

CHAPTER 5

MILITARY REQUIREMENTS

LEARNING OBJECTIVES

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

1. State the requirements for standing a proper military watch.
2. Describe the procedures for setting and relieving the watch.
3. Describe the procedures for keeping and correcting the deck log.
4. State the duties and responsibilities for the junior officer of the deck (JOOD) in port.
5. State the security procedures to be followed for casual visitors.
6. State the security procedures for personnel with and without visitor clearance.
7. Describe the security procedures for unauthorized visitors.
8. Describe the security watches required in U.S. and foreign ports.
9. State the duties and responsibilities of the senior section leader and the section leader.

The OOD (in-port) is that officer or petty officer on watch designated by the commanding officer to be in charge of the unit. He/she is primarily responsible for the safety and proper operation of the unit.

—*Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32B.*

This chapter will give you an overview of the duties, responsibilities, and organizational relationship of the officer of the deck (OOD) in port and the junior officer of the deck (JOOD) in port.

One of the most important watches you will stand as a senior petty officer is the in-port OOD. The in-port OOD, next to the captain and the executive officer, is the most important person aboard ship. As a direct representative of the commanding officer, the OOD has all the

authority of command. The in-port OOD should continually supervise, inspect, control, make timely and sound decisions, and be ready to respond quickly to a variety of situations. The OOD should be ever mindful of the weather when the ship is anchored, moored, or secured to a pier. Security of the ship is one of the most important duties of the OOD in port.

As a senior petty officer, knowing the duties and responsibilities of the OOD is as important as knowing the duties and responsibilities of your division officer. The following information will help you in your personnel qualification standards (PQS) for in-port OOD. (Two other excellent sources of information are *Boatswain's Mate 1 & C*, NAVEDTRA 10122-E, and the *Watch Officer*, NAVEDTRA 10719-C.)

In the following paragraphs, we will cover some of the general duties of OOD and JOOD watch standers; how to prepare for a watch; relieving procedures; and duties, responsibilities, and authority.

Although the following paragraphs cover standing watch aboard ship (in port), the

principles involved also apply to watches ashore.

PERFORMANCE OF DUTY ON WATCH

The following instructions paraphrase the *Standard Organization and Regulations of the U.S. Navy (SORN)*, OPNAVINST3120.32B. The *SORN* should be used as a general guide for standards met by all watch standers. As a watch stander, you are responsible for the following:

1. Proper performance of all duties prescribed or your watch. All persons in your charge will be subject to your orders.
2. Remain responsible for your watch and remain on station until properly relieved. You should require the same of all persons on watch with you. You should instruct them as necessary in the performance of their duties. Ensure that they are at their stations and are attentive, alert, and ready for duty. You should train yourself and your subordinates to foresee situations that may arise and take corrective actions as required.
3. Conduct yourself in a smart and military manner at all times.
4. Use phraseology that is customary to naval personnel when issuing orders and making reports.
5. Demand of yourself and others formality in all relationships while on watch.
6. Promptly inform appropriate persons of matters concerning your watch so they can properly perform their duties.
7. Make all required inspections and any additional inspections necessary to ensure that the duties of the watch are properly performed.

PREPARATION FOR THE WATCH

There is a good deal of preparation required before the OOD assumes a deck watch in port. As a matter of routine, the relieving OOD should review the Plan of the Day and local command instructions. This includes those of the senior officer present afloat (SOPA); and unit policy concerning existing or special situations. Generally, all basic information needed by the OOD is contained in a folder that is kept on the quarterdeck.

Some of the most important aspects of the watch that the in-port OOD should consider are listed below. Based on the experience of the OOD or under special circumstances, the OOD should also consider other aspects not listed below.

1. Anchor in use and scope of chain
2. Depth of water and type of bottom
3. Lines in use, if alongside
4. Anchorage bearings, if at anchor
5. Weather conditions expected and preparations for them
6. State of tide
7. Boiler and auxiliaries in use
8. SOPA and other ships present
9. Location of the flag officer (if any), captain, executive officer, and department heads
10. Senior officer aboard and senior duty officer
11. Number of boats in the water, their locations, and boat officers available
12. Absentees, prisoners, and duty lists
13. General appearance of the ship
14. Orders for the day and special orders
15. Liberty sections, time liberty expires, and approximate number of personnel ashore
16. Guard ships
17. Status of planes, if any
18. Work or drills in progress or scheduled
19. Visitors on board or expected and any orders concerning them
20. Workers or other authorized civilians on board
21. If at night, designated ready lifeboat and any morning orders for the anchor watch
22. Boat schedule

SETTING THE WATCH

Setting the watch occurs with a change of watch conditions within the ship. A watch is set upon getting underway, mooring, and changing the conditions of readiness. Personnel assigned to watch stations are responsible for setting the watch and for making the watch station ready to function as rapidly as possible. They are also responsible for ensuring that necessary equipment, material, and personnel are on station.

RELIEVING THE WATCH

Relieving the watch is a controlled and precise function. Experience has shown that the ability

to handle casualties and tactical decisions is significantly reduced during the transition period between watches. The following guidelines should be followed when relieving the watch:

1. The relieving watch should be on station in enough time to become familiar with equipment conditions and the overall situation.

2. The relieving watch should make an inspection of all spaces and equipment, as required by the commanding officer, before relieving the watch.

