

# CHAPTER 8

## MILITARY RESPONSIBILITIES AND DUTIES

*As a vision for the future, let me just say we will steer by the stars and not the wake. And I see four stars of equal magnitude in the constellation that will guide us: operational primacy, teamwork, leadership and pride.*

—Admiral J. Johnson

Chief of Naval Operations

As you strive to become a leader in today's Navy, you will confront many difficult leadership challenges. You will have to deal with recruits in an all-volunteer force environment, ensuring equality for all, ending drug and alcohol abuse, and retaining valuable personnel. Leaders should know how to analyze these challenges objectively and take creative and innovative action to handle them.

### MILITARY DUTIES OF THE PETTY OFFICER

**Learning Objectives:** Recall the duties and responsibilities of the petty officer of the watch (POOW). Recall how to prepare naval and business correspondence. Identify who is authorized to sign official Navy documents. Recall the importance of the ship's deck log. Recognize the entries in the ship's deck log. Identify how to train personnel in the safeguards against acts of terrorism and victimization. Identify how to train personnel in procedures pertaining to bomb threats. Recall the procedures to relieve an armed watch. Recognize honors rendered to officers and officials boarding and departing the ship. Recognize POOW responsibilities concerning weather. Recognize POOW responsibilities when your ship is moored or anchored. Recognize the duties of petty officer military watches (petty officer of the watch, master-at-arms, police petty officer, shore patrol, etc.).

In this section you will be introduced to some of the typical military duties of a petty officer, both aboard ship and ashore.

### PETTY OFFICER OF THE WATCH

The POOW is the primary enlisted assistant to the officer of the deck (OOD) when the ship is in port. The

POOW assists the OOD in carrying out the ship's daily routine and in ensuring the security and safety of the ship.

In this section, you will be familiarized with several areas of POOW responsibility to include administration, watch standing, communications, security, and safety.

### Administration

Later in this section we will discuss the administration of logs and records associated with watch standing. Now let's look at administrative responsibilities in the area of general correspondence that are applicable to the petty officer as a work center leader, as well as a POOW. As a petty officer, especially a second class petty officer, you need to be familiar with naval correspondence procedures. For details of naval correspondence, consult the *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5. When corresponding internally or externally there are set procedures for the context and format of the various types of correspondence. Records, logs, and reports are correspondence and require signatures by the authority assigned or designated. Certain records, logs, and reports must be forwarded for review by higher authority and they may require a cover letter. Higher authority also releases messages, another form of correspondence.

**CORRESPONDENCE.**—As a petty officer, you will be required to compose correspondence from brief notes and occasionally from oral instructions. You will be required to prepare draft correspondence that should need only minor changes before it is ready for smooth typing. You must master the art of writing short, concise, routine correspondence. In some situations,

you will have to determine the type of correspondence to be drafted. To meet that requirement, you must understand the basic policies and procedures for preparing various types of correspondence.

A rough draft of official outgoing correspondence is prepared. Then higher authority within the department “chop” or edit the rough draft before it is sent to the executive officer or the administrative assistant for approval.

When preparing correspondence, bear in mind that the usual purpose of Navy correspondence is to provide the reader with concisely stated information. If you turn out a confused, rambling, lengthy masterpiece, you only create an editing chore for the chop chain or you may wind up doing the whole thing over. Some of the usual causes of confusion and rambling in a letter are as follows:

- Failure to follow a basic pattern of presenting the purpose, circumstances, and action required or taken
- Failure to keep to a single idea in a sentence, one central thought in a paragraph, or a single subject in a letter.
- Failure to consider the reader (Can your wording be misinterpreted?)

You should follow certain rules to ensure good organization and continuity in your writing. First, understand what the letter is to accomplish. Then arrange the information in a logical order. Complete each unit of information before moving on to the next. Then maintain continuity by providing transition from one unit of information to another.

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

When the letter is in answer to or closely related to another letter, the first sentence should refer to that letter. For example: “Reference (a) requested information about the allowance lists for the next 3 fiscal years.” or “Reference (b) pointed out that such information is available only for 2 years in advance.”

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

**TYPES OF CORRESPONDENCE.**—Official correspondence in its true sense covers all recorded communications, including messages. The *Department of the Navy Correspondence Manual* covers naval messages, official letters and endorsements, memoranda, and even electronic correspondence. When composing and writing any type of correspondence, you should consult the manual to get the proper format and any special instructions that may apply.

**SIGNATURE AUTHORITY.**—The commanding officer (CO), officer in charge (OIC), or person “acting” in either position must personally sign the following documents:

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

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

**DELEGATING SIGNATURE AUTHORITY.**—The CO may delegate signature authority to military and civilian subordinates and may authorize those

subordinates to further delegate signature authority. Subdelegated signature authority may be delegated to the lowest responsible person whose position is reasonably related to the function involved. The CO must delegate signature authority in writing and should delegate to titles rather than names. When delegating signature authority, the CO should include a brief outline of the types of documents involved. The CO may delegate signature authority in the unit organization manual or instruction. Authorized personnel may sign correspondence that falls within their areas of responsibility, unless good judgment calls for the signature of a higher official. When subordinates sign documents under delegated authority, they usually sign "By direction." The following are a few examples of signature authority that may be delegated to the leading petty officer.

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

The *Department of the Navy Correspondence Manual* gives specific guidance on signature authority.

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## REVIEW QUESTIONS

- Q1. What is the minimum number of paragraphs for a unit of information in naval correspondence?
1. One
  2. Two
  3. Three
  4. Four
- Q2. The CO, OIC, or person acting in either position is not required to personally sign which of the following documents?
1. Those which establish policy
  2. Those which change policy
  3. Ship's deck log
  4. Special liberty chit

## Watch Standing

You must think about your appearance before you take over any watch. While on watch, you are a direct representative of the commanding officer. Your hair should be properly maintained to Navy grooming standards and you should wear a neat uniform.

While on watch, you must ensure that the quarterdeck area or gangway is clean, neat, and not occupied by unauthorized personnel. The first place a visitor sees when boarding your ship is the quarterdeck area. A visitor's first impression may strongly influence thoughts about the entire ship or the Navy in general. Always do your best to give everyone who crosses your quarterdeck a good first impression of your command.

When assigned as the POOW, you will have the following duties, responsibilities, and authority:

- Assist the OOD and the junior officer of the watch (JOOW) and supervise and instruct sentries and messengers.
- Wear the prescribed uniform and ensure orderliness of watch-standing equipment during each morning watch.
- Carry out the daily routine and orders as the OOD may direct.
- Notify the OOD and the JOOW of any changes in the weather or changes in barometric pressure readings of 0.04 inch or more in any one hour. The quartermaster of the watch, when assigned, will assume this responsibility.
- In all classes of submarines, hourly observe and log draft readings. Ensure draft readings are reviewed periodically by the in-port duty officer.
- Make entries in the deck log for all events of interest as directed by the OOD. Erasures should not be made in the deck log. The quartermaster of the watch, when assigned, will assume this responsibility.
- Ensure the messenger makes the calls listed in the call book kept on the quarterdeck. The quartermaster of the watch, when assigned, will assume this responsibility.
- Return salutes and carry out the watch routine for the OOD or the JOOW when neither is at the gangway.

- Call away boats in sufficient time to make sure that they are ready to leave the ship at the time prescribed in the boat schedule.
- Keep a list of personnel (such as boat crews) expected to be absent on duty from the ship during meal hours. Notify the ship's duty cook of the approximate number of personnel that will be absent and the time they will return for the meal.
- Assemble liberty parties in ample time for inspection by the OOD before departure of scheduled liberty boats.
- Perform other duties as directed by the OOD or JOOW.

These duties may seem like a lot to do while on watch, but you probably have observed and are familiar with many of them, having stood sentry or messenger watches in the past. While you are standing the POOW, you should be alert for the display of significant flags and pennants from other ships. You should ensure the correct display on your ship. This area will be covered later in this section.

Another of your responsibilities is knowing how to operate any of the equipment found on the quarterdeck and bridge.

### Quarterdeck and Bridge Equipment

The Navy has many different types and classes of ships. Each ship type has installed equipment to enable that ship to do its job. It would be impossible to describe each and every piece of equipment that can be found on the bridge of each ship. Each ship in the Navy contains instruments or apparatuses that are used for the following purposes:

- Steering
- Depth sounding
- Indicating ship's head
- Indicating rudder angle
- Measuring speed
- Measuring temperature and atmospheric pressure
- Measuring wind direction and speed
- Communicating speed orders to engine room
- Taking bearings and ranges

- Making celestial observations
- Controlling running, anchor, aircraft, and warning lights
- Indicating revolutions made by the engines
- Communicating with other departments in the ship
- Activating alarms

You may be familiar with some of this equipment. Only the equipment that is important to the POOW will be described.

### Internal Communications

At times during your POOW duties, you will be required to communicate with personnel in various parts of your ship. You should have a working knowledge of the mass communication (MC) systems—sound-powered telephones, voice tubes, pneumatic tubes, and ship's service telephones. For more information on internal communication equipment, refer to *Basic Military Requirements*, NAVEDTRA 14277.

### Logs, Records, and Reports

As you stand the POOW, you will be required to maintain various logs, records, and reports. If your ship is in port, you may have to maintain a weather log. The equipment you will use to take weather readings will be covered later in this chapter. In this section you will be looking at the ship's deck log and also at several other logs, records, and reports.

**SHIP'S DECK LOG.**—Probably the most important log you will be maintaining is the ship's deck log. The basic requirements for maintaining the ship's deck log are contained in *U.S. Navy Regulations* and *Standard Organization and Regulations of the U.S. Navy*. A more detailed explanation can be found in OPNAVINST 3100.7. The ship's deck log is a complete daily record, by watches, of every circumstance and occurrence of importance or interest about the crew and the operation and safety of the ship.

A ship's deck log has both historical importance and legal standing. It may be used at times in naval, admiralty, and civil courts. In an incident involving the ship, the log may be the only available evidence upon which to base a legal decision. At sea, the quartermaster of the watch keeps the ship's deck log. In port, chronological entries are made, but these entries are made by the POOW.

SHIP'S DECK LOG SHEET

IF CLASSIFIED STAMP  
SECURITY MARKING HERE

USE BLACK INK TO FILL IN THIS LOG

SHIP TYPE		HULL NUMBER		YEAR	MONTH	ZONE	DAY	USS <u>UNDERWOOD</u>	CLASS HANDL
D	A	D	D	3	07	Q	01	AT/PASSAGE FROM <u>NORFOLK, VA.</u>	
1	2	3-4	5-7	12	13-14	15	16-17	TO <u>VA CAPES OP. AREA</u>	

JAN 12 1974

POSITION	ZONE	TIME	POSITION	ZONE	TIME	POSITION	ZONE	TIME	LEGEND 1- CELESTIAL 2- ELECTRONIC 3- VISUAL 4- D.R.
0800			1200			2000			
L _____		BY _____	L _____		BY _____	L _____		BY _____	
λ _____		BY _____	λ _____		BY _____	λ _____		BY _____	

TIME	ORDER	CSE	SPD	DEPTH	RECORD OF ALL EVENTS OF THE DAY
18-21	23-29	30-32	33-36	37-40	41
					77
					00-04
2342					Assumed the watch. Moored portside to USS ROYAL (DD-000) at Pier 3, Birth 32, Naval Operating Base, Norfolk, Virginia with standard mooring lines doubled and spring play out fore and aft. Receiving miscellaneous services from the pier. Cold iron and security watches have been posted. Material condition YOKE has been set throughout the ship. Ships present include various units of the U.S. Atlantic Fleet. SOPA is Com Bursant embarked in USS REMINGTON (AD-00).
2351					
0059					Security watch reports all conditions normal.
0156					Security watch reports all conditions normal.
0259					Security watch reports all conditions normal. R. C. Fox R. C. FOX, BTC, USN
					04-08
0345					Assumed the watch. Moored as before.
0358					Security watch reports all conditions normal.
0506					Security watch reports all conditions normal. W. J. Tiger W. J. TIGER, LTJG, USN
					08-12
0725					Assumed the watch. Moored as before.
0830					Captain arrived on board.
NAT 0910					Received fuel, water and draft report. Draft fwd. 13', aft 14'0", mean 13'9". 13'7".
0930					Stationed the special sea detail. N. A. Trout N. A. TROUT, LT, USN
					08-12 (Continued)
0950					Captain and Navigator are on the bridge.
0952					Steering shifted to bridge.
0955					Completed all preparations for getting underway.

Figure 8-1. Ship's deck log sheet.

Entries in the ship's deck log should be handwritten with a black ballpoint pen or typewritten. Entries must be neat and legible. Use only standard Navy phraseology. Because the log may be used as evidence in legal proceeding, erasures are not permitted. If you make a mistake, draw a single line through the original entry (so that it remains legible), insert the correct entry, and place your initials in the left margin. The log is signed at the end of each watch by the OOD. The name of the OOD also must be printed beneath the signature. Facsimile signatures are not acceptable. Figure 8-1 is an example of a deck log sheet.

