, and instruct passengers in their responsibilities during casualty situations.

1-11-3 RESPONSIBILITIES

The master shall be responsible for the overall administration, efficient organization, and training of the crew in damage control.

a. The first officer, as damage control officer under the master, shall be in general charge of damage control, responsible for:

- (1) Appropriate markings and instructions displayed on all damage control equipment, fittings and stations throughout the ship.
- (2) Periodic inspections, and initiation of action for maintenance, repair and/or replacement of damage control equipment.
- (3) Training ship's personnel in damage control, including fire-fighting, emergency repairs, nuclear, biological and chemical defense.

b. The first officer shall be in general charge of the damage control organization during an emergency outside of engineering spaces. During drills and emergencies, he shall initially take charge of damage control (DC) central on the bridge to receive reports, plot casualty areas on damage control plans or status board, and direct and coordinate repair parties and other emergency action. He may subsequently survey casualty control and direct action at the scene.

c. The chief engineer shall be in charge of emergencies occurring in engineering spaces, and shall direct action of repair parties in such cases, coordinating action with DC central. During drills and emergencies, the chief engineer may direct action of engineering personnel where most needed, after assuring that all machinery is operating properly. He shall be responsible for the periodic inspection, testing, marking, and repair of damage control equipment under his cognizance.

d. The chief engineer and chief steward shall fully cooperate with the first officer in training personnel of their respective departments in damage control. Every officer reporting for duty aboard ship shall be required to familiarize himself with all fire protection and damage control equipment.

e. The OICMILDEPT shall be responsible for the instruction and participation of passengers in drills and for their direction, control, and safety during drills and in actual emergencies. He shall ensure the training and participation of military department personnel in damage control.

1-11-4 ORGANIZATION

MSC commands will prepare and maintain Station Bills for each assigned ship furnishing COMSC and other commands, as requested, with one copy of each bill. The master may make minor modifications in the bill for his ship. Station Bills will be posted conspicuously throughout the ship.

a. Station bills list standard emergency signals, safety-at-sea and inport watch instructions; provisions for fire and collision, NBC defense, abandon ship, man overboard and rescue procedures; assignment to repair parties, fire stations, zone areas, abandon ship stations and emergency boat crews; the operation of all emergency systems and equipment, and the manning of vital ship stations.

b. All ship's personnel shall be assigned stations for general emergencies in accordance with the ship's standard station bill and emergency bills. Specific assignments, to a general emergency repair party I, under the damage control officer, shall be made for fire, collision, and NBC defense. Repair party I shall report to repair locker I and then proceed directly to the scene of the general emergency. Specific assignments to repair party II, under the First Assistant Engineer, shall be made for standby at repair locker II, complement permitting. Repair party II shall be equipped to cope with emergencies in engineering spaces, or otherwise as directed. In cargo ships, a single repair party will generally suffice. Repair parties meet USCG requirements for an emergency squad.

c. No deviations from the general emergency and NBC defense assignments of key deck, engine, and steward personnel as prescribed in the MSC Damage Control Manual. For example, the emergency station of the chief electrician in every ship shall be at the main switchboard, and in ships which are not equipped with emergency diesel-fire pumps, oilers #2 and #3 shall be shall be assigned other duties.

d. Manning scales permitting, deck personnel shall be assigned the most responsible duties at abandon ship stations.

e. Licensed engineering officers shall not be assigned abandon ship stations in which they will be subordinate to unlicensed personnel other than the boatswain and carpenter.

f. The master shall post boat station numbers on life preserver stateroom cards in conformance with lifeboat capacities, ensure that abandon ship stations are accurately identified, and that markings directing passengers to boat stations are by the shortest route.

g. Emergency organization and plans for action, including those of the OICMILDEPT, will be in accordance with the standard emergency bills in the MSC Damage Control Manual. The OICMILDEPT shall prepare necessary supplementary plans for his department, furnishing the master with copies.

h. Numbering and marking of watertight doors, fire-screen doors, firestations, portable fire extinguishers, decontamination stations, decks, compartments, and ventilation systems, shall be in accordance with current COMSC instructions.

i. Each zone area officer shall be provided with a checklist for his area showing:

- (1) Position code number, rating and duties of each assigned man.
- (2) Location of each manual damper.
- (3) Location of the remote control for each scupper, sanitary and other discharge which leads through the hull below the bulkhead deck.
- (4) Location of each watertight door.
- (5) Location of fire stations and damage control equipment.

j. An Emergency Assignments Card (MSC Form 3541-2) shall be prepared for each crew member to show his stations and duties as listed in the ship's station bill. Cards shall be posted at each crew member's bunk. New crew members shall be instructed to consult their Emergency Assignments Cards and the ship's station bill and to familiarize themselves with emergency signals, safety-at-sea instructions, emergency stations, and emergency duties.

1-11-5 EQUIPMENT

Allowances for damage control equipment have been established by COMSC for all ships. COMSC will incorporate damage control features in plans for new ship construction or ship conversions. In addition, COMSC will issue Transalts and required authorization to ensure that ships are provided with equipment and installations required for effective damage control, including NBC defense.

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1-11-6 MARKINGS

Damage control markings shall be installed in accordance with COMSC Instruction 9280.3. Additional markings recommended for improving emergency operations will be authorized by COMSC when such markings apply to ships of two or more area commands.

1-11-7 DAMAGE CONTROL CENTRAL

DC central shall be established on or near the bridge (not in the wheelhouse) in all ships, generally in the chart, fire control, or pilot's room. DC central shall be provided with damage control display plans for type ship, damage control status board, sound-powered phone jackbox and headset, and a master check list of emergency procedures and equipment as established by the MSC Damage Control Manual. Display plans shall be kept up-to-date by the damage control officer, checked and corrected by damage control instructors (DCIs) during Phases I and III damage control training, the original corrected, and revised prints shall be reissued by the command when appropriate. A secondary DC central shall be located in the repair locker more remote from the bridge in ships having two repair lockers and in the single repair locker of other ships. This secondary DC central shall be equipped to carryout all functions including the plotting of damage on the ship's profile plans.

1-11-8 DAMAGE CONTROL BOOK

Each ship shall compile essential damage control information in a book for use in DC central and by key personnel. The damage control book will be compiled by completing the standardized guide sheets which will be furnished all ships by area commanders. The guide sheets provide space for insertion of information covering the ship's damage control organization, systems, machinery, controls, and equipment. When complete, assembled books will be identified as USNS Damage Control Book 3541. This book will serve as a ready reference during drills and in actual emergencies. It will also aid in checking and maintaining damage control equipment and should eliminate other duplicating records. Copies will be held by the master, chief engineer, and damage control officer. Copies will also be kept in DC central and in each repair locker. Damage control books will be kept up-to-date. One copy will be forwarded to the area commander (Attn: Training and Safety Division).

1-11-9 REPAIR LOCKERS

Cargo and scientific support ships shall generally have one repair locker. However, the larger ships, i.e., AOs, AFs, etc., are authorized two repair lockers to ensure adequate coverage. These lockers shall be strategically located and fitted with adequate stowage devices, such as tool boards, clips and hangers to accommodate allowance items. Large items of equipment stowed outside repair lockers shall be indicated on the check list in the locker. One locker in each ship shall be designated as NBC locker. This locker shall be accessible from the interior of the ship below the main deck, where possible. It shall be located so that dry stowage of equipment may be assured. Stowage space should be adequate for protective clothing, decontamination equipment and materials.

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1-11-10 SOUND-POWERED PHONE SYSTEM

Each ship exceeding 1,000 gross tons shall have an installed sound-powered damage control circuit. This circuit shall consist of a single system connecting DC central and engine rooms with key emergency stations, including repair lockers, steering-engine room, emergency fire pump room, zone area officer locations, and watertight subdivisions. Each sound-powered phone outlet will be provided with a double jackbox and headset in a stowage box. In cargo ships, the headsets will not be stowed at the outlets, but will be kept in the repair locker(s).

1-11-11 NBC DEFENSE EQUIPMENT

Procedures for nuclear, biological, and chemical defense training in civil service manned ships, as part of the damage control program, have been established to minimize the effects and control the consequences of attacks by such weapons. Authorized allowances of nuclear defense equipment will be supplied by NAVSEASYSCOM to the cognizant MSC command for distribution to ships in accordance with established priorities. Radiac equipment is provided as a readiness allowance and is nonclassified. It shall be assigned to the senior radio officer, who will be responsible to the NBC defense officer for its care and operation. Radiac equipment should be stowed in the radio room and protected against moisture to avoid corrosion. MSC commands will maintain pools of radiac equipment (including instruments taken off ships in ROS) for repair, replacement, and reissue. Allowances of protective clothing and NBC defense training equipment allowances for commands have been established to facilitate ashore training of ship's personnel.

a. Washdown Countermeasure Systems. Each ship will be provided with the equipment and fittings for an effective washdown countermeasures system (nozzle-clips or hang-brackets, "wye" gates, all-purpose nozzles, and hoses) to generate an adequate water curtain for NBC defense. In ships where adequate water density or distribution cannot be achieved with standard equipment, interim washdown piping will be authorized. This provision applies primarily to AK type ships where coverage is restricted by location of weather deck fire stations.

b. Decontamination Stations. Personnel decontamination stations shall be provided in the interior of each ship in accordance with NAVSEA and COMSC instructions. Each station shall be properly marked, have a separate entrance to and exit from the shower area, be equipped with a contaminant disposal can, a roll of brown wrapping paper for use as anti-contaminant carpeting, and have direction signs showing routes to and from decontamination stations. One or two decontamination areas for decontaminating ship's portable and removable gear shall be designated in suitable locations which provide good drainage of contaminated liquids.

c. Decontamination Equipment. Emphasis shall be placed upon adapting equipment aboard ship for use as protective clothing and upon using material and equipment readily available for surface decontamination. This includes steam, salt water detergent, laundry bleach, caustics, acid, scrubbers, chippers, and paint sprays.

d. Maintenance of Radiac Equipment. Since most radiac equipments are emergency in nature, they are infrequently used, yet must always be ready for use. Therefore, radiac equipment should be used during NBC drills to ensure proper operation and maintained in accordance with NAVSHIPS Technical Manual. This manual restricts the maintenance of such equipment aboard ship to those repairs which do not require recalibration, and directs use of shipyard and other repair facilities for maintenance requiring recalibration. Aboard ship, each battery-operated radiac equipment shall be checked at least once a month to assure proper operation and condition and replacement of the batteries when necessary. Each battery operated radiac equipment shall be turned over to a repair facility for routine maintenance and calibration at least semiannually. Any equipment which is inoperative or malfunctioning, and which cannot be repaired without recalibration, may be returned to a repair facility at any time for repair and recalibration. Repair facilities and services are available at no cost to MSC, and MSC area commands are authorized to maintain pools of surplus equipment to facilitate replacement, repair, and calibration of equipment.

1-11-12 PORTABLE PUMPING EQUIPMENT

Portable electric submersible pumps and eductors shall be located strategically throughout each ship. Power outlets for electric submersible pumps shall be provided to permit simultaneous unwatering of not less than two adjacent watertight compartments. Power outlets shall consist of a female plug fitting with a watertight cap for safe connection. Portable pumping equipment shall be stowed on racks installed near these outlets where practical, otherwise at another convenient location listed in DC central and in repair lockers. Where overboard discharges have been installed, they shall be operable and marked for use in unwatering.

1-11-13 HIGHLINE TRANSFER EQUIPMENT

Highline transfer equipment shall be in accordance with NWP 14 and the MSC Damage Control Manual. Each ship shall be provided with at least one set of highline pads, located to assure effective transfer operations and consisting of two padeyes approximately two feet apart vertically with metal rings for securing snatch blocks and highline.

1-11-14 SHORING ALLOWANCE

Shoring shall be stowed in at least two locations in each ship, forward and aft, at least 10 feet above the certified load-line, and protected from the weather. Shoring forward shall be stowed abaft the collision bulkhead; shoring aft shall be stowed forward of the after watertight bulkhead.

1-11-15 TOWING AND SALVAGE EQUIPMENT

Towing and salvage equipment shall be provided in accordance with the requirements of the Towing and Salvage Bill in the MSC Damage Control Manual. Material and equipment shall include 1200 feet of 2½" wire cable, 5" manila messenger, chafing gear, guideshackle and chain, three-hole bridle plate with shackles, and additional items of equipment required for rigging, towing, and salvage gear.

1-11-16 TRAINING

All civilian marine personnel shall be adequately trained and thoroughly drilled in damage control, including preventive measures, firefighting, maintenance of stability, emergency repairs, nuclear, biological and chemical defense, and safe and orderly abandoning of the ship. The damage control program will encompass the following four phases:

- Phase I - Initial, refresher, or advanced on-voyage training by DCIs.
- Phase II - Continuing shipboard instruction and drills by ship's officers.
- Phase III - Annual on-voyage or one- or two-day underway training exercises.
- Phase IV - Practical damage control training ashore.

1-11-17 PHASE I

Phase I consists of initial, refresher or advanced on-voyage damage control instruction and shipboard organization with assistance of DCIs. DCIs shall spend sufficient time in ships during initial Phase I training to ensure effective organization and training of the crew. Phase I may be rescheduled in ships placed in service following extended ROS or in ships having a high crew turnover. After initial training, Phase I refresher retraining or advanced training shall be based upon the needs of each ship as determined by crew performance in presailing safety-at-sea drills and Phase III evaluation. DCIs shall aid masters in checking and in the preparation of ship's damage control books, prepare training material, assist and advise ship's officers in establishing the ship's continuing damage control training program, Phase III. When necessary, DCIs of one command will conduct initial or refresher Phase I training in ships of other commands which are engaged in world-wide operations.

1-11-18 PHASE II

Phase II is the continuous shipboard damage control training program initiated during Phase I and conducted by ship's officers. After completing initial damage control training, the shipboard program shall be aimed at properly indoctrinating new crew members and providing training in areas where crew performance can be improved. Instruction will be by lectures, demonstrations, training films, and the conduct of drills prescribed in Chapter 12. Particular attention shall be given to familiarity of assigned personnel with the ship's nomenclature, organization for damage control, and the location, operation, and/or maintenance of control valves and emergency equipment, such as: deck valves for main and auxiliary steam stops, built-in-fire-detecting and extinguishing apparatus, watertight and firescreen doors, emergency alarm, communications systems, emergency steering gear changeover, uses and limitations of fire extinguishers, ventilation cut-off system, all purpose fog nozzles and applicators,

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self-cleaning strainers, portable pumps and eductors, oxygen and rescue breathing apparatus, oxygen indicators, monitoring and decontamination equipment, shoring and patching material. Where necessary, crew members shall be mustered before or after drills and given instruction related to their specific duties. All ship's officers shall report errors observed during drills to the first officer who shall schedule training sessions to improve performance prior to the next drill. Phase II shall include the following courses, utilizing training material in the MSC Damage Control Manual:

- a. Basic Damage Control - for new crew members. Also for regular crew members in subjects not yet completed.
- b. Advanced Damage control - for deck and engineering personnel.
- c. Officer's Damage control - for licensed personnel who have not previously completed the course.
- d. Emergency Seamanship - for deck and appropriate key personnel in maneuvering, towing, highline transfer, rescue, and survival at sea.
- e. Engineering Casualty control - for engineering personnel in handling boiler, engine room, machinery, and electrical casualties.
- f. Continued emphasis on realistic planned drills and exercises, to perfect the ship's damage control organization and develop experience in required skills. Smoke candles and other appropriate training aids and equipment will be utilized to provide realistic drills and exercises. Training allowances of pyrotechnics, and line-throwing appliances, shall be fully utilized for this purpose.
- g. Personnel protection including:
 - (1) Safety precautions - for all hands.
 - (2) Basic first aid - for all hands.
 - (3) Stretcher-bearing - for all zone area personnel.
- h. Lifeboat training - in accordance with MSC Lifeboat Training Guide, to provide:
 - (1) Lifeboat training for uncertificated personnel until lifeboat ticket is acquired.
 - (2) Refresher lifeboat training for boat commanders and second-in-command personnel.
 - (3) Safe and efficient handling of boats.
- i. Enrollment of marine personnel in naval and other appropriate correspondence courses. Use of Navy training courses and manuals on damage control shall be encouraged and assisted.

j. Discussion of plans to cope with emergencies as contained in damage control and other emergency bills. Discussion will include related lessons from casualties in USCG Proceedings of the Merchant Marine Council, training material, and actual experience.

1-11-19 PHASE III

Phase III training, conducted annually in each civil service manned ship, consists of observance and evaluation of crew performance in the conduct of damage control drills and exercises while underway, and of the ship's installed and portable emergency equipment. It is intended as a check on the effectiveness of the continuing shipboard training program and also to provide assistance, where required, to assure high standards of ship and personnel readiness for emergency action.

a. Scheduling. Phase III underway training will be scheduled as follows:

(1) By the cognizant commander, at the most convenient time, when the full crew complement is aboard, and without radical change in sailing or repair schedules;

(2) generally during a regular voyage, scheduled for least interference with passengers; or

(3) during any available inport period, such as one-day underway training in cargo ships.

(4) Phase III training may be combined with refresher or advanced Phase I underway training when appropriate.

(5) When necessary, DCIs of one command will conduct initial, refresher or Phase III damage control training in ships of another command.

b. Observer Teams. COMSC considers command observers during Phase III training essential in order to assure impartial evaluation, evidence of command support, and to improve liaison between command staff personnel and ship's personnel. Therefore, Phase III observer teams, as a minimum will consist of the following: Chief Inspector, one DCI, a member from the Medical Office, an engineering specialist and a Port Captain's assistant. In cargo ships - one DCI and, when available a qualified command observer or another DCI. T-APc will be treated as cargo ships.

c. Conduct. During Phase III exercises, appraisal, instruction, demonstrations, and recommendations for improving the ship's organization, equipment, and performance shall be made by DCIs and the command's damage control observer team. Inspection and comment will be made in regard to: (1) watertight integrity of each accessible bulkhead below the bulkhead deck; (2) operation of all watertight doors (manual, manual-remote controlled, and electrically controlled), including condition of hinge pins, dogs, gaskets and wedges; (3) operation and condition of hatches and scuttles; (4) access openings below the bulkhead deck; and (5) fire fighting equipment including firemain and hydrants and all damage control equipment. The emergency drills shall be realistic and practical, with helpful, constructive assistance and suggestions for improvement provided by observers. Each drill shall be followed by an on-the-spot critique. Drills not up to standards

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shall be repeated. A final critique, with all ship's officers present, shall be held covering the entire Phase III. Mock communications to appropriate commands will be simulated.

1-11-20 PHASE III EMERGENCY DRILLS

The following emergency drills and exercises will be conducted and evaluated: (Any drill requiring a change of speed, course, or affecting the ship's maneuverability, will be cleared with and approved by the master and chief engineer well in advance.

a. Fire Drills

(1) Two major fire drills employing each repair party as a lead party in one of the two drills. One major fire drill in ships except that two drills will be held in ships having two repair parties.

(2) A small fire for isolation and extinguishment by zone area personnel, with related instruction given. One such fire exercise shall be conducted in each zone area of the ship to emphasize proper investigation, reporting, and initial action by zone area personnel.

(3) Two engineroom fires, such as bilge, electrical, or boilerroom fires.

NOTE: Fire drills may be scheduled as one combined drill, with two different fire areas, one for each repair party.

b. Collision Drills. Two collision drills in ships with two repair parties (one in other cargo ships) requiring zone area personnel to button-up the ship and each repair party to do multiple tasks such as (1) shoring, plugging, and patching (2) cutting away debris and strengthening structures (3) fighting fires and (4) unwatering flooded compartments.

