

need for supplies and equipment for unit serving large activities and units of the fleet to be established or operated in foreign areas.

(c) D-5212.06 (3) (A).

(B) EXAMINATION SUBJECTS.

- (a) POST OFFICE PLANNING.—Be able to draw a diagram of a well-planned post office and such equipment as racks, tables, cases, etc.
- (b) SECURITY.—Know the various security measures for the transmission of mail overseas.
- (c) CODE ADDRESSES AND SHIPPING DESIGNATORS.—Know the method in which code addresses and shipping designators are used to facilitate services to activities outside the United States.
- (d) ORGANIZATION.—Know the organization of the Marine Corps, Coast Guard, and Merchant Marine.
- (e) D-5212.06 (3) (B).

D-5212.07. Specialists (O)—(Inspectors of Naval Materiel).

No qualifications published.

D-5212.08. Specialists (P)—(Photographic Specialists).

No qualifications published.

D-5212.081. Specialists (P) (PG)—(Photogrammetry).

No qualifications published.

D-5212.082. Specialists (P) (LB)—(Laboratory).

No qualifications published.

D-5212.083. Specialists (P) (MP)—(Motion Picture Production).

No qualifications published.

D-5212.084. Specialists (P) (VM)—(V-Mail).

(1) SPECIALIST (P) (VM), THIRD CLASS.

(A) PRACTICAL FACTORS.

- (a) D-5204 (A).
- (b) TOOLS.—Demonstrate ability to care for and use properly all tools used in maintaining V-mail equipment.
- (c) V-MAIL EQUIPMENT.—Demonstrate ability to operate and make minor adjustments to the recording, enlarging, and printing equipment used in processing V-mail.
- (d) TROUBLE SHOOTING.—Demonstrate ability to recognize, locate, and correct common malfunctions of equipment used in V-mail processing.
- (e) SOLUTIONS.—Demonstrate ability to mix the necessary chemicals and make the proper solutions required in V-mail photographic work.
- (f) DEVELOPMENT.—Demonstrate ability to develop properly V-mail film. Be able to operate, service, and make minor adjustments to drum development equipment.
- (g) PRINTING.—Demonstrate ability to develop properly V-mail prints and to determine prints of acceptable quality.

(B) EXAMINATION SUBJECTS.

- (a) PHOTOGRAPHIC THEORY.—Have a working knowledge of the basic principles of V-mail photography and characteristics of lenses.

- (b) FILMS AND SENSITIZED PAPER.—Know the reaction of films and sensitized paper to photographic chemical solutions. Know the common laboratory causes of defective film and prints.
- (c) CHEMICALS.—Be familiar with photographic chemicals and emulsions and their properties, especially those used in V-mail processing.
- (d) EQUIPMENT.—Have a working knowledge of the construction and principles of operation of V-mail recording, enlarging, and printing equipment.
- (e) SAFETY PRECAUTIONS.—Know the safety precautions to be observed in handling and stowing V-mail photographic equipment, chemicals, and sensitized papers and films.
- (f) D-5203.

(2) SPECIALIST (P) (VM), SECOND CLASS.

(A) PRACTICAL FACTORS.

- (a) EQUIPMENT.—Demonstrate ability to conduct periodic checks and make all adjustments to V-mail recording, enlarging, and printing equipment. Be able to make necessary repairs and replacements.
- (b) SUPERVISION.—Demonstrate ability to take charge of and direct subordinates in the performance of at least one phase of V-mail laboratory work.
- (c) TROUBLE SHOOTING.—Demonstrate ability to recognize, locate, and correct all malfunctions of V-mail equipment.
- (d) D-5212.084 (1) (A).

(B) EXAMINATION SUBJECTS.

- (a) EQUIPMENT.—Know thoroughly the construction and principle of operation of V-mail recording, enlarging, and printing equipment.
- (b) DEVELOPING AND PRINTING.—Know thoroughly the laboratory causes of defective films and prints, and methods of prevention and correction.
- (c) D-5212.084 (1) (B).

(3) SPECIALIST (P) (VM), FIRST CLASS.

(A) PRACTICAL FACTORS.

- (a) SUPERVISION.—Demonstrate ability to direct subordinates in the performance of all V-mail laboratory procedure for most efficient operation.
- (b) RECORDS AND REPORTS.—Demonstrate ability to keep complete records of incoming and outgoing V-mail and inventories of supplies. Be able to prepare necessary reports and correspondence.
- (c) D-5212.084 (2) (A).

(B) EXAMINATION SUBJECTS.

- (a) FILM DEFECTS.—Know how to recognize, from observation of V-mail film, the defects caused by malfunctioning of recording equipment. Know the probable specific causes and adjustments necessary to correct them.
- (b) ABNORMAL WEATHER.—Know procedure and precautions for processing V-mail film under abnormal weather conditions.
- (c) D-5212.084 (2) (B).

(4) CHIEF SPECIALIST (P) (VM).

(A) PRACTICAL FACTORS.

- (a) SUPERVISION.—Demonstrate ability to supervise and operate efficiently an entire V-mail station.
- (b) D-5212.084 (3) (A).

(B) EXAMINATION SUBJECTS.

- (a) LAY-OUT.—Know how to plan and lay out a complete V-mail station showing darkrooms, supply space, office space, and placement of equipment.
- (b) D-5212.084 (3) (B).

D-5212.09. Specialists (Q)—(Communication Specialists).

No qualifications published.

D-5212.091. Specialists (Q) (CR)—(Cryptographers).

(1) SPECIALIST (Q) (CR), THIRD CLASS.

(A) PRACTICAL FACTORS.

- (a) D-5204 (1).
- (b) PROCEDURES.—Demonstrate working knowledge of elementary cryptographic procedures.
- (c) PERFORMANCE.—Demonstrate ability to perform simple cryptographic operations under supervision.
- (d) TYPEWRITING.—Demonstrate ability to typewrite twenty (20) words per minute.

(B) EXAMINATION SUBJECTS.

- (a) NAVAL ORGANIZATION.—General knowledge of organization of Navy Department.
- (b) COMMUNICATION SECURITY.—Elementary knowledge of Communication Security Instructions (Chapter IV of *Cominst* and Article 76 *U. S. Navy Regulations*).
- (c) NAVAL COMMUNICATION SERVICE.—General knowledge of Naval Communication Service (Chapter I *Cominst*).
- (d) THEORY.—Elementary knowledge of theory of cryptography as set forth in USN Elementary Course in Cryptography.
- (e) D-5203.

(2) SPECIALIST (Q) (CR), SECOND CLASS.

(A) PRACTICAL FACTORS.

- (a) PROCEDURES.—Demonstrate expert knowledge of elementary cryptographic procedures.
- (b) PERFORMANCE.—Demonstrate outstanding ability to perform simple cryptographic operations.
- (c) TYPEWRITING.—Demonstrate ability to typewrite twenty-five (25) words per minute.
- (d) D-5212.091 (1) (A).

(B) EXAMINATION SUBJECTS.

- (a) COMMUNICATION SECURITY.—Possess a working knowledge of all phases of Communication Security Instructions (Chapter IV *Cominst* and Article 76 *U. S. Navy Regulations*).
- (b) NAVAL COMMUNICATION SERVICE.—Possess a working knowledge of Naval Communication Service (Chapter I *Cominst*).
- (c) THEORY.—Advanced knowledge of the theory of cryptography as set forth in USN Elementary Course in Cryptography.
- (d) D-5212.091 (1) (B).

(3) SPECIALIST (Q) (CR), FIRST CLASS.

(A) PRACTICAL FACTORS.

- (a) PROCEDURES.—Demonstrate expert knowledge of cryptographic procedure.

- (b) PERFORMANCE.—Demonstrate outstanding ability to perform cryptographic operations.
- (c) TYPEWRITING.—Demonstrate ability to typewrite thirty (30) words per minute.
- (d) SUPERVISION.—Demonstrate ability to supervise the work and training of men in lower ratings.
- (e) D-5212.091 (2) (A).

(B) EXAMINATION SUBJECTS.

- (a) COMMUNICATION SECURITY.—Comprehensive knowledge of Communication Security as set forth in current instructions and in *Cominst*, Chapter IV, and Article 76 *U. S. Navy Regulations*.
- (b) NAVAL COMMUNICATION SERVICE.—Comprehensive knowledge of Naval Communication Service as set forth in current instructions and in *Cominst*, Chapter I.
- (c) THEORY.—Thorough knowledge of the theory of cryptography as set forth in an advanced course OR knowledge of crypto channels, methods, and procedures.
- (d) D-5212.091 (2) (B).

(4) CHIEF SPECIALIST (Q) (CR).

(A) PRACTICAL FACTORS.

- (a) SUPERVISION.—Demonstrate ability to organize and supervise a watch.
- (b) PERFORMANCE.—Demonstrate outstanding ability to perform complex cryptographic operations requiring independent judgment and initiative.
- (c) D-5212.091 (3) (A).

(B) EXAMINATION SUBJECTS.

- (a) THEORY.—Comprehensive knowledge of the theory of cryptography as set forth in advanced courses OR expert knowledge of crypto channels, methods, and procedures.
- (b) D-5212.091 (3) (B) (a) and (b).

D-5212.092. Specialists (Q) (IN)—(Radio Intelligence).

(1) SPECIALIST (Q) (IN), THIRD CLASS.

(A) PRACTICAL FACTORS.

- (a) D-5204 (1).
- (b) PROCEDURES.—Demonstrate working knowledge of elementary radio intelligence procedures.
- (c) PERFORMANCE.—Demonstrate ability to perform, under close supervision, duties to which assigned.
- (d) EQUIPMENT OPERATION.—Demonstrate ability to operate under supervision equipment to which assigned. Demonstrate ability to use drawing instruments and related equipment.
- (e) CHARTS AND TABLES.—Demonstrate ability to prepare material for use in charts, tables, graphs, and other statistical presentation.

(B) EXAMINATION SUBJECTS.

- (a) NAVAL ORGANIZATION.—General knowledge of organization of Navy Department.
- (b) COMMUNICATION SECURITY.—General knowledge of all phases of Communication Security (Chapter IV *Cominst* and Article 76 *U. S. Navy Regulations*).
- (c) NAVAL COMMUNICATION SERVICE.—General knowledge of Naval Communication Service (Chapter I *Cominst*).

- (d) RADIO INTELLIGENCE.—General knowledge of one or more of the following phases of radio intelligence activities: D/F, traffic analysis, traffic classification, statistical analysis, intelligence correlation.
- (e) D-5203.

(2) SPECIALIST (Q) (IN), SECOND CLASS.

(A) PRACTICAL FACTORS.

- (a) PROCEDURES.—Demonstrate detailed knowledge of elementary radio intelligence procedures.
- (b) PERFORMANCE.—Demonstrate ability to perform duties to which assigned without close supervision.
- (c) EQUIPMENT OPERATION.—Demonstrate ability to operate equipment to which assigned.
- (d) CHARTS AND TABLES.—Demonstrate ability to prepare charts, tables, graphs, and other statistical presentations.
- (e) D-5212.092 (1) (A).

(B) EXAMINATION SUBJECTS.

- (a) COMMUNICATION SECURITY.—Working knowledge of all phases of Communication Security Instructions (Chapter IV *Cominst* and Article 76 *U. S. Navy Regulations*).
- (b) NAVAL COMMUNICATION SERVICE.—Working knowledge of Naval Communication Service. (Chapter I *Cominst*).
- (c) RADIO INTELLIGENCE.—(1) (B) (d), and, in addition, have a more advanced knowledge of the principles of a particular phase of radio intelligence and its application.
- (d) D-5212.092 (1) (B).

(3) SPECIALIST (Q) (IN), FIRST CLASS.

(A) PRACTICAL FACTORS.

- (a) PROCEDURES.—Demonstrate expert knowledge of radio intelligence procedures.
- (b) PERFORMANCE.—Demonstrate ability to perform radio intelligence duties independently.
- (c) SUPERVISION.—Demonstrate ability to supervise the work and training of lower ratings.
- (d) D-5212.092 (2) (A).

(B) EXAMINATION SUBJECTS.

- (a) COMMUNICATION SECURITY.—Comprehensive knowledge of Communication Security as set forth in current instructions, in *Cominst*, Chapter IV, and Article 76 *U. S. Navy Regulations*.
- (b) NAVAL COMMUNICATION SERVICE.—Comprehensive knowledge of Naval Communication Service (Chapter I *Cominst*).
- (c) RADIO INTELLIGENCE.—Thorough knowledge of radio intelligence techniques and procedures.
- (d) D-5212.092 (2) (B).

(4) CHIEF SPECIALIST (Q) (IN).

(A) PRACTICAL FACTORS.

- (a) SUPERVISION.—Demonstrate ability to organize and supervise a watch.
- (b) PERFORMANCE.—Demonstrate outstanding ability to perform radio intelligence duties and to direct special phases of radio intelligence activities.
- (c) D-5212.092 (3) (A).

(B) EXAMINATION SUBJECTS.

- (a) TECHNIQUES AND PRINCIPLES.—Possess an expert knowledge of radio intelligence techniques and principles as applied to communication intelligence.
- (b) D-5212.092 (3) (B).

D-5212.093. Specialists (Q) (TE)—(Technicians).

(1) SPECIALIST (Q) (TE), THIRD CLASS.

(A) PRACTICAL FACTORS.

- (a) D-5204 (1).
- (b) PROCEDURES.—Demonstrate a working knowledge of one of the following:
 - (i) Correct procedure for construction and assembly of special communication equipment.
 - (ii) Function of component parts of special equipment and correct procedure for routine operation of special communication equipment.
 - (iii) Correct procedure for inspection, testing, adjustment, and repair of special communication equipment.
- (c) PERFORMANCE.—Demonstrate ability to perform, under supervision, one of the following:
 - (i) Construction and assembly of special communication equipment.
 - (ii) Routine operation, inspection, and testing of special communication equipment, including ability to recognize the common symptoms of faulty operation.
 - (iii) Inspection, tests, adjustments, and repairs of special communication equipment.
- (d) RECORDS.—Demonstrate ability to keep a satisfactory log of work done.

(B) EXAMINATION SUBJECTS.