3. The relieving watch should read the commentary sections of the ship's deck log from the last time he or she was on watch. If continuity has been interrupted, the preceding three watches are reviewed. The relieving watch should carefully note unusual conditions, deviations from normal conditions, and other matters of importance and discuss them with the person being relieved.

4. Both the relieved watch and the relieving watch are responsible for seeing that the relieving watch is aware of all unusual conditions. These include tactical situations, equipment out of commission, outstanding orders, deviations from normal plant or equipment lineup, forthcoming evolutions, and any other matters pertinent to the watch.

5. The relief should be exercised smartly in each case under the following guidelines:

- a. The relief reports, "I am ready to relieve you, sir or ma'am."

- b. The person being relieved gives a status report of the watch section.

- c. The relief makes a tour of the watch station.

6. The person being relieved completes briefing of relief (including unexecuted orders and anticipated evolutions) and answers any questions.

7. The relief, when fully satisfied that complete information on the watch has been passed, relieves the watch by saying, "I relieve you, sir/ma'am."

8. At this time responsibility for the watch stations shifts to the oncoming watch; and the person being relieved will state, "I stand relieved."

9. The log is completed and signed by the outgoing OOD before leaving the watch station.

Another important aspect of relieving the watch is determining what watches are being manned, who is manning them, and who they report to. Since watches are dispersed throughout the ship, this information is very important in the

smooth transition from watch to watch. The oncoming OOD should be aware of the current status of the watch bill, such as authorized changes, special watches, or conditions that are different from those stated in the Plan of the Day.

THE OOD IN PORT

As stated in OPNAVINST 3120.32B, the in-port officer of the deck is an officer or petty officer on watch designated by the commanding officer to be in charge of the unit. The OOD is primarily responsible for the safety and proper operation of the unit.

A petty officer assigned as the in-port officer of the deck has the same status as a commissioned or chief warrant officer; therefore, the orders of a petty officer assigned as OOD have the same enforcement powers. The OOD is designated in writing by the commanding officer. On most ships the OOD is required to complete the section of the surface warfare officers' PQS that relates to the OOD in port.

ORGANIZATIONAL RELATIONSHIP OF THE OFFICER OF THE DECK

The in-port officer of the deck reports directly to the commanding officer for the safety and general duties of the ship. He or she reports to the command duty officer in port (executive officer when a command duty officer [CDO] is not assigned) for carrying out the ship's routine. The CDO has the authority to relieve the officer of the deck when necessary for the safety of the ship.

The following personnel report to the in-port officer of the deck:

The junior officer of the watch (JOOW) for assigned duties and watch training.

The communications watch officer for the expeditious transmission and receipt of operational and general messages.

The quartermaster of the watch for assigned duties.

The boat coxswains, or boat officers when assigned, for the safe and proper operation of ship's boats.

The officer, petty officer, or JOOD (in port) in charge of the gangway watch for the maintenance of a properly posted and alert watch on the crew's brow or accommodation ladder.

The petty officer of the watch supervises the quarterdeck watch, anchor watch, fog look-outs, brow and dock sentries. When there is no Marine Detachment assigned, and security watches and patrols are also under the control of the in-port OOD.

The duty Master-At-Arms for maintenance of good order and discipline and the security and processing of prisoners.

The sergeant of the guard for direction of the guard in performing their duties (in ships having a Marine Detachment).

The in-port watch organization chart, shown in figure 5-1, shows the relationship of the OOD to the in-port watch.

DUTIES, RESPONSIBILITIES, AND AUTHORITY OF THE OFFICER OF THE DECK

Your OOD duties will vary from ship to ship and station to station. The type of command and your commanding officer will dictate modifications to the OOD orders. The following duties, responsibilities, and authorities are listed from the *SORN*. The OOD (in port) shall:

- (1) Keep continually informed of the unit's position, mooring lines or ground tackle in use, tide and weather information, the status of the engineering plant, the status of the unit's boats, and all other matters affecting the safety and security of the unit; and take appropriate action to prevent grounding, collision, dragging, or other danger in accordance with the U.S. Coast Guard navigation rules of the road and the orders of the commanding officer and other proper authority.