NOTE: Collision drills may be combined as one drill, with two different casualty areas, one for each repair party. A stability problem may be included for damage control officers.

c. Abandon Ship Drills. One or more abandon ship drills with related instruction given to key personnel (particularly boat commanders) following the drill. (This may be combined presailing and post-sailing drill, before departure from port, at anchor if necessary.) Every effort shall be made to put all boats in the water in order to provide a practical check on the condition of boats and equipment and on the proficiency of the crew. Where inflatable lifeboats are carried, one should be tossed overboard and inflated, periodically, for testing in conjunction with this or the man overboard drill.

d. Man Overboard Drill, including execution of the Williamson turn and recovery of a dummy.

e. NBC Defense Drill, including evasive maneuvering, buttoning-up the washdown countermeasure, monitoring radioactive material, and decontamination of ship and personnel. Related instructions may be given to key personnel in conjunction with the drill.

f. Steering Engine Casualty, one for each watch, including change-over to emergency steering units.

g. Engineering Casualties for Each Engine Watch, such as loss of electrical power, loss of fuel oil suction, ruptured fuel or steam lines, loss of lube oil to main engine, loss of vacuum, low or high water in boiler, boiler tube failure, main engine or auxiliaries mechanical failures, or flooding of machinery spaces.

h. Ship Maneuvering for Each Deck Watch including emergency course changes to avoid simulated dangers, torpedo and mine evasion, relative motion and maneuvering board problems, maneuvering and signaling under the Rules of the Road situations, simulated docking practice, and execution of the Williamson turn.

i. Towing and Salvage Inspection and Instruction, consisting of inspection or readiness of gear and instruction discussion of typical towing and salvage operations and problems.

j. Highline Transfer, with assisting ship or as a dry-run on foredeck; a weighted chair, stretcher, canvas bag, or net will be transferred without actual transfer of personnel. All necessary gear will be checked and tested including line-throwing gun and sound-powered phones.

k. Instruction and Practice in Personnel Protection will be incorporated into general drills, where possible, by simulating personnel casualties.

1-11-21 WEIGHT FACTORS FOR EVALUATING DRILLS

Weight factors are promulgated by current COMSC letters and directives.

1-11-22 INPORT DRILLS AND DRILLS IN SHIPS IN ROS

Ships' regular presailing and other inport drills are an important part of the damage control program.

a. Inport Drills. Drills will be conducted, observed, and evaluated periodically by DCIs or staff personnel. Smoke candles, training aids, and equipment will be used to provide realistic drills and exercises. These drills, as well as Phase III cruises, will be used to evaluate shipboard training programs and will be considered in the ship's overall reliability.

b. Ships in ROS. When ships are placed in ROS practical drills, appropriate for manning scales, will be conducted. These drills will be observed and evaluated periodically by DCIs or staff personnel to ensure the safety of these ships and the maintenance of readiness standards.

1-11-23 PHASE IV TRAINING ASHORE

Phase IV consists of practical damage control training ashore (where available) as necessary to improve damage control skills and to provide realistic training that cannot be conducted afloat. Such training includes:

- a. Realistic damage control training in MSC or Navy schools. When possible, ship's officers and selected chief petty officers shall be detailed by the cognizant MSC commander to attend courses in practical firefighting and damage control at MSC or Navy schools. Masters shall ensure that knowledge acquired by selected officers is used to train other personnel aboard ship. Crew members shall be detailed to the practical firefighting damage control courses at MSC or naval facilities while awaiting assignment or during time in port. (See CMPI 410 for further information on the training program and for a complete listing of authorized training courses.)
- b. Practical damage control training, featuring realistic drills in mock-ups of ship's compartments and the "Buttercup."
- c. Damage control instructor training.
- d. Training in administering the shipboard damage control training program, supervisory and leadership training.
- e. Lifeboat training (see MSC Lifeboat Training Guide, COMSCINST 12410.1).
- f. NBC defense and radiological monitoring.

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PART 1
CIVIL SERVICE MANNED SHIPS (USNS)

CHAPTER 12
SHIPBOARD DRILLS

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1-12-1 RESPONSIBILITY OF MASTER

The master shall be responsible for the readiness of his ship and crew to meet any emergency. He shall coordinate with the OICMILDEPT to ensure the readiness of military department personnel for emergencies, and shall provide training in lifeboat launching and operation to male members of the military department. The drills prescribed in this section are the minimum requirements. The master may, at his discretion, conduct additional drills and exercises to ensure proper training and performance of his crew. It is desirable that the sequence of collision, fire, and abandon ship drills be changed periodically and also that engineering casualties and personnel casualties be combined with other general drills. When conducting training or exercises inport, the master should request training guides, materials or other instructional assistance from the area command Training and Safety Division.

1-12-2 GOVERNING REGULATIONS

The master shall comply with the provisions of USCG Rules and regulations, CG 256, 257, and 123, pertaining to emergency drills, portions of which are included in this section. This is for emphasis and does not limit compliance to those portions. Generally, the periodic inspections of equipment required by USCG can best be made in conjunction with regular drills and then entered in the ship's log.

1-12-3 RESPONSIBILITY OF OICMILDEPT

The OICMILDEPT shall be responsible for the instruction, assembling, and participation by all military department personnel in emergency drills. He shall collaborate with the master in designating stations and duties for persons under his authority. In coordination with the master, the OICMILDEPT shall ensure that male members of the military department receive adequate instruction and training in lifeboat launching and operation under supervision of the ship's officers. Once every three months, as a lifeboat crew under the direct supervision of ship's officers, they shall launch a boat from one of the lifeboat stations.

1-12-4 EMERGENCY, FIRE, AND ABANDON SHIP DRILLS

The master shall conduct fire and abandon ship drills at least once in every week. Presailing and post-sailing drills prescribed below will meet this requirement:

a. Presailing Drills. When the voyage or voyage leg is to exceed one week in duration, the master shall hold a presailing fire and abandon ship (boat) drill of the crew before the ship leaves port.

b. Post-sailing Drills. A post-sailing fire and abandon ship (boat) drill for indoctrination of passengers shall be held within 24 hours after departure from each port at which passengers have embarked. A regular fire and boat drill shall be held at least once each week thereafter.

c. Fire Drills. The following instructions will be observed in the conduct of emergency fire drills:

(1) All hands shall report to their assigned emergency stations and shall carry out their duties as specified in the station bill.

(2) Drills shall be scheduled to include below-deck areas in which fires are most likely to occur, i.e., paint and lamp lockers, galleys, storerooms, and machinery spaces. Smoke pots shall be used periodically for realism.

(3) All hand and power-operated watertight doors shall be closed.

(4) All fire screen doors shall be closed.

(5) Fire pumps shall be started and a sufficient number of outlets used to check the proper working order of the system. In addition, emergency fire pumps, when installed, shall also be operated under load for not less than 15 minutes during each drill. The diesel pumps and associated equipment will be inspected prior to, during, and after completion of each drill.

(6) Emergency diesel generators shall be operated under full load for not less than 5 minutes during each drill.

(7) All ventilation systems will be secured, including closing of air ports, securing vent covers, closing manual dampers, and all other ventilation closures. Where ventilation blowers must be reset individually only one zone will be secured during each drill, rotating the zones so that practice in securing all zones is provided.

(8) Scuppers, sanitary and other discharges which lead through the hull below the bulkhead deck, shall be closed.

(9) During each drill, damage control, rescue, and safety equipment shall be brought from the damage control repair lockers and repair party personnel shall demonstrate their ability to use this equipment properly.

(10) Officers in charge of each zone area and damage control repair parties shall have a list of assigned crew members and shall assure that they are proficient in their emergency duties.

d. Abandon Ship Drills. The following instructions shall be observed in the conduct of abandon ship (boat) drills:

(1) Weather permitting, all lifesaving equipment shall be prepared for use.

(2) Boats shall be cleared away and swung out.

(3) Covers and strongbacks shall be removed. (Normally these are not used in MSC ships except under snow and ice conditions.)

(4) Boat drains shall be closed.

(5) Embarkation ladders shall be secured in position.

(6) Sea painters shall be carried forward and tended to provide a good lead to hold the boats in position under the davits when in the water.

(7) Frapping lines shall be passed and tended. (Authorized frapping lines are equipped with shackles or sister hooks to prevent chaffing.)

(8) All gripes, lashings, pendants, trip-hooks, releasing gear, and propulsion gear shall be examined with due precaution to avoid accidental dropping of the boats. All hands must be aware of the release lever's location, function and safety precautions.

(9) At least once each week during drills, the motor and hand-operated propelling gear of each lifeboat shall be operated (in both ahead and astern positions) for at least 5 minutes.

(10) During drills in port, unobstructed boats shall be lowered to the water and their crews exercised in the use of oars, in the operation of the engine, or in the hand-propelling gear.

(11) Although all lifeboats may not be used in a particular drill, either in port or underway, the master shall ensure that each lifeboat is given occasional use to ascertain that all gear is in good order and the crew is properly drilled.

(12) The USCG requirement that each boat be waterborne at least once every three months and each crew member exercised in the use of oars and propelling gear is a minimum. It is COMSC policy that this minimum be exceeded through strict adherence to MSC drill requirements.

(13) Each boat commander shall have a list of his crew and shall see that they are proficient in their duties.

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(14) Standard commands, terminology, and procedures, specified in the MSC Lifeboat Training Guide (COMSCINST 12410.1), shall be observed throughout.

1-12-5 MAN OVERBOARD DRILL

The master shall hold a man overboard drill at least once each month when underway at a time when weather and schedule permit. This drill shall be independent of other drills and shall include execution of the Williamson turn or other appropriate maneuver, lowering of the emergency boat, and retrieving a dummy, weather and sea conditions permitting. One man overboard drill shall be held during darkness at least once in every six months, during the Phase III damage control training where possible. The Williamson turn shall be used during most man overboard drills in order to familiarize deck officers with this maneuver. Occasionally, when too rough to launch the emergency boat, shipboard recovery of the dummy shall be practiced.

a. Procedure for Man Overboard. The following actions should be taken in event of man overboard and in man overboard drills:

- (1) Rudder hard over to same side man (dummy) fell over.
- (2) Drop ring buoys (at least one must be equipped with a water light or a man overboard signal marker).
- (3) Station lookouts. Use searchlight at night.
- (4) Make the prescribed signals - Three long rings on the general alarm bells, announcement on the PA system, three long rings on the general alarm bells ("O"). Also make the proper visual and sound signals if in sight of other ships - International code flag "Oscar". The danger signal may be sounded on the ship's whistle to alert other ships in the vicinity.
- (5) When clear of man (dummy), use the appropriate maneuver for the circumstances:
 - (a) Stop and back down, or;
 - (b) come right around on hard-over rudder, or;
 - (c) use the Williamson turn at night, in reduced visibility, or in rough seas.
- (6) Ready both emergency boats and lower the appropriate boat to pick up the man (dummy).
- (7) The emergency boat's engine, searchlight and radio will be tested and used.

b. Description of Williamson Turn. The Williamson turn consists of putting the rudder hard over toward the side from which the man fell overboard while maintaining the ship's normal cruising speed. As the ship's head nears 60° from the original course, (70° in geared P-2s, 65° in electric P-2s and C-4s), the

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rudder is shifted so that the ship does not swing past 60° (or 70° or 65°). The ship then circles and steadies on the reciprocal of the original course. As soon as the ship steadies on the reciprocal course, the engines are stopped and the ship will drift to approximately the position at which the man fell overboard. Ships using this maneuver at normal cruising speeds report that it is effective in various conditions of wind and sea although it requires about 5 minutes longer than backing down or circling. The advantages of the Williamson turn during darkness, reduced visibility or in heavy seas are obvious.

c. Recovery of Gear. Good seamanship requires the recovery of all gear used in man overboard and other drills. Unwarranted search and rescue incidents have resulted from the sighting of dye markers and debris left in the water after drills. To preclude such incidents, dye markers shall not normally be used; all gear shall be recovered or, cans not recovered shall be punctured to ensure sinking. Under no circumstances, will trash be disposed of or debris left floating at the conclusion of drills.

1-12-6 EMERGENCY BOATS

All boats shall have at least four manropes, fitted to a span between the davit heads, long enough to reach the water at the ship's lightest seagoing draft with the ship listed 15° either way. A sea painter should be passed along forward on the ship when at sea and a long eye, strop, and toggle should be fitted on the end of the painter in the lifeboat. All boats shall be stowed, maintained and equipped in accordance with USCG and MSC regulations.

1-12-7 OTHER DRILLS

a. The master shall hold other individual drills as follows:

(1) Ship Maneuvering. Emergency ship maneuvering drills (course changes to avoid simulated dangers) shall be held once for each deck watch officer during each month. These drills shall include practice in relative motion and maneuvering boat techniques.

(2) Engineering Casualties. Engineering casualty drills shall be held at least once a week while the ship is at sea and shall include training of all engineering watch officers and other watch personnel in the actions necessary to control and correct engineering casualties. In two-engineer room ships, drills may be alternated.

(3) Steering-Engine Casualty. Steering-engine casualty drills, including the changeover to emergency steering units, shall be held for each watch (deck and engine) at least once each month.

(4) NBC Defense. A drill in NBC defense procedure, including the washdown countermeasure, monitoring, and decontamination procedures, shall be held monthly. In port, NBC defense drills will be coordinated with civil defense alerts and passive defense exercises.

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(5) Towing and Salvage. During annual Phase III training, towing, and salvage gear will be inspected for readiness. In addition, instruction will be given and discussion conducted covering typical towing and salvage operations and problems.

(6) Highline Transfer. Highline transfer of personnel and stores between ships at sea will be included in annual Phase III damage control exercises. If an assisting ship is not available, a dry-run will be held, with all gear rigged and tested on the foredeck, including the line-throwing gun and sound-powered phones. In addition, dummy practice drills will be held quarterly, including test-firing of the line-throwing gun.

(7) Line-Throwing Appliances. These will be test-fired every three months as required by USCG, observing all safety precautions. (NOTE: The Kilgore rocket gun must be properly braced and must have a shot line attached to its projectile. Its firing may be combined with the highline drill.)

b. Damage Control Exercises. Damage control exercises, including pumping, patching, repairs, shoring, and rescue, will be held every two weeks in conjunction with fire and collision drills.

1-12-8 RECAPITULATION OF DRILLS

The following recapitulation of required drills is for ready reference:

- a. Fire and abandon ship drills - weekly. Presailing drill of crew before leaving port (for voyages over 1 week).
- b. Man overboard drill - monthly.
 - (1) During darkness, once every 6 months.
 - (2) Includes Williamson turn.
 - (3) Includes test and use of engine, searchlight and radio.
- c. Emergency ship maneuvering drill - monthly at sea for each deck watch officer.
- d. Engineering casualty drills - weekly at sea, for each engine watch.
- e. Steering-engine casualty drill - monthly at sea, once for each watch.
- f. NBC defense - monthly at sea; in port, coordinated with civil defense alerts and passive defense exercises.
- g. Towing and salvage inspection and instruction - annually during Phase III.
- h. Highline transfer - annually during Phase III plus quarterly dummy practice drills.

- i. Collision and rescue - every 2 weeks. May be held individually or in conjunction with other appropriate drills.
- j. Line-throwing appliances - every 3 months. May be combined with highline drill.

1-12-9 SHIPS IN ROS

The master of a ship in ROS shall hold a combined emergency drill at least once a month. This shall include a fire drill, one or more appropriate damage control exercises (such as man overboard, engineering casualties, NBC defense, collision, and rescue and abandon ship). Drills shall be conducted without increase in the manning scale. Smoke pots, training aids, and equipment shall be used to make drills as realistic as possible. The subordinate command shall provide training assistance and shall evaluate the effectiveness of drills periodically.

1-12-10 PYROTECHNICS AND AMMUNITION ALLOWANCE

Chief of Naval Operations will prescribe the pyrotechnics and small arms ammunition allowance for MSC ships. The USCG accepts Navy pyrotechnics as permissible alternates of USCG distress signals because of the more rigid Navy specifications and continuing quality evaluations. Whereas the USCG limits the service life of commercial pyrotechnics to 3 years, Navy signals are acceptable up to a maximum of 12 years. In support of this agreement, MSC will participate in the quality evaluation program. MSC participation will consist of:

- a. Annual inspection of all pyrotechnics and ammunition stocks aboard ship.
- b. Annual expenditure of pyrotechnics and ammunition training allowances during drills or in training sessions.
- c. Reporting in sufficient detail, defective and/or malfunctioning material to the cognizant MSC commander to provide for the preparation of reports required by NAD Crane Instruction 8010.3. COMSC will be furnished a copy of the area commander's report. Commercially procured material is not subject to this reporting procedure.

1-12-11 LOG ENTRIES AND REPORTS OF DRILLS

Entries shall be made in the ship's log and in the Training and Drill Report (MSC Form and Report 12410-5) of pertinent data concerning shipboard training and the conduct of drills. Since the readiness of lifeboats can only be ascertained by launching them, the Training and Drill Report will indicate the numbers of lifeboats swung out and waterborne at each boat drill. A copy of the Training and Drill Report shall be submitted to the cognizant MSC command at the end of each month. Masters will append to this report a summary of all rescues or casualties together with an evaluation of crew performance and the effectiveness of damage control equipment

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and techniques. This information will be used as lessons from casualties and to improve damage control equipment and procedures. Subordinate commanders will review these entries to assure that all ships comply fully with drill requirements and readiness standards.

PART 1
CHAPTER 13
MAIL

(R)

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1-13-1 GENERAL

The importance of regular and reliable mail service to the moral of assigned personnel and to the efficiency of MSC ship operations cannot be over emphasized. Every effort will be made to provide the best possible mail service and continued attention will be given to problems encountered in order that improved service will result.

1-13-2 NOTIFICATION OF SHIP MOVEMENTS

Published operating schedules and movements reports alone do not provide adequate information for the effective positioning of mail. It is therefore imperative that mail routing authorities be provided with specific mail routing instructions as far in advance as possible. Depending upon area of operation, Atlantic or Pacific, masters should transmit a message to Commander, Joint Military Postal Activity Atlantic (JMPA-A) or Commander, Joint Military Postal Activity Pacific (JMPA-PAC) providing timely information in regard to the ship's schedule as far in advance as possible for mail routing purposes. When transmitting mail routing information to either the JMPA-A mail channel or JMPA-PAC mail channel, masters must include in the message the action addressee and/or information addressee(s) listed below. Message report should reference previous mail routing instructions submitted.