- (a) NAVAL ORGANIZATION.—General knowledge of organization of Navy Department.
- (b) COMMUNICATION SECURITY.—General knowledge of all phases of Communication Security (Chapter IV *Cominst* and Article 76 *U. S. Navy Regulations*).
- (c) NAVAL COMMUNICATION SERVICE.—General knowledge of Naval Communication Service (Chapter I *Cominst*).
- (d) SPECIAL COMMUNICATION EQUIPMENT.—General knowledge of design, assembly, operation, maintenance, and processing of material from special communication equipment (such examination to be confined to equipment to which assigned).
- (e) SAFETY PRECAUTIONS.—Know safety precautions to be observed for equipment to which assigned.
- (f) FIRST AID.—Thorough knowledge of elementary first aid, with special emphasis upon treatment for persons suffering from electrical shock.
- (g) D-5203.

(2) SPECIALIST (Q) (TE), SECOND CLASS.

(A) PRACTICAL FACTORS.

- (a) PROCEDURES.—Demonstrate a detailed knowledge of one of the following:
 - (i) (1) (A) (b) (i) and, in addition, inspection and testing of finished parts or assemblies.
 - (ii) (1) (A) (b) (ii) and, in addition, be able to recognize and correct improper operation.
 - (iii) (1) (A) (b) (iii).

- (b) PERFORMANCE.—Demonstrate ability to perform, without supervision, one of the following:
 - (i) (1) (A) (c) (i).
 - (ii) (1) (A) (c) (ii).
 - (iii) (1) (A) (c) (iii).
- (c) REPORTS.—Demonstrate ability to organize and submit routine reports of work done.
- (d) SUPERVISION.—Demonstrate ability to supervise the work and training of men in lower ratings and nonrated personnel.
- (e) D-5212.093 (1) (A).

(B) EXAMINATION SUBJECTS.

- (a) COMMUNICATION SECURITY.—Working knowledge of all phases of Communication Security Instructions (Chapter IV *Cominst* and Article 76 *U. S. Navy Regulations*).
- (b) NAVAL COMMUNICATION SERVICE.—Working knowledge of Naval Communication Service (Chapter I *Cominst*).
- (c) SPECIAL COMMUNICATION EQUIPMENT.—Working knowledge of principles of operation of equipment to which assigned.
- (d) SAFETY PRECAUTIONS.—Know safety precautions to be observed in operational unit to which assigned.
- (e) D-5212.093 (1) (B).

(3) SPECIALIST (Q) (TE), FIRST CLASS.

(A) PRACTICAL FACTORS.

- (a) PROCEDURES.—Demonstrate an expert knowledge of one of the following:
 - (i) (2) (A) (a) (i).
 - (ii) (2) (A) (a) (ii).
 - (iii) (1) (A) (b) (iii).
- (b) PERFORMANCE.—Demonstrate expert ability in performance of one of the following:
 - (i) (1) (A) (c) (i).
 - (ii) (1) (A) (c) (ii).
 - (iii) (1) (A) (c) (iii).
- (c) REPORTS.—Demonstrate ability to organize and submit reports on work of operational unit to which assigned.
- (d) SUPERVISION.—Demonstrate ability to supervise work of an operational unit and to train men in lower ratings in the work to which assigned.
- (e) D-5212.093 (2) (A).

(B) EXAMINATION SUBJECTS.

- (a) COMMUNICATION SECURITY.—Comprehensive knowledge of Communication Security as set forth in current instructions and in *Cominst*, Chapter IV and Article 76 *U. S. Navy Regulations*.
- (b) NAVAL COMMUNICATION SERVICE.—Comprehensive knowledge of Naval Communication Service (Chapter I *Cominst*).
- (c) SPECIAL COMMUNICATION EQUIPMENT.—Detailed knowledge of principles of operation of equipment to which assigned.
- (d) D-5212.093 (2) (B).

(4) CHIEF SPECIALIST (Q) (TE).

(A) PRACTICAL FACTORS.

- (a) PROCEDURES.—Demonstrate outstanding knowledge of one activity and a working knowledge of other two types of activities in (2) (A) (a) above.

- (b) **PERFORMANCE.**—Demonstrate outstanding ability in performance of one activity and a working knowledge of other two types of activities in (1) (A) (c) above.
- (c) **SUPERVISION.**—Demonstrate ability to organize and supervise a watch.
- (d) **REPORTS.**—Demonstrate ability to correlate and summarize reports of a large operational unit.
- (e) D-5212.093 (3) (A).

(B) EXAMINATION SUBJECTS.

- (a) **EQUIPMENT.**—Possess expert knowledge of principles of operation of equipment on hand.
- (b) D-5212.093 (3) (B).

D-5212.10. Specialists (R)—(Recruiters).

(1) SPECIALIST (R), THIRD CLASS.

(A) PRACTICAL FACTORS.

- (a) D-5204 (1).
- (b) **INTERVIEWS.**—Demonstrate ability to conduct routine interviews with candidates for enlistment, displaying positive traits of leadership, judgment, and tact.
- (c) **PERSONALITY.**—Have a marked degree of energy, resourcefulness, initiative, and dependability, together with a pleasing personality as evidenced by attractiveness, poise, grooming, genuine friendliness, and lasting enthusiasm. Be able to inspire confidence and respect by good conduct and military bearing.
- (d) **PUBLIC RELATIONS.**—Demonstrate ability to prepare promotional materials with public appeal and speak before groups of varied interests. Be able to converse effectively and without speech defect, which would handicap recruiting duties.
- (e) **PENMANSHIP.**—Demonstrate ability to write legibly and neatly.
- (f) **VISUAL AIDS.**—Demonstrate ability to use visual aids effectively, including the operation of a 16 mm. motion picture projector.
- (g) **EXPERIENCE.**—Must have served as a striker for a minimum of thirty (30) days.

(B) EXAMINATION SUBJECTS.

- (a) **ORGANIZATION.**—General knowledge of the Navy ashore and afloat.
- (b) **NAVAL RESERVE.**—Knowledge of the purpose, policies, and work of the Naval Reserve. Knowledge of the indoctrination and training schools and their courses for appointed and enlisted personnel with emphasis on the branch of the Naval Reserve for which candidates are being recruited.
- (c) **NAVAL RANKS, GRADES, RATINGS, AND CLASSES.**—Knowledge of the officer ranks, grades, and classes; names of enlisted ratings, abbreviations, and their classification by pay grade; and the opportunities for promotion within the Naval Service.
- (d) **PUBLICATIONS.**—Knowledge of the names and general contents of standard naval publications, directives, and forms used for recruiting purposes.
- (e) **REQUIREMENTS FOR ENLISTMENT.**—Knowledge of the general requirements, including physical, for appointment and enlistment in the Naval Reserve.
- (f) **SECURITY.**—Knowledge of classified materials as set forth in Article 76 in *U. S. Navy Regulations*.
- (g) **BILLETS.**—General knowledge of the types of billets available for naval personnel.

- (h) PERSONAL AFFAIRS AND DEPENDENTS.—Thorough knowledge of the information about personal affairs of naval personnel and aid for their dependents as contained in naval publications.
- (i) HOUSING FACILITIES.—Knowledge of living and housing facilities in areas of naval activities.
- (j) ENLISTMENT PAPERS.—Knowledge of the complete processing of enlistment papers, including the papers required, recognition of valid documents, and the order of arrangement of the enlistment papers for forwarding to the Bureau of Naval Personnel
- (k) D-5203.

(2) SPECIALIST (R), SECOND CLASS.

(A) PRACTICAL FACTORS

- (a) PROMOTIONAL PUBLICITY WORK.—Demonstrate ability to give general assistance in the planning, organization, and administration of promotional campaigns.
- (b) INTERVIEWS.—Demonstrate ability to overcome objections to enlistment by using persuasiveness and convincing language in presenting the advantages of joining the Naval Reserve
- (c) D-5212.10 (1) (A).

(B) EXAMINATION SUBJECTS.

- (a) ORGANIZATION AND ADMINISTRATION.—Thorough knowledge of the organization and administration of the Naval Reserve, including its composition, administration, regulations, authority of officers, and uniforms and equipment.
- (b) ENLISTED PERSONNEL ADMINISTRATION.—Working knowledge of the regulations, instructions, and office routine pertaining to enlistments, transfers, promotions, and separations.
- (c) TRANSPORTATION.—Knowledge of the regulations, instructions, and office routine pertaining to travel and transportation, quarters, subsistence, and claims as given in the publication, *U. S. Navy Travel Instructions*.
- (d) D-5212.10 (1) (B).

(3) SPECIALIST (R), FIRST CLASS.

(A) PRACTICAL FACTORS.

- (a) PUBLIC RELATIONS.—Demonstrate ability to carry out, with limited supervision, promotional campaigns for recruiting in the Naval Reserve in all media in cooperation with naval and civilian channels of communication.
- (b) INTERVIEWS.—Demonstrate ability to conduct interviews with applicants whose cases present difficult problems, such as those involving maladjustment, incompetence, lack of experience, lack of qualifications, and physical defects.
- (c) OFFICE MANAGEMENT.—Demonstrate ability to handle routine matters in a recruiting office, including correspondence, reports, inquiries, and telephone calls.
- (d) TRAINING.—Demonstrate ability to organize and supervise the work and training of subordinates.
- (e) SUPERVISION.—Demonstrate ability to give general supervision over recruiting activities.
- (f) D-5212.10 (2) (A).

(B) EXAMINATION SUBJECTS.

- (a) CORRESPONDENCE.—Thorough knowledge of the regulations and in-

structions pertaining to the preparation and handling of all forms of correspondence.

- (b) **PROCUREMENT PROCEDURES.**—Thorough knowledge of the supply sources, and methods for procuring applicants with specific skills.
- (c) **CIVILIAN OCCUPATIONS.**—Knowledge of the relationship of civilian occupations to Navy billets.
- (d) D-5212.10 (2) (B).

(4) **CHIEF SPECIALIST (R).**

(A) **PRACTICAL FACTORS.**

- (a) **SUPERVISION.**—Demonstrate ability to organize, administer, and supervise major recruiting activities.
- (b) **PUBLIC RELATIONS.**—Demonstrate ability to plan and promote campaigns for recruiting for the Naval Reserve and to develop new plans and procedures. Demonstrate ability to assist with organizing civilian naval personnel committees.
- (c) **TRAINING.**—Demonstrate ability to train subordinates in recruiting methods and techniques.
- (d) D-5212.10 (3) (A).

(B) **EXAMINATION SUBJECTS.**

- (a) D-5212.10 (3) (B).

D-5212.11. Specialists (S)—(Shore Patrol and Security).

NOTE.—Specialists (S) for the Shore Patrol must be in excellent physical condition, medium to tall in stature, with well proportioned physique.

(1) **SPECIALIST (S), THIRD CLASS.**

(A) **PRACTICAL FACTORS.**

- (a) D-5204 (1).
- (b) **EXECUTION OF ORDERS.**—Demonstrate superior ability in the execution of orders.
- (c) **POST DUTIES.**—Demonstrate ability to execute properly inspection and patrol duties on the post, including the inspection of all public places frequented by and as they relate to service personnel and the enforcement of an out-of-bounds order.
- (d) **PATROL CAR.**—Demonstrate ability to drive a patrol car and to operate a two-way police radio.
- (e) **ARRESTS.**—Demonstrate correct procedures in making arrests, including the approach and execution. Demonstrate proper use of the night stick and service revolver, and demonstrate ability to use at least four restraining holds without injury to the person arrested.
- (f) **TRAFFIC CONTROL.**—Demonstrate ability to control both vehicular and pedestrian traffic.
- (g) **BEACH GUARD.**—Be able to perform correctly the duties of beach guard.
- (h) **RECOGNITION OF PERSONNEL.**—Demonstrate ability to recognize and distinguish personnel of common corps and specialties of the Navy, Army, Marines, Coast Guard, Maritime Service, Public Health Service, and, if necessary, military personnel of other nations, by their insignia and devices.
- (i) **FIRST AID AND LIFE SAVING.**—Demonstrate a practical knowledge of elementary first aid. Demonstrate ability to pass standard swimming and life saving tests.
- (j) **SMALL ARMS.**—Be qualified in the firing of a service revolver on a standard

range and if practicable over a special course designed to test speed, dexterity, and rapidity of controlled close-range fire.

- (k) BOATS.—Demonstrate ability to handle small naval power boats, either as coxswain or as engineer.

(B) EXAMINATION SUBJECTS.

- (a) NAVY REGULATIONS.—Detailed knowledge of *U. S. Navy Regulations*, Chapters 1 and 4; including at least five violations thereof which would be prejudicial to good order and discipline.
- (b) CONDUCT ASHORE.—General knowledge of naval rules and regulations pertaining to uniform and conduct ashore.
- (c) MILITARY COURTESY.—General knowledge of the various insignia and devices, service ranks and ratings, honors due them, and distinctions involved in military courtesy in relation to Army, Navy, Marines, Coast Guard, Maritime Service, Public Health Service, and, if necessary, military personnel of other nations.
- (d) JURISDICTION.—Understand thoroughly the authority of arrest by the patrol as compared with the authority of civil police, and also those general offenses for which civilians may be arrested by the patrol personnel, acting in their capacity as citizens.
- (e) SECURITY MEASURES.—General knowledge of security measures, the purpose of security divisions such as Office of Naval Intelligence, Army Intelligence, F. B. I., etc., and the nature of violations on the part of civilians and service personnel to be reported to such activities.
- (f) ARREST REPORTS.—Understand thoroughly the procedure for obtaining the identity of an individual and the securing of all information necessary to process a proper arrest report, including any detailed information desired by the commanding officer.
- (g) FIRE FIGHTING.—General knowledge of fire fighting techniques, including special treatment required for electrical fires.
- (h) SMALL ARMS.—Understand thoroughly the circumstances under which the night stick and the service revolver may be used in line of duty.
- (i) RIOTS AND STRIKES.—General knowledge of duties of patrol in event of riots and strikes.
- (j) D-5203.

(2) SPECIALIST (S), SECOND CLASS.

(A) PRACTICAL FACTORS.

- (a) DUTY OFFICER.—Demonstrate ability to perform satisfactorily the duties of the patrol duty officer.
- (b) DRILL.—Demonstrate ability to drill a group without arms.
- (c) INSTRUCTION.—Demonstrate ability to instruct a patrol detail in the correct use of the night stick, service revolver, and restraining holds.
- (d) D-5212.11 (1) (A).

(B) EXAMINATION SUBJECTS.

- (a) NAVY REGULATIONS.—Detailed knowledge of *U. S. Navy Regulations*, Chapter 45, Sections 2 and 3, and Chapter 46.
- (b) INTERVIEWS AND INVESTIGATIONS.—Know how to conduct interviews and to make investigations, taking necessary notes and submitting required reports.
- (c) FOREIGN DUTY.—General knowledge of the special problems of shore patrol on foreign duty and in occupied territory, including the relationship of the patrol to civilian personnel.

