

HEWITT INQUIRY EXHIBIT No. 34

RESTRICTED

STAFF INSTRUCTIONS

STAFF OF THE COMMANDER-IN-CHIEF UNITED STATES PACIFIC FLEET, 1941

A2-12(05)
Serial 1525UNITED STATES PACIFIC FLEET
U. S. S. PENNSYLVANIA, FlagshipPEARL HARBOR, T. H., *July 14, 1941.*

The following Staff Instructions are published for the guidance of all persons attached to or serving with the Staff of the Commander-in-Chief, United States Pacific Fleet, and also the Staff of the Commander-in-Chief, United States Fleet, while both commands are administered jointly.

The 1938 edition of the Commander-in-Chief's Staff Instructions are hereby superseded and all copies should be destroyed.

W. W. SMITH,
Captain, U. S. Navy,
Chief of Staff.

Approved:

H. E. KIMMEL,
Admiral, U. S. Navy,
Commander-in-Chief, United States Pacific Fleet.

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STAFF INSTRUCTIONS 1941

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Fleet Flagship.....	5
Fleet Personnel Officer.....	1
Total.....	107
Spares.....	40
Grand total.....	147

STAFF INSTRUCTIONS

SECTION I. COMPOSITION, ORGANIZATION AND GENERAL COGNIZANCE OF DUTY

111. The composition of the Staff of the Commander-in-Chief, United States Pacific Fleet is as indicated in the following paragraphs.

112. The Commander-in-Chief is available to the entire Staff for consultation, but all questions for decision or action should pass through the Chief of Staff whenever such a procedure will not involve an undue delay.

113. The below tables indicate in general the assignment of duties to the members of the Staff. Primary functions are indicated at the top of each column; the officer whose number appears first after each of the subheads under (a), (b), (c), or (d) is the leader in the duty specified:

COMMANDER-IN-CHIEF—00

Chief of Staff—01.

Assistant Chief of Staff—02.

Personal Aides—01, 05, 15.

Staff Duty Officer—14.

(a) OPERATIONS	(b) ADMINISTRATION	(c) WAR PLANS	(d) MAINTENANCE
11, 12, 13, 15, 20, 90, 95. Estimates, Plans, Orders, Instructions. 11, 12, 13, 15, 20, 90, 95. Communications. 20, 05, 15, 18, 21, 22, 30. Schedules, Training, Exercises, Reports of Exercises. 11, 12, 13, 15, 16, 20, 50, 90, 95. Tactics. 11, 12, 13, 15. Anchorages, Anchoring, Getting Underway, Operating Areas. 11, 12, 13, 15. Joint Army and Navy Operations. 11, 12, 13, 16, 17, 86. Ship and Airplane Movements. 11, 12, 13, 95, 15, 20, 50, 90. Navigation. 12. Logistics. 50, 12, 90, 95. Intelligence. 11, 25. Censorship. 25, 05. Aerological. 96, 95. Navy Relief Force. 11, 12, 13, 86. Security. 21. Propaganda. 05, 25, 26. Damage Control. 50, 11, 90, 75. Chemical Warfare and Mines. 90. Base Hospitals. 11, 75.	01, 05, 20, 21, 25, 75, 90, 95, 96. Correspondence Files, Records, Legal Matters, Flag Allocation and Office, Print Shop, Flag Personnel. 05. Communications. 20, 05, 15, 18, 21, 22, 30. Secret and Confidential Registered Publications. 20, 21, 33. Guard Duty, Uniforms, Calls, Celebrations, Ceremonies, Band, Boats, Official Cars. 15. Characteristic Cards. 50, 18, 90, 95. Athletics and Recreation. 15, 96. Requisitions, Surveys, Ship's Service. 50. Landing Force and Parades. 86, 15, 90. Annual Report. 05. (Assisted by each member of the Staff). Intelligence. 25, 26, 20, 05. Censorship. 25, 26, 05, 20. Navy Relief Force. 11, 12, 13, 86. Aerological and Personnel. 96. Security. 21. Medical (Sanitation, etc.) and Religious Activities. 75. Public Relations. 27, 25, 26, 05. Damage Control. 50, 90, 75. Base Hospitals. 75. Customs and Agricultural Inspection Liaison. 75, 96.	16, 17, 18, 19, 86. Estimates, Plans, Orders. 16, 17, 18, 19. Marine Corps matters. 86. Landing Force. 86. Mobilization plans. 16, 17, 18, 19, 86. Joint Army and Navy Operations. 16, 17, 18, 86, 11. Logistic Readiness for War. 16, 17, 18, 19, 50, 86, 90, 95. Radio and Sound (Signal Equipment. 18, 20, 50, 22, 15. Navy Relief Force. 11, 12, 13, 86.	50, 90, 95. Overhauls, Docking. 50. Repairs, Alterations. 50, 90, 95. Technical Services. 50, 18, 20, 90, 95. Bureau of Ships Activities. 50. Navigation. 50, 12. Bureau of Ordnance. 90, 95. Aviation. 95. Aerological. 96. Mines, Chemical Equipment. 90. Base Hospitals. 75.

NOTE: Detailed assignments of duties are contained in section II.

COGNIZANCE AND DUTY

114. The following numbers are employed to identify the duties of the officers attached to the Staff:

- 01—Chief of Staff.
- 02—Assistant Chief of Staff.
- 05—Flag Secretary.
- 11—Operations Officer.
- 12—1st. Assistant Operations Officer.
- 13—2nd. Assistant Operations Officer.
- 14—Staff Duty Officer.
- 15—Flag Lieutenant.
- 16—War Plans Officer.
- 17—1st. Assistant War Plans Officer.
- 18—2nd. Assistant War Plans Officer.
- 19—3rd. Assistant War Plans Officer.
- 20—Communication Officer.
- 21—Communication Security Officer.
- 22—Radio Officer.
- 23—Assistant Communication Officer.
- 24—Assistant Communication Officer.
- 25—Intelligence Officer.
- 26—Assistant Intelligence Officer.
- 27—Public Relations.
- 30—Assistant Communication Officer.
- 31 to 43—Communication Duty and Coding Officers.
- 50—Maintenance Officer.
- 75—Medical Officer.
- 86—Marine Officer, (Assistant War Plans Officer).
- 90—Gunnery Officer.
- 95—Aviation Officer.
- 96—Aerological and Personnel Officer.

115. The following table shows the reliefs for members of the Staff who may be absent for any reason:

PRIMARY DUTY	RELIEF	REMARKS
01—Chief of Staff.	02—Assistant Chief of Staff.	(02 is same as 11.)
05—Flag Secretary.	25—Intelligence Officer.	
11—Operations Officer.	16—War Plans Officer.	16—Relieves if available, otherwise 12 relieves 11.
12—1st. Assistant Operations Officer.	13—2nd Assistant Operations Officer.	
13—2nd Assistant Operations Officer.	12—1st. Assistant Operations Officer.	
15—Flag Lieutenant and Athletic Officer.	26—Assistant Intelligence Officer.	20—Relieves for visual communications.
16—War Plans Officer.	17—1st. Assistant War Plans Officer.	
17—1st. Assistant War Plans Officer.	18—2nd. Assistant War Plans Officer.	
18—2nd. Assistant War Plans Officer.	19—3rd. Assistant War Plans Officer.	
19—3rd. Assistant War Plans Officer.	18—2nd. Assistant War Plans Officer.	
20—Communication Officer.	22—Radio Officer.	
21—Communication Security Officer.	30—Assistant Communication Officer.	
22—Radio Officer.	20—Communication Officer.	
23—Assistant Communication Officer.	24—Assistant Communication Officer.	
24—Assistant Communication Officer.	23—Assistant Communication Officer.	
25—Intelligence Officer.	26—Assistant Intelligence Officer.	
26—Assistant Intelligence Officer.	25—Intelligence Officer.	
27—Public Relations Officer.	05—Flag Secretary.	
30—Assistant Communication Officer.	31—Assistant Communication Officer.	Senior CWO.
31 to 43 inclusive—Communication	Watch Officers and Coding Board.	
50—Maintenance Officer.	13—Assistant Operations Officer.	
75—Medical Officer.	05—Flag Secretary.	
86—Marine Officer.	05—Flag Secretary; (and Gunnery Officer for Landing Force etc.)	War Plans Section by 16, 17, 18, 19.
90—Gunnery Officer.	95—Aviation Officer.	Assisted by 12.
95—Aviation Officer.	90—Gunnery Officer.	Assisted by 96.
96—Aerological and Personnel Officer.	95—Aviation Officer.	Assisted by 05 for personnel.

SECTION II. INDIVIDUAL COGNIZANCE OF DUTIES

200. *Chief of Staff—01—Personal Aide.*

(See Navy Regulations Articles 785—786).

- (a) Carries out policies prescribed by the Commander-in-Chief.
- (b) Exercises general supervision over and coordinates work by members of the Staff.
- (c) Advises the Commander-in-Chief on all matters concerning the war readiness and battle efficiency of the Fleet.
- (d) Supervises the preparation of campaign orders and plans, as well as strategical and tactical problems of the Fleet.
- (e) Signs correspondence as follows:
 - (1) Routine Matters.
 - (2) Minor recommendations, or minor forwarding endorsements on same, to material Bureaus regarding repairs and alterations concerning which a policy has been established.
 - (3) Orders to and requests from officers not in Command.
 - (4) Matters concerning which the policy is of long standing.
 - (5) Letters from the Navy Department noted for compliance, information, or guidance.
 - (6) The Commander-in-Chief personally will sign correspondence regarding questions of particular importance involving criticism, approval, or disapproval of previous recommendations; action on legal papers.

201. *Assistant Chief of Staff—02—See Operations Officer (11).*

202. *Flag Secretary—05—Personal Aide.*

- (a) Responsible for the receipt, dispatch, recording, routing, and filing of all official written correspondence. He shall be assisted by an officer (Assistant Communication Officer) designated to handle the SECRET mail.
- (b) Authenticates and checks the distribution of operation plans, orders, movement orders and multiple address correspondence requiring authentication.
- (c) In charge of the Flag Office organization and personnel connected therewith.
- (d) Ascertains that outgoing correspondence is in agreement with current instructions and properly distributed.
- (e) Brings to the attention of the officers concerned all conflicting, inconsistent or overdue communications.
- (f) Responsible for the general dissemination of administrative information.
- (g) Supervises the handling of U. S. and Guard Mail within the Fleet.
- (h) Printing.
- (i) Legal and disciplinary matters.
- (j) Signs correspondence "by direction" for:
 - (1) Papers forwarded or returned without comment.
 - (2) Correspondence consisting of information or appropriate minor action only.
 - (3) Receipts and tracers.
 - (4) Transmission of registered mail, or publications.
 - (5) Transfers and orders for enlisted personnel.
- (k) Controls Flag Office Allotment.
- (l) War Diary.

203. *Operations Officer—11—(Assistant Chief of Staff 02).*

- (a) Assists the Chief of Staff as required, signing correspondence in his absence as "Assistant Chief of Staff".
- (b) As head of Operations Section coordinates operations and employment activities.
- (c) Develops Fleet tactics and doctrine, and originates recommendations for revision of same.
- (d) Prepares problems and exercises.
- (e) Assignments of vessels to special duties.
- (f) Prepares estimates of the situation, campaign orders, operations orders, and plans and movement orders.
- (g) Assisted by other members of Staff reviews and analyzes Fleet exercises.
- (h) Acts as head of the Schedule Board for preparing the Fleet operation plans.

- (i) Navy Relief Force.
- (j) Fleet anchorages, bases, and operating areas.

204. *First Assistant Operations Officer—12.*

- (a) Acts as Fleet Navigator with corresponding cognizance of navigational equipment, charts, etc.
- (b) Assists in all the duties under the cognizance of the Operations Officer.
- (c) Coordinates the duties of Operations Officer with those of the War Plans Section.
- (d) Acts as member of the Schedule Board.
- (e) Commander-in-Chief's Night Order Book.

205. *Second Assistant Operations Officer—13.*

- (a) Assists the Operations Officer in all the duties of that office.
- (b) Responsible for maintaining location plot and movement report system for vessels of the Fleet.
- (c) Edits Quarterly Fleet Organization information.

205A. *Staff Duty Officer—14.*

(See paragraph 226).