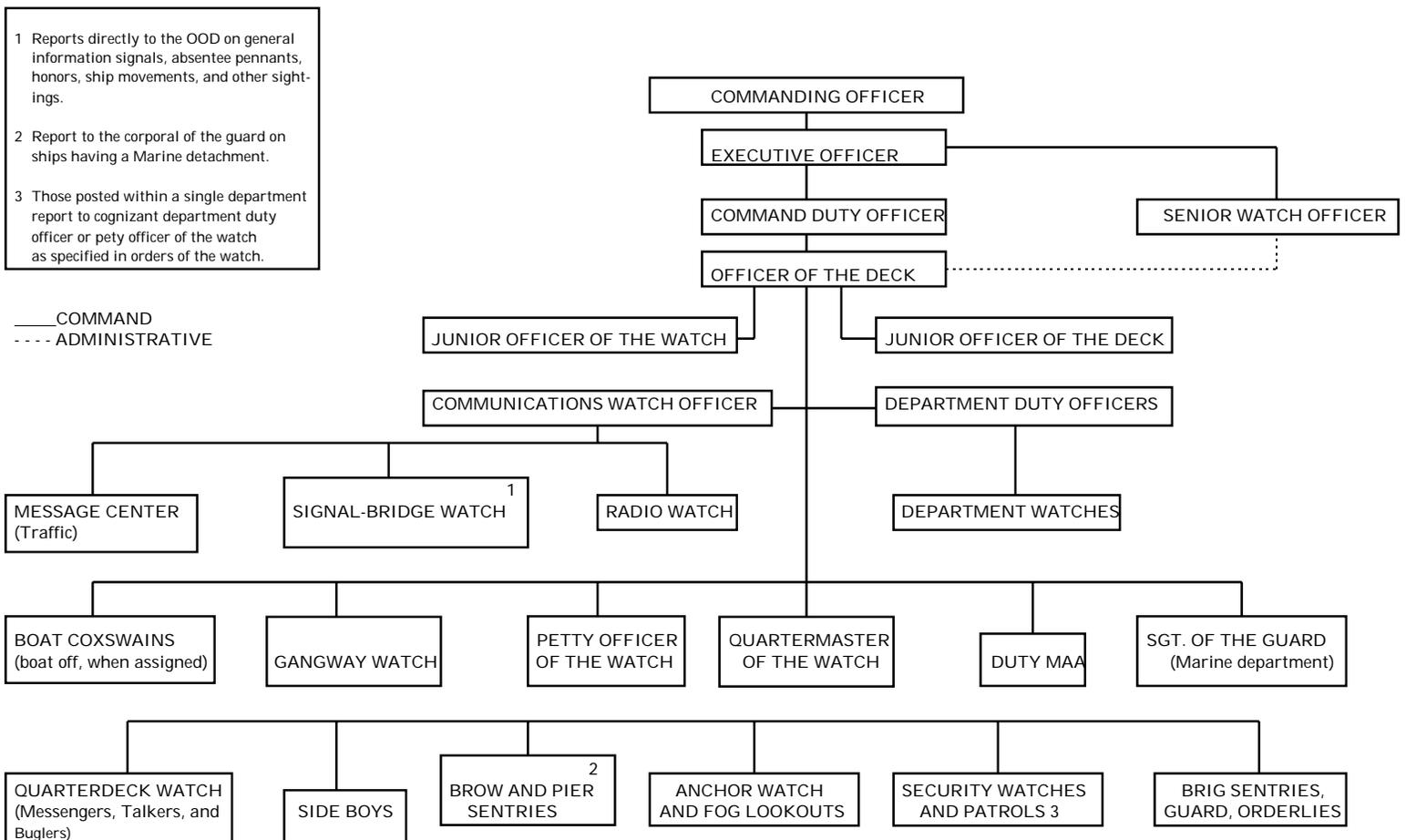


Figure 5-1.—Watch Organization chart (in port).

(2) Ensure that required reports to the OOD (in port) concerning tests and inspections and the routine reports of patrols, watches, and sentries are promptly originated and that the quarterdeck watch, lookouts, anchor watch, and other sentries or patrols are properly posted and alert.

(3) Ensure all required entries are made in the deck log, and sign the log at the conclusion of the watch.

(4) Carry out the routine as published in the Plan of the Day, ensuring the executive officer, CDO (in port), and department heads are informed of circumstances which require changes in routine or other action on their part.

(5) Initiate and supervise unit's evolutions or operations as necessary.

(6) Attend one of the unit's gangways, and supervise watch personnel assigned to attend other gangways.

(7) Supervise the operations of the unit's boats in accordance with the boat schedule published by the executive officer and the orders of the commanding officer and other proper authority.

(8) Ensure that boats are operated safely and all boat safety regulations are observed. Give particular attention to changes in wind or sea conditions and notify the in-port CDO when the suspension of boating is advisable. Ensure that boats are not overloaded, and reduce the allowed loading capacity when weather conditions require caution. Recommend use of boat officers to the CDO when weather or other conditions warrant. Require boat passengers to wear life jackets when conditions are hazardous; ensure that all boats assigned trips are fully equipped, manned, fueled, and in working order; provide harbor charts to boat coxswains; give boat coxswains trip orders and orders to shove off.

(9) Supervise the general announcing system, the general and chemical alarms, and the whistle, gong, and bell in accordance with the orders of the commanding officer and U.S. Coast Guard navigation rules of the road.

(10) Permit no person to go aloft on masts or stacks or to work over the side of the ship except when wind and sea conditions permit, and then only when all safety precautions are observed.

(11) Display required absentee pennants, colors, and general information signals, and supervise the rendering of honors.

(12) Make all required reports to the CDO (in port), executive officer, and commanding officer as directed by standing orders to the OOD.

(13) Supervise and conduct on-the-job training for the JOOW, the JOOD, and enlisted personnel of the quarterdeck watch.

(14) Assume other responsibilities as the commanding officer may assign.

(15) Supervise striking of the ship's bell to denote the hours and half-hours from reveille to taps, requesting permission of the commanding officer to strike eight bells at 0800, 1200, and 2000.

Apprehension and Restraint

As the officer of the deck, you need to know the difference between APPREHENSION and the three degrees of RESTRAINTS: (1) restriction instead of arrest, (2) arrest, or (3) confinement. At any time during the watch, you may have to take custody of personnel charged with misconduct. All officers, petty officers, and noncommissioned officers of any service have authority to apprehend offenders who are subject to the *Uniform Code of Military Justice*.