- (d) SMALL ARMS.—Understand the principles of the correct use of tear gas, automatic rifle, riot shotgun, sub-calibre machine gun, and machine gun.
 - (e) FIRST AID.—Thorough knowledge of advanced first aid.
 - (f) D-5212.11 (1) (B).
- (3) SPECIALIST (S), FIRST CLASS.
- (A) PRACTICAL FACTORS.
- (a) SUPERVISION.—Demonstrate ability to take charge of and instruct a patrol detail for routine assignments.
 - (b) RAIDS.—Demonstrate ability to plan and conduct raids, including the timing and making of assignments.
 - (c) SMALL ARMS.—Demonstrate ability to use properly tear gas, automatic rifle, riot shotgun, sub-calibre machine gun, and machine gun.
 - (d) FIRST AID.—Demonstrate a practical knowledge of advanced first aid.
 - (e) D-5212.11 (2) (A).
- (B) EXAMINATION SUBJECTS.
- (a) LANDING FORCE MANUAL.—Thorough knowledge of Chapters 11 and 17, *Landing Force Manual*.
 - (b) NAVAL COURTS.—General knowledge of naval court functions as they relate to witnesses and of the rules of evidence.
 - (c) D-5212.11 (2) (B).
- (4) CHIEF SPECIALIST (S).
- (A) PRACTICAL FACTORS.
- (a) DUTY OFFICER.—Demonstrate ability to perform the duties of the patrol duty officer as they relate to the instructing and posting of a watch, including the performance of routine duties of the duty office as they relate to the supervision of the watch on duty.
 - (b) SMALL ARMS INSTRUCTION.—Demonstrate ability to instruct in the proper use of tear gas, automatic rifle, riot shotgun, sub-calibre machine gun, and machine gun.
 - (c) D-5212.11 (3) (A).
- (B) EXAMINATION SUBJECTS.
- (a) PATROL ORGANIZATION.—Detailed knowledge of the patrol organization, including the operation of boats and motor vehicle patrols.
 - (b) JURISDICTION.—Understand thoroughly the relationship of the patrol with civil police as to powers of arrest, the interchange of military prisoners, and the jurisdiction of both the patrol and civil police as it relates to civilians and to service personnel.
 - (c) D-5212.11 (3) (B).
- D-5212.111. Specialists (S)—(Personnel Supervisors).
- Open to V-10 personnel only. No qualifications published.
- D-5212.12. Specialists (T)—(Teachers).
- No qualifications published.
- D-5212.121. Specialists (T) (LT)—(Link Trainer Instructors).
- (1) SPECIALIST (T) (LT), THIRD CLASS.
- (A) PRACTICAL FACTORS.
- (a) D-5204 (1).
 - (b) LINK TRAINER OPERATION.—Demonstrate ability to fly the Link

trainer with hood closed, performing all basic plane maneuvers by instrument control. Demonstrate proficiency in flying the Link trainer according to radio range signals and any other currently used radio aids. Demonstrate ability to operate the desk of the Link trainer, including ability to give correct radio signals while record travels over various portions of the station pattern. Demonstrate the ability to use properly the wind drift equipment. (Must have operated the Link trainer desk for a minimum of thirty (30) hours.)

- (c) INSTRUCTION.—Demonstrate ability to instruct in basic air work and radio range flying, assigning standard flight problems with or without effect of wind and weather. Demonstrate ability to point out student's strong points and weak points in individual conferences and to suggest a program of practice problems for improvement of instrument flying.
- (d) SPEECH.—Demonstrate ability to articulate clearly and to keep calm at all times while giving instructions over the microphone to the student.
- (e) MAINTENANCE.—Demonstrate ability to perform simple maintenance of the Link trainer by checking the trainer in test flights, making minor mechanical adjustments and assisting in the assembly and disassembly of the trainer.
- (f) RECORDS AND REPORTS.—Demonstrate ability to keep accurate and complete operating logs and instructional records.

(B) EXAMINATION SUBJECTS.

- (a) LINK TRAINER THEORY.—Elementary knowledge of the principles of Link trainer performance and theory of operation.
- (b) INSTRUMENT FLYING.—Elementary knowledge of principles and theory of instrument flight and the use of radio aids to navigation. Knowledge of construction, function, and indications of aviation instruments.
- (c) REGULATIONS.—Familiarity with C.A.A. and Navy Department Regulations for instrument flight and radio voice communications.
- (d) CONSTRUCTION AND MAINTENANCE.—Elementary knowledge of mechanical construction of the trainer and knowledge of lubrication and adjustments required to maintain trainer in good operating condition.
- (e) SAFETY PRECAUTIONS.—Knowledge of safety precautions to be observed in use and maintenance of Link trainer.
- (f) FLIGHT THEORY.—Elementary knowledge of the theory of flight and actual behavior of aircraft.
- (g) PUBLICATIONS.—Familiarity with currently approved textbooks, pamphlets, and other instructional and maintenance publications.
- (h) NOMENCLATURE.—Familiarity with standard aviation and Link trainer nomenclature and terms commonly used by aviators.
- (i) INSTRUCTION.—Thorough understanding of the principles of on-the-job training as applied to duties of Link trainer instructor.
- (j) D-5203.

(C) SCHOOL QUALIFICATIONS.

- (a) Must have completed satisfactorily a course of instruction in accordance with the prescribed syllabus for Link trainer instructors at a training school authorized by the Bureau of Naval Personnel.

(2) SPECIALIST (T) (LT), SECOND CLASS.

(A) PRACTICAL FACTORS.

- a) INSTRUCTION.—Demonstrate ability to simulate directions of Airways Traffic Control Center and control tower operator, combining such directions with standard flight problems in giving instruction to students over the microphone. Demonstrate ability to diagnose student's difficulties and to assist

student by assigning a program of remedial flight exercises. Demonstrate ability to simulate instrument landing radio systems and cross-country flight.

- (b) **CLASSROOM LECTURES.**—Demonstrate ability to lecture clearly and intelligently to groups of students, illustrating lecture when necessary with blackboard drawings and sketches or with visual aids.
- (c) **MAINTENANCE.**—Demonstrate ability to make all routine adjustments and be able to make repairs not requiring rework of parts; for example, bench checking and adjustment of climb-dive valves, adjustable stall valves, regulator bellows, etc. Demonstrate ability to make simple electrical repairs and to replace parts. Demonstrate ability to assemble and disassemble the trainer, to analyze instrument behavior to determine if it is actually an instrument which is at fault, and to recommend the requisitioning of spare and replacement parts and instruments as needed.
- (d) **RECORDS AND REPORTS.**—Demonstrate ability to compile requested data from established logs and records and to submit special reports as required.
- (e) **VISUAL AIDS.**—Demonstrate ability to operate all visual aid equipment such as film strip and movie projectors assigned to the Link trainer unit.
- (f) D-5212.121 (1) (A).

(B) **EXAMINATION SUBJECTS.**

- (a) **LINK TRAINER THEORY.**—Detailed knowledge of the principles of Link trainer performance and theory of operation. Knowledge of performance capabilities and limitations of the trainer.
- (b) **INSTRUMENT FLYING.**—Working knowledge of the principles and theory of instrument flight and the use of radio aids to navigation as they apply to the Link trainer.
- (c) **REGULATIONS.**—Detailed knowledge of C.A.A. and Navy Department Regulations for instrument flight and radio voice communications.
- (d) **CONSTRUCTION AND MAINTENANCE.**—Working knowledge of mechanical construction of trainer and desk. Elementary knowledge of the electrical equipment of trainer and desk. Knowledge of "trouble shooting" technique to determine repairs and adjustments needed.
- (e) **AIRWAYS TRAFFIC CONTROL.**—Knowledge of standard flight terms, commands and directions used in Airways Traffic Control. Familiarity with control procedures.
- (f) **INSTRUCTION.**—Knowledge of lecturing and classroom teaching techniques as applied to duties of Link trainer instructor.
- (g) D-5212.121 (1) (B).

(3) **SPECIALIST (T) (LT), FIRST CLASS.**

(A) **PRACTICAL FACTORS.**

- (a) **INSTRUCTION.**—Demonstrate ability to develop flight problems to meet the specific training needs of students. Demonstrate ability to prepare instructional schedules to insure full utilization of equipment and instructors.
- (b) **CLASSROOM LECTURES.**—Demonstrate ability to prepare lecture materials and to train other instructors in lecturing and the use of visual aids.
- (c) **MAINTENANCE.**—Demonstrate ability to make minor electrical repairs, and adjustments and to diagnose trouble requiring services of an electrician or special devices service man. Demonstrate ability to prepare requests for spare and replacement parts.
- (d) **SUPERVISION.**—Demonstrate ability to supervise the work and training of other instructors.

- (e) RECORDS AND REPORTS.—Demonstrate ability to organize the regular submission of required data, checking all records and reports for accuracy and completeness.

(f) D-5212.121 (2) (A).

(B) EXAMINATION SUBJECTS.

- (a) INSTRUMENT FLYING.—Advanced knowledge of the principles and theory of instrument flight and the principles, theory, and use of radio aids to navigation including a working knowledge of instrument landing radio systems. Knowledge of special flight problems experienced by aviation pilots and the applicability of Link trainer instruction to the solution of such problems.
- (b) REGULATIONS.—Detailed knowledge of C.A.A., Navy, and Army regulations. Be conversant with all currently established practices for instrument flight and radio voice communications.
- (c) MAINTENANCE.—Detailed knowledge of *Link Trainer Handbook of Instructions* as applicable to the complete maintenance, repair, and upkeep of Link trainer equipment.
- (d) AIRWAYS TRAFFIC CONTROL.—Detailed knowledge of Airways Traffic Control problems and procedures.
- (e) NAVIGATION.—Elementary knowledge of weather flying and navigation.
- (f) RECORDS AND REPORTS.—Knowledge of records and reports required for reporting training activities at station to which attached.
- (g) D-5212.121 (2) (B).

(4) CHIEF SPECIALIST (T) (LT).

(A) PRACTICAL FACTORS.

- (a) SUPERVISION AND PLANNING.—Demonstrate ability to supervise a group of Link trainer instructors including the ability to plan, schedule, and execute all training activities.
- (b) TRAINING.—Demonstrate ability to coach instructors in the simulation of Airways Traffic Control directions given to students over the microphone. Demonstrate ability to train instructors in the techniques of counseling students in individual conferences with particular emphasis upon handling difficult problems tactfully. Demonstrate ability to evaluate the performance of other instructors.
- (c) REPORTS AND PROCEDURES.—Demonstrate ability to lay out report forms and to prepare procedural handbooks pertaining to the operating mechanics of the Link trainer units supervised. Demonstrate ability to prepare special reports for officer-in-charge.
- (d) MAINTENANCE.—Demonstrate ability to supervise the maintenance, repair, and upkeep of all Link trainer units supervised and to act as foreman in charge. Demonstrate ability to train other instructors in maintenance activities not requiring the services of special devices service man. Demonstrate ability to review and approve all requests for spare and replacement parts.
- (e) D-5212.121 (3) (A).

(B) EXAMINATION SUBJECTS.

- (a) REGULATIONS.—Thorough knowledge of all currently established domestic regulations for instrument flight and radio voice communications. Be conversant with foreign regulations for instrument flight and radio voice procedures.
- (b) REPORTS AND PROCEDURES.—Thorough knowledge of all reporting and record-keeping requirements of station to which attached, including personnel and material records of Link trainer group supervised.

- (c) CORRESPONDENCE AND SUPPLIES.—General knowledge of Navy correspondence, filing system, and procedure for the requisitioning and maintenance of supplies.
- (d) D-5212.121 (3) (B).

D-5212.13. Specialists (V).—(Transport Airmen).

(1) SPECIALIST (V), THIRD CLASS.

(A) PRACTICAL FACTORS.

- (a) D-5204 (1).
- (b) RUBBER LIFE RAFT.—Demonstrate ability to inflate and launch a rubber life raft.
- (c) RECEIVING AIRCRAFT.—Demonstrate ability to receive aircraft on the ground and a knowledge of the standard signals employed.
- (d) CARGO.—Demonstrate ability to secure cargo in the types of aircraft in use by the squadron to which assigned.
- (e) FIRST AID.—Demonstrate ability to administer elementary first aid with special attention to the type of emergencies peculiar to air travel.
- (f) FIRE EXTINGUISHERS.—Demonstrate ability to use, and a knowledge of the type of fire extinguishers in use by own squadron.
- (g) SAFETY PRECAUTIONS.—Demonstrate observance of special safety precautions in working in or near the planes in the squadron to which assigned, and knowledge of the emergency exits in planes.
- (h) RECOGNITION.—Demonstrate ability to recognize different types of military aircraft in current use by other nations.

(B) EXAMINATION SUBJECTS.

- (a) NAVAL TRANSPORTATION SERVICE.—Have a general knowledge of the purpose and functions of the Naval Transportation Service.
- (b) FORMS.—Have a working knowledge of the forms used in computing loads for the planes in use by own squadron.
- (c) CAPACITY.—Have a thorough knowledge of the cargo and passenger capacity of the aircraft used by own squadron.
- (d) RECEIVING AIRCRAFT.—Be thoroughly familiar with the methods and procedures of receiving various types of aircraft on the ground.
- (e) RUBBER LIFE RAFTS.—Be able to describe the methods of inflating and launching, manner of stowing, and safety precautions to be observed in the handling of rubber life rafts.
- (f) WEATHER SEQUENCES.—Be able to interpret weather sequences and know where and at what time they may be obtained.
- (g) RECOGNITION.—Be familiar with the distinguishing characteristics of U. S. military and commercial aircraft, and the different types of military aircraft in current use by other nations.
- (h) D-5203.

(2) SPECIALIST (V), SECOND CLASS.

(A) PRACTICAL FACTORS.

- (a) CARGO.—Demonstrate ability to stow and secure cargo in aircraft in use by own squadron without supervision.
- (b) SPACE ALLOCATIONS.—Demonstrate ability to handle space allocations, and to compute accurately loads and aircraft balance.
- (c) RAMP PROCEDURES.—Demonstrate observance and understanding of ramp procedures.
- (d) D-5212.13 (1) (A).

(B) EXAMINATION SUBJECTS.