206. *Flag Lieutenant—15—Personal Aide.*

- (a) Acts as Fleet Signal Officer; supervises the dissemination of tactical signals, under the Fleet Communication Officer; is responsible for the efficiency of Fleet signalling operations and material.
- (b) Fleet Athletic Officer; liaison officer with Fleet Recreation and Morale Officer based ashore.
- (c) Boarding officer.
- (d) Has cognizance of:
 - (1) Matters relating to ceremonies, salutes, honors, and official calls.
 - (2) Entertainments.
 - (3) Club privileges, invitations, etc.
 - (4) Uniform.
 - (5) Boats, boat crews, and official cars.
 - (6) Military and Medical Guard Dpties.
 - (7) Band or orchestra.
- (e) When on board during working hours, attends the side.
- (f) Maintains flag combat bill.
- (g) Acts on requests for bands, parades, visits to ships, etc.
- (h) In charge of Admiral's mess attendants.

207. *War Plans Officer—16.*

- (a) As head of the War Plans Section is responsible, under the Chief of Staff, for the preparation of War Plans for the Fleet and for all matters pertaining thereto.
- (b) Has general custody of War Plans and secret letters relative thereto.
- (c) Member of Schedule Board.
- (d) Maintains liaison with War Plans representatives of subordinate Commanders.
- (e) Maintains liaison with U. S. Army in War Plans matters,—via District Commandant if appropriate.
- (f) Makes recommendations on designs of new ships—general features—and on alterations of old ships that affect military characteristics.
- (g) Makes recommendations on matters pertaining to reserves of material, particularly ammunition, mines, bombs, torpedoes, fuel, provisions, etc., and their distribution.
- (h) Maintains liaison with Commandants of Naval Districts in War Plans matters.
- (i) Is responsible for the review of War Plans of subordinate commanders and of District Commandants and Coastal Frontier Commanders insofar as these Plans may affect the Fleet.

208. *Assistant War Plans—17.*

- (a) Assistant to War Plans Officer, specifically charged with following:
 - (1) Fleet estimates and plans.
 - (2) Collaboration with Naval Coastal Frontiers and Commandants of

Naval Districts.

(3) Liaison with Army on War Plans matters.

(4) Duties of 18 when that assignment is vacant.

209. *Assistant War Plans—18.*

(a) Assistant to War Plans Officer, specifically charged with following:

(1) Review of subordinate plans, including those of Naval Coastal Frontiers and Naval Districts.

(2) Prosecution of current War Plans tasks and projects.

(3) Action on administrative matters and correspondence in which War Plans has an interest.

(4) Logistic studies and data.

210. *Assistant War Plans—19.*

(a) Assistant to War Plans Officer, specifically charged with following:

(1) Office administration and correspondence.

(2) Compilation and assembly of data.

(3) Specific custody of War Plans publications and files.

Fleet Marine Officer—86. (See paragraph 222).

211. *Fleet Communication Officer—20.*

(a) Responsible for the efficiency of Fleet communications.

(b) Supervises training in Fleet communications.

(c) Assists Operations Officers and War Plans Officers with strategic operations and with war plans.

(d) Prepares Fleet communication plans.

(e) Directs activities of flag radio and sound schools and assignments of communication personnel.

(f) Collaborates with "96" concerning radio and sound schools and assignments of communication personnel.

(g) Supervises activities ashore of communication stations when manned by Fleet personnel.

(h) Supervises the assignment and utilization of Fleet radio frequencies.

(i) Coordinates with "50" on matters of communication material.

(j) Responsible for registered publications.

(k) Supervises communication watch officers.

(l) Cryptographic and radio security, with "21".

212. *Communication Security Officer—21.*

(a) Assists Fleet Communication Officer.

(b) Is responsible for security of Fleet Communications and directly those of Fleet flagship:

(1) Inspection of radio traffic handled by Fleet flagship.

(2) Inspection of communication plans and orders of subordinate commanders.

(3) Supervision and control of monitor watch.

(4) Preparation of Fleet Letters and orders on communication security.

(5) Recommendations for improvement of cryptographic aids.

(6) Recommendations for distribution and allowances of cryptographic aids.

(7) By personal contact and instruction improve security of communications.

(c) Is in immediate charge of Radio Intelligence Unit.

(d) Is in charge of Commander-in-Chief's registered publications library. Signs all routine transfer and destruction reports and inventories "by direction".

(e) Is responsible for production and security of U. S. F. publications and other classified publications and printed matter issued by the Commander-in-Chief.

(f) Advises concerning and ensures security of handling of secret and confidential correspondence.

(g) Is responsible for the organization and training of the Fleet Coding Board.

213. *Fleet Radio Officer—22.*

(a) Assists Fleet Communication Officer.

(b) Assists "50" in regard to technical aspects of Degaussing.

(c) Recommends assignment of Radio frequencies to 20.

(d) Supervises radio, sound and landwire communications and material installations of the Fleet.

- (e) Initiation and conduct of radio training operations in the Fleet.
- (f) Instruction and training of radio and sound personnel.
- (g) Liaison with commercial radio and cable companies.
- (h) Material inspection reports of radio and sound installations in the Fleet.
- (i) Recognition and identification installations in the Fleet.

214. *Intelligence Officer—25.*

- (a) Directs assembly of Enemy Information and evaluates same, disseminating to various members of staff, indicating where action is required.
- (b) Provides Operation Officer and War Plans Officer information essential for current estimates (monograph material).
- (c) Maintains Section II (a), (b), (c), (d), (e), (f), and (g) of Estimate of Situation (Enemy Forces). Maintains location plot of Fleets of possible enemy or allies.
- (d) Directs counter espionage and counter information.
- (e) Maintains Intelligence Records (See Naval Intelligence Manual).
- (f) Prepares Fleet Intelligence Bulletins.
- (g) Evaluates Intelligence Information received of procedures or practices of other navies and prepares definite recommendation as to any action to be taken within own Fleet.
- (h) In charge of censorship.
- (i) Internal Security of ships.
- (j) Supervises reconnaissance photographic activities.

215. *Assistant Intelligence Officer—26*

In addition to assisting "25" in all duties of the Intelligence section, performs the following additional assignments:

- (a) Maintains Merchant Marine plot and analysis.
- (b) Prepares silhouettes of own and enemy ships and planes for dissemination to Fleet.
- (c) Assembly, evaluation and dissemination of Enemy information.
- (d) Maintenance of Current Estimate of Situation (Enemy Forces) and location plot of Fleets of possible enemy or allies.

216. *Public Relations Officer—27.*

- (a) Liaison officer with the Press.
- (b) Releases all Fleet publicity requiring the Commander-in-Chief's review.
- (c) Maintains file of clippings from current periodicals.
- (d) Maintains photographic file.
- (e) Maintains biographical file of flag and commanding officers.
- (f) Cognizance of Staff library.
- (g) Motion Picture Officer.
- (h) Assists in recruiting activities in collaboration with the Bureau of Navigation.
- (i) In charge of Staff photographer.
- (j) Assists 15 (Flag Lieutenant) in connection with press releases for visitors, visits, social activities, athletics, and other recreational subjects.
- (k) Publicity liaison with other U. S. government activities.
- (l) Propaganda in time of war.
- (m) When directed assist "25", and "26" with censorship and collaborates in intelligence matters as necessary.
- (n) Reviews ship's papers in the fleet.
- (o) Reviews congressional records, bills, etc.

217. *Assistant Communication Officer—30.*

- (a) In addition to the following, assists the Fleet Communication Officer as directed.
- (m) Is in charge of internal distribution and conduct of Flag rapid communications within the Flagship.
- (c) Is in charge of the Flag Communications Office, including personnel, routine operations, files, forms, and publications.
- (d) Coordinates the duties of the Communication Watch Officers and Coding Watch Officers.
- (e) Under Flag Secretary, has duty as officer responsible for receipt, routing, custody, and dispatch of secret mail.
- (f) Responsible for cleanliness and upkeep of the Flag Communication Office and communication spaces.

218. *Communication Watch Officers—31, 32, 33, 34.*

(a) Communication Watch Officers stand communication desk watches, being governed in the performance of these duties by the provisions of the Communication Instructions and such orders and instructions as may be issued by the Fleet Communication Officer, Fleet Radio Officer, or Assistant Communication Officer.

(b) A Communication Watch Officer is the Flag Division Officer. He is assisted in this assignment by the communication watch officers who are designated as Junior Division Officers for the Flag Division.

(c) Communication Watch Officers must become proficient in the use of codes and ciphers and be familiar with Fleet Operations, routine, and staff procedure. In addition to performing routine code and cipher duties they may be assigned coding board duties at a battle station.

(d) One Communication Watch Officer is detailed as custodian of non-registered communication publications which he shall keep corrected.

(e) One Communication Watch Officer is detailed as custodian of the Registered Publications which he shall keep corrected.

219. *Coding Board Officers—35, 36, 37, 38, (39, 40).*

(a) Coding Board Officers stand Coding Board watches, being governed in the performance of these duties by the instructions issued by the Assistant Communication Officer.

(b) They shall familiarize themselves with all cryptographic systems in use and become proficient in their proper use.

(c) They shall assist the Fleet Security Officer in matters of Fleet Cryptographic Security.

(d) They shall familiarize themselves with the duties of Communication Watch Officers to the end that they may stand Communication Watch Officer watches when required.

(e) All Coding Board Officers shall assist Fleet Security Officer in the correction, custody, preparation, and care of registered and classified matter.

(f) The Coding Board of the Fleet Flagship is required to perform Flag Coding Board functions, as directed.

220. *Fleet Engineer and Maintenance Officer—50.*

(a) Docking and overhaul schedules.

(b) Engineering performances.

(c) Repairs, preservation and alterations of ships of the Fleet.

(d) Fleet repair and docking facilities.

(e) Tests and upkeep of material.

(f) Design, construction, and operation of machinery and governing instructions.

(g) Orders for and reports of military and material inspections.

(h) Damage Control.

(i) Allowance lists (Bureau of Ships), requisitions and surveys.

(j) Ship's Service store activities.

(k) Training of engineering personnel.

(l) Member of Schedule Board.

(m) Fuel and provisioning schedules.

(n) Ship's characteristics cards and logistics.

(o) Supply Department matters.

(p) Assists War Plans Officer in preparation of War Plans.

(q) Makes recommendations on design of new ships (Bureau of Ships cognizance).

(r) Degaussing.

221. *Fleet Medical Officer—75.*

(a) Keeps himself informed by inspections, and advises Commander-in-Chief of the sanitary conditions of ships of the Fleet.

(b) Prepares a periodic Fleet Medical News Letter.

(c) Acts as liaison officer with civilian medical activities.

(d) Interests himself in making such provisions for medical services at bases as may not be otherwise provided for.

(e) Customs and agricultural inspections.

(f) Shall obtain for, or advise Units of the Fleet in the obtaining of Bills of Health and the securing of pratique in accordance with local and foreign health regulations.

(g) Holds periodic conferences with medical officers of the Fleet for the

purpose of standardizing practices not specially provided for by regulations and for other purposes in the interest of increased efficiency of the medical department.

(h) Has cognizance of religious activities.

(i) Has cognizance of and advises upon Damage Control Activities within the purview of Bureau of Medicine and Surgery.

222. *Fleet Marine Officer—86.*

(a) General cognizance of matters concerning Marine Corps and Fleet Marine Force.

(b) Data on organization, strength, equipment, etc., of Marine Divisions, Defense Battalions, and Detachments.

(c) Assistant to War Plans Officer, specifically charged with the following:

(1) Plans for amphibious operations.

(2) Seizure, establishment, and defense of advance bases.

(3) Demolition and related operations.

(4) Logistic data (Marines and Army).

(5) Review of Marine Corps subordinate plans.

223. *Fleet Gunnery Officer—90.*

(a) Supervises gunnery, training, gunnery exercises, and the care and upkeep of the armament of the Fleet.

(b) Keeps informed of the efficiency in gunnery and the condition of the armament of the Fleet.

(c) Advises in regard to tactical maneuvers for obtaining advantageous range bands, greatest fire effect, and dispositions for the best use of the armament.

(d) Prepares outlines of schedules of gunnery exercises for the Fleet and advises concerning detailed schedules prepared by Force Commanders.

(e) Supervises small arms training and exercises of the Fleet.

(f) Consults with Aviation Officer in connection with aircraft and antiaircraft gunnery.

(g) In charge of the following matters, consulting with Operations Officer regarding tactical aspects:

(1) Mining and sweeping exercises and material.

(2) Torpedoes and torpedo practices.

(3) Smoke screens, both offensive and defensive.

(4) Chemical warfare service—Material and training of personnel. (In collaboration with Fleet Maintenance Officer).

(h) Supervises courses of study in Ordnance and Gunnery technical schools of the Fleet.

(i) Assists War Plans Officer in preparation of War Plans and in matters of liaison with Army.