ATLANTIC MAIL CHANNELS

<u>OPERATING AREA</u>	<u>ACTION ADDRESSEE</u>	<u>INFO ADDRESSEE</u>
East Coast and Western Atlantic	CDR JT MIL POSTAL ACTY ATL NEW YORK NY	CH JMPA ATL FID OGC MEA VLI CINCLANTFLT NORFOLK VA

ATLANTIC MAIL CHANNELS (Cont'd)

<u>OPERATING AREA</u>	<u>ACTION ADDRESSEE</u>	<u>INFO ADDRESSEE</u>
Caribbean Area (1) Puerto Rico, and Virgin Islands	CDR JT MIL POSTAL ACTY ATL NEW YORK NY	CH JMPA ATL FLD OFC MIAMI FL NAVSTA ROOSEVELT RDS PR CINCLANTFLT NORFOLK VA
(2) Barbados, Antilles, The West Indies, Jamaica, Guantanamo Bay and Panama Canal	CDR JT MIL POSTAL ACTY ATL NEW YORK NY CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA (Additional action addressee for Panama Canal only)	CH JMPA ATL FLD OFC MIAMI FL CINCLANTFLT NORFOLK VA (NAVSTA ROOSEVELT RDS PR GUANTANAMO BAY CUBA NAVSTA PANAMA CANAL RODMAN PN, as appropriate)
Eastern Atlantic and Northern Europe	CDR JT MIL POSTAL ACTY ATL NEW YORK NY COMNAVACT London UK	CH JMPA ATL FLD OFC MIAMI FL CINCLANTFLT NORFOLK VA CINCUSNAVEUR LONDON UK
Mediterranean/Middle East Area	CDR JT MIL POSTAL ACTY NEW YORK NY MEDMAILCOORD Naples IT	CH JMPA ATL FLD OFC MIAMI FL CINCLANTFLT NORFOLK VA (ADMINSUPU BAHRAIN, COMIDEASTFORMIDEAST only)
Indian Ocean/Diego Garcia	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA CDR JT MIL POSTAL ACTY ATL NEW YORK NY	CH JMPA ATL FLD OFC MIAMI FL CINCLANTFLT NORFOLK VA NAVSUPPFAC DIEGO GARCIA CTF SEVEN ZERO DIEGO GARCIA DET COMNAVLOGPOAC PEARL HARBOR HI FMC SUBIC BAY PR FMC YOKOHAMA JA

PACIFIC MAIL CHANNELS

<u>OPERATING AREA</u>	<u>ACTION ADDRESSEE</u>	<u>INFO ADDRESSEE</u>
West Coast, U.S. & Alaska	CDR JT MIL POSTAL ACTY PAC SAN FRAN CA	COMNAVLOGPAC
Hawaii, MIDPAC and SOUTH PAC	FMC PEARL HARBOR HI	COMNAVLOGPAC CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA

PACIFIC MAIL CHANNELS (Cont'd)

<u>OPERATING AREA</u>	<u>ACTION ADDRESSEE</u>	<u>INFO ADDRESSEE</u>
Marianas - Trust Territory Of the Pacific Islands	NAVSTA GUAM	COMNAVLOGPAC CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA
Hong Kong, Japan & Korea	FMC YOKOHAMA JA	COMNAVLOGPAC CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA FMC SUBIC BAY RP
Philippines, Singapore, South China Sea and Indian Ocean areas	FMC SUBIC BAY RP	COMNAVLOGPAC CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA FMC YOKOHAMA JA
Transiting between two or more of the above areas or visiting foreign ports	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA	COMNAVLOGPAC COGNIZANT MAIL ROUTING AUTHORITY OF EACH AREA TRANSITED

a. JMPA-A and JMPA-PAC should be advised of the ship's itinerary when transiting the Panama Canal from the Atlantic to the Pacific or vice-versa.

b. JMPAA New York should be advised of ship's itinerary when returning to the Atlantic from the Pacific via the Suez Canal.

c. Messages shall include:

- (1) Name of ship and naval detachment onboard.
- (2) Port of departure, ports of call, and ultimate destination.
- (3) Estimated time of arrival and departure for each port.
- (4) Specific mail routing instructions, where necessary.

d. When non-receipt of mail occurs, the master shall promptly originate a mail complaint message to the cognizant area mail routing authority of the port in which the ship failed to receive mail. CINCLANTFLT or COMNAVLOGPAC and the appropriate JSC command shall be included as information addressees. In addition, the area mail routing authorities for the next two ports of call will be included as information addressees. This will provide routing authorities involved with timely information on which to base a recheck of routing and correct, as necessary, to effect delivery at the ship's next port of call. This report is assigned Report Control Symbol MSC 5112-1. The

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following items pertinent to the mail in question are to be retained and forwarded to the cognizant mail routing authority upon request to assist in his investigation: slide labels from sacks and pouches, facing slips from letter ties, registered wrappers bearing registry numbers, cancelled envelopes, records of mail pickup and delivery by mail clerk or unit concerned. The MSC command or representative at the port where the difficulty is experienced will render any assistance possible upon request.

1-13-3 PICKUP OF MAIL BY SHIPS

Military postal authorities will not, normally deliver mail to ships. Upon arrival in U.S. port, other than the home port, and in overseas ports, the master will ensure that the following activities, predicated on their existence, are contacted for mail in order listed:

Husbanding Agent
U.S. Navy, Army, or Air Force Post Offices
Local Civilian Post Office
U.S. Consulate
MSC Command or MSC Representative

1-13-4 HANDLING OF MAIL ABOARD SHIP

The master shall be responsible for providing the necessary facilities and personnel for collecting, handling, and dispatching all mail aboard ship. Facilities shall include the installation of a locked mailbox.

a. Mailboxes shall be painted in the colors adopted by the U.S. Postal Service as follows:

(1) The entire box shall be painted blue.

(2) The front of the box shall be marked by painting or stenciling U.S. MAIL in white letters not less than three inches high, against the blue background.

(3) The postal seal identified as SIGN 70, NOV., 1970 shall be affixed centered on the back and sides of the box. No decal is to be placed on the front of the box.

b. MSC USNS ships are authorized use of the military postal service. Mail to ship's complement, military and civilian, can be addressed to the ship, FPO New York, San Francisco, or Miami.

EXAMPLES

Master _____
USNS _____ (T-AK __)
FPO New York (zip code) or
FPO San Francisco (zip code) or
FPO Miami (zip code)

John M. Doe, 1st Mate
USNS _____ (T-AK __)
FPO San Francisco (zip code) or
FPO New York (zip code) or
FPO Miami (zip code)

c. Personnel are responsible for advising their correspondents the correct mail address for their ships.

1-13-5 MAIL ORDERLY

The master shall assign in writing, one or more members of the purser department to serve as ship's mail orderlies to handle regular, registered, and insured U.S. mail. In ships not assigned pursers, the master shall designate a responsible person or persons, in writing, to serve as mail orderly. The mail orderly shall be furnished DD Form 285 (Appointment of Unit Mail Clerk or Mail Orderly) which shall serve as authorization of appointment and as a certificate of identification duly verified by the master. The DD Form 285 shall bear a reasonable revocation date and will be surrendered upon relief. The mail orderly will carry this certificate at all times when making trips. Failure to present this certificate will result in refusal by postal authorities to deliver mail.

1-13-6 REGISTERED AND INSURED OFFICIAL MAIL

Whenever proof of delivery is required, the use of insured or certified mail with return receipt requested normally will be used in lieu of registration. The mail orderly shall receipt each piece of registered or insured mail received and get a receipt from the addressee or authorized person to whom it is delivered. He shall not make delivery of such mail to any person not authorized to receive it. To eliminate unnecessary delays in the transmission of official mail, registry service will be limited to the following cases:

- a. Classified matter requiring transmission in accordance with OPNAVINST 5510.1.
- b. Matter such as narcotics, currency, some international mail, etc., as required by statute or regulation.
- c. Matter of such nature that its duplication in case of loss would be impossible or would entail extraordinary expense such as material under research and development, rare objects of art, antiques, and curios.
- d. Matter of such intrinsic value or importance that it would require special handling to ensure against loss or damage, such as concealable firearms, etc.

1-13-7 OFFICIAL MAIL

Navy post offices will not accept official mail unless the mailer is recognized as an agent or authorized mail orderly of the organization. Particular attention will be given to official mail addressed to civilian addresses and to individuals by name at official addresses. Random examinations will be conducted to ensure no contraband is placed in official mail. Official mail will not be placed in mail drop boxes. Official mail found in drop boxes will be delivered to the purser or master for disposition. Suspect official parcels will be turned over to the purser or master for appropriate action.

1-13-8 CUSTOMS AND ACCEPTANCE PROCEDURES FOR PARCEL MAIL BY MILITARY POST OFFICES

Personal parcels will be accepted for mailing only from personnel authorized military postal privileges. Parcels must bear a legible and complete return address and name. Mailer will be required to present his permanent ID card at time of mailing. An individual using Navy postal facilities will place his signature below the return address at

the time of mailing. If the parcel is mailed by an individual other than shown in the return address, he too, will be required to place his name, grade, and signature below the return address of the originator, and the ID card comparison will be made. Customs declaration forms must be completed in detail and description of contents evaluated carefully by accepting clerks.

1-13-9 DIRECTORY FILE

A directory file shall be maintained containing the name of civilian marine and military personnel served by the mail orderly and forwarding addresses or notations as to proper disposition of mail for each person previously attached to the ship. The master will ensure that the mail orderly is informed of newly assigned personnel and the departments in which they serve. The master also will ensure the mail orderly is informed of the death, transfer, or absence of any personnel assigned to the ship. Mail which cannot be delivered to the addressee immediately because of absence or lack of sufficient address shall be handled as follows:

a. Mail for which no forwarding address is available shall be held for 15 days. If undeliverable at the expiration of the 15-day period, it shall be delivered to the nearest U.S. civil or military post office with a notation indicating reason for return.

b. Mail addressed to an individual who is expected to report onboard may be held up to 60 days. Mail shall not be held for a period longer than 60 days unless specific information is received that the addressee is due to report and no forwarding address is available.

c. Mail addressed to personnel who are absent without authority will be retained on the ship for a period not to exceed 30 days. Provided no forwarding address has been received during this period, the mail shall be delivered to the nearest U.S. civil or military post office with a notation indicating "unclaimed."

d. When undeliverable mail is returned to a U.S. civil or military post office a line shall be drawn through the ship's name. The line should permit the ship's name to be legible.

1-13-10 MAIL FOR DECEASED PERSONNEL

Mail addressed to personnel who are deceased shall be handled as follows:

a. Civilian personnel - return to nearest U.S. civil or military post office with notation thereon that addressee is deceased. Be sure such information is verified.

b. Military personnel - return to cognizant MSC command for disposition.

1-13-11 GUARD MAIL

Mail for delivery to MSC ships and naval activities in the same port shall be handled as guard mail. Guard mail shall be kept separate from U.S. mail. Guard mail does not enter a Government postal service, therefore franked envelopes or postage stamps shall not be used. Guard mail that requires secure handling shall be given a

registry number and shall require receipts in passing from person to person. Receipts and applicable log books pertaining to the transmission of guard mail shall be maintained for a period of one year. Registered guard mail shall be plainly marked on the outside with the return address and identification number.

1-13-12 GUARD MAIL ORDERLY

Personnel designated as U.S. mail orderlies may function also as guard mail orderlies, provided that adequate precautions are taken to keep guard mail separate from U.S. mail at all times. This precaution is necessary to ensure proper handling of each type mail. Guard mail orderlies shall carry guard mail trip receipts for each piece of registered guard mail received, obtain receipts for mail delivered, and be responsible for safeguarding mail in his custody at all times.

1-13-13 ADMINISTRATION

The purser shall administer procedures established by the master for proper handling of ships mail and shall be responsible for the indoctrination and supervision of mail orderlies. In ships where no purser is assigned, the master shall designate a member of the ship's company to assume these responsibilities.

1-13-14 OUTGOING MAIL

U.S. mail dispatched from ships at foreign ports where there is no U.S. military post offices, must be placed in a sealed U.S. mail bag or pouch addressed to the Postmaster, New York, New York or the Postmaster, San Francisco, California. Failure to comply with this requirement and lack of cooperation with local officials may delay the onward routing of mail or preclude its handling under the treaty provisions of the International Postal Union. Individuals using foreign mail service must comply with the regulations of that country's mail service including use of foreign postage and payments of any fees involved. U.S. postage is not valid for use overseas except when a U.S. military post office is used.

2-1-4 SAFE COMBINATIONS

Combinations of safes (except safes containing public funds) utilized by civilian crew members will be retained in the custody of the master. To provide access to the master's safe in an emergency, the combination shall be placed in a sealed envelope and retained in the custody of the purser.

a. Combinations of safes (except safes containing exchange funds) utilized by military department personnel will be retained in the custody of the OICMILDEPT. To provide access to the OICMILDEPT's safe in an emergency, the combination shall be placed in a sealed envelope and retained in the custody of the custodian for classified matter.

b. Combinations of safes containing classified matter, funds, or narcotics, will be changed upon transfer or relief of any person possessing the combinations in accordance with OPNAVINST 5510.1, NAVCOMPT Manual Vol IV, 042352.3, and RPS 4(E) as applicable. (Professional locksmiths and other unauthorized personnel shall not be used for this purpose. Requests for assistance will be submitted to the cognizant MSC command.) Combinations will not be recorded except as required for retention by the master or OICMILDEPT.

2-1-5 SAILING BOARD TIME

The master is required to post the sailing board time in accordance with the provisions of CMPI 630.6-3. Close liaison with MSC representatives is required in order to post the sailing board with the most accurate information available. Failure to update and post the board with current information could result in premium pay expenditures for confinement to the ship.

2-1-6 DISPLAY OF FLAGS

It is the policy of COMSC, approved by the Chief of Naval Operations, that the display of flags by MSC civil service manned ships be consistent with their status as ships of the Navy and with Article 1058 of U.S. Navy Regulations 1973. The display of foreign flags in foreign ports is not only contrary to regulations but can lead to the erroneous impression that MSC ships are merchant ships, and therefore not entitled to the exemptions and immunities accorded public vessels of the United States. In keeping with COMSC policy, MSC ships shall not follow the merchant marine practice of displaying foreign national flags in foreign ports, except that all MSC ships visiting RAS TANURA shall display the SAUDI ARABIAN flag during the visit as indicated in the U.S. State Department Instruction referenced below:

a. The U.S. State Department Instruction No. CA-3939 of 29 October 1958, advises all U.S. Diplomatic Missions throughout the world of MSC policy which prohibits the display of foreign flags in foreign ports. Should adverse incidents arise in a foreign country as a result of this policy, the master and local MSC representative shall immediately contact the United States Embassy or Consulate and request assistance pursuant to the above mentioned State Department Instruction.

PART 2

CHAPTER 1
GENERAL

Master..... 2-1-1
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(A

2-1-1 MASTER

In accordance with U.S. Navy Regulations Article 0733, the master is responsible for the efficient operation, navigation, and safety of the ship. All emergency drills, such as fire and abandon ship drills, will be supervised and controlled by the master. In case of disaster at sea, he will direct all emergency actions.

2-1-2 RELATIONSHIP TO FIRST OFFICER

In the absence or disability of the master, the first officer shall assume responsibility and command authority of the ship. The master will keep the first officer informed of his policies, as appropriate, to enable that officer to assume command of the ship.

2-1-3 ADDITIONAL RESPONSIBILITIES

The master shall be responsible for operation of the exchange location when, in the opinion of the cognizant commander, the number of personnel carried on board or the nature of the voyage makes a sales facility desirable.

a. Normally, the master will assign a member of the crew to operate the exchange location in accordance with the procedures contained in COMSCINST 4440.6. Under no circumstances will the master designate a crewmember to operate the exchange location if the crewmember has other duties which require the handling of Government funds.

b. The master shall be responsible for the receipt, custody, and expenditure of special services material. He may delegate special services duties to a ship's officer as special services officer. Required materials shall be requisitioned from the special services officer at the home port.

b. In accordance with their status as United States Naval Ships, MSC civil service manned ships shall carry such flags as necessary to properly dress ship.

c. The United States National Ensign and Union Jack shall be displayed as prescribed by U.S. Navy Regulations 1973.

d. On Washington's Birthday and Independence Day, MSC ships not underway shall dress ship from 0800 until sunset.

e. In a foreign port, or when in company in port with a foreign warship and a national anniversary or solemnity is being observed by foreign port authorities or a foreign warship, MSC ships shall, upon official invitation, dress ship.

f. The Chief of Naval Operations has approved display, by MSC civil service manned ships, of the Safety Pennant which accompanies the Distinguished Sea Rescue Award jointly sponsored by the American Merchant Marine Institute and the National Safety Council. Ships winning this award will display the pennant in the manner prescribed for the Battle Efficiency Pennant in NTP 13.

g. Other flags, such as the naval reserve and convoy commodore flags, shall be displayed when and as directed by competent naval authority.

h. Personal flags shall not be displayed, nor will the flag of the United Nations be displayed when transporting U.N. troops.

i. When the remains of deceased personnel are transported in MSC ships the national ensign, when displayed, and the union jack, when displayed from the jack staff, shall be half-masted by all MSC ships present during loading or unloading from the time the first casket is secured to the loading equipment until one hour after placement of the last casket and rendering of any honors, or until sunset, whichever is earlier. To the extent possible, appropriate funeral honors normally will be rendered deceased personnel buried at sea.

j. In regard to dipping colors, MSC civil service manned ships shall comply with Article 1063, U.S. Navy Regulations, which states:

"When any vessel, under the United States registry or the registry of a nation formally recognized by the Government of the United States, salutes a ship of the Navy by dipping her ensign, it shall be answered dip for dip. If not already being displayed, the national ensign shall be hoisted for the purpose of answering the dip. An ensign being displayed at half-mast shall be hoisted to the truck or peak before a dip is answered. No ship of the Navy shall dip the National ensign unless in return for such compliment."

k. NTP 13 (Flags, Pennants and Customs) should be used for guidance in properly displaying authorized flags and pennants.

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2-1-7 WORKAWAYS-REPATRIATES

MSC civilian marine employees or former MSC civilian marine employees, stranded in outports, who are certified for repatriation under the provisions of CMPI 4651 will be provided workaway transportation to the Continental United States. Destitute citizens of the United States, when properly sponsored by the Department of the Navy in accordance with BUPERSINST 4650.10, will also be furnished transportation. (Certain naval commands are authorized to sponsor, for space available travel in MSC ships from foreign areas to the CONUS, destitute American citizens, when certified as such by the American Consul or other Department of State representative.)

2-1-8 SHIP'S DECK LOG

The master shall ensure that proper entries are made each day in the ship's log in accordance with the instructions set forth therein. These instructions incorporate certain requirements of the U.S. Coast Guard and specific requirements of COMSC.

2-1-9 RELIEF OFFICERS

Hours and conditions of work for deck and engineer relief officers are established by CMPI 610. The normal tour of duty is 8 hours on week days and may be increased to 12 hours on Saturdays, Sundays, and holidays. No tour of duty shall be less than 7 hours and, except in emergency, no relief officer shall be permitted to remain on duty for more than 12 consecutive hours.

a. MSC commanders will provide instructions, in memorandum form, for the guidance of deck and engineer relief officers. Each relief officer will sign the master copy of these instructions, retained in the custody of the MSC commander, as evidence that he has received a copy and is familiar with the contents.

b. Relief officer assignment orders shall be delivered to the ship by the assignee. In making assignments, due consideration shall be made to an equitable distribution of the work load.

c. Pertinent ship and departmental orders, including such special orders as the situation may require, will be brought to the attention of relief officers. Telephone numbers and addresses, where key shipboard personnel may be reached in an emergency, will also be provided relief officers.

d. Upon the completion of duty, assignment orders, endorsed by the master or his authorized representative certifying the number of hours worked, will be returned to relief officers for submission to the administrative commander for processing and payment.

e. Relief officers are subject to orders of the master and the direct supervision of the cognizant department heads or, in their absence, ship's officers designated in charge aboard ship. Ineffective or improper performance of duty or misconduct on the part of relief officers will be reported to the master. The master will, when dictated by the circumstances, advise the administrative commander in writing of all factual information regarding the situation and recommend appropriate action.

2-1-10 CHANGE OF COMMAND

A master being relieved of his command will, with his relief, take appropriate actions and submit a Change of Command Report to the MSC area commander as shown below:

From: Master, USNS _____
To: Commander, Military Sealift Command, _____
Via: Relieving Master, USNS _____

Subj: Change of Command Report (MSC Report 5000-3)

Ref: (a) COMSCINST 3120.2D

1. In accordance with reference (a) subject report is submitted.
2. On this date (date and time of transfer) I, (name of Master being relieved), transferred command of the (name of ship and hull no.) to (name of relieving Master).
3. Before transfer of Command was effected the following actions were taken:
 - a. An inspection of the entire ship was made in company with my relief.
 - b. All known defects and/or peculiarities of the ship were called to the attention of my relief.
 - c. All unexecuted orders, regulations and orders in force, all official correspondence and information concerning the ship, and items in the Captains turnover file were delivered to my relief.
 - d. My relief was notified of all cargo aboard under receipts executed by me or other officers of the ship.
 - e. Documents required to be kept or supervised by me were delivered to my relief.
 - f. All classified material in my custody was inventoried and accounted for (if discrepancies exist explain in detail).
 - g. All narcotics on board in my custody were inventoried and accounted for. Narcotics log has been signed. All narcotics, narcotics records, and keys to narcotics stowage spaces, have been turned over to my relief. (This does not include narcotics in the custody of the ships nurse.)
 - h. Nonexpendable special services material in my custody was inventoried and accepted by my relief. A copy of the inventory signed by me and my relief is attached hereto.
 - i. All small arms and emergency evacuation equipment in my custody were transferred to my relief.
 - j. An entry was made in the ship's log regarding transfer of command.

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k. All log books and other documents requiring my signature were completed and signed.

l. All keys, required to be retained in my custody, and all safe combinations, have been delivered to my relief. Safe combinations have been changed.

m. Promotional evaluation data for personnel under my cognizance has been submitted.