- (a) AIR TRANSPORT SERVICE.—Have a working knowledge of the organization and operations of the Air Transport Service, and the activity to which assigned.
- (b) NAVAL COMMUNICATIONS.—Have a general knowledge of naval communication procedures, routing of messages, and teletype operation.
- (c) WEATHER FORECASTING.—Have a general knowledge of the principles of weather forecasting.
- (d) RECORDS AND REPORTS.—Know how to keep the standard records and make out the necessary forms and reports required in the operation of station equipment.
- (e) TERMINOLOGY.—Be thoroughly familiar with aeronautical terminology.
- (f) REGULATIONS.—Have a working knowledge of the regulations which plane commanders of own squadron abide by as outlined in the *Naval Air Transport Service Manual*, and know the source of the rules and policies of the Flight Control Department.
- (g) D-5212.13 (1) (B).

(3) SPECIALIST (V), FIRST CLASS.

(A) PRACTICAL FACTORS.

- (a) LEADERSHIP.—Demonstrate ability as a leader of men, and be able to take charge of a unit, organize the unit, plan the work, and instruct each man in his duties.
- (b) GROUND SERVICE.—Demonstrate ability to service, and give proper ground care to flying equipment.
- (c) ARRIVAL AND DISPATCHING.—Demonstrate ability to handle the arrival and dispatching of Naval Air Transport Service aircraft in the absence of a transport officer.
- (d) MATERIALS AND DIMENSIONS.—Demonstrate ability to read and determine materials and dimensions from blueprints. Be able to make a sketch or line drawing to illustrate dimensions and materials.
- (e) D-5212.13 (2) (A).

(B) EXAMINATION SUBJECTS.

- (a) REGULATIONS AND INSTRUCTIONS.—Have a thorough knowledge of station regulations and current instructions for the Naval Air Transport Service.
- (b) TRANSPORTATION REPORTS.—Be thoroughly familiar with the preparation, routing, and interpretation of transportation reports.
- (c) CARGO PRIORITIES.—Have a thorough knowledge and understanding of the instructions concerning cargo priorities.
- (d) AIRWAY COMMUNICATIONS.—Have a general knowledge of airway communication procedures.
- (e) WEATHER.—Be familiar with the weather conditions usually prevailing in the area in which stationed and be able to interpret the symbols of a U. S. Government weather map and explain its use in the squadron to which attached.
- (f) SAFETY PRECAUTIONS.—Know the steps to be taken for the safety of aircraft on the ground and in the air, during bad weather.
- (g) D-5212.13 (2) (B).

(4) CHIEF SPECIALIST (V).

(A) PRACTICAL FACTORS.

- (a) SPACE CONTROL.—Demonstrate ability to handle space control problems, especially in relation to fuel loads.

- (b) COORDINATION OF ACTIVITIES.—Demonstrate ability to coordinate activities of service personnel, flight personnel, and base transportation officers.
 - (c) TYPEWRITING.—Demonstrate ability to typewrite with an average degree of accuracy.
 - (d) TELETYPEWRITING.—Demonstrate ability to teletypewrite with an average degree of accuracy.
 - (e) D-5212.13 (3) (A).
- (B) EXAMINATION SUBJECTS.
- (a) GAS LOADING.—Have a thorough knowledge of gas loading of all aircraft used by the squadron to which attached.
 - (b) AIRCRAFT STRUCTURE.—Have a general knowledge of aircraft structure, i.e., beam loading, landing gear stressing, weight, placement, fire hazard protection, and control of aircraft.
 - (c) C.A.A. TRAFFIC REGULATIONS.—Have a working knowledge of the parts of the C.A.A. Traffic Regulations which are pertinent to the activities of the Naval Air Transport Service.
 - (d) NATS REGULATIONS.—Be thoroughly familiar with the *Naval Air Transport Service Manual*, *Route Operations Manual*, and the jurisdiction of the Bureau of Supplies and Accounts in connection with operations of the Naval Air Transport Service.
 - (e) D-5212.13 (3) (B).

D-5212.14. Specialists (W)—(Chaplain's Assistants).

NOTE.—All candidates for specialist (W), assistant in the office of the chaplain, must have the following qualifications:

- (a) School qualifications: Two (2) years of post high school education including at least two (2) years of school or private musical training and experience in religious and secular music.
- (b) Character qualifications: Statement of recommendation from candidate's chaplain that the candidate is of good moral character and has demonstrated good personal habits and conduct.

(1) SPECIALIST (W), THIRD CLASS.

(A) PRACTICAL FACTORS.

- (a) D-5204 (1).
- (b) MUSICAL PERFORMANCE.—Demonstrate ability to play the piano for musical accompaniment at religious services, weddings, funerals, secular gatherings, and popular singing.
- (c) CLERICAL PERFORMANCE.—Demonstrate in the conduct of a chaplain's office routine, the following:
 - (i) Ability to use the touch system of typewriting, and to use an adding machine.
 - (ii) Legible penmanship and ability to spell words commonly used, including nautical terms.
 - (iii) Ability to give office equipment proper care.
- (d) PUBLIC RELATIONS.—Demonstrate ability to meet and receive enlisted and officer personnel and civilian visitors, as a receptionist in a chaplain's office; also demonstrate ability to handle telephone communications with service personnel and civilians.

(B) EXAMINATION SUBJECTS.

- (a) ORGANIZATION.—General knowledge of the organization and functions of the Chaplains' Corps, of chaplains' offices in general, and specifically, of the chaplain's office to which currently assigned.

- (b) ENGLISH.—Knowledge of good English usage, including punctuation, capitalization, quotation, syllabication, and abbreviations.
- (c) TYPEWRITING.—Reasonable facility and speed in typewriting correspondence in a Navy chaplain's office, using touch system of typewriting.
- (d) MUSIC.—Knowledge of all major and minor keys and time signatures, words and signs used in musical composition, musical abbreviations; also, an elementary knowledge of musical theory.
- (e) PUBLICATIONS.—Know the names and general arrangement of standard Navy publications customarily found in a chaplain's office.
- (f) LIBRARY.—Working knowledge of library organization and techniques.
- (g) D-5203.

(C) SCHOOL QUALIFICATIONS.

- (a) Graduation from the specialist (W) training course of the Naval Training School (Chaplains) or equivalent fleet and/or shore experience as approved by the Bureau of Naval Personnel.

(2) SPECIALIST (W), SECOND CLASS.

(A) PRACTICAL FACTORS.

- (a) MUSICAL PERFORMANCE.—Demonstrate ability to play satisfactorily the reed organ or the electric organ, for musical accompaniment at religious services, weddings, funerals, secular gatherings, and popular singing.
- (b) PERSONNEL RECORDS.—Demonstrate ability to prepare and maintain the files for all records and reports used in a chaplain's office.
- (c) PROGRAMS.—Demonstrate ability to prepare and arrange religious and recreation programs.
- (d) D-5212.14 (1) (A).

(B) EXAMINATION SUBJECTS.

- (a) TYPEWRITING.—Typewrite for five (5) minutes at an average rate of not less than twenty (20) words per minute, with not more than five (5) errors. (See standard instructions for tests in typewriting for yeomen.)
- (b) MUSIC.—Knowledge of organ and piano music appropriate for Protestant, Catholic, and Jewish religious services.
- (c) PERSONNEL REPORTS.—Working knowledge of the records and report forms most frequently used in a chaplain's office.
- (d) D-5212.14 (1) (B).

(C) SCHOOL QUALIFICATIONS.

- (a) D-5212.14 (1) (C).

(3) SPECIALIST (W), FIRST CLASS.

(A) PRACTICAL FACTORS.

- (a) MUSICAL PERFORMANCE.—Demonstrate ability to organize and take charge of a choir or glee club, and to conduct musical rehearsals.
- (b) CLERICAL.—Demonstrate ability to conduct the work of a chaplain's office assistant, including:
 - (i) Taking and transcribing of dictation with reasonable speed and accuracy.
 - (ii) Supervision and instruction of subordinate personnel in a chaplain's office.
- (c) COLLATERAL.—Demonstrate ability to give general assistance in the carrying out of collateral work as would be attached to the chaplain's office.
- (d) D-5212.14 (2) (A).

(B) EXAMINATION SUBJECTS.

- (a) **TYPEWRITING.**—Typewrite for five (5) minutes at an average rate of not less than thirty (30) words per minute, with not more than five (5) errors. (See standard instructions for tests in typewriting for yeomen.)
- (b) **SHORTHAND.**—Using a standard method of shorthand, take dictation of new (non technical) material with which the candidate is not familiar at the rate of at least forty (40) words per minute. Speed-writing will not be accepted.
- (c) **REPORTS.**—Knowledge of all routine and special reports required in a chaplain's office of a ship or shore station, and of the sources of information needed for these reports.
- (d) **CORRESPONDENCE.**—Preparation of letters in official form and knowledge of the official channels through which any letter would pass.
- (e) **MUSIC.**—Thorough knowledge of harmony; a working knowledge of choir and choral music.
- (f) **COLLATERAL.**—Thorough familiarity with the benefits available to enlisted men and know the requirements to obtain such benefits as:
 - (i) Government Insurance.
 - (ii) Navy Relief.
 - (iii) Medical treatment for dependents.
 - (iv) Red Cross.
 - (v) Beneficiary privileges.
 - (vi) Gratuities.
- (g) D-5212.14 (2) (B).

(C) SCHOOL QUALIFICATIONS.

- (a) D-5212.14 (1) (C).

(4) CHIEF SPECIALIST (W).**(A) PRACTICAL FACTORS.**

- (a) **SUPERVISION.**—Demonstrate ability to act as supervisor of the personnel in a chaplain's department including a staff of subordinates; also, demonstrate ability to act as the chaplain's chief assistant and musical director in religious services and secular programs.
- (b) **MUSICAL PERFORMANCE.**—Demonstrate ability to supervise all kinds of vocal and instrumental musical groups in connection with chaplain's services and social gatherings; demonstrate ability to prepare and conduct musical programs and concerts.
- (c) D-5212.14 (3) (A).

(B) EXAMINATION SUBJECTS.

- (a) **MUSIC.**—Elementary knowledge of musical instruments; a knowledge of baton technique; a knowledge of the principles of musical interpretation.
- (b) **COLLATERAL.**—Working knowledge of the benefits and privileges available to naval personnel and their dependents and the official publications relating thereto. A working knowledge of Navy Relief, Red Cross, and other authorized societies with which the chaplain maintains liaison.
- (c) **TYPEWRITING.**—Typewrite for five (5) minutes at an average rate of not less than forty (40) words per minute, with not more than five (5) errors. (See standard instructions for tests in typewriting for yeomen.)
- (d) D-5212.14 (3) (B).

(C) SCHOOL QUALIFICATIONS.

- (a) D-5212.14 (1) (C).

D-5212.15. Specialists (X)—(Specialists Not Elsewhere Classified).

No qualifications published. See D-5212 for designators in this rating.

D-5212.16. Specialists (Y)—(Control Tower Operators).

NOTE.—All specialists (Y) (control tower operators) must meet the physical requirements set forth in paragraph (5) and shall be examined once each calendar year to determine physical fitness to continue in the rating.

(1) SPECIALIST (Y), THIRD CLASS.

(A) PRACTICAL FACTORS.

- (a) D-5204 (1).
- (b) ARTICULATION.—Demonstrate ability to speak clearly and distinctly without any accent or impediment of speech which would interfere with two-way radio conversation. Voice must be well modulated and pitched in medium range (contralto range for V-10 personnel).
- (c) TEMPERAMENT.—Demonstrate ability to make decisions calmly and quickly in order to insure the safety of personnel and materiel in the air and on the ground. Must be mature, emotionally stable, and alert. Must possess physical endurance.
- (d) OPERATION.—Demonstrate ability to stand a watch as airport traffic control operator. Demonstrate ability to operate field lighting system. Demonstrate knowledge of crash procedure.
- (e) COMMUNICATIONS EQUIPMENT.—Demonstrate ability to operate, tune, and adjust radio receivers to proper level. Demonstrate ability to operate microphone and interphone in standard manner.
- (f) LIGHT GUN.—Demonstrate ability to operate traffic control light gun in accordance with standard procedures.
- (g) RECORDS AND REPORTS.—Demonstrate ability to keep accurate and complete operating and materiel logs, to process airway clearance forms in accordance with approved flight plans, and to submit accident and other reports as required.
- (h) REMOTE CONTROL EQUIPMENT.—Demonstrate ability to operate remote control equipment to prevent failure of aids to navigation if station to which assigned is so equipped.
- (i) ALTIMETER SETTINGS.—Demonstrate ability to obtain, adjust, and relay altimeter settings.
- (j) RECOGNITION.—Demonstrate ability to recognize and identify with speed and accuracy all types of commercial and military planes normally operating in the vicinity of airport to which attached.
- (k) EXPERIENCE.—Must have had sixty (60) days' operating experience as striker in an approved airport control tower and have operated under supervision for the last thirty (30) days.

(B) EXAMINATION SUBJECTS.

- (a) AIRPORT RULES AND REGULATIONS.—Possess a C.A.A. Junior Rating Certificate for the airport to which assigned OR have a working knowledge of the following:
 - (i) Local airport rules of the airport to which assigned.
 - (ii) Local aircraft operations and such other aircraft operations as may affect conditions at the airport to which assigned.
 - (iii) Teletype symbols and weather sequences of the airways converging on the airport to which assigned.
 - (iv) Local emergency rules, crash procedures, crash signals, and radio frequencies.

- (b) AIRWAY* TRAFFIC CONTROL.—Elementary knowledge of theory and principles of airway traffic control.
- (c) INSTRUMENT FLYING.—Elementary knowledge of principles and theory of instrument flight and the use of radio aids to navigation.
- (d) REGULATIONS.—Familiarity with C.A.A. and Navy Department Regulations for airway traffic control, instrument flight, and voice communications. Knowledge of C.A.A. publication *Standard Airport Traffic Control Procedures*.
- (e) METEOROLOGY (AEROLOGY).—Elementary knowledge of meteorology (aerology) directed principally toward ability to read hourly weather reports and to apply them to the required weather minimums covering flight.
- (f) CONTROL TOWER PROCEDURE.—Thorough knowledge of interphone hookup and procedure of airport control tower to which assigned.
- (g) NOMENCLATURE AND PHRASEOLOGY.—Familiarity with aviation nomenclature and thorough knowledge of radio telephone and traffic control phraseology.
- (h) SECURITY.—Know the principles of, and requirements for, maintenance of general security pertaining to aircraft operations and communications.
- (i) AIRCRAFT.—Familiarity with the general characteristics, including size, weight, speed, and recognition features, of commercial and military aircraft operating within contact radius of airport to which attached.
- (j) D-5203.