(j) Reviews military and material inspection reports.

(k) Consults with Fleet Maintenance Officer on Damage Control.

(l) Exercises particular supervision over recommendations for changes to "Orders for Gunnery Exercises," "Gunnery Instructions" and other ordnance, gunnery and fire control publications.

(m) Makes recommendations on designs of new ships (Bureau of Ordnance cognizance).

(n) Member of Schedule Board.

(o) Advises on gunnery features of tactical plans and publications.

(p) With 86 has cognizance of matters involving landing forces.

(q) Handles matters affecting training, assignments, rating, and qualifications of gunnery personnel (consults with 96).

224. *Fleet Aviation Officer—95.*

(a) Advises with reference to:

(1) All aircraft operations and aviation matters including those pertaining to policy with respect to:

(A) Material.

(B) Personnel.

(C) Gunnery and Bombing.

(D) Radio.

(2) Aircraft Operations, and aviation shore facilities.

(3) Coordination of aviation activities of the Fleet.

(4) Employment of aircraft in tactical exercises, analysis and reports thereon.

(5) The development of aircraft tactics, gunnery and doctrine.

(6) Naval air operating policy.

- (b) Assists War Plans Officer in the preparation of War Plans.
- (c) Keeps informed as to the effectiveness of aircraft units of the Fleet.
- (d) Assists Operation Officer in the preparation of Fleet Schedules dealing with aircraft and aircraft services.
- (e) Consults with Gunnery Officer in connection with aircraft and anti-aircraft gunnery. Handles Aircraft Gunnery Reports.
- (f) Member of Schedule Board.
- (g) Has cognizance of, keeps informed of aircraft material matters.

225. *Fleet Aerological and Personnel Officer—96.*

(a) In charge of the aerological office and keeps the Commander-in-Chief and members of his staff advised of weather conditions as concerns the planning and executions of Fleet Operations. Assists War Plans Officer.

(b) Advises with reference to the establishment of new aerological units in matters concerning:

- (1) Equipment.
- (2) Personnel.
- (3) Weather information required.

(c) Coordinates aerological activities in the Fleet, including:

- (1) Collection and dissemination of weather reports.
- (2) Weather forecasts and advisory storm warnings.
- (3) Aerological research.

(d) Exercises supervision over the training and instruction of aerological personnel.

(e) Prepares such weather summaries as are required in connection with orders for Fleet Problems and Tactics.

(f) Consults with Gunnery Officer in connection with atmospheric ballistic information pertaining to gunnery.

(g) Advises with reference to exchange of weather information between the Fleet and the U. S. Weather Bureau or other activities maintaining meteorological facilities.

(h) In charge of all matters relating to:

- (1) Orders for officers and enlisted personnel.
- (2) Naval Reserve Officers on active duty.
- (3) Transportation in ships of the Fleet.
- (4) Congressional mail regarding personnel matters.

(5) Action on leave requests for all officers and preparation of endorsements for signature of Admiral, Chief of Staff and Flag Secretary, depending upon the rank of officer requesting leave.

- (6) Examinations and promotions.
- (7) Navy Relief and Red Cross.

(i) In charge of entertainment and welfare of enlisted personnel.

(j) Shore Patrol.

(k) Liberty for the Fleet.

226. *Staff Duty Officer—14.*

(a) Such Officers as may be designated by the Chief of Staff shall stand a day's duty in port and a watch on the Flag Bridge at sea when a watch is established.

(b) The officer having the day's duty shall:

- (1) Receive routine reports.
- (2) Act on routine matters.

(3) Act as necessary on matters when the officer having cognizance and his relief are absent, informing officers concerned of action taken as soon as possible.

(4) Attend the side when the Flag Lieutenant is not available. The procedure for tending the side is laid down in Section X of these Staff instructions.

(5) Regulate movements of Admiral's Barge, Chief of Staff's Gig, and Staff boats in absence of Flag Lieutenant or outside of working hours. The Officer-of-the-Deck will keep the Staff Duty Officer and Flag Lieutenant informed of the movements of the Admiral's Barge, Chief of Staff's Gig, and Staff Duty boats.

(6) Keep informed as to Staff Officers on board or absent from the ship.

(7) In the absence of the Flag Lieutenant see that boarding calls on visiting men of war are made by an officer from Fleet flagship.

(8) Receive aerological forecasts from the Aerologist and when bad weather is forecast transmit the necessary information to the ships present.

(9) Initial all dispatches, taking action if necessary when action officer is not on board.

(10) See that the Commander-in-Chief and the Chief of Staff are kept informed of all important matters, and particularly that they are informed promptly upon their return to the ship of all important matters that occur during their absence; and similarly keep the Operations Officer informed of all ship movements observed by the signal watch.

(11) Examine all mail received during the absence of the Flag Secretary or his regularly designated relief, and decide what action if any shall be taken.

(c) Day's duty will begin at 0900, except Sundays and holidays when it will begin at 1100. The sequence will be uninterrupted by the fact that the ship may be at sea when regular watches are set.

(d) The duties of the Staff Duty Officer assume particular importance when, in the absence of the Commander-in-Chief, Chief of Staff, or other members of the staff, he is called upon to make decisions in cases of emergency, or on matters which cannot be delayed for reference to higher authority or to the officers having cognizance. This fact makes it imperative that all officers standing duty keep themselves informed as to existing situations, the policies of the Commander-in-Chief and the usual and proper manner of taking action on all matters which may arise.

(e) In important emergency cases the Staff Duty Officer will take such action as may be necessary. Instructions should be obtained by the most expeditious manner of communication with the Chief of Staff and, failing to locate him, with the Commander-in-Chief. The Operations Officer should, if practicable, be fully informed of the situation.

(f) When civilians or officials, other than personal friends of the Commander-in-Chief or officials whose status is a matter of doubt, come on board the flagship to confer with the Commander-in-Chief, he shall first present them to the Chief of Staff, Flag Lieutenant, or in their absence, to the Operations Officer.

(g) Should an emergency arise necessitating action involving the Fleet Relief Force, the Staff Duty Officer will carry out the following:

(1) Notify the Commander-in-Chief, Chief of Staff and Operations Officer.

(2) Send staff boats to landing, keeping one at ship as may be advisable.

(3) Land field radio and signalmen if BASRAD is out of commission.

(h) *Assignment of Berths.* Requests for berths are received occasionally by the Staff Duty Officer for immediate action during the absence of the Operations Officers. To assist the Staff Duty Officer in assigning berths, an anchorage chart is kept in the Operations Office, together with a copy of current instructions. See also the Commander-in-Chief's current letter in regard to anchorage assignments.

(i) In the absence of the Commander-in-Chief, or Chief of Staff, he shall take steps to correct any defects in external Fleet routine which would constitute an adverse reflection on the Fleet.

(j) *Leave—Relief for Day's Duty.* (1) The Day's Duty list for Staff Duty Officers is prepared on the basis that the sequence will not be interrupted by the fact that the ship may be at sea. Nor is it to be interrupted by absence on duty, illness or leave.

(2) Staff Duty Officers are "Relief Officers" in inverse order of seniority. A Relief Duty List is posted in the Staff Duty Book. When an officer stands a relief duty watch, he will inform the senior watch officer. The next officer on the list then becomes the "Relief Duty Officer."

(3) For extended periods of leave, greater than 10 days the Relief Duty Officer will take the duty for the officer scheduled for the Day's Duty. For shorter periods of leave, officers are expected to arrange for their own reliefs by agreeable shifts with other Staff Duty Officers. In every case, inform the Senior Staff Duty Officer of the arrangements made.

SEA WATCHES

(k) An officer of the Staff shall be on the bridge at all times when the Fleet flagship is underway in company with vessels of the Fleet acting as a unit.

(l) He is the representative of the Commander-in-Chief on the bridge and bears the same relation to him that the Officer-of-the-Deck bears to the Captain of the ship. He shall keep himself informed of the location of all units and ships in

whatever disposition or formation the Fleet is at the time; whatever land or lights are in sight; whether either are likely to be seen; and of all other particulars which may be of use to the Commander-in-Chief in keeping the ships of the formation out of danger.

(l) In case of emergency, when neither the Commander-in-Chief nor the Chief of Staff is on the bridge, he shall make such signals as are required by the circumstances, reporting his action immediately to the Commander-in-Chief, the Chief of Staff and the Operations Officer. **ACT FIRST, REPORT AFTERWARDS.** Under all other conditions the formation shall not be maneuvered without the authority of the Commander-in-Chief or the Chief of Staff. Furthermore, under these latter conditions, the Staff Duty Officer shall report the circumstances to the Operations Officer. Also, he shall call the Flag Lieutenant and Operations Officer to the bridge at once if immediate action is required—otherwise those officers shall be informed of the time when their presence on the flag bridge will be required and the reasons therefor.

(m) He shall promptly report to the Commander-in-Chief, through the Chief of Staff, all land, shoals, rocks, lighthouses, beacons, buoys, discolored water, vessels, or wrecks sighted; all changes of weather or shifts of wind; all signals made; all changes in speed, formation, disposition, or course; in general, all occurrences worthy of notice.

(n) He shall handle all dispatches which in port are routed to the Officer having the day's Staff duty.

(o) When the Flag Lieutenant is on the Bridge he will handle all tactical signals, relieving the Staff Duty Officer of this function of his usual duties.

(p) *Record of events.*—A Record of Events during the watch will be kept by the Staff Officer on watch assisted by a duty yeoman. This record will include items of importance, movements, major and minor contacts with the enemy, aerial and submarine activity, weather information, etc. **THE RECORD OF EVENTS** will be typed in quadruplicate, signed by the Officer on watch and handled as follows: Original to be placed in a file folder in Flag Plot. (This folder will be kept in Flag Plot until the completion of the exercise, when it shall be turned over to the file yeoman by the yeoman securing the watch). At 0800 each day the three copies of the **RECORD OF EVENTS** covering the watches of the preceding 24 hours shall be turned over to the Flag Office for the following distribution: one copy to the Admiral, one copy to the Chief of Staff, and one copy to the Operations Officer.)

(q) When necessary to make a signal to change course or speed to avoid a vessel or unit having the right of way, make such changes great enough, and execute the signal soon enough to leave no doubt in the minds of the other officers of the deck as to your intentions. Avoid crossing ahead of vessels or units having the right of way.

(r) When fog closes in:

(1) Order bridge radios manned if not already in effect.

(2) Order fog buoys streamed.

(3) Order fog searchlights manned.

(4) Comply with Fleet Communication letter—2RL-41 summarized briefly as follows:

(a) Take soundings at short intervals to ensure safety of the formation.

(b) Designate a ship to: At least half-hourly or oftener; obtain bearings from shore radio direction finder stations, and radio bearings of ships in company.

(c) Plot all bearings and soundings on a chart. This ensures safety.

(d) Establish a transmitting and receiving watch, (on distress frequency).

(e) Provided Radio, restrictions so permit broadcast in plain language followed by International Code; visibility conditions, names of ships in company, position, and time of origin GCT. If other ships reply to this safety transmission shift to 422 kcs. and exchange information.

227. The night order book is written by the Commander-in-Chief for guidance of officers having night watches. Each officer having a night watch shall initial the book after reading the orders, and before relieving the watch. The night order book is prepared by the Fleet Navigator (12).

228. Nothing herein is intended to contravene existing regulations or to preclude taking such additional precautions as may seem desirable.

SECTION III. BATTLE STATIONS

300. The Combat Organization of the Staff is covered in a separate confidential issue of this section. It is distributed to the flagship and flag personnel only.

SECTION IV. FLAG OFFICE PERSONNEL AND GENERAL INSTRUCTIONS

401. The authorized Flag Allowance of yeomen is:

Chief Yeoman-----	3
Yeoman 1st class-----	4
Yeoman 2nd class-----	5
Yeoman 3rd class-----	6
Total-----	18

Yeoman on board are assigned in general as follows:

- 1 Yeoman—In general charge.
- 1 Yeoman—Admiral, Chief of Staff and Flag Lieutenant.
- 1 Yeoman—Flag Secretary and Division Officer.
- 3 Yeomen—Operations and Assistant Operations Officers.
- 2 Yeomen—War Plans Officers.
- 2 Yeomen—Communication, Radio, and Comm. Security Officers.
- 1 Yeoman—Intelligence Officer.
- 1 Yeoman—Aviation Officer.
- 1 Yeoman—Gunnery Officer.
- 1 Yeoman—Engineer and Maintenance Officer.
- 1 Yeoman—Aerological Officer.
- 1 Yeoman—Files and Correspondence Classification.
- 1 Yeoman—Outgoing Mail Desk.
- 1 Yeoman—Communication Office.