APPREHENSION. —Apprehension is the equivalent of an arrest in civilian life. It is the taking of a person into custody. An apprehension is made by clearly notifying the person being apprehended that he or she is in custody. The notice can be given orally or in writing. The person making the apprehension may only use such force and means as is reasonably necessary to affect the apprehension. Apprehension continues until the person is delivered to proper authority. Aboard ship, the authority is the OOD.

RESTRAINT. —Restraint is the moral or physical restraint on a person's liberty. It may consist of restriction in lieu of arrest, arrest, or confinement.

Restriction in Lieu of Arrest. —Restriction in lieu of arrest is the restraint of a person by an oral or written order directing the person to remain within specified limits of an area. A restricted person, unless otherwise directed, performs full military duties while restricted.

Arrest.—Arrest is the restraint of a person by an oral or written order, not imposed as punishment, directing the person to remain within the specified limits of an area. A person in the status of arrest may not be required to perform full military duties. The person may be relieved of such duties as supervising personnel, serving as a guard, or bearing arms. A person in arrest may do ordinary cleaning or policing or take part in routine training and duties.

Confinement.—Confinement is the physical restraint, imposed by order of competent authority, depriving a person of his or her freedom pending the disposition of offenses. No person may be ordered into confinement except for probable cause. Probable cause exists when there is a reasonable belief that

1. an offense triable by court-martial has been committed,
2. the person confined committed it, and confinement is required by the circumstances.

Only a commanding officer to whose authority a civilian or an officer is subject may order restraint of the civilian or officer. When a person is placed under restraint, that person should be informed of the nature of the offense that is the basis for such restraint.

Granting Asylum and Temporary Refuge

As the in-port OOD, you may be the first person contacted by someone seeking asylum or temporary refuge aboard your commend. You should be aware of your authority to provide assistance and protection to these people. You should also know what your responsibilities are if foreign authorities request their return. Be sure to check your command's instructions on procedures to follow if someone seeks asylum or temporary refuge. The following is paraphrased from article 0939 of *United States Navy Regulations*.

HIGH SEAS AND U.S. TERRITORIES.— On the high seas or territories under exclusive United States jurisdiction, persons should be received on board at their request. Under no circumstances should the person be surrendered to foreign jurisdiction or control, unless directed by the Secretary of the Navy or higher authority.

The person should be afforded every reasonable care and protection permitted by the circumstances.

FOREIGN TERRITORIES.—In territories under foreign jurisdiction, refuge should be granted for humanitarian reasons only in extreme or exceptional circumstances where life or safety of the person is in imminent danger. When refuge is granted, such protection should only be terminated when directed by the Secretary of the Navy or higher authority. If foreign authorities request return of the person, it should be reported to the Chief of Naval Operations (CNO). The foreign authorities should be informed that the case has been referred to higher authorities.

If temporary refuge is terminated by higher authority, the person should be released only to the authority designated in the message authorizing release.

Permanent asylum cannot be granted. Foreign nationals requesting political asylum in the United States should be advised to contact the nearest American Embassy or Consulate. You should never directly or indirectly invite persons to seek asylum or temporary refuge.

The Deck Log (In Port)

The basic requirements for maintaining the ship's deck logs are contained in the *SORN* and *U.S. Navy Regulations*. OPNAVINST 3100.7B, *Preparing, Maintaining and Submitting the Ship's Deck Log*, provides detailed guidance in preparing the ship's deck log.

All U.S. Navy ships in commission and other designated craft are required to maintain a ship's deck log. The deck log is the official daily record of a ship, by watches. Every circumstance and occurrence of importance or interest that concerns the crew and the operation and safety of the ship or that may be of historical value is described in the deck log.

The deck log is a chronological record of events occurring during the watch. Accuracy in describing events recorded in a ship's deck log is essential. Deck log entries often constitute important legal evidence in judicial and administrative fact-finding proceedings arising from incidents involving the ship or its personnel.

Information in the ship's deck log is **For Official Use Only**. The ship's deck log is prepared in duplicate. The original copy is submitted monthly to the Chief of Naval Operations for permanent retention. The copy is retained on

board for 6 months and then destroyed. All entries in the ship's deck log are made in **black** ink with a ball-point pen. All remarks should be neat and legible. Only standard Navy phraseology should be used.

No erasures are permitted in the deck log. If you make a mistake, draw a single line through the original entry (so that it remains legible). Insert the

correct entry in such a manner as to ensure clarity and legibility, and place your initials in the margin. Corrections, additions, or changes are made only by the person required to sign the record for the watch. Figures 5-2 and 5-3

SHIP'S DECK LOG • TITLE PAGE OPNAV 3100/98 (Rev 7-84) S/N 0107•LF-031-0498	IF CLASSIFIED STAMP SECURITY MARKING HERE
FOR OFFICIAL USE ONLY  <h1 style="margin: 0;">SHIP'S DECK LOG</h1> OF THE U.S.S. _____ _____ (hull number)	
ATTACHED TO { _____ _____ _____ _____	DIVISION SQUADRON GROUP FLEET
COMMENCING _____, 19 _____ (zone time and date)	
AT _____ (location)	
ENDING _____, 19 _____ (zone time and date)	
AT _____ (location)	
EXAMINED AND CERTIFIED TO BE CORRECT _____ (name, grade and signature)	NAVIGATOR
APPROVED BY _____ (name, grade and signature)	COMMANDING
TO BE COMPLETED FOLLOWING CHANGE OF COMMAND DATE OF CHANGE OF COMMAND : _____ APPROVED BY _____ name, grade and signature of Relieving Commanding Officer)	
COMMANDING	
FORWARD DIRECT TO THE CHIEF OF NAVAL OPERATIONS AT THE END OF EACH MONTH	
REPORT SYMBOL OPNAV 3100 • 10	IF CLASSIFIED STAMP REVIEW/DECLASSIFICATION DATE HERE
IF CLASSIFIED STAMP SECURITY MARKING HERE	