In keeping the log, remember two important points: (1) All entries must be clear, concise, and accurate; and (2) every entry must be preceded by the time of its occurrence or when the information becomes known.

In some instances, the OOD will tell you what to note and when; but normally you are expected to make proper, standard entries on your own without being told. If you are in doubt as to whether or not an entry should be made, check with the OOD. The overall responsibility for the deck log belongs to the OOD. OODs must sign the deck log at the end of their watch to show relief of the watch and validity of entries. The following are a few of the entries that are always recorded:

1. Convening of courts-martial or fact-finding bodies
2. Inspections held, including administrative, material, personnel, lower deck, and magazine inspections
3. Injuries, accidents, and casualties
4. Official visits
5. Salutes fired and flags displayed
6. Arrivals and departures of the commanding officer and executive officer and, if on board, flag officers and civil officials
7. Drills held
8. Observance of sunrise and sunset
9. Reports made to the OOD; for example, fuel and water, chronometer, magazine temperatures, and so forth
10. Equipment casualties
11. Watch changes (relief of watches)

## 12. Absentees

## 13. Personnel arrests/suspensions

During the morning watch (0800-1200), the ship's casualty alarms are tested to make sure they operate properly. The procedure is normally kept in a notebook in the quarterdeck area. It explains how to properly pass the word for the test and what alarms are tested. Some ships do not test all alarms every day. They test different alarms on various days. However, all alarms must be tested before getting under way. Make sure you log the testing of alarms in the ship's deck log, along with the time of the test and the name of the alarm tested. When the alarms are tested, they must have the proper sound. If they do not have the proper sound, notify the OOD, who will, in turn, have you notify the division that is responsible for the repair work. All the alarms **MUST** work properly because they are the primary means of notifying the crew when something is wrong.

Each day the POOW having the midwatch enters the status of the ship (moored, anchored, in dry dock, etc.), location, services being received, ships present, and senior officer present afloat (SOPA). Subsequent watches make the entry "moored as before" or whatever is appropriate. The following sample entries are provided as guidance for making entries in the log. They are not all-inclusive, nor are they in the only acceptable style. Any entry that is complete, accurate, clear, and in standard Navy phraseology is acceptable. Remember one important thing about the log—you can put too little in the log but never too much. For a more complete listing of sample entries, see OPNAVINST 3100.7B, *Preparing, Maintaining, and Submitting the Ship's Deck Log*.

### DAILY INITIAL WATCH ENTRIES-IN PORT

00-04

0000 Moored starboard side to USS TRUETT (FF 1095) with standard mooring lines in a nest of three frigates. USS MOINESTER (FF 1097) moored outboard of TRUETT to starboard. TRUETT moored fore and aft to buoys B-5 and B-6, Norfolk, Va. Ships present: \_\_\_\_\_, SOPA \_\_\_\_\_.

00-04

0000 Anchored in Berth B-4, Trinidad, the West Indies, in 12 fathoms of water, mud bottom, with 60 fathoms of chain to the starboard anchor on the following anchorage bearings: South Point Light 060, etc. Ship in condition of readiness THREE; material condition \_\_\_\_\_ set

and darkened except for anchor lights. Engineering department on 30 minutes notice before getting under way. Heavy weather plan in effect. Anchor detail standing by. Wind 45 knots from 070. Weather reports indicate possibility of winds up to 60 knots before 0400. Ships present: \_\_\_\_\_, SOPA \_\_\_\_\_.

00-04

0000 Moored starboard side to Pier 3, Berth 35, U.S. Naval Base, Norfolk, Va., with standard mooring lines doubled. Receiving miscellaneous services from the pier. Ships present: \_\_\_\_\_, SOPA \_\_\_\_\_.

00-04

0000 Resting on keel blocks in dry dock No. 3, Puget Sound Naval Shipyard, Bremerton, Wash., receiving miscellaneous services from the dock. Ships present: \_\_\_\_\_, SOPA \_\_\_\_\_.

**NOTE:** On succeeding watches the first entry is "Moored as before," "Anchored as before," or "Dry-docked as before."

#### **AMMUNITION**

1400 Commenced loading (transferring) ammunition.

1600 Completed (loading) (transferring) ammunition, having (received from) (transferred to) USS FLINT (AE 32) 400 rounds 5"/38 cal. illum. projectiles, 250 5"/38 cal. smokeless, and 250 5"/38 cal. flashless charges.

#### **DAMAGE**

1155 USS BOULDER (LST 1190), in coming alongside to port, carried away 39 feet of the ship's port lifeline forward, with stanchions, and indented the side to a depth of 4 inches over a space 10 feet long and 4 feet high in the vicinity of frames 46-51. No personnel casualties.

#### **DRILLS AND EXERCISES**

##### **GENERAL**

1000 Exercised at general drills.

##### **ABANDON SHIP**

1005 Held abandon ship drill.

1045 Secured from abandon ship drill.

#### **CBR ATTACK**

1440 Set material condition \_\_\_\_\_ and CBR condition \_\_\_\_\_.

1450 Set CBR condition \_\_\_\_\_.

#### **COLLISION**

1350 Held collision drill.

1354 Material condition \_\_\_\_\_ set.

1410 Secured from collision drill. Set material condition \_\_\_\_\_.

#### **FIRE AND RESCUE**

1100 Held fire drill.

1110 Secured from fire drill.

1300 Called away the fire and rescue party.

1305 Fire and rescue party embarked in starboard boat and clear of ship.

1330 Fire and rescue party returned aboard. Further assistance not required.

#### **HONORS, CEREMONIES, OFFICIAL VISITS**

##### **VISITS**

1430 Their Royal Majesties, the King and Queen of \_\_\_\_\_, with their official party, made an official call on VADM J. A. DOE, USN, COMSIXTHFLT. Rendered honors and fired a salute of 21 guns.

1530 The royal party departed. Rendered honors and fired a salute of 21 guns.

##### **CALLS**

1000 The commanding officer left the ship to make an official call on COMCRUDESGRU 4.

1605 RADM Jack FROST, USN, COMCRUDESGRU 4, came aboard to return the official call of the commanding officer.

##### **PERSONAL FLAGS**

1200 RADM Water T. DOOR, USN, COMCARGRU 3, broke his flag in this ship.

1300 The Honorable Very C. Pistol, Secretary of the Navy, came aboard; broke the flag of the Secretary of the Navy.

1500 The Secretary of the Navy departed; hauled down the flag of SECNAV.

1530 COMPHIBRON 2 shifted his pennant from USS SAIPAN (LHA 2) to USS MOUNT WHITNEY (LCC 20).

#### **MANNING THE RAIL**

1000 Manned the rail as the president of the United States came aboard for an official visit. Fired 21 gun salute; broke the president's flag at the main-truck.

#### **INSPECTIONS**

##### **ADMINISTRATIVE, PERSONNEL, READINESS**

0930 RADM Paul T. BOAT, USN, COMTRAPAC, accompanied by staff members and inspecting party from USS MIDWAY (CV 41), came on board and commenced surprise (administrative) (personnel) (readiness) inspection. Broke flag of COMTRAPAC.

1100 COMTRAPAC, staff members, and inspecting party left the ship. Hauled down flag of COMTRAPAC.

1110 COMTRAPAC broke his flag in USS MIDWAY (CV 41).

##### **LOWER DECK**

1315 Commenced captain's inspection of lower decks, holds, and storerooms.

1400 Secured from inspection.

##### **PERSONNEL**

0900 Mustered the crew at quarters for captain's inspection (of personnel and upper decks).

1010 Secured from inspection.

#### **NAVIGATIONAL ENTRIES**

##### **TIDE**

0733 Commenced swinging to flood tide, stern to port.

1046 Completed swinging to flood tide, heading 347.

##### **TIME ZONE CHANGE**

0001 Set clocks ahead 1 hour to conform with +3 zone time.

##### **GETTING UNDER WAY**

0660 Commenced preparations for getting under way. Set material condition \_\_\_\_\_.

0730 Stationed the special sea detail.

#### **SEA/WEATHER**

1130 Visibility decreased to 1 mile because of (fog) (heavy rain). Commenced sounding fog signals and stationed (extra lookouts) (lookouts in the eyes of the ship). Winds southeast 25 knots. Sea southeast 8 feet and increasing.

1212 Visibility increased to 5 miles. Ceased sounding fog signals.

**NOTE:** Entry for commencement and cessation of sounding fog signals must always be made.

#### **PERSONNEL**

##### **ABSENTEES**

0800 Mustered the crew (at quarters) (at foul weather parade) (on stations) (at quarters for captain's inspection). Absentees:

(None) (No new absentees) SA Jon T. BOATE, USN, 111-11-1111, absent without authority from muster (FN Able B. SEAMAN, USN, 222-22-2222, UA since 0700 this date).

**NOTE:** There is no legal distinction between absence over leave and absent without leave. All are logged as unauthorized absence or UA. In the case of a person's continued absence, the initial entry indicating absence or UA will suffice until the person returns, is declared a deserter, or is otherwise transferred or detached from the ship.

0900 A systematic search of the entire ship for SA Jon T. BOATE, USN, 111-11-1111, who missed 0800 muster, disclosed that (he was not on board) (he was found to be sleeping in BOSN's Locker Comp. A-301-A).

1000 NAVSTA, Charleston, Va., 051600Z JAN 91 reports that BTFN Jane B. DOE, USN, 333-33-3333, UA since 0800, 15 December 1990; returned to naval custody and being held at that station pending disposition of charges.

**NOTE:** Such an entry reflects that an absentee has returned to naval jurisdiction.

##### **ABSENTEES, RETURN OF**

2200 PN3 Floss A. BRUSH, USNR, 444-44-4444 (returned aboard) (was delivered on board by the Armed Services Police) having been UA since 0800 this date.

2300 SH3 Mary N. CHRISTMAS, USN, 555-55-5555, UA since 0700 this date, was delivered on board under guard from NAVSTA,

Norfolk, Va.; accused of drunk and disorderly conduct at that station. By order of the commanding officer, she was restricted to the limits of the ship pending disposition of charges.

### **COURT OF INQUIRY**

- 1000 The Court of Inquiry, CAPT V. PISTOL, USN, senior member, appointed by COMNAVSURFPAC ltr 3100, serial 2634, of 5 January 1991, met in the case of the late BM3 Jon T. BOATE, USN, 111-11-1111.
- 1030 The Court of Inquiry in the case of the late BM3 Jon T. BOATE, USN, 111-11-1111, adjourned to meet ashore at the scene of the death.

### **SPECIAL COURTS-MARTIAL**

- 1000 The Special Court-Martial, CDR Jane B. DOE, USN, senior member, appointed by CO USS FORRESTAL (CV 59) ltr 3100, serial 102, of 5 January 1991, met in the case of SA Jack R. FROST, USN, 999-99-9999.
- 1200 The Special Court-Martial which met in the case of SA Jack R. FROST, USN, 999-99-9999, recessed to meet again at 1300 this date.

**NOTE:** A court adjourns if it will not meet again that date; but if it is to meet again on the same date, it recesses. If known, the date and time of the next meeting are logged.

### **SUMMARY COURTS-MARTIAL**

- 0900 The Summary Court-Martial, LT F. A. BRUSH, USN, opened in the case of SA Jack R. FROST, USN, 999-99-9999.
- 1100 The Summary Court-Martial in the case of SA Jack R. FROST, USN, 999-99-9999, adjourned to await the action of the convening authority.

### **DEATHS**

- 0416 GM1 Able B. SEAMAN, USN, 888-88-8888, died on board as a result of \_\_\_\_\_.

### **DESERTERS**

- 0800 Floss A. Brush, USNR, 444-44-4444, was this date declared a deserter from this ship, having been UA since 0800 1 December 1990, a period of 30 days.

### **INJURIES**

- 1035 During drill on the 5" loading machine, GMSN Paul T. BOAT, USN, 777-77-7777, suffered a

compound fracture of the right foot when a drill shell fell on his foot. Injury not caused by his own misconduct. Treatment administered by the medical officer. Disposition: placed on the sick list.

### **TEMPORARY ADDITIONAL DUTY**

- 1400 Pursuant to COMNAVAIRPAC ltr, serial 104, of 5 January 1991, ENS John A. DOE, USN, 666-66-6666, left the ship for TAD with NAS Barbers Point, Hawaii.
- 1700 ENS John A. DOE, USN, 666-66-6666, having completed TAD with NAS Barbers Point, Hawaii, returned aboard and resumed his regular duties.

### **PASSENGERS**

- 1000 Mr. Water T. DOOR, Civilian Technician, embarked for transportation to GUAM, M.I. Authority: CNO msg 051120Z JAN 91.

**NOTE:** All passengers should be logged in and out.

### **PATIENTS**

- 1306 Transferred LT Mary N. CHRISTMAS to U.S. Naval Hospital, Yokosuka, Japan, for treatment. Diagnosis: \_\_\_\_\_.

**NOTE:** The names of patients transferred with expected length of absence over 30 days or when ship is sailing outside of continental U.S. waters should be logged. Diagnosis should be included, if known.