These assignments will be augmented by yeoman strikers. Yeoman strikers will also be assigned to other Flag Office details, such as incoming mail, File Section, Tracer desk, etc.

402. Assignment of yeomen will necessarily depend largely on their individual aptitude for certain duties, and their availability. One Pharmacist's Mate is included in the Flag Allowance and is assigned to the Fleet Medical Officer. One Marine Sergeant Major is assigned to the Marine Officer.

403. Whenever an officer finds that he requires additional clerical assistance, he will apply to the Flag Secretary. Additional clerical assistance can in this way be secured with a minimum of delay and without interfering with the routine of the office.

404. The Chief Yeoman in charge has general supervision of the Flag Office and personnel under the Flag Secretary, who is in direct charge of the offices of the Commander-in-Chief. The Chief Yeoman in Charge is responsible for the cleanliness of the offices and storerooms, for the carrying out of the office instructions, for the conduct and proper performance of duty by the enlisted personnel and for regulating watch lists, liberty and leave in accordance with existing instructions and orders. He will supervise the drawing of office supplies against the flag allotment, issuing of stationery, etc., and exercise care that expenditures are kept within requirements.

405. *Routine Duty.* (a) Routine hours of duty in flag offices and print shop are as follows:

Daily-----	0800 to 1600
Half Holidays-----	0800 to 1130

(b) *Handling of work outside regular office hours.* Routine work outside of regular office hours will be handled by the yeoman of the officer desiring such work done, when that yeoman is on board, otherwise by the duty section. There is always a duty printer on board who sleeps in the print shop.

(c) No uncompleted work shall be stowed away in office desk drawers, but shall be kept above the desks in labeled baskets or envelopes, and available to the staff officers concerned, or to the duty section, if required.

406. *Handling of mail upon arrival in port.* The taking up and distribution of mail upon arrival in port will, without exception, be an "all hands" job. All yeomen will prepare routing sheets and assist in clearing up all mail received. No liberty will be granted on arrival in port until such mail has been received, routed and distributed to the cabinets of the officers concerned.

407. *Liberty and Leave.* (a) Liberty and leave for the flag office personnel will be regulated to conform, as closely as work will permit, to that of the flagship. Subject to the approval of the officers for whom the yeomen work, after routine working hours, or Saturdays after 1130, Wednesday afternoons, Sundays and holidays, will be considered routine liberty periods. Liberty cards are issued under the supervision of the Division Officer for all flag personnel.

(b) All requests for other than regular liberty shall first be referred to the officer for whom the yeoman works, the Flag Division Officer and to the Chief Yeoman in Charge for designation of relief if required, then to the Flag Secretary for approval or disapproval. If the request is one for leave and is approved by the Flag Secretary as Head of Department, it will then be sent to the Executive Officer for issuance of formal leave papers.

408. *Cleanliness of Offices.* (a) The cleanliness of flag offices and storerooms will be under the supervision of the Chief Yeoman in Charge. Each yeoman will be required to keep his own desk neat and clean, as well as the desk of the officer for whom he works. Offices will be cleaned daily, prior to 0800, and a field day shall be held between 1200 and 1300 each Friday.

(b) Flag offices, shops, storerooms and other spaces will be included in the commanding officer's inspection of adjacent ship spaces. Personnel in charge of offices, shops, storerooms and other flag spaces shall have their spaces open and ready and shall stand by for inspection at the times designated in the daily schedule issued by the flagship. Yeomen shall have the drawers of their desks neatly stowed and ready for removal should they be directed to do so by the inspecting officers.

409. *Flag Office Duty Section.* (a) The Flag Office personnel will be divided into duty sections of not less than three men, one of whom shall be a competent stenographer. Duty changes at 0900 daily, Sundays excepted. The Duty Section will function in the Flag Office during the following hours:

Daily-----	0730 to 0815
	1130 to 1300
	1600 to 2200
Half Holidays-----	0730 to 0815
	1130 to 2200
Whole Holidays-----	0730 to 2200

(b) The duty section will handle all emergency work outside of regular working hours and if the Outgoing Mail Yeoman is not on board, will mail all signed outgoing correspondence. The entire duty section will remain in the flag offices during the hours specified in subparagraph (a) except:

(1) Only one rated man need remain in the flag office during mealtimes.

(2) When the press of work permits and when in the discretion of the senior duty yeoman their services are not immediately required, members of the duty section may be allowed to attend the evening movies on deck, subject to call; however, one rated member of the duty section shall remain in the flag office during the authorized absence of the rest to attend the movies. From time to time, if the Staff Duty Officer grants permission to do so, the offices may be locked and keys turned over to him, during movies, smokers, etc.

(3) When the Flag is based temporarily ashore, the Duty Section will maintain a continuous one-man security watch in the Flag Office during the following hours:

Daily-----	1600 to 0800
Half-holidays-----	1200 to 0800
Holidays-----	0800 to 0800

This watch will be armed, the primary duty of which is to prevent unauthorized persons from entering the Fleet War Plans Offices and all other Flag Offices of the Commander-in-Chief. This Security Watch will normally be sufficient to remain in the Flag Office after working hours. The entire Duty Section is available for call by the Staff Duty Officer at any time.

(c) *Handling of mail and correspondence.* Before going on liberty the incoming and outgoing mail yeomen will inform the senior duty yeoman of any special instructions, who in turn will inform his section. Special instructions may be:—To watch for special correspondence expected in the incoming mail—to see that certain U. S. or guard mail is dispatched. File numbers will not be entered on incoming mail by the duty section unless the correspondence is of an urgent

nature, in which case a file number will be entered on the routing sheet and file yeoman notified when he returns from liberty. Incoming correspondence shall be made ready for the examination of the Staff Duty Officer with minimum delay and report shall be made to him that it is ready for his examination. *On board ship*, immediately after the end of working hours, the duty section shall gather up all confidential and other important correspondence from the Staff Officers' rooms and retain such correspondence in the Flag Office overnight, distributing it immediately after 0800 the following working day. *In offices ashore*, immediately after the end of working hours, the duty section shall gather up all confidential correspondence from the desks of the Staff officers and deposit it in the locked cabinet provided for this purpose. Just prior to 0800 the next working day, the correspondence shall be returned to the respective officers' desks.

(d) *Security of Flag Offices.* The duty section will stand watch in the main flag office. The offices will be secured promptly at 2200 and keys turned over to the Flag Secretary, if on board, otherwise to the Staff Duty Officer. If, for any urgent reason, it is desired to keep offices open after 2200, permission should be requested from the Staff Duty Officer. Flag offices shall never be left unguarded. Outside regular working hours a constant check should be kept on the Staff offices, operations office, and file room to see that it is either occupied by staff personnel, or locked. If it is necessary for everyone to leave flag offices on duty, the last person to leave will lock offices and take keys with him, posting a note on main flag office door as to who has keys. Offices should be reopened as soon as possible.

(e) *Visitors to flag offices.* No general visitors will be permitted. Other than flag personnel admitted by senior duty yeoman, only officers and men on duty, or persons accompanied by staff duty officer, will be permitted in the flag offices outside of working hours.

(f) *Waste paper baskets in Cabins and Staterooms.* Waste paper baskets in Admiral's Cabin, Chief of Staff's Cabin and Staff officers' staterooms will be emptied and the contents burned, or stowed in flag office pending burning, at the following times:

Regular working days	1500
Half and Whole Holidays	1115

410. *Security of Classified Matter.* All personnel of the staff of the Commander-in-Chief whose duties require handling of classified matter, shall acquaint themselves with the Navy Regulations and other instructions pertaining to the security of classified matter.

(a) *Offices, Print Shop, Multilith Shop, Flag Plot Officers' Staterooms.* Flag personnel are responsible that classified matter under staff routing, or in spaces in which flag activities are paramount, is constantly attended. *Attended, as employed herein, signifies that the matter is receiving care while being used, or that it is under surveillance with respect to possible pilferage or perusal by unauthorized persons, or that it is under lock.*

(b) *Trash and waste.* Will be removed from flag activities and burned at times specified in subparagraph 409 (f). Should the incinerator be secured, or out of commission, such rubbish will be returned to flag offices, flag plot, print or multilith shops for retention awaiting suitable opportunity for its burning. The Senior Duty Yeoman will personally supervise collection and burning as set out in 409 (f). However, during routine hours of duty (see Article 405), this may be done by a rated yeoman designated by the Chief Yeoman in Charge.

(c) *Keys.* The key to the flag storerooms, the keys to the flag offices and mimeograph shop, and duplicate keys to the print shop and multilith shop are in the custody of the Flag Secretary. The Chief Printer and the Duty Printer will each retain a key to the print shop, and the Multilith Printer will retain a key to the multilith shop. Keys to the Flag Office files will be in the custody of the Flag Secretary, Gunnery Yeoman, File Yeoman, or Duty Yeoman. At the end of working hours, whenever classified matter is being produced in the print shop or multilith shop, the keys to the print shop galley racks and stowage locker will be placed in the main flag office key locker. During office hours the key to the flag offices will be in the main flag office. When offices are secured for the night, the keys to confidential files will be placed in the main flag office key locker and the keys to the flag offices turned over to the Flag Secretary, if on board, otherwise to the Staff Duty Officer. Except as herein specified, personnel are forbidden to have duplicate keys to flag offices and print shop spaces in their possession.

(d) *Files, Lockers, Storerooms.* Access to the flag storeroom by other than

regularly authorized personnel may be had upon application to the Flag Secretary. In all cases when a confidential file jacket is to be removed from the flag offices, a receipt will be required from the recipient.

(e) Nonconfidential file jackets should be obtained from the File Yeoman or in his absence from the duty yeoman. If the file jacket is to be removed from the flag office, a receipt will be signed by the recipient.

(f) Classified matter may be removed from the Print Shop only at the instance of the officer for whom the work is being done, or an officer of the Staff. Classified matter will not be allowed to remain in the multilith shop overnight, but will be stowed under lock in the print shop stowage locker.

SECTION V. HANDLING OF CORRESPONDENCE

501. (a) *Incoming Mail*, is delivered to the Incoming Mail Desk.

(b) Upon receipt of Registered U. S. Mail in the Main Flag Office, it shall be taken immediately to the Secret Mail Officer or the Chief Yeoman designated as Secret Mail Yeoman. In their absence the mail shall be taken to the Duty Communication Watch Officer who shall open it and extract the envelopes marked "SECRET". A receipt for the envelopes so retained shall, in all cases, be obtained on the "Incoming Registered Guard Mail Log". The envelopes marked "CONFIDENTIAL" shall be returned to the Flag Duty Yeoman. All "SECRET" mail received by the C. W. O. shall be logged in the book provided for that purpose, and then taken to the Staff Duty Officer who shall open it in order to determine its urgency. If the Staff Duty Officer retains any of the Secret Mail his receipt therefor shall be obtained. All Secret Mail shall be delivered to the Secret Mail Officer at the first opportunity.

(c) Incoming *personal* mail for the Commander-in-Chief will be delivered to his orderly and placed on his desk. If Admiral is not on board, it will be placed in the routing cabinet in the Flag Office and will be delivered upon the Admiral's return to the ship.

(d) Incoming *personal* mail for other staff officers will be delivered by a Flag Office messenger immediately upon its receipt in the Flag Office. In the absence of any Staff Officer his personal mail will be placed in the routing cabinet in the Flag Office and delivered to him upon his return to the ship.

502. *Urgent Correspondence*. When URGENT correspondence is received on board, routing sheets shall be prepared immediately, an URGENT tag securely attached to and visible on the routing sheet, and correspondence delivered by hand to the Flag Secretary, or in his absence, to the Staff Duty Officer. Such correspondence shall be shown to Action Officer and a copy delivered to him if desired, prior to routing to other officers. If a copy is delivered to Action Officer, a notation of this fact will be made on routing sheet. If file yeomen are not on duty or in the office when URGENT mail is received, such mail shall be assigned a file number by the Duty Yeoman and handled as indicated above. No correspondence, or other papers, shall be kept visible as the top paper on the correspondence. If correspondence or other papers are of an urgent nature and no URGENT tag accompanies it, the officer concerned shall indicate to this yeoman that the matter is urgent and the latter shall then attach an URGENT tag.

503. *Routine Correspondence*.

(a) *Incoming Mail Yeoman*. Opens all incoming mail immediately upon its receipt, except U. S. registered mail, which is handled in accordance with subparagraph 501 (b), above. (See Section VI for method of handling registered U. S. mail by receiving officers.)