Figure 5-2.—Ship's Deck Log.
5-7

OPNAV 3100/99 (Rev. 7-84)
B/N 0107-LF-031-0409

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 U	
D	A	D	D	6	0	Q	1	E	AT/PASSAGE FROM <u>NORFOLK, VA</u>		
1	2	3	4	12	13	14	15	16	17	78	79

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	SPEED	DEPTH	RECORD OF ALL EVENTS OF THE DAY
18 21	23 29	30 32	33 36	37 40	41
					00 - 04
2342					Assumed the watch. Moored portside to USS Royal (DD-183) at pier 3, berth 32, Naval Station, Norfolk, Virginia with standard mooring lines doubled and springlay out fore and aft. Receiving various services from the pier. Cold iron and security watches are posted. Material condition YOKE is set throughout the ship. Ships present include various units of the U.S. Atlantic Fleet. SOPA is COMSECONFLT RADM J.R. FROST embarked in USS Remington (AD14)
2345					Security watch reports all conditions normal.
0159					Security watch reports all conditions normal.
0305					Security watch reports all conditions normal.
0345					Properly relieved by BMI W.T. Door John A. Doe JOHN A. DOE, LTJG, USNR
					04 - 08
0345					Assumed the watch. Moored as before
0358					Security watch reports all conditions normal.
0506					Security watch reports all conditions normal.
* 0725					Security watch reports all conditions normal.
* 0617					Cleared stow runways. Secured anchor lights.
0730					Properly relieved by LT. Paul T. Boat Water T. Door WATER T. DOOR, BMI, USN
					08 - 12

REPORT SYMBOL
OPNAV 3100-10

IF CLASSIFIED STAMP REVIEW/DECLASSIFICATION DATE HERE

IF CLASSIFIED STAMP
SECURITY MARKING HERE

Figure 5-3.—Ship's Deck Log Sheet.

show a ship's deck log title page and sheet with sample entries.

The deck log includes, as appropriate, data and information regarding the following:

1. Orders under which the ship is operating and the character of duty in which engaged
2. Significant changes in the state of the sea and weather
3. Draft
4. Sounding
5. Zone description
6. Particulars of anchoring and mooring
7. Changes in the status of ship's personnel or passengers
8. Damage or accident to the ship, its equipage, or cargo
9. Death or injuries to personnel, passengers, visitors, longshoremen, harbor workers, or repairmen
10. Meeting and adjourning or recessing of courts-martial and other formal boards
11. Arrests, suspensions, and restorations to duty
12. Such other matters as maybe specified by competent authority

Ships may be exempt from recording entries in the deck log daily by watches only under the following circumstances:

● The Chief of Naval Operations, through the fleet or force commander, may direct that deck log entries for ships engaged in special operations be limited to the nonoperational data, such as that required by the preceding paragraph. Entries may be made upon occurrence of noteworthy events rather than by daily watches. The operational data for ships so directed should be recorded in a manner prescribed by the CNO.

● Ship's undergoing a scheduled period of regular overhaul, conversion, or inactivation may, during that period, make log entries upon occurrence of noteworthy events rather than daily watches.

Occasionally, information may be received after later events have already been recorded. In this case, make a *late entry* as follows: In the left-hand margin corresponding to where the entry should have been recorded, place an asterisk (*). Enter the late entry on the next available line and place another asterisk in the left-hand margin.

Sometimes the commanding officer will direct a change or addition to one of the foregoing records. When this happens you should comply unless you believe the proposed change or addition to be incorrect. In this event, the commanding officer enters your remarks on the record over his or her signature as appropriate. No change maybe made in a log after it has been signed by the commanding officer without the permission or direction of the commanding officer.

The officer of the deck supervises the keeping of the ship's deck log. The OOD ensures all operational and navigational data and all other relative information, including exact times, are entered accurately and chronologically as each event occurs.

The petty officer of the watch or other designated watch personnel should write the log of the watch legibly. Each event should be recorded at the time it happens or as directed by the officer of the deck.

The navigator examines the ship's deck log daily and ensures it is properly kept. After each month's log is complete, the navigator certifies the correctness of its contents. The navigator then submits the deck log to the commanding officer at the end of each month for the CO's signature.

JUNIOR OFFICER OF THE DECK IN PORT

Depending on the size of the ship, you could be assigned as the junior officer of the deck (JOOD) in port. The JOOD is assigned as the principal assistant to the OOD. The JOOD is generally assigned to the crew's brow or gangway and performs such duties as the OOD may direct.

ORGANIZATIONAL RELATIONSHIPS OF THE JUNIOR OFFICER OF THE DECK

The JOOD in port reports to the following:

1. The OOD (in port) for the performance of the watch.
2. The navigator, through the senior watch officer, for training and assignment to watches.