2. Remarks deemed appropriate follow: (Indicate herein items above which are not applicable.)

(signature of Master)

FIRST ENDORSEMENT ltr ser. _____ of _____ ON MASTER,
USNS _____

From: Relieving Master, USNS _____

To: Commander, Military Sealift Command, _____

Subj: Change of Command Report (MSC Report 5000-3)

1. Forwarded. Conditions aboard this ship are considered to be satisfactory with the following exceptions:

(as appropriate) _____

2. A page-by-page inventory of All Top Secret material was conducted as well as an inventory of all other classified material. Results of the inventory follow:

(as appropriate) _____

(signature of Relieving Master)

2-1-11 RELIEF OF DEPARTMENT HEAD

A department head being relieved will, with his relief, take appropriate actions and submit a Relief of Department Head Report to the Master as shown below:

From: (Name and position assignment)
To: Master, USNS _____
Via: Relieving Department Head

Subj: Relief of Department Head Report (MSC Report 5000-4)

Ref: (a) COMSCINST 3120.2D

1. In accordance with reference (a) subject report is submitted.

2. On this date (date and time of transfer) I, (name of Department Head being relieved), transferred responsibilities of the (name of department) of the (USNS _____) to (Name of relieving department head).

3. Before transfer of responsibilities was effected the following actions were taken:

a. A joint inspection of all department spaces, machinery equipment, records and reports, for which I am responsible was conducted with my relief.

b. Defects and peculiarities pertaining to the department and/or department within the department were brought to the attention of my relief.

c. All regulations and orders in force, and all official correspondence and information concerning the department and this position assignment have been furnished my relief.

d. A joint inventory of publications, equipage, material and/or provisions for which I am responsible have been conducted, and departmental supply responsibilities have been transferred in accordance with COMSCINSTs 4440.5 and 4440.7.

e. All log books and other records and documents have been signed as necessary, and all keys in my custody have been delivered to my relief.

f. Promotional evaluation data for personnel under my cognizance has been submitted to the Master.

4. The following are specific items (only use applicable paragraph) for (name of department).

a. Deck Department

(1) The following outstanding CASREPS fall under my department:

Equipment _____ ETR _____

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(2) The preventive maintenance schedule has been reviewed with my relief.

(3) The following personnel are scheduled to be relieved in the near future.

Name _____ Date to be relieved _____

(4) The training schedule has been reviewed with my relief.

(5) The next major cargo evolution is scheduled for:

CONSOL _____

FUEL LIFT _____

UNREP _____

INREP _____

(6) The following inspections are projected:

(7) The following certificates will expire within the next six months:

b. Supply Department

The next major storing is _____
port _____.

c. Engineering Department

(1) The next bunkering evolution is _____.

(2) The next overhaul is _____.

(3) The following CASREPS are under my cognizance:

_____ ETR _____

(signature of Department Head)

FIRST ENDORSEMENT HEAD, ltr of _____ Department, USNS _____

From: Relieving Department Head, _____ Department, USNS _____
To: Master, USNS _____

Subj: Relief of Department Head Report (MSC Report 5000-4)

1. Forwarded. I have examined all department spaces, machinery, equipment, and records jointly with the relieved Department Head and am satisfied with the conditions of the department except as follows:

(as appropriate) _____

2. I accept responsibility for the department, subject to noted exceptions, at the time and date indicated herein.

(signature of Relieving Department Head)

2-1-12 DUTY STATEMENTS FOR KEY SHIPBOARD PERSONNEL

The master shall ensure that all key shipboard personnel covered in Part 2 of this instruction are cognizant of their respective duties and responsibilities. Duty statements prepared for these individuals will include, as a minimum, all of the duties and responsibilities listed in the instruction for those positions. If the master delegates this responsibility to other competent authority for execution, he must ensure that the statements are complete and in accordance with this instruction.

2-1-13 DUTY STATIONS DURING UNDERWAY REPLENISHMENT OPERATIONS

(A

Each ship (where appropriate) will have a Station Bill for Underway Replenishment Operations and that Station Bill will be in effect for shipboard positions during Underway Replenishment Operations. The Master shall ensure that the Station Bill is properly obeyed and that shipboard personnel are cognizant of their appropriate duties and responsibilities. The Station Bill will be up to date and in accordance with the current edition of NWP-14.

PART 2

CHAPTER 2
DECK DEPARTMENT

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2-2-1 FIRST OFFICER

The first officer is head of the deck department. In the absence of the master he shall assume command of the ship. He is directly responsible to the master for the proper operation, maintenance and preservation, safety, and cleanliness of equipment and spaces under his jurisdiction, and for the training and efficiency of deck department personnel. He is responsible for the proper planning and execution of cargo handling procedures and shall keep the master informed of the condition of this department and of the conduct and reliability of personnel under his jurisdiction.

- a. He shall delegate duties to, and supervise the work of, deck department personnel and be responsible for the proper allocation of leave and working hours.
- b. Prior to sailing, he shall inspect the ship from bow to stern to ascertain that it has no structural defects, and to ensure that hatches, cargo ports, cargo gear, and equipment are properly secured.
- c. He shall ensure that cargo is properly stowed to prevent damage and shifting and that deck cargo is properly secured and covered.

d. He shall report to the master that the full crew is on board, or members missing, as the case may be, and that the ship is in all respects "ready for sea".

e. He shall prepare and submit deck department repair lists, ensure that all repairs to the hull, superstructure, and equipment under his jurisdiction within the capabilities of the ship's force are accomplished in port, or at sea, and inspect repairs made by shore-side personnel, reporting defects to the master.

f. He shall function as the ship's damage control and training officer and be responsible for the duties prescribed in Chapters 9 and 10, Part 2 of this instruction in connection therewith. He shall see that muster and station bills are properly prepared and posted, that the fire-detecting system is maintained in proper working order, that firefighting and lifesaving apparatus under his jurisdiction are in good condition, and that crew members are properly trained in their use. During fire and boat drills he shall be in charge on deck and ensure that personnel know their emergency stations and duties. During an actual emergency, he shall be in charge of and direct the ship's damage control organization except that, when the emergency takes place in engineering spaces, the chief engineer shall be in charge at the scene.

g. He shall daily inspect the deck log to ensure that proper entries are made therein in accordance with the instructions contained in the log book form.

h. He shall be responsible for and administer the supply functions within his department in accordance with COMSCINST 4440.5.

i. He shall instruct all deck watch officers at sea or in port to advise the engine room in sufficient time, prior to energizing electrical deck machinery so that the engine department may properly control the main switchboard and generators whenever the ship is getting underway, coming to anchor, operating in narrow or dangerous channels, maneuvering close to other ships or obstructions, coming alongside, or leaving a wharf or pier. When power on deck is no longer needed and may be secured, the deck watch officer shall so advise the engine room.

2-2-2 ORGANIZATION

The first officer shall ensure that departmental orders are adequate and effective, that assignment cards are complete and current and that adequate internal and external security measures are in force. He shall ensure that the department is well organized by:

- a. Proper assignment of duties on the Station Bill.
- b. Proper planning and coordination of work in advance and in detail.
- c. Equitable distribution of work within the department.
- d. Preparation of written orders outlining the functions and duties of personnel.

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e. Ensuring that personnel are familiar with and function in accordance with written orders.

f. Checking the proficiency of personnel in carrying out their assigned duties.

2-2-3 PUBLICATIONS, RECORDS, AND DOCUMENTS

The first officer shall maintain the following on hand and corrected to date:

a. Publications:

Rules and Regulations for Cargo and Miscellaneous Vessels (CG 257) (cargo ships)

Load Line Regulations (CG 176) (all ships)

Rules and Regulations for Military Explosives and Hazardous Munitions (CG 108) (cargo ships)

Manual for Lifeboatmen, Able Seamen, and Qualified Members of the Engine Department (CG 175) (all ships)

Laws Governing Marine Inspection (CG 227) (all ships)

Manual for the Safe Handling of Inflammable and Combustible Liquids (CG 174) (all ships)

Fire Fighting Manual for Tank Vessels (CG 329) (AOGs and T-AOs only)

Rules and Regulations for Tank Vessels (CG 123) (AOGs and T-AOs only)

MERINT Reporting Procedures (OPNAV 94P-3)

MERINT Reporting Form (OPNAV 94P-3C)

Accident Prevention Manual (OPNAVINST 5101.2A)

Submarine Recognition Manual (NAVPERS 10011)

Safety Equipment Manual (NAVMAT P-10470)

Navy Safety Precautions for Forces Afloat (OPNAVINST 5100.19)

Accident Investigation and Reporting (OPNAVINST 5102.1)

Lifeboat Training Guide (COMSCINST 12410.1)

Record Keeping and Reporting of Occupational Injuries and Illnesses of civilian and military personnel (OPNAVINST 5100.18A)

MSC Damage Control Manual (COMSCINST 3541.5)

Replenishment at Sea (for high line) (NWP-14)

Cargo Tank Cleaning Manual (MSC P-105) (AOGs and T-AOs only)

Shipboard Helicopter Operations (NWP-42C)

MSC Supply Instructions (COMSCINSTs 4440.5, 4440.6, & 4440.7)

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b. Records:

Inspections of booms, rigging and rigging gear, to indicate material condition and safe operating limits

Data on all cargo holds to indicate the capacity and type of cargo that may be stowed therein

Data on deck load facilities to include arrangements and capacities both as to weight and cube

Reports of damaged, lost or pilfered cargo

Reports relative to unsatisfactory handling of cargo

Required cargo documents

Bridge and Engine Bell Book (MSC Form 5211-3)

Bridge-Gangway Log (MSC Form 5211-11)

Captain's Night Order Book (MSC Form 5211-12)

Ship's Deck Log

c. Documents:

Builders Certificate

Certificate of Ownership

USCG Certificate of Inspection (CG 841)

Deratization Certificate of Inspection

Admeasurement Certificate

International Load-Line Certificate (CGAL)

Panama Canal Tonnage Certificate

Suez Canal Tonnage Certificate

Stability Letters (if applicable)

Damage Control Display Plans

Atomic Attack Instruction (posted)

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2-2-4 PERSONNEL ADMINISTRATION

The first officer shall administer personnel within the department so as to maintain a high state of proficiency, discipline, and morale. In carrying out this responsibility he shall:

- a. Require personnel to be clean and neat in appearance.
- b. Institute proper measures to prevent breaches of discipline.
- c. Investigate all facts prior to initiating disciplinary action.
- d. Avoid practices which would likely give rise to grievances and disciplinary actions.
- e. Equitably apportion overtime work.
- f. Give special consideration to requests for emergency leave.
- g. Ensure that departmental personnel have adequate recreational facilities and special services material.
- h. Administer premium pay provisions with a view toward economical operations.
- i. Encourage personnel to participate in the Incentive Awards Program.
- j. Recognize outstanding work of officers and men and recommend such individuals for promotion.
- k. Encourage officers and men to upgrade their licenses or ratings.

2-2-5 TRAINING

The first officer shall ensure that an adequate and effective on-the-job training program is conducted in all departments. In carrying out this responsibility he shall:

- a. Designate assistant training officers for lifeboat-training, navigation, damage control, and safety.
- b. Ensure that deck watch officers maintain their proficiency in safe navigational practices including use of the maneuvering board.
- c. Ensure that deck personnel are familiar with emergency signals set forth in the Station Bill.
- d. Conduct lifeboat classes periodically to assist lifeboat candidates to obtain lifeboatman endorsements.

e. Appoint a first and second in command for each lifeboat, with a list of the crew for each boat, ensure that those in command are thoroughly familiar with lifeboat handling procedures as set forth in COMSCINST 12410.1B, and that they instruct personnel under their control in regard to their duties.

f. Record training sessions conducted in the Training and Drill Report (MSC Form and Report 12410-5).

2-2-6 DRILLS

The first officer, as damage control officer, shall schedule and coordinate with other department heads, as appropriate, in the conduct of emergency drills prescribed in these instructions. The assignment of duties and responsibilities, and organization for the various emergency drills, shall be as prescribed in Emergency Bills contained in COMSCINST 3541.5C (Damage Control Manual).

2-2-7 SECOND OFFICER

(R)

The second officer is a watch officer in the deck department. He shall assist the master and the first officer in carrying out their responsibilities and shall perform such duties as may be assigned. In the absence of the master and the first officer, he shall assume command of the ship. The second officer is designated the ship's navigation officer and, as such, is directly responsible to the master for either personally performing the duties listed below, or delegating those duties to competent individuals for execution. The delegation of any duty listed below in no way relieves the second officer of his responsibility to ensure that the task has been executed in a timely, correct manner. The second officer is responsible for ensuring that the navigational duties, as listed in Article 2-2-9 (WATCH OFFICER AT SEA), are being executed in a timely, correct manner. Any discrepancies in the execution of those duties must immediately be brought to the attention of the master for corrective action.

a. As navigation officer, the second officer shall assist the master in the training of lookouts and watchstanders in safe navigational practices and in the proper use of navigational equipment. He shall ensure that hydrographic and oceanographic observations are properly handled and that weather reports are properly made. He shall see that the following are available aboard ship:

H.O. charts and publications appropriate to the area in which the ship is operating

NEMEDRI

American Air Almanac

American Nautical Almanac

Rules of the Road International-Inland (CC 169)

Persons allowed in the Pilot House and on Navigation Bridge (CG 807)

Station Bills, Drills, and Reports of Masters (CG 809)

Instructions for the use of the Gun and Rocket Apparatus for Saving Life from Shipwreck as practiced by the USCG (CG 811)

Sound-Signal Tabulations under International, Inland and Pilot Rules (MSC Form 3530/1)

Atomic Attack Instructions for MSC ships in port (MSC Form 3541/4)

Vessel Inspection Record (CG 2832)

Life Preserver Instruction Card (MSC Form 3131/3)

Bill for getting underway in an emergency

Harbor Pollution Regulations (posted)

Station Bill

Officers Licenses (posted)

b. He shall ensure that all deck watch officers are thoroughly instructed in the proper display of flags, recognition of the alphabet flags by sight, sending and receiving by flashing light and semaphore, the international code of signals, international distress signals and visual storm warning displays, and proper use of signal flares. He shall ensure that halyards are properly rigged and in good condition, that flags are clean and in good condition, that signal lights are in good working order, and sufficient spare parts and spare flags are onboard.

c. He shall ensure that all navigational equipment is maintained properly, notify the master of defects in equipment, and submit, to the first officer, navigation supply and repair lists.

d. He shall ensure that the ship's position is determined at 0800, 1200, and 2000 daily when at sea and that the master is notified of the results. He also shall ensure that daily reports of the ship's position and movements are furnished to the chief engineer, radio officer, and other personnel designated by the master. He shall ensure that proper navigation and engine room data is entered in the deck log at 1200 daily, that the correct time is obtained from a standard source at frequent intervals, that the chronometer is wound daily, and that all ship's clocks are adjusted to conform to the geographical location (zone) of the ship.

e. He shall ensure that the watch officer uses dead reckoning to establish the general position of the ship at all times.

f. He is responsible to the master for the performance of other navigational duties such as:

(1) Utilizing charts of appropriate scale, normally the largest scale chart available, the second officer shall plan and lay out the track for each voyage for the master's approval. In addition to this, he shall obtain from every reliable source, information (applicable Sailing Directions, Coast Pilots-Light list, Tide Tables, and Current Tables) which will aid the master in transiting the routes he proposes to take or the ports he will enter.

(2) Prior to entering or leaving port, or entering, leaving, or maneuvering in restricted waters, the second officer shall lay out useful piloting data on the appropriate navigational chart and physically be present on the bridge.

(3) Verifying the deviation error on the magnetic compass and verifying the calibration of the RDF whenever any changes are made in the physical or electrical characteristics or location of any antennas onboard the ship, or whenever any changes are made in any structures on deck, which might appreciably affect the magnetic compass or the accuracy of the direction finder. The RDF calibration shall be checked at yearly intervals by simultaneous comparison of visual and radio direction finder bearings. This check will comprise the taking of a minimum of one comparison bearing within each quadrant, which shall be made within plus or minus 10 degrees of 45, 135, 225, and 315 degrees relative to ship's heading. If the master is satisfied with the method of determining accuracy and the accuracy of the RDF, he shall so certify in writing. If the master is not satisfied with the accuracy of the RDF, calibration and compensation services should be obtained. Record of all calibration and verifications shall be maintained onboard for one year.

(4) Using celestial navigation when not in pilot water. The second officer shall ensure that celestial observations are taken on a daily basis. This method will be supplemented by electronic navigational aids onboard. When celestial observations cannot be obtained, ship's position shall be determined by electronic navigational aids and any other means available.

g. A continuing program of shipboard training will be conducted by the second officer, under the direct supervision of the master. At the minimum, this training shall comprise instructing watchstanding officers in the methods of celestial navigation, and sufficient training to ensure all seamen assigned to lookout duty are technically qualified and properly indoctrinated regarding the responsibility inherent in this important duty.

h. The Captain's Night Order Book (MSC Form 5211/12), which will contain the master's standing and daily orders as well as appropriate specific navigation instructions, shall be read and initialed daily by all deck officers, including non-watchstanding officers, and shall be maintained as part of the ship's official records.

i. During boat drills, the second officer will be in charge of lifeboats and shall instruct the assigned crew in regard to their duties and functions during such drills. During fire and emergency drills, he shall be in charge of that part of the ship assigned to him.

j. During cargo operations, he shall be responsible for the safe loading, stowage, and discharge of cargo in the part of the ship assigned to him, under the general supervision of the first officer. He shall inspect ship's holds before loading to see they are clean, dry, properly ventilated, and prepared for the type of cargo to be loaded, that cargo is distributed according to plan, well dunnaged, marked, and secured in place. He shall take necessary precautions to prevent pilferage or damage to cargo, making an immediate report thereof when occurring. He shall ensure cargo gear is in good working condition, ensure that hatches are covered when it rains, and that there is sufficient lighting during cargo operations.

k. As an officer of the deck, he is responsible for the overall security of the ship and shall ensure that all necessary precautions are taken to prevent fire or possible damage to the ship or injury to its crew.

2-2-8 THIRD OFFICER

The third officer is a watch officer in the deck department. He shall assist the master and senior deck officers in carrying out their responsibilities and in their absence shall assume command of the ship.

a. Under the supervision of the first officer, he shall have charge of, and see to the condition and repair of, lifeboats and liferafts, liferings, lifejackets and other lifesaving equipment, line throwing gun and equipment, firefighting and fire detection systems, hoses, racks, steam-smothering lines, and other emergency equipment. He shall prepare and submit to the first officer supply and repair lists for equipment under his jurisdiction.

b. He shall advise the crew as to their stations and duties during emergency drills. During fire drills, he shall check firefighting equipment and the performance and proficiency of men in his assigned area. If assigned to command a lifeboat, he shall muster the crew assigned to his boat, instruct them in their duties, and in the handling of lifeboat gear.

c. The Third Officer shall be assigned the duties of CBR Defense Officer. (Previously NBC, the new accepted phrase is CBR-D (Chemical, Biological and (Radiological Defense)). He shall coordinate the CBR-D training and drill schedule with the First Officer who is the ship's Damage Control and Training Officer. The Third Officer shall maintain all of the CBR-D equipment (except the Radiacs which are the Radio Officer's responsibility) and he shall ensure that CBR-D drills and equipment tests are carried out in accordance with Articles 1-11-4, 1-11-20, and 1-12-7. During CBR-D drills, he shall supervise the use of protective equipment and the operations of monitoring and decontamination teams.

d. As a watch officer at sea or in port, he shall be responsible for the proper performance of duties specified in Articles 2-2-9 and 2-2-10, as appropriate.

e. During cargo loading and discharging operations he shall be in charge of that part of the ship assigned to him, and in conjunction with other deck officers and under the general supervision of the first officer, shall be responsible for the safe loading, stowage, and discharge of cargo. He shall inspect ship's holds to see that they are clean, dry, ventilated, and properly prepared to receive the type of cargo to be loaded. He shall see that cargo is distributed according to plan, well dunnaged, marked, and secured in place. He shall take necessary precautions to prevent pilferage or damage to cargo, making an immediate report thereof when occurring.

f. As other duties permit, he shall assist the second officer in the maintenance and correction of nautical charts and publications.