Logs the envelope number and descriptive data of all correspondence received via registered guard mail and U. S. Mail.

Carefully checks all incoming mail to insure that it is complete and the listed enclosures are attached, or in case enclosures have been forwarded under separate cover keeps a memorandum check-off record of such enclosures so that they can be readily identified and properly distributed upon receipt.

Passes correspondence to File Yeoman and then, after File Yeoman has assigned office file numbers, prepares routing slips for all matter received except certain routine reports designated by the Flag Secretary, and MAILGRAMS. MAILGRAMS received by registered mail are logged and then sent to the Flag Communication office without being taken up on routing slips.

After routing slips have been typed, detaches memorandum routing slip and delivers mail to Chief Mail Yeoman in Charge. From data shown on the retained memorandum routing slips, maintains the Incoming Mail Log in loose-leaf form.

This log shall be a permanent record of all correspondence received and will show:

Date of receipt.

Office of origin.

File and serial number of office of origin.

Date of correspondence.

Subject.

Circus file number of jacket in which permanently filed.

Serial number of routing slip on which correspondence has been taken up.

(b) *File Yeoman*. Assigns file numbers. (See Article 505.)

(c) *Chief Yeoman in Charge*. Routes correspondence.

(d) *Flag Secretary*. Confirms routing of correspondence, or changes routing where required.

(e) *Tracer Yeoman*. Removes routed correspondence from the outgoing basket of the Flag Secretary, detaches duplicate routing sheet, stamps date of delivery to first officer indicated in order of routing and delivers the correspondence, (except URGENT—see Article 502), through routing cabinet to officers concerned in accordance with the assigned order of routing.

Files duplicate routing sheet as a tracer against outstanding correspondence in the office.

(f) *Yeoman Concerned*. Takes cognizance of and removes all correspondence from routing boxes of officers for whom he works and delivers to officers as directed.

When the officer for whom he works is absent, he will return the correspondence checked to that officer for Information, to the Tracer Yeoman, to be checked to the next officer in the order of routing, and deliver Action correspondence to the assigned relief officer.

(g) *Officer Concerned*. In general, papers will pass from one officer to another via Tracer Yeoman as indicated on the routing sheet.

Correspondence requiring action will be routed first, if the Flag Secretary deems it necessary, to the Action Officer, the latter being responsible that other interested officers are consulted before letter or endorsement is prepared.

Correspondence routed for information should not be placed in the routing cabinet for an officer temporarily absent until it has been noted by all other officers checked for information.

Ordinarily, when necessary data is available, action should be completed on correspondence within forty-eight hours after receipt.

Any officer desiring to hold correspondence, in order to compile data, reports, etc., should return the correspondence to the files and draw it from the files when needed.

A list will be furnished each officer on Tuesday showing all correspondence which the records of the Flag Office indicate has been in his possession since the preceding Tuesday. Officers indicated as being charged with the correspondence should check this list and mark in the column provided the items which they have in their possession.

(h) *Yeoman Concerned*. Prepares outgoing letter or endorsement as directed (See Article 504).

Keeps outgoing basket of officer for whom he works empty—delivering routed correspondence on which action is required or taken to Tracer Yeoman.

Insures that officer concerned has initialed in the space provided on the routing sheet and that notation is made when action is taken by a method other than a letter or endorsement.

(i) *Tracer Yeoman*. Delivers through the routing cabinet, correspondence on which routing is incomplete.

Scrutinizes all correspondence on which routing is complete to see that no correspondence requiring action goes to file and that officers concerned have initialed in the space provided on the routing sheet.

The correspondence to be finally cleared by the Tracer Yeoman falls into three classes:

(1) Incoming letters on which no action is required, or on which dispatch action was taken and so noted on the original routing slip.

(2) Incoming letters which were endorsed or are the basis for additional correspondence.

(3) Letters originated by the Commander-in-Chief with no incoming correspondence attached.

When correspondence described by (1) above has completed its routing the Tracer Yeoman will destroy his duplicate routing slip, initial in the space pro-

vided on the original routing slip under "Tracer," and pass this correspondence to the File Yeoman. However, if there is a cross file, the duplicate routing slip shall not be destroyed but will be attached to the correspondence for filing.

When correspondence described by (2) above has completed its routing the Tracer Yeoman will destroy his duplicate routing slip (unless it has a cross file number) initial in the upper right-hand corner of the file copy of the Commander-in-Chief's action, and on the original routing slip, and pass this correspondence to the File Yeoman.

504. *Outgoing Mail.*

(a) *General.*—Dates and serial numbers will be stamped by the Outgoing Mail Yeoman after the letter is actually signed. The original sheet of correspondence of a personal nature shall not bear a file or serial number. The originator's yeoman shall address envelopes for this class of correspondence.

The use of staples in fastening correspondence should be limited to printed or mimeographed letters of two or more pages. Staples shall then be used in the upper left hand corner.

Letterhead paper shall be used for the original sheet and all copies of correspondence.

(b) Correspondence for signature shall be prepared and assembled as follows:

(1) Sheets shall be arranged in numerical order from bottom to top, i. e., page one on the bottom, last page or endorsement on top. Enclosures to the entire correspondence shall be in alphabetical sequence, fastened directly behind the letter or endorsement to which it is an enclosure and securely fastened by brass fasteners, with ends turned over the face of the sheet. When enclosures are too bulky to be attached, then a separate slip with notation should indicate that the enclosures have been temporarily retained by the originator.

(2) In preparing endorsements, reference should be made to the basic correspondence as prescribed by Fleet Regulations.

(3) In preparing a letter, the original shall: Indicate the distribution, acknowledgement (if desired), signature, and obtain file number from file yeoman or, in the case of a reply, assign same file number as has been placed on the routing sheet of the incoming letter plus the originator's symbol number.

Ascertain that there is a:

(A) Green file copy (pinned on top of a complete copy of the incoming correspondence with the routing sheet on the bottom.)

(B) Yellow information copy. The day following the mailing of correspondence, information copies shall be bound and routed to all officers. After completion of routing, these copies shall be destroyed.

(C) Pink Copy. This is retained by the tracer yeoman until the correspondence is signed, after which it is sent to the outgoing mail desk and subsequently returned to the originator bearing the date and serial number.

(4) The original and all copies shall show in the upper right-hand corner the initials of the yeoman typing the letter and the originator's symbol number immediately following the file number.

(5) Correspondence shall be clipped together with paper clips in the following order: Original and copies for information addresses; file copy (green); information copy (yellow); pink copy. The green copy shall extend at least an inch to the right side of the correspondence to permit the initials of the originator (indicated by red diagonal mark) as well as other interested officers (indicated by pencil diagonal mark).

(c) *Correspondence to be printed.* Four copies shall be typed, original on green paper, copy on white bond for the printer, one yellow information copy and one pink copy. The word "PRINT" shall be typed on the left side of the last page, opposite the signature, and immediately over the word "DISTRIBUTION." When the green copy (original) has been signed, it will pass through the outgoing mail desk to be numbered and dated, and for the preparation of a printing order.

(d) *Correspondence to be mimeographed.* In order to reduce the amount of typing required for letters that will be mimeographed, the yeoman doing the typing will insert a green sheet provided for this purpose under the stencil when cutting the latter. When this impression copy has been signed by the Admiral or Chief of Staff, the Flag Secretary affixes his authentication, using a stencil stylus, and the stencil and impression copy are then delivered to the Outgoing Mail Yeoman for entry of date and serial number, mimeographing, (done by the Mimeograph Yeoman), and ultimate mailing. (Article 504 (j) (10)).

(e) *Multiple Address Letters.* Multiple address letters are those addressed to more than one office. The original of the multiple address letter shall be

made on green paper, and one onion skin copy shall be made for each addressee. These onion skin copies shall be checked off by the yeoman preparing the correspondence, an arrow check being placed immediately after the office addressed. All action copies of multiple address letters shall be authenticated by the Flag Secretary. The original (green), arranged in the manner prescribed in Art. 504 (b) (5), will be signed by the Commander-in-Chief or Chief of Staff and is kept as the file copy.

(f) When a letter is required to be rewritten, the pink copy shall be removed from the file on the tracer desk and all copies of the letter as originally prepared shall be immediately destroyed except the one copy on which corrections have been indicated. This copy shall be attached to the pink copy of the letter as rewritten and will be returned with the pink copy to the yeoman of the officer taking action. With the exception of recommendations on a subject made by various staff officers, these instructions shall also apply to rough drafts of letters or endorsements. Copies of letters on which corrections have been made and rough drafts of letters or endorsements shall not be filed in the correspondence files unless retention in the file is indicated.

(g) Letters that have not been signed should be returned to the tracer yeoman in order that the latter may inform the originator accordingly, meanwhile returning to him the pink copy.

(h) When correspondence is signed by other than the Commander-in-Chief, the following words shall be typed immediately below the name of the officer signing:

SIGNED BY	SIGNATURE Typewritten	
Chief of Staff	—	NAME
		Chief of Staff
Operations Officer when Chief of Staff is absent	—	NAME
		Acting Chief of Staff
Flag Secretary or Flag Lieutenant (Authentication of multiple address letters).	—	NAME NAME
		Flag Secretary Flag Lieutenant (or Acting Flag Secretary)
Flag Secretary or Flag Lieutenant (for single address letters).	—	NAME
		by direction

(i) When information addressees are directed to take action by copy of letters or endorsements, such copy shall be authenticated by the Flag Secretary.

(j) When correspondence is ready for signature the following procedure shall be followed:

(1) Deliver to Tracer Yeoman.

(2) *Tracer Yeoman*. Uses the pink copy for tracing correspondence circulating through the staff for initialing. When correspondence is initialed by all officers except Flag Secretary and Chief of Staff, delivers to Chief Yeoman in Charge.

(3) *Chief Yeoman in Charge*. Checks correspondence to see that it is complete and in agreement with regulations, policies and current instructions.

(4) *Flag Secretary*. Checks correspondence to see that it is complete and that it is in agreement with regulations, policies and current instructions.

Brings to the attention of officers concerned any conflicting or inconsistent orders or instructions.

Authenticates all multiple address letters, and copies of letters or endorsements directing action. Signs single address letters.

Releases printed and mimeographed letters for mailing.

(5) *Tracer Yeoman*. Removes correspondence from the outgoing basket of Flag Secretary.

Delivers correspondence signed "By direction" to the Outgoing Mail Yeoman, attaching pink.

Places unsigned correspondence in the Chief of Staff's box in the routing cabinet and indicates by notation on pink copy date and time that it has been placed in Chief of Staff's box in the routing cabinet for signature or initialing.

(6) *Chief of Staff's Orderly or Yeoman*. Removes correspondence from Chief of Staff's box in the routing cabinet, and delivers to Chief of Staff for initials or signature.

Removes correspondence from outgoing basket of Chief of Staff and delivers to Tracer Desk.

(7) *Tracer Yeoman*. When correspondence is initialed by Chief of Staff, places it in Commander-in-Chief's box in the routing cabinet, indicating by

notation on pink copy date and time that it has been placed on Commander-in-Chief's box for signature. Delivers mail signed by the Chief of Staff to the Outgoing Mail Yeoman, attaching pinks.

(8) *Flag Secretary*. Removes correspondence from the Commander-in-Chief's box in the routing cabinet. Sees that all correspondence is initialed by Chief of Staff and delivers to the Commander-in-Chief for signature.

(9) *Tracer Yeoman*. When correspondence has been signed by the Commander-in-Chief removes pink copies from tracer file, and attaches same to the letters to which they belong; delivers them to Outgoing Mail Yeoman.

Makes daily check on pink copies where letters are outstanding.

(10) *Outgoing Mail Yeoman*. Insures that correspondence is complete; enclosures, if any, attached; properly arranged (See Art. 504 (b)); initialed by Flag Secretary; signed; that there are sufficient copies for all action and information addressees; that each copy of CONFIDENTIAL correspondence is so marked; that information and pink copies have been prepared where necessary.

Returns correspondence which is found to be delinquent in any of the above respects to the Chief Yeoman in Charge for corrective action.

Stamps serial number (except on personal letters) and date on original and all copies; stamps date of mailing on file information and pink copies, and initials file copy.

Provides for the registry of all records of proceedings of Naval Courts and Boards, all SECRET and CONFIDENTIAL correspondence and other correspondence as directed. Maintains a record of all registry numbers and records the serial file number or other description of the correspondence for which each register number is used.

Is responsible for the correct addressing of envelopes for all mail passing over the Outgoing Mail Desk and for its being placed in the mail properly protected to insure its delivery free from damage by normal handling. In connection with the former, he shall keep himself informed of the location and prospective movements of all ships and transfers of all Flags.