The following personnel report to the JOOD:

1. Members of the brow or gangway watch regarding their duties.

2. Other members of the watch as the in-port OOD directs.

DUTIES, RESPONSIBILITIES, AND AUTHORITY OF THE JOOD

As the JOOD, you are responsible to the OOD, and duties may vary from ship to ship and station to station. The JOOD has the following duties and responsibilities as outlined in the *SORN*:

- (1) Be in charge of the crew's brow or gangway.
- (2) Maintain a properly posted and alert watch at the brow or gangway.
- (3) Ensure that all personnel leaving the unit have the authority to leave and are properly attired.
- (4) Maintain a record of all personnel departing or returning from leave.
- (5) Keep the OOD (in port) informed of any actions and decisions.
- (6) Perform other duties as the OOD (in port) directs.

Commanding officers are responsible for the control of visitors to their commands and shall comply with the relevant provisions of the *Information and Personnel Security Program Regulation*, OPNAVINST 5510.1H, and other pertinent directives.

— *United States Navy Regulations*

SHIP'S SECURITY

One of the primary responsibilities of the OOD and the watch is to ensure the security and safety of the ship. In port a ship can be threatened in many ways. Threats to the ship may be natural, in the form of storms, or accidental, in the case of fire or collision. A ship may also be threatened from an almost limitless range of deliberate human actions.

The security of the ship is the responsibility of all hands. Everyone aboard ship should be aware of security and be alert for any signs of

danger. The security of the ship is always paramount and should be of constant concern to the in-port OOD. No matter how quiet and uneventful a watch may seem to be, the OOD should never allow security of the ship to be relaxed.

VISITOR CONTROL

All Navy ships are required to have a general visiting bill, which provides for the control, identification, and supervision of visitors. A VISITOR is any person who is not a member of the unit's company or is not a member of a staff using a ship as a flagship.

Casual Visiting

CASUAL VISITING refers to visits on board by individuals or specific groups, as differentiated from the general public. In general, casual visits should be approved in advance by the commanding officer. Persons included in such visits include specifically invited guests, members of the U.S. Armed Forces, close relatives of the unit's personnel, and other persons on legitimate business.

General Visiting

GENERAL VISITING refers to specifically authorized occasions when the unit acts as host to the general public, which will normally be conducted between the hours of 1300 and 1600. An important point to keep in mind when visitors are aboard is that visiting is done on an unclassified basis. This means that no classified areas or information should be shown or given to the general public. The visiting bill shows the areas that are open for general visiting and describes the safeguards that must be observed.

Any visitor who is authorized access to classified information should present adequate identification at the time of the visit. In briefing escorts, the OOD should ensure they understand what spaces are not open to visitors. The OOD should ensure access to spaces containing classified or sensitive equipment is denied, unless such equipment has been concealed or adequately protected. Personnel from each department should be detailed to act as guides to conduct tours. One person should be assigned to each group of visitors (15 people per group). Sentries should be stationed to assist visitors and to keep them from tampering with equipment.

One-half hour before the scheduled commencement of general visiting, sentries and guides should be mustered, inspected, and instructed by the chief master-at-arms. Additional messengers and qualified swimmers should be stationed at gangways, if necessary, to assist visitors in and out of boats and onto accommodation ladders. The medical officer should provide first-aid personnel during general visiting. Visitors requiring first aid should be escorted to sick bay. The command duty officer should be notified whenever a visitor is injured or requires first aid. Visitors requiring first aid should be escorted to sick bay. The command duty officer should be notified whenever a visitor is injured or requires first aid. Personnel should be detailed to maintain a count of general visitors coming aboard and leaving the ship. At the conclusion of visiting hours, a search of the ship should be made to ensure all visitors have departed.

The general visitor bill is based on the probable presence of foreign agents among the visitors. You should be on the alert for any visitor who expresses an unusual interest in unauthorized information. You should also be suspicious of any visitor who expresses feelings that are hostile, unfriendly, or not in the best interest of the United States. All suspicious actions should be reported immediately to the security officer or security manager or, if necessary, directly to the commanding officer.

Visitors with a legitimate reason to board the ship should be received politely. Every visitor coming on board, including those in uniform or on official business, should present proper identification at the time of each visit.

Entertaining Guests

Officers are permitted to have personal guests during visiting hours, between the hours of 1600 and 2200 daily, and at other times with the approval of the executive officer. The guests should be escorted at all times, and it is the individual officer's responsibility to ensure they are not shown spaces that might embarrass personnel attached or endanger the security classification of any material on board.

Chief petty officers are permitted to entertain guests in their messroom and lounge after 1100 and until the expiration of visiting hours on Sundays and during general visiting. Guests should be escorted by the OOD messenger from the quarterdeck to the CPO messroom if not accompanied by a chief. Guests are not permitted in any part of the CPO quarters.

Enlisted members may entertain members of their families in the crews' lounge and messing spaces when general visiting is permitted. They are not permitted in other areas of the ship except those authorized for general visiting. Enlisted members may, with permission of the OOD, entertain guests in designated areas outside of working hours and at times other than general visiting hours.