### **PERSONAL EFFECTS**

- 1300 Personal effects of the late GM1 Able B. SEAMAN, USN, 888-88-8888, were inventoried and forwarded to \_\_\_\_\_.

### **SHORE PATROL**

- 1305 Pursuant to orders of the commanding officer, PHC Jane B. DOE, USN, 123-45-6789, in charge of 17 men, left the ship to report to Senior Shore Patrol Officer, Norfolk, Va., for TAD.

### **LEAVE**

- 1100 COMDESRON 3 hauled down his pennant and departed on 5 days' leave.
- 1110 The commanding officer departed on 5 days' leave.
- 0700 The commanding officer returned from 5 days' leave.

**NOTE:** Flag officers and unit commanders embarked and commanding officers are the only personnel who must be logged out and in on leave.

### SHIP MOVEMENTS

- 1100 USS CANNOLI (FF 1056) got under way and stood out of the harbor.
- 1130 USS SPRUANCE (DD 963) stood into the harbor and anchored (in Berth D-3) (moored alongside Pier 4).
- 1300 USS CHARLES F. ADAMS (DDG 2) got under way from alongside this ship and anchored in Berth D-8.
- 1600 USS SEMMES (DDG 18) stood in and moored alongside (to port) outboard of USS SIERRA (AD 18).

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### REVIEW QUESTIONS

- Q3. When is the POOW the primary enlisted assistant to the OOD?
1. At sea
  2. In port
  3. On watch on the bridge
  4. On watch in battle conditions
- Q4. At times deck logs may be used in which of the following legal actions?
1. Naval courts
  2. Admiralty proceedings
  3. Civilian courts
  4. All of the above
- Q5. The overall responsibility for the deck log belongs to the
1. OOD
  2. JOOD
  3. POOW
  4. CDO

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**OTHER LOGS, RECORDS, AND REPORTS.**—Besides the ship's deck log, you will have other logs, records, and reports to keep track of or initial when they are presented to you upon completion of a specific event. Remember, when a log is presented

to you for your initials, do not sign it just so that you will not be bothered for another hour—look over the figures and see if there are any indications of problems. When you have read the log and understand it, initial or sign in the correct area. If you have questions, ask them. Do not take “that’s the way it has always been,” for an answer if you suspect that there is a problem. Remember, the watch is yours and you are a representative of the commanding officer.

The following are some of the logs that you may come in contact with while the POOW. You may receive from different departments logs in the form of hard copy reports to be forwarded to the OOD, CDO, XO, and so forth.

- Security clearance list. This is a list, signed by the commanding officer, of all the clearances of the ship’s company and all authorized personnel cleared to work on your ship or unit.

- Passdown log. This log is used to pass pertinent information along to each watch stander. The log contains information on policy changes and routine items, such as liberty call times. It is useful as a reminder of out-of-the-ordinary events in the watch routine.

- Weapons custody log. This log is used primarily for logging the turnover of the weapons used by watch standers. Each weapon is signed in and out along with the correct count of ammunition turned over to each watch.

- Sounding and security log. This is a report of the readings taken by the sounding and security patrol. The log is filled out on an irregular time basis. The security patrol never makes a patrol at the same time of the hour.

- Vehicle log. This log is used to record the daily routine maintenance and use of all government vehicles. It contains a list of all authorized drivers for your ship or unit.

- Visitors log. This log contains a verified list of all visitors that are expected to arrive aboard your ship or unit. It will indicate if the visitor will need an escort or not.

Most of these logs, records, and reports are located in the quarterdeck area and are vital to the everyday functions of the ship. Some of the logs may contain the only indication that something is wrong. Be alert and look at all your logs carefully. Remember, the OOD and ultimately your shipmates are relying on you, while you are on watch, to keep the command safe.

## Security

In recent years we have increased security in the Navy because of an upswing in terrorism and the success by some countries to obtain our secrets. It is estimated that Russia has more than 4,000 intelligence officers gathering information. These Russian officers work hard and are dedicated to obtaining our secrets and undermining our armed forces. In recent years we have become more aware of secret intelligence gathering and spying by the People's Republic of China. We are ever on the alert of Mid-East factions exporting terrorist actions to the United States and our other interests around the world. In the world of terrorism and intelligence gathering there is no nationality, country, or state of which we do not remain cautious and ever vigilant.

How can you do your share to prevent security breaches from happening within your unit? It is not an easy job. All hands have to take an active part, or the efforts are wasted. When you stand duty as the POOW, you play an important part in the security of your ship or unit. A list of personnel who are authorized to work in the various departments is kept in the quarterdeck area. These people may be shipyard personnel, civilian vendors, or even personnel attached to a repair facility.

Limiting access on a need-to-know basis is the key to security, whether aboard a ship or at a shore station. With people going and coming all the time, it is hard to keep track of them. Some people require escorts and some do not. What and who determine the rules? This decision is governed by instructions and is enforced by the OOD or the security force. The level of security of the command is determined by the sensitivity of various parts of the command and/or the state of prevention, such as sabotage, attacks by terrorists, and so forth.

It was mentioned earlier in this chapter that the quarterdeck area should be clear of extra people all the time. This effort will cut down on the opportunity for unauthorized persons to come aboard. Watch standers have the responsibility to account for all personnel who cross the quarterdeck. All persons coming aboard your unit should show proper identification. If they do not have proper identification, deny them access and contact the OOD for guidance. OPNAVINST 5510 series gives further details dealing with security.

What should you do when an unauthorized person gains entrance to your ship or unit? You should sound the proper alarm and pass the word following instructions concerning unauthorized visitors aboard your unit or ship. Remember, if you are in doubt as to

whether or not to sound an alarm and pass the word, do it. The unauthorized person may be a terrorist or an enemy agent.

There are some areas of your ship that you cannot watch; watching these areas is the job of the security patrol or roving patrol. These patrols watch for fires, out-of-the-ordinary happenings, and unauthorized personnel. If an unauthorized person is found who cannot account for being in a space or tries to leave the area, an alarm should be sounded and appropriate action taken to apprehend the person. This action is a function of the Security Alert Team (SAT) aboard your ship.

In security matters we must always be alert for things that may not look just right. Stay alert and watch for anything that may threaten the lives of your shipmates; their lives are in your hands while you are on watch.

Bomb threats are to be treated seriously at all times. Petty officers must be trained to handle this serious situation and lead their people. Even before a threat arises, the training of subordinates will prepare the crew to act instead of react to the threat. Safety is of a major concern.

A bomb threat is a message delivered by telephone or letter. A bomb incident is the detonation/ignition of a bomb, discovery of a bomb, or receipt of a bomb. Each requires the petty officer to act appropriately for the situation.

In the case of a bomb threat, information is the key to disarming and avoiding catastrophe. Information such as who, what, when, and most certainly where should be obtained.

- Who — look/listen for clues to identify the person. Is the person male or female, young or old, calm or stressed? Does the voice reveal a possible nationality such as a foreign dialect or accent?
- What — determine what type of bomb has been planted. Is it dynamite, chemical, pipe bomb, etc.?
- When — the time is important. When is the bomb set to detonate? Will there be many people around or few people, such as midnight when most personnel are on liberty?
- Where — narrow down the location of the bomb. This will save time in evacuating personnel, locating the bomb, and disarming it. If the threat made is to kill as many people as possible that information might lead searchers to look in populated areas. If the threat made is

to destroy the operation of machinery, that information might lead searchers to look in that area of machinery.

The *Basic Military Requirements (BMR)*, NAVEDTRA 14277, also covers security matters and extensively covers bomb threats. Review this information and use it to train your personnel on the issues of terrorism and bomb threats.

### **Small Arms and Ammunition**

Weapons in the hands of inexperienced or careless persons are largely responsible for the saying, “It’s always the unloaded gun that kills.” A number of duty assignments in the Navy may require you to be armed with a rifle or pistol. Examples of shipboard duty assignments where you may be armed include the forecabin, fantail, and pier security watches; examples of ashore assignments are base security forces and the duties of Seabee personnel. Although none of these assignments may be included in your normal watch standing duties, you may be required to support these or other security forces at any time. That is why you must be familiar with the proper use of small arms and their safety precautions as discussed in the *Basic Military Requirements*, NAVEDTRA 14277.

#### **WATCH STANDING WEAPON SAFETY.—**

The following safety rules should never be forgotten when you are standing any kind of watch with a pistol:

1. Keep the pistol in its holster except when the watch is relieved or circumstances require you to use the pistol. NEVER engage in horseplay with any weapon—it can be deadly and always must be treated as such.
2. Never surrender your pistol to any unauthorized person.
3. The pistol normally is carried unloaded aboard ship with one or more loaded clips (magazines) in pouches attached to the pistol belt. Leave the clips in their pouches. If the practice aboard your ship is to carry the pistol loaded, NEVER have a round in the chamber.
4. When being relieved, always unload the pistol and inspect it for a clear chamber. With the pistol pointed in a safe direction, release the slide and snap the trigger.

The use of a firearm comes under the term *deadly force*. Deadly force is that *force* which a person uses with the purpose of causing—or which they know, or should know, would create a substantial risk of causing—death or serious bodily harm. Its use is justified only under conditions of extreme necessity as

a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

- Self-defense
- Defense of property involving national security
- Defense of property not involving national security but inherently dangerous to others, such as the theft of operable weapons or ammunition
- Prevention of the commission of a serious offense involving violence and threatening death or serious bodily harm
- Authorized detention, apprehension, and escape prevention of a person likely to cause death or serious bodily harm to another
- Direction by lawful order of a superior authority

Details of the above circumstances can be found in OPNAVINST 3120.32.

#### **WATCH-TO-WATCH WEAPONS TURNOVER.—**

Having stood your watch, it is now time to be relieved as POOW. Besides passing along all the necessary information to your relief, you now have to turn over your weapon to your relief as well. In the quarterdeck area or nearby, you should find a logbook that is used to record passing of the custody of your weapon and the ammunition provided for it to your relief. Usually there are three magazines with your pistol. Two of the magazines, each containing five rounds, are in pouches attached to the pistol belt. The third magazine is empty and is in the pistol to protect internal parts of the pistol from the weather, dirt, and dust. Remember, a dirty weapon can jam when firing and cause serious injury to you.

If the pistol has a lanyard attached to it, keep the lanyard around your neck until your relief has positive control of the pistol. Then remove the lanyard from around your neck and place it around the neck of your relief. This effort prevents the pistol from being dropped and damaged. Verify the serial number of the pistol with your relief. Also count the ammunition by looking at the side of the magazine where there are small openings to make sure that all the rounds are there. If there are five rounds in a magazine, you will see the brass casing of the bullet in the third opening from the bottom of the magazine.

## REVIEW QUESTIONS

- Q6. In the case of a bomb threat what is the key to disarming the situation and avoiding catastrophe?
1. Information
  2. Knowledge
  3. Security force
  4. MAA force
- Q7. When the pistol has a lanyard attached, what must be done during exchange of the pistol to the next watch stander?
1. Keep the lanyard around your neck until your relief has positive control of the pistol
  2. Keep the lanyard at your side so it won't get in the way
  3. Keep the lanyard in your hand that doesn't hold the pistol
  4. Detach the lanyard from the weapon during the exchange

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### Drills and Emergencies

In the Navy you have been taught that training pays off. The more you train, the better you perform. The same is true with drills. Drills are held for only one reason and that is to be prepared in a real situation. Proper damage control training has made the difference between winning and losing battles on several occasions.

As a petty officer you will be assigned greater responsibility within the damage control (DC) organization. You may be assigned duties as a division damage control petty officer (DCPO), which is covered in chapter 6, or in any other position in DC. You may be called on to assist in training assigned personnel. As a trainer, you must ensure that your trainees are capable and ready to respond should damage occur. All damage control personnel must know how to apply the correct principles and use the materials available in the most effective way possible. That knowledge can be gained only through education, training, and actual practice.

Injury or incapacity of one individual should not significantly reduce the effectiveness of any damage control function. For example, repair party personnel must be "jacks-of-all-trades." They should be able to

do each other's jobs, and this can be done only by cross training in each other's skills. In an emergency, widespread capability may be needed to save a ship.

### Safety Precautions

As mentioned earlier, your duties as the POOW are many and varied. One of your most important jobs is safety. Safety is not yours alone, but a responsibility of all hands. The greatest killer of our people is a disregard for safety when doing a task. As you perform your duties, you should watch for violations of safety rules. When you notice a safety violation being committed, you should remain calm and explain to the violator what is being done wrong and how to correct the situation. Next you want to discuss the matter with the supervisor of the working party. It is that person's responsibility to ensure that all safety standards are being adhered to on the job, no matter how large or small the job may be.

Every ship in the Navy has certain safety devices to protect you and your shipmates. Two examples are the small grounding strap on a piece of electrical equipment on the quarterdeck and the lifelines that surround the main deck area.

While on watch if you notice frayed wires on equipment, painted grounding straps on gear, or any other unsafe area, notify someone immediately so that the situation can be corrected and the hazard removed.

Even routine jobs, such as loading stores with a crane, require a great deal of attention to safety. The store's loading party on the main deck, as well as the party on the pier, must wear safety helmets at all times.