Requests instructions from Flag Secretary regarding mailing of multiple addressed letters, operation orders, plans, etc., to Commanders who are absent when several of the vessels under their command are present with the Commander-in-Chief.

Under the direction of Flag Secretary determines the distribution and number of copies necessary to be printed or mimeographed using "U. S. Fleet Mail Distribution Lists" or such other distribution as may be assigned. Prepares Distribution Memorandum on Printing Orders.

Prepares Printing Order and forwards with White copy of the letter to be printed to print shop. The print shop shall send the Printing Order with each proof to the yeoman designated to proof-read it. This yeoman shall initial in the space provided for each proof and when correct in all respects and considered ready for printing the yeoman shall refer the final proof and the printing order to the originating officer, who shall, if he approves for printing, initial on the Printing Order in the space "Read and found correct". The Flag Secretary will release all letters for printing and distribution. The green (file copy) is held by the Outgoing Mail Yeoman until the letter is printed and mailed, when it is given to the Tracer Yeoman for necessary action. Yellow and pink copies, are handled in the same manner as for other outgoing correspondence. The date sent to the print shop, instead of the date of mailing will appear on the file copy. When distribution is made and entered in the outgoing mail log, a printed copy with original "Printing Order" securely attached thereto, shall be sent to file.

NOTE: The Mimeograph Yeoman will mimeograph the required number of copies shown on the Distribution Memorandum.

A copy of each mimeographed letter originating in the office of the Commander-in-Chief will be marked "INFORMATION COPY", and will be handled in the same manner as other "Information" copies.

When the Distribution Memorandum is released for mailing by the Flag Secretary, the Outgoing Mail Yeoman mails the printed or mimeographed letter and furnishes the Tracer Yeoman with the necessary copies for a Staff Distribution; stamps date of mailing and initials on the Distribution Memorandum; sends file copy to the Tracer Yeoman with the Distribution Memorandum securely attached thereto.

Assigns and maintains a record of serial numbers, in their proper numerical sequence, of Operation Plans, Operation Orders, U. S. and Pacific Fleet Letters, Memoranda, Notices, etc.

Insures that when required, URGENT tags are securely attached to the correspondence, and to the outside envelope. (See Article 502).

Removes any SPECIAL NOTICE tags before mailing.

Handles all guard mail, incoming and outgoing, and will promptly inform Flag Secretary of any variation from the scheduled trips called for by Fleet Regulations. Logs registered number, originator and addressee of all incoming registered guard mail. Delivers incoming mail to Incoming mail Yeoman, and has outgoing mail ready for Guard Mail Petty Officers at the designated times. When the ship is at the Navy Yard, is responsible that necessary guard mail trips are made to the Commandant's Office.

At the end of each day, checks numerical sequence and enters in the outgoing mail log, loose leaf form, all correspondence mailed that day. This log shall be a permanent record of correspondence mailed and will show:

- (1) Serial number of letter.
- (2) Cincpac file number of jacket in which filed.
- (3) To whom sent.
- (4) Date of letter.
- (5) Subject.

The above data shall also be entered for all mimeographed and printed letters dated and serialled that day, even though they are not mailed on that day. A note "Mailed on -----" shall be made in "Subject" column of log and the date of mailing inserted on the date the mimeographed or printed letter is mailed.

Confidential and Secret correspondence will be so designated in the log and, in the case of secret correspondence, the subject will not be entered.

When correspondence has been entered in the log, gives file copies to Tracer Yeoman, pink copies to the yeoman of the officer taking action as indicated by the officer's number (not the initials of the yeoman).

Arranges yellow information copies in numerical sequence and prepares routing sheets next morning and delivers to Chief Yeoman in Charge.

(11) *Tracer Yeoman.* Takes appropriate action being governed by the preceding provisions of this Article.

(12) *File Yeoman.* Handles correspondence as directed in Article 506-1.

505. FILE NUMBERS. The file yeoman will assign file numbers to all correspondence. If the File Yeoman is not on duty or in the office when URGENT mail is received, such mail shall be handled as directed in Article 502. In assigning file numbers to correspondence, the File Yeoman shall use the U. S. Navy Filing Manual as the basis for filing arrangement. Correct file numbers are essential in order to locate correspondence readily. A new jacket shall be prepared for each new number so assigned.

506. In addition to the standard file numbers assigned to outgoing correspondence, the originator's symbol number and a serial number will be used. The originator's symbol number shall be placed after the file number and enclosed in parenthesis. The serial number will appear after the word "Serial" and will not be in parenthesis. New serial numbers will be started on each January 1st, and will run throughout the calendar year. The first figure of all CONFIDENTIAL serial numbers shall be a "0".

506-1. The File Yeoman shall:

Scrutinize correspondence to see that none goes to file unless complete action has been taken; that routing sheet has been initiated by all officers and the Tracer Yeoman and that original routing sheet is attached to correspondence.

Prepare correspondence for file, retain spare copies in the spare copy file when action is so indicated on routing sheet.

File correspondence. CONFIDENTIAL correspondence must actually be placed in the jackets by the File Yeoman himself. He may utilize his assistants for filing correspondence of a lower classification.

Check off, in colored pencil, all entries in the incoming and outgoing mail logs to see that all mail received and originated has been checked to file. Undue delays shall be reported after check has been made with the Tracer Yeoman.

Keep an up-to-date Index of the files.

Cooperate with the Tracer Yeoman in preparing the Weekly List of Outstanding Correspondence.

507. Where correspondence treats of more than one subject, it shall be filed under the principal subject, and cross-index tracers prepared and filed under the other subjects treated or referred to. Cross-index tracers shall be printed on white paper.

508. Yeomen preparing correspondence shall type the file number appearing on the routing sheet, the symbol number of the originator in parenthesis and

the word "Serial" below the file number after which the serial number will be entered by the Outgoing Mail Yeoman.

509. *FILING OF PRINTED MATTER.* Fleet Letters, Memoranda, Notices, etc., must be kept in an unbroken serial titled "file for ready reference" in addition to being placed in the subject file jacket. Care must be taken to make cross-index files complete and to make sure that signed copy is filed.

None of the above matter will be removed from the files merely because it has been cancelled or superseded, but a notation to this effect shall be made on the file copy showing reference numbers of the dispatch or letter cancelling and superseding it. Extra copies held for issue will, however be destroyed. Whenever the number of spare copies of a particular publication is low, or a request for spare copies is large, the requests will be referred to the Flag Secretary. Normally requests from ships should be handled by Type commanders.

510. *WEEKLY CHECK OF OUTSTANDING CORRESPONDENCE.* On Tuesdays of each week a sight check will be made by the Tracer Yeoman of all outstanding correspondence that records indicate has been in the possession of an officer since the preceding Tuesday, and a list prepared for each such officer showing correspondence thus outstanding. The duplicate routing sheet will be used as a "tickler" tracer for checking outstanding letters in the office. A notation will be made on the outstanding correspondence sheet showing the date the check was made and the officer who acknowledges having each piece of correspondence in his possession on that date.

511. If, after making a thorough canvass of the offices, no trace can be found of a letter that has not moved in its routing from one officer to another within the past week, the outstanding correspondence sheet will be delivered to the Flag Secretary with a report of the search.

512. Lists of outstanding correspondence checked to the Admiral and Chief of Staff will be delivered to the Flag Secretary.

SECTION VI.—CONFIDENTIAL AND SECRET CORRESPONDENCE

601. Confidential mail shall be handled in accordance with Article 410 and the following:

(a) All correspondence classified as CONFIDENTIAL will have the word "CONFIDENTIAL" stamped and typed, or printed in the upper left-hand corner, under file number, of each sheet.

(b) All routing sheets for confidential correspondence shall be printed on blue paper and are plainly marked "CONFIDENTIAL".

(c) All confidential correspondence will be filed in separate filing cases known as "the CONFIDENTIAL files".

(d) All confidential correspondence placed in U. S. or Guard Mail will be placed in double envelopes with the inner envelope stamped "CONFIDENTIAL". Confidential correspondence forwarded by U. S. Mail or Guard Mail must be registered.

602. SECRET correspondence shall be handled in accordance with the following instructions:

(a) *Stowage and Handling.* (1) SECRET correspondence files shall be kept in a safe under the immediate supervision of the Secret Mail Officer; except correspondence regarding War Plans which may be retained by the War Plans Officer, and that concerning Communication Intelligence which may be retained by the Fleet Security Officer.

(2) The yeomen assigned to the War Plans Officer and the Secret Mail Yeoman are authorized to handle secret correspondence. Secret correspondence shall not be typed or handled by any enlisted personnel other than the yeoman who have been so authorized. Secret correspondence must not be permitted to pass out of the personal custody of staff officers at any time.

(b) *Incoming Mail.* (1) The Secret Mail Officer, or in his absence, his authorized relief, the duty communication officer, will receive all incoming Officer Messenger Mail, and show same to the Flag Secretary or in the latter's absence to the Staff Duty Officer.

(2) Incoming mail marked SECRET will be handled by the Secret Mail Officer subject to instructions by the Flag Secretary.

(3) The Secret Mail Yeoman, under the supervision of the Secret Mail Officer, shall log all incoming SECRET correspondence, attach secret routing slips, and deliver to the Flag Secretary for routing.

(4) The Secret Mail Officer or the Secret Mail Yeoman shall deliver the SECRET correspondence to the staff officers concerned. Receipts shall be obtained for all

SECRET correspondence left in the custody of officers. Officers not having authorized secret stowage shall not retain correspondence overnight.

(c) **Outgoing Mail.** (1) An officer desiring to originate a SECRET letter shall prepare a rough draft in long hand or dictate the letter to a yeoman authorized to handle secret correspondence. The letter shall be typed and delivered by personnel authorized to handle secret documents to staff officers concerned for initialing and signature.

(2) The file copy of outgoing secret correspondence prepared by the War Plans Officer may be retained in his files. In such cases a copy of the letter shall be delivered to the Secret Mail Officer for filing in the secret correspondence files.

(3) SECRET correspondence will be forwarded in accordance with Article 76(4), U. S. Navy Regulations.

(4) Outgoing SECRET mail will be marked with an identification number of five figures preceded by CINCPAC or CINCUS as appropriate. Franked cards bearing a return receipt shall be enclosed with each letter and will indicate the identity of the letter by both the serial and shipment numbers.

SECTION VII. LIBRARIES

701. Every effort will be made to maintain an office library of official publications required for reference by members of the Staff. Officers are requested to advise the Flag Secretary of publications they desire to have ordered.

The office library consists of various books and pamphlets such as:—Annual Reports, Regulations, Bureau Manuals, Registers, Directories and miscellaneous publications. The library will be added to as publications are received from time to time. Any publications carried in the library which have become obsolete will be submitted to the Flag Secretary, who will issue the necessary instructions as to their disposition.

Each publication is listed and assigned a serial number, and filed according to that number.

The File Yeoman will be responsible for the proper classification and filing of the library.

702. The Commander-in-Chief's Library is maintained under the supervision of the Fleet Public Relations Officer. It consists principally of non-fiction although some works of fiction may be included. The books are kept in book cases in the Admiral's and guest cabins and elsewhere as necessary. The Fleet Public Relations Officer will publish to the staff a list of books on hand and lists of additions as received. All members of the staff are invited to make use of the facilities afforded by this library. It is desired to augment and improve the Commander-in-Chief's library. To this end suggestions as to books which should be obtained are requested from all members of the Staff. Keys to the bookcase of the Commander-in-Chief's Library will be kept in the key locker in the flag office.

SECTION VIII. RAPID COMMUNICATIONS OF COMMANDER-IN-CHIEF, UNITED STATES PACIFIC FLEET

PART A—GENERAL

801. *Drafting of Despatches.* (a) In order that the Commander-in-Chief may set an example of propriety in drafting of despatches, all officers of the Staff will familiarize themselves with the provisions of Communication Instructions relative to that subject. Communication watch and coding board officers should bring to the attention of originating officers all violations of these instructions and recommend necessary corrections. In no case will a change in a despatch be made without the consent of the originating officer.

(b) An officer originating a non-classified or restricted despatch will have the message typed by his own yeoman, or duty seaman. After it has been initialed by the originating officer it will be delivered to the communication watch officer who will obtain the initials of the information and releasing officers and supervise the transmission of the despatch.

(c) An officer originating a classified despatch will write or type the message on an outgoing classified despatch blank. After initialing by the originating officer it will be delivered to the communication watch officer who will obtain initials of the information and releasing officers, have the despatch encrypted and supervise its transmission.