Visits by Foreign Nationals

Unclassified controlled visits by foreign nationals may be authorized by the commanding officer, subject to local restrictions established by higher authority. Classified visits should be authorized by the CNO, and then only with the approval of the commanding officer. When foreign nationals are approved for visiting, they should be constantly escorted and only allowed to visit those parts of the ship specifically authorized.

VISITORS WITH AND WITHOUT VISIT CLEARANCE

Visits by individuals who have access to classified information should be preceded by approval of the visit request by the commanding officer unless a day-to-day working relationship has been established and the visitor's clearance status is personally known to members of the unit.

Shipyards personnel are allowed on board during assigned availabilities without receiving duty officer approval provided an authorized access list is available and appropriate identification is presented and checked against the access list. At all other times, the visit clearance procedures should be followed.

The number of uncleared visitors allowed on board should be held to a minimum. When on board, uncleared visitors should be constantly escorted by a member of the unit. The following uncleared visitors are authorized to visit after approval of the duty officer:

1. Close relatives of unit personnel.
2. Service personnel of the U.S. Armed Forces desiring to visit the unit on a not-to-interfere basis. Such personnel should be accompanied by a member of the unit.
3. Any exceptions to the preceding should be approved in advance by the commanding officer or executive officer. Should the duty officer be unable to obtain this authorization

in advance and further believes that the best interest of the Navy or unit would be served by permitting a certain visit, approval may be granted. However, the duty officer should notify the commanding officer of the circumstances as soon as practical.

NOTE: UNCLEARED VISITORS MAY NOT ENTER NUCLEAR ENGINEERING SPACES OR ANY OTHER LIMITED OR EXCLUSION AREA.

SECURITY FROM UNAUTHORIZED VISITORS

Situations could occur in which an unauthorized person (such as a commercial agent, occupant of a pleasure boat, or a member of a nonmilitary organization) would attempt to board the unit for various reasons, including mischief, revelry, or political purposes. Such boardings should be prevented, and steps should be taken to deal with the offender(s). In a U.S. port, violators should be taken into custody and immediately delivered to federal law enforcement officers. In a foreign port you should immediately notify local law enforcement agencies of any willful or attempted violation of security orders. Violators should NOT be taken into custody unless it is necessary to maintain the unit's safety and security.

SECURITY WATCHES IN U.S. AND FOREIGN PORTS

The unit's security watch bill is designed to provide the maximum security of the unit consistent with the performance of assigned missions and routine functions. You should always be alert to detect personnel attempting to board other than at the brows, sea ladders, or other normal access areas.

When anchored or moored, the ship has the following watches:

- Command duty officer (CDO)
- Officer of the deck (OOD)
- Petty officer of the watch (POOW)
- Security patrol (SP)
- Cold iron watch—in engineering spaces not otherwise occupied

The following watches are manned if required by local conditions:

- Pier security (if moored to a pier)
- Forecastle and fantail sentries (continuous watch in foreign ports; from sunset to sunrise in U.S. ports)
- Signal watch

The OOD is directly responsible to the commanding officer for the posting of all security watches and sentries. Security is obtained by alertness, position, and mobility. When ships are secured to piers or moored in crowded harbors, they are particularly vulnerable. Any person who has reason to believe the ship is in danger of sabotage should notify the OOD immediately. The possibility of floating mines or an attempt to attach limpet mines to the side of the ship is always present where hostile or subversive elements exist. If, while standing the OOD, you are required to be armed, the pistol should be carried unloaded. Two loaded clips should be carried in the belt. Pistols should be used only in case of emergencies or when the security of the ship is threatened. You should never remove the pistol from the holster except to resist forceful entry to the ship or to make the inspection required when relieving the watch. The following safety precautions should be strictly adhered to while inspecting the pistol before relieving the watch:

1. Keep the pistol pointed upward to 45° and on a clear bearing during inspection.
2. Make sure that the magazine is removed.
3. Open the slide and lock it open,
4. Visually inspect the breech, chamber, and barrel.
5. Close the slide.
6. Lower the hammer to release tension on the hammer spring.

Pier Security Patrol

Pier sentries stand 4-hour watches armed with a rifle. They patrol that portion of the pier between the bow and the stern of the ship to prevent unauthorized persons from approaching the vicinity of the ship. They allow no one to board or leave except by the brow and to prevent loitering on the dock near the ship.

Forecastle and Fantail Security Watch

When these watches are posted, they are armed with a rifle, a belt, 30 rounds of ammunition, a police whistle, and a flashlight. They should not leave their posts until properly relieved. Upon being relieved they should report this fact to the OOD. They should prevent unauthorized persons from approaching or coming on board the ship. Should any boat or person closely approach the ship, they should challenge the boat or person and positively identify them before directing them to proceed to the gangway. The boat or person should be kept under surveillance until the OOD at the gangway has been notified and taken charge. If the challenge is not answered, it should be repeated; and then if no answer is received, the whistle should be sounded to call for assistance. The watch should be prepared to use the rifle as necessary to prevent the approach.

If the watch believes that the advancing person or boat is going to cause serious bodily harm or death, and all other means fail or cannot be reasonably exhausted in time, the use of deadly force becomes necessary. The use of deadly force should be thoroughly understood by all personnel under arms as outlined in SECNAVINST 5500.29A (Use of Force by Personnel Engaged in Law Enforcement and Security Duties).