(C) SCHOOL QUALIFICATIONS.

- (a) Must have completed satisfactorily a course of instruction for control tower operators at a training school authorized by the Bureau of Naval Personnel. (This requirement may be waived by commanding officers in the case of specially qualified candidates who meet the requirements of (1) (A) and (1) (B) with an excellent performance and examination record.)

(2) SPECIALIST (Y), SECOND CLASS.

(A) PRACTICAL FACTORS.

- (a) OPERATION.—Demonstrate ability to take charge of a watch, handle traffic as a supervisor, and assist in the training of other operators.
- (b) COMMUNICATIONS EQUIPMENT.—Demonstrate ability to start, stop, regulate, and make necessary operating adjustments on naval radio transmitters and receivers used in control towers, observing all safety precautions.
- (c) RECORDER.—Demonstrate ability to start, stop, regulate, and adjust two-way radio conversation recorder if tower to which assigned is so equipped.
- (d) RECOGNITION.—Demonstrate ability to recognize and identify with speed and accuracy all types of commercial and military planes likely to operate in the vicinity of the airport to which attached.
- (e) AIRWAY TRAFFIC CONTROL.—Demonstrate thorough working knowledge of airway traffic control.
- (f) D-5212.16 (1) (A).

(B) EXAMINATION SUBJECTS.

- (a) AIRPORT RULES AND REGULATIONS.—Possess a C.A.A. Senior Rating Certificate for the airport to which assigned OR have a working knowledge of the following:
 - (i) Air-navigation facilities within a radius of 200 miles of the airport to which assigned.
 - (ii) Airway traffic control procedures in the area in which the airport to which assigned is located.
 - (iii) Instrument approach and departure procedures at the airport to which assigned.

- (b) AIRWAY TRAFFIC CONTROL.—Knowledge of theory and principles of airway traffic control and familiarity with general procedure for control of international traffic.
- (c) INSTRUMENT FLYING.—Detailed knowledge of principles and theory of instrument flight and the use of radio aids to navigation.
- (d) REGULATIONS.—Detailed knowledge of C.A.A. and Navy Department regulations and familiarity with current practices for instrument flight and voice communications.
- (e) METEOROLOGY (AEROLOGY).—Understanding of principles of meteorology and familiarity with common weather codes and synoptic chart drawings.
- (f) CHARTS AND MAPS.—Familiarity with aeronautical charts and maps including knowledge of the symbols used for topographical data.
- (g) COMMUNICATIONS PROCEDURES.—Knowledge of naval communications procedures as applied to aircraft communications.
- (h) AIRCRAFT.—Detailed knowledge of the general characteristics of commercial and military aircraft operating in the vicinity of airport to which attached.
- (i) D-5212.16 (1) (B).

(3) SPECIALIST (Y), FIRST CLASS.

(A) PRACTICAL FACTORS.

- (a) SUPERVISION.—Demonstrate ability to organize and supervise the work and training of other operators.
- (b) RADIO EQUIPMENT.—Demonstrate ability to shift frequencies within the degree of accuracy set as standard for activity to which assigned.
- (c) FIRST AID.—Demonstrate knowledge of advanced first aid, including special treatment required for persons suffering from electric shock.
- (d) CHARTS AND MAPS.—Demonstrate ability to read aeronautical charts and maps.
- (e) COMMUNICATING WITH AIRCRAFT.—Demonstrate ability to communicate with aircraft in distress. Demonstrate ability to use flashing light (blinker) in communicating with aircraft.
- (f) OBSERVATIONS.—Demonstrate ability to make local ceiling and visibility observations.
- (g) D-5212.16 (2) (A).

(B) EXAMINATION SUBJECTS.

- (a) INSTRUMENT FLYING.—Advanced knowledge of principles and theories of instrument flight and the use of radio aids to navigation. Knowledge of special flight problems and unusual weather conditions experienced by aviation pilots in instrument flying and the relationship of these problems to airway traffic control.
- (b) REGULATIONS.—Detailed knowledge of C.A.A., Navy, Army, and British regulations and procedures. Familiarity with all currently established foreign and domestic practices for instrument flight and voice communications.
- (c) METEOROLOGY (AEROLOGY).—Detailed knowledge of common weather codes and synoptic chart drawings.
- (d) FLASHING LIGHT.—Qualify in transmitting and receiving messages by flashing light (blinker) at eight (8) words per minute.
- (e) LOST PLANE PROCEDURE.—Familiarity with lost plane procedure and the methods used generally and locally for bringing an aircraft back to its base.
- (f) RADIO.—Working knowledge of international radio code and naval radio operating procedure.
- (g) MAINTENANCE.—General knowledge of care and upkeep of communica-

tions equipment in tower to which assigned. Procedure for obtaining services of repairmen in event of equipment failure.

(h) D-5212.16 (2) (B).

(4) CHIEF SPECIALIST (Y).

(A) PRACTICAL FACTORS.

(a) SUPERVISION.—Demonstrate ability to assume duties of officer-in-charge of naval airport control tower.

(b) COMMUNICATIONS EQUIPMENT.—Demonstrate ability to operate and perform simple maintenance of all standard types of radio transmitters and receivers used in naval airport control towers.

(c) AUXILIARY POWER EQUIPMENT.—Demonstrate ability to operate auxiliary power equipment, including A. C. and D. C. motors and generators.

(d) ANTENNAS.—Demonstrate ability to rig antennas including coupling to receivers and transmitters.

(e) D-5212.16 (3) (A).

(B) EXAMINATION SUBJECTS.

(a) AIRWAY TRAFFIC CONTROL.—Knowledge of organization, functions, and facilities of Navy, Army, Coast Guard, and U. S. commercial airport traffic control towers and airway traffic control centers. Thorough knowledge of C.A.A. and F.C.C. rules and regulations governing airway traffic control and voice communications.

(b) REGULATIONS.—Thorough knowledge of currently established regulations for instrument flight and voice communications.

(c) NAVIGATION.—Elementary knowledge of navigation, including knowledge of charts, points of compass, compass errors, dead reckoning, and method of determining position by directional finder bearings.

(d) RADAR.—Elementary knowledge of radar interpretations and ability of radar to assist lost aircraft or aircraft affected by inclement weather.

(e) MAINTENANCE.—Elementary knowledge of the operation and maintenance requirements of all standard types of communications and recording equipment.

(f) CORRESPONDENCE AND SUPPLIES.—General knowledge of naval correspondence, filing system, and procedure for the requisitioning and maintenance of supplies.

(g) D-5212.16 (3) (B).

(5) PHYSICAL REQUIREMENTS.

(A) All specialists (Y) (control tower operators) shall meet the physical requirements as now prescribed for general service, with the following additional special requirements:

(a) Binocular vision shall be not less than 20/20 unaided by glasses, provided that vision in either eye shall be not less than 15/20 and is correctible by lenses to 20/20.

(b) Depth perception shall be not more than an average of 30 mm in five (5) readings as determined by the Howard Dollman or Keystone apparatus.

(c) Hyperphoria shall not exceed 1 D. at six meters.

(d) Prism divergence shall be not less than 3 D., and prism convergence not less than 6 D. at six meters.

(e) Accommodation of the eyes shall be sufficient to read aeronautical maps and standard letter print without aid of glasses.

(f) Fields of vision shall be normal as determined by the finger fixation test. (See Paragraph 1558, *Manual of the Medical Department*.)

- (g) There shall be no pathology of the eye, or adenexia which may interfere with proper function as control tower operator.
 - (h) Color vision shall be within the requirements prescribed for general service.
 - (i) Stammering or poor diction, or other evidence of speech impediment which might become manifest or aggravated under excitement shall be cause for rejection.
 - (j) Hearing shall be normal for whispered voice as prescribed for general service.
- (B) Normally, the special examination for specialists (Y) shall be conducted by a flight surgeon or aviation medical examiner. The results of this examination will be entered in the special duty abstract of the candidate's health record and commanding officers shall be notified as to the candidate's physical qualifications for the rating. No report of the examination will be submitted to the Bureau of Medicine and Surgery or the Bureau of Naval Personnel. Reports of original qualifying examinations and periodic annual examinations, however, shall be entered in the service records of personnel concerned.

- (c) Show by examination a reasonable knowledge of the duties of a Navy mail clerk.
- (d) Have at least 2 years to serve on his current enlistment or agree to reenlist or to extend for a period sufficient to make his future service 2 years.
- (e) Normally be a petty officer third class or higher rating. The Bureau will accept the nomination of a non-rated man as Navy Mail Clerk for a Class I Naval Post Office or as Assistant Navy Mail Clerk for any Naval Post Office, provided each man so nominated has served a minimum of six (6) months in the Naval service. (Ch. No. 1.)
- (f) If practicable, he shall be a man whose availability for this assignment for a considerable length of time appears likely, as regards prospective transfer, advancement in rating, or other causes.

Chief petty officers should not be recommended for designations as Navy mail clerks. Hospital Corpsmen will not be designated as mail clerks except upon hospital ships and at naval hospitals.

(2) *Designation.*—When an enlisted man who possesses the above qualifications has been selected for the position of Navy mail clerk or assistant, the commanding officer shall nominate him to the Bureau by letter and the Bureau will submit his name to the Post Office Department for designation. The letter of nomination shall reach the Bureau 2 weeks prior to the date given for the date of designation or the date on which it is desired that the postal effects arrive at the Naval post office, or 3 weeks prior to that date if money-order service is desired. Such letter shall be submitted in duplicate, plus one additional copy for each enlisted man named therein and shall contain the following information:

- (a) The effective date of designation desired.
- (b) The date of expiration of his current enlistment, his current enlistment as extended, or an affirmation of his agreement to reenlist.
- (c) The name of the commissioned officer (or bonded Navy mail clerk or assistant) who shall have temporary custody of the postal effects pending the Postmaster General's acceptance of the appointee's bond and the effective date of his designation. When no postal effects are on hand, as in the case of an activity at which a naval post office is not in operation, the following additional data shall be furnished for the information of the Post Office Department:
- (d) Whether stamp stock is desired, and if so, the quantity and denomination.
- (e) Whether money-order service is desired.
- (f) Whether rotary-lock equipment is desired.
- (g) Date on which it is desired that the postal effects arrive at the naval post office.

The papers required for bonding the applicant will be forwarded as prescribed in article D-5306.

No man shall perform the duties of Navy mail clerk or assistant Navy mail clerk until his bonds have been approved and accepted and designation made effective.

(3) *Reenlistment or Extension of Enlistment.*—

- (a) When the enlistment of a person serving as Navy mail clerk or assistant expires and his enlistment is extended or reenlistment takes place immediately, his designation as Navy mail clerk or assistant and oath and bond therefor continue in effect. (Comptroller General's Decision 1227 of April 5, 1922.)

- (b) When a Navy mail clerk or assistant serves continuously for more than 4 years under the same designation, as may happen when his enlistment is extended or reenlistment occurs immediately, his bond must be renewed not later than 4 years after its effective date and same must be approved by the Secretary of the Navy and accepted by the Postmaster General before the Navy mail clerk or assistant is deemed to be fully qualified to continue his postal duties.
 - (c) However, when a period of time elapses between the expiration of enlistment and reenlistment, and it is desired that the person continue performing the duties of a Navy mail clerk or assistant upon reenlistment, his nomination shall be treated as a new designation, and a new oath and bond shall be executed and forwarded to the Navy Department in the usual manner.
- (4) *Change in Designation.—Promotion, etc.*
- (a) In case an assistant Navy mail clerk is to be promoted to Navy mail clerk or a Navy mail clerk is to be reduced to the status of assistant, notification of such change shall be sent to the Bureau in sufficient time to permit the change to be made prior to the date desired. The Bureau will recommend the promotion, or vice versa, to the Post Office Department.
 - (b) A new oath of office shall be executed by the Navy mail clerk or assistant and transmitted through the office of the Judge Advocate General to the Post Office Department for acceptance. The bond furnished for the original designation continues in effect and covers the change in duty.
 - (c) The Navy mail clerk or assistant shall not, however, be qualified to perform any postal duties under such change until his new oath of office has been accepted by the Postmaster General and his designation is in effect.
- (5) *Designation effective.*—The effective date of the designation of a Navy mail clerk or an assistant Navy mail clerk is given in the letter of designation from the Post Office Department.
- (6) *Designation revoked.*—
- (a) A Navy mail clerk or assistant is designated for a particular ship or station. Therefore, when his active-duty status aboard ship or station ceases, due to such causes as transfer, desertion, death, or discharge, his designation should be revoked. In such cases the commanding officer will immediately notify the Bureau, requesting official revocation of his appointment, stating the reason therefor, the exact date his services ceased, and the name of the person having temporary custody of the postal effects. Under no circumstances shall a commanding officer permit a Navy mail clerk or assistant to perform postal duties subsequent to the date stated in the recommendation of revocation to the Bureau. The Bureau will recommend the revocation of the designation of the Navy mail clerk or assistant to the Post Office Department.
 - (b) When a Navy mail clerk or assistant proves untrustworthy, his services shall immediately be terminated, the extra compensation stopped, and the Bureau notified as prescribed herein. The report to the Bureau shall include a statement as to the condition of the postal effects.
 - (c) Recommendations for revocation of the designation of Navy mail clerks or assistants may also be made at the discretion of commanding officers and by post-office inspectors for violation of the Postal Laws and Regulations.

surety company's representative will be called upon to execute the bond. When notice of the appointee's designation by the Post Office Department is received in the office of the Judge Advocate General, the effective date will be inserted in the bond, the approval of the Secretary of the Navy endorsed thereon, and the bond and oath will then be forwarded to the Post Office Department for acceptance.

- (i) No Navy mail clerk or assistant shall be deemed to be fully qualified until his oath and bond have been accepted by the Postmaster General and his designation is in effect. Such oaths and bonds will be filed in the Post Office Department, with the exception of oaths and bonds of Navy mail clerks and assistants designated for domestic shore stations, which are filed with the postmasters of the offices to which the naval post offices are attached.
- (j) A bond shall be terminated when the designation of a Navy mail clerk or assistant Navy mail clerk is revoked, or at the expiration of his enlistment, unless the enlistment is extended or reenlistment follows immediately. In no instance, however, shall a bond run for a longer period than 4 years.

