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GENERAL GUIDE FOR NOSC (NAVAL OCEAN SYSTEMS CENTER)
CIVILIANS BOARDING NAVY SHIPS(U) NAVAL OCEAN SYSTEMS
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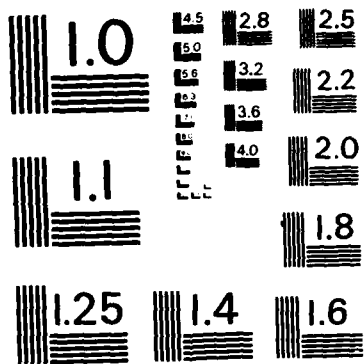
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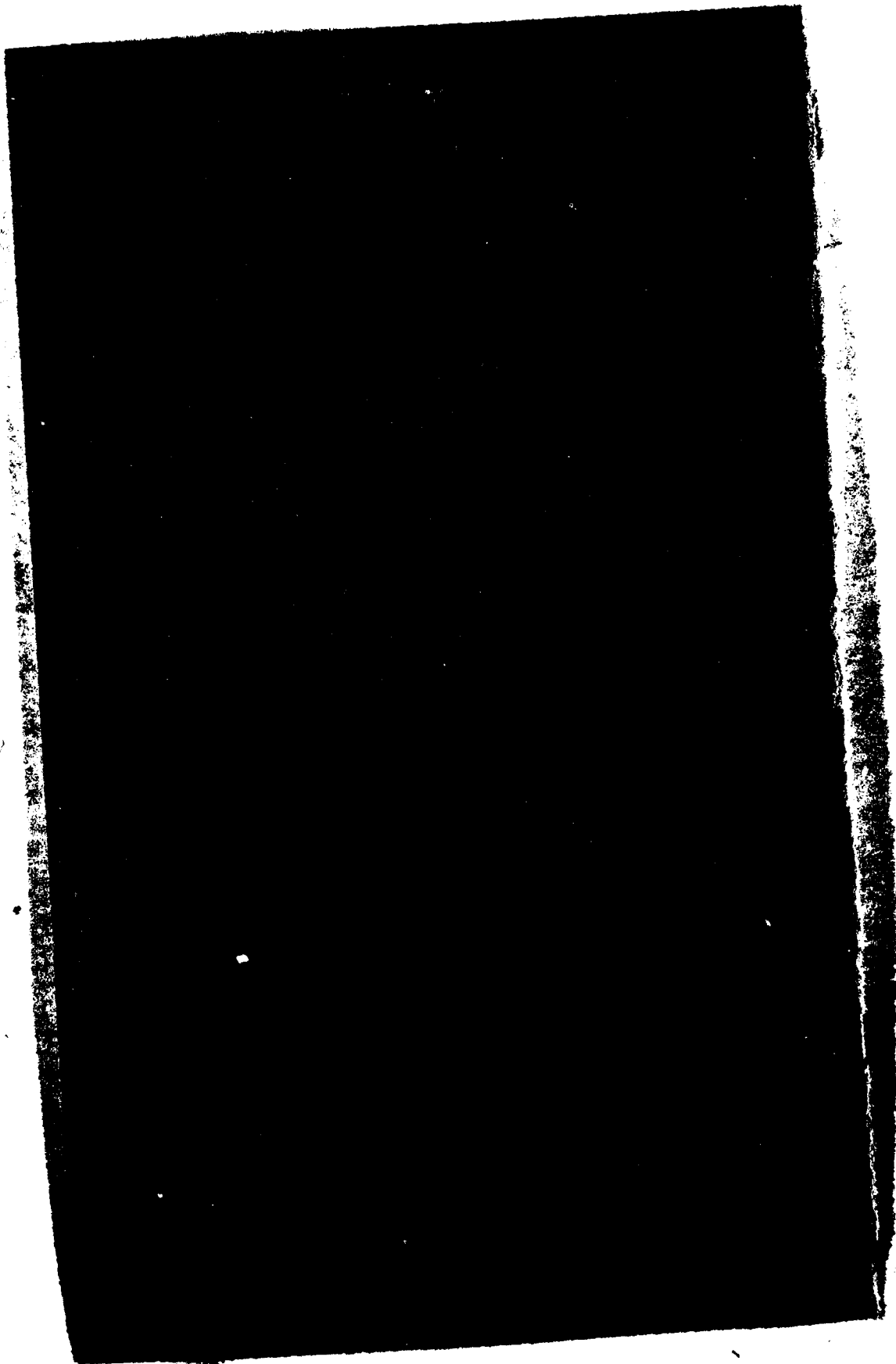


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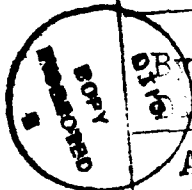


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PREFACE

A substantial number of scientists and engineers from NOSC visit U.S. Navy ships each year. The manner in which NOSC personnel react and are reacted to depends largely upon their understanding of the seagoing Navy.