Another area subject to high risk is the eyes. If you see Sailors scaling paint without eye protection, stop and have them put on safety glasses or a face shield. It is for their own protection. As was mentioned earlier, safety is an all hands responsibility. Be safety minded at all times. If you see a problem, correct it immediately before it is too late.

### Honors and Ceremonies

The U.S. Navy is rich in tradition and pride. While standing the POOW, you are a part of that tradition. This section will help you to better understand the many honors and ceremonies in which you will be involved. You will need to know about various flags, pennants, and side honors.

**FLAGS AND PENNANTS.**—While on watch as POOW, you should be alert for the display of significant flags and pennants from other ships and

flag displays on boats. The Navy uses many different flags and pennants to identify persons, ships, and events and to communicate information to others. You are probably familiar with many of them.

Do you know the conditions under which our flag is displayed in a small boat? Is any flag or pennant flown superior to the national ensign? How do you know when an officer of flag rank is embarked in a boat? If you do not know the answers to these questions, you should review the material in *Basic Military Requirements*, NAVEDTRA 14277.

**SIDE HONORS.**—Side honors, rendered to officers and officials boarding and departing the ship, are part of the honors stipulated for an official visit. The honors consist of parading the proper number of side boys and piping the side by the honors boatswain's mate. Officers appropriate to the occasion also attend the side. Side boys are not paraded on Sunday or on other days between sunset and 0800 or during meal hours of the crew, general drills and evolutions, and periods of regular overhaul, except in honor of civil officials and foreign officers. Then side boys may be paraded at any time during daylight hours. Side boys are paraded only for scheduled (official) visits.

The term *official* means a formal visit of courtesy requiring special honors and ceremonies. An informal visit of courtesy requiring no special ceremonies is a call.

**Honors for Official Visits.**—The honors specified for an official visit are rendered on arrival as follows:

1. When the rail is manned, personnel are spaced uniformly at the rail on each weather deck, facing outboard.
2. The command "Attention" is sounded as the visitor's boat or vehicle approaches the ship.
3. If a gun salute is prescribed on arrival, it is fired as the visitor approaches and is still clear of the side. The proper flag or pennant is broken on the first gun and hauled down on the last gun except when it is to be flown for the duration of the visit. Other ships firing a concurrent salute also haul down, on the last gun, the flag or pennant displayed in honor of the visitor.

If the ship visited is moored to the pier in such a position that it is impractical to render the gun salute before arrival on board, the salute is rendered—provided local regulations do not forbid gun salutes—after the official arrives on board and the commanding officer is sure that the dignitary and party

are moved to a position in the ship that is well clear of the saluting battery.

4. The boat or vehicle is piped as it comes alongside.
5. The visitor is piped over the side; and all persons on the quarterdeck salute and the guard presents arms until the termination of the pipe, flourishes, music, or gun salute, depending on which is rendered last.
6. If the gun salute is not prescribed on arrival and a flag or pennant is to be displayed during the visit, it is broken at the start of the pipe.
7. The piping of the side, the ruffles and flourishes, and the music are executed in the order named. In the absence of a band, "To the Colors" is sounded on the bugle, instead of the national anthem, when required.
8. The visitor, if entitled to 11 guns or more, is invited to inspect the guard upon completion of the gun salute or is given such other honors as may be accorded.

On departure, the honors prescribed for an official visit are as follows:

1. The rail is manned, if required.
2. The command "Attention" is sounded as the visitor arrives on the quarterdeck.
3. When the visitor is ready to leave the ship, the guard presents arms, all persons on the quarterdeck salute, and ruffles and flourishes, followed by music, is sounded. The visitor then is piped over the side. The salute and present arms terminates with the call. If no gun salute is fired, the flag or pennant displayed in honor of the visitor is hauled down.
4. The boat or vehicle is piped away from the side.
5. If a gun salute is directed upon departure, it is fired when the visitor is clear of the side. If a flag or pennant is displayed in honor of the visitor, it is hauled down with the last gun of the salute.

When possible, the same honors and ceremonies are rendered for an official visit to a naval station.

**Side Boys.**—*Sides boys* is a traditional term that is used for male and female members of this detail. As mentioned earlier in this chapter, the first impression a visitor gets of your ship or unit is that of the quarterdeck area. When side honors are rendered, side boys are usually posted. They always should appear sharp and squared away. Their uniforms should be immaculate, and their hair should be well trimmed. They must be properly trained to perform their duties.

If they are not properly trained, it will reflect negatively on all concerned.

### Special Evolutions

Special evolutions involve many out of the normal routine events that may occur aboard ship. The following are some of these special evolutions:

- Weapons handling
- Hazards of electromagnetic radiation to ordnance (HERO) restrictions
- Diving operations
- Man aloft
- Refueling and defueling
- Working over the side

When you are standing POOW duties, you will be responsible for knowing the flags and pennants associated with each of the special evolutions. You also should be aware of any special rules and regulations that pertain to each event.

Details concerning each of the evolutions listed, and others, can be found in the local SOPA regulations.

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### REVIEW QUESTIONS

- Q8. Which of the following activities is NOT considered a special evolution?
1. Weapons handling
  2. Refueling
  3. Diving operations
  4. Mess operations
- Q9. Side boys are NOT paraded during which of the following times?
1. Between sunset and 0800
  2. Meal hours
  3. General drills
  4. All of the above

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### Weather

To seafarers the state of the weather is of greater importance than it is to most people ashore. The elements affect us all at one time or another. They can be very pleasant or they can be devastating for all concerned. As the POOW, you will have to know

something about weather. Accurate weather forecasting may not be as vital today as it was in the days of sailing ships. However, situations still arise when the safety of the ship and the lives of the crew depend upon the accurate reporting of and reacting to an approaching storm.

In addition to helping you learn about the heavy weather bill, this section will present some of the POOW responsibilities concerning weather.

**HEAVY WEATHER BILL.**—There is no weather bill to follow if the weather is nonthreatening. As the POOW, you may be required to keep the weather log at the quarterdeck area. If you notice that the barometer has fallen 0.04 inch or more in 1 hour, notify the OOD, as this is the first indication of an approaching storm. Most of our weather information today comes from local sources, and they tell us of approaching storms.

The heavy weather bill will be placed in effect during periods of actual or forecasted high wind and seas, hurricanes, typhoons, tidal waves, and so forth. To be effective, you must take the steps contained in the bill before heavy weather commences. You will probably be called upon to help the OOD implement the heavy weather bill.

You may be assisting the OOD with some of the following responsibilities:

- Keeping informed of the weather condition in effect and ensuring that proper preparations are being taken
- Stationing personnel to tend lines as appropriate
- Requesting tugs to clear any ships from alongside
- Ensuring that all service lines not actually required are removed from the ship
- Keeping the captain, executive officer, and command duty officer informed of the status of preparations to get under way or cope with the storm if the ship is to remain in port
- If expecting a tidal wave (tsunami), having additional mooring lines run out making sure considerable slack is left in regular mooring lines; if necessary, having fenders placed between the ship and the pier

More information concerning the heavy weather bill can be found in *Standard Organization and Regulations of the U.S. Navy*.

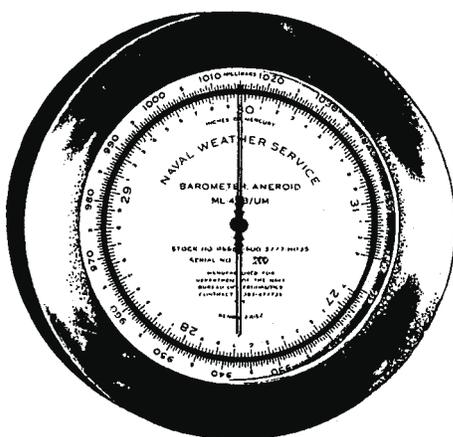
**ADDITIONAL WEATHER-RELATED RESPONSIBILITIES.**—In addition to the assistance you may provide during heavy weather, you will have other POOW responsibilities concerning weather. Some of those responsibilities are the measuring of temperature, atmospheric pressure, and wind speed. You also must have a working knowledge concerning weather flags and pennants.

**Measuring Temperature.**—You probably don't need to be told that a thermometer is an instrument for measuring temperature. The ship's thermometer is usually located on the bridge, but on some small ships it is located near the quarterdeck area. Most Navy thermometers are liquid-filled and practically all of them use the Fahrenheit (F) scale which is based on the freezing point of water being 32°F and the boiling point being 212°F.

A thermometer must be read properly for you to obtain an accurate result. First, if you must handle it, be sure that you do not touch the lower part of the glass containing the liquid. The heat from your body can affect the height of the liquid column and give an erroneous temperature reading. Make sure that the top of the column is level with your eyes; otherwise, you will be reading a higher or lower graduation than the one actually indicated.

Another weather device that you must use to forecast the approach of a storm is the barometer.

**Measuring Barometric Pressure.**—The aneroid barometer, as shown in figure 8-2, contains a small metallic cell, called a Sylphon cell, which encloses a partial vacuum. As atmospheric pressure increases, the Sylphon cell contracts; as pressure decreases, it expands. As the Sylphon cell expands and contracts, it communicates motion to an indicating pointer on a graduated scale.

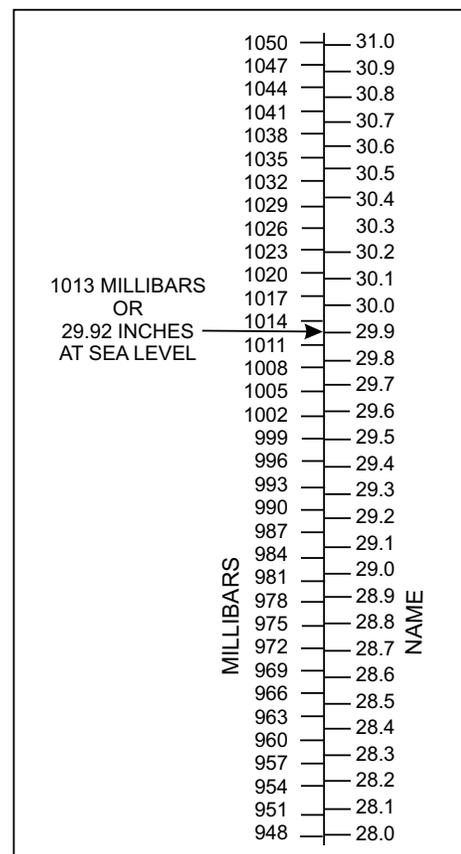


MRP3F-UB02

Figure 8-2. Aneroid barometer.

The aneroid barometer can be read in inches of mercury and in millibars (mb). Both inches and millibars are measurements of the weight of the atmosphere at a given time and point. The average atmospheric pressure at sea level is 29.92 inches or 1,013.2 millibars. Figure 8-3 shows the comparative readings on the inch and millibar scales.

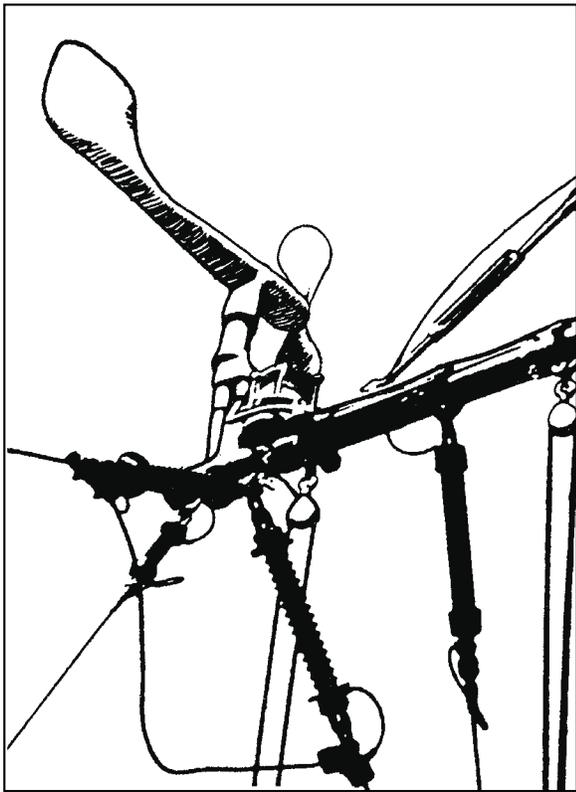
The aneroid barometer normally can be read no closer than 0.01 inch. Aneroid barometers are the standard pressure-indicating instrument aboard ship and the type of barometer that the POOW will encounter most frequently. Barometers are normally checked (calibrated) yearly by the quartermaster division, following the preventive maintenance system (PMS) procedures. Another important forecasting tool is the wind speed and direction indicator.



MRP3F0503

Figure 8-3. Inches and millibars.

**Measuring Wind Speed and Direction.**—An installed anemometer is shown in figure 8-4. It is an instrument fixed somewhere aloft, usually at the masthead of the ship. The wind blows on a propeller attached to one end of a wind vane that pivots. The whirling propeller revolves a spindle, communicating with a synchro repeater on the pilothouse or chart house bulkhead. Figure 8-5 shows one type of synchro repeater.