(d) All despatches will normally be released only by the Admiral or Chief of Staff. In case of emergencies or special circumstances, despatches may be released by other members of the Staff.

(e) An officer desiring to have a message passed to supplementary addresses for action or information will inform the communication watch officer who will prepare the necessary despatch or procedure signal and obtain initials of originating, information and releasing officers.

802. *Security of Communications.* (a) Visual methods or landline will be used for transmission of despatches whenever practicable. *The use of radio for transmission of administrative despatches shall be kept at a minimum.*

(b) If a delay in the delivery of a despatch is acceptable, such message should be sent by despatch mail (mailgram). Mailgrams should be used particularly for transmission of despatches to information addresses when it is desirable that their radio calls do not appear in the heading of the radio despatch.

803. *Distribution of Despatches.* (a) Copies of all outgoing and incoming non-classified and restricted administrative despatches are provided for the Admiral, Chief of Staff, Operations Officer, Staff Duty Officer, Flag Secretary and Communication Officer. Outgoing despatch books also contain a copy for the originating officer. Incoming despatch books also contain an action copy and two information copies which are available to any member of the Staff who may request such copies from the communication orderly. The Communication Officer's copies of despatches will be placed on a file in the Staff Office where they will be available for perusal by all members of the Staff.

(b) Only one copy of outgoing and incoming classified administrative despatches (other than restricted despatches) will be made. Paraphrases of secret and confidential despatches shall be kept at a minimum and will be furnished only at the specific request of officers, and must be returned to the coding room for burning when no longer needed. Paraphrases of secret messages will be furnished only to the action or originating officer, and shall be receipted for in the same manner as registered publications.

(c) Only four copies of the translations of tactical despatches will be made for distribution to appropriate boards.

804. *Routing and Delivery of Despatches.* (Internal) (a) Correct and complete routing of despatches is a function of the communication watch officer.

(b) The Staff Duty Officer should see all despatches when the action officer is not on board. In such cases instructions will be requested by the orderly from the Staff Duty Officer as to whether the latter will accept responsibility for the message or whether it should be held for the action officer.

(c) Whoever initials the message for the action officer and accepts the action copy assumes full responsibility for taking the required action and for informing the designated action officer of the action taken.

805. *Movement Reports.* (a) The movement report sheets and cards will be corrected and maintained by communication personnel under the supervision of the communication watch officer designated as Movement Report Officer.

(b) Movement reports of the flag plane will be originated by the pilot making the flight and will be prepared and released by the flagship.

806. *Fleet Coding Board.* (a) The fleet coding board will consist of four officers of the Staff and five officers detailed by the Commanding Officer of the Fleet Flagship.

(b) The fleet coding board will be charged with encrypting and decrypting messages sent or received by the Commander-in-Chief or the Fleet flagship, as directed by the Fleet Communication Officer.

(c) The Communication Security Officer will be responsible for the organization and training of the fleet coding board.

807. *Shutting Down Transmitters.* Except in case of emergency, permission for securing transmitters must be obtained from the Fleet Communication Officer.

PART B—INSTRUCTIONS FOR COMMUNICATION PERSONNEL

808. *Administrative Communication Organization.* (a) The following stations will normally be manned:

- (1) Main radio room;
- (2) Signal bridge;
- (3) Main communication station;
- (4) Flag communication office;
- (5) Coding room.

(b) The communication watch will normally consist of:

- (1) Communication Watch Officer
- (2) Coding Board Officer
- (3) Communication Supervisor

- (4) Communication Yeoman
- (5) Communication Orderly
- (6) Radio Supervisor
- (7) Signal Supervisor
- (8) Radio Operators
- (9) Signalmen

(c) The communication watch officer will stand a day's duty, relieving the watch at 0800. He will inform his relief regarding unfinished business, effective organization, frequency plan in effect, circuits up, visual signalling conditions, and all pertinent information necessary for the proper conduct of his duties.

(d) The coding board officer will stand a day's duty, relieving the watch at 0800. He will inform his relief regarding unfinished business and all pertinent information necessary for the proper conduct of his duties.

(e) Relief Communication Watch Officers. The first and second relief communication watch officers will maintain a continuous watch in the Flag Communication Office during working hours. The second relief communication watch officer will stand watch for 0800 until after lunch. The first relief communication officer will stand watch from after lunch until 1530, at which time he will be relieved by the communication watch officer with the day's duty. Other relief communication watch officers are available for duty when the traffic situation requires.

(f) The first and second relief coding board officers will maintain a continuous watch in the Coding Room during working hours. The watches will correspond to those stood by relief communication watch officers. Other relief coding board officers are available for duty when the traffic situation requires.

(g) Communication Supervisor. The communication supervisor will stand a day's duty under the administrative organization in the Main Communication Station. He will act as an assistant to the communication watch officer. The time of relieving and hours on watch will be the same as those prescribed for the communication watch officer. The watches for the communication supervisors will be arranged by the Senior Chief Radioman and will be approved by the Assistant Communication Officer.

(h) The radio and signal supervisors shall maintain continuous watches in the Main Radio Room and Signal Bridge respectively. The watches for supervisors will be arranged by the leading radio and signal chief petty officers and will be approved by the flagship's Radio and Signal Officers, respectively.

(i) Communication Yeoman. Communication yeomen will maintain a continuous watch in the Flag Communication Office. The watches will be arranged by the Senior Communication Yeoman and approved by the Assistant Communication Officer.

(j) The flagship will provide sufficient communication orderlies to permit a continuous watch in the Flag Communication Office. When the flagship is underway a continuous watch will also be maintained on the Flag Bridge. Orders for the communication orderlies will be promulgated by the Assistant Communication Officer.

(k) Watches prescribed in the preceding articles will not be exchanged without permission of the officers concerned.

809. *Tactical Communication Organization.* (a) The following Stations will normally be manned:

- (1) Main Radio Room;
- (2) Signal Bridge
- (3) Main Communication Station;
- (4) Flag Communication Office
- (5) Flag Bridge Radio Station;
- (6) Flag Bridge Communication Office;
- (7) Coding Room.

(b) The communication watch normally consists of:

- (1) Communication watch officer;
- (2) Coding board officer;
- (3) Two communication yeomen;
- (4) Two communication orderlies;
- (5) Communication Supervisor;
- (6) Radio Supervisor;
- (7) Signal Supervisor;
- (8) Radio Operators;
- (9) Signalmen;
- (10) Additional members of coding board as necessary.

(c) Communication watch offices shall maintain a continuous watch in the Flag Bridge Communication Office. Off-watch communication watch officers are available for handling administrative traffic and coding duties as the situation requires.

(d) Coding Board Officers shall maintain a continuous watch in the Coding Room. Off-watch coding board officers are available for coding duties as the situation requires.

(e) The Chief Radiomen assigned to the Flag Allowance shall maintain a day's duty watch in the Main Communication Station, and a continuous watch as radio supervisor in the Flag Bridge Radio Station. This watch list may be augmented by qualified first class radiomen as required.

(f) The radio and signal supervisors shall maintain a continuous watch in the Main Radio Room and Signal Bridge.

(g) Communication yeomen shall maintain continuous watches in the Flag Bridge Communication Office and the Flag Communication Office.

(h) The flagship will provide sufficient communication orderlies to permit continuous watches in the Flag Communication Office and on the Flag Bridge.

810. *Duties of Communication Watch Officer.* (a) The communication watch officer is in direct charge of the communications of the Commander-in-Chief.

(b) The communication watch officer is responsible for the efficiency of the communication watch and will require an alert and military watch of all communication personnel.

(c) The communication watch officer is responsible for complete and rapid internal distribution of despatches and for the expeditious handling of outgoing traffic.

(d) The communication watch officer is responsible for the handling of encrypted despatches and the efficiency of the coding watch.

(e) The communication watch officer must be fully cognizant of the effective organization of the Fleet and is responsible for setting up and maintaining the communication channels required by the organization.

811. *Duties of Coding Board Officers.* (a) The coding board officer is in charge of the operation of the Commander-in-Chief's coding room.

(b) The coding board officer is responsible for expeditious, accurate and efficient encryption and decryption of despatches.

(c) The coding board officer must be fully cognizant of the rules for cryptographic security and will ensure strict observance of these rules in the handling of the encrypted traffic of the Commander-in-Chief.

(d) The coding board officer is responsible for the custody of the cryptographic aids, publications and devices in the coding room.

812. *Qualification of Communication Watch Officers and Coding Board Officers.* Upon reporting for duty communication watch officers and coding board officers must undergo sufficient instruction to qualify taking over a watch. To be considered qualified a communication watch officer or coding board officer must:

(a) have a working knowledge of Communication Instructions, Basic Communication Plan, Frequency Plans and Tactical Instructions;

(b) have a working knowledge of the call systems, the General Signal Book and Signal Vocabulary;

(c) have a thorough knowledge of the U. S. Fleet Staff Instructions and Staff Organization;

(d) have a thorough knowledge of the operation of the communication plant of the Fleet Flagship;

(e) be proficient in the use of all cryptographic systems held by the Commander-in-Chief.

(f) have a thorough knowledge of the principles and rules of communication and cryptographic security and their application.

813. *Routing of Despatches.* (a) Full and complete routing of despatches is a function of the communication watch officer. A despatch must be seen by every officer having a possible interest in it. Intelligent and complete routing requires a thorough knowledge of the Staff organization and a careful application of this knowledge to each despatch.

(b) Copies of dispatches concerning routine reports and requests should not be delivered to the Admiral. Such despatches will be marked "NN" and the Admiral's copy will be delivered to the Assistant Communication Officer for disposition.

(c) Classified despatches, other than restricted, shall be routed to the Chief of

Staff, Operations Officer, Communication Officer and Communication Security Officer in addition to action or information officers. The Chief of Staff shall be the first to see classified despatches and shall approve the routing prior to further delivery. When the Chief of Staff is not available despatches may be shown to the action officer prior to final approval of the routing.

(d) The flag is responsible for delivery of messages addressed to the flagship. Copies of such messages and copies of messages which are not addressed to, but which are of interest to the flagship, shall be delivered to the flagship communication office for internal distribution.

814. *Delivery of despatches.* (a) The communication watch officer will be responsible for requiring orderlies to deliver all messages promptly between 0800 and 2230 unless otherwise directed. Between 2230 and 0700 messages will be delivered to action and information officers when so directed by the communication watch officer. In case of doubt, messages will be delivered regardless of the hour. Priority despatches will always be delivered to the action officer immediately.

(b) Delivery of all traffic accumulated during the night will be completed by 0900 daily.

(c) Speed in delivery of despatches, especially those of priority precedence, is essential and the system must not be allowed to delay action. However, it is also essential that despatches be accurately written up. It is the responsibility of the communication watch officer to insure that a complete and accurate copy of all despatches is delivered to the proper officers as soon as possible.

815. *Emergencies.* (a) The communication watch officer should bear in mind that speed in the delivery of a message indicating an emergency is the primary consideration.

(b) Make use of the telephone as well as messengers. Above all, do not let the system delay action.

(c) Call relief watches as necessary to assist in handling the situation and retain them on watch as long as required.

(d) Be prepared to handle any emergency at night. Before turning in leave clear and definite instructions to be notified immediately in the case of any unusual occurrence.

816. *Encrypted Despatches.* (a) If time permits, the encryption of each outgoing encrypted despatch will be checked prior to transmission by an officer other than the one who encrypted the despatch. If time does not permit the encryption to be checked prior to transmission it will be checked as soon as possible thereafter.

(b) All intercepted encrypted despatches will be delivered to the coding room where they will be decrypted for information if traffic conditions permit.

817. *Intercepted Traffic.* Intercepted traffic of possible interest to the Commander-in-Chief will be written up and distributed for information. Each copy will be marked "Written up for Cincpac information."

818. *Radio Logs.* Radio logs shall be kept in accordance with Articles 1413-1417, Communication Instructions, 1937. The communication watch officer will examine radio logs carefully during his watch for despatches addressed to the Commander-in-Chief, for violations of communication instructions, for intercepted despatches of possible interest to the Commander-in-Chief, and to ascertain that circuit discipline in being maintained.

19. *Transmitting and Receiving Data.* Transmitting and receiving data will be recorded by the radio operator or signalman as indicated below:

Radio

- (1) Time of Delivery or Receipt
- (2) Frequency
- (3) Operator's sign.

Visual

- (1) Time of Delivery or Receipt
- (2) System
- (3) Signalman's sign.