Going aboard a Navy ship for the first time can be a frustrating experience, especially for the individual who does not have a clear concept of shipboard layout, administrative organization, and expected standards of conduct. This pamphlet has been prepared as a general guide to help civilians overcome some of the difficulties which may be encountered aboard ship. The information provided herein is designed to make your cruise a more satisfying and productive experience.

PRELIMINARY PREPARATIONS

Ensure that security and visit clearance messages have been sent prior to your departure in accordance with Type Commander's policy guidance for advance notification. If possible, place a telephone call to the ship's Executive Officer (XO) or designated contact to confirm your estimated time of arrival, confirm receipt of required clearance messages, and provide the contact an opportunity to ask any questions about the purpose of your visit.

Have your Center security badge with you for identification when you report aboard. Ensure that you have all required travel orders and that these orders clearly indicate your security clearance level.

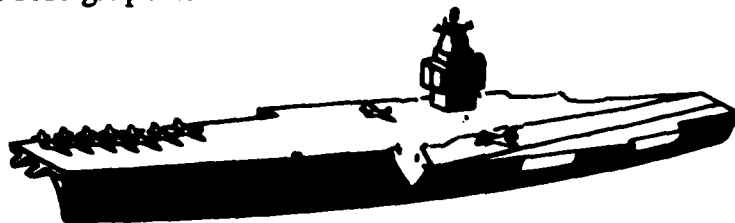
Consider the possible need for a government driver's license should your task require the use of a government vehicle.

Make sure that you know where the ship is located in its respective naval station. Since ships often change piers or positions alongside a pier, refer to a copy of the latest Ships Present List for the ship's current location. These lists are available at the Fleet Readiness Office.

If the ship is scheduled to be out of its homeport subsequent to your arrival aboard, verify its schedule and location prior to departure from the Center. Ship schedules change daily, and the ship's Commanding Officer (CO) will expect you to have access to this information. If the ship is deployed, you may need passports, shot records, and special travel orders. You will need area clearance for travel through foreign countries. You should check with (a) the Center Travel Office for specific information on the countries you may travel through, (b) the NOSC Dispensary for any additional inoculations and special medical advice, and (c) the Center's Security Office for area/country clearance information.

Plan on arriving at the ship the afternoon prior to ship departure. This will minimize interference with preparations being made by the ship's company for getting underway.

It is suggested that you bring along a pair of sunglasses, a warm jacket, coveralls, rubber-soled shoes, shower shoes, a bathrobe, a hand towel, a wash cloth, soap, and a soap dish. In addition, a woman should bring along whatever she needs in the way of toiletries, since these items are not stocked by ship's stores on smaller combatant-type ships. By all means, bring a camera. However, its use on board the ship will be subject to the regulations of the CO, so inquire about limitations to your photographic activity before you start shooting pictures. If the ship is going to be overseas after you go aboard, have an up-to-date passport in your possession in case some emergency requires your leaving the ship unexpectedly in a foreign port.



ARRIVAL ON BOARD

Reporting Aboard

Upon arriving at a Navy ship in port, you should board it at the forward brow. This is the access closest to the bow of the ship.

If the ship is at anchor, report to the appropriate Fleet landing, as directed in your travel arrangements. Once at the Fleet landing, ascertain from the boat officer or boat coxwain the time of departure of the boat to the ship you are scheduled to visit and request that you be transported to that ship's accommodation ladder.

When boarding a ship, an officer in civilian clothes will stop at the top of the gangway, face the colors (aft), come briefly to attention, then face the Officer of the Deck (OOD) and "request permission to come aboard." You as a civilian should follow this same procedure.