MRP3F0504

Figure 8-4. An installed anemometer.

The upper dial of the repeater is graduated in 10-degree intervals and shows the relative direction from which the wind is blowing. In this illustration the direction is about 287°. The lower dial indicates the relative wind speed (true wind speed when the ship is stationary). The wind-speed dial in the illustration shows about 87 knots. This reading means that the force exerted by 87 knots of wind is whirling the anemometer propeller.

When you use an installed anemometer, always compare the readings observed with the wind conditions as they appear outside. If two anemometers are installed, ensure that the windward anemometer is used.

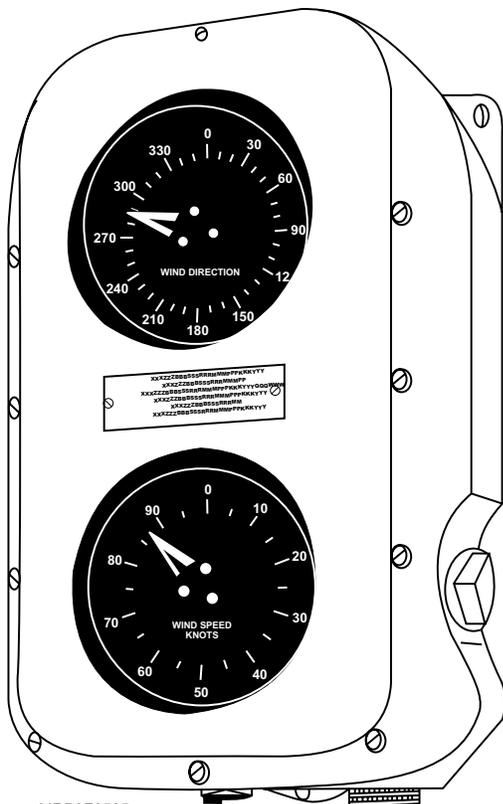
**United States Storm Warning Signals.**—The combinations of flags and pennants, as shown in figure 8-6, are hoisted at the National Weather Service and other shore stations in the United States to indicate the presence or future presence of unfavorable winds. The means of the various displays are as follows:

- **Small craft warning:** One red pennant displayed by day and a red light over a white light at night to indicate that winds up to 38 miles per hour (33 knots) and/or sea conditions dangerous to small craft operations are forecast for the area.

- **Gale warning:** Two red pennants displayed by day and a white light above a red light at night to indicate that winds ranging from 39 to 54 miles per hour (34 to 47 knots) are forecast for the area.

- **Storm warning:** One square red flag with a black center displayed during daytime and two vertical red lights at night to indicate that winds 55 miles per hour (48 knots) and above, no matter how high the speed, are forecast for the area. If the winds are associated with a tropical cyclone (hurricane), the storm-warning display indicates that winds within the range of 55 to 73 miles per hour (48 to 63 knots) are forecast.

- **Hurricane warning (displayed only in connection with a tropical cyclone or hurricane):** Two square red flags with black centers displayed at daytime and a white light between two vertical red lights at night to indicate that winds 74 miles per hour (64 knots) and above are forecast for the area.



MRP3F0505

Figure 8-5. Synchro repeater showing relative wind velocity and direction.

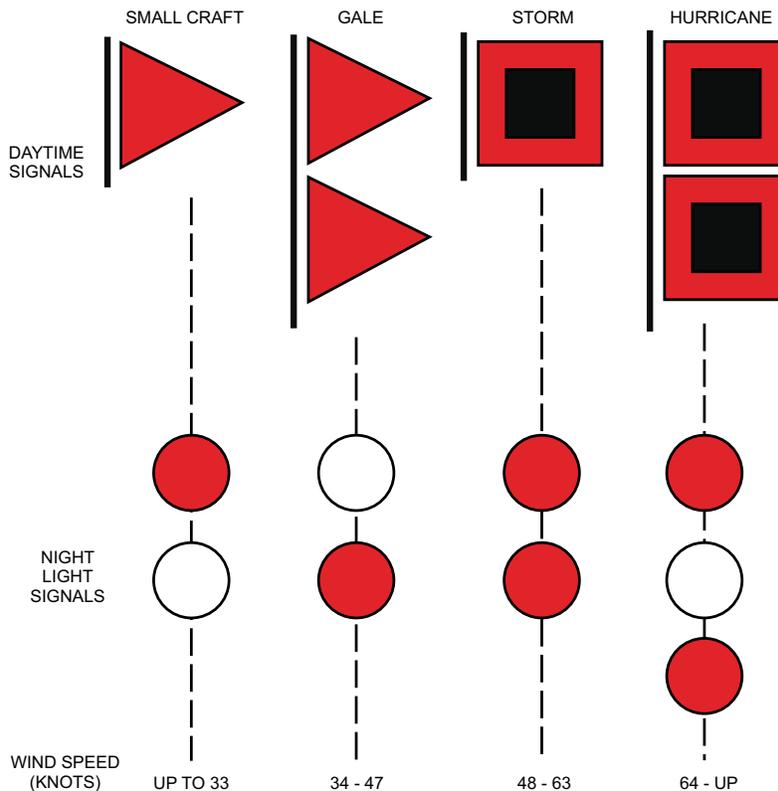


Figure 8-6. Small craft, gale, storm, and hurricane warnings.

Table 8-1. Requirement for Surface Weather Observation by Ships

LATITUDES	SURFACE WIND SPEED (kts)	TIMES (GMT) FROM 0000Z	PRECEDENCE
All Latitudes	0-33 34 and greater	every 6 hours every 3 hours	Priority Immediate

Timely and accurate weather observations are basic to the development of meteorological and oceanographic forecasts in support of fleet operations. Since the U.S. Navy may be committed to operations anywhere in the world, total global observations of meteorological and oceanographic conditions are required. Ships in port are required to make regular weather observations and to report by electronic means unless there is a nearby U.S.-manned weather-reporting activity. In-port weather observations and reports of guard ship arrangements may be used for groups of ships at the discretion of the senior officer present. In such instances, the weather logs of exempted ships should bear a notation of the guard ship(s) and effective dates and times. Table 8-1

provides the minimum requirements for reporting weather observations by Navy ships.

Not all Navy ships make weather observations. Ships in port usually receive local weather messages that are sent out at various times to all commands. Weather messages usually contain the latest information compiled using U.S. weather satellites. They can show the approach of storms long before they reach your area. As a POOW you may not have to make weather readings or log weather information; but, at the approach of a storm, you may have to go to the bridge and record weather information for the OOD. If you ever have any questions about weather reporting, you should always consult the duty Quartermaster, as that knowledge is a part of the Quartermaster rating.

## REVIEW QUESTIONS

- Q10. The heavy weather bill will be placed in effect if the forecast indicates a hurricane approaching.
1. True
  2. False
- Q11. When handling a thermometer, touching the lower part of the glass containing the liquid will not affect the temperature reading.
1. True
  2. False
- Q12. Winds at 39 to 54 miles per hour indicate what warning condition?
1. Small craft
  2. Gale
  3. Storm
  4. Hurricane

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### Environmental Protection

What does environmental protection mean? It is the protecting of our planet from pollution. How is pollution caused? It is caused by the changes in chemical, physical, or biological conditions in the environment that harmfully affect the quality of human life. Pollution also affects animal and plant life and can even destroy well-developed cultures. Records of pollution date as far back as the ancient city of Troy. As early as 1273, the first smoke abatement law was passed in England. It is said that in 1306 a man was executed in London for breaking the law against burning coal. By the 1850s our country already was suffering from pollution associated with the industrial revolution. In the Chicago Sanitary and Ship Canal the scum was so thick in places that a person could walk on the water.

Today we can no longer breathe clean air in most large cities, and we can no longer see the bottom of the harbor in most ports. However, we have brought this problem on ourselves. The Navy is very strict about pollution. Naval personnel have received disciplinary action for pumping pollutants into a harbor or river.

As the POOW, you should be concerned with pollution of all kinds. While on watch, take note of any

vessel, civilian or Navy, including your own, that is polluting the harbor or river. If you notice anyone polluting, notify the OOD, who will, in turn, take proper action and notify the responsible personnel. Anytime polluting is noted, be sure to log all the facts, times, and actions taken. Keeping our planet healthy is the job of all of us and not just a few concerned people. Although it is everyone's responsibility to prevent pollution, you are especially responsible while on watch.

When an oil or sewage spill occurs, you must make sure the spill is cleaned up and that the immediate commander or your commanding officer is informed. This notification usually results in an investigation of how and why the spill occurred and instructions for measures to be taken to ensure it does not happen again.

If there is a pollution spill, the area must be cordoned off to contain the spill and prevent it from spreading any further. If need be, chemicals that are nonhazardous to the environment will be added to the spill area to break up the spill. Often small craft designed for spill cleanups will aid in the cleanup.

### Rules of the Road

The POOW must know the rules of the road. This section will cover only what you need to know when your ship is moored to a pier or buoy or anchored in a harbor.

**MOORED.**—When your vessel is moored to a pier or buoy, it is normally highly visible and safe from a collision with another vessel during daylight hours. However, special precautions must be taken after sunset. You will be required to make sure the anchor lights and the aircraft warning lights are turned on at sunset and turned off at sunrise. The control box for these functions is located on the bridge. The duty quartermaster normally will have the proper light combinations set up on the control box. All that you have to do is turn a master switch on or off. Be sure to test all your lights 30 minutes before sunset to see if they are working properly. If not, you will have enough time to take corrective action. Remember that the lights go on at the first note of colors at sunset and off at sunrise. Red aircraft warning lights are normally located atop the mast. The anchor lights are normally located in the bow on top of the jack staff and in the stern atop the flagstaff. They shine completely around the horizon, a full 360°, and must be visible on a clear night for a distance of 3 nautical miles. Remember, all lights must be checked 30 minutes before sunset to make sure they are working properly.

**ANCHORED.**—When your ship is at anchor, you must be extremely alert. Other ships moving about the harbor can see your ship during the day, but how do they know you are at anchor? They are alerted by an anchor ball displayed in the forward part of your ship. The ball is black in color and a minimum of 2 feet in diameter. In addition, the ensign and union jack are flown during the day. The duty Quartermaster checks to make sure your ship is anchored securely. In addition to the duty Quartermaster, the anchor watch regularly reports the conditions, such as tension, status, and so forth, to the OOD.

When your ship is at anchor in a fog, the proper fog signals must be sounded to let other ships know you are in the area. The anchor lights are left on during the day and the anchor ball is up. Extra sensors, such as radar, should be used to indicate the location of ships within the area. Lookouts should be posted to help prevent a collision. In other words, when a ship is at anchor, care must be taken to protect the ship at all times. As the POOW, you are an important link in protecting the ship. You will be assisting the OOD as much as possible.

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### REVIEW QUESTIONS

- Q13. As the Petty Officer of the Watch you are NOT responsible for personnel throwing trash over the side into the water in your presence.
1. True
  2. False
- Q14. How many minutes before sunset should the ship's anchor lights be tested?
1. 60
  2. 30
  3. 20
  4. 15

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### SECTION LEADER

Each division has a duty section leader, also called a duty representative (duty rep), who is the senior petty officer. On a small ship, you as a petty officer may be assigned the duties of a section leader. However, depending on the size or class of ship, you may not be assigned as a section leader until you become a second class petty officer. Aboard larger ships with large

sections, you may have to wait until you make first class to become a section leader. Therefore, being assigned as a section leader depends upon the size of the command and the number of personnel in your duty section.

As a section leader, you will have information to report. Always use the chain of command. During normal working hours you should report to your leading petty officer (LPO). If the LPO is a petty officer first class, he or she will, in turn, report to the leading chief petty officer (LCPO) or to the division officer. After normal working hours you report to your department duty officer, who reports to the command duty officer (CDO).

When you are assigned as a section leader, you assume additional responsibilities for the work, conduct, appearance, and welfare of the personnel in your section. Along with these additional responsibilities, you are granted additional authority to carry out your duties properly.

The section leader is the first step up the ladder of naval authority. You may be the supervisor for all the routine and special activities of the people in your section. These activities include reveille, quarters for muster, observance of the proper uniform of the day, and of items posted in the Plan of the Day or Plan of the Week. In addition, you will be responsible for the damage control functions of your duty section after normal working hours.

When your duty section is being relieved, you should pass on to your relief any pertinent information regarding the section. This information could involve new safety hazards or cleanliness of the ship.

### POLICE PETTY OFFICER

Your command may have a division police petty officer (PPO). This position may be called another name such as compartment petty officer, barracks petty officer, and so forth, but the duties and responsibilities are the same. The PPO is usually a junior petty officer and is not part of the master-at-arms (MAA) force. The PPO's duties encompass areas such as cleanliness of divisional berthing and stowage areas, holding reveille, maintaining silence after taps, and maintaining order. In addition to these duties, PPOs stand their regular watches and perform their normal duties. Sometimes they may be required to augment the MAA force in details such as searching the ship and provisioning for new personnel.