(2) *Premium on bond.*—

- (a) When the oath and bond have been accepted by the Postmaster General, the applicant will be notified by the Bureau of his designation. He shall immediately forward to the surety company by bank draft, money order, or check the initial premium on his bond. This payment covers the premium for 1 year only.
- (b) Renewal premiums, accompanied by a request for a receipt, shall be forwarded to the surety company in sufficient time to arrive when due. The receipt shall be retained by the Navy mail clerk or assistant as evidence of payment. Navy mail clerks and assistants serving at domestic shore station naval post offices shall request that the receipt be issued in duplicate, the duplicate to be filed with the postmaster concerned.

D-5307. NAVY MAIL CLERKS; ALLOWANCE, COMPENSATION, AND CLASSIFICATION.

(1) *Allowance.*—

- (a) One Navy mail clerk is allowed each naval vessel and shore station in commission, which allowance shall be filled at all times by an enlisted man qualified in accordance with article D-5305.
- (b) Navy mail clerks are not allowed to staffs afloat. One assistant Navy mail clerk is allowed each naval activity at which a staff is regularly stationed.
- (c) One assistant, Navy mail clerk is allowed each naval activity whose personnel allowance exceeds 500 persons, provided an assistant Navy mail clerk is not allowed by subparagraph (b) above.
- (d) One assistant Navy mail clerk is allowed each receiving ship or station regardless of size.
- (e) Navy mail clerks and assistant Navy mail clerks may upon request be authorized by the Bureau in addition to those allowed by subparagraphs (b), (c), and (d) above.
- (f) One assistant Navy mail clerk is allowed for each division of submarines whose units are not individually entitled to the services of a Navy mail clerk.

(2) *Classification.*—The average per-diem number of persons in the Naval service or Marine Corps, regularly attached to an activity, shall determine the classification of the naval post office, as follows:

Class I serves less than 100.

Class II serves 100 to 700.

Class III serves over 700.

Class IV, distributing office.

(3) *Postal duties at class I, II, and III naval post offices.*—The designation of a Navy mail clerk or assistant shall be for a particular naval post office. When designated for a naval post office of class I, II, or III, the appointee shall perform postal duties only at the naval post office named in the letter of designation. This regulation expressly provides that a Navy mail clerk or assistant shall call for and deliver to a post office the mail of the activity for which he is duly designated and bonded. It shall not, however, be construed as prohibiting the transaction of postal business for persons other than those attached to the activity for which he is Navy mail clerk or assistant.

(4) *Establishment of class IV naval post office.*—When a group of naval activities based in domestic waters are distantly located from a United States post office, so that it is inconvenient and impracticable for the Navy mail clerk of each activity to call for and deliver mail to the post office, the senior officer present may submit recommendation to the Bureau for the establishment of a class IV naval post office (distributing office). Such recommendation, which shall furnish the information called for in items (a), (b), and (c) below, will be submitted to the Post Office Department. Likewise, when a United States post office is not available for the collection and distribution of mail, as in the case of naval activities located in foreign waters, the senior officer present may submit recommendation to the Bureau for the establishment of a class IV naval post office (distributing office). The information called for in items (a) and (c) only shall be furnished in the latter case.

(a) Names of the naval activities to be served.

(b) Distance from nearest United States post office (branch or station) to each naval post office to be served.

(c) Average daily volume of mail handled by each naval post office to be served.

(5) *Duties of clerk at class IV naval post office.*—Upon the establishment by the Post Office Department of a class IV naval post office, the Navy mail clerk and assistant Navy mail clerk shall, in addition to performing postal duties for the particular activity for which designated, be authorized to receive mail for distribution to the Navy mail clerks of the activities named in the senior officer's recommendation and also make collection of mail from such Navy mail clerks for onward dispatch.

(6) *Compensation payable only for period appointee performs postal duties.*—

(a) The compensation of Navy mail clerks and assistant Navy mail clerks serving on board ship (see table below) is in addition to the pay of the rating and shall accrue from the date indicated in the letter of designation from the Post Office Department, or from the day the appointee begins performing postal duties. The latter date shall in no instance be prior to the date stated by the Post Office Department. Compensation shall cease on the date that the appointee's designation as Navy mail clerk or assistant is revoked. Compensation as specified in the table below shall not accrue to personnel who are serving in a Navy post office ashore. Navy mail clerks and assistant Navy mail clerks of any rating serving ashore

shall receive compensation in addition to the pay of their rating of \$4.00 per month whether or not they transact money-order business. (Ch. No. 1.)

Class of naval post office	Monthly compensation of Navy mail clerk	Extra monthly compensation for money-order business ¹	Monthly compensation of assistant Navy mail clerk
I.....	\$15.00	\$5.00	\$10.00
II.....	20.00	5.00	10.00
III.....	25.00	5.00	10.00
IV.....	30.00	5.00	15.00

¹ Payable to both Navy mail clerk and assistant Navy mail clerk.

(b) *Compensation determined by number of persons served.*—

- (1) For the purpose of computing compensation the number of persons served by the Navy mail clerk shall be considered to be the authorized personnel allowance of the vessel for which the Navy mail clerk is designated, except as provided herein. The authorized allowance shall include the allowance of ship's company, staff, Marines, and aviation squadrons regularly stationed on board.
- (2) Shore stations, receiving ships, hospital ships, and vessels of the Naval Transportation Service shall add to the authorized allowance the average per diem number of persons in the naval service attached to the command, including patients, prisoners, persons under instruction and in training, and other transients. The commanding officer shall furnish the disbursing officer a monthly statement of transients for this purpose.

(7) *Purpose of compensation.*—The extra compensation received by a Navy mail clerk or assistant Navy mail clerk may be advanced by him to pay expenses for official purposes, such as drayage of mails, registry fees for official Naval mails, etc. In such event, he shall obtain proper receipt and be subsequently reimbursed. Official postal funds shall not be used for the above purposes. However, this extra compensation shall become the unrestricted property of the Navy mail clerk or assistant and nothing herein contained shall be construed as preventing him from submitting claim for reimbursement for sundry expenses.

D-5308. NAVY MAIL CLERKS; SUPERVISION AND INSPECTION.

(1) Navy post offices on ships and foreign stations are branches of the United States post office, New York City. Inspection of these Navy post offices will be held as follows:

- (A) Weekly equipment inspection.
- (B) Semimonthly audit of money-order funds, postal funds, postage stamps and other stamped paper.
- (C) Quarterly surprise inspection.
- (D) Annual inspection by postal official.
- (E) Daily audit of money-order records and funds.

(2) *Weekly equipment inspection.*—A weekly inspection of the post office and its equipment will be made by a commissioned officer and the following points noted: Cleanliness of the compartment and equipment, number of mail bags on

hand and whether they are empty, the presence of any undelivered mail and its date, general condition of the funds and records, presence of mail keys, the condition of the scales, and whether the Navy mail clerk's postal duties conflict with his duties at general drill. If the inspecting officer has any reason to doubt the accuracy of the scales, the matter shall be reported immediately to the postmaster of the office to which the naval post office is attached.

NOTE.—Defective or damaged mail bags of all kinds will be promptly sent to the mail-bag repair shop, Washington, D. C.

A report of this inspection will be entered in the weekly hull report.

(3) *Semimonthly audit—for ships and foreign stations.*—A commissioned officer other than the one who makes the daily money-order audits will make an audit of the postal and money-order funds, stamps, and stamped paper and verify the accuracy of the records immediately following each pay day.

United States post office Form 3271 will be prepared by the Navy mail clerk and verified by the inspecting officer, who shall see that the total amount of postal funds and stamped paper reported on hand is not less than the amount of stamped paper issued to the Navy mail clerk. Any excess due fractions of a cent gained in the sale of stamped envelopes must be included in this report with an explanatory reference.

When money-order service is authorized, United States post office Form 6972 will be prepared by the Navy mail clerk from the date of the last inspection, and will be verified by the inspecting officer who will audit the account, such audit to include verification of the cash book and other records.

The above audits will be made on the same day. The forms will be made out in triplicate, one copy to be forwarded by the commanding officer to the postmaster, New York City, one copy to be given the mail clerk for the permanent files of the post office, and one copy to be retained by the officer making the inspection.

(4) *Quarterly surprise inspection.*—Once each quarter or oftener at no set date the commanding officer will order a surprise inspection of the post office under his command. The inspection and reports will be a combination of those prescribed in paragraphs (2) and (3). This inspection must be made by officers other than those who make the regular inspections.

(5) *Annual inspection by postal official.*—

(a) Naval post offices on vessels and at foreign shore stations, which are authorized to transact money-order business, shall be inspected at intervals by post office inspectors. Commanding officers shall facilitate in every way the visits of the inspectors. Should it appear that a year will pass without this inspection, the fact shall be called to the attention of the Bureau by the commanding officer. Naval post offices which do not transact money-order business need not be inspected in the absence of special reasons for so doing.

(b) A daily audit of the money-order records and funds shall be made by the disbursing officer at all Naval post offices having money-order service. See article D-5311, paragraph (4).

(6) *Change of custody.*—Whenever a change of custody of postal effects takes place an audit of the postal and money-order effects and funds shall be made.

(7) *Reports during suspension of service.*—When Navy mail service is suspended due to the absence of a Navy mail clerk, the temporary custodian of the postal effects shall submit the routine semimonthly reports on forms 3271 and 6972.

They do not receive extra compensation for this qualification, but are entitled to wear distinguishing marks during the period of their designation. Entries shall be made in a man's service record when he has been awarded this designation. When it is revoked entry shall be made in the service record to that effect with a brief statement of the circumstances.

(2) Seamen radiomen must have the following qualifications:

- (a) Possess the equivalent of a grammar-school education.
- (b) Be able to write a clear, legible hand and be above the average in spelling.
- (c) Have a good knowledge of normal procedure in radio and a working knowledge of abbreviated and commercial procedure.
- (d) Be able to send and receive messages in Continental Morse Code at the rate of 15 words per minute in plain language, plain code, and numeral groups through ordinary atmospherics and light interference on a standard receiver.
- (e) Be able to copy messages on a standard Underwood typewriter.
- (f) Have a fair knowledge of the different parts of Communication Instructions, CSP 417-E (Z Signals), and Commercial Traffic Instructions.
- (g) Be able to give a brief description of the radio direction finder.
- (h) Have a good knowledge of the proper way to adjust a standard transmitter to assigned frequency and a good knowledge of how to tune a standard receiver.
- (i) Have a rudimentary knowledge of the following:
 - (1) Magnetism and static electricity.
 - (2) Elementary electrical units.
 - (3) Application of Ohm's law.
 - (4) Care and upkeep of storage batteries.
 - (5) Motors, generators, and transformers.
 - (6) Inductance, capacity, and frequency.
 - (7) Receiving circuits and vacuum tubes.
- (j) Be familiar with the method of handling dispatches, routing, etc., on board ship.
- (k) Be familiar with the personal safety precautions and first-aid procedure in cases of electrical shock.
- (l) Be familiar with duties of radio personnel in all emergency drills and in action.

D-5325. QUALIFICATIONS FOR SEAMEN FIRE CONTROLMEN.

(1) Nonrated men of the seaman branch who are qualified in accordance with paragraph (2) below may be given the designation of "seamen fire controlmen" in numbers not to exceed that allowed each vessel by the Bureau. When their further training in and assignment to fire control or gunnery duties is definitely terminated for any reason other than the existence of an excess of such qualified men on board, their designation shall be revoked. Seamen fire controlmen are not petty officers and should not be confused with men of the fire control ratings. They do not receive extra compensation for this qualification, but are entitled to wear distinguishing marks during the period of their designation. Entries shall be made in a man's service record when he has been awarded this designation. When it is revoked, entry shall be made in the service record to that effect with a brief statement of the circumstances.

(2) Seamen fire controlmen must have the following qualifications:

- (a) Possess the equivalent of 2 years of high school education (completion of tenth grade).

- (b) Have a general classification test mark of not less than 70, a mechanical aptitude test mark of not less than 75, and an arithmetic test mark of not less than 50.
- (c) Have a general knowledge of the gunnery organization of the vessel to which attached.
- (d) Know how to operate, adjust, and care for each type of rangefinder on the ship to which attached.
- (e) Have a general knowledge of the location and uses of fire-control instruments aboard ship.
- (f) Knowledge of location of ordnance storerooms, and optical, ordnance, and electrical workshops.

D-5326. PERMANENT AND TEMPORARY ADDITIONS TO PAY.

(1) In addition to increases for longevity, permanent additions to pay of enlisted men include \$2 per month for each of certain medals awarded as indicated in table of Naval Decorations appearing in Part A.

(2) Temporary additions to pay of enlisted men include the following:

- (a) Five dollars per month for messmen.
- (b) Extra compensation for Navy mail clerks and assistant Navy mail clerks, as outlined in article D-5307.
- (c) Extra compensation for the use of arms, as outlined in article D-5312.
- (d) Enlisted men are entitled to an increase of 50 percent of the pay of their rating when individual flight orders have been issued, as outlined in article D-5302, and they make the required number of flights.

(3) An enlisted man, who is designated a master diver, a diver, first class, a salvage diver or a diver, second class, in accordance with article D-5327, shall receive pay, in addition to the pay and allowances of his rating and service, in accordance with the act approved August 4, 1942, as follows:

- (a) Master divers, \$20 per month as long as designated as such and detailed or assigned to the duty of diving; plus 5 cents per foot of total depth for dives over 120 feet, or equivalent pressure, but not to exceed \$10 per month; plus \$5 per hour for each hour or fraction thereof while employed in diving in actual salvage operations in depths over 90 feet.
- (b) Divers, first class, \$15 per month as long as designated as such and detailed or assigned to the duty of diving; plus 5 cents per foot of total depth for dives over 120 feet, or equivalent pressure, but not to exceed \$15 per month; plus \$5 per hour for each hour or fraction thereof while employed in diving in actual salvage operations in depths over 90 feet.
- (c) Salvage divers \$12 per month as long as designated as such and detailed or assigned to the duty of diving; plus 5 cents per foot of total depth for dives over 120 feet, in emergencies when permitted by senior officer present as provided for in Article D-5327 (6) but not to exceed \$18 per month; plus \$5 per hour for each hour or fraction thereof while employed in actual salvage operation in depths over 90 feet in emergencies as provided for in Article D-5327 (6). (Ch. No. 1.)
- (d) Divers, second class, \$10 per month as long as designated as such and detailed or assigned to the duty of diving; plus 5 cents per foot of

total depth for dives over 120 feet, in emergencies when permitted by the senior officer present as provided for in article D-5327 (6) but not to exceed \$20 per month; plus \$5 per hour for each hour or fraction thereof while employed in actual salvage operations in depths over 90 feet in emergencies as provided for in article D-5327 (6). This extra pay will accrue to divers, second class, only when regularly attached to a ship, station or activity to which divers, second class, are authorized by the Bureau. The number of such divers, second class, drawing this extra pay must not exceed the number of divers, second class, authorized for the particular ship or station. Divers, second class, while employed in diving in actual salvage operations in depths over 90 feet in emergencies will receive \$5 an hour for each hour or fraction thereof while so employed, without application of the above restrictions. (Ch. No. 1.)