R) 2-2-9 WATCH OFFICER AT SEA

Any deck officer assigned a watch at sea, shall ensure that this watch is maintained in a proper and efficient manner, by posting qualified and alert lookouts, checking to see that the quartermaster or able seaman steers the correct course, and that watchstanders carry out all orders given to them.

a. He shall be responsible for determining the ship's position at all times during his watch as accurately as possible using any and all means available, including celestial observations, and shall maintain an accurate running plot of the ship's position and establish and maintain a dead reckoning on the appropriate scale navigational chart. He shall prepare any required position reports that occur during his watch and shall submit these reports to the second officer for approval prior to distribution. At all times he shall observe the applicable Rules of the Road as well as any other local navigational laws. He shall report to the master any unusual changes in weather conditions, deviation of the compass, speed of the ship, or other unusual conditions.

b. During periods of low visibility, fog, mist, falling snow, or heavy rainfall, he shall notify the master and engine room, place lookouts where they can see and hear to the best advantage, sound the fog signal, and set a moderate speed and ensure proper navigation lights are on. He shall make proper entries in navigation records and log books of all important matters during his watch, and precautions taken due to unusual conditions.

c. When navigating harbors or other restricted waters, he shall ensure that a continuous plot of the ship's position is maintained. In addition, the watch officer shall indicate all danger bearings and shallow water on the chart being used.

d. Prior to leaving port, the watch officer shall test steering gear and bridge equipment to ensure their proper function.

e. He also is responsible for the performance of the following duties during his watch:

(1) Unless otherwise directed, radar shall be kept in continuous operation for checking bearings and determining ranges during poor visibility and when approaching or in the vicinity of land. Full reliance on a single radar bearing and range should be avoided. This does not preclude the use of radar at such other times as deemed advisable. Under the direction of the master, soundings will be taken at least every 15 minutes when transiting inland or restricted waters and more frequently when approaching or in the vicinity of land or shoal waters. The date, time, fathoms or feet of soundings obtained will be recorded. Ships with recording echo depth sounders may use trace recordings, provided this device is calibrated, operating properly, and recordings are noted as to the position and time. Recordings shall be removed from the drum and retained as part of the navigational records of the ship. Hand leads will be used whenever necessary to obtain positive and accurate soundings in shoal waters.

(2) Maintaining an accurate plot of the ship's position, at all times during his watch, with or without a pilot, in harbors or other restricted waters. Visibility permitting, visual bearings shall be taken at frequent intervals, recorded in the Bearing Record Book, and plotted on the chart in use, noting the exact time. When feasible, three point fixes will be used to verify the accuracy of positions. The following information shall be entered into the Bearing Record Book (MSC Form 5211/14):

- Bearings in true degrees
- Time of bearing
- Type of bearing
- Bearing point used (station, navigation aid, Landmark, etc.)
- Applicable remarks

(a) The recording echo depth sounder shall be kept in continuous operation when transiting inland or restricted waters and approaching or in the vicinity of land or shoal water. Soundings will be used as a check on positions obtained by visual bearings or radar. This does not preclude the use of the recordings echo depth sounder at such other times as deemed advisable.

(b) Consolidated data, in sufficient detail to permit position, course, and speed to be accurately determined if required for investigative or legal purposes, shall be entered in the ship's Deck Log.

(c) The watch officer will be required to compute drift and set and report the results of his computations. (This information will be furnished the pilot, if aboard.)

1. Ascertaining during every watch, the gyro-compass error. Computations should be made in the Navigators Work Book (MSC Form 5211/13) and compass error recorded in the Gyro-Compass Record Book (NAVSHIP 708). In pilot waters the gyro-compass error should be frequently checked by using ranges or other practical methods.

2. Comparing the magnetic compass with the gyro-compass at least every hour when underway. The result will be recorded in the Ship's Deck Log and significant changes reported immediately to the master.

(d) In accordance with U.S. Coast Guard Regulations, U.S. Navy Regulations, and the best maritime practice, a qualified lookout will be stationed between sunset and sunrise, during periods of poor visibility, when navigating restricted or congested waters, and at such other times as the exercise of reasonable prudence dictates (court decisions generally hold that, in collision cases, a ship usually will be held at fault in the absence of a qualified lookout unless it can be proved that the danger was sighted as early as a proper lookout would have spotted it). A proper lookout is a man especially trained to identify lights, ships, objects, and sounds in relation to the safety of the ship. A man stationed as a lookout will have no other duties but to act as lookout in his sector. Good navigation requires a lookout to be stationed in the forward part of the ship, at a point best suited for hearing and observing the approach of ships and where his vision will be free from all obstructions.

(e) Unless otherwise directed by competent authority, lights prescribed by law shall be kept in good order and lighted in all weather from sunset to sunrise, and during periods of poor visibility.

2-2-10 WATCH OFFICER IN PORT

Any deck officer assigned a watch in port, shall ensure that his watch is maintained in a proper and efficient manner. He shall ensure that adequate and alert watchmen are in attendance to prevent unauthorized persons from boarding the ship and shall take other appropriate security measures.

a. He shall check mooring lines, rat guards, lights and gangways, observe the work and repairs being performed by shore gangs or crewmembers, be responsible for the safe loading, stowage, and discharge of cargo as directed, acquaint himself with shore-side firefighting facilities, and ensure that all possible precautions are taken against fire, damage to the ship, or injury to the crew. The officer on watch at the time designated for testing steering gear and bridge equipment, shall conduct such tests and be prepared to assume charge of any docking or mooring station.

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b. A deck officer assigned a watch in port with the ship at anchor shall, in addition to the requirements set forth above, ensure that all necessary measures are taken for the safety of the ship. He shall carry out such orders as may be issued by the master and shall acquaint himself with the state of readiness of the main propulsion engines. He shall, at least hourly, check the state of the chain and anchor, ensure that the anchor and riding lights are properly illuminated, check the state of the weather and check the position of the ship at anchor by a navigational fix of this position on the anchorage chart. He shall immediately notify the master of any marked change in the state of the weather, and order the engines on standby in the event of dragging of the anchor or other circumstances which might render it advisable to get the ship underway. During periods of low visibility, he shall post lookouts where they can see and hear to the best advantage and sound the fog signal.

c. He shall perform such first aid duties as may be required during his watch.

2-2-11 RADIO OFFICERS

Radio officers are members of the deck department. The chief radio officer is directly responsible to the master, or in his absence, the deck officer in charge of the ship, for all communication matters. Aboard ships having but one radio officer, the first officer will familiarize himself with the radio equipment and operating instructions to a sufficient degree which will enable him to operate the transmitter in an emergency, should the radio officer become incapacitated.

2-2-12 CLEANLINESS AND PRESERVATION

The first officer shall be responsible for the cleanliness and preservation of the ship's exterior, stairwells, and ladders, decks, holds, lockers and storerooms, boats and associated equipment, rigging, cargo and boat booms, and other spaces and equipment assigned to the deck department. He shall be responsible for the cleanliness of troop spaces, other than messing areas, and troop compartments and associated heads when troops are not embarked. He shall ensure that nonofficer personnel in the deck department properly clean and maintain their quarters and associated areas, and make daily inspections to ascertain that deck department spaces are clean and sanitary and that all gear and equipment under his jurisdiction are maintained in good condition and properly stowed. In carrying out this responsibility he shall ensure that:

a. The paint color schedule, interior and exterior, is in accordance with NAVSHIPS Technical Manual, that paint work is scrubbed to eliminate rust streaks, soot, and excessive salt, and that paint is neatly and properly applied.

b. Scuppers, drains, and waterways are maintained free of dirt and trash, and that the ship is free of Irish pennants, that rat guards and chafing gear are rigged on mooring lines, and that all topside gear is neatly stowed in its proper location.

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c. Gangways and accommodation ladders, awnings and stanchions, lifelines and rails, ventilation cowls and screens, anchors, anchor chain, windlass, boats, and associated equipment are maintained in satisfactory material condition.

d. Navigation equipment under the cognizance of the second officer is maintained in accordance with Coast Guard Regulations.

e. A regular program for routine maintenance of deck department spaces and equipment is vigorously enforced.

2-2-13 CARGO PROCEDURES

The first officer shall be responsible for the receipt, stowage, and discharge of cargo. He shall prepare and maintain adequate written orders concerning cargo handling operations for the guidance of deck officers, ensure that officers have a working knowledge of and understand the principles of reserve bouyancy, including damage to ship, that officers are familiar with routine precautions as to ballasting, limiting draft, limiting deck load, and that deck officers note changes in the stowage plan on the ship's copy concurrent with those made on the copy of the loading activity.

a. He shall have the ship ready to load or discharge cargo at the time and place specified by the master. Readiness to load or discharge means that the ship be physically able to receive or discharge cargo in or from appropriate spaces. Prior to arrival at the loading or discharge port, he shall ensure that the following minimum requirements are met by the ship:

(1) Booms rigged and topped with preventer guys and hatch tent gantlines in accordance with customs of the port. (This does not apply to ships with Farrell gear. Ships so equipped will accomplish the foregoing as expeditiously as possible after arrival in port.)

(2) Cargo spaces properly prepared to receive the type of cargo to be loaded.

(3) Operational tests made of all cargo winches prior to rigging booms.

(4) Ice and snow removed and kept from decks, ramps, ladders, and gangways.

(5) Timely removal of hatch wedges and tarpaulins effected by the ships force.

(6) Accommodation or Jacob's ladders rigged and ready for use by stevedores.

(7) Sets of hatch-beam and pontoon bridles available at each hatch.

(8) Hydraulically operated hatch covers, where installed, opened, weather permitting.

(9) Fixed cargo lights on masts and in holds tested for operation and portable cargo lights available and ready for use.

(10) All necessary keys for secure cargo lockers readily available.

(11) Deballasting of the ship, within limits of good seamanship, effected for attainment of full deadweight-cargo lift as required.

(12) Assignment of responsible ships personnel as watchmen in cargo holds, and at hatches and cargo lockers, when highly pilferable or security cargo is being loaded or discharged. Additional safeguards, such as bars, strong-backs and locks will be provided to protect U.S. Mail and other pilferable cargo.

b. He shall ensure that cargo handling personnel are thoroughly familiar with U.S. Coast Guard Regulations, Safety and Health Regulations for Longshoring (prescribed by the U.S. Department of Labor) and COMSCINST 8023.1, pertaining to explosives and other dangerous cargoes on board ships. Noncompliance by stevedores with any of these regulations shall be reported immediately to the MSC ship loading specialist.

c. Prior to loading or discharge he shall consider and compute:

(1) Whether stability will be satisfactory.

(2) Whether limiting draft will be exceeded.

(3) Displacement, deadweight, and mean draft.

d. He shall ensure that the following actions are taken:

(1) Winches, nets, slings, and bridles and other cargo-handling gear inspected for safe and efficient operation.

(2) Ventilators, ladders, and other fittings and equipment adequately protected against damage while cargo is being worked.

(3) Adequate operating instructions and safety precautions posted at all deck machinery.

e. He shall ensure that sufficient copies of necessary documents (manifests, cargo plans, hatch lists, and receipts) are obtained for ship's use and for representatives at the port of discharge.

f. If assigned aboard an MSC tanker, he shall prepare adequate written orders concerning the handling of petroleum cargo. To ensure the readiness of the ship to expeditiously receive and discharge petroleum cargo at specified times, such orders will provide for:

(1) Ship's tanks to be in proper condition to receive the intended cargo.

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(2) Valves set and lined up, lines blinded, and valves not in use lashed closed, pumps in proper working order, and loading and piping systems properly insulated.

(3) Bulkheads tight, hatch covers in place, flame screen inserted in ullage holes, static bonding connections made, and firefighting (CO₂ Foam and Smothering) systems ready.

(4) Cargo stations to be adequately manned, cargo handling parties ready and cognizant as to when loading is to begin, responsible personnel to have complete knowledge as to the amount and types of cargo to be handled, distribution in ship's tanks to ensure proper "trim" and to prevent "hog" or "sag". (He will comply with COMSCINST 3540.3 in calculating longitudinal stress, which must not be exceeded, either in loaded or ballasted condition, as a result of hogging or sagging in a seaway.)

(5) Strict compliance with loadline regulations, customs and consular regulations (where applicable) and with inspector's or shore activity orders.

(6) "BRAVO" flag flown, smoking lamp out and word passed, ullage and temperature of tanks measured while loading and while underway to detect leaks within the ship or to gauge for transfers of discharge.

(7) Proper sampling for water, sea valves closed, lashed and sealed, deck scuppers plugged and cemented while loading, discharging or transferring, pumprooms inspected hourly while operating, and engineroom notified before starting or stopping pumps.

(8) Open valves, tanks, cofferdams and hose pressure, inspected while loading, discharging, or transferring, proper attention to loading or discharging rates and to safe topping off, overboard discharges inspected for leaks, proper attention to prevent spills, proper handling of spills when they occur, and proper attention to prevent cargoes from ballast contamination.

(9) Adequate measures to ensure watertight integrity, use of nonsparking tools and sparkproof flashlights and use of a standard safety precautions check-list to ensure that adequate safety precautions are rigidly enforced.

2-2-14 LOADING PLAN

The first officer shall maintain adequate coordination with MS representatives and the loading activity regarding the loading plan. He shall carefully study loading plans submitted for approval and, with the master's approval, shall modify any part of such plans that may adversely affect the seaworthiness of his ship.

a. He shall suggest more efficient methods if planned operations will unduly delay the ship and point out to loading terminals any improper methods in cargo stowage and handling, such as improper use of dunnage, shoring and lashings, and any procedures not in accordance with the stowage plan which may adversely affect the trim of the ship. He shall enforce all applicable regulations and instructions issued by higher authority.

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b. The first officer has authority to suspend loading and discharging operations at any time when he observes unsafe handling or stowage practices. The master will inform MSC representatives of such suspension and request that these practices be corrected. The first officer shall ensure proper use of ship's cargo handling gear to minimize damage and avoid costly breakdown.

c. The first officer shall ensure that deck loads do not block vital areas within the ship or unduly hinder freedom of movements topside at sea. He shall ensure that the shipper service provides catwalks and safety railings as necessary.

d. The master shall accept and receipt for cargo when it is completely and satisfactorily stowed and secured by the terminal activity. No cargo which is offered for transportation will be accepted by the master unless properly authorized by the sponsoring shipper service or the MSC operational command. The issuance and delivery to the ship of cargo documents by the loading terminal are considered adequate evidence of shipper service authorization. He shall be responsible for safeguarding cargo against pilferage or damage until it is accepted free on board at destination. He shall ensure that he possesses all required cargo documents, legible and in proper form, prior to sailing.

2-2-15 MASTER CARGO STOWAGE PLAN

The first officer shall maintain a master cargo stowage plan for his ship. Master cargo stowage plans will be posted daily during loading or discharging periods and will be maintained up-to-date in sufficient detail to enable ship's officers or relief officers to furnish specific information as to cargo in each hatch at any time. The master cargo stowage plan will be passed to each duty mate, so that, in the event of emergency, he can provide information required for firefighting or damage control.

2-2-16 CARGO SECURITY

In addition to classified material defined in Article 2-2-17 below, maximum security must also be provided for protected cargo. Protected cargo is defined as cargo of unusual value which must be carefully checked on board and securely stowed to prevent pilferage.

a. Any loss of protected cargo while in the custody of the ship will be investigated immediately. The master shall order a search of the ship and take every other possible action to recover the missing cargo. If unable to locate the missing cargo, he shall report immediately to the cognizant MSC administrative commander, stating all circumstances surrounding the incident, extent of security maintained, opinion as to how the loss occurred, result of search of ship, and recommendations. If the loss is discovered at sea, the MSC command at the next port of call shall be made an information addressee of the report.

b. The security measures to be taken in connection with protected cargo and classified material shall also apply to U.S. Mail. A message report to the cognizant MSC administrative commander and COMSC is mandatory with respect to the loss of protected cargo, classified material or U.S. Mail. Message reports will be followed by detailed letter reports. This report is assigned RCS MSC 5510-1.

2-2-17 CARGO REQUIRING SPECIAL HANDLING

Material classified as TOP SECRET, SECRET, or CONFIDENTIAL requires maximum security and special handling. It is a responsibility of the cognizant shipper service to provide military escorts for shipments of material classified as TOP SECRET and SECRET. Under no circumstances will officers aboard MSC ships accept personal responsibility and custody of material for transmission of a classification higher than CONFIDENTIAL. Whereas OPNAVINST 5510.1 (Department of the Navy Security Manual for Classified Material) permits officers aboard MSC ships to accept CONFIDENTIAL material for shipment, it is COMSC policy, because of the large number of other important duties inherent in their position assignments, that officers of MSC ships not accept custody and responsibility for CONFIDENTIAL material except in emergency and/or when no other acceptable mode of transportation is available.

a. In the event that CONFIDENTIAL material is accepted for shipment in an MSC ship, the cognizant MSC command shall ensure that the material is encased in security containers and that the stowage requirements specified in Chapters 6 and 7 of the above referenced OPNAV instruction are met in every respect.

b. When CONFIDENTIAL material is booked by an MSC command, a letter will be prepared in advance of loading. The letter will designate to the shipper service and the ship, the name of the ship's officer (normally the first officer) who is to have custody of the material and will request the shipper service to obtain approval of such officer for the planned stowage of the CONFIDENTIAL material. The loading terminal will be requested to schedule the loading of CONFIDENTIAL material with the prospective custodian, so that a complete check may be made. The loading terminal will also be requested to provide extra sets of the Navy cargo documents and the Army dock receipts covering the CONFIDENTIAL material for the purpose of checking to and from the ship. If Army dock receipts are not prepared, specific receipts listing each lot of CONFIDENTIAL material will be requested.

c. The master will ensure that deck officers are thoroughly familiar with these instructions. On receipt of letters designating an officer as custodian for the carriage of CONFIDENTIAL material, the master will ensure that the custodian receives proper cooperation from the loading and discharge terminals.

d. Upon receipt of notice that he is to be custodian of classified material, the designated ship's officer will:

(1) In coordination with the loading terminal and the local MSC command either designate the stowage for the cargo or approve the preplans for stowage.

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(2) Ensure that the loading terminal has prepared for his use three sets of either the Navy cargo documents, Army dock receipts, or special receipts covering the classified material.

(3) Arrange with the loading terminal for a schedule for loading the classified cargo.

(4) Make, or cause to be made to his satisfaction, a physical check of the cargo against the cargo documents mentioned above, and personally receipt to the loading terminal on each document for the cargo covered therein.

(5) Be responsible for the security of the classified cargo enroute. Every effort shall be made to stow such cargo in spaces that can be locked and/or sealed. When, due to volume or other factors, the cargo must be stowed in open holds it will, if practical, be buried under other cargo. At intermediate ports, exposed classified cargo in open holds will be placed under constant guard.

(6) Using a set of cargo documents identical to those on which he receipted to the loading terminal, ensure that an accredited representative of the discharge terminal physically checks the cargo on discharge and acknowledges receipt on each cargo document. A set of documents may be provided to the discharge terminal for their records.

(7) Ensure that the receipted documents are filed (classification permitting) with the retained copy of the manifest. The receipted documents shall be retained in file for one year. If outturn reports or other information provided the ship indicate a loss in transit of any of the items covered, all documents will be retained until completion of any investigation of loss.

(8) In event that a shortage is discovered at the time of discharge, a report will be made immediately to the MSC command at the loading terminal with copy to the cognizant MSC administrative commander.

e. The MSC command having cognizance over the loading of CONFIDENTIAL cargo will ensure that:

(1) All classified cargo has been so designated at the time of booking.

(2) A letter, designating the ship's officer as custodian of the classified material, has been issued by the MSC booking office.

(3) The MSC representative supervising the loading discusses procedures with the master and the designated custodian, and coordinates the loading with the shipper service terminal representatives.

f. The MSC command at the discharge port will ensure that a terminal representative authorized to take custody of the CONFIDENTIAL material is designated and present to check, take custody of and receipt for the material.

g. OPNAV Instruction 5510.83, and such other pertinent instructions as may be issued, will govern the handling, stowage, and safeguarding of nuclear weapons when transported as cargo in MSC ships.

2-2-18 MSC-LOADING TERMINAL RESPONSIBILITY FOR CARGO

The loading terminal is responsible for cargo loaded aboard ship until actually receipted for by the master. Responsibility of MSC begins when cargo is finally stowed aboard ship and accepted by the master. MSC responsibility for cargo ends when it is accepted free on board at destination. The unloading terminal then assumes responsibility even though the cargo is not yet discharged from the ship.

a. When cargo is loaded or discharged at more than one port, the master is responsible during loading or unloading operations for cargo already on board and accepted which is scheduled for discharge at a subsequent port.

b. The loading and unloading terminal may station security guards on board when cargo is being loaded or unloaded, and, under certain conditions, may assign security personnel to accompany cargo of a special and classified nature.