## REVIEW QUESTIONS

- Q15. Which of the following factors will determine if a PO3 is assigned as a section leader?
1. Size of the command
  2. Number of personnel assigned to your duty section
  3. Both 1 and 2 above
  4. Number of the departments in the command
- Q16. Which, if any, of the following responsibilities belong to the police petty officer?
1. Apprehending violators
  2. Keeping the quarterdeck clear of unauthorized personnel
  3. Serving as court liaison
  4. None of the above
- 

## MASTER-AT-ARMS

The chief master-at-arms (CMAA), often called the sheriff, is responsible to the executive officer for maintaining good order and discipline. Personnel of the MAA rating usually fill this billet on larger ships. On ships not having a CMAA, a chief petty officer from another rating usually will be appointed by the commanding officer and will be assigned CMAA as a collateral duty. If you are not part of the MA rating and are assigned to the MAA force, your tour of duty usually will be 6 months.

If you are assigned as an MAA, your job will require tact, a lot of common sense, and thorough knowledge of Navy and command regulations. Remember, an MAA is much like a police officer and, as such, must be courteous and friendly and must enforce regulations without favor to anyone.

## SHORE PATROL MISSION AND DUTIES

During your career, you will normally have the opportunity of being assigned to shore patrol (SP) duties. SP may be for a tour of duty or it may be for 24 hours or less. Your primary mission will be to preserve order among members of the armed forces who are on leave or in a liberty status. You should

always be courteous and fair and keep a cool head at all times. You will be required to give assistance and information when necessary and to apprehend or otherwise control military personnel who violate the law or regulations. The shore patrol also apprehends deserters and members of the armed services who are unauthorized absentees.

The Secretary of the Navy has delegated the authority to create a shore patrol to the naval area representatives and to the senior officer present in any area outside the continental limits of the United States. Shore patrol duties in foreign countries will vary from nation to nation according to treaties, agreements, and as directed by the senior officer present.

### Duties within the United States

Shore patrol units, located within the United States and its territorial possessions, are limited to the following two functions:

1. They perform court liaison functions with civilian law enforcement agencies and courts in the immediate area. Court liaison functions are limited to the provision of an official Navy point of contact for the courts, the provision of advice for individuals and local commands, and court appearances with individuals from deployed commands.

2. They receive courtesy turnovers. Courtesy turnovers are limited to those individuals whose behavior and attitude are acceptable and who desire to be returned to the custody of their parent command. Courtesy turnovers will be accepted from jails, police stations, and so forth, but not directly from police officers on the scene.

### Duties Overseas

The following are some of the duties of the shore patrol overseas:

- They render assistance to members of the armed forces. As a shore patrol member, you should be able to supply information on curfew, out-of-bounds areas and establishments, uniform regulations, and lodging accommodations. You also should have knowledge of transportation, recreational facilities, first-aid procedures, and the locations of hospitals or other medical treatment centers.

- They maintain good order and discipline among military personnel and apprehend all unauthorized absentees (and other offenders as necessary). As a shore

patrol member, you should strive to anticipate and prevent trouble. In situations that will obviously result in disorder, take preventive measures before apprehension becomes necessary. Quiet, friendly words of advice often are sufficient to prevent a situation from getting out of hand. Above all, control your temper. If you let taunts or curses overcome your self-control, you only increase tension in a situation you are trying to prevent. Should the apprehension of an unruly person become necessary, do so as quietly and expeditiously as possible.

Do not permit yourself to become involved in an argument. You can help restore order and maintain discipline by demanding strict compliance with orders, rules, and regulations; but be tactful in exercising your authority. You also must be tactful and patient with military personnel who have had too much to drink. Some people in such a condition tend to become belligerent. If they persist in having a belligerent attitude after you have talked to them, you can cancel their liberty and send them back to their ship or station; or you can apprehend them and take them to patrol headquarters.

When apprehending unauthorized absentees, you have two courses of action (except in the case of deserters, who always must be taken to patrol headquarters). If persons present a neat and orderly appearance and furnish reasonable evidence that they are returning to their station, you should permit them to proceed. Reasonable evidence is their possession of a ticket to the proper destination, presence in a bus or railroad depot awaiting transportation, or actual presence on the train or bus. Avoid detaining the absentees to the extent that they miss their transportation. If, on the other hand, you are reasonably certain they will not, or cannot, comply with orders to return to their command, take them to patrol headquarters where arrangements will be made for their return.

- They report conditions or practices that appear prejudicial to the welfare of military personnel. The shore patrol must be alert for signs of uncleanness or violations of sanitation and fire laws by restaurants, taverns, or dance halls patronized by service personnel. If any violations are found, notify your duty officer. The shore patrol always should be on the lookout for fire hazards. Check all exits to make sure that all people in the establishment can escape in case of fire.

Remember, as a shore patrol member, you are concerned not only with the health and welfare of

service personnel but also with the health and welfare of civilians within your area of duty. If you make a careful inspection and turn in an unfavorable report, you may make a few enemies, but you also may save many lives.

Complaints of overcharging, shortchanging, misrepresentation, or other illegal or shady practices should be investigated. If the complaints continue, notify the shore patrol officer. If such practices are continued, the establishment can be placed off limits.

### **Personal Appearance and Conduct**

When standing shore patrol duties, you are dealing with two communities—the military and the civilian. You must always present a sharp appearance. Be in a correct, clean, and neat uniform. Your hair must be neatly groomed, shoes shined, and hat squared. Service personnel are quick to notice and criticize faults in the uniform and behavior of the shore patrol. The people in the civilian community get their impressions of our armed forces from the way you look. You are an ambassador of the United States and the U.S. Navy. In other words, wear your uniform with pride at all times.

Your conduct as a member of the shore patrol reflects directly on the Navy and the United States. You are constantly in public view and must maintain a reputation for smartness, alertness, and efficiency. Never lounge or lean against buildings or objects, and public smoking is prohibited. Refrain from prolonged conversations outside the line of duty. Do not congregate with other patrol members except in the line of duty, and never linger in any public place or establishment. The authority vested in the shore patrol is represented by the uniform and brassard. You may exercise this authority only in the performance of assigned shore patrol duties. When you are not on duty, you have the same status as any other member of the armed forces not on duty.

You are never allowed to use your shore patrol credentials to solicit favors, gifts, or gratuities. Furthermore, these concessions should never be accepted when offered. When eating ashore as a member of the shore patrol, you must pay regular prices, whether on duty, on liberty, or on leave.

Members of the shore patrol are forbidden to drink any form of an intoxicating beverage or any other form of intoxicant while on duty or at any other time that may be prescribed by the shore patrol officer.

Remember, you must maintain respectful and friendly relations with the civil authorities and the civilian community in general. Be alert to your duty by preventing disharmony prejudicial to the armed forces.

## **Jurisdiction**

The shore patrol has jurisdiction over all members of the armed forces. You have the authority to take corrective action against any member of the armed forces who breaks regulations or the law. The corrective actions include apprehension, if necessary; but apprehensions should not be made if corrective measures will suffice.

When standing shore patrol duties, you normally have no jurisdiction over civilians. When dealing with civilians in the continental United States, a member of the shore patrol may do only what any other citizen may do—call on the civil police for assistance. If a civilian is in the act of committing a felony, you can and should place the individual under citizen's arrest. Every citizen has the right and the moral duty to stop crime and apprehend a criminal.

Today many military personnel are allowed to wear civilian clothes ashore. Wearing civilian clothing does not free Sailors from the jurisdiction of the shore patrol. If persons in civilian attire are creating a disturbance, for instance, and you have reason to suspect they are service members, request they show their identification (ID) cards. If they refuse, seek the assistance of the civil authorities.

Foreign military personnel serving under a command of the U.S. Armed Forces also may be apprehended by the shore patrol. They may be apprehended under the same circumstances that justify the apprehension of U.S. Armed Forces personnel.

## **Apprehension**

“Apprehension” means taking a person into custody. The *Uniform Code of Military Justice (UCMJ)* states that any person authorized to apprehend may do so upon reasonable belief that an offense was committed and the person apprehended committed the offense (article 7, Apprehension). So far personal appearance, conduct, and jurisdiction have been presented. Now the apprehension phase of your duties will be covered.

The policy of the Navy Department regarding liberty parties is that they be interfered with as little as possible. To do your SP job properly does not mean

you should adopt a tough attitude and apprehend as many people as possible. Personnel should not be taken into custody for minor infractions of regulations if a warning will suffice. The warning should not be in the form of a reprimand. It should be given so that only the offender hears what you have to say.

When you request a person to show proper identification, do not be aggressive or overbearing in manner. A wrong attitude may only provoke trouble for you and your partner. Persons must be given every opportunity, within reason, to identify themselves. If you must send personnel to SP headquarters to determine their identification, always advise them that they are not being taken into custody; and that when they have properly identified themselves, they will be released. If a person refuses to be cooperative or becomes abusive, then that person must be apprehended and taken to headquarters. When this situation occurs, it must be handled as quickly as possible and very tactfully. Make sure you notify the personnel involved that they are being taken into custody. According to article 31 of the *UCMJ* (Compulsory Self-Incrimination Prohibited), persons taken into custody are to be advised of the charge(s) against them and of their right to remain silent. Also, advise them that any statement made by them may be used as evidence against them in the event of trial by court-martial.

When making an apprehension, use as little force as possible. You have a partner that can help you. The nightstick you are carrying is for self-defense and is to be used only when the offender cannot be subdued otherwise. If the nightstick is needed, never strike a person in the head as it can cause serious injury and even death. Strike the shoulder, arm, or leg; or use the nightstick for jabbing—a jab in the lower solar plexus (pit of the stomach) is most effective. When personnel are taken into custody, a written report must be submitted to the shore patrol officer stating all the circumstances about the apprehension and the circumstances that required the use of the nightstick.

**APPREHENDING OFFICERS.**—Only when situations offer no alternative should enlisted shore patrol personnel apprehend an officer. Such action is taken only to prevent disgrace to the service, to prevent the officer from committing an offense, or to prevent the escape of one who has committed a serious offense. If time permits, an officer of the patrol should be summoned to take necessary action; or the assistance of any available officer of the armed forces should be requested.

When an officer persists in violating regulations or rules of conduct after being duly and politely warned, the officer should be addressed as follows: "Sir (or ma'am), it is necessary that I obtain your name, organization, and station, and check your identification." After obtaining the data, salute and thank the officer. If the officer refuses to give such information or continues to create a disturbance, then proceed as previously discussed.

**APPREHENDING MEMBERS OF THE OPPOSITE SEX.**—The shore patrol must observe the following rules when taking armed forces personnel of the opposite sex into custody:

- Physical contact should be avoided. If force is absolutely necessary for restraining the person or taking the service member to patrol headquarters, the utmost care must be used.

- In connection with any offense the interrogation and/or search of a service member will be conducted, whenever possible, by or in the presence of a service member of the same sex. Members of the opposite sex will remain outside the search area but in close proximity. The only exceptions to this rule may be in demanding circumstances where an imminent danger to life or property exists and/or the facts and circumstances of the investigation necessitate an immediate interrogation when no service member of the same sex is available.

- Anytime you apprehend a member of the opposite sex, communicate immediately with headquarters for instructions.

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### REVIEW QUESTION

- Q17. After apprehending members of the opposite sex, what should be done as soon as possible?
1. Communicate immediately with headquarters for instructions
  2. Request a member of the same sex to make apprehension
  3. Request a member of the same sex to interrogate
  4. Interrogate apprehended member yourself

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### CLOSE-ORDER DRILL

**Learning Objective:** Recall the procedures for conducting a close-order drill.

On occasion you will be required to take charge of a group of Sailors ashore and march them to a work detail, to the dispensary, or to and from classes at a training command. You also may have to take charge of such a group to prepare them for a parade or ceremony and observing military courtesies. When you are in charge of such a unit, you must give the proper commands at the right time to ensure that the unit moves with precision and smartness.

### DEFINITIONS

You should familiarize yourself with the following definitions. You need not learn them word for word, but you must understand them.

**SQUAD:** A squad at full strength normally consists of 12 persons.

**SECTION:** A section consists of two or more squads.

**PLATOON:** A platoon consists of two or more squads, a platoon headquarters, and a guide.

**PLATOON HEADQUARTERS:** A platoon headquarters consists of a platoon petty officer and one or more assistants.

**COMPANY:** A company consists of two or more platoons.

**HEAD:** The head is the leading element of a column.

**CADENCE:** Cadence is a rhythmic rate of march at a uniform step.

**QUICK TIME:** Quick time is cadence at 120 steps (12, 15, or 30 inches in length) per minute. Quick time is also the normal cadence for drills and ceremonies.

**DOUBLE TIME:** Double time is cadence at 180 steps (36 inches in length) per minute.

**SLOW TIME:** Slow time is cadence at 60 steps per minute and is used for funerals only.

**SNAP:** In drill, snap is the immediate and smart execution of a movement. In commands or signals, quality inspires immediate response.