When permission to board has been granted, report your arrival to the OOD, who is the officer on watch at the quarter-deck (brow area). The OOD is normally attired in the uniform of the day. On most ships he carries a "long glass" resembling a small telescope. Inform him who you are, where you are from, and why you are there.

Be prepared to show the OOD your identification and orders; he will need them in order to log you aboard. You should also have with you a copy of the security clearance correspondence that was sent from NOSC to the ship.

Request that the OOD inform your contact aboard ship of your arrival if this is appropriate. The OOD will normally obtain an escort for you who will conduct you to either the wardroom, a stateroom, or your berthing area.

Berthing

If your work requires you to remain aboard for more than a day or to go to sea with the ship, you must make mess and berthing arrangements. The OOD or your contact will normally put you in touch with the wardroom mess treasurer; otherwise make inquiry. The mess treasurer (a junior officer) will advise you concerning cost of meals and times of serving, and he will assign you a place to sleep. Space permitting, a GS-9 and above will be berthed in a stateroom in the living spaces known as officers' country. Even when this is not feasible, all other wardroom privileges will be made available to you. Linens and towels are furnished.

Mess Fees

Every officer attached to a ship belongs to the officers' mess and pays a monthly bill. Civilians riding Navy ships are also required to pay a mess bill for the meals eaten aboard. Payment is made to the wardroom mess treasurer. The leading mess specialist (MS) will assist you in payment of a mess bill. This payment must be made before you leave the ship.

Alcoholic Beverages & Drugs

Do not, under any circumstances, bring alcoholic beverages aboard a Navy ship. It is strictly forbidden to possess or use them aboard any Navy vessel. In fact, under normal conditions, possession of liquor is a court-martial offense. Similarly, the possession of any illegal drug or drug-related paraphernalia is punishable under the Uniform Code of Military Justice.

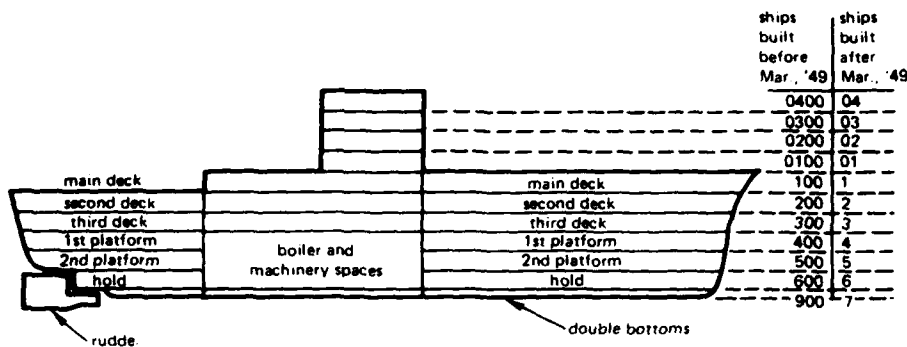
CONSTRUCTION AND NOMENCLATURE

Decks

Finding your way around a Navy ship is not difficult if you know a few basic facts. The various decks of a ship are numbered, using the main deck as a baseline. On all ships except aircraft carriers, the main deck is the uppermost deck that runs the length of the ship; on aircraft carriers the hanger deck is the baseline. Below the main deck are the second deck, third deck, etc. Above the main deck are the 01 (pronounced "oh one") level, 02 level, etc.

Compartment Numbering System

Two systems of compartment numbering are in use, but only the newer system (begun in March 1949) is described



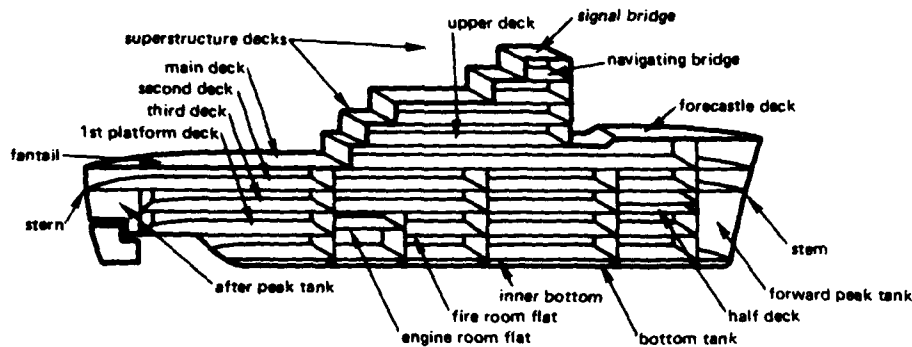
Compartment and deck numbers are assigned starting with the main deck.