820. *Communication Files.* (a) General File. The general file includes one copy of each message transmitted or received. Service messages (except despatches) shall be stapled to the message to which they refer. Procedure signals not classified as service messages and messages not bearing time groups shall

be filed according to time of receipt or delivery. Classified mailgrams (other than restricted) shall be filed in the classified files and a tickler filed in the general file.

(b) Shore station Schedule Files. A copy of each message received by I or F method shall be filed in these files. A separate file shall be maintained for each shore station. Messages shall be filed by shore station serial numbers.

(c) Movement Report File. A copy of each notice or modification to the Ship Movement Report Sheets shall be placed in this file.

(d) Flag Files. The flag file includes one copy of each message originated by the Commander-in-Chief, addressed to the Commander-in-Chief, or written up for information of the Commander-in-Chief. These messages shall be filed in chronological order of time groups under the headings incoming and outgoing.

(e) Alnav File. A copy of each alnav message shall be placed in this file in order of alnav number.

(f) Fleet File. A copy of each fleet message shall be placed in this file in order of fleet number.

(g) Classified Files. Translations of classified despatches shall be placed in these files in order of coding room serial number. Secret despatches shall be placed in a file separate from the regular classified files.

(h) Tactical Translation Files. The tactical translation files contain one copy of the exact translation of each encrypted tactical despatch and one copy of each plain language tactical despatch. Messages will be filed in chronological order of date time groups.

821. *Composition and Standard Distribution of Message Books:*

(a) Outgoing Circuit

Front Cover	—	General File
First copy	—	Station File
Second copy	—	Flag File
Third copy	—	Originator
Back copy	—	Ship

(b) Outgoing Administrative

Front cover	—	General File
First copy	—	Flag File
Second copy	—	Originator
Third copy	—	Admiral
Fourth copy	—	Chief of Staff
Fifth copy	—	Operations Officer
Sixth copy	—	Flag Secretary
Seventh copy	—	Staff Duty Officer
Eighth copy	—	Communication Officer
Ninth copy	—	Station File
Back cover	—	Ship

(c) Outgoing Tactical

Front cover	—	Translation File
First copy	—	Flag Plot
Second copy	—	Flag Plot
Back cover	—	Coding Board

(d) Outgoing Umpire

Front cover	—	Translation File
First copy	—	Umpire
Back cover	—	Coding Board

(e) Incoming Circuit

Front cover	—	General File
First copy	—	Spare copy
Second copy	—	Advance action
Back copy	—	Check copy

(f) Incoming Administrative

Front cover	—	Flag File
First copy	—	Action
Second copy	—	Admiral
Third copy	—	Chief of Staff
Fourth copy	—	Operations Officer
Fifth copy	—	Flag Secretary
Sixth copy	—	Staff Duty Officer
Seventh copy	—	Information
Eighth copy	—	Information
Back cover	—	Communication Officer

(g) Incoming Tactical		
Front cover	—	Translation File
First copy	—	Flag Plot
Second copy	—	Flag Plot
Back copy	—	Coding Board
(h) Incoming Contact Report		
Front cover	—	Translation File
First copy	—	Flag Plot
Second copy	—	Flag Plot
Back cover	—	Ship
(i) Incoming Umpire		
Front cover	—	Translation File
First copy	—	Umpire
Back cover	—	Coding Board

SECTION IX. REGISTERED AND OTHER SECRET AND CONFIDENTIAL PUBLICATIONS

901. The Communication Security Officer is responsible to the Commander-in-Chief and to the Department for the custody of all registered publications.

902. A Communication Watch Officer, designated as Registered Publications Officer, is the custodian of registered and other secret and confidential publications. He shall receipt to the Fleet Communication Security Officer for all registered publications and for other important confidential, secret or restricted documents which must be accounted for by the Commander-in-Chief.

903. All registered and other important publications shall be catalogued to show their receipt and the safes in which they are stowed. No registered publication shall be issued except on written receipt of an authorized individual, which receipt shall be obtained at the time of issue. Other confidential or secret publications and important documents shall be handled in a similar manner.

904. In accounting for registered publications when preparing quarterly returns, each publication actually must be sighted by the officers taking the inventory.

905. Confidential and secret publications shall be kept only in authorized storages.

906. The Coding Board Officer on watch shall be responsible for the publications in the communication office safes. The Registered Publications Officer shall make a weekly inventory of the contents of the communication office safes.

907. The Registered Publications Officer shall be the only person regularly in possession of the combinations of safes containing un-issued registered publications, except for: (a) communication office safes; (b) War plans safe; (c) Security Officer's safe. In order that access to any safe may be had in the absence of the regular custodian, the Registered Publications Officer shall maintain in sealed envelopes the combinations of all safes assigned to the Staff. These sealed envelopes shall be kept in the communication office secret safe. Prompt report shall be made to the regular custodian of a safe whenever the envelope containing the combination thereto is opened for any purpose.

908. The Registered Publications Officer shall change the combination of all safes when he first receipts for the registered publications, and from time to time thereafter; particularly subsequent to the opening of a safe by another officer.

909. The Registered Publications Officer shall keep a record of all "shipment memoranda" to insure receipt of all new matter. He is responsible that all publications in his custody are corrected to date. It is desirable that members of the staff correct their own publications; but even though they do so, their work shall be checked by the Registered Publications Officer, who is responsible for their being corrected.

910. When not actually in use, war plans shall be stowed in the safes especially provided for them. Corrections to the war plans shall be made under the direction of the War Plans Officer. War plans shall not remain out of the above safes overnight. The War Plans Officer shall have custody of all War Plans in use by the War Plans Section, receipting for them to the Registered Publication Officer.

SECTION X. RELATIONSHIP BETWEEN FLAG AND SHIP.

A — Station keeping and maneuvering of flagship.

1001. When in formation, the flagship will normally maneuver in obedience to signal in the same manner as other vessels of the formation.

1002. The Commander-in-Chief will, however, as circumstances warrant, verbally direct the flagship to make changes in course, speed, or position.

1003. When, for any reason, the movements of the flagship are no longer to be directed by the flag, the Captain of the flagship will be so informed. He will be further informed as may be practicable, of the interval during which he is expected to act independently.

1004. When in position, the commanding officer is responsible for the station keeping, course, and speed of the flagship as circumstances dictate.

B — Honors.

1005. Responsibility for rendering proper honors lies with the flagship except that no gun salutes shall be fired without the authority of the Commander-in-Chief. Advance information as to honors shall be furnished by the Flag Lieutenant or Staff Duty Officer.

C — Personnel

1006. Officers of the Staff shall be careful to preserve the unity of command of the flagship. To this end they shall give no orders to the officer-of-the-deck except in an emergency. Personal requests may be made to subordinate officers of the flagship but official requests to the ship shall always be made direct to the Captain or Executive Officer. Such requests should be headed, "The Admiral desires you-----Etc."

1007. The Flag Division Officer and the Division Officers will be the Communication Watch Officers or Coding Board Officers so designated.

1008. Leave and liberty for all men assigned special duty with the flag will be regulated by the Flag Secretary who will regulate it to conform as closely to that of the flagship, as flag work will permit. (See Article 407(a)). The flagship will regulate, control, and administer the following functions pertaining to flag personnel:

- (a) Reports, inspections, records and accounts, and advancements in ratings.
- (b) Personal requests (via Flag Secretary).
- (c) Disciplinary matters.

(d) The division parade is assigned by the flagship. The Flag Division Officer is in charge at division parade. He reports to the Executive Officer at quarters, the number of unauthorized absentees.

1009. The following instructions govern the routine muster or flag personnel:

(a) All flag personnel except the marines will muster at quarters with the flagship.

(b) The marines assigned as flag allowance, will muster with the ship's marine detachment.

1010. Flag Division personnel will be stationed for abandon ship drill and will report at quarters for this drill unless excused. At fire and collision drills and general quarters, Flag division personnel will, when men detailed by the ship have failed to do so, secure ports, etc., in offices and other places devoted strictly to Flag activities. The Flag division, will not go to quarters for these drills except that radio and visual communications will actually be manned.

1011. The Flag division officer and the junior Flag division officers will conduct bag and bedding inspections of the Flag Division. The ship will provide berthing and messing for all personnel of the Flag Division. Flag Division personnel under the direction and supervision of the Flag Division Officer will clean all compartments dedicated exclusively to Flag use. Boat crews, under the direction of the Flag Lieutenant, will clean the barges and staff boats; the signal force, under the direction of the Flag Lieutenant, will clean the Flag Signal Bridge and Flag Conning Tower.

1012. All members of the Staff shall be assigned battle stations which will be manned when "General Quarters" is sounded. Enlisted men of the Flag not required for Staff Battle Stations will be assigned to ship battle stations. Enlisted men of the Flag will stand Flag condition and cruising watches, but will not stand ship cruising watches.

1013. The Flag Lieutenant is in direct charge of the boat crews, chauffeur, signal force, Admiral's mess attendants, boats, and automobiles (Band and

Orchestra is assigned), and is directly responsible to the Commander-in-Chief for their appearance, training and performance. The ship is responsible for maintenance and upkeep. The Flag Lieutenant, and, in his absence, the Staff Duty Officer, regulates the employment of the Staff motor boats and the Chief of Staff's barge when it is used as the Staff duty boat. He will prepare the schedules for all staff motor boats, prescribing the routine hours for securing and the places of securing away from the ship and will furnish information as to liberty of boat crews, after securing, to the Flag Secretary. The Officer-of-the-Deck will keep the Flag Lieutenant, and in his absence, the Staff Duty Officer, informed of the movements of the barges and the staff motor boats.

1014. The Commanding Officer of the Flagship shall be responsible that all safety precautions of the barge and staff gig be made as are required by existing regulations and instructions.

D—Routine Reports

1015. In order that the routine reports to the Commander-in-Chief may be complete and uniform, the Commanding Officer of the flagship is requested to promulgate the following instructions:

(a) AT ANCHOR

(1) The Officer-of-the-Deck shall make reports to Commander-in-Chief as follows:

- (a) The hours of 0800, 1200 and 2000.
- (b) Ship's Movements.
- (c) All marked changes in the weather.
- (d) Display of storm signals.
- (e) All occurrences worthy of notice.

(2) The Officer-of-the-Deck shall report salutes fired, exchanges of official calls, shifting of personal flags and movements of ships to the Commander-in-Chief, the Chief of Staff, and to the Flag Lieutenant, or in the absence of the Flag Lieutenant to the Staff Duty Officer.

(3) The Officer-of-the-Deck shall announce requirements for Staff attendance at the accommodation ladder by loud speaker: "Staff Gangway". Boat gongs shall also be sounded in number equal to the number of side boys required in attendance; e. g., for Admiral and Vice Admiral, eight (8) gongs; for Rear Admiral, six (6) gongs; and for Captain, four (4) gongs. The above procedure shall be carried out by the Officer-of-the-Deck in sufficient time for the Commander-in-Chief, the Chief of Staff, and the Flag Lieutenant, or, in his absence, the Staff Duty Officer, to reach the Quarter Deck and properly meet visiting officers. When the Commander-in-Chief is leaving the ship, the Officer-of-the-Deck will notify the Flag Lieutenant, or in his absence, the Staff Duty Officer, and the Chief of Staff, when the barge or automobile is alongside.

(4) The signal Bridge supervisor shall report all movements of ships getting underway, or coming to anchor, shifting of personal flags, exchange of salutes, and any occurrences worthy of notice to the Officer-of-the-Deck.

(5) When the Admiral has retired, the Officer-of-the-Deck shall make necessary reports to the Staff Duty Officer who will indicate what action is to be taken.

(6) During the night the Officer-of-the-Deck shall report to the Staff Duty Officer only such movements of ships as he deems necessary. The Signal Bridge supervisor will report to the Flag Lieutenant or to the Staff Duty Office, prior to 0800, any movements of ships occurring during the preceding night.

(b) UNDERWAY

(1) The Officer-of-the-Deck shall report to the Commander-in-Chief via the Staff Duty Officer on watch on the Flag Bridge:

- (a) The sighting of land, rocks, shoals, lighthouses, beacons, buoys, and discolored water.
- (b) All vessels or wrecks discovered.
- (c) All marked changes in the weather.
- (d) All occurrences worthy of notice.

If the ship is operating independently, the Officer-of-the-Deck shall make the above listed reports direct to the Chief of Staff and officer with the day's Staff Duty.

(2) If the Commander-in-Chief should be on the Navigating Bridge, the Officer-of-the-Deck will make reports direct to him, reporting thereafter to the Staff Duty Officer on watch.

(3) When underway making passage or outside the usual operating areas the Navigator shall report the ship's position at 0800, 1200 and 2000.