2-2-19 RESPONSIBILITY FOR CLEANING CARGO SPACES

Upon completion of discharge, the shipper service providing the stevedoring is responsible for cleaning the cargo spaces from which cargo has been removed to the satisfaction of local MSC authorities and the master. Except where cargo carried requires more thorough treatment, cleaning is defined as clean-swept holds with refuse removed, and should be effected concurrently with, or immediately upon, completion of discharge. While the cleaning of cargo spaces should be effected at the discharging port, it is possible that circumstances may require a ship to sail without cleaning. When such is the case the following procedures will govern:

a. Representatives of MSC at the discharge port shall in each instance furnish the master with a letter stating the reasons the ship cannot be cleared prior to departure.

b. MSC representatives at the discharge port shall also advise by message, the MSC representatives at the port to which the ship is being dispatched of the unclean condition, the reasons for that condition, and the shipper service responsible for cleaning. Representatives of the shipper service at the discharge port, and at the port to which the ship is being dispatched, shall be made information addressees on such messages.

c. MSC shall determine whether cleaning is to be accomplished by the responsible shipper service upon arrival, or by the ship's complement enroute. Should the latter be determined operationally necessary or economically expedient, the cognizant MSC representative shall advise the master by message to accomplish the cleaning, other factors permitting, by the ship's crew. Log entries shall be made of crew man-hours involved in cleaning cargo holds. Orders to ships operating in the NCSORG shall be transmitted through the appropriate OCA.

d. Upon arrival of an unclean ship, cognizant MSC representatives shall inspect the ship, advise the responsible shipper service of its condition, and request that the ship be cleaned and readied for immediate employment. MSC representatives may defer cleaning until the ship is placed on berth for loading if such deferment is deemed economically advisable.

e. Should circumstances preclude the cleaning of cargo spaces by the responsible shipper service, cognizant MSC representatives shall arrange with the master for cleaning at the expense of the shipper service.

f. When the nature of the cargo to be loaded does not require cleaning as defined above, MSC representatives may waive this requirement or specify to what extent cleaning shall be accomplished.

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PART 2

CHAPTER 3
ENGINE DEPARTMENT

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2-3-1 CHIEF ENGINEER

The chief engineer is head of the engine department responsible to the master for the proper operation, maintenance and preservation, safety, and cleanliness of spaces and equipment under his jurisdiction. He shall keep the master informed of the condition of his department and of the proficiency, conduct, and reliability of engine department personnel.

a. He shall delegate duties to and supervise the work of engine department personnel and be responsible for the proper allocation of leave and working hours. He shall set engineroom watches, specify the duties, and see that personnel on watch do not leave their stations unless properly relieved.

b. He shall be responsible for ensuring additional machinery (in addition to normal steaming requirements) is in operation to meet other than normal conditions such as during special sea detail and/or prior to ships getting underway, coming to anchor, operating in narrow or dangerous channels, or maneuvering close to other ships or obstructions, or coming alongside or leaving a wharf or pier. He shall be responsible for assigning additional personnel during the above conditions and at such other times deemed advantageous to the safety of the ship, equipment and personnel.

c. When in port, and in accordance with standards established in CMPI 610, the master will determine the necessity for the chief engineer's presence on board outside of normal working hours under the following conditions:

- (1) Undergoing repairs
- (2) Receiving fuel
- (3) During loading operations, including hazardous cargoes
- (4) When shifting ship

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d. The chief engineer is personally responsible for and shall supervise the starting, lighting off, and warming of the main and auxiliary machinery in preparation for getting underway.

e. He shall be responsible for the proper operation, care, maintenance, and within the ship's resources, the repair of propulsion and auxiliary machinery, all mechanical and electrical equipment aboard ship not specifically assigned to other departments, and the proper maintenance of firefighting apparatus under his jurisdiction. He shall also be responsible for piping and rewiring, and for the maintenance and control of damage to the compartments in which machinery under his cognizance is located, unless such compartments are assigned to other departments.

f. He shall inspect maintenance and repair work accomplished by shore personnel on machinery and equipment under his jurisdiction and report to the master any deficiencies noted in regard to such work.

g. He shall not permit the speed of the engines to be altered except on orders of the master or watch officers on the bridge, or when emergencies require the engine watch to change speed to safeguard vital machinery. In the latter case, he shall notify the bridge as to the cause for such action and the probable duration of any stoppage.

h. He shall take on fresh water at each port of call to the maximum extent practicable and shall not invoke water rationing without the knowledge and approval of the master.

i. He shall anticipate the material and supply needs of the department, prepare and submit timely requisitions, and ensure economy in the use of fuel and consumable supplies. He shall be responsible for and administer supply functions within his department in accordance with COMSCINST 4440.5.

j. The chief engineer shall ensure that adequate security measures and safety precautions are strictly enforced and observed by personnel within the department and by others concerned with matters under his cognizance. He shall ensure that men in the department, particularly new men, are thoroughly instructed and drilled in safety precautions to be taken against fire. He shall inspect fire-extinguishing and steam-smothering systems for which he is responsible and be assured that they are in proper working order prior to leaving port.

k. He shall adhere to COMSCINST 4020.2 in bunkering the ship, ascertain that bunkers received are of the prescribed quality and proper quantity, note fuel consumption at sea and in port, check daily the consumption of water and the amount on board.

l. He shall daily inspect all main and auxiliary machinery insuring proper operation and maintenance is being performed. In addition he shall daily inspect all machinery spaces for cleanliness and preservation including the double bottoms in the engine rooms, firerooms, shaft alleys, and steering-engine room. He shall further determine effective repairs required and as necessary order required and/or replacement spare parts.

m. In coordination with the first officer, he shall arrange for an inspection of the hull, hull fittings, piping, and valves in cargo holds, immediately preceding the loading of cargo, to determine that they are in proper condition.

n. He shall daily check the engineroom bell book and log to ensure completion of columnar data and proper entries have been made in accordance with applicable instructions.

2-3-2 ORGANIZATION

The chief engineer shall ensure that departmental orders are adequate and effective, that assignment cards are complete and current and that adequate safety measures are in force. He shall ensure that the department is well organized by:

- a. Proper assignment of duties on the Station Bill.
- b. Proper planning and coordination of work.
- c. Equitable distribution of work within the department.
- d. Preparation of written order outlining the functions and duties of personnel.
- e. Adequate and effective instructions covering:
 - (1) Proper operation, maintenance and repair of propulsion and auxiliary machinery.
 - (2) Fire prevention and safety precautions.
 - (3) On-the-job training.
 - (4) Assignment of personnel to emergency stations.
- f. Ensuring that personnel are familiar with and function in accordance with written orders and instructions.
- g. Checking the proficiency of personnel in carrying out their assigned duties.

2-3-3 PUBLICATIONS AND RECORDS

The chief engineer shall maintain the following on hand and corrected to date:

- a. Publications
 - Navy Safety Precautions for Forces Afloat (OPNAVINST 5100.19)
 - NAVSEA Technical Manual
 - Accident Investigation and Reporting (OPNAVINST 5102.1)
 - Marine Engineering Regulations and Material Specifications (CG 115)
 - Accident Prevention Manual (OPNAVINST 5101.2A)

Electrical Engineering Regulations (CG 259)

MSC Supply Instructions (COMSCINSTs 4440.5, 4440.6, & 4440.7)

b. Records

Engine Room Log (MSC Forms 9410-1 through 9410-4, as applicable)

Bridge and Engine Bell Book (MSC Form 5211-3)

Boiler Inspection Record (MSC Form 4730-2)

Hull History Card (NAVSHIP 539) (Engine Spaces only)

Unit Record Card (NAVSHIP 528)

Bearing Record Card (NAVSHIP 533)

Machinery History Card (NAVSHIP 527)

Electrical History Card (NAVSHIP 527 A)

Resistance Test Record Card (NAVSHIP 531)

Engineering Drawings, Indexed

Routine Maintenance and Preservation Checklist

Engineer's Night Order Book

Daily Reefer Temperature Log

Ground Test Records (Electrical)

Weekly Ground Test of D/G System

Fuel and Water Reports (NAVSHIP 115)

Degaussing Folder (NAVORD 1547)

ABS Certificates of Classification of HULL and MACHINERY

Docking Plans

Docking Reports

2-3-4 PERSONNEL ADMINISTRATION

The chief engineer shall administer personnel within the department so as to maintain a high state of proficiency, discipline and morale. In carrying out this responsibility he shall:

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- a. Require personnel to be neat and clean in appearance.
- b. Administer premium pay provisions with a view toward economical operations.
- c. Institute proper measures to prevent breaches of discipline.
- d. Investigate all facts prior to initiating disciplinary actions.
- e. Avoid practices which would likely give rise to grievances and disciplinary actions.
- f. Equitably apportion overtime work.
- g. Give special consideration to requests for emergency relief.
- h. Ensure that departmental personnel have adequate rest, recreation facilities and special services material.
- i. Encourage personnel to participate in the Incentive Program.
- j. Recognize outstanding work of officers and men at the time of promotion.

Encourage officers and men to upgrade themselves.

2-3-5 ENGINEERING

The chief engineer shall ensure that an adequate and effective maintenance program is conducted in his department. In carrying out this responsibility he shall:

- a. Ensure that personnel are properly instructed in the operation, maintenance and preservation of machinery and equipment in the department.
- b. Ensure that personnel are thoroughly familiar with the emergency procedures set forth in the Station Bill.
- c. Ensure that engine watchstanders receive adequate instructions on how to react for various engineering casualties.
- d. Ensure that safety precautions are stressed in all job training.
- e. Ensure that engine department officers acquire lifeboat endorsements.

2-3-6 DRILLS

The chief engineer shall ensure that engine department personnel participate in scheduled drills and, in coordination with the first officer, shall schedule and conduct:

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a. Engineering casualty drills at least once a week while the ship is at sea, and include training of all engineering watch officers in the actions necessary to correct engineering casualties.

b. Steering engine casualty drills at least once each month for each watch, and include the changeover to emergency steering units.

2-3-7 FIRST ASSISTANT ENGINEER

The first assistant engineer is directly responsible to the chief engineer for the proper operation, maintenance, and preservation of all engine department machinery and equipment, for the economical use of consumable supplies and stores, for the cleanliness and proper condition of all spaces under the jurisdiction of the engine department, and for the conduct and efficient performance of departmental personnel. He shall assist the chief engineer in carrying out his responsibilities and shall perform such duties as may be assigned.

a. The first assistant engineer, under the direction of the chief engineer, shall plan, assign, and supervise the work of assistant engineers and unlicensed engine department personnel. He shall plan maintenance and repair schedules in accordance with arrivals and departures of the ship so that all machinery will be periodically inspected and repairs which cannot be effected by the ship's force will be accomplished while in port. He shall ensure that engine watches are properly stood and that orders are properly carried out.

b. He shall keep the chief engineer informed of the condition of equipment and machinery, unusual developments, progress of repairs, and conduct and efficiency of engine department personnel. He shall maintain a machinery history record showing the date of repairs, check engine department stores and supplies on board, maintain records of spare parts and consumable supplies, prepare requisitions for stores and materials needed in the department, and a repair list for major repairs to be accomplished when the ship is in port.

c. When cargo is being loaded or unloaded he shall see that there is sufficient power and lighting as required for cargo operations and that cargo winches are operating efficiently. He shall inspect for cleanliness and orderly condition the quarters of engine department personnel, main engine rooms, shaft alley, steering-engine room, electrical shop, machine shop, battery and generator rooms, and other spaces within the department.

d. On arrivals and departures from ports he shall supervise the securing or warming up of the main engine, auxiliaries, and steering engine, to ensure that engines and auxiliaries not needed in port, are properly secured or made ready for sea. When entering or leaving port in narrow channels and when docking, he shall normally be stationed in the engine room on the WORKING PLATFORM EOS (Engineering Operation Station) to supervise the working of the main engines in accordance with orders from the bridge.

2-3-8 SECOND ASSISTANT ENGINEER

The second assistant engineer is directly responsible to the chief engineer and first assistant engineer for the proper operation, maintenance, upkeep, and condition of the fireroom, boilers, and auxiliary equipment and machinery.

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a. The second assistant engineer is primarily responsible for the condition, maintenance, and operation of the boilers, testing boiler water, and keeping records of tests and chemicals used to prevent corrosion and scale, maintaining testing equipment and compound, cleaning fire and water sides, repairing brickwork in furnace, operating and maintaining soot blowers and their control mechanism, maintaining boiler mountings and fittings, checking safety valves for proper pressure, caring for and adjusting combustion control equipment, analyzing stack gases, supervising the operation of evaporators, and conditions of the feed water system.

b. He is responsible for the operation and condition of the fuel oil system, including repairs to transfer pumps, strainers, heaters, heating coils, and storage tanks, supervising the loading of bunkers, and the transfer of fuel oil evenly distributed in storage tanks, pumping into or out of storage tanks any required ballast, checking meter readings and proper temperature required for economical fuel consumption, and maintaining all pumping, heating, and burning equipment.

c. As an engineering watch officer at sea, he is responsible for the safe and efficient operation of the engine and firerooms, evaporator flats, motor room, and electrical plant machinery, and auxiliaries pertaining to the engine department. He maintains a constant check of all operating machinery, especially boiler steam pressures and temperatures, temperatures and pressures of lubricating oils, bearing and stack temperatures, operation of pumps, air ejectors, main and auxiliary condensers, and generators.

d. He shall check the operation of the steering engine, fresh water pumps, and air compressors, answer all signals from the bridge, keep a log of all operations and conditions during the watch such as changes in speed, telegraph orders, pressures, and temperatures, repairs effected, unusual occurrences, emergency signals, revolutions per minute, and fuel oil consumption. He shall supervise the watch, see that personnel are properly instructed and thoroughly understand their duties, that watch procedure is properly carried out, and that machinery and spaces are kept clean and in good condition.

e. In port, he shall observe all fireroom repairs and work being done by shipyard or other shoreside repairmen. He shall be in charge of the loading and storage of fresh water.

2-3-9 THIRD ASSISTANT ENGINEER

The third assistant engineer is a watch officer in the engine department directly responsible to the chief engineer and first assistant engineer for the operation and maintenance of the main propulsion and ships service generators. During his watch, he is responsible for the operation of the main engines and supervision of the watch.

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a. He shall check the cleaning, lubrication, and routine maintenance of all machinery and electrical equipment under his cognizance. He is responsible for the main switchboard, cleaning contacts, checking voltmeters, ammeters, ground detectors, and electrical circuits, ventilating system, all fans in quarters, messrooms, galleys, and pumproom, engineroom ventilation, including reach rods and air compressors, maintaining and repairing fire, sanitary, and fresh water pumps and connected systems, water tanks and connected valves and lines, and for keeping engineroom bilges clean and dry.

b. When required, he transfers fresh water, does machinist or plumber work, maintains steam to galley and heating systems, assists in adjusting and repairing the steering gear, telemotor system, pumps, and motors in the machinery spaces, cuts boilers in or out as necessary, operates the evaporator plant, firefighting equipment in the engineroom, and emergency pumps. Supervises firemen changing burners, suction and discharging fuel oil strainers, cleans strainers in lubricating system, checks refrigeration plant operation, and ensures that safety devices are in proper working condition.

c. In port he assists in the repair, maintenance and upkeep of engineroom equipment and in the loading of fresh water and bunkers.

2-3-10 LICENSED JUNIOR ENGINEERS

The licensed junior engineer is either a day worker or watch stander in the engine department, responsible for carrying out all orders and assisting senior officers in the proper operation, maintenance, and repair of propulsion, power, and other machinery in the engine department. He assists in supervising the watch, seeing that watch procedure is properly carried out and in seeing that engine, and fireroom spaces are kept clean and in an orderly condition.

2-3-11 CLEANLINESS AND PRESERVATION

The chief engineer shall be responsible for the cleanliness and preservation of spaces and equipment under his jurisdiction. He shall ensure that the paint color schedule in engine department spaces is in accordance with effective instructions, that paintwork is scrubbed to eliminate dirt, rust, and oil streaks, and that paint is neatly and properly applied. He shall ensure that non-officer personnel in the engine department properly clean and maintain their quarters and associated areas, and shall continually inspect all spaces and equipment to ensure that a regular program for routine maintenance of engine department spaces and equipment is vigorously enforced.

PART 2

CHAPTER 4
STEWARD DEPARTMENT

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2-4-1 CHIEF STEWARD

The chief steward is head of the steward department, directly responsible to the master for the proper administration, training, conduct, discipline, and efficiency of steward personnel. He shall plan and supervise the work of steward personnel, ensure that personnel are clean and neat in appearance, attentive and polite in the performance of their duties, and that they wear the prescribed work clothes.

a. He shall delegate duties to and supervise the work of a third steward and be responsible for the proper allocation of leave and working hours. He shall make frequent personal inspections of his department and take positive action to correct deficiencies noted.

b. He shall schedule the meal hours and supervise the service in each mess hall with the aid of a third steward, if assigned, and shall take corrective action with respect to complaints.

c. He shall prepare menus for all messrooms so as to provide personnel with a properly balanced diet of wholesome and palatable food and instruct personnel in the proper methods of preparation, service, and conservation. All menus shall be approved in advance and in writing by the master. Changes to menus shall also be approved by the master.

d. He shall prepare and submit requisitions for subsistence and other required materials in accordance with COMSCINST 4440.7.

e. He shall be responsible for the proper operation of all equipment assigned and/or used by steward personnel. He shall post operating instructions and safety precautions to be observed when operating the equipment, ensure that personnel are thoroughly instructed as to the operation of safety devices prior to operating the equipment, and inform all personnel that if they operate any equipment contrary to instructions, or if they render any safety device inoperable, they will be subject to strict disciplinary action.

f. He shall ensure that all safety devices within the department are in proper condition and shall report mechanical deficiencies to the chief engineer or

other cognizant ship's officer. He shall inspect daily all refrigerated spaces and storerooms and enforce good order and cleanliness throughout the department. He shall check temperatures in refrigerators daily to ensure proper preservation of perishable provisions and report mechanical defects to the chief engineer.

g. He shall be responsible for the cleaning and maintenance of the radio room, technician's cabins, quarters assigned to ship's officers and CPOs and to officers and CPOs of the military department, and associated heads, showers, washrooms, and public areas. Department heads will ensure that non-officer personnel within their respective departments properly clean and maintain their quarters and associated areas.

h. He shall ensure that steward personnel are assigned boat stations and emergency duties as indicated in the Station Bill.

2-4-2 ORGANIZATION

The chief steward shall ensure that departmental orders are adequate and effective, that assignment cards are complete and current, and that adequate security measures are in force. He shall ensure that the department is well organized by:

- a. Proper assignment of duties on the Station Bill.
- b. Proper planning and coordination of work within the department to eliminate excessive and unnecessary overtime.
- c. Equitable distribution of work within the department.
- d. Preparation of written orders outlining the functions and duties of personnel.
- e. Ensuring that personnel are familiar with, and function in accordance with written orders.
- f. Checking the proficiency of personnel in carrying out their assigned duties.
- g. Placing personnel in jobs most consistent with their capabilities.
- h. Daily inspection of all spaces under his jurisdiction.

2-4-3 PUBLICATIONS

The chief steward will maintain the following on hand and corrected to date:

Navy Recipe Service (NAVSUP Publication 7)

COMSC Subsistence Manual 4440.7

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COMSC Supply Instruction 4440.5

Federal Supply Catalog, FSC Group 89, Subsistence

Food Operations Manual (NAVSUP Publication 421)

Navy Safety Precautions for Forces Afloat (OPNAVINST 5100.19)

Sanitary Precautions for Food Service Personnel (NAVPERS
Publication 91921)

Accident Prevention Manual (OPNAVINST 5101.2A)

Operation and Maintenance of Dishwashing Machines (NAVSHIPS
250-522)

Accident Investigation and Reporting (OPNAVINST 5102.1)

2-4-4 PERSONNEL ADMINISTRATION

The chief steward shall administer personnel within the department so as to ensure a high state of proficiency, discipline, and morale. In administering the department, he shall keep in mind that economy of operation is essential. In carrying out this responsibility he shall:

- a. Require personnel to be neat and clean in appearance at all times.
- b. Institute proper measures to prevent breaches of discipline.
- c. Investigate all facts prior to initiating disciplinary action.
- d. Avoid practices which would likely give rise to grievances and disciplinary actions.
- e. Plan the work of personnel in such manner as to keep the payment of overtime to a minimum.
- f. Properly administer premium pay provisions with a view toward economical operations.
- g. Properly administer leave and liberty giving special consideration to requests for emergency leave.
- h. Ensure that adequate recreational facilities and special services materials are provided departmental personnel.
- i. Encourage personnel to upgrade themselves, give recognition to outstanding work of an employee and recommend such personnel for promotion.
- j. Encourage personnel to participate in the Incentive Awards Program.