**COMMANDS:** The two basic types of commands are the preparatory command, such as **Forward**, which indicates the type of movement to be made, and the command of execution, such as **MARCH**, which causes the desired movement to be made. For clarity, preparatory commands are printed in bold and the first letter is capitalized (**F**orward); commands of execution

are printed in capital letters (MARCH). Some commands are a combination of both preparatory commands and commands of execution, such as FALL IN, AT EASE, and REST, but are considered commands of execution. They are printed in bold, capital letters.

**AS YOU WERE:** This command cancels a movement or order that was started but not completed. At this command, troops resume their former position.

## **INDIVIDUAL MOVEMENTS**

With the exception of right step, all steps and marches starting from a halt begin with the left foot. Normally, commands are given in the cadence of quick time. When the direction of the march is to be changed, both the preparatory command and the command of execution are given as the foot in the direction of the turn strikes the ground. For example, the commands Column Right, MARCH. The movement is to the right; therefore, the word Right is spoken as your right foot strikes the ground. An interval of silence follows as you take your next step, and the command MARCH is given as your right foot again strikes the ground.

Normally, only one step is taken between the preparatory and execution commands. However, in the early phases of recruit training and at other times as necessary, the interval between commands may be greater to allow the troops more time to think about their actions. With large bodies of troops, the intervals must be longer to allow subordinate commanders to repeat the preparatory commands or to give other preparatory commands as necessary.

**QUICK TIME:** To march forward in quick time, start from a halt and give the commands Forward, MARCH. At the command Forward, shift the weight of the body to the right leg without noticeable movement. At the command MARCH, step off smartly with the left foot and continue the march with 30-inch steps. Swing the arms easily in natural arcs about 6 inches straight to the front and 3 inches to the rear of the body.

**DOUBLE TIME:** To march in double time, begin at a halt or in march in quick time and give the commands Double Time, MARCH. If beginning from a halt, at the command MARCH, raise the forearms, fingers closed and knuckles out, to a horizontal position along the waistline. Take up an easy run with the step and cadence of double time (36-inch steps at 180 steps per minute), allowing the arms to make a natural swinging motion across the front of the body. If

starting in quick time, be sure to keep the forearms horizontal; and at the command MARCH, given as either foot strikes the ground, take one more step in quick time and then step off in double time. To resume quick time from double time, give the commands Quick Time, MARCH. At the command MARCH, given as either foot strikes the ground, advance and plant the foot in double time; resume the quick time, dropping the hands to the sides.

**SIDE STEP:** The commands are Side Step, MARCH. At the command MARCH, place your right foot 12 inches to the right. Then place your left foot beside the right. Continue in the cadence of quick time. Stand as straight as you can without stiffness. The movement also may be made to the left.

**HALF STEP:** The commands are Half Step, MARCH. At the command MARCH, take steps of 15 inches instead of the normal 30 inches. Half step is executed in quick time only. To resume the full step from half step, give the commands Forward, MARCH.

**BACK STEP:** The commands are Backward, MARCH. At the command MARCH, take steps of 15 inches straight to the rear. The back step is executed in quick time only.

**TO CHANGE STEPS:** Change steps may be executed without orders by an individual to get in step with the rest of the unit. An entire unit may be ordered to change step to get in step with another unit. The commands are Change Step, MARCH. At the command MARCH, given as either foot strikes the ground, advance and plant the other foot. For example, plant the left foot, then plant the toe of the right foot near the heel of the left foot, and step off with the left foot.

**MARCHING AT EASE:** The commands are AT EASE, MARCH. When marching at ease, you must march in orderly ranks in silence, but you need not keep step or march at attention.

**MARCHING IN ROUTE STEP:** The commands are Route Step, MARCH. Marching is the same as when marching at ease, except that you need not maintain silence. (Route is pronounced to rhyme with "out.") To resume marching in quick time from route step or at ease, give the command ATTENTION. At the command, troops come to attention and pick up the step (in step and in cadence).

**MARCHING IN PLACE, QUICK TIME:** To march in place at quick time, give the commands Mark Time, MARCH. The commands may be given from a

halt, marching at quick time, half step, or double time in place. The command of execution may be given as either foot strikes the ground.

- From a halt: On the command Mark Time, shift your weight to your right leg without noticeable movement. On the command MARCH, beginning with your left foot and then alternating, raise each foot so that the ball of the foot is approximately 2 inches and the heel is approximately 4 inches from the ground. Swing your arms naturally as in marching.

- When marching at quick time: On the command MARCH, take one more 30-inch step. Bring your heels together and begin marking time without loss of cadence. To resume the march at quick time, give the commands Forward, MARCH. On the command MARCH, take one more step in place and move out with a 30-inch step.

- When marching in place at double time: On the command MARCH, take one more step in place at double time and commence marking time.

**MARCHING IN PLACE AT DOUBLE TIME:** To march in place at double time, give the commands In Place, Double Time, MARCH. They may be given while halted, while marching at double time, or while marking time.

- From a halt: On the preparatory command, shift your weight to your right leg without noticeable movement. On the command MARCH, raise your arms as for double time and commence marching in place as for mark time; the cadence is 180 steps per minute and the feet are raised about 6 inches from the ground.

- When marching at double time: On the command MARCH, take two more double time steps. Bring your feet together and begin double time in place without loss of cadence.

At the commands Double Time, MARCH, resume the march at double time. On MARCH, take two more steps in place and move out at double time rate.

- When marking time: On the command MARCH, take one more step in mark time and commence marching at double time in place.

**HALT:** The commands are Squad, (Platoon, Company, as appropriate), HALT. The command of execution may be given as either foot strikes the ground.

- When marching in quick time: At the command HALT, execute a halt in two counts by taking an additional step and then bring the other foot alongside.

- When marching in double time: A halt is made in three counts. At the command HALT, take one more 36-inch step at double time, one 30-inch step at quick time, and bring the heels together.

- When side-stepping: The preparatory command is given when the heels are together, and the command of execution usually is given the next time the heels are together. After HALT is given, take one more step and bring the heels together.

- When marking time: Take one step after HALT is given and bring your heels together.

- From in place at double time: On HALT, take one step at double time, one step at quick time, and bring your heels together.

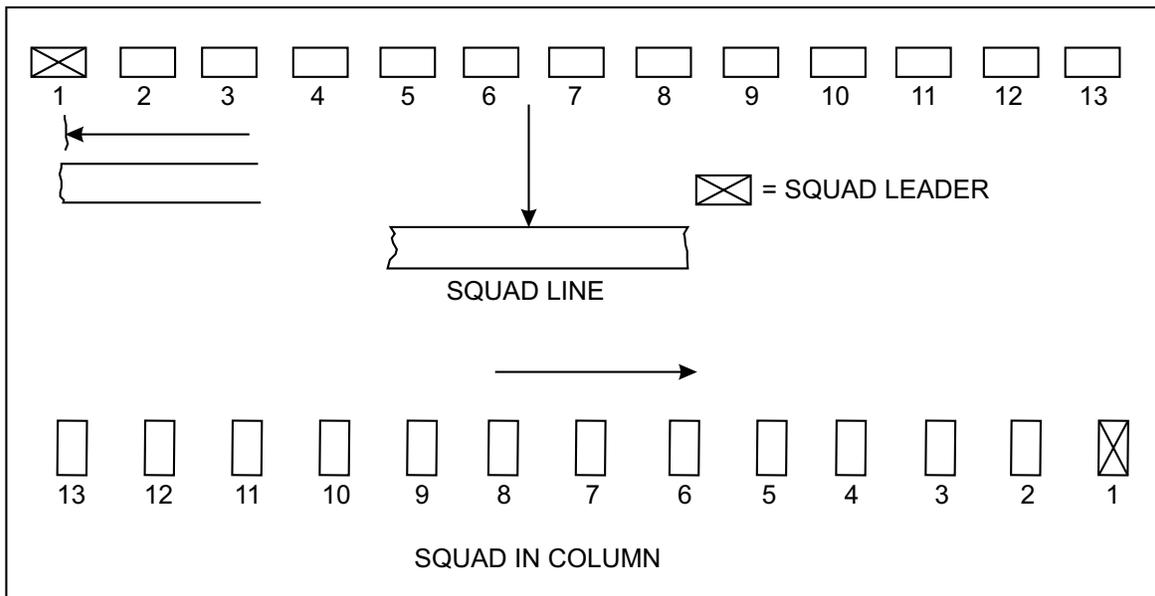
- When back-stepping: On HALT, take one more step and bring the forward heel back against the other.

## **SQUAD DRILL**

A squad is a group of persons formed for the purpose of instruction, discipline, control, and order. Normally, no fewer than 8 and not more than 12 persons are under the direction of a squad leader. The usual formation is a single rank or line, or a single file or column, as shown in figure 8-7. The first formation is always in line, but the squad is marched only for short distances in this formation. When not at drill, a squad may be formed in two ranks and marched in a column of twos. Usually squads, as well as all other units, are formed at normal intervals.

**MOVEMENTS:** Most troop movements requiring changes in direction are accomplished by reversing direction or by flanking, oblique, or column movements. Many maneuvers, however, require a combination of two or more of these basic movements. For movements that can be made either to the right or left, you will be given the commands and descriptions for only those to the right. Unless indicated otherwise, you may assume that a movement can be made in either direction.

Preparatory commands for these movements are given so that the last word of the command is pronounced when the foot in the direction of the movement strikes the ground. Commands of execution also are given as that same foot strikes the ground.



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Figure 8-7. Squad formations.

**COLUMN RIGHT:** The commands are Column Right, MARCH. At the command MARCH, the first member in the column takes one more step with the left foot, pivots 90° to the right on the ball of the left foot, and at the same time steps out in the new direction on the right foot (one count). The rest of the column continues to march along in the original direction. As each member reaches the point where the first member changed direction (pivot point), the member executes the movement as described.

When halted, at the command MARCH, the front member pivots to the right and steps out with the left foot. At the same time, other members march forward. As each member reaches the pivot point used by the front member, the member changes direction as described above.

- **Quick time:** On MARCH, take another step with the left foot in the original direction of march, turn 180° to the right on the balls of both feet, and step out on the left foot in the new direction.
- **Double time:** On MARCH, advance two steps in the original direction, turn to the right while taking four steps in place and in cadence, and step off on the left foot.

**NOTE:** If troops are at a halt and you desire to march them in the direction opposite from that which they are facing, give the commands About, FACE and Forward, MARCH.

**TO MARCH TO A FLANK:** This movement is performed only when marching. The commands are

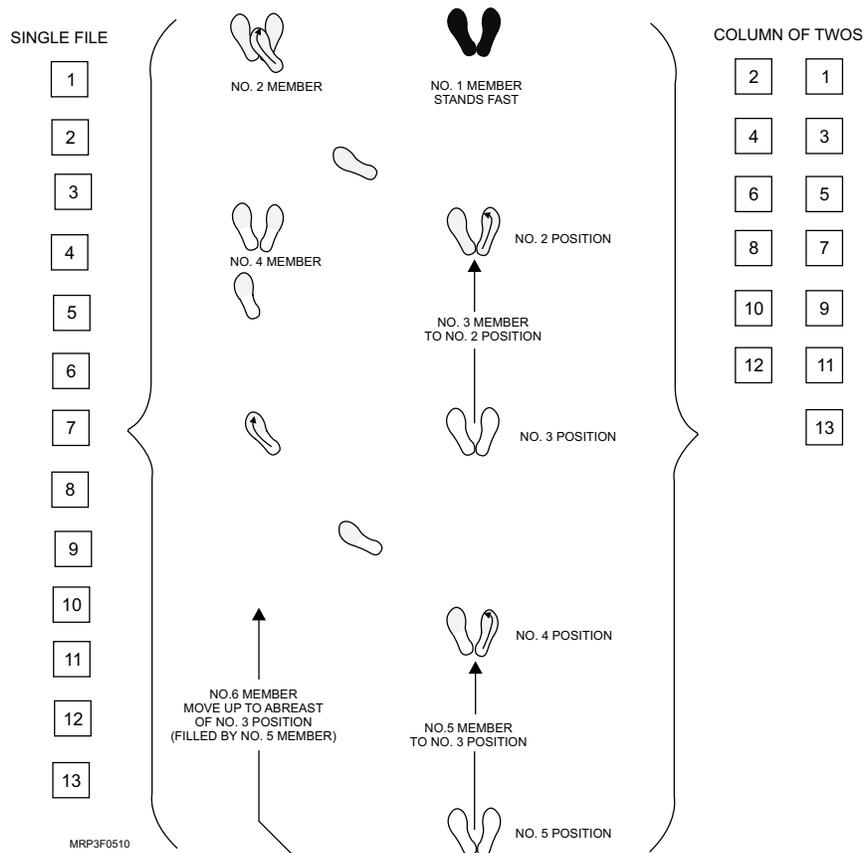
By the Right Flank, MARCH. On the command MARCH, given as the right foot strikes the ground, take a step with the left foot, turn 90° to the right on the ball of the left foot, and step out in the new direction on the right foot. The turn and the step in the new direction are performed at the same time. Flank movements are performed simultaneously by all hands.

**TO MARCH AT AN ANGLE:** The commands are Right Oblique, MARCH. Oblique is pronounced to rhyme with “like.” This movement is executed in the same manner as the flank movement, except the turn is 45° instead of 90° from the original direction.