here. Compartments are designated above the door frame by a grouping of various letters and numbers which indicate the deck number, frame number, relation to ship centerline, and usage. An example of this labeling system is 3-75-4-M. The 3 indicates the third deck. The 75 indicates that the forward boundary of the compartment is at frame 75 (starting at zero from the bow and increasing as you go aft). The 4 indicates that it is the second compartment out from the centerline on the port side of the ship (an odd number would indicate starboard side). The M indicates that the compartment is used as a magazine. Other compartment designations are A for storage spaces, C for control spaces (areas normally manned, such as CIC, communications spaces, and the pilothouse), E for engineering spaces, F for fuel shortage, Q for miscellaneous spaces (shops, offices, laundry, and galley), T for vertical access trunks, and L for living (berthing) areas.

Traffic Flow

A ship has a port and a starboard side—the left and right sides, respectively, when facing toward the bow. Personnel traffic normally moves forward and up on the starboard side,

and aft and down on the port side. During drills and emergency evolutions, this traffic pattern is mandatory.



Decks are named and numbered by their position and function on a ship.

Access

Various areas aboard ship have restricted access. Entry into such areas may be obtained only after your need-to-know and need-for-access have been ascertained. Your shipboard contact can make arrangements for your entry into restricted areas if deemed necessary. Additionally, there are some areas on a ship to which access is traditionally restricted, such as the bridge and the pilothouse. It is customary to request permission before entering such an area. It is always good practice to request permission before you enter any space for the first time, or until you determine the ground rules of the ship for the various spaces.

Captain's and admiral's "countries" are restricted. Keep out unless you are on official business or have been invited.

The quarterdeck is a place of ceremony and honor. Learn its boundaries and keep clear except on business. When conducting business on the quarterdeck, avoid appearing in work clothes, except in emergencies.

Any questions of interest should be directed to your host or to another member of the ship's company.

ADMINISTRATIVE ORGANIZATION

Departments

In general, all ships in the Navy have the same overall organization, headed by a Commanding Officer and an Executive Officer. There are three major command departments: operations, weapons (or deck), and engineering. There are also two staff departments: supply and medical. Additionally, on aircraft carriers there is an air department and a navigation department, and an air wing composed of several squadrons will normally be embarked.

Officer Ranks

The seniority of the officers filling the various billets aboard ship depends on the ship type. A department head on an aircraft carrier will be a commander, whereas the department head on a destroyer will most likely be a lieutenant. Each major ship department is headed by an officer, who is assisted by one or more division officers, depending on ship size. Normally, you will work primarily with department heads and division officers in administrative matters, and with officers and enlisted men in technical matters.

ADDRESSING OFFICERS AND MEMBERS OF THE CREW

The CO of any Navy ship is called Captain at all times, regardless of his actual rank. Other officers are referred to by

their rank; however, there is still a carry-over from the old custom of calling an officer below the rank of commander Mister, as in Mr. Roberts. Ascertain from your designated contact or the XO which policy is observed on the ship you are visiting and observe it. An XO who is a lieutenant commander is usually called Commander rather than Mister because of his position. However, if he prefers to be addressed simply as XO, address him that way. On larger ships (e.g., carriers and LHAs), the XO may be a captain in rank, in which case it would be proper to address him by his rank. However, he will usually prefer to be called XO to avoid confusion with the CO, who is also a captain in rank and captain of the ship. Estimated personnel are addressed as follows:

1. Seaman apprentice/seaman—Seaman Jones.
2. Petty officer third through first class—Petty Officer Jones.
3. Chief petty officer—Chief Jones.
4. Senior chief petty officer—Senior Chief Jones.
5. Master chief petty officer—Master Chief Jones.

The CO should be greeted at every meeting. Other officers should be greeted at the first meeting in the morning, but only as desired afterwards. Although your GS rating may make you technically senior to certain junior officers in the wardroom, it is best to remember that you are a guest aboard the ship and to act accordingly.