SECTION LEADERS

The senior section leader in the division usually directs duty section policy implementation and sees that everyone is treated fairly on the division watch bill. The senior section leader makes decisions involving the operation of the division's duty sections and evaluates, supervises, and trains the division's section leaders.

The duty section leader is the division's ranking representative while in a duty status (after normal working hours) and is thus "senior" to all other members of the division (except the division officer and the senior section leader). In order for section leaders to carry out their military and professional responsibilities, they must be given authority that is commensurate with their

assigned duties. They are in charge of their duty sections and are responsible for the conduct of the duty section. Because of their position, duty section leaders can demonstrate and develop their abilities as leaders. This opportunity is especially valuable for senior petty officers who would not otherwise have the chance to display or develop these skills. The most important job section leaders perform is seeing that the members of their sections are able to do any job that may be required of them. This will involve a great deal of work from everyone concerned to attain the necessary degree of proficiency.

Depending upon the size or class of ship, each division has a duty section leader who is the senior petty officer in each duty section. Therefore, being assigned as a section leader depends upon the size of the command and the number of personnel in your duty section.

As a section leader you will have things to report. Always use the chain of command. During normal working hours you should report to your leading petty officer (LPO).

The LPO will in turn report to the leading chief petty officer (LCPO) or the division officer. After normal working hours you report to your department duty officer, who reports to the command duty officer.

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

The section leader is the first step up the ladder of naval authority. You may be the supervisor for all the routine and special activities of the people in your section, including reveille, quarters for muster, observance of the proper uniform of the day, and for items listed in the Plan of the Day. Also, you are responsible for the damage control functions of your duty section after normal working hours.

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

The example division organizational chart (fig. 5-4) shows the relationship of the senior section leader and section leader within the division.

SUMMARY

As a senior petty officer, one of the duties you are in line for is the officer of the deck and the organizational relationship with other members of the watch team. It is important that you know how to prepare for the watch, set it, and relieve it.

Also, you should know the correct procedure for keeping the deck log, as it is a chronological record of all events occurring during your watch.

You should know the different types of restraint in the event a member of your command is apprehended and returned.

You should also know what to do if someone seeks asylum or temporary refuge aboard your ship or station. The information given in this chapter should give you an excellent foundation for standing the OOD watch.

Security, as well as safety, is the responsibility of all hands. Increased awareness of all aspects of security should be added to your list of

responsibilities as a senior petty officer. Your ship's visitors bill provides you with information on general visiting, how to handle visitors with and without clearances, and what to do if an unauthorized visitor attempts to board your ship. You should also know what watches are required in U.S. and foreign ports.

Another responsibility of a senior petty officer is the senior section leader and section leader. You were introduced to both of these important duties.

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

REFERENCES

Department of the Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1H, Office of the Chief of Naval Operations, Washington, D.C., 1990.

Manual for Courts-Martial United States, 1984, Office of the Secretary of Defense, Washington, D.C., 1984.

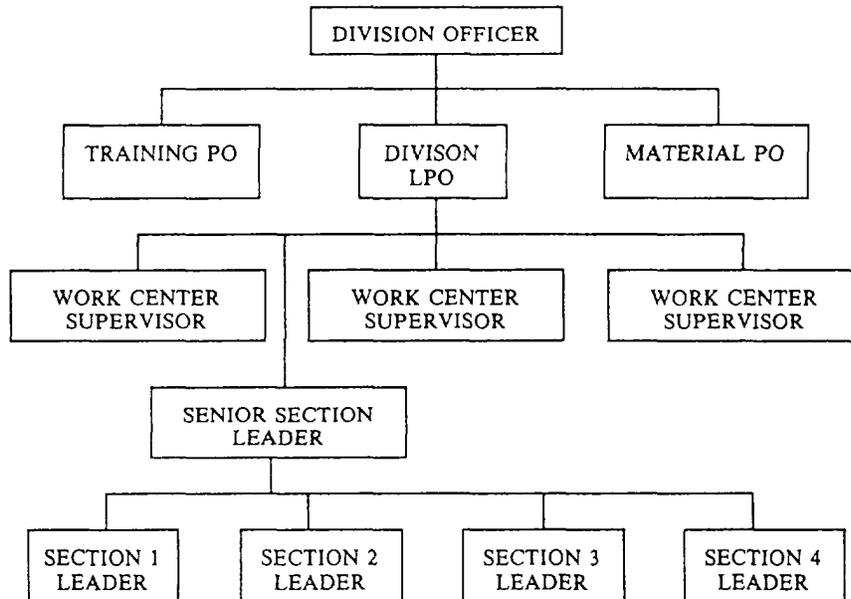


Figure 5-4.—Example of division organizational chart.

Preparing, Maintaining and Submitting the Ship's Deck Log, OPNAVINST 3100.7B, Office of the Chief of Naval Operations, Washington, D.C., 1986.

Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32B, Office of the Chief of Naval Operations, Washington, D. C., 1986.

United States Navy Regulations, 1990, Office of the Secretary of the Navy, Washington, D.C., 1990.

In its corrupted form, dodge became dog and procedure is referred to as "dogging the watch" or standing the "dog watch."



DOG WATCH

Dog watch is the name given to the 1600-1800 and the 1800-2000 watches aboard ship. The 1600-2000 4-hour watch was originally split to prevent men from always having to stand the same watches daily. As a result, sailors dodge the same daily routine, hence they are dodging the watch or standing the dodge watch.