(e) The following men shall receive extra compensation for diving duty at the rate of \$30 per month:

(1) Divers, any class, assigned to duty with the Experimental Diving Unit, Navy Yard, Washington, D. C. In addition, these divers will receive \$5 an hour for each hour or fraction thereof while employed in diving in actual salvage operations in depths over 90 feet. This compensation shall be paid in lieu of the compensation provided by subparagraphs (a), (b), (c), and (d) above.

(2) Enlisted men assigned to the duty of diving in connection with the submarine escape training tanks at the submarine bases, New London, Conn., and Pearl Harbor, T. H., not to exceed 20 instructors at each of the above escape training tanks. (Ch. No. 1.)

(f) In accordance with the act approved August 4, 1942, amending the acts approved April 9, 1928, and January 16, 1936, enlisted men designated as divers, any class, employed as divers in actual salvage or repair operation in depths of less than 90 feet when the Officer in Charge of the salvage or repair operation shall find that extraordinary hazardous conditions exist, shall, *in addition to the foregoing*, receive the sum of \$5 per hour for each hour or fraction thereof so employed. Extraordinary hazardous conditions shall be deemed to exist when:

(1) Dives are made inside a sunken vessel.

(2) Dives are made alongside a wreck where a jagged plating, debris, or other wreckage may tend to cut the hose lines or to tear the diver's dress.

(3) Dives are made in the open sea under adverse weather conditions or in the presence of a heavy ground swell, or strong undercurrents.

(4) Dives are made in waters exposed to imminent enemy attack.

(5) Live explosives are handled under water.

(g) In other conditions considered by the Officer in Charge as equally hazardous as those mentioned above, the facts shall be presented to the Bureau of Naval Personnel for determination in each case.

(4) Enlisted men of the Navy on duty on board a submarine of the Navy, including submarines under construction for the Navy from the time builders'

trials commence shall, while so serving, receive 50 per centum additional of the pay for their rating and service. (Act of Aug. 4, 1942.)

- (5) (a) Enlisted men, other than those of soundman or radarman ratings, who are qualified sound or radar operators, as determined by commanding officers, shall receive the additional compensation of \$5 per month prescribed in article D-5312 (1) (a), subject to the limitation specified in article D-5322, when regularly assigned to sound or radar operating stations on board ship. The maximum number who may receive such extra compensation, in any one ship is:

SOUND

Ships having one set of sound equipment installed..... 2
Ships having two or more sets of sound equipment installed..... 3

RADAR

Ships having radar equipment, 3 operators for each installed set.
Aircraft having radar equipment, 1 operator for each installed set.

- (b) Underwater sound equipment shall be one of the following types for entitlement to extra compensation;

Echo ranging equipment.

Directive listening equipment. (Sound equipment for determining depth of water, unless also capable of horizontal ranging and direction finding, is excluded from consideration.)

- (c) Extra compensation shall cease when the rating of a man is changed to that of soundman or radarman.
(d) In order that men qualified as sound or radar operators may not lose their identity as such when transferred, prominent entry in service record shall be made of sound or radar qualification.

D-5327. QUALIFICATIONS FOR DIVERS.

- (1) Qualified divers are divided into four classes:

- (a) Master divers.
- (b) Divers, first class.
- (c) Salvage divers.
- (d) Divers, second class.

(2) *Master divers* are the most competent leading divers. They will be designated "master divers" by the Bureau. Any diver, first class, may be recommended by his commanding officer to the Bureau for the designation of "master diver" who—

- (a) Has served at least one year with the designation of "diver, first class."

- (b) Meets the following requirements—

- (1) Has qualifications of diver, first class.
- (2) Averages 3.5 in efficiency in diving and as leader of men during the preceding year.
- (3) Is able, while on the bottom, to direct two or more divers in their tasks.
- (4) Is able to take charge of a diving operation in an efficient manner.
- (5) Understands all types of air compressors habitually used in diving operations.

- (6) Has knowledge of what a ship fitted for compressed air diving operations should carry, and has a practical knowledge of the air system.
 - (7) Understands the principles of Boyle's, Charles's, and Dalton's laws and the theory of saturation and desaturation of the body fluids and tissues.
 - (8) Understands the different forms of caisson disease and treatments required and the conditions under which oxygen poisoning occurs.
 - (9) Has a thorough knowledge of the effects of such poisonous gases as may be encountered in diving upon the respiratory system, and be familiar with approved methods of treatment.
 - (10) Understands the various factors which contribute to the contraction and severity of caisson disease, and from the basic principles of decompression laid down in the Diving Manual is able to devise proper recompression and decompression tables for the treatment of caisson disease.
 - (11) Be recommended by the faculty of the deep-sea divers' school, Navy Yard, Washington, D. C., for master diver designation.
- (3) *Divers, first class*, will be trained, qualified and designated at the deep-sea diving school, Navy Yard, Washington, D. C. No man will be placed in training for diver, first class, at any other place without prior authority of the Bureau. A diver, first class, must have the following qualifications:
- (a) Qualifications of a salvage diver.
 - (b) Must have completed satisfactorily the course at the deep-sea diving school at Washington, D. C.
 - (c) Be able to withstand pressures equal to 200 feet of water.
 - (d) Be able to dive and accomplish work at depths of 150 feet of water.
 - (e) Be able to use hand and power tools under water.
 - (f) Be able to operate under water the gas and electric underwater cutting torches.
 - (g) Understand in detail the operation and care of the machinery and apparatus required for underwater cutting.
 - (h) Be able to compute the pressures of gases required to satisfactorily operate the gas underwater cutting torch at various depths.
 - (i) Know the dangers that are associated with the use of such gases.
 - (j) Know underwater seamanship and how to sling and lift heavy weights.
 - (k) Know how to wash and reeve lines and to sweep wires and chains under submerged objects.
 - (l) Be able to enter a vessel with discrimination as to ability to get out; but only supervising officers will plan and decide on this.
 - (m) Know how to make air connections to different types of submarines.
 - (n) Know how to ventilate compartments of submerged vessels and make them habitable.
 - (o) Be able to recognize the symptoms of caisson disease.
- (4) *Salvage divers* may be trained, qualified and designated on board any naval vessel or at any naval station having the proper equipment and competent officer personnel for efficient and safe instruction. They shall have the same qualifications as divers, second class, and in addition the following:
- (a) Must have demonstrated mechanical ability.
 - (b) Must know how to use pneumatic and hand tools under water.
 - (c) Must know how to use the oxygen-hydrogen torch and the oxygen-electric torch under water.

- (d) Must be proficient in performing under water work such as taking measurements, making templates, making and fitting patches, using cement, shoring, using the excavating nozzle, etc.
- (e) Know how to maintain and operate salvage pumps, air compressors, winches, jacks, beach gear assemblies and skyline assemblies.
- (f) Understand in general the salvaging of vessels and know how to install the necessary pumps and air compressors, and to lay the necessary beach gear for hauling off stranded vessels. (Ch. No. 1.)

(5) *Divers, second class*, may be trained, qualified, and designated on board any naval vessel or at any naval station having the proper equipment and competent officer personnel for efficient and safe instruction. Divers, second class, will not be designated in excess of the number of divers, second class, authorized by the Bureau of Naval Personnel for the particular ship, station or activity, except when vacancies exist in the allowance of master, first class or salvage divers authorized, when excess divers, second class, may be designated in numbers equal to such vacancies. The qualifications for a diver, second class, are— (Ch. No. 1)

- (a) Be physically qualified in accordance with the Manual of the Medical Department.
- (b) Understand the care, preservation, and use of all equipment, such as pumps, hose, helmets, suits, etc.
- (c) Know how to test out, repair, and adjust all equipment, such as hose, pumps, dresses, helmets, breastplates, valves, etc., and determine whether they are safe for use.
- (d) Understand the use of and be able to use storage compressed air and air supplied from power-driven air compressors.
- (e) Be expert in dressing and tending a diver.
- (f) Know the diving signals thoroughly.
- (g) Be thoroughly familiar with the theory and practice of decompression and have a detailed knowledge of the decompression table and how to use it.
- (h) Understand resuscitation and first aid.
- (i) Be familiar with the contents of Diving Manual.
- (j) Have knowledge of the physics of diving.
- (k) Know the methods employed in recovering objects from the bottom and the precautions to be used in recovering a charged air flask and a torpedo.
- (l) Know how and when to use the recompression chamber.
- (m) Be able to equip a boat for diving.
- (n) Be able to anchor a diving boat in wind and tide.
- (o) Be able to perform work at 50 feet for a period of 1 hour. (This to constitute the qualifying dive.) (Opportunity should be given for diving at depths up to 150 feet. This qualification to be made by actual dives in water, when operating conditions permit. The maximum depth for which qualified will be entered in the man's service record.) (Ch. No. 1.)
- (p) Be able to estimate an underwater situation and give an intelligent description of the same.
- (q) Be able to care for and operate the Navy standard oxygen breathing apparatus.

(6) Only master divers and divers, first class, will be permitted to dive at depths greater than 150 feet. Salvage divers and divers, second class, will

not dive beyond the depth for which qualified, as stated in their service records, except for qualification purposes. In emergencies, the senior officer present shall be the judge of a deviation from the above. (Ch. No. 1.)

(7) In the selection and training of men for divers, commanding officers and examining boards shall be guided strictly by the Navy Regulations, the Diving Manual, the Manual of the Medical Department, and current instructions.

(8) No man shall be allowed to dive until he has been given the physical examination outlined in the Manual of the Medical Department.

(9) All diving operations shall be under the personal direction of a qualified officer, who shall maintain a close contact with the medical officer in order to eliminate accidents.

(10) Unless specific authority is obtained in advance from the Bureau to continue his designation, the designation of any master diver or diver, first class, will lapse upon the expiration of 6 months from date of last qualification, if during these 6 months he has not made four dives in water, each dive to a depth of not less than 150 feet, and remain under water, from the surface to the beginning of the ascent, as follows:

Depth in feet:	<i>Time under water from surface to beginning of ascent (minutes)</i>
150 to 168.....	15
168 to 250.....	10

If the designation should lapse, an entry to this effect will be made in the service record. A man whose designation has so lapsed shall not be permitted to dive again until requalified, except for requalification or in emergencies, of which the senior officer present shall be the judge. This requalification may be made at the nearest ship or station which is equipped with personnel and equipment to safely conduct same in accordance with subparagraph (3), provided that the designation has not lapsed continuously for more than one year. If for more than one year, permission to requalify must be obtained from the Bureau which will designate the place where requalification will be made.

No man shall be redesignated a master diver except by the Bureau. No man shall be redesignated a diver, first class, except by the Bureau or the deep-sea diving school, Washington, D. C.

(11) The designation of any salvage diver, or diver, second class, will lapse upon the expiration of 6 months from the date of last qualification if during these 6 months he has not made 4 dives in water to a depth of at least 50 feet and remain under water from the time of leaving the surface to the beginning of ascent, 45 minutes. If designation should lapse, an entry to this effect will be made in the service record. A man whose designation has so lapsed shall not be permitted to dive again until requalified, except for requalification or in emergencies, of which the senior officer present shall be judge. Such men may be redesignated salvage divers, or divers, second class, by a ship or station if requalified in accordance with paragraphs (4) or (5) respectively. (Ch. No. 1.)

(12) Dives made in actual salvage operations will count for retaining designations, provided the dives meet the characteristics described in paragraphs (10) and (11). Where a diver is habitually employed in prolonged salvage operations in which the depths are less than those required in subparagraphs (10) and (11), special recommendations will be considered by the Bureau to count same for retaining designations.

(13) Entry of designation or redesignation and dates thereof for all divers shall be made in the service record at the time, and a corresponding notation shall be made on the reverse of the discharge certificate.

(14) The designations of salvage diver and diver, second class, may be revoked by commanding officers. Commanding officers may recommend to the Bureau the revocation of the designations of master diver and diver, first class, giving reasons. (Ch. No. 1.)

D-5328. QUALIFICATIONS FOR MEN DESIGNATED QUALIFIED FOR RIGID AIRSHIP DUTY.

(1) Training of enlisted men for duty on rigid airships will be conducted at the naval air station, Lakehurst, N. J., and on each rigid airship in commission.

(2) A man will be eligible for designation by his commanding officer as qualified for rigid airship duty when he has had the following minimum of flying hours:

- (a) In rigid airships, 150 hours, not more than 50 of which shall have been hours at a mooring mast.
- (b) In nonrigid airships, 4 hours.
- (c) In kite balloons, 5 hours.
- (d) In free balloons, three flights of at least 1 hour each.

(3) Before being designated as qualified, every man must pass satisfactorily an oral and practical examination that will demonstrate his knowledge and ability in all general matters pertaining to the operation of the rigid airship on which he is serving. This examination shall consist of two parts, viz:

- (a) Knowledge of the subjects that are required of airship men in general, regardless of rating; and
- (b) Knowledge of the subjects that are required of airship men in the specialty of their ratings.
- (c) The following form will be used for reports of examinations of men for the subject qualification:

U. S. S. _____
Place _____

REPORT OF EXAMINATION FOR DESIGNATION AS QUALIFIED FOR RIGID AIRSHIP DUTY

Date of examination _____ Rate _____

Name _____ Service number _____

Scale of marks: 4, excellent; 3.5, very good; 3, good; 2.5, passing; 1.5, fair; 1, poor; 0, bad

I. ARTICLE D-5328, BUREAU OF NAVAL PERSONNEL MANUAL

Subject	Mark	Subject	Mark	Subject	Mark
(a)		(i)		(q)	
(b)		(j)		(r)	
(c)		(k)		(s)	
(d)		(l)		(t)	
(e)		(m)		(u)	
(f)		(n)		(v)	
(g)		(o)		(w)	
(h)		(p)		(x)	

Average mark _____

II. PRACTICAL EXAMINATION

(a) Rudder watch _____, engine watch _____, elevator watch _____, engineer's keel watch _____.