WARDROOM ETIQUETTE

The Wardroom

The wardroom of a Navy ship is an officer's sea-going home. It is his club, reading room, dining room, and often his office. It is a place where the ordinary rules of propriety,

common sense, and good manners should be followed. This includes certain rules of etiquette founded on Navy customs and traditions.

Clothing

The uniform of the day is normally worn by officers in the wardroom, and is the uniform for meals except on formal occasions.

Your attire should match the standards set for the wardroom. Casual attire is acceptable at sea, but dirty work clothes are not. In port, the uniform normally includes coat and tie and your dress should conform to the officers' attire (i.e., coat and tie). At sea, the requirement may be relaxed somewhat, and more casual attire may be acceptable, depending on the ship's standard of formality. However, you should always be prepared for the more formal attire. Regardless of the informality of the wardroom, sweat shirts, skivvies, shower shoes, etc., are never appropriate attire.

Hats and caps are never worn in the wardroom except by persons on official business, such as a quarterdeck messenger or mail orderly.

Seating at Meals

Seating arrangements depend upon Navy tradition and custom. The president of the mess (usually the CO on destroyer-size ships, the XO on carriers and cruisers) sits at the head of the senior table, with the mess caterer (an officer) at the opposite end. Officers are seated at the right and left of the president in order of seniority. Civilian guests are seated, as directed by their host officer, in accordance with Navy custom.

Courtesies

The following courtesies are a condensation of points of wardroom etiquette stressed to a newly commissioned officer. Since NOSC personnel going aboard ship for the first time will be placed in a position similar to that of a new ensign, these items are intended as an aid, not as a review of obvious gentlemanly manners.

If the presiding officer is delayed, he will normally inform the next senior officer whether or not to proceed with the serving of the meal.

Officers and civilians should arrive in the wardroom 3 to 5 minutes before meals and should remain standing until guests, if any, and the senior member of the mess are seated. If you are late for a meal, you should make apologies to the senior officer at the table.

If business unduly detains you, notify the presiding officer in advance.

Avoid unfavorable comments about the food. If you have constructive criticism to offer, privately advise the mess caterer.

If you must leave the table before the meal is over, request to be excused by those in your immediate vicinity and by the presiding officer.

If a matter of urgent business requires your attention during a meal, excuse yourself from the table and conduct your business outside the wardroom.

The practice of smoking through the meal has never been sanctioned; by custom you should wait until coffee is served before you smoke. Give consideration to the smoking habits of your neighbors.

If two seatings are required for the wardroom, avoid unnecessary loitering at the table that may delay the second serving.

Do not ask to be served meals in your stateroom.

Allow watch reliefs to eat first.

Do not hold meetings in the wardroom without the approval of the mess president (usually the CO or XO).

Find out if the wardroom has any particular customs you should adhere to.

Pay your mess bill promptly.

Do not be boisterous or noisy in the wardroom. It is the home of all members, and their rights and privileges should be respected.

Do not abuse the services of duty MS by sending him on long errands.

There is no objection to dropping into the wardroom for coffee, but do not make a practice of loitering there during working hours. Keep in mind that the wardroom tables must be cleared at least 30 minutes before meals in order to permit the MS to set up on time.

When you are finished with your coffee, except at meals, remove the cup and saucer from the table to the pantry shelf or sideboard if there is no MS immediately available. This is a little thing that will help improve the general appearance of the wardroom.

Remember that obscenity and vulgarity do not belong in conversation at any time in the wardroom.

Stay clear of the wardroom immediately after breakfast, as this is usually the period for general cleaning, which includes cleaning the staterooms and making the bunks.

Do not perform office work in the wardroom unless it is absolutely necessary.

Since officers' country (the staterooms, washrooms, pantry, and the wardroom) is out of bounds for enlisted personnel unless on official duty, confine your contacts with enlisted personnel to other parts of the ship.

LIVING ABOARD SHIP

Ship Services

The ship's store, barber shop, and laundry are usually available to civilians whenever the ship is at sea. You can obtain tobacco, toilet articles, and camera film from most ship stores. The selection of items will be greater on larger ships. The hours of operation are posted outside the store.

It is usually necessary to schedule an appointment with the ship's barber a day in advance. The haircuts are free, and you are not expected to tip.

Laundry, also free, is picked up and delivered by the room steward. Arrangements for laundry services should be made through the leading MS.