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2-4-5 TRAINING

The chief steward shall ensure that an adequate and effective on-the-job training program is conducted within the department. In carrying out this responsibility he shall ensure that:

- a. The third steward receives adequate training so that he can properly administer the department in event the chief steward should become incapacitated.
- b. Safety precautions are stressed in job training.
- c. Departmental personnel are familiar with emergency signals set forth in the Station Bill.
- d. Personnel receive a minimum of 1-hour training annually in first aid hygiene and VD preventive measures, and a 2-hour refresher training course in food sanitation semiannually.
- e. Personnel receive constant training in proper food preparation, stowage and handling, personal hygiene, sanitation, pest control, and maintenance of equipment.

2-4-6 THIRD STEWARD (CREW)

The third steward is directly responsible to the chief steward for the overall administration and performance of duty by departmental personnel. In the absence of the chief steward he is in charge of the department. In addition to other duties that may be assigned by the chief steward, he shall:

- a. Ensure steward department personnel are performing their duties in accordance with job descriptions and working hours.
- b. Inspect messrooms before each meal to ensure that tables are properly set with clean linen, silverware, glassware and condiments as required by the menu.
- c. Ensure that messmen serve the food in an efficient manner and that all items on the menu are present.
- d. Ensure that all food serving areas, sculleries, and pantries are clean and sanitary.
- e. Maintain a duty record of hours worked by steward personnel.
- f. Supervise the work of room stewards in the cleaning and maintenance of technician's quarters, officer's quarters, together with associated heads, showers and washrooms, passageways, and public areas.
- g. Ensure that all safety regulations and other posted orders are complied with including those indicated on the Station Bill during fire and emergency drills.

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2-4-7 FOOD POISONING

It is a responsibility of the chief steward to ensure that constant and vigilant supervision is exercised over all aspects of food preparation, handling, and serving, in all messrooms aboard ship, and to enforce the sanitary measures prescribed in COMSCINST 4440.7. In the event of food poisoning the following action shall be taken:

a. If assigned, medical officers shall make reports as prescribed in the Manual of the Medical Department.

b. Based on the findings of the investigation, the master shall take appropriate disciplinary action when warranted.

2-4-8 CLEANLINESS AND PRESERVATION

The chief steward shall be responsible for the cleanliness and preservation of spaces and equipment under his jurisdiction. He shall ensure that the paint color schedule in passageways, public areas, and in steward department spaces is in accordance with current directives, that paintwork is scrubbed to eliminate dirt and rust, and that paint is neatly and properly applied. He shall ensure that a regular program for maintenance and upkeep, particularly in regard to furniture in cabin class areas, and a daily cleaning program in all areas under his jurisdiction, are vigorously enforced. He shall continually inspect all spaces to ensure that they are satisfactorily maintained.

PART 2
CHAPTER 5
PURSER DEPARTMENT

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2-5-1 PURSER

Depending on the type of ship, and in accordance with COMSC approved manning scale, a purser (purser-freighter or purser-special mission) is assigned on board as head of the purser department, directly responsible to the master for the proper performance of all duties as outlined herein.

a. The purser serves as advisor to the master and to ship's personnel in administrative, fiscal, and personnel matters, and is the ship's contact with the Comptroller, the civilian personnel office, and the administration division of the Military Sealift Command.

b. The purser, as a deputy disbursing officer, is responsible for the preparation and payment of payrolls, conversion of funds (U.S. currency to or from foreign currency and MPC), and for the payment of expenses incurred at outposts for emergency supplies or services received.

c. He advises the master on personnel matters by providing accurate and adequate information on CMPIs and provides the necessary clerical assistance in the preparation of personnel actions and correspondence. He shall establish files on appeal cases, including transcripts or summaries of testimony, decisions, and other documentation, for the home port.

d. Work of the purser department shall be in accordance with applicable COMSC instructions, CMPIs, the Navy Industrial Fund Handbook for MSC (NAVSO P-1280), the Navy Comptroller Manual, and Navy correspondence and filing manuals.

e. The purser department shall be the distribution point for all incoming and outgoing mail. In addition to the handling and routing of correspondence, clerical work of the department shall include the maintenance of up-to-date files of publications and instructions, personnel records, fiscal accounting records, and other records and reports pertaining to the ship's business that are not specifically the responsibility of another department.

f. The purser is responsible for carrying necessary funds to meet all shipboard payrolls and emergency purposes. He shall issue U.S. Treasury checks in exchange for cash received from the exchange location operator and the custodian of naval commercial traffic fund. He shall collect subsistence payments and passenger fares as required, and cash checks and other negotiable instruments only as authorized in NAVCOMPT Manual, Vol. 4, paragraph 042480. He shall accept personal funds and valuables for safekeeping, maintaining records and custody within the regulations provided by NAVCOMPT Manual Part G.1.

g. He shall review and correct, if necessary, the crew list furnished by the home port, ensure that crew strength does not exceed the authorized manning scale, and request replacements for existing vacancies at the end of each voyage.

h. He shall make payments to assigned military personnel for travel advances and collect for subsistence as required.

i. Payment to civilian marine personnel shall be made in accordance with CMPIs and the NIF Handbook for MSC (NAVSO P-1280), computed in accordance with pay tables furnished by COMSC. The purser shall compute pay for civilian marine personnel on individual pay cards furnished by the appropriate MSC area command. The head of each department shall be responsible for maintaining a daily record of hours worked on the pay cards. Upon completion of the payroll, the purser shall forward one certified copy together with completed pay cards, one copy of the overtime recapitulation, a listing of all leave in the period with leave slips attached, and any other related reports to the applicable MSC area command.

j. The purser shall be familiar with procedures set forth in COMSC Instructions 4440.5, 4440.6, and 4440.7 relative to supply and subsistence functions.

2-5-2 YEOMEN-STOREKEEPERS

If assigned, yeomen-storekeepers will perform duties commensurate with their ratings and as assigned by the department head to which allocated.

2-5-3 ORGANIZATION

The purser shall ensure that departmental orders are adequate and effective, that assignment cards are complete and current, and that adequate internal and external security measures are in force. He shall ensure that the department is well organized by:

- a. Proper assignments of duties on the Station Bill
- b. Proper planning and coordination of work within the department.
- c. Equitable distribution of work within the department.
- d. Preparation of written orders outlining the functions and duties of personnel.
- e. Ensuring that personnel are familiar with and function in accordance with written orders.

- f. Checking the proficiency of personnel in carrying out their assigned duties.
- g. Recognizing outstanding work of an employee, recommending such personnel for promotion, and encouraging personnel to upgrade themselves.

2-5-4 PUBLICATIONS AND DIRECTIVES

OPNAV Instruction 5605.19 furnishes information in regard to the requirements, procurement, disposition, controlled issue, and current effective status of COMTAC publications. NWP Ø provides instructions for the establishment and operation within each command of a Technical Publications Library to handle and control COMTAC publications.

a. To provide uniformity throughout MSC, the Chief of Naval Operations has granted a blanket waiver to designate civilian marine employees occupying the position of purser aboard MSC ships as publication control officers, to ensure that the authorized allowance of COMTAC publications is on hand, corrected to date, and to manage and operate the Technical Publications Library in keeping with the requirements of NWP Ø.

b. In addition to administering the Technical Publications Library, the purser shall maintain on hand and corrected to date, all publications and instructions required by COMSCINST 5605.4.

c. When MSC ships are placed in reduced operational status (ROS) publications will be retained in secure storage aboard ships, or removed from ships and retained in secure storage at the cognizant MSC area command until such time that ships are either returned to full operational status (FOS) or released from MSC service. Publications and changes to publications addressed to masters of ships in ROS will likewise be retained by the cognizant MSC area command. In the event ships are ultimately released from MSC service, COMTAC publications will be destroyed or turned in to the FPSO in accordance with OPNAVINST 5605.19.

2-5-5 GENERAL ADMINISTRATION

The purser shall administer the department so as to maintain a high degree of efficiency. In carrying out this responsibility he shall insure that:

a. Reports required of the master are properly prepared and submitted promptly.

b. Correspondence files are maintained in accordance with the Navy-Marine Corps Standard Subject Classification System and that classified matter is properly handled and stowed in accordance with the U.S. Navy Security Manual.

c. Correspondence files and records are disposed of in accordance with SECNAVINST 5212.5.

d. Ship's orders are complete, up-to-date, and effectively promulgated to the crew.

e. Adequate precautionary measures are taken to safeguard all essential records, the loss of which would impair the functioning of the department.

f. Adequate procedures are instituted for the efficient handling, routing and dispatch of official correspondence received by the ship.

2-5-6 PERSONNEL ADMINISTRATION

The purser shall function as personnel administrator for the master and the entire ship. In carrying out this responsibility he shall:

a. Prior to the start of each voyage, take necessary action to ensure that the ship has the complete crew aboard in accordance with the authorized manning scale.

b. Notify CPO by message prior to arrival of all anticipated crew vacancies and keep CPO advised of crew changes while in port.

c. Keep the master advised of the status of crew strength at all times.

d. Keep all CMPIs and MSC-CPO Notices in proper order at all times.

e. Provide the master and other department heads with advice and proper interpretation of CMPIs and other regulations.

f. Provide for crew members to make allotments.

g. Advise personnel of retirement and insurance rights and procedures.

h. Report serious illnesses and deaths of crew members.

i. Maintain an accurate and current list of emergency addresses of crew members.

j. Arrange for the disposal of personal gear of former crew members in accordance with current instructions.

k. Obtain CPO approval prior to paying men off and placing them on leave for a period exceeding turnaround.

l. Maintain a file of Civilian Marine Employee Ship Records (MSC Form 12134-2) for all crew members assigned and make timely notations on records in regard to training. Transmit these records to CPO when crew members are detached from the ship.

m. Complete and attach AWOL Worksheets (MSC Form 12750/10) to Crew Change Reports (MSC 12340).

- n. Instruct personnel in the proper procedures for presenting grievances and complaints.
- o. Assist the master and department heads in resolving grievances and complaints and in processing disciplinary actions on board to the maximum extent.
- p. Forward a transcript of all disciplinary actions to CPO by official mail at the termination of each voyage.
- q. Keep the master informed of final actions taken by the area command on recommended disciplinary actions.
- r. Maintain a memorandum file to indicate the basis for deviation when disciplinary actions are not taken in accordance with published schedules.

2-5-7 BLACK-MARKET DEALINGS IN U.S. CURRENCY

It is likely that a foreign exchange black-market exist at certain overseas ports. This situation is most apt to occur in overseas areas where the official rate of exchange is materially lower than the free rate, particularly in those areas where the use of military payment certificates is in effect.

- a. The purser, acting for the master, shall ensure that the controls prescribed herein and those prescribed by overseas commanders and/or local State Department officials are rigidly enforced to prevent black-market dealings by crew members.
- b. Ships calling at ports where the use of military payment certificates are mandatory, shall comply with the currency regulations in effect in the area. The purser shall be guided by NAVCOMPT Manual 042550, 042560 - 042565 plus any currency regulations and instructions that may be issued by the cognizant overseas Military Sealift commander.
- c. Naval and military authorities in the area should be contacted to obtain information on existing currency regulations and arrangements should be made with such officials for the exchange of U.S. currency or negotiable instruments into MPCs of foreign currency by the crew. U.S. dollars or dollar instruments shall not be taken ashore by crew members while in an MPC area. MPC and foreign currency exchanges shall be made only through authorized sources.
- d. In foreign areas where MPCs are not required to be used, local State Department representatives shall be contacted to determine the foreign currency control regulations of the country involved and crew members shall be informed of such regulations and required to conform to them. In areas where the use of U.S. dollars is prohibited, or inadvisable for diplomatic or other reasons, currency exchange shall be arranged with a U.S. disbursing officer or through other authorized official channels so as not to contravene any local foreign exchange regulation. In those areas where the use of U.S. dollars is permitted, crew members shall be informed of the currency exchange sources as authorized by local laws.

Foreign currency exchanges shall be made only through legal channels. Personnel shall be instructed to purchase only amounts of foreign currency required for current expenses, since U.S. disbursing officers cannot accept foreign currency in exchange for U.S. dollars or dollar instruments.

e. The purser shall institute and maintain proper controls to ensure that U.S. Treasury checks are not used to circumvent currency controls. While in an MPC or foreign currency control area, he shall ensure that:

(1) Exchange for cash remittance checks are issued only for the purposes outlined in NAVCOMPT Manual 042231.

(2) Exchange for cash remittance checks are not issued unless the individual requesting the check presents a written request stating a valid reason why the check is needed.

(3) A file of the above requests is maintained for periodic examination by the master or his designated representative for abuses. (Large or repeated purchases of checks by individuals or associated individuals shall be brought to the attention of the master and shall receive careful scrutiny.)

f. Whenever black-market dealings in U.S. currency or negotiable instruments are suspected or detected, the purser shall notify the master, and pertinent information in regard thereto shall be transmitted promptly to the appropriate MSC administrative commander and to the local MSC commander in order that suitable investigation may be made.

2-5-8 CASH VERIFICATION BOARD

NAVCOMPT Manual 0471111 requires a verification of the disbursing officer's cash account to ensure compliance with Treasury fiscal requirements in handling public funds. A surprise cash verification, completely unannounced and at irregular intervals is to be conducted not less frequently than once each calendar quarter.

a. A board, consisting of two or more officers, shall be designated by the master to verify the cash accounts of the Deputy Disbursing Officer at least once during each calendar quarter. Members of the purser department are not permitted to serve as members of this board. Each member of the Cash Verification Board must be thoroughly familiar with the procedures prescribed in NAVCOMPT Manual 042615 and 047111.2, and the cash verification shall be conducted in strict compliance therewith.

b. When counting cash, each bill shall be counted individually. Under no circumstances shall precounted packages or bundles of bills be accepted as correct without verification. All vouchers held as cash (other assets) shall be examined to ensure authenticity. It is unnecessary for the board to audit the entries in the Cash Book (NAVCOMPT 245) unless evidence of discrepancies are obvious.

c. Members of the board are cautioned that the cash verification must not be performed in a perfunctory or superficial manner since evidence of such conduct will reflect upon their performance of duty, and should existing discrepancies fail to be detected because of improper verification, the existence of collusion may be implied.

d. As stated above, and in accordance with NAVCOMPT Manual 042615 and 047111.2, the cash verification shall be performed at unannounced intervals not less frequently than once during each quarter. When scheduling the verification, the board shall give the consideration to avoid conflict with the unusually heavy workload of the Deputy Disbursing Officer on those days when pay days, passenger collections, or military payment certificate conversions are scheduled. Under no circumstances, however, shall prior notification of the verification be given to the Deputy Disbursing Officer.

e. The master shall ensure that officers assigned as members of the cash verification board are familiar with these instructions and the above referenced paragraphs of NAVCOMPT Manual.

2-5-9 SALVAGE OF RECORDS

The ship's emergency bill requires the purser/Deputy Disbursing Officer to salvage official records and funds in the event of fire or abandon ship. In the event of an emergency requiring the salvage of official records and funds, the purser will consider the factors of time, space availability, and personnel safety in determining how many of the below-listed items, in order of priority, can be salvaged:

PRIORITY	ITEM DESCRIPTION
1.	All Balance Sheets (NAVCOMPT 379) since last certified Balance Sheet.
2.	All current payrolls and Public Vouchers paid by the purser since the last certified Balance Sheet.
3.	All cash subvouchers and collection vouchers received since the last certified Balance Sheet.
4.	All copies of checks issued since last certified Balance Sheet.
5.	Safekeeping Deposit Record Book (NAVCOMPT 8a).
6.	Blank check stock.
7.	Navy Pay Records (if applicable)
8.	Continuous Sea Service Record Book and Chief Engineer Compensatory Time Book.

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12 December 1979

9. Official funds and safekeeping deposits.

NOTE: If cash is salvaged, it is advisable to carry a side arm.

PART 2

CHAPTER 6

MILITARY DEPARTMENT

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2-6-1 OFFICER IN CHARGE/CHIEF PETTY OFFICER IN CHARGE (OIC/CPOIC)

Military Departments in MSC ships are established to provide communications (electronics and visual), and military related administrative and operational support. For T-AE and future T-AFS operations, the Military Department will be expanded to provide cargo related support. The Officer or Chief Petty Officer in Charge (OIC/CPOIC) of the Military Department is fully responsible to the Master of the ship for the proper performance of his duties as a Department Head and serves in an advisory capacity to the Master in military administration, military operations, and communications. The Officer in Charge or Chief Petty Officer in Charge, military department, is responsible to the cognizant MSC administrative commander for the proper administration of his department and for the efficient performance of duty of assigned personnel. He shall exercise the authority and assume the responsibilities of a commanding officer insofar as personnel of his military department are concerned. He shall be governed by U.S. Navy Regulations and COMSC instructions in all matters applicable to his department.

a. The OIC or CPOIC MILDEPT does not have responsibility for the internal administration, operation, or navigation of the ship. The OIC MILDEPT aboard T-AEs shall be responsible for maintenance, administration, and upkeep of cargo and cargo spaces. Future T-AFS operations will require the OIC MILDEPT to provide administrative support for cargo operations. Otherwise, he shall not be responsible for cargo or other material being transported, except when designated as a courier in accordance with OPNAV Instruction 5510.1 or when material is consigned to or retained in his personal custody.

b. The OIC or CPOIC MILDEPT is responsible to the Master for the proper maintenance and preservation, safety, and cleanliness of equipment and spaces under his jurisdiction. He shall render maximum assistance to enable the Master to efficiently discharge his duties and responsibilities. He is also responsible for administration and good order discipline of the military department.

c. Should a difference of opinion between the Master and OIC or CPOIC MILDEPT arise with respect to any matter not covered herein, and such difference of opinion cannot be amicably resolved, the decision of the Master will prevail. However, the matter will be referred to the cognizant MSC commander for final decision to apply to subsequent voyages.

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d. In external relationships of an official nature, the Master represents the ship. Informal liaison with other commands by OIC or CPOICs for the purpose of one way or mutual technical or administrative assistance may be pursued so long as no official commitment of the ship or its resources is made without authorization of the master.

e. On each occasion of a visit to the homeport area by the ship, the OIC or CPOIC MILDEPT shall visit the MSC administrative commander headquarters for the purpose of general liaison and discussions with staff representatives of problem areas. These visits will include a call on the MSC area commander. This also will apply in those instances when the ship calls at a port in which the headquarters of another MSC area commander headquarters is located. When the port call is a port where an MSC office or MSC unit is located, that office or unit will provide or arrange for assistance to the MILDEPT, as required.

f. The OIC or CPOIC is responsible for the appearance and inspection of MILDEPT personnel. It is important that the military department maintain high standards of grooming and uniform appearance. The cohesiveness and discipline of any military organization is reflected in the appearance of its personnel. The OIC or CPOIC shall ensure that proper standards are maintained through personal example and by conducting formal and informal inspections at regular intervals.

2-6-2 ORGANIZATION

The MILDEPT normally consists of a line officer as OIC in major underway replenishment ships and a Chief Radioman in smaller fleet auxiliaries, with an adequate number of other enlisted personnel.

a. The OIC or CPOIC MILDEPT shall ensure that the department is properly organized to efficiently carry out its functions by:

- (1) Preparing written orders outlining the functions and duties of departmental personnel.
- (2) Ensuring that personnel are familiar with the functions in accordance with these written orders.
- (3) Properly planning and coordinating work in advance and in detail.
- (4) Assigning duties on the Station Bill.
- (5) Posting of watch and duty assignments. Adequate underway watches to ensure operational proficiency, and in-port watch to ensure communications security, will be assigned.
- (6) Checking the proficiency of personnel in carrying out their assigned duties.
- (7) Ensuring that his department participates fully in all ship's drills ordered by the Master.