(b) Knowledge of operation, etc., of equipment required for rating of _____

Service in rigid airships _____ years _____ months.

Hours in flight:

Rigid airships _____, nonrigid _____

Free balloons _____, kite balloons _____

Proficiency in rating last 6 months on board a rigid airship _____

Final average: Mark I: _____, mark II: _____, average _____

We certify that we have EACH thoroughly examined the candidate in accordance with the requirements of the Bureau of Naval Personnel Manual and that we deem the candidate _____ fully qualified for duty in rigid airships in the rating of _____

U. S. Navy.

U. S. Navy.

U. S. Navy.

Copy to service record. Original and one copy to Bureau of Naval Personnel.

- (d) The organization of a supply department afloat, with description of the duties of the personnel assigned, with particular reference to the duties and responsibilities of pay clerks.
- (e) The administration of the financial section of a supply department afloat, including pay rolls, money accounts and returns, with particular reference to the customary duties of a pay clerk in connection with money and accounts.
- (f) Contracts, purchase orders, and public bills, afloat.
- (g) The administration of a mess afloat, including procurement and inspection of provisions; and provision records and returns with particular reference to the duties of a pay clerk placed in direct charge of the general mess.
- (h) Administration of the general stores section of a supply department afloat, including the procurement, stowage, issue, surveys, and records of various classes of stores; also inventories and returns with particular reference to the duties of pay clerk in charge.
- (i) Administration of the clothing and small-stores section of a supply department afloat, including procurement, issue, inventories, and accounts, records, and returns.
- (j) Operation of a ship's store, including procurement, sales and inventories of stock, records and returns, and the handling of proceeds of sales and profits.
- (k) References for candidates' study are:
 - (1) Navy Regulations.
 - (2) Supply Corps Manual.
 - (3) Bureau of Naval Personnel Manual.
 - (4) Supplies and Accounts monthly memoranda.

D-6226. QUALIFICATIONS FOR SHIP'S CLERK.

(1) A candidate for appointment as ship's clerk must have the following qualifications:

- (a) Be serving as a chief yeoman, or as a yeoman, first class.
- (b) Have served not less than five (5) years on board a cruising vessel of the Navy, or equivalent duty with aircraft in the organization of the seagoing forces of the Navy; and not less than one (1) year of that time as a yeoman, first class, or as a chief yeoman.
- (c) Must have the qualities of loyalty, tact, industriousness, and cooperativeness.

D-6227. EXAMINATION FOR SHIP'S CLERK.

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical ship's clerk, and the board will endeavor to ascertain his practical knowledge of the following:

- (a) Handling a division at physical exercise.
- (b) The handling of a division at muster and at drills.
- (c) His ability as to his assigned duties at fire, collision, and general quarters.
- (d) His administration of the unit of which he is in charge.
- (e) His officer-like qualities as determined by the candidate's general bearing, appearance, alertness, executive ability, and ability to handle men.
- (f) Must be capable of acting in a supervisory and advisory capacity in connection with the clerical force on board ship, or at a naval activity ashore.

- (2) The written examination will be based on the following subjects:
- (a) Correspondence. Chapter 52, U. S. Navy Regulations.
 - (b) Mail and Navy Mail Clerks. Chapter 53, U. S. Navy Regulations.
 - (c) Organization of the Navy.
 - (d) Make an organization chart of a naval vessel or a major shore station, including duties in general of the commanding officer, executive officer, and heads of departments.
 - (e) General information, U. S. History, U. S. Naval History, geography, and current events.
 - (f) U. S. Navy Regulations.
 - (g) Must have a thorough knowledge of the following chapters in Naval Courts and Boards:
 - 1. Chapter I.
 - 2. Chapter V.
 - (h) Bupers Manual.
 - (i) Navy Filing Manual.
 - (j) General Orders.
 - (k) Cognizance of material.
 - (l) Be sufficiently familiar with the contents of all naval publications, orders, and instructions; and other government publications in order to know how and where to obtain information necessary to the commanding officer in the carrying out of his official duties.
 - (m) Social correspondence—formal and informal, with appropriate salutation and complimentary close for letters addressed to officials of the United States, to officials of any state or city, and to officials of a foreign government.
 - (n) Prepare formal invitations, and formal notes of acceptance or regret.
 - (o) Must have an intimate knowledge of all duties performed by yeomen of all classes.
 - (p) Must be familiar with the constitution of Naval Courts and of Naval Boards and with the general procedure followed.
 - (q) Know how to write precepts, and be familiar with the forms used in connection with Naval Courts and Boards (Appendix F, N. C. B.).

D-6228. QUALIFICATIONS FOR TORPEDOMAN.

(1) A *candidate for appointment as a torpedoman* must have the following qualifications:

- (a) Be serving under continuous service as a chief torpedoman's mate or as a torpedoman's mate, first class.
- (b) Have served not less than 7 years on board cruising vessels of the navy or equivalent duty with aircraft in the organization of the seagoing forces of the Navy, and not less than one (1) year of that time as a chief torpedoman's mate or as a torpedoman's mate, first class. (In the case of a man who has been assigned to aviation duties, he must have had not less than three (3) years duty on a cruising vessel).
- (c) Be a competent torpedoman's mate, and have an intimate knowledge of aircraft torpedoes, types of torpedo planes, and methods of attachment or carrying aerial torpedoes in aircraft. (Ch. No. 1.)

D-6229. EXAMINATION FOR TORPEDOMAN.

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical torpedoman, and the board will endeavor to ascertain his practical knowledge of the following:

- (a) The taking charge of a company of infantry, and the demonstrating of his ability to exercise the company at the manual of arms. Demonstrate his ability to exercise the company at squad drill and company drill, in close and extended order.
 - (b) The exercising of a squad at physical drill.
 - (c) The taking charge of, and the drilling of the torpedoman's mate complement of the ship in proper battle procedure.
 - (d) The taking charge of a ship's boat and demonstrating his ability as a boat officer of power boats, sail boats, and boats under oars.
 - (e) Rules for preventing collision—international and inland.
 - (f) Navigating by dead reckoning—use of patent log, revolutions per minute.
Use of charts, notice to mariners.
Tides and tide tables.
Chronometer—Use of, and determining error by radio time signal.
 - (g) The use of the ship's armament in making torpedo attacks.
The method of obtaining target angles.
 - (h) The construction, method of dismounting and assembling, and the procedure in remedying defects in machine guns and small arms in use in the naval service.
 - (i) The operation, care and maintenance of above water and submerged torpedo tubes.
 - (j) The construction, adjustment, care, preservation and operation of all types of torpedoes, mines, and depth charges in the naval service.
 - (k) The construction, adjustment, care, preservation and operation of torpedo fire control instruments, and torpedo optical instruments.
 - (l) The operation, tests, repair, assembly, disassembly, care, upkeep and preservation of air compressors and air plants based on shore and used in connection with torpedoes.
 - (m) Machine tools and equipment furnished tenders and first rate ships used for overhauling and repairing torpedoes.
 - (n) His officer-like qualities as determined by the candidate's general bearing, appearance, alertness, executive ability, and ability to handle men.
- (2) The written examination will be based on the following subjects:
- (a) *General information.*—U. S. History, geography, and current events.
 - (b) *Arithmetic.*—Ratio, percentage, interest, fractions, cancellation, proportion, and mensuration.
 - (c) Safety precautions pertaining to torpedoes, depth charges, and mines. Safety precautions pertaining to explosives used therewith. Safety precautions pertaining to other ammunition and explosives.
 - (d) Pertinent parts of:
Navy Regulations.
Bureaus' Manuals.
Landing Force Manual.
General Orders.
Ordnance pamphlets.
Department and fleet instructions.
 - (e) Organization of a ship or of a major shore station including a naval air station, and the duties of the commanding officer, executive officer, heads of departments, division officers and officer of the deck.
 - (f) The organization and operation of an aircraft carrier or tender gunnery department with special emphasis on loading problems.

- (g) *Torpedoes and accessories*.—Overhaul, repair, adjustments, firing, recovery, routines, tests, receipt, issue, transfer, care and preservation.
- (h) *Air compressors and air plants*.—Operation, tests, repair, assembly and disassembly, care, upkeep, and preservation.
- (i) *Mines and depth charges*.—Assembling, laying and recovery, stowages, issue, receipt, care and preservation.
- (j) *Torpedo fire control instruments*.—Including aircraft torpedo fire control instruments—adjustment, care, preservation, stowages, handling, transportation, issue, receipt, installation and operation.
- (k) Have a knowledge of the operation of and the principles of the torpedo director, and understand torpedo director control.
- (l) General principles of torpedo fire. Triangle of torpedo fire. Definitions used in torpedo control.
- (m) Storage and other batteries used in torpedo control. Firing and lighting systems.
- (n) *Demolitions*.—Object, methods, preparation for, demolition outfit, explosives used.
- (o) *Navigation and piloting*.—General knowledge of compass, variation and deviation, compass error and how to apply, charts, piloting, soundings and bearing.
- (p) *Seamanship*.—Handling boats in a surf, handling torpedoes with boats, rules of the road and buoyage system in use in the United States.
- (q) Reports and records, clerical ability. (Ch. No. 1.)

D-6230. QUALIFICATIONS FOR AEROGRAPHER.

(1) A candidate for appointment as an aerographer must have the following qualifications:

- (a) Be serving under continuous service as a chief aerographer's mate, or as an aerographer's mate, first class.
- (b) Have served not less than five (5) years in the Navy, and not less than three (3) years of that time on board cruising vessels. Must have served at least one (1) year as a chief aerographer's mate or as an aerographer's mate, first class.
- (c) Must be a graduate of a naval school of aerography (advanced class).
- (d) Must be a competent aerographer's mate, and have an intimate knowledge of the duties of aerographer's mates of all classes.

(4) For certain petty officers and men of lower ratings, such as buglers, that are under the continual observation of several officers during any period, the marks assigned them by their division officers should be combined with others recommended by the other officers mentioned.

(5) (a) In computing the final marks to be entered in a man's service record, or continuous service certificate, or in computing the average required to receive an honorable discharge, the first year of a man's service, serving on a first enlistment, will be disregarded.

(b) Men discharged at the expiration of a first enlistment of 4 or 6 years, the last 3 or 5 years of service will be used in computing the final average. Men serving on a first enlistment which has been extended for 1, 2, 3, or 4 years, the marks for the last 4, 5, 6, or 7 years of service will be used in computing the final average upon discharge.

(c) In computing the final average on reenlisted men or a reenlistment which has been extended, the service for the entire enlistment and extension will be used in computing the final average upon discharge.

(d) Recruits at naval training stations, men on general detail, men undergoing instruction at service schools, or patients in hospitals will always be marked in conduct.

(6) Men assigned to recruiting duty as canvassers who fail to measure up to the standard required, should not be assigned a low mark in proficiency in rating, but entry should be made on page 9 of service record showing reason for transfer from recruiting duty.

(7) When a mark of less than 4.0 in conduct is assigned, an entry to explain the mark shall be made on page 9 of the service record unless a previous entry has been made during the period covered by the mark which would account for the conduct mark assigned. (Ch. No. 1.)

D-8020. MARKS; STANDARDS ESTABLISHED.

(1) The following standards will be used as a guide in assigning marks to petty officers:

Marks	Proficiency in rating	Conduct
4.0.....	Competent, thoroughly reliable, attentive, energetic, forceful. Not less than 3.5 in conduct.	No offenses; exemplary in conduct, bearing, and uniform; good influence on the ship.
3.5.....	Competent, distinctly above the average; has qualities sufficient to justify advancement. Not less than 3.5 in conduct.	Conduct positively good; no leave breaking offense; not more than 1 minor offense either in sobriety or of other nature.
3.0.....	Competent; reliable in his rating. Not less than 3.0 in conduct.	Minor offenses only, including leave breaking less than 3 hours.
2.5.....	Sufficiently good to justify retention in rating. Not less than 2.5 in conduct.	Minor offenses only, including repeated minor leave breaking or leave breaking of not more than 3 hours.
2.0.....	Sufficiently good to retain in rating only if there is shown immediate and decided improvement and has 3.0 or better in conduct.	More serious offenses either in sobriety or of other nature.
1.5.....	Unfit for further retention in present petty officer rating.	Unreliable as petty officer on account of nature of offenses.
1.0.....	Unfit for any petty officer rating for any cause.	Do.

Intermediate marks should be given, if they can be determined, in order to reflect a more accurate estimate of the individual's ability.

(2) The following standards will be used as a guide in assigning marks to men of ratings other than petty officers:

Marks	Proficiency in rating	Conduct
4.0-----	Competent and reliable in rating. Not less than 3.5 in conduct.	No offenses; exemplary in conduct, bearing, and uniform.
3.5-----	Competent, distinctly above the average; has qualities sufficient to justify advancement. Not less than 3.5 in conduct.	No leave breaking; minor offenses only; not more than one offense in sobriety.
3.0-----	Competent, reliable in rating. Satisfactory in conduct.	Satisfactory; no repeated leave breaking; not more than one offense in sobriety.
2.5-----	Sufficiently good to justify retention in rating.	Satisfactory.
2.0-----	Sufficiently good to retain in rating if improvement is shown.	More serious offenses either in sobriety or of other nature.
1.5-----	Unfit for retention in present rating.	Unreliable for any cause.
1.0-----	Unfit for rating for any cause.	Serious offenses.

(3) The following standards are established:

(a) To be recommended for honorable discharge:

- (1) Proficiency in rating----- 3.0
 (2) Conduct----- 3.25

(b) To be recommended for reenlistment:

- (1) Proficiency in rating----- 2.5
 (2) Conduct----- 2.75

(c) To be recommended for a good-conduct medal:

- (1) Proficiency in rating----- 3.5
 (2) No offenses or qualifying remarks entered in record-----

(4) The marks indicated in conduct and proficiency in rating should not be exceeded in the following conditions:

- | | Proficiency | Conduct |
|--|-------------|---------|
| (a) Punishment of confinement by commanding officer----- | ---- | 1.5 |
| (b) Sentence by summary court except for incompetency---- | ---- | 1.0 |
| (c) Sentence by deck court if more than 10 days' loss of pay---- | ---- | 1.5 |
| (d) Reduction in rating except for incompetency----- | ---- | 2.5 |