Medical

Medical facilities on most Navy ships are somewhat limited; however, general medical attention is available and is provided by a hospital corpsman trained for independent duty. On larger ships (cruisers, carriers, tenders, etc.), the facilities are greater and medical officers are usually assigned. If you require specific medication, however, it would be advisable to bring an amount sufficient to last your stay aboard.

Considerations

Avoid obstructing passages and doorways. Make way when any person approaches carrying gear or otherwise burdened, to ease his task. This is obligatory. Be especially alert when the damage control team is investigating fire or flooding. The team's response must be rapid to minimize damage. Its progress must not be impeded.

Don't touch or lean on paintwork when it can be avoided. Throw cigarette butts only into spit kits or butt cans. Never stamp them out on deck. You will normally find accommodations for cigarette butts where smoking is permitted. Observe the same commonsense considerations in disposing of chewing gum.

Given the proximity of fuel and ammunition to personnel, the possibility that lit cigarettes, cigars, or pipes will ignite fuel oil fumes or ammunition is very high. A ship's construction unfortunately provides many semi-closed spaces where fumes may gather and linger. Some measure of protection against the inadvertent ignition of fuel fumes or ammunition is provided by announcements that put out the smoking lamp either ship-wide or in specified areas. Pay attention to and heed the restraints imposed by these announcements. Lastly, heed your sense of smell; if fumes are present, don't smoke.

Rough weather demands special precautions by both experienced sailors and novice seagoers. Lifelines placed on ships are meant to save personnel from falling or being swept over the side only as a measure of last resort. Often their deck socket welds can deteriorate, rendering them ineffective as a barrier. You should never lean on or rest against lifelines. Ships at sea are a relatively dangerous environment and rough weather only compounds the problem. Prudence and good judgment are the order of the day. Those prone to motion sickness should ensure that they carry dramamine or some equivalent medicine and take it as a precautionary measure when the word is passed to expect rough weather.

If you are on an aviation-capable ship and desire to observe flight quarters, make sure you do so only from authorized observation points. Additionally, foreign object damage, or FOD, is a considerable hazard to flight safety. Foreign objects are easily ingested into jet engines and can cause them to shut down or disintegrate. Hats should not be worn topside during flight quarters.

Find out your abandon-ship station and man-overboard muster point as soon as possible after checking on board. Knowing what to do and where to go in given situations speaks well of your professional image, may save embarrassment, and may possibly even save your life.

At sea, fresh water is made by distillation of seawater. The conventional allowance is about 20-25 gallons per man per day, which must provide for cooking, drinking, washing, and bathing. When showering, the approved practice is to get wet all over, shut off the valve, soap all over, rinse, and shut off the valve. Before leaving, check to see that the valve is shut. Report any leaking valves.

When in your quarters, don't carry on a loud conversation. The bulkheads are not soundproof, and the men in the next compartment may have a late watch.

Whistling is taboo. Topside, it can be mistaken for the bos'n's call; below decks, for sentinel valves lifting, turbine rubs, etc.

You will probably be doing some work or conducting some tests while on board. Whereas ship personnel are not usually interested in the technical details of a test and do not need to know them, an explanation of the equipment being tested and a description of its applications will be greatly appreciated and will pay dividends in increased interest in the job and fuller cooperation.

When you are leaving the ship via boat, be on time. The custom is for juniors to embark before seniors; in disembarking, the seniors go first. This is particularly important if you have been invited to ride in the Captain's gig.

LEAVING THE SHIP

When you are ready to leave the ship, check out with the XO. It will be helpful if you can relate what you have done

aboard ship to an end product which is designed to be of future help to the men of his ship or to the Navy as a whole.

Check out with the mess treasurer and pay your mess bill.

When debarking, "request permission to leave the ship" from the OOD, step out on the gangway landing, face the colors and momentarily come to attention, then proceed down the gangway to the boat or dock.



CONCLUSION

Any of the officers or chiefs at NOSC can assist you before you go aboard a Navy ship. Don't hesitate to seek their assistance. It is always beneficial for both the rider and his project if he is properly prepared to enter the environment of Navy shipboard routine.

A general principle to remember is this: As a civil service scientist or engineer, you are not entitled to any particular privileges or are not assigned a given rank equivalent by virtue of your GS rating. You are simply a guest of those aboard ship, and any privileges and recognition given you are those elected to be given you as a guest.