2-6-3 PERSONNEL ADMINISTRATION

Health records will be retained and maintained by the unit OIC only if no medical personnel (Advance Hospital Corpsman or "MSC Nurse") are aboard. COMSCLANT and COMSCPAC will publish procedures for the handling of service and pay records since these procedures vary between the respective MSC administrative

commanders. Depending upon the size and composition of the MILDEPT, and since there is no military disbursing officer on MSC ships, special arrangements are necessary to ensure that these functions are performed expeditiously and effectively.

a. Fitness reports on Officers in Charge are to be prepared and submitted by the cognizant MSC area commander. Specific guidance is contained in COMSCINST 1611.1.

b. Evaluations for CPOICs are to be prepared and signed as directed by the cognizant MSC area commander.

c. OICs will prepare and sign evaluations for enlisted members of the Military Department and submit them in accordance with NMPC instructions.

d. For Military Departments without an OIC, the CPOIC will prepare all evaluations for enlisted members and forward such evaluations in rough format to the cognizant MSC commander for review and signature. The CPOIC shall also prepare his own evaluation, in rough format, obtaining input from the ship's Master, and submit this to the cognizant MSC area commander for review and final preparation.

e. The OIC or CPOIC will ensure that personnel diaries are prepared and submitted in accordance with the provisions of PAYPERSMAN, Part 9, Chapter 6. Copies will be provided the cognizant MSC area commander. Corrected copies of the ODCR and EDVR will be furnished the cognizant MSC area commander on a monthly basis.

f. The OIC or CPOIC is responsible for maintaining his Military Department at established manning levels, and for ensuring that all necessary NECs are onboard. The OIC or CPOIC shall inform the cognizant MSC area commander and COMSC of any projected gapping of either personnel or NECs and request assistance as necessary. Potential personnel shortages must be reported in a timely manner in order to allow maximum reaction time.

g. In the administration of personnel within the MILDEPT a high degree of proficiency, discipline, and morale will be maintained. The OIC or CPOIC will ensure that:

(1) Personnel wear the prescribed uniform and at all times reflect Navy uniform and grooming standards.

(2) Positive measures are instituted to prevent breaches of discipline.

(3) Military justice is administered promptly in accordance with paragraph 2-6-4 of this chapter. Hold mast and assign punishment promptly, maintain a Unit Punishment Book and enter therein all punishments awarded. (Not applicable to ships with CPOICs.)

(4) Maximum leave is granted when operations permit.

(5) An effective advancement in rating program is maintained. Examinations for advancement in rating will be conducted in accordance with BUPERSINST 1430.16 and BUPERSINST 1418.10. Requests for advancement examinations will be forwarded directly to Naval Education and Training Program Development Center, Pensacola, Florida.

(6) Living quarters assigned to the MILDEPT by the ship's booklet of general plans are appropriate (see para 2-6-8), and properly maintained at all times.

(7) The quality and quantity of food provided enlisted personnel is satisfactory.

(8) A rigorous drug and alcohol abuse program is in effect; quickly and forcefully initiating all lawful administrative or disciplinary measures necessary. An aggressive drug awareness educational program will be included in regularly scheduled general military training. (See para 2-6-4)

(9) All classified material is properly stowed and handled in accordance with Information Security Program Regulation (DOD 5200.1R) and the Department of the Navy Information Security Regulation (OPNAVINST 5510.1F). All classified material shall be logged upon receipt, inventoried, and custody and destruction records maintained.

(10) A senior enlisted person on board will be designated to perform the duties of command career counselor. Duties and responsibilities of a career counselor are outlined in Career Counselling Guide, NAVPERS 15878.

(11) Special requests from individuals are given prompt attention and action. Any matter which requires action or resolution at a level higher than the OIC or CPOIC shall be promptly forwarded to the MSC administrative commander. Any personnel request which will affect personnel stability will be provided the MSC administrative commander by information copy. Requests for PRD extensions will be submitted to COMNAVMIIPERSCOM via MSC administrative commander on NAVPERS 1306/7 approximately 4 months after arrival on board.

(12) Reenlistments are accomplished on board unless clerical support is not available, in which case assistance will be obtained from the nearest personnel support detachment or MSC command or office. Physical examinations will be accomplished at the nearest medical facility. Separations will also be accomplished on board units with clerical support unless the unit is overseas, in which case personnel will be transferred to the nearest CONUS activity for separation. Reenlistment and separation guidelines are contained in MILPERSMAN and Separation and Reenlistment Guide, Addendum 1, TRANSMAN.

Note: It is COMSC policy that personnel assigned to Military Departments possess a valid passport. It is recommended that each member take action, through the cognizant MSC area command, to obtain one. This will minimize difficulties which may arise when members of forward deployed units on PCS orders or in emergency leave status must transit countries which require military personnel to possess a passport.

2-6-4 MILITARY JUSTICE

Military Justice will be administered in accordance with the provisions of the Uniform Code of Military Justice, the Manual for Courts-Martial United States, 1969 and JAGINST 5800.7 (Manual of the Judge Advocate General).

a. OICs have Article 15 authority over military personnel under their jurisdiction as provided in Chapter XXVI, Manual for Courts-Martial. OICs will hold mast and assign punishments promptly. A Unit Punishment Book will be maintained to assure that all punishments awarded are recorded therein.

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b. CPOICs have no Article 15 authority but will investigate all offenses in accordance with the Manual for Courts-Martial. Results of such investigation will be forwarded to the MSC area commander for final processing under Article 15, if appropriate, or CPOICs will prefer courts-martial charges and forward for referral.

c. In cases where service members receive and appeal punishment under Article 15, OICs will comply with COMSC Instruction 5800.3 and forward the NJP appeals for review.

d. Regulations set forth in Chapters II through XI of the JAG Manual provide the procedures generally applicable to the conduct of investigations. Administrative fact finding bodies convened in accordance with these regulations normally are referred to as JAG Manual Investigations. These regulations apply to all activities of the Department of the Navy.

e. Special incident reporting in cases of criminal jurisdiction must be accomplished in accordance with instructions of the operational commander. In the Sixth Fleet/Mediterranean area there are three Naval Legal Services Offices/Detachments with claims adjudication authority; the Naval Legal Service Office at COMNAVACTS Naples, Italy and Naval Legal Services Detachments at COMNAVACTS, London, U.K. and COMNAVACTS, Rota, Spain. Naval Legal Services Offices/Detachments in the Seventh Fleet/Pacific area are located at Yokosuka, Japan and Makalapa, Hawaii. Copies of special incident reports must be provided to the cognizant area commander.

f. The OIC MILDEPT will be responsible for personnel under his jurisdiction placed in the brig. When such persons are placed in the brig, he shall notify the Master so that entry to that effect may be made in the ship's log.

g. Alcohol and drug abuse is illegal, deleterious to good order and discipline, and will not be condoned. All OICs or CPOICs of MILDEPTS shall vigorously pursue all legal administrative and disciplinary measures required to prevent the illicit use of drugs/alcohol. OICs or CPOICs of MILDEPTS of any embarked unit shall ensure that all personnel are thoroughly familiar with the contents of SECNAV, CNO, COMSC, and MSC administrative commanders instructions and policy on this subject. OICs or CPOICs of MILDEPTS shall take all steps necessary to enforce a no-nonsense policy in this area.

h. CPOICs shall have authority to apprehend any person in the naval service and to quell any quarrels, frays, or disorders involving such persons.

i. When a Commissioned or Warrant Officer is unavailable, CPOICs are authorized to order an arrest, as a means of moral restraint, or confine by reasonable force, as a means of physical restraint, enlisted members assigned to or attached to their MILDEPTS.

j. CPOICs shall not conduct a search or seizure of ship's personnel or property unless directed by the Master.

2-6-5 MILITARY DEPARTMENT WATCH

During inport periods a fully adequate communications/security watch is required. The OIC or CPOIC will prepare the necessary watch lists and instruct the watch on any areas requiring special alertness. The OIC aboard T-AEs will integrate the security force with selected CIVMARPERs to provide required security.

2-6-6 TRAINING AND ADVANCEMENT

All personnel shall be required to participate in advancement in rate training, including correspondence courses, PAR qualifications, and performance tests. OICs are responsible for ordering and obtaining advancement in rate, leadership exams, and correspondence courses. CPOICs will make recommendations to the appropriate MSC commander, who upon certifying eligibility, will be responsible for ordering examinations.

a. A local examining board of two military officers, one military officer and one licensed civil service officer, or two licensed civil service officers, in the absence of an OIC, shall administer advancement in rate exams in accordance with the instructions enclosed with the examination. In the absence of an OIC, completion of examination worksheets will be the responsibility of the CPOIC. Senior licensed civil service officers are to be appointed by the Master of the ship as requested by the OIC or CPOIC.

b. Performance tests will also be arranged as required, using the service of available Navy ships or shore stations.

c. Completion of correspondence courses, PAR qualifications, and performance tests will be reported by the CPOIC in writing to the command holding service records for recording in individual service records.

d. Personnel shall be provided counsel and advice regarding career matters, as feasible by the OIC or CPOIC and shall be afforded regular opportunities for visits to Navy Career Counselors ashore.

e. When operational requirements permit, maximum advantage is to be taken of available fleet schools.

f. The Personnel Qualifications Standards (PQS) program is a method for qualifying officer and enlisted personnel to perform assigned duties. The OIC or CPOIC is responsible for the implementation and maintenance of a complete inventory of PQS packages for equipment assigned to the Military Department. PQS packages will be utilized on a continuing basis, to train and qualify personnel within their designated specialities.

2-6-7 LEAVE AND LIBERTY

a. For morale purposes, maximum liberty will be granted assigned personnel in foreign ports. Before deciding to grant or restrict liberty in any port of call, the OIC or CPOIC MILDEPT will inform himself of action being taken by the Master with regard to liberty for personnel of his department. This exchange of information is not to assure the same treatment of military department personnel and members of the civilian crew; instead, it is desirable so that decisions regarding liberty may be made which will avoid any misunderstanding based on differences in treatment. In accordance with U.S. Navy Regulations and MILPERS Manual, final authority and responsibility for granting liberty to military department personnel rests with the OIC or CPOIC MILDEPT. He is also to be guided by the liberty policy of the senior U.S. Navy Commander in the area.

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b. Personnel assigned to a military department aboard USNS ships will not be assigned to shore patrol duty while in port, but are at all times subject to lawful authority of the shore patrol.

c. Leave may be approved and granted by the MILDEPT OIC or CPOIC when consistent with operational requirements and administrative regulations.

d. OIC or CPOICs will carefully review requests for emergency leave on a case basis in accordance with MILPERSMAN articles 3020075 and 3020080 and ensure that the intent of these regulations is observed.

2-6-8 FAMILY VISITORS

Subject to the provisions of OPNAVINST 5720.2 (Embarkation in U.S. Naval Ships), MSC commanders are authorized to grant military department personnel the privilege of having members of their families aboard during intra-harbor shifts of ships. However, in granting this privilege, it is mandatory that personnel aboard ships maintain proper decorum at all times. Should untoward or discreditable incidents occur, this privilege will be rescinded.

2-6-9 QUARTERS FOR ASSIGNED MILITARY PERSONNEL

It is COMSC policy that insofar as possible, the OIC MILDEPT be provided with quarters on board consisting of a stateroom with private head facilities and a reception room. Furnishings and appointments for these quarters will be such as to meet the requirements of his position aboard ship.

a. As a representative of COMSC, the OIC MILDEPT is required to maintain the prestige of the Navy in his dealings with official guests and passengers. He shall be accorded appropriate privileges and services in keeping with his official standing aboard ship, including the serving of a light repast to guests in his reception room or in the cabin mess when, in his opinion, such action is in the best interests of COMSC.

b. Quarters for CPOs and other enlisted personnel of the military department will be in accordance with approved berthing plans for the ship, except that a CPOIC will be berthed as an OIC, rather than a CPO. In no case will the quarters assigned by the ship's booklet of general plans to the MILDEPT be encroached upon by any other personnel.

c. Office space, appropriately equipped to enable military department personnel to carry out their responsibilities, will be provided. Telephone service between the military department office and quarters of the OIC MILDEPT will also be provided.

2-6-10 PUBLICATIONS, RECORDS, AND FILES

The OIC or CPOIC MILDEPT will ensure that publications required by COMSCINST 5605.4 are on hand and corrected to date. He shall also ensure that the following records and files are properly maintained:

- a. General Messages
- b. Correspondence files
- c. Trip Summary Reports
- d. Equipage Stock Card and Custody Record (NAVSUP 306)
- e. Accident reports
- f. Work requests
- g. Personnel Diary Active (NAVPERS 1070/75) (OIC only)

(1) Military Departments are not expected to maintain entire sets of directives in order to answer all questions pertaining to personnel administration. Such matters are to be referred to appropriate MSC commanders. Copies of directives will be furnished as required.

(2) The Purser Department is the coordination and distribution point for all incoming and outgoing mail. Mail handling procedures are specified in Part 1, Chapter 13, of this instruction.

R) (3) The OIC or CPOIC MILDEPT is designated as the CMS custodian. This responsibility will not be delegated, except when the grade requirements of CMS 4, Article 301(a)4a, can be met with other than the OIC or CPOIC MILDEPT. An Alternate CMS custodian will be assigned using the same grade requirements. Such designations will be in writing in accordance with provisions of CMS 4. Waivers will not be granted when grade requirements can be met with available personnel, including the OIC or CPOIC MILDEPT. Requests for waiver of grade requirements are to be addressed to Commander, Military Sealift Command for action, with DCMS and the MSC area commander for information.

2-6-11 OPERATIONS

a. General. The master is in full command of the ship with regard to all operational and administrative matters. The OIC or CPOIC is responsible for leadership in the military department in accordance with Navy Regulations and existing fleet, force, and MSC instructions.

b. Assistance to Master. The Military Department provides the Master with communications support and, when requested, the OIC or CPOIC advises on MLSF/Fleet tactics, doctrine, and procedures. Additionally, MILDEPT members man certain inter/intra ship communications circuits during underway replenishment or any other time as may be assigned by the Master or the OIC or CPOIC.

c. Responsibilities of Military Department to Master. The OIC or CPOIC is responsible to the Master for his performance and for that of his department. All embarked personnel are subject to all lawful orders of the Master.

d. Message Releasing Authority. MSC MILDEPTs, for the purpose of communications, are considered an integral part of the ship's complement and operate as a department of the ship. The OIC or CPOIC reports to the Master for matters involving communications. The Officer or Chief Petty Officer in charge may only release messages as authorized by the Master. A copy of all incoming messages, including those solely concerning MILDEPT personnel and CMS account matters, shall be provided the Master. The Master also shall be provided a copy of all outgoing messages released by the OIC or CPOIC.

e. CMS Inspections. All CMS accounts shall be formally inspected as directed by the Immediate Superior in Command (ISIC), at least triannually as specified in CMS 4J. This inspection may be combined with the Command Administrative Inspection or it may be conducted separately by one or more qualified inspectors.

f. COMSEC Training Visits. OICs or CPOICs shall arrange for COMSEC Training Visits at least once a year. Requests for training visits shall be made in accordance with Article 260(d) of CMS 4J. MSC administrative commander shall be an information addressee on all related correspondence, and be notified that the training visit has been conducted.

g. CMS Administrative Procedures. MILDEPTS shall be guided by and strictly observe the requirements of CMS 4J for the handling, custody, destruction, and accounting of CMS distributed publications.

2-6-12 SUPPLY

Supply procedure for the military department shall be governed by COMSC Instruction 4440.5. The OIC or CPOIC MILDEPT shall requisition material through the ship's cognizant department head. Requisitions for special services material shall be submitted directly to the special services officer at the home port.

2-6-13 CLEANLINESS AND PRESERVATION

a. The OIC or CPOIC MILDEPT is responsible for the cleanliness and preservation of spaces under his jurisdiction, including the MILDEPT office and berthing spaces. Maintenance work required in spaces under the jurisdiction of OIC or CPOIC MILDEPT which is beyond the capabilities of military department personnel to accomplish, will be the responsibility of the Master.

b. Military department spaces are to be maintained to the highest standards at all times. Military department spaces are subject to the inspection of the Master or other officer designated by him, as well as the OIC or CPOIC. Assigned military spaces will not be changed without prior approval of the administrative commander.

2-6-14 MATERIAL/MAINTENANCE AND REPAIRS

a. Work repair requests for equipment and spaces under the jurisdiction of the OIC or CPOIC MILDEPT will be prepared in list form by the OIC or CPOIC MILDEPT and submitted, in accordance with area commander's Maintenance Manual and COMSCINST 4700.2, with lists from other ship departments to the administrative commander. The Master will not delete from this list any item of work requested by the OIC or CPOIC MILDEPT unless such work has actually been accomplished by the ship's force. The Master may, however, attach as a supplement to the work list, any comment or recommendation he may wish to make concerning the work list items. Subject to approval of the MSC area commander, the OIC or CPOIC MILDEPT may attend ship repair conferences at the home port.

COMSCINST 3120.2D CH-3
12 May 1982

FIRST ENDORSEMENT

From: Relieving Officer
To: Commander, Military Sealift Command, Atlantic/Pacific

1. Forwarded.

2. I have this date relieved _____ as Officer in Charge or Chief
Petty Officer in Charge, Military Department, USNS _____,
and found conditions existing in the department to be satisfactory, with the following exceptions:

(Signature)

PART 2

CHAPTER 7
OCEANOGRAPHIC UNITS

General..... 2-7-1

2-7-1 GENERAL

An Oceanographic Unit (OCEANUNIT), civilian sponsor personnel, and/or military personnel of all services may be assigned to some scientific support ships. The functional relationships between the Master and embarked personnel are defined in COMSCINST 5401.1/NAVOCEANOINST 5400.1 and/or the Memorandum of Agreement (MOA) between COMSC and the appropriate sponsor.

PART 2
CIVIL SERVICE MANNED SHIPS (USNS)

CHAPTER 8
SUPPLY DEPARTMENT
(USNS RIGEL and in other ships as designated)

R)

General.....	2-8-1
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2-8-1 GENERAL

Supply Departments are established in MSC Mobile Logistics Support (MLSF) ships. These include fleet oilers, stores ships, ammunition ships, and combat stores ships. The head of the Supply Department is the Supply Officer. Personnel assigned include Assistant Supply Officer, Yeoman/Storekeeper, Assistant Yeoman/Storekeeper, and such military personnel as may be assigned.

2-8-2 ORGANIZATION

The Supply Department normally consists of the Supply Officer and from four to six Yeomen/Storekeepers and Assistant Yeomen/Storekeepers. Stores ships have an Assistant Supply Officer. Ships with supply automated data processing equipment (ADPE) have a military Data Processing (DP) Technician assigned. The fully-capable Combat Stores Ships (T-AFS) will have a mixed military and civilian Supply Department. The organization will be promulgated when developed. The Supply Officer reports directly to the Master for the performance of his duties.

2-8-3 PUBLICATIONS AND RECORDS

The Supply Officer will maintain the publications listed in COMSCINST 4440.5A on hand and up-to-date. In addition, applicable MLSF instructions and load lists promulgated by appropriate naval authorities will be maintained up-to-date.

2-8-4 RESPONSIBILITIES

The Supply Officer is responsible for:

- a. Requisitioning, receiving, stowing, issuing, and conducting inventory control over repair parts, consumable supplies, and equipage.
- b. Requisitioning, receiving, and issuing charts and publications.
- c. Providing assistance to the accountable officer in the requisitioning of provisions and medical stores.
- d. Maintaining OPTAR records and submitting appropriate reports.

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e. Ordering, receiving, issuing, stowing, and accounting for all fleet issue and liquid cargo. In this context, "receiving" and "stowing" are done jointly with the First Officer or Cargo Officer, who retains responsibility for weight and moment distribution of fleet issue cargo, as well as the proper securing of fleet issue cargo for sea. The Supply Officer is responsible for all documentation and accounting for fleet issue cargo, and for its proper breakout for issue to fleet units.

f. Training, instructing, and supervising all Yeomean/Storekeepers and Assistant Storekeepers assigned to the ship.

g. Advising the Master and all Department Heads on supply matters.

h. Assisting all Department Heads in performance on their administrative duties by providing supply function assistance.