The commands Forward, MARCH are given to resume original direction of march. MARCH is given as the foot toward the original front hits the ground; then each member takes another step, turns on the ball of that foot, and steps off to the front.

While marching at the oblique, the command HALT is given on the left foot to halt from right oblique and on the right foot to halt from left oblique. At the command, each member takes another step in the oblique direction, turns to the front on the ball of that foot, and halts on that spot.

When you wish to temporarily halt a unit marching at the oblique, the commands In Place, HALT are given. Each member halts in two counts, as at quick time, but remains facing in the oblique direction. The only commands that can be given after halting in place are Resume, MARCH. On MARCH, the movement continues in the oblique direction.



**Figure 8-8. From single file to column of twos.**

**FROM SINGLE FILE TO COLUMN OF TWOS:**

This movement is done only from a halt, and all members required to move do so at the same time. The commands are Column of Twos To the Left, (or Right), MARCH. On MARCH, the front member stands fast. Even-numbered members (counting from front to rear) face half left on the ball of the right foot and at the same time step off on the left foot. Figure 8-8 shows this movement. These members take two steps, turning to the front on the ball of the right foot when that foot hits the ground. They march forward and halt when abreast and at normal intervals from the odd-numbered members that were formerly in front of them. Odd-numbered members (except the front member) march forward and halt upon reaching a normal distance from the members that are now in front of them.

**FROM COLUMN OF TWOS TO SINGLE FILE:**

This movement, done from a halt, normally is used to return a squad to its original position after completing the movement just described. The commands are Column of Files from the Right (or Left, depending on the position of the members), MARCH. On the command MARCH, the number one and number two

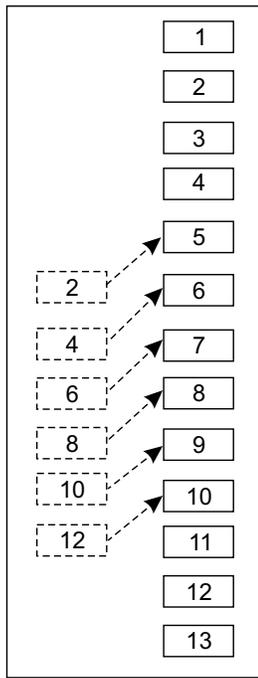
members (now the right and left front members) step off at the same time. Figure 8-9 shows this movement. The number one member marches forward. The number two member pivots to the half right on the ball of the right foot and steps off on the left foot, takes two steps, and pivots to the half left when the right foot hits the ground. The number two member now follows in file and at a normal distance behind the number one member.

The remaining odd- and even-numbered members step off in pairs, execute the same movements as numbers one and two, and follow in file at a normal distance.

**NOTE**

Many commands contain the words *from* and *to*, and they may be confusing. Therefore, remember that when going from a large number of files to a small number of files, the command contains the word *from*.

**TO DISMISS THE SQUAD:** A squad not under arms is dismissed by the single command DISMISSED. The command is given only when the members are at attention.



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Figure 8-9. From column of twos to single file.

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## REVIEW QUESTIONS

- Q18. Which of the following entities make up a platoon?
1. Two or more squads
  2. Platoon headquarters
  3. Guide
  4. All of the above
- Q19. For quick time, at the command MARCH, step off smartly with the left foot and continue the march in steps of what length in inches?
1. 25
  2. 30
  3. 35
  4. 40

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## DRILL COMMANDS AND MILITARY BEARING

A good drill command is loud enough to be heard by everyone in the unit. Make it a practice to speak to the person farthest away from you. Take pains to be distinct. A mumbled command will only result in

confusion and an unmilitary-like execution. Learn to speak with assurance. Give your preparatory command a rising inflection; deliver your command of execution with sharp emphasis.

If you make a mistake or two the first time you drill your unit, no harm is done provided you remember your mistakes. You will find that the more often you drill the unit, the more confident you will become.

To maintain a sharp military formation, observe the following practices:

- Present a smart appearance, whether you are exercising the formation at drills or only marching a work detail.
- Observe the formation constantly. Correct mistakes immediately but pleasantly.
- Stand far enough away from your unit to see all of them but close enough to detect mistakes and be heard by all.
- Do not keep the formation in any one position too long. Face them away from the sun, if possible.
- When not marching, give your command while standing at attention.
- Permit no smoking in ranks. Allow talking only while the group is at rest or when marching at route step.

## MILITARY COURTESIES AND FORMATIONS

**Learning Objective:** Recall how to perform military courtesies as a formation leader.

You should now feel secure in issuing the basic drill commands to your division. You are ready to present the division at an inspection, quarters, or a ceremonial event. Additional information on drills and ceremonies can be found in the *Drill and Ceremonies Manual and Interior Guard Manual*, SECNAVINST 5060.22.

## INSPECTIONS

When your division falls in to a formation, the ranks should be formed according to height with the tallest personnel at the end of the formation (opposite from the end where the inspecting party will arrive). Usually, the tallest person will be on your left as you face the formation. Have the division open ranks and stand at parade rest while awaiting the inspecting party. You or

the division officer should fall in so that the inspecting party will approach from the right. Call the division to attention when the inspecting party approaches. When the inspecting party is approximately six paces from you, order Hand, SALUTE. Greet the inspecting officer with "Good morning (afternoon) Commander (Captain, Commodore, Admiral)." The inspecting officer will then return your salute. You should now order TWO. You should address the inspecting officer as follows: "Division ready for your inspection, sir/ma'am, no authorized absentees (or the number of authorized absentees)." You should be prepared to give the inspecting officer an exact breakdown of your personnel, if requested. As your division is being inspected, you should fall in just behind the inspecting officer, on the side away from the rank being inspected. Some inspecting officers may request the division to be uncovered. At the request, give the commands About, FACE; UNCOVER; and TWO. At the completion of the inspection, give the commands COVER; TWO; About, FACE; and CLOSE RANKS. You should then place your division at parade rest until the inspecting party has finished inspecting the next division. You may then place the division at ease. Unless given orders otherwise, your division should remain at parade rest until the entire inspection has been completed.

## QUARTERS

Quarters are a little more informal than an inspection. You still need to have the division fall in to ranks of two or four. When the division officer approaches, have the division come to attention. The command will be Division, ATTENTION TO QUARTERS. Salute the division officer and greet him or her with "Good morning sir/ma'am." The division officer will then return your salute; at that time give the command Division, STAND AT EASE. You will then inform the division officer of the disposition of the division, and he or she will sign the muster report. The division officer will then pass on any word received at officer's call. At this time, if he or she desires to inspect the division, you should call the division to attention. Give the command OPEN RANKS, then UNCOVER, and TWO (if required). You should follow the division officer during the inspection and record any deficiencies he or she may notice. At the conclusion of the inspection, give the commands COVER, TWO, and CLOSE RANKS. If the division officer desires, he or she may go over the discrepancies found during inspection with the division or with the leading petty officer. At the conclusion of quarters give the command DISMISSED.

## CEREMONIES

You should review the numerous types of ceremonies covered in *Drill and Ceremonies Manual and Interior Guard Manual*, SECNAVINST 5060.22. However, a few general guidelines are presented here. For a ceremony, your division should fall in to formation just as if they were to be inspected. Your department head generally will be out in front of the formation and will require a report. The department head will call the department to attention and say "division officer's report." At the appropriate time you should salute and reply with "division, no authorized absences (or the number of absentees)." The department head will return your salute. The department head will place the department at ease, parade rest, or attention at the appropriate times.

Usually at ceremonial events, the national anthem is played. In this event, you will place the division at attention (if not already at attention) and salute the flag on the first note of the anthem.

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### REVIEW QUESTIONS

- Q20. As you face a formation, the tallest person should be in which of the following positions?
1. Middle of the formation
  2. On your right
  3. On your left
  4. End closest to where the inspecting party will arrive
- Q21. An inspection is more informal than quarters.
1. True
  2. False

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### SUMMARY

As a petty officer, your responsibilities and duties are much greater than those of a nonrated person. Every time you are advanced in rate, your responsibilities and duties expand accordingly. By completing all the requirements for advancement to petty officer, including your commanding officer's recommendation, you are declaring your readiness and willingness to accept more responsibility and authority.

This chapter has provided you with information on some of the typical duties you may be assigned, both aboard ship and ashore. Some of these duties include petty officer of the watch, shore patrol, section leader, master-at-arms, police petty officer, and military police. You also learned where you can find information on Navy correspondence to assist you in writing letters, messages, and reports.

The importance and seriousness of terrorist threats and security precautions were discussed. Bomb threats are included as part of this section for obvious reasons. They are a security threat and are the tools of terrorism as well as weapons of a distraught person. We must train to act against these threats for the safety of our personnel and facilities.

Close-order drill, in one form or another, has always been a part of the military. It provides an orderly, precise means of moving numbers of personnel from one location to another. The sharp execution of drill commands is an indicator of a sharp outfit. Drills and ceremonies are as old as organized militaries, and the Navy takes pride in the correct execution of both.

Remember, no matter what duties you are assigned as a petty officer, pride, professionalism, and dedication to duty is what being a petty officer is all about.

## REFERENCES

- Basic Military Requirements*, NAVEDTRA 14277, Naval Education and Training Professional Development and Technology Center, Pensacola, FL, 1999.
- Department of the Navy Correspondence Manual*, SECNAVINST 5216.5D, Department of the Navy, Office of the Secretary, Washington, DC, 1998.
- Drill and Ceremonies Manual and Interior Guard Manual*, SECNAVINST 5060.22, Chief of Naval Operations, Washington, DC, 1991.
- Manual for Courts-Martial*, U.S. Government Printing Office, Washington, D.C., 1998.
- Preparing, Maintaining, and Submitting the Ship's Deck Log*, OPNAVINST 3100.7C, Chief of Naval Operations, Washington, DC, 1994.
- Quartermaster*, NAVEDTRA 14220, Naval Education and Training Program Management Support Activity, Pensacola, FL, 1995.
- Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32C, Chief of Naval Operations, Washington, DC, 1994.
- United States Navy Uniform Regulations*, NAVPERS 15665I, Bureau of Naval Personnel, Washington, DC, 1995.

## REVIEW ANSWERS

- A1. (1) No rule exists about the number of paragraphs one unit of information should contain. No matter how many paragraphs you write, be sure to follow the rules for organization and continuity.
- A2. (4) The CO, OIC, or person acting in either position must sign the following documents: those which establish policy, those which center on changes to the command's mission, and those required by law for regulation such as the ship's deck log.
- A3. (2) The POOW is the primary enlisted assistant to the OOD when the ship is in port. The POOW assists the OOD in carrying out the ship's daily routine and ensuring the security and safety of the ship.
- A4. (4) A ship's deck log has both historical importance and legal standing. It may be used at times in naval, admiralty, and civil courts. In an incident involving the ship, the log may be the only available evidence upon which to base a legal decision.
- A5. (1) The overall responsibility for the deck log belongs to the OOD. OODs must sign the deck log at the end of the watch to show relief of the watch and validity of entries.
- A6. (1) In the case of a bomb threat, information is the key to disarming and avoiding catastrophe. Information such as who, what, when, and most certainly, where, should be obtained.
- A7. (1) If the pistol has a lanyard attached to it, keep the lanyard around your neck until your relief has positive control of the pistol. Then remove the lanyard from around your neck and place it around the neck of your relief. This effort prevents the pistol from being dropped and damaged.
- A8. (4) Special evolutions involve many out of the routine events that occur aboard ship.
- A9. (4) Side boys are not paraded on Sunday or on other days between sunset and 0800 or during meal hours of the crew, general drills and evolutions, and periods of regular overhaul, except in honor of civil officials and foreign officers.
- A10. (1) In any periods of actual or forecasted high winds and seas, hurricanes, or tidal waves, the heavy weather bill will be in effect.
- A11. (2) The heat from your body can affect the height of the liquid column and give an erroneous temperature reading.
- A12. (2) Winds measured at 39 to 54 miles per hour constitute a gale warning.
- A13. (2) As the POOW, you are responsible for reporting any kind of pollution.
- A14. (2) To ensure the lights are working properly, all lights must be checked 30 minutes before sunset.
- A15. (3) Depending on the size or class of the ship, you may not be assigned as a section leader until you become a second class petty officer. Aboard larger ships with large sections you may have to wait until you become a first class petty officer. Therefore, being assigned as a section leader depends upon the size of command and number of personnel in your section.
- A16. (4) The police petty officer's duties encompass areas such as cleanliness of divisional berthing and stowage areas, holding reveille, maintaining silence after taps and maintaining order.
- A17. (1) Any time you apprehend a member of the opposite sex, communicate immediately with headquarters for instructions.
- A18. (4) A platoon consists of two or more squads, a platoon headquarters, and a guide.
- A19. (2) Quick time is cadence at 120 steps (12, 15, or 30 inches in length) per minute.
- A20. (3) Usually, the tallest person will be on your left as you face the formation.
- A21. (2) Quarters is a little more informal than an